

Starting a New Document

1. From the **Document** group on the **Create™ 2010** tab, select **New Document**
2. From the dropdown list, select the document master required
3. The **Document Setup** dialog box opens
4. Complete the dialog box with your document details
5. Click **OK**. A document of the type selected, and with the details you typed in, will open in Word

Applying Text Styles

1. Click in the paragraph of text
2. Select the required style from the **Styles** group on the **Create™ 2010** tab
3. When you enter a hard return at the end of the paragraph, the next logical style will be applied automatically, e.g. after a section heading (Heading 1) style the next style default style is subheading (Heading 2) text, then after this is body text
4. For further styles, select **All Styles** to access a dropdown menu which lists all the styles that make up the document

Inserting a New Section

1. Click on a blank paragraph marker
2. From the **Styles** group on the **Create™ 2010** tab, select **Heading 1**. A new page will be inserted and the Section Title style applied.
3. Type in the new section title.

Inserting a New Appendix

1. Click on a blank paragraph marker
2. From the **Styles** group on the **Create™ 2010** tab, select **All Styles, Appendix Title**. A new page will be inserted and the Appendix Title style applied.
3. Type in the new appendix title

Customising the TOC

1. From the **Format** group on the **Create™ 2010** tab, select **TOC, Configure TOCs**
2. Under **Main TOC** select the heading levels you wish to include from the options available. Click **OK**

A new TOC will be inserted on the correct page in your document

Inserting a Standard TOC

1. Delete any existing TOC and page heading
2. From the **Format** group on the **Create™ 2010** tab, select **TOC, Insert Table of Contents**

Updating the TOC

1. After inserting or deleting sections or appendices, select **TOC, Update TOCs** from the **Format** group on the **Create™ 2010** tab

To Insert a Table of Figures

The Table of Figures lists all the numbered figure exhibits in the document along with their title

1. Delete any existing Table of Figures and page heading
2. From the **Create™ 2010** toolbar, select **Table of Contents, Insert Table of Exhibits, Figures**

A new Table of Figures page will be inserted in your document and any figure exhibits in the document will be listed, once you have updated the TOCs.

To Insert a Table of Tables

The Table of Tables lists all the numbered table exhibits in the document along with their title

1. Delete any existing Table of Tables and page heading
2. Place your cursor on a blank paragraph marker where you want to insert the Table of Tables
3. From the **Create™ 2010** toolbar, select **Table of Contents, Insert Table of Exhibits, Tables**

A new Table of Tables page will be inserted in your document and any table exhibits in the document will be listed, once you have updated the TOCs.

To Insert a Table of Equations

The Table of Equations lists all the numbered equation exhibits in the document along with their title.

1. Delete any existing Table of Equations and page heading
2. Place your cursor on a blank paragraph marker where you want to insert the Table of Equations
3. From the **Create™ 2010** toolbar, select **Table of Contents, Insert Table of Exhibits, Equations**

A new Table of Equations page will be inserted in your document and any equation exhibits in the document will be listed, once you have updated the TOCs.

To Update the Tables of Exhibits

1. From the **Create™ 2010** toolbar, select **Table of Contents, Update TOCs**

Exhibits

Exhibits help to manage the dimensions and position of all objects, assist with consistency of shape dimensions and also contain the linking information for charts and tables created and imported from Excel.

All exhibits will have a sequential exhibit number (depending on the type selected), a title and optional source field. This numbering is only required if you want to cross reference the exhibit or have a list appear in the table of exhibit figures/tables/equations – if you don't want the numbering simply select the text and delete it.

There are various sized exhibits available and a further option to insert a placeholder only.

Inserting Exhibits

1. From the **Insert** group on the **Create™ 2010** tab, select **Exhibit**
2. Type in the title of the exhibit
3. Under **Caption Type** select the exhibit type; Figure, Table or Equation. Each exhibit type will be numbered

sequentially throughout the document and then they can be listed in their own tables of exhibits.

4. Select the required placeholder layout. *1 Up* will insert one placeholder across the whole slide. *2 Up* will insert two, next to each other, *3 Up* will insert three next to each other or select *Placeholder Only*
5. Type in the source (optional)
6. Click **OK**. Placeholders will be inserted with an exhibit number (automatically allocated)

Tables

Pre-formatted blank tables can be inserted using a **Create™ 2010** function. You can also use the same function to insert table data from the clipboard and directly from Excel, linking back to the source data.

All tables should be inserted into exhibit placeholders.

Inserting a Blank Table

1. Place your cursor inside an exhibit
2. From the **Insert** group on the **Create™ 2010** tab, select **Table**
3. Type in the required number of rows (total number including heading rows) and columns. Click **OK**

A new blank pre-formatted table will be inserted in the exhibit

Inserting Table Data from Clipboard

1. Place your cursor inside an exhibit
2. Go to Excel and select your data range
3. Choose **CTRL+C** to copy it to your clipboard
4. Go back to your Word document and from the **Insert** group on the **Create™ 2010** tab, select **Table**
5. The option **From Clipboard** will be highlighted and the cell range and worksheet name will be listed
6. Click **OK**

The table data will be inserted, formatted and linked back to the Excel source data

Inserting Pre-formatted Tables (from Excel)

1. In Word, position your cursor in an exhibit placeholder
2. Go to Excel. Select the cells containing the data. In the **Send Table To** group, select **Word, Fully Formatted**. The selected data will be pasted into the exhibit as a formatted table with an updateable link back to the source data in Excel

Inserting Unformatted Tables (from Excel)

1. In Word, position your cursor in an exhibit
2. Go to Excel. Select the cells containing the data. In the **Send Table To** group, select **Word, Unformatted**. The selected data will be pasted into the exhibit as an unformatted table with an updateable link back to the source data in Excel

Formatting Tables

There is a selection of formatting options that can be applied to the tables in your document. Using these

formatting options will save you time and aid consistency within your document.

Formatting a Whole Table

1. Place your cursor in the table or in a particular row to be formatted. From the **Format** group on the **Create™ 2010** tab select **Format Table, Whole Table**
2. Select the type of formatting required from the list. As you click on each option, a preview will be displayed below
3. Click **OK** to apply the change and close the dialogue, or **Apply** to apply the change and apply further changes. When you have completed your formatting, click **Cancel** to close the dialogue

Formatting Selected Rows or Cells

1. Place your cursor in the table or in a particular row to be formatted. From the **Format** group on the **Create™ 2010** tab select **Format Table, Format Selected Rows** or **Format Selected Cells**
2. Select the type of formatting required from the list. As you click on each option, a preview will be displayed below
3. Click **OK** to apply the change and close the dialogue, or **Apply** to apply the change and apply further changes. When you have completed your formatting, click **Cancel** to close the dialogue

Viewing Linked Objects

Table data or charts that have been imported from Excel using the **To Word Table** or **To Word Chart** function in Excel become **Linked Objects** in your document. If the data changes in Excel, then the corresponding data or chart in Word can be updated to reflect the change. You can view a list of the linked objects in your document at any time.

1. From the **Linked Items** group on the **Create™ 2010** tab click on **Data Source**
2. Select the object you wish to view. Right click, select **View Source**

Your cursor will navigate to Excel file and range location

Changing the Source of Linked Objects

1. From the **Linked Items** group on the **Create™ 2010** tab click on **Data Source**
2. Select the object you wish to change. Right click, select **Change Source**
3. Navigate to the new file location and select the file and click **Open**

Updating All Linked Objects in your Document

1. From the **Linked Items** group on the **Create™ 2010** tab click on **Update, All OR Charts and Tables** (note that selecting **All** will also update your Table of Contents)