Microsoft Word 2021 User Guide

October 2021

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Introduction

This guide explains how to use Microsoft Word 2021 with a focus on working with styles.

Styles are predefined formatting settings for text, paragraphs, and tables (for example, Bold text or Body Text paragraphs). Using styles helps keep documents consistent and professional.

Examples in this guide use NexTec templates. The same styles apply to CannaBusiness ERP and FoodBusiness ERP templates, with colours adjusted to match each brand.

This guide is intended for consultants and sales teams and covers common tasks such as creating a table of contents (TOC) and setting up landscape pages.

For questions, contact amurphy@nextecgroupinc.com.

Styles

Styles are a way of applying consistent attributes such as font, size, spacing, and so on to text.

You can apply a style to make one word bold, or you can apply a style to a paragraph to make a heading.

Styles are also used to set up the table of contents, and the header and footers.

See Style descriptions for a list of the more common styles in this template.

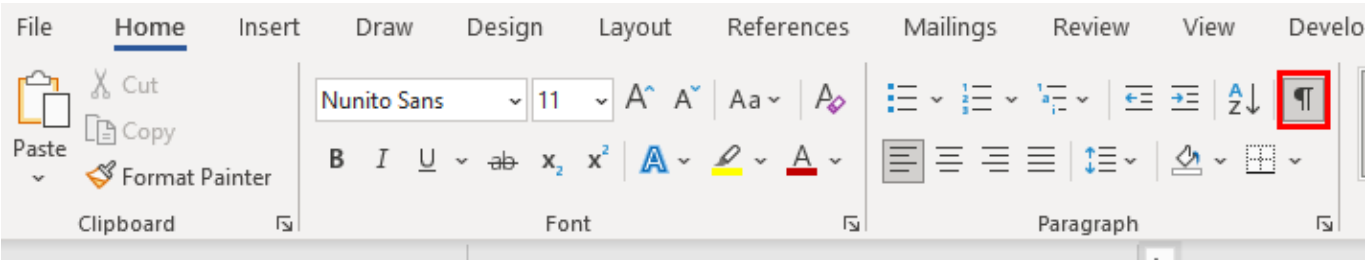
Some of the advantages of using styles are as follows:

- Gives documents a consistent feel
- Makes it easier to change the look of the text
- Works with the table of contents, headers and footers.
- Allows for easier navigation in Word and PDF documents

Show the paragraph marks

The paragraph marks show you the end of a paragraph, and the spaces, which makes it easier to see what text you are selecting.

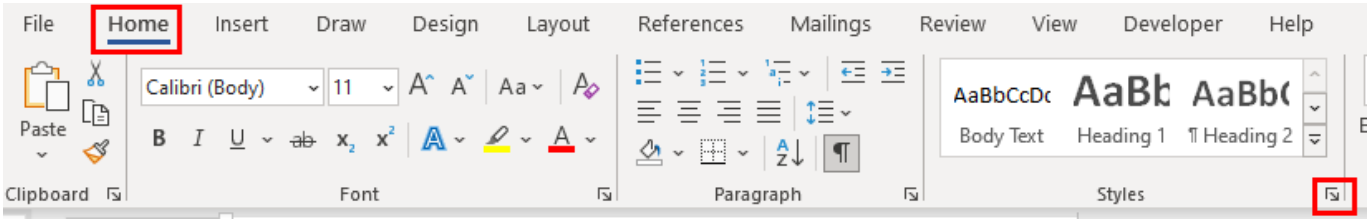
1. From the **Home** tab, in the **Styles** section, select the **Paragraph** icon ¶



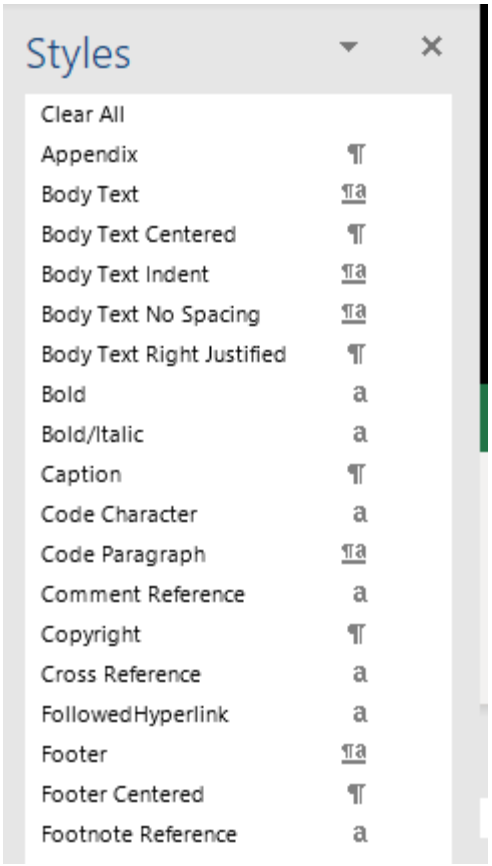
Show the Styles pane

The **Styles** pane is used to apply styles to text.

1. From the **Home** tab, in the **Styles** section, click the arrow in the bottom-right corner ( ) to open the **Styles** pane.



The **Styles** pane opens.



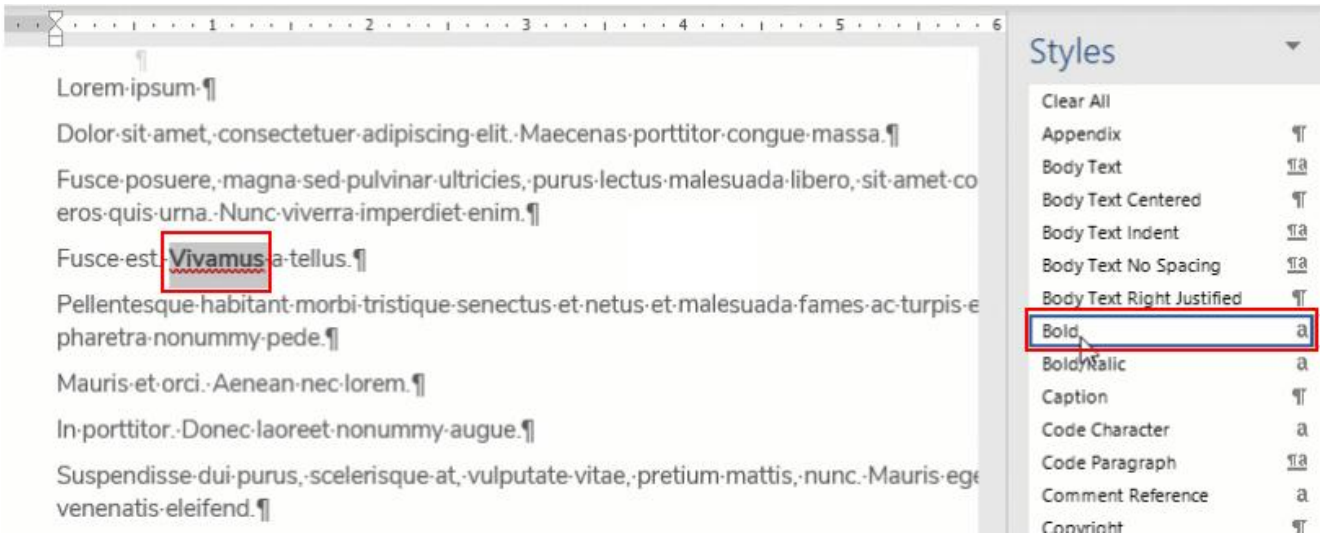
If your **Styles** pane does not look like the above, see Customize the Styles pane.

Apply styles

Ideally, you always apply styles using the **Styles** pane.

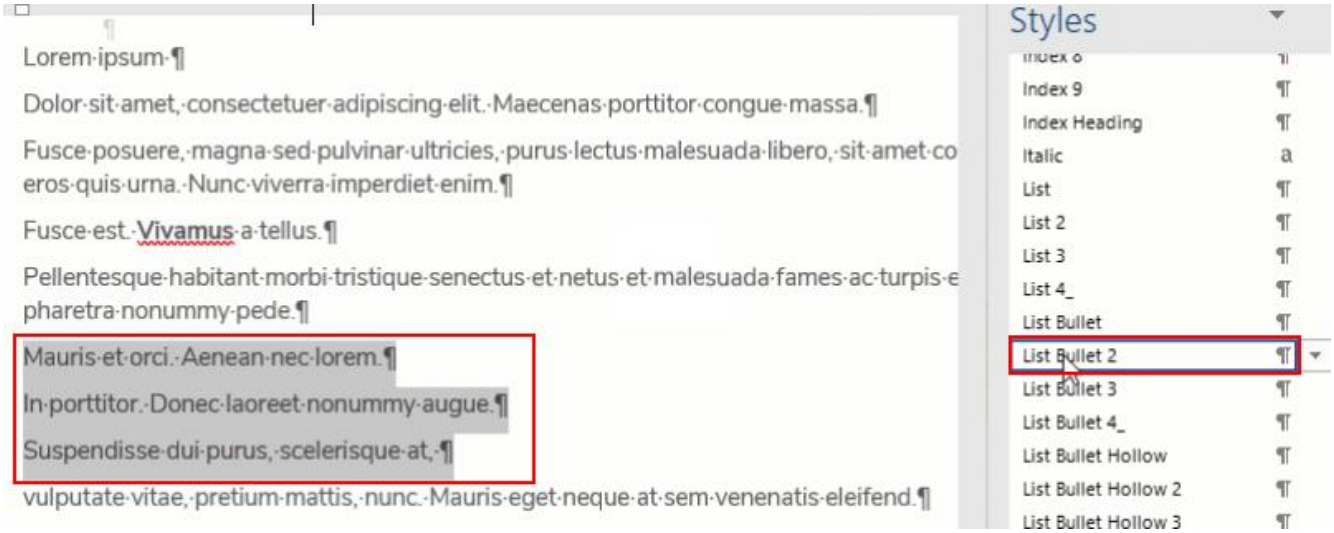
1. Show the Styles pane.
2. If you want to apply a style to a word, select the entire word, and then select a character style as distinguished by the character icon **a**.

   For example, the *Bold* style is a character style.



3. If you want to apply a style to a paragraph, place your cursor in the paragraph or select multiple paragraphs, and then select a paragraph style with the paragraph **¶** icon.

   For example, to create a bulleted list, select the paragraphs, and then select *List Bullet 2* in the **Styles** pane.



> **Tip:** To select text or paragraphs in different sections, you can hold down the <Ctrl> key and then use the mouse to select different sections of text.

Clear a style

You may want to clear a style if it was applied in error. Or, if a paragraph or character is acting in an unexpected way when you try to apply a style, you can clear the styles to remove any formatting applied in the background.

If applying the unwanted style was the last action you performed, simply press **<Ctrl+z>** to undo the style.

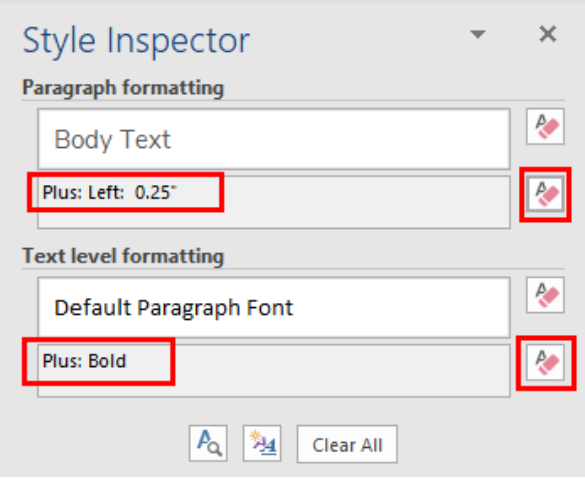
Clear specific formatting

Clearing certain formatting allows you to clear a paragraph style, a text style, and any local formatting. For example, you applied the *Bold* style to some text but no longer want the text to be bold.

1. In the **Styles** pane, select the **Style Inspector** icon .

   The **Style Inspector** window shows the style applied to the paragraph, any local formatting applied to the paragraph, the style applied to the text, and any local formatting applied to the text.

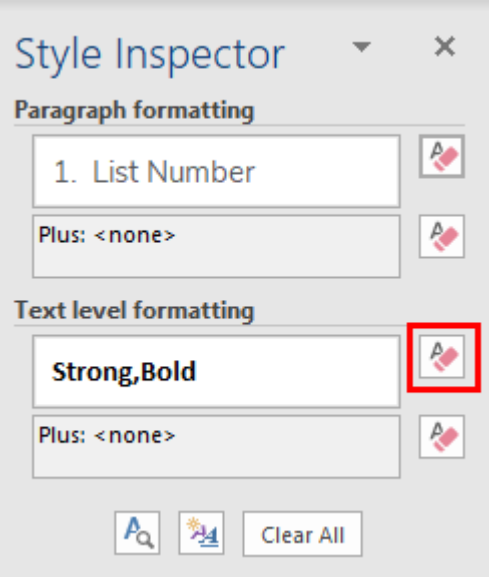
   The **Plus** fields show the local formatting. In the example, below, you can see that the paragraph has been manually moved left, and the text has been made bold without using a style.



2. Select the paragraph or text with the style or formatting that you want to clear.

3. Select the **Clear** icon to clear the appropriate formatting.

   For example, if you want to clear the *Bold* style, select the **Clear** icon for the field below **Text level formatting**.

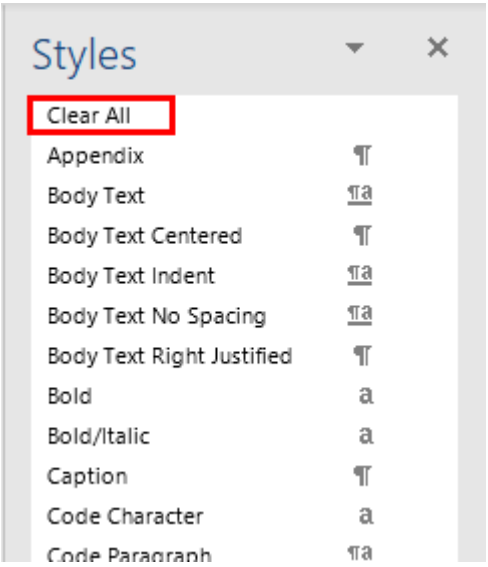


> **Important**: Always select the **Clear** icon if the **Plus** fields are showing a value because that clears the local formatting.

Clear all formatting

You may want to clear all of the formatting if a style isn't working like you expected (which is something that often happens with numbered lists).

1. Select the entire paragraph or text.
2. From the **Styles** pane, select the *Clear All* style located at the top of the list.

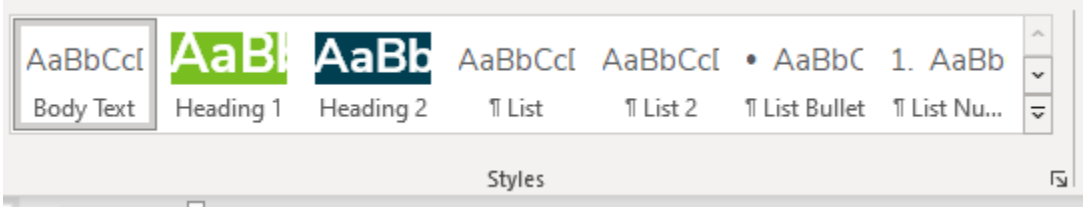


3. Reapply the correct style.

Create style shortcuts

Add a style to the Style Gallery

The Style Gallery allows you to quickly access commonly used styles. The gallery is located on the **Home** tab.



1. In the **Styles** pane, right-click the style that you want to add to the Style Gallery.
2. Select **Add to Style Gallery**.

   To remove a style from the gallery, right-click the style, and choose **Remove from Style Gallery**.

Create shortcut keys

You can create shortcut keys to help you quickly apply a style using the keyboard.

1. In the **Styles** pane, place your cursor over the style that you want to change, and select the drop-down arrow.

   Note: Don't click the style because that will automatically apply the style to the paragraph where the cursor is located.
2. Select **Modify**.
3. Select **Format** and select **Shortcut key**.
4. Press the shortcut key combination, and select **Assign**.

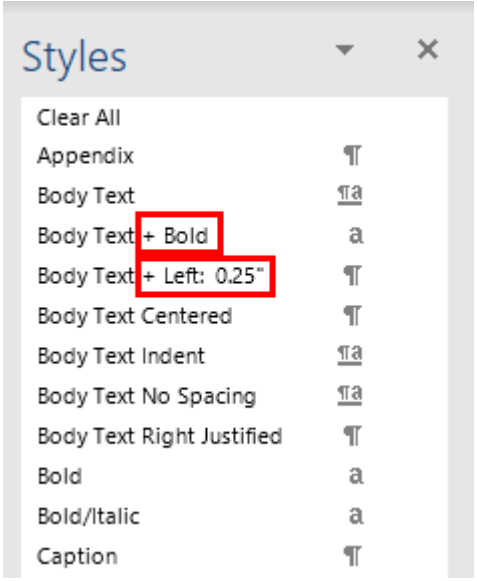
   Tip: Create a shortcut key that is easy to remember (for example, <Alt+b> for the *Bold* style).

Correct local formatting

In order to keep the documents with a clean and cohesive look, it's a good idea to remove any local formatting that has creeped in. Local formatting is when you changed the look of the text without using a style.

1. Scroll through the **Styles** pane, and look for a style name that has "*+<formatting>*" such as *Body text + Bold*.

The *+ <formatting>* means that local formatting has been applied.



2. Select the drop-down arrow for the style that has local formatting, and choose **Select All # instances**.

   This selects all of the places with that style and local formatting.

3. Apply a new style.

   In the **Styles** pane, select a new style.

   For example, if the local formatting was *+ Bold,* you would select the *Bold* style to apply the predefined style.

   The local formatting is cleared, and the style is applied.

   -OR-

   Clear the formatting.

4. Repeat for any other local formatting.

Modify styles

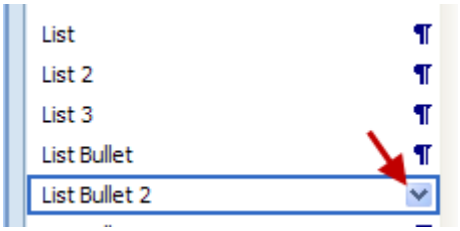
The styles that are delivered with the templates should cover most documentation requirements, but you can modify or add a style.

> **Warning**: Try not to modify or add styles unless absolutely necessary. The styles in the template are what makes our documents look consistent.

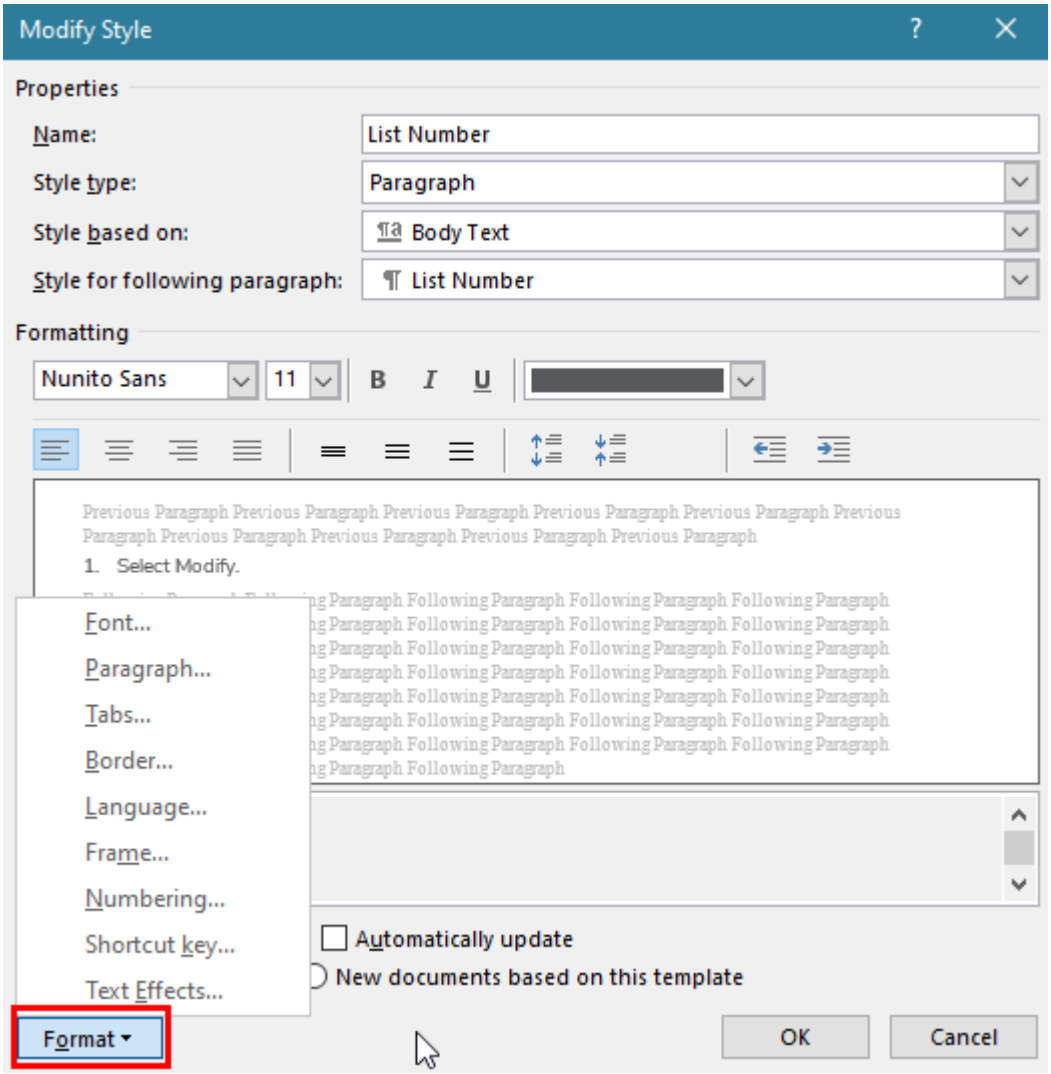
Modify a style

1. In the **Styles** pane, place your cursor over the style that you want to change, and click the down arrow.

   Note: Don't click the style because that will automatically apply the style to the paragraph where the cursor is located.



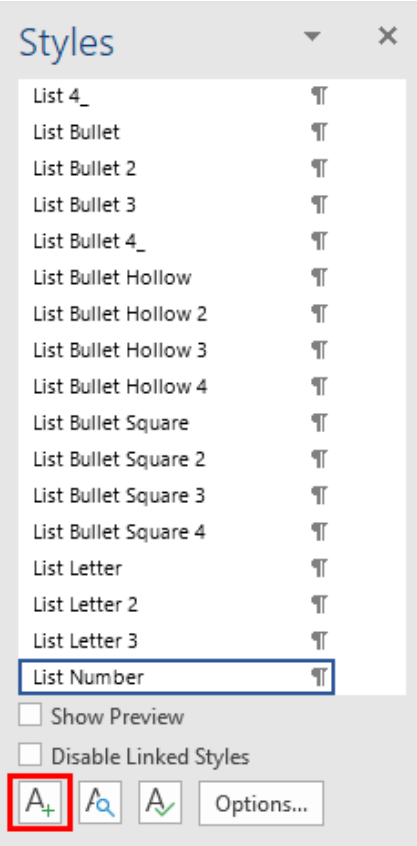
2. Select **Modify**.
3. Select **Format** and select the format that you want to change.
   - *Font*: Changes the size and color of the text.
   - *Paragraph*: Changes the indents, space above and below, and page breaks.



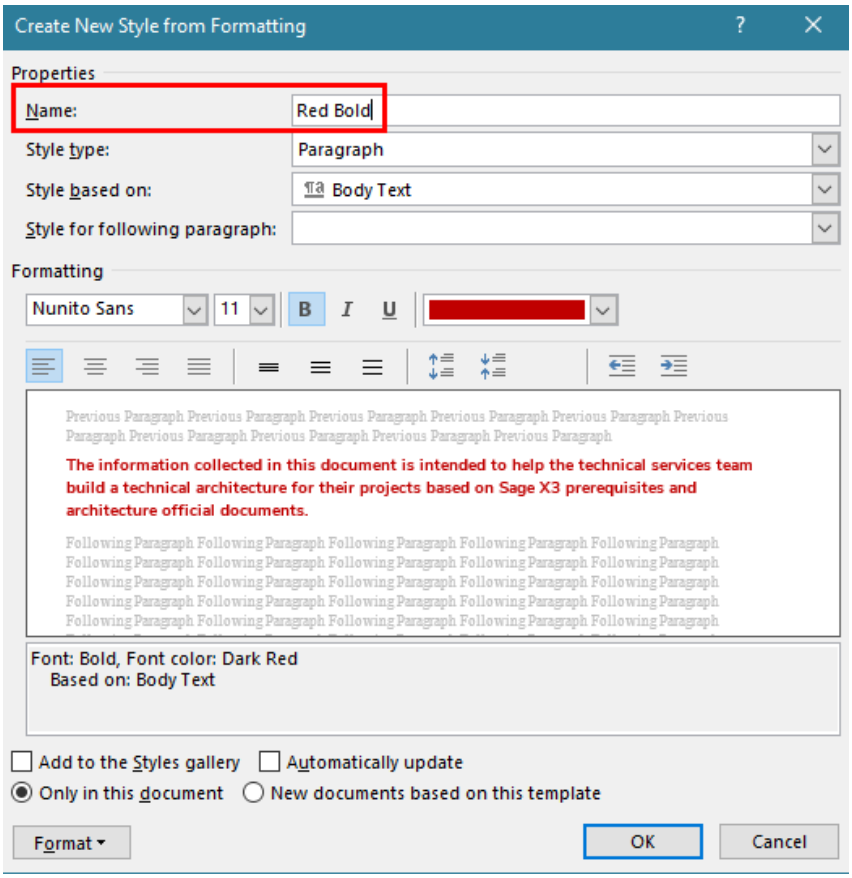
Add a style

The easiest way to add a new style is to format the text the way you want, and then create the new style based on your formatted text.

1. Modify the text so that it appears the way you want.
2. Select the **New Style** icon in the **Styles** pane.



3. In the **Create New Style** window, enter the name of the new style.


Create New Style from Formatting
Properties
Name:
Red Bold
Style type:
Paragraph
Style based on:
Body Text
Style for following paragraph:
Formatting
Nunito Sans
11
B
I
U
Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph
The information collected in this document is intended to help the technical services team build a technical architecture for their projects based on Sage X3 prerequisites and architecture official documents.
Following Paragraph Following Paragraph Following Paragraph

Headers and footers

The headers and footers are the information that shows in the top and bottom of the document.

- If you are using a branded template with a cover page, then the header and footer is automatically populated.
- If you are using a branded template without a cover page, the header is populated with the text from the *Title* style, and you need to manually update the footer with the document date.

Update the header and footer information

1. Double-click the header or footer to make it active.
2. If applicable, update the text, or delete a reference field.

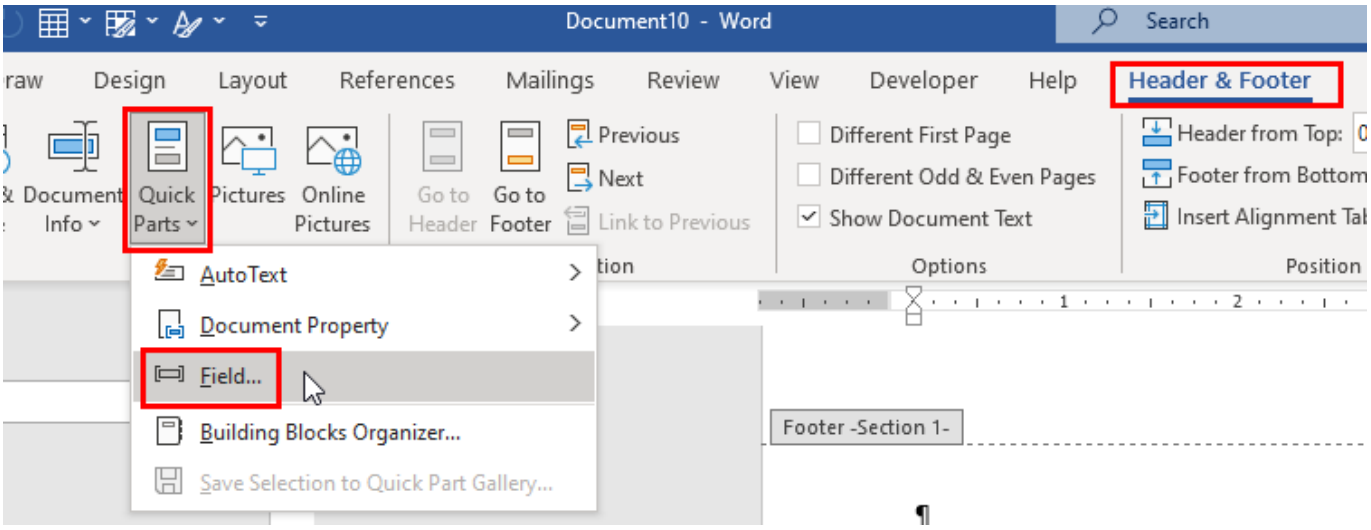
Insert a field reference

If you want to add another field reference, for example, you want the Heading 1 text to appear, then you need to insert a reference to the style.

1. Double-click the header or footer to make it active.
2. Place your cursor where you want the text to go.

   Tip: Don't forget to add a space if needed.
3. From the **Header & Footer** tab, select **Quick Parts**.

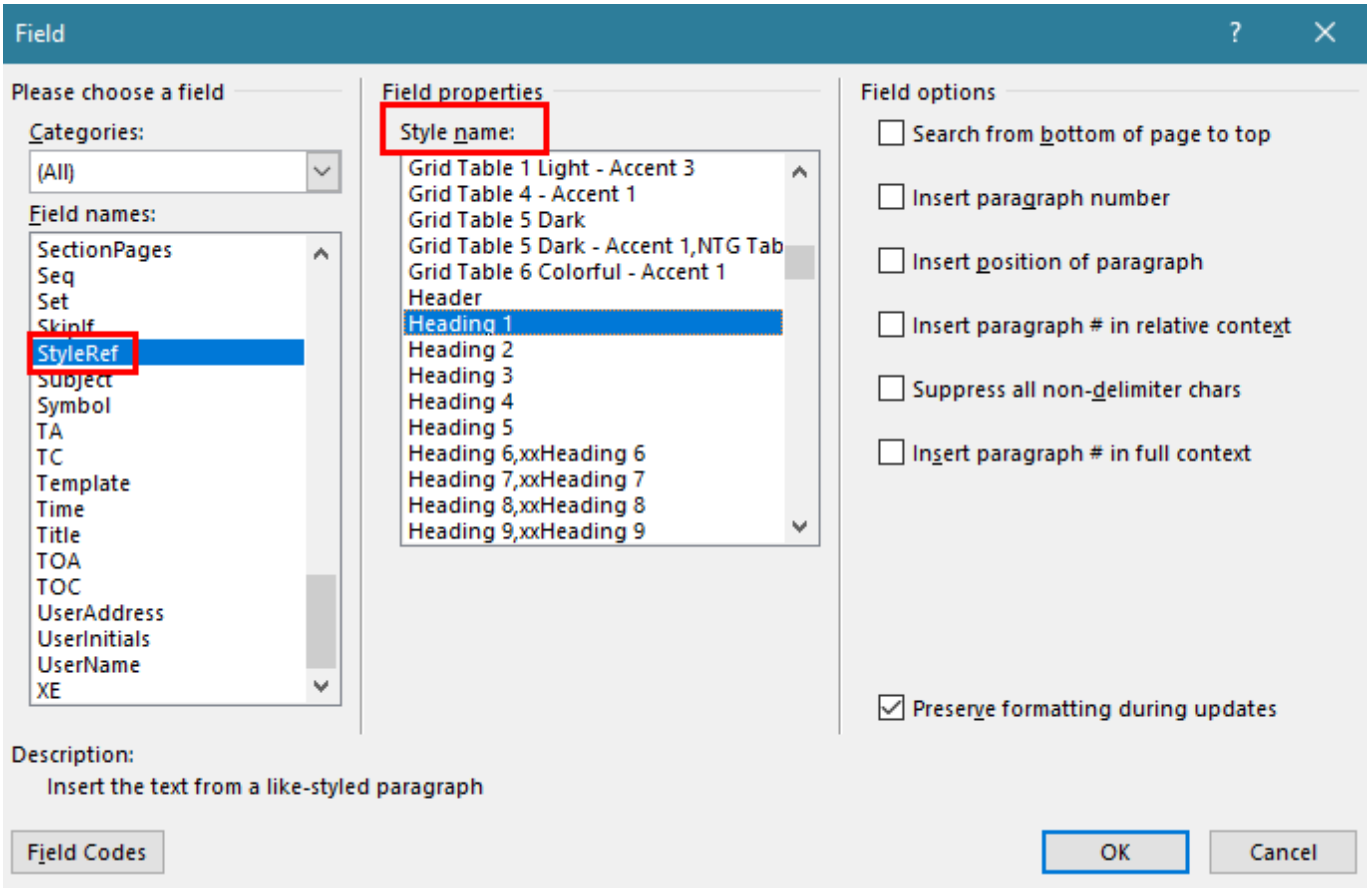
   Note: The **Quick Parts** button can also be found on the **Insert** tab.
4. Select **Field**.



5. Under **Field names**, select *StyleRef*.

6. Under **Style name**, select the style reference that you want to insert.

   For example, if you select *Heading 1*, the text from the first *Heading 1* on each page will be displayed in your header.

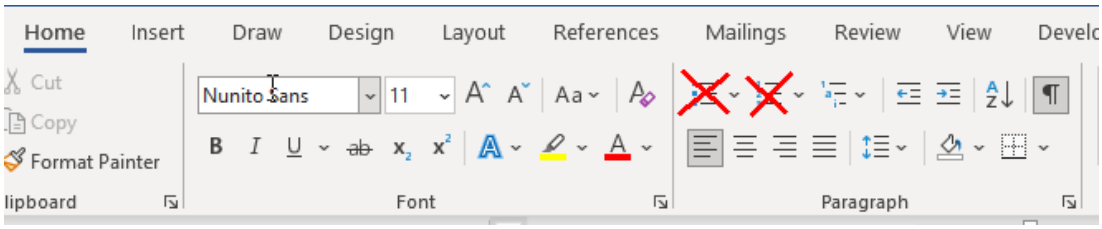


7. Select **OK**.

Lists

Lists are bulleted or numbered lists.

- Do not use the buttons on the **Home** tab to add bullets or numbers.



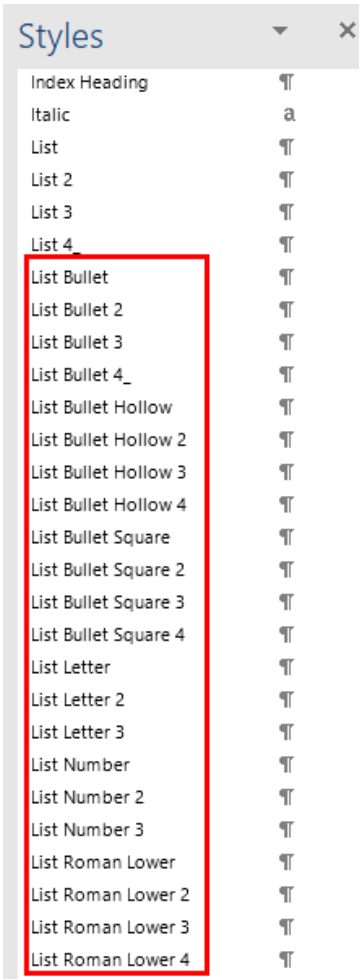
Important: Do not use the **<Tab>** key to move a list over. Using the **<Tab>** key will automatically update the List style and cause issues with your numbering.

Add a list

1. Select the text that you want to make a list.
2. Select a *List Bullet*, *List Letter* or *List Number* style from the **Styles** pane. For example, **List Bullet 2** or **List Letter**.

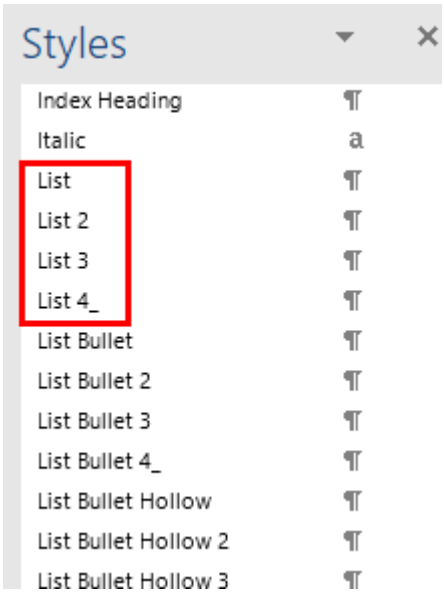
   The number beside the *List* name indicates the indent level.

   > **Tip**: The following *List* styles have shortcut keys. List Bullet (Ctrl+Shift+L), List Bullet 2 (Ctrl+Shift+Alt+L), List Number (Ctrl+Shift+U) and List Number 3 (Ctrl+Shift+Alt+U)



3. To add an indented paragraph below a number or bullet, select a *List* style.

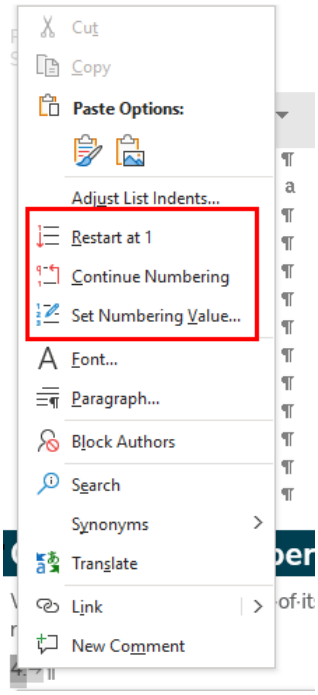
   The number corresponds with the numbered or bullet style. For example, if a list is using *List Bullet 2*, then select *List 2* to add indented text below the bullet.



Change the number in a list

Word sometimes has a mind of its own when it comes to numbering but you can change a number if needed.

1. Right-click the number in the list.
2. Select the appropriate option.



- **Restart at 1**: Changes the number to 1.
- **Continue Numbering**: Changes to the next number in the list.
- **Set Numbering Value**: Changes to the number that you define.

Tables

The branded templates have several tables with the branded colors.

Insert a default table

Inserting a default table will add the default table but the styles will need to be updated.

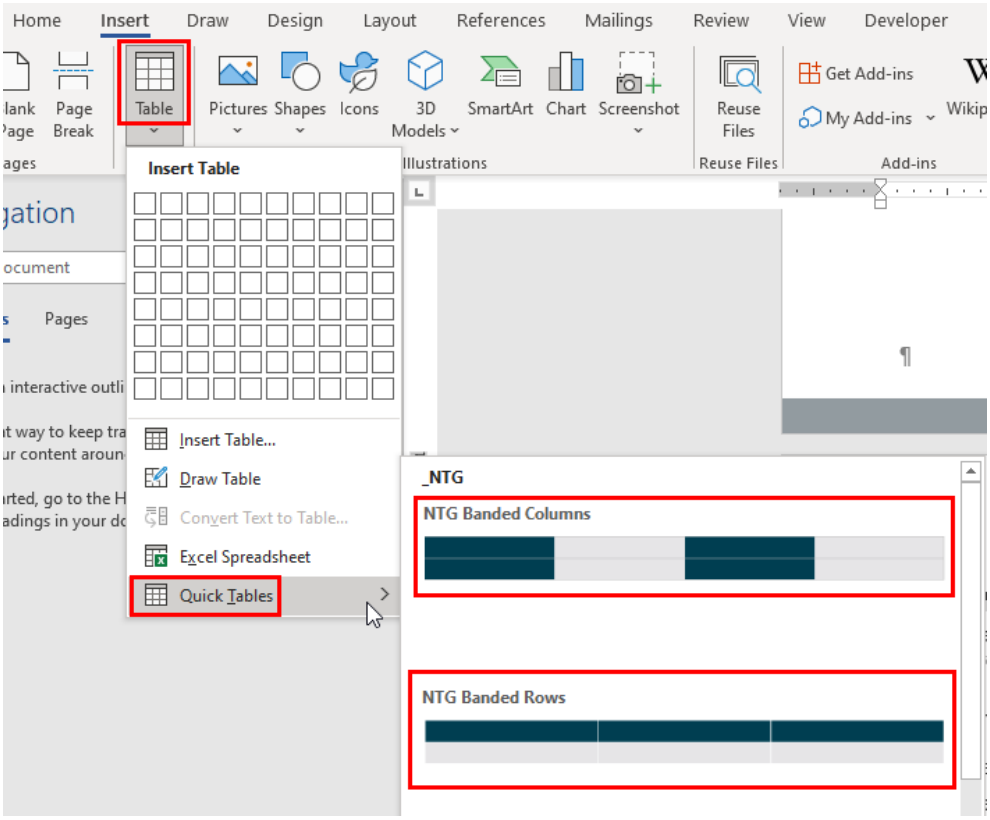
1. Place your cursor where you want the table.
2. From the **Insert** tab, select **Table**.
3. Choose the number of columns and rows you want.
   The default table is added.
4. Position your cursor in the table.
   The **Table Design** tab is activated.
5. On the **Table Design** tab, clear the **First column** check box.
6. Select all of the rows in the header row, and choose the **Table Heading** style from the **Styles** pane.
7. Select all of the rows in the body rows, and choose the **Table Body** style.

Insert a quick table

Quick tables are commonly used tables that already have the table styles applied.

1. Place your cursor where you want the table.
2. From the **Insert** tab, select **Table**.

3. Choose from one of the branded tables.

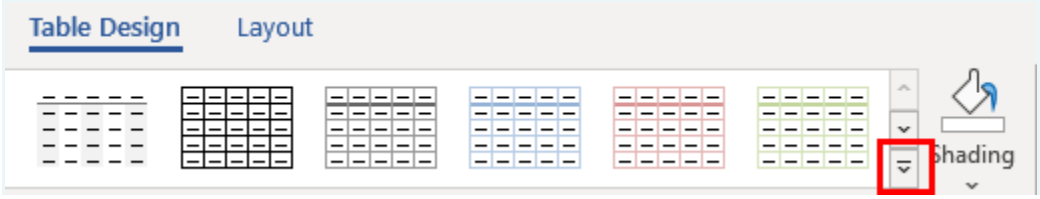


Change the table style

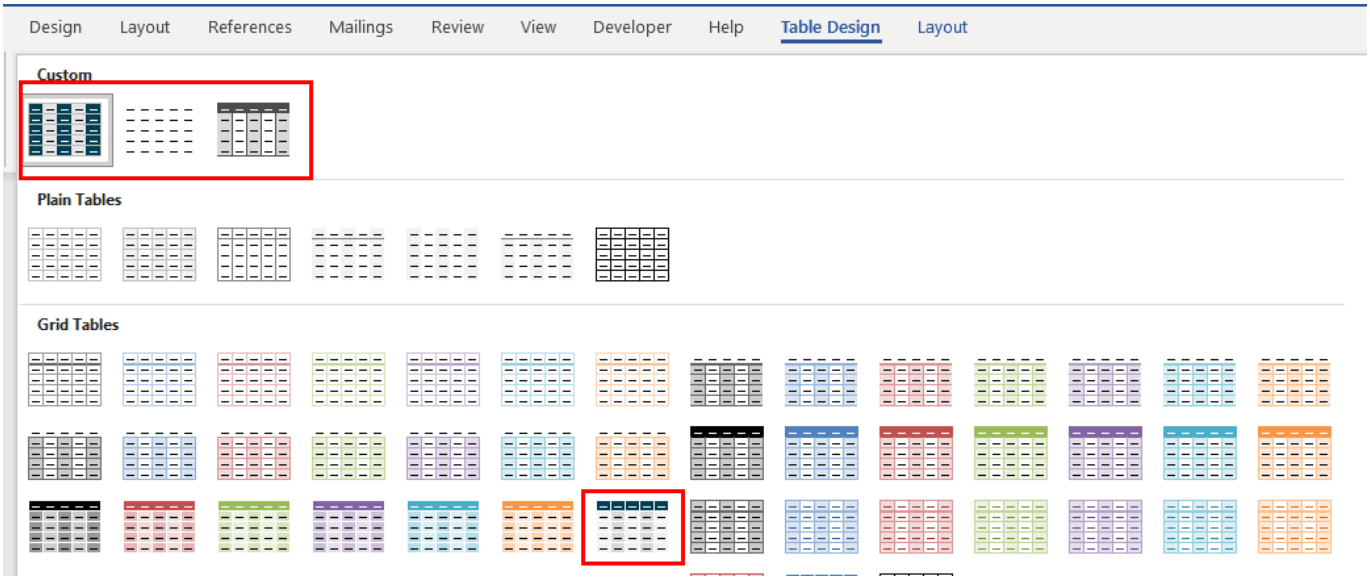
You can change how an entire table looks by changing its style.

1. Place your cursor in the table.
2. On the **Table Design** tab, select the table style that you want to apply.

Tip: Select the **More** arrow to see more table styles.

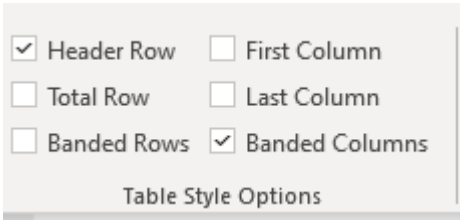


Several custom tables are delivered with the templates. Hover over the table to see its name.



3. Use the **Table Style Options** section to change the look of the table.

   For example, *Header Row* will add a header. *Banded Columns* adds columns with different alternating colours.



4. Apply the *Table Body* and *Table Heading* styles as required.

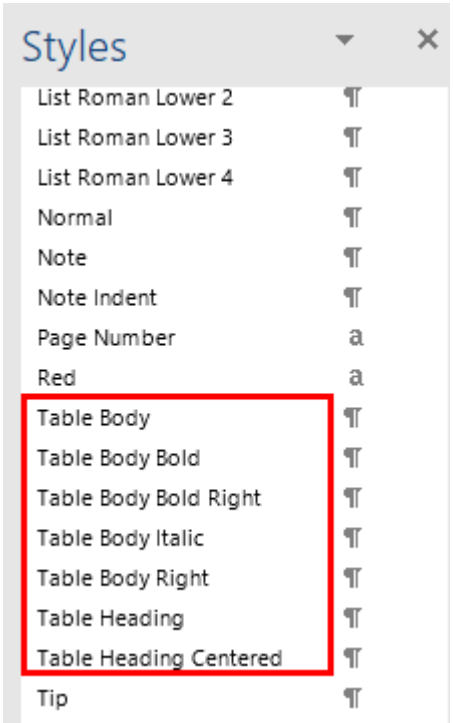
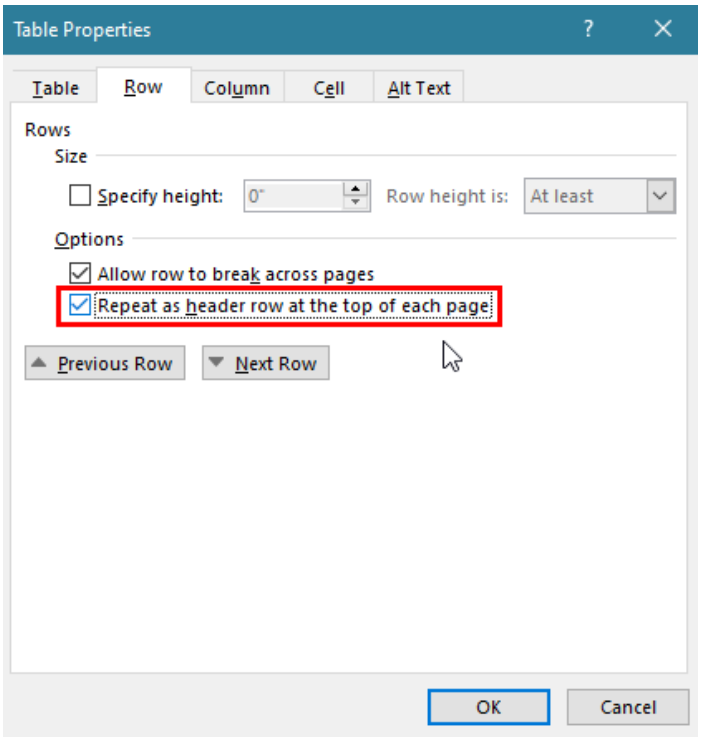


Table tips

Repeat header at to the top of each page

If you have a long table that is on more than one page, it is a good idea to have the table header repeat at the top of the page.

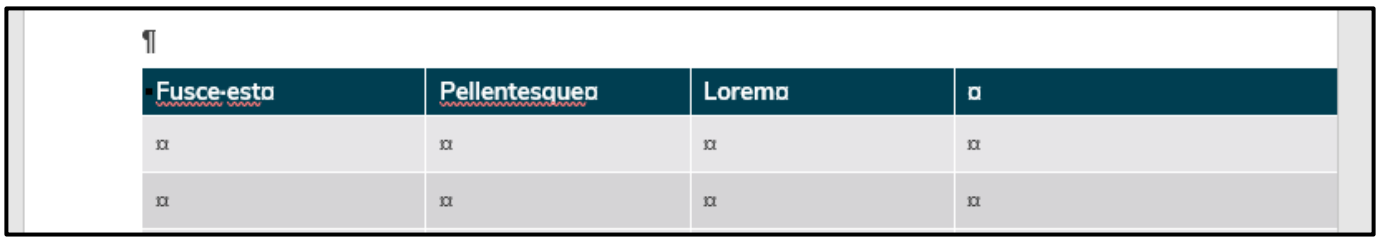
1. Right-click in the header row of your table.
2. Select **Table Properties**.
3. On the **Table Properties** window, on the **Row** tab, select the **Repeat as header row at the top of each page** check box.



4. Select **OK**.

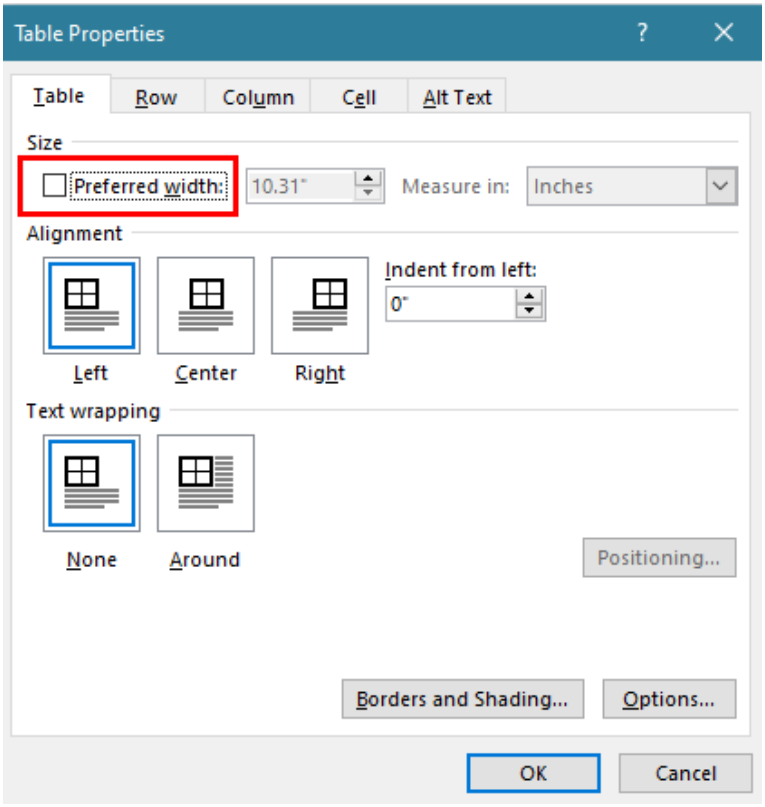
Correct table size

Sometimes when you add a column to a table, the table goes off of the page.



1. Right-click the table.
2. Select **Table Properties**.

3. On the **Table Properties** window, on the **Table** tab, clear the **Preferred width** check box.



4. Select **OK**.

   The table is resized to fit on the page.

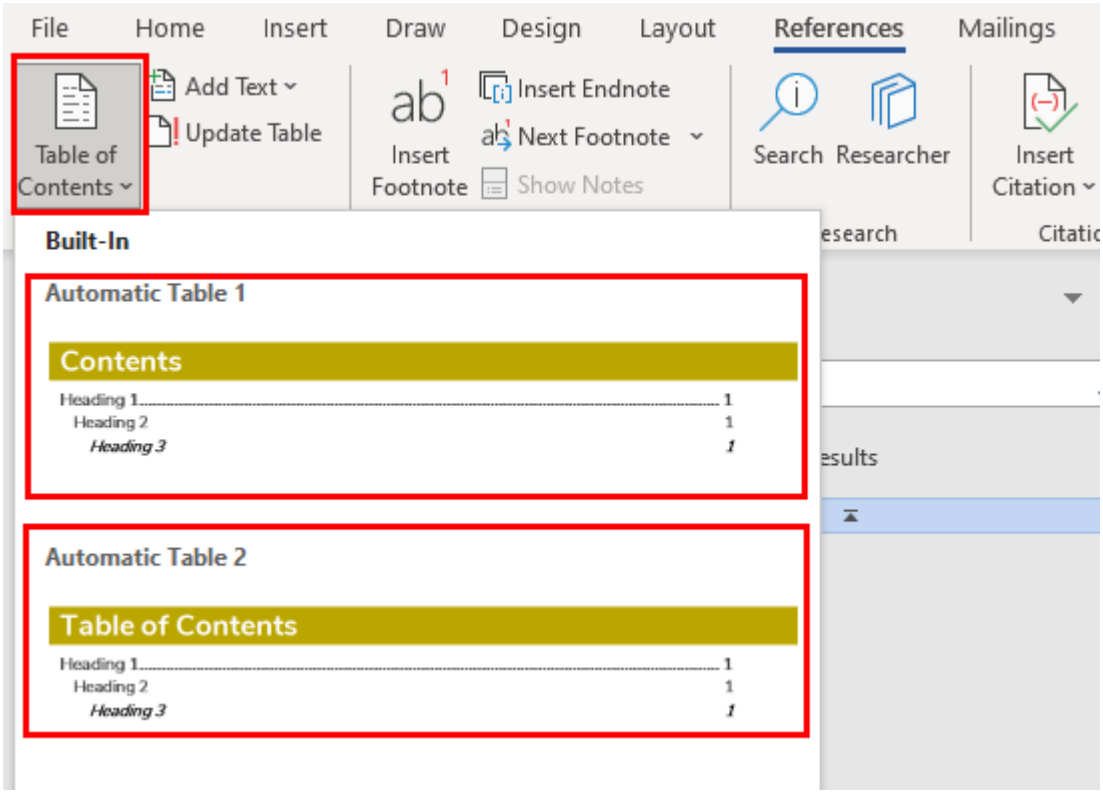
Table of contents

Insert a table of contents

If your document does not have a table of contents (TOC), you can add one.

1. Place your cursor in the very first paragraph of your document.
2. On the **References** tab, select **Table of Contents**.

3. Select one of the **Automatic Tables**.



Update the table of contents

You should update the table of contents (TOC) once you are finished with your document. This will add the headings and update the page numbers.

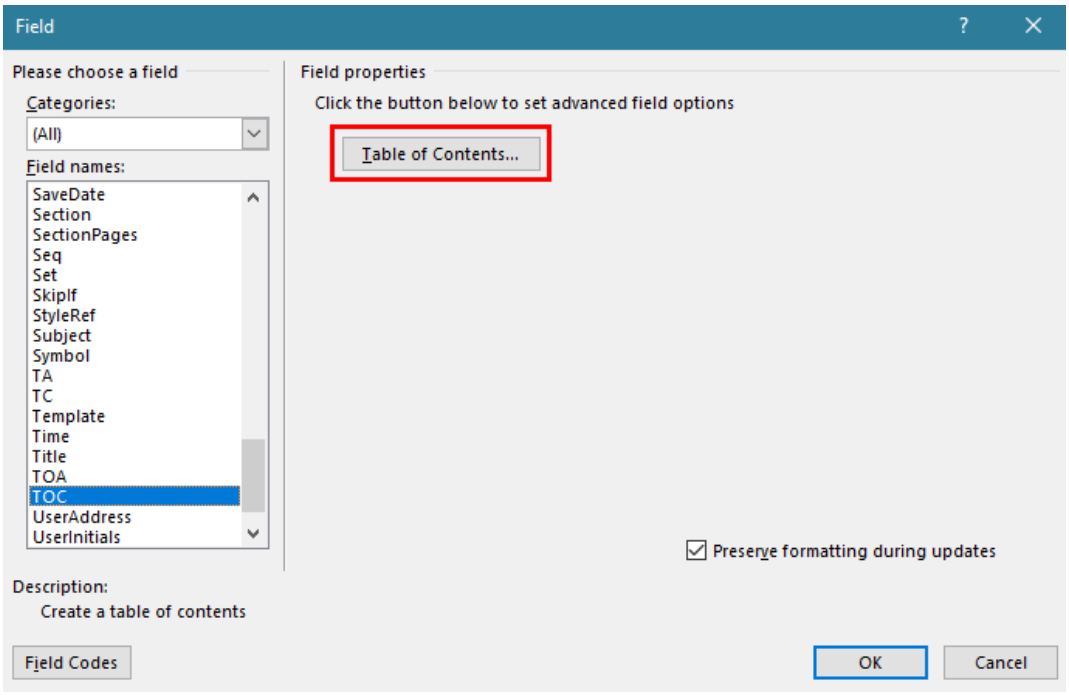
1. Right-click the TOC, and select **Update field**.
2. If prompted, select **Update entire table**.
3. Select **OK**.

Change the listed headings

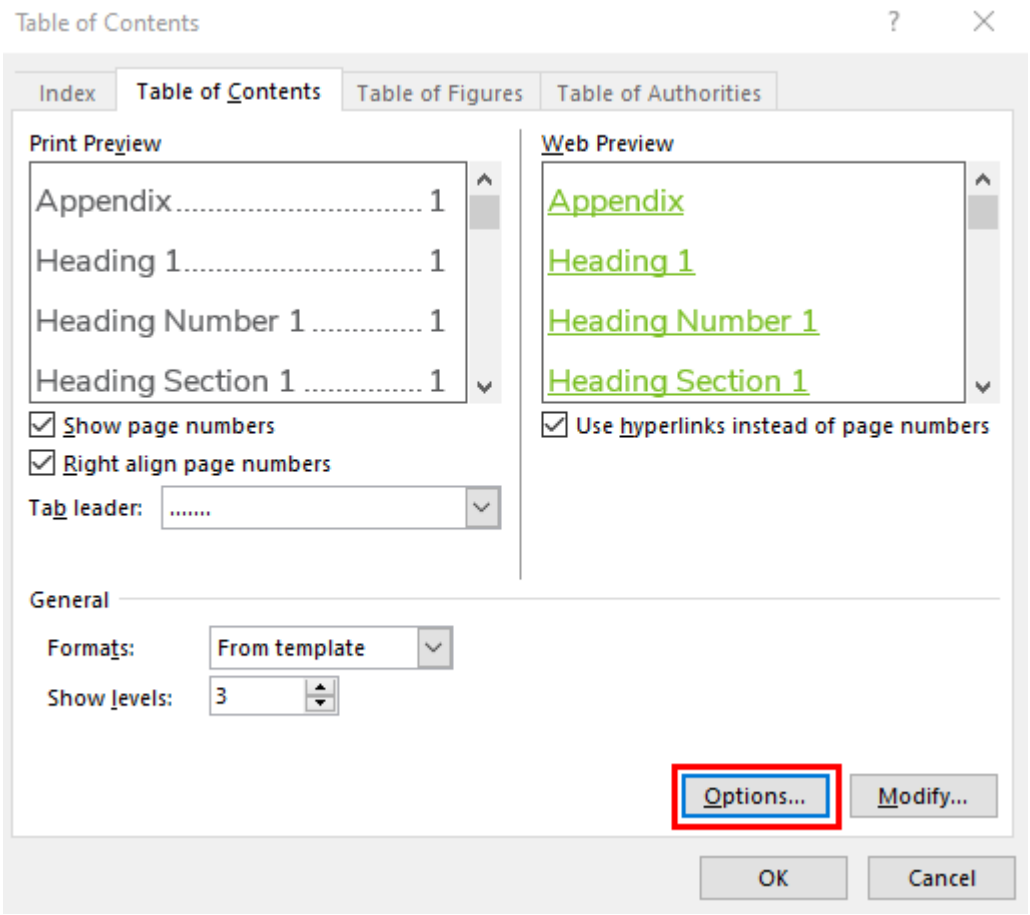
If you want to change the headings that are listed in the TOC, you need to update the options.

1. Right-click the TOC, and select **Edit field**.
2. In the **Field** window, select **TOC**.

3. Select the **Table of Content**s button.



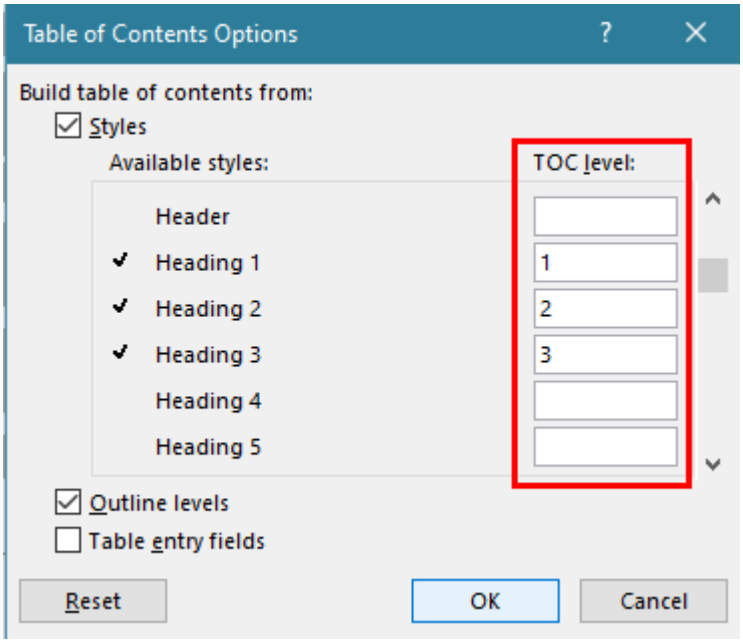
4. Select the **Options** button.



5. Under **TOC level**, find the **Heading** styles that you want to add or remove from the TOC.

   To add a level to the TOC, type a number from 1 to 9 to indicate the level that you want the heading style to represent.

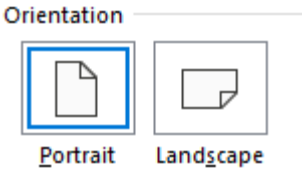
   To remove a level from the TOC, clear the **TOC level** field.



6. Click **OK**.

Landscape layout

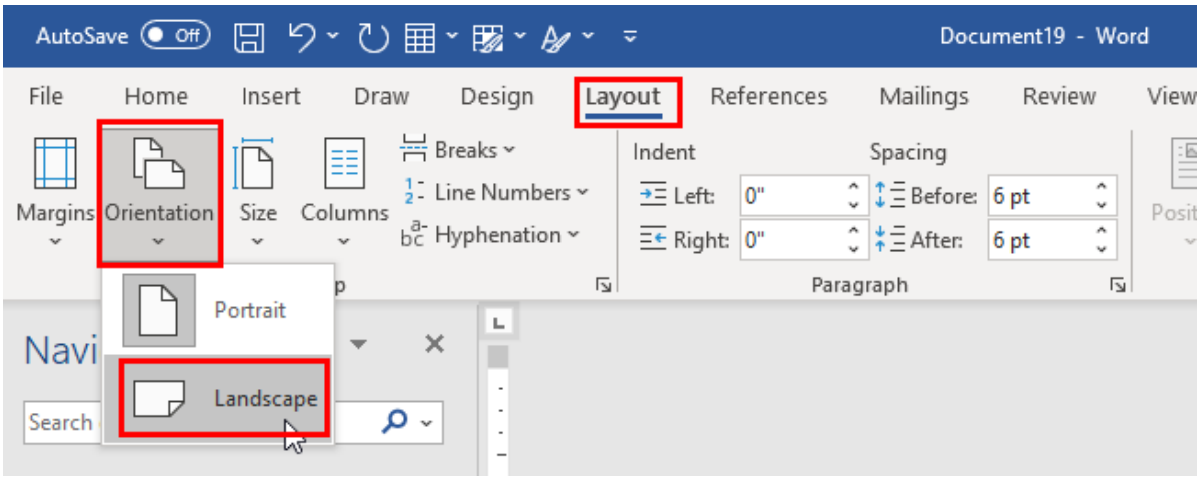
Documents can be created in a *Portrait* or *Landscape* layout.



Create a full landscape document

If you want to have your entire document in the landscape layout, you simply have to adjust the orientation.

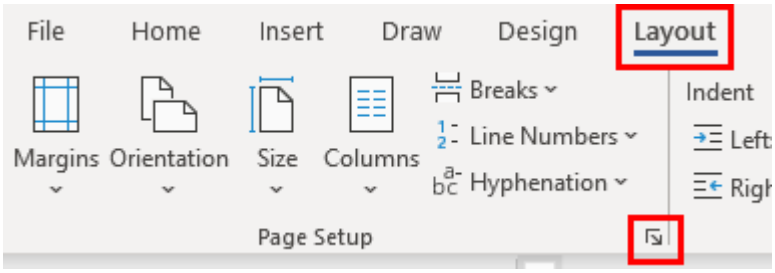
1. From the **Layout** tab, select **Orientation > Landscape**.



Change some pages to landscape

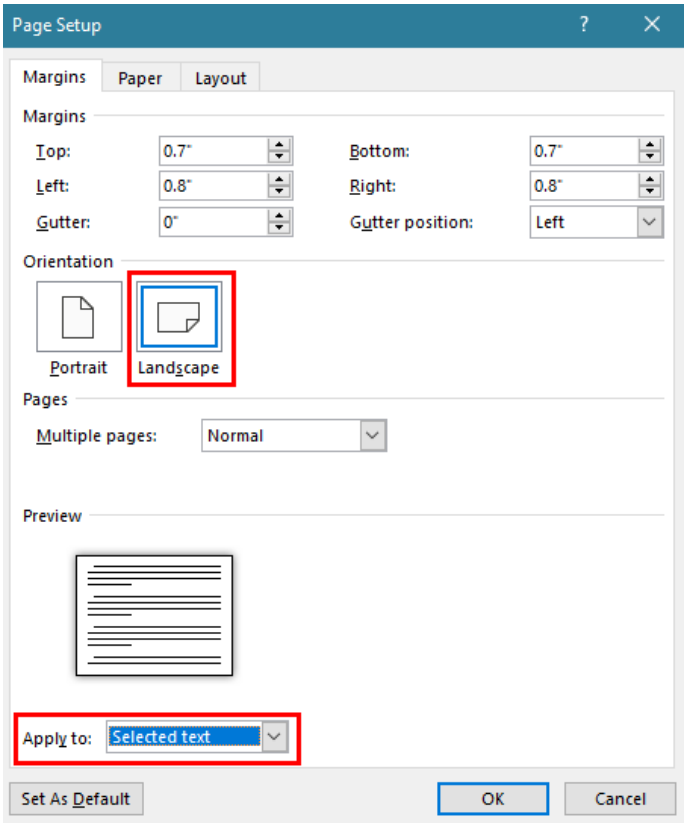
If you want to change some pages in your document to the landscape layout, you have to complete some extra steps.

1. Show the paragraph marks.
2. Add the text that you want to be landscape.
3. Select the text that you want to be landscape.
4. On the **Layout** tab, in the **Page Setup** section, select the small corner arrow.



5. On the **Page Setup** window, select the following values:

Field	Value
Orientation	Landscape
Apply to	Selected text



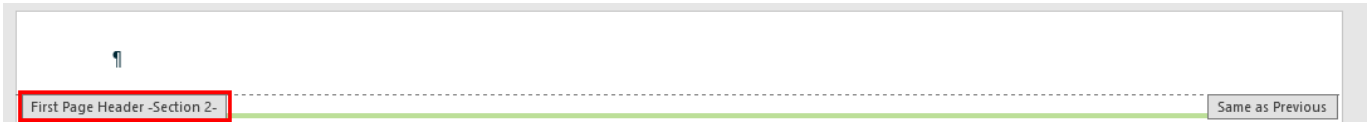
6. Select **OK**.

   The selected text is changed to the landscape layout.

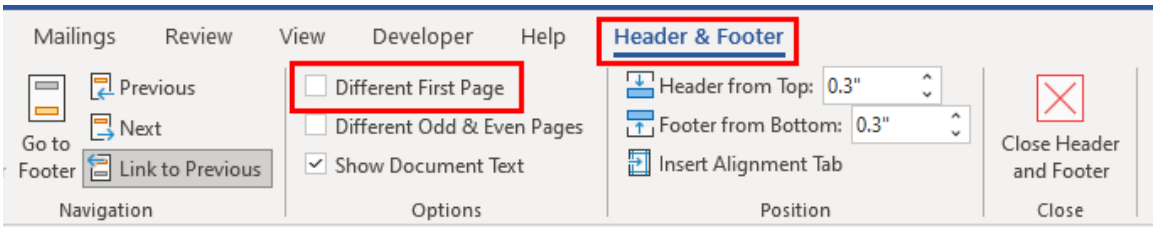
   Section breaks have been added to the document. Section breaks change the headers and footers, and you need to complete some steps to ensure the headers and footers are working correctly.

7. Double-click the header section in the landscape section.

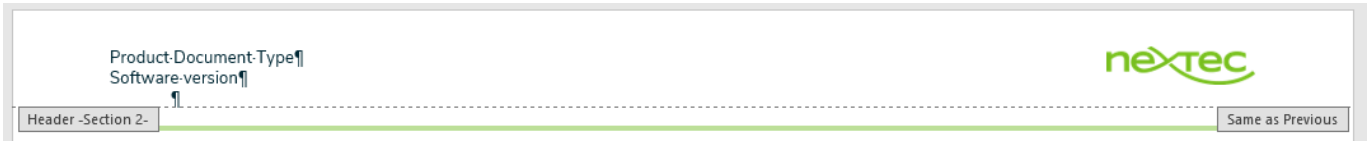
   You can see that it says *First Page Header – Section 2*. This means that the header in the first page of the section is different than the rest of the pages.



8. With the cursor in the header section of the landscape page, on the **Header & Footer** tab, clear the **Different First Page** check box.

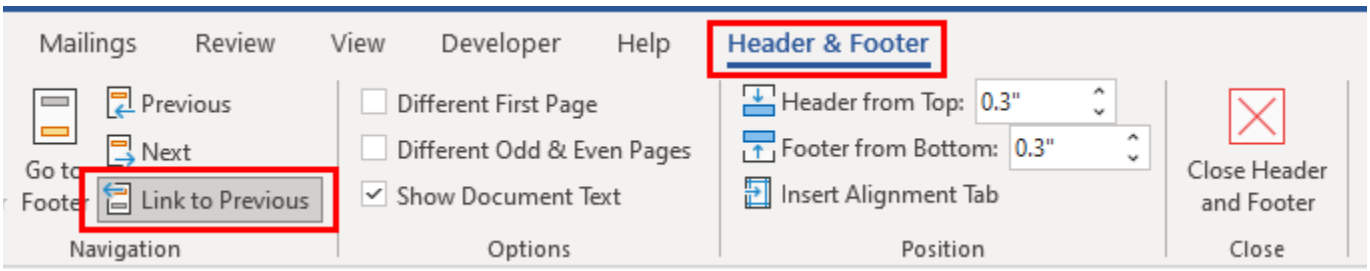


The header is populated with the information from the other pages in Section 2.

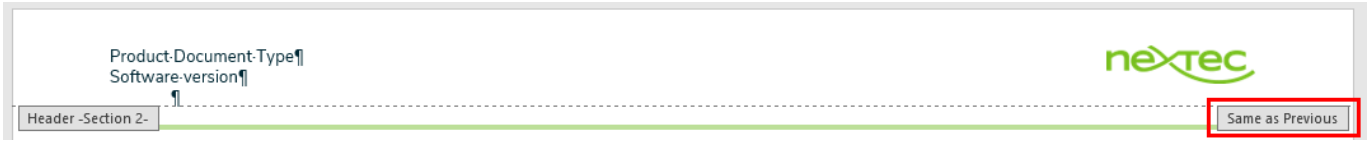


9. On the **Header & Footer** tab, ensure that **Link to Previous** is selected.

   This links the header to the header in the previous section.

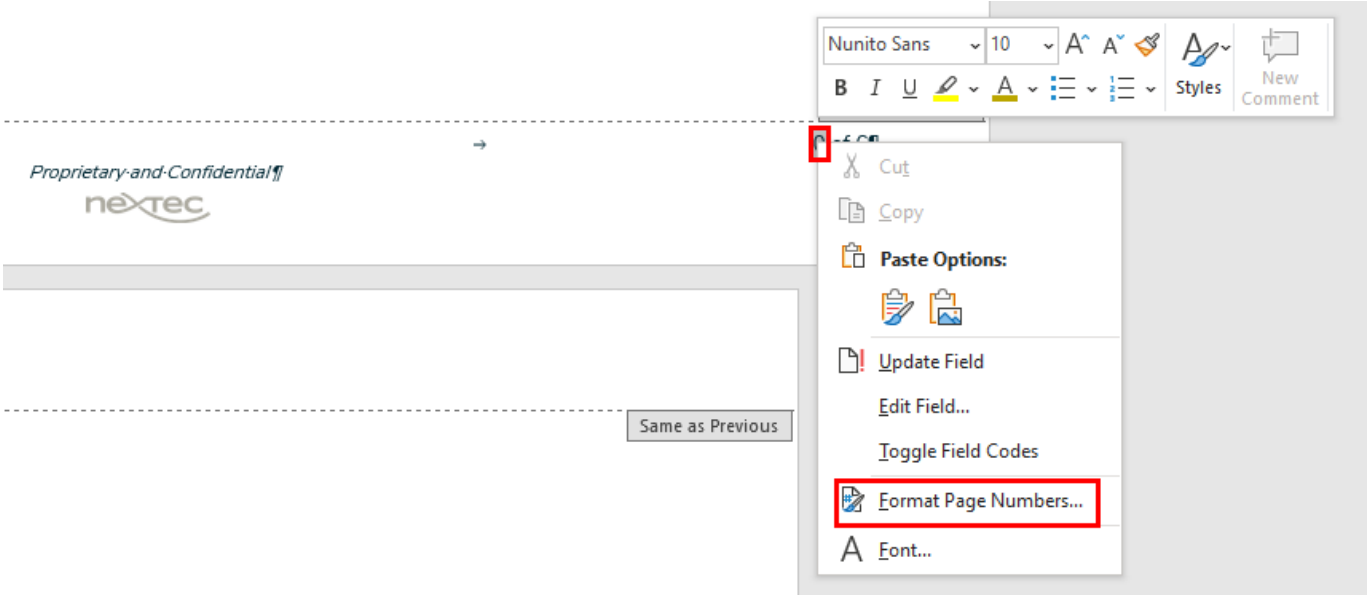


You can tell if a header is linked to the previous header because the header will show *Same as Previous*.

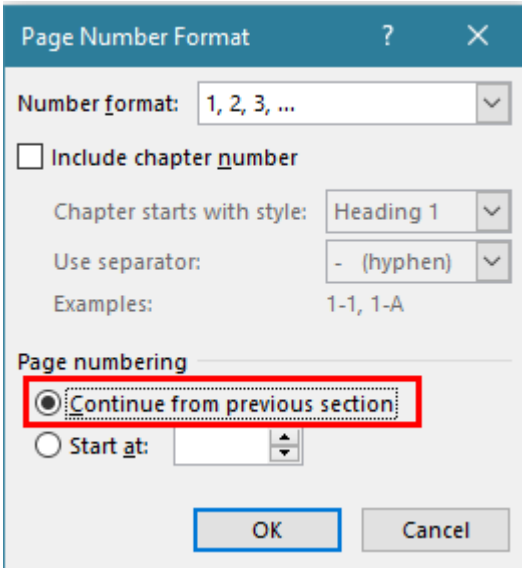


10. If the page number is not correct, place your cursor in the footer section of the landscape page.

11. Right-click the incorrect number, and select **Format Page Numbers**.



12. On the **Page Number Format** window, select **Continue from previous section**, and select **OK**.

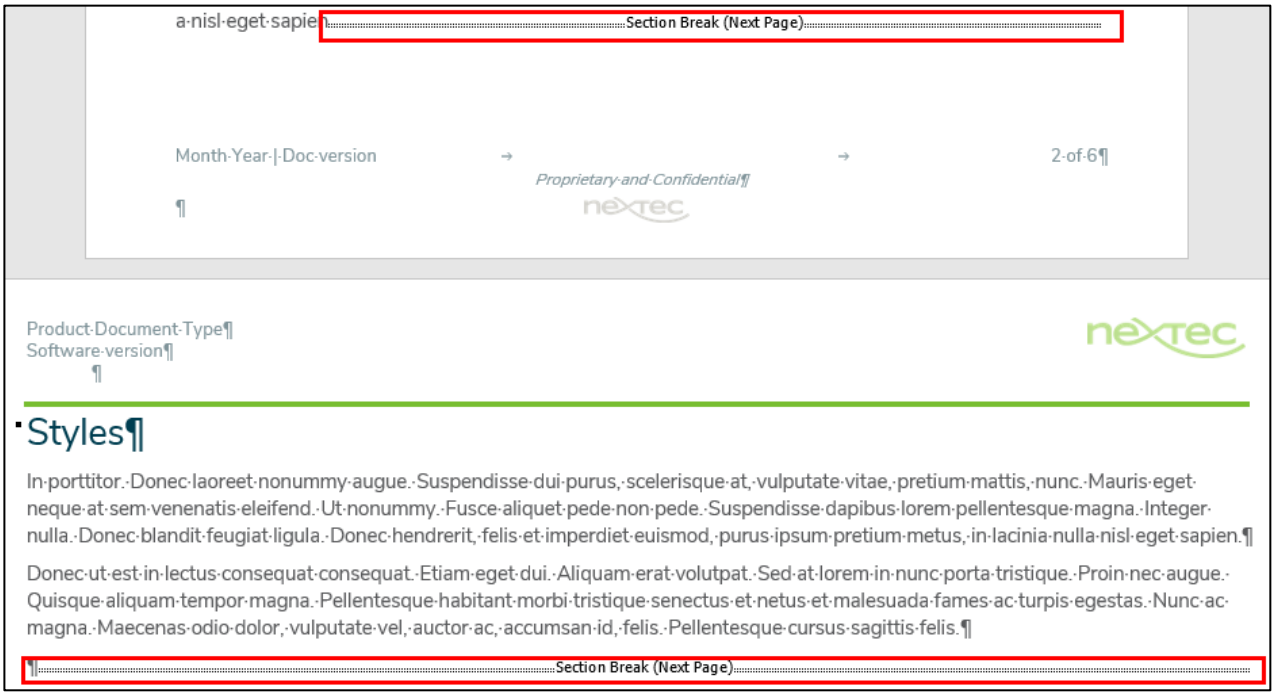


13. Place your cursor in the portrait header that follows the landscape pages.

    You can see that it says *First Page Header – Section 3* just like it did with the landscape page. This means that the header in the first page of the portrait section is different than the rest of the pages. You need to adjust the portrait header and footer to match the rest of the document.

14. For the portrait page, repeat steps 8-12.

> **Important:** If you add information to the landscape section, make sure that you add text in between the section breaks, which are visible when the paragraph marks are displayed.



New page

Sometimes you need to start a new page. It is important to know the difference between *Page breaks* and *Section breaks*.

In most cases, you will insert a page break to create a new page.

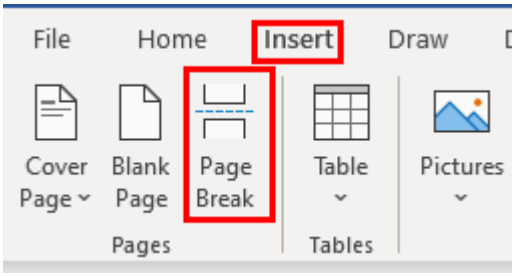
- *Page break*: Creates a new page but all of the pages are still connected within the document.
- *Section break*: Breaks the document into sections so that you can change the layout or formatting (for example, landscape layout or multiple columns). A section break separates the headers and footers from the other pages of the document unless you choose to make the headers and footers the same as the previous section.

  Section breaks do not necessarily start a new page.

Insert a new page

1. Show the paragraph marks.

   This allows you to see where the page break was inserted.
2. Place your cursor where you want the new page.
3. On the **Insert** tab, select **Page Break**.



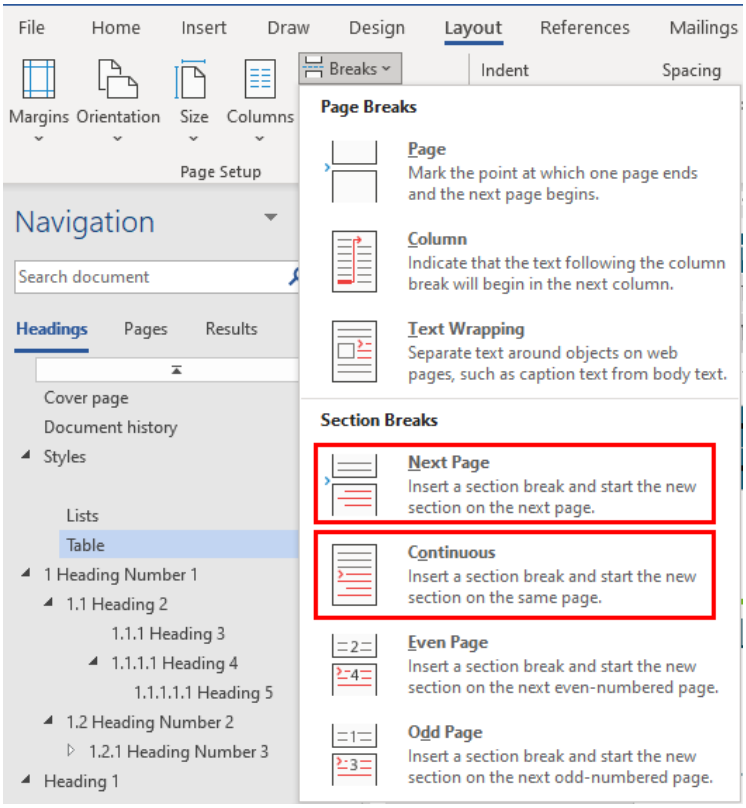
Tip: Sometimes a page break will inherit a *Heading* style, which could cause a blank entry in your table of contents. If that happens, select the entire paragraph with the page break, and apply the *Body Text* style.

Insert a section break

Section breaks require an understanding of Word, and are not recommended for most users.

1. Show the paragraph marks.

   This allows you to see where the section break was inserted.
2. Place your cursor where you want the new break.
3. On the **Layout** tab, select **Breaks**.
4. Select one of the following options:
   - *Next Page*: Inserts a section break, and starts a new page. This would be used if you wanted to change the orientation of a page.
   - *Continuous*: Inserts a section break on the page. This could be used if you wanted to have a paragraph with multiple columns in the middle of a page.



5. Insert a second section break below the first one.
6. In between the two section breaks, make your layout changes.

> Note: If you added a *Next Page* section break, you need to adjust the headers and footers accordingly. See Change some pages to landscape for the steps.

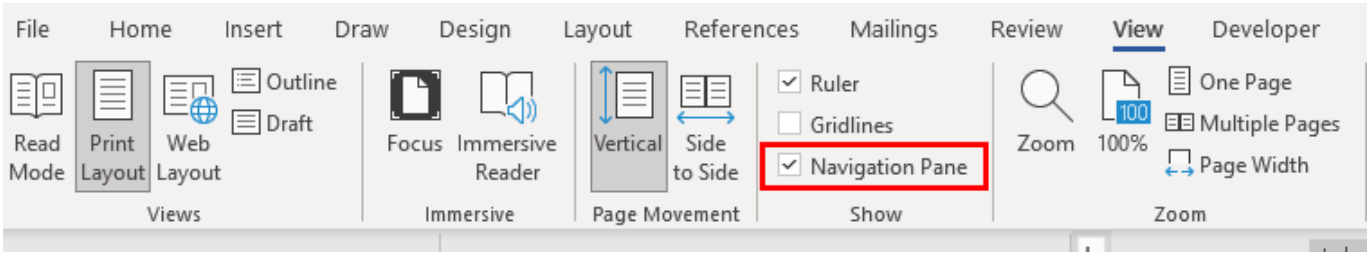
Tips

Navigation view

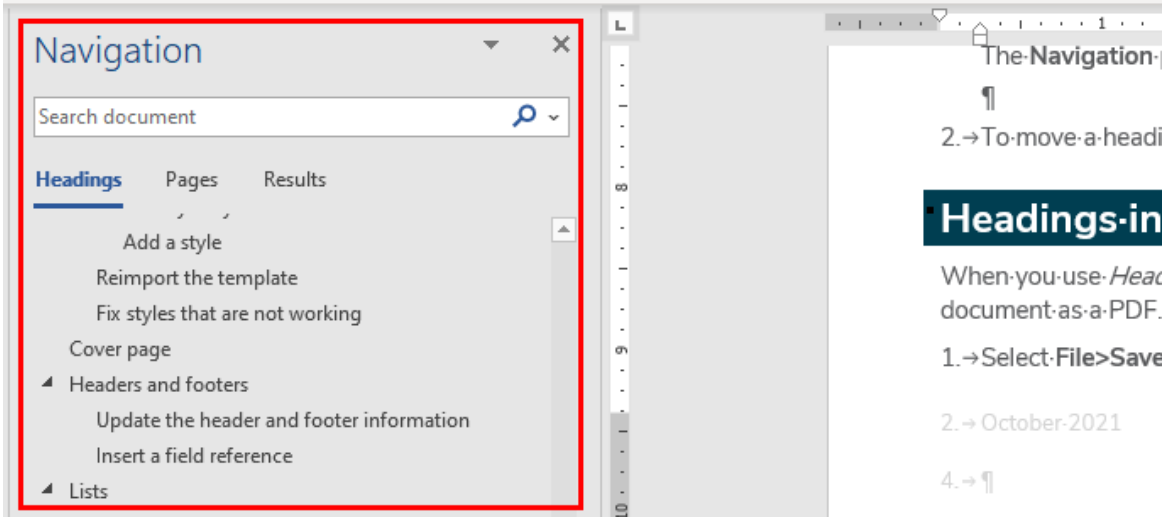
If you used *Heading* styles, you can use the *Navigation* pane to quickly move to places in your document.

You can also reorganize sections by dragging a heading to a new spot. All of the information below the heading will move with the heading.

1. On the **View** tab, select the **Navigation Pane** check box.



The **Navigation** pane is displayed. Select a heading to jump to that section.

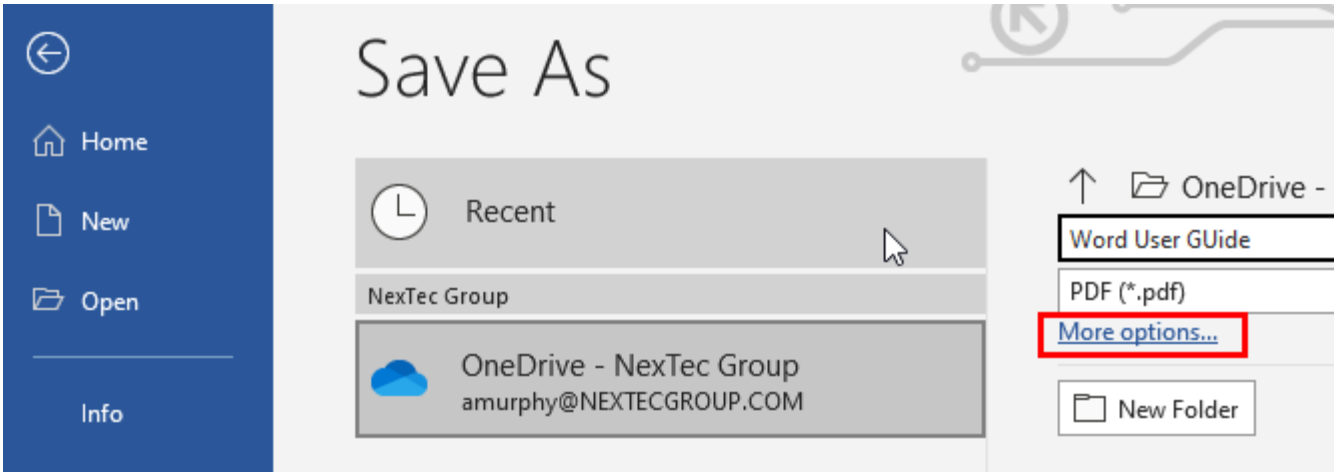


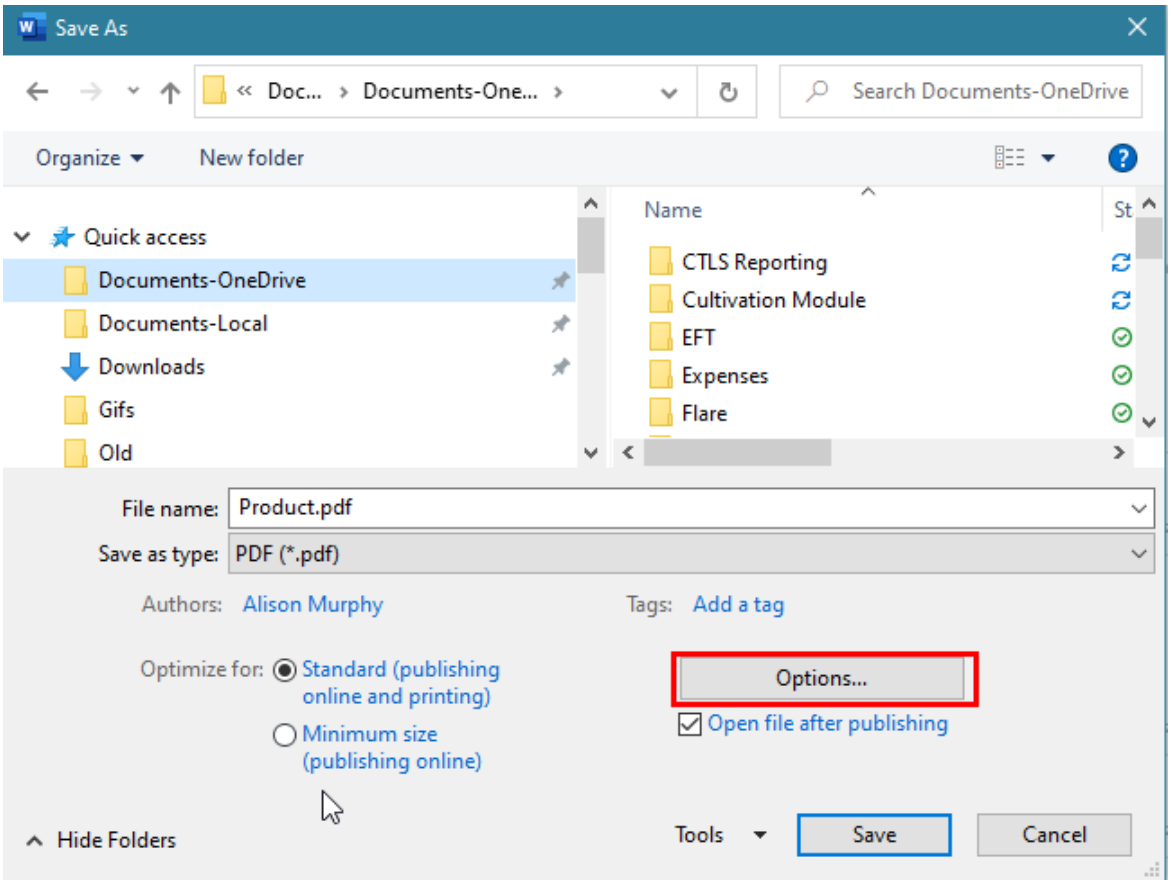
2. To move a heading and its information, in the **Navigation** pane, drag and drop the heading to its new location.

Headings in a PDF

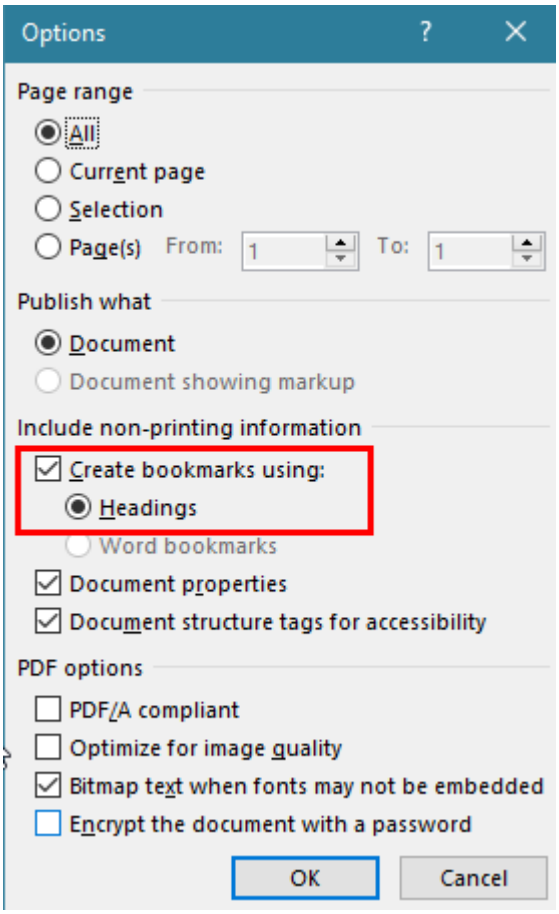
When you use *Heading* styles in your document, the headings can become bookmarks if you save your document as a PDF.

1. Select **File>Save a Copy** or **Save As**.
2. Select *PDF* as the file type.
3. Depending on your view, select **More options** or **Options**.



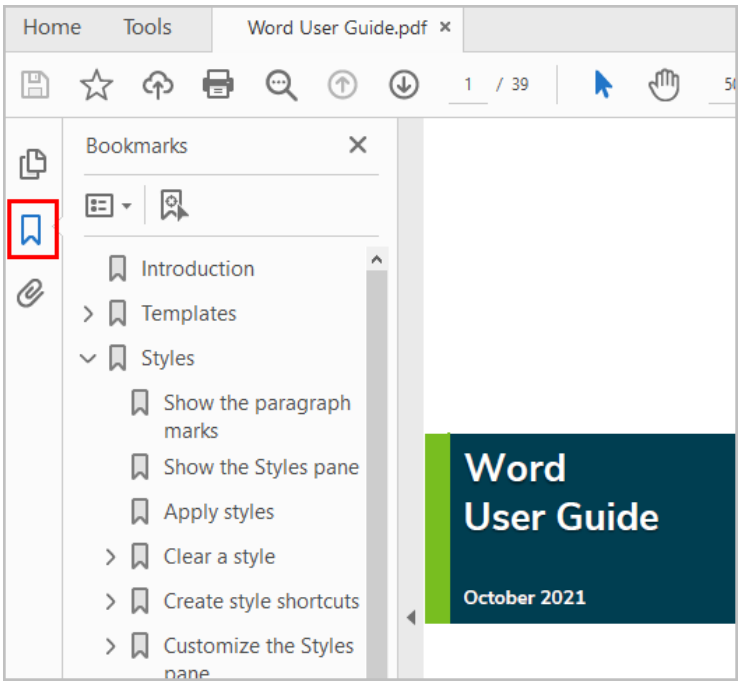


4. Select **Create bookmarks using Headings**.



5. Select **OK**.
6. Finish saving your file.

   The headings are listed as bookmarks and can be used to navigate in the PDF.

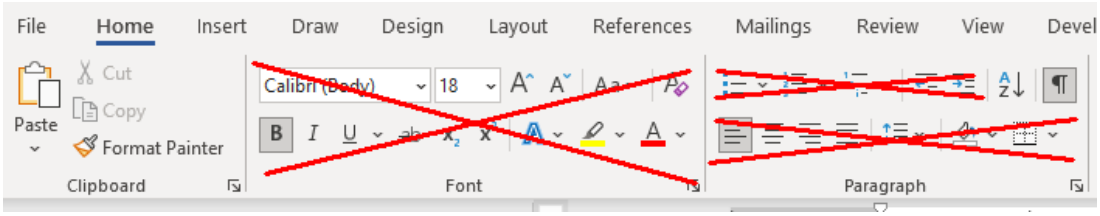


Practices to avoid

- **Avoid using local formatting**

  Try not to use local formatting. Local formatting is when you change the text without applying a style.

  Avoid using the options in the **Font** and **Paragraph** groups, or the pop-up that appears when text is selected.

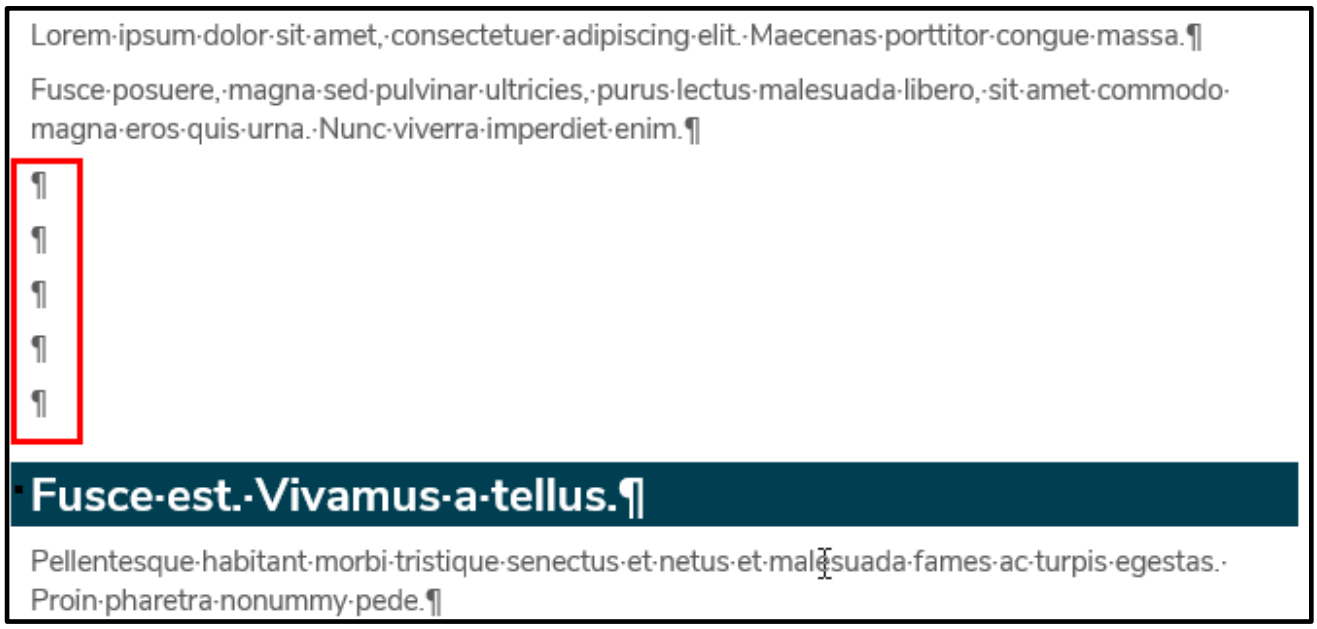


- **Avoid using hard returns for spacing**

  Pressing **<Enter>** multiple times is not a good way to add space in a document. If a template is set up correctly, the spacing between paragraphs should already be set.

  If the spacing isn't to your liking, then you should modify the style. See Modify a style.

  To see if hard returns were used in the document, click the **Show/Hide Paragraph** ¶ icon on the **Home** tab. Hard returns are displayed with the paragraph mark ¶.

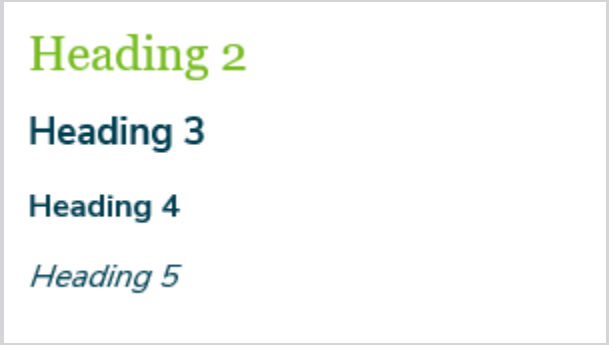


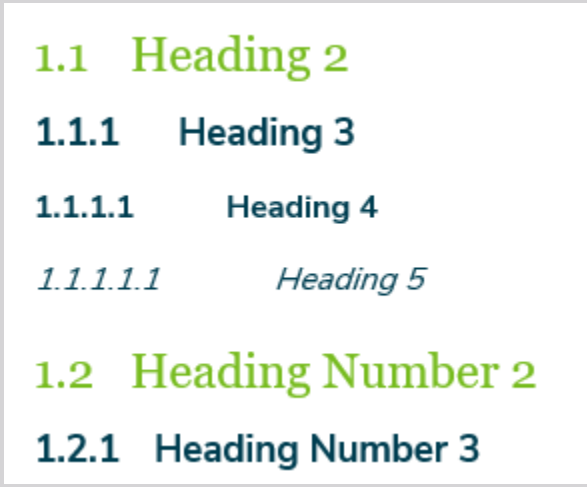
Appendix A Style descriptions

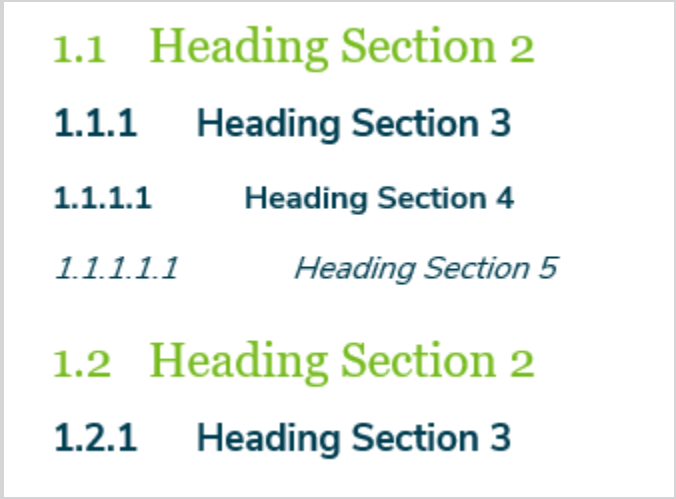
Paragraph styles

The table lists some of the commonly used paragraph styles.

Style name	Shortcut key	Description	Sample
Appendix		Automatically adds the "Appendix" text and a letter. Starts on a new page	Appendix A Style descriptions
Body Text	Ctrl+Alt+b	Main style used for normal text.	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
Body Text Centered		Body text that is centered on the page.	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
Body Text Indent		Body text that is indented to the left.	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
Body Text No Spacing		Body text that does not have any spacing above or below the text.	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
Body Text Right Justified		Body text that aligns to the right.	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
Code paragraph		Used on code.	`Lorem ipsum dolor sit amet, consectetuer adipiscing elit.` `Maecenas porttitor congue massa.`
Footer		Used in the footer for the date and page number. The style	Lorem ipsum dolor sit amet

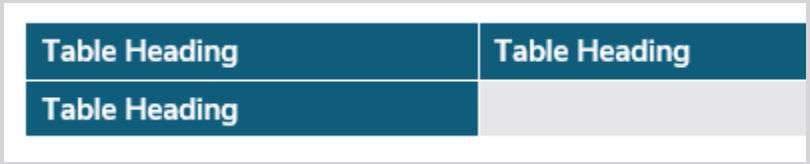
Style name	Shortcut key	Description	Sample
		should not be used anywhere but in the footer	
Footer Centered		Used in the footer for the “Proprietary and Confidential” text. The style should not be used anywhere but in the footer.	*Lorem ipsum dolor sit amet*
Header		Used in the header. The style should not be used anywhere but in the header.	Lorem ipsum dolor sit amet
Heading 1	Ctrl+Alt+1	Top level heading in the document. The color is based on the branded template that you are using. The heading text will be pulled into the table of contents.	
Heading 2-5	Ctrl+Alt+2 Ctrl+Alt+3 Ctrl+Alt+4 Ctrl+Alt+5	Sub-level headings. The color is based on the branded template that you are using. Depending on the setup, the heading text will be pulled into the table of contents.	
Heading Number 1		Numbering heading that is the top-level heading in the document.	

Style name	Shortcut key	Description	Sample
		Works with the other *Heading Number* styles. The color is based on the branded template that you are using. The heading text and number will be pulled into the table of contents.	
Heading Number 2-5		Numbered sub-level headings. The number is based on the previous headings. The color is based on the branded template that you are using. Depending on the setup, the heading text and numbers will be pulled into the table of contents.	
Heading Section 1		Numbering heading with "Section" text that is the top-level heading in the document. Starts on a new page. Works with the other *Heading Section* styles. The color is based on the branded template that you are using.	

Style name	Shortcut key	Description	Sample
		The heading text and number will be pulled into the table of contents.	
Heading Number 2-5		Numbered sub-level headings that work with the *Heading Section 1* style. The number is based on the previous headings. The color is based on the branded template that you are using. Depending on the setup, the heading text and numbers will be pulled into the table of contents.	
Important		Used to draw attention to information that you want the user to read. You need to type "Important:" and then apply the *Bold* style.	**Important:** Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
Important Indent		Same as the *Important* style but is indented for use in lists. You need to type "Important:" and then apply the *Bold* style.	**Important:** Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
List List 2 List 3 List 4		Text that is used under bulleted and numbered lists.	List List 2 List 3 List 4

Style name	Shortcut key	Description	Sample
List Bullet List Bullet 2 List Bullet 3 List Bullet 4	Ctrl+Shift+L Ctrl+Shift+Alt+L	Bulleted list with circles. This is the main *Bullet* list to use.	• List Bullet • List Bullet 2 • List Bullet 3 • List Bullet 4
List Bullet Hollow List Bullet Hollow 2 List Bullet Hollow 3 List Bullet Hollow 4		Bulleted list with hollow circles. This list might be used as a second level in a bulleted list.	○ List Bullet Hollow ○ List Bullet Hollow 2 ○ List Bullet Hollow 3 ○ List Bullet Hollow 4
List Bullet Square List Bullet Square 2 List Bullet Square 3 List Bullet Square 4		Bulleted list with squares. This list might be used as a third level in a bulleted list.	▪ List Bullet Square ▪ List Bullet Square 2 ▪ List Bullet Square 3 ▪ List Bullet Square 4
List Letter List Letter 2 List Letter 3		List with small letters.	a. List Letter a. List Letter 2 a. List Letter 3
List Number List Number 2 List Number 3	Ctrl+Shift+U Ctrl+Shift+Alt +U	List with numbers.	1. List Number 1. List Number 2 1. List Number 3

Style name	Shortcut key	Description	Sample
List Roman Lower List Roman Lower 2 List Roman Lower 3 List Roman Lower 4		List with numbers.	i. List Roman Lower i. List Roman Lower 2 i. List Roman Lower 3 i. List Roman Lower 4
Normal		Style delivered with Word. Do NOT use.	
Note		Used to draw attention to information that you want the user to be aware of. You need to type “Note:” and then apply the *Bold* style.	**Note:** Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
Note Indent		Same as the *Note* style but is indented for use in lists. You need to type “Note:” and then apply the *Bold* style.	**Note:** Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
Table Body		Used for the main text in tables.	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa
Table Body Bold		Used when paragraphs need to be bold in a table.	**Lorem ipsum dolor sit amet, consectetuer adipiscing elit.** **Maecenas porttitor congue massa**
Table Body Bold Right		Used when paragraphs in a table need to be bold and aligned to the right.	**Lorem ipsum dolor sit amet, consectetuer adipiscing elit.** **Maecenas porttitor congue massa**

Style name	Shortcut key	Description	Sample
Table Body Italic		Used when paragraphs need to be italicized in a table.	*Lorem ipsum dolor sit amet, consectetuer adipiscing elit.* *Maecenas porttitor congue massa*
Table Body Right		Used when paragraphs in a table need to be aligned to the right.	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa
Table Heading		Used in the table heading, or first column. The text is white to stand out in a darker row or column.	
Table Heading Centered		Used when you need to center text in the table heading, or first column. The text is white to stand out in a darker row or column.	
Tip		Used to give the user a hint or tip. You need to type “Tip:” and then apply the *Bold* style.	**Tip:** Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
Tip Indent		Same as the *Tip* style but is indented for use in lists. You need to type “Tip:” and then apply the *Bold* style.	**Tip:** Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
Title		Used when you don’t have a cover page and want to add a title. Starts on a new page	
TOC 1-9		Used by the table of contents.	

Style name	Shortcut key	Description	Sample
		Should not be used in the main part of the document.	
TOC Heading		Heading for the table of contents. Should not be used in the main part of the document.	Table of Contents
Warning		Used to warn the user about something that might cause issues. You need to type "Warning:" and then apply the *Bold* style.	**Warning:** Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
Warning Indent		Same as the *Warning* style but is indented for use in lists. You need to type "Warning:" and then apply the *Bold* style.	**Warning:** Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa.
zzDate		Date the document was created of updated. Automatically populates the footer. Only used on the cover page.	zzProduct Name zzDocument Type zzSoftware version zzDate
zzDocument Type		Type of document you have created. Automatically populates the header. Only used on the cover page.	

Style name	Shortcut key	Description	Sample
zzProduct Name		Name of the product that the document is about. This doesn't necessarily have to be a product. It can be whatever is relevant to the document. Automatically populates the header. Only used on the cover page.	
zzSoftware version		Software version that the document is about, or any other useful information. Automatically populates the header. Only used on the cover page.	

Character styles

Style name	Shortcut key	Description	Sample
Bold	Alt+b	Used to emphasize a word. Used when for field and page names.	This is the **Bold** style.
Bold/Italic		Used to emphasize a word when the *Bold* style isn't enough.	This is the ***Bold/Italic*** style.
Code Character		Used when showing code in the document	`Lorem ipsum dolor sit amet, consectetuer adipiscing elit.`
Hyperlink		Used for links and cross references.	Lorem ipsum dolor sit amet

Style name	Shortcut key	Description	Sample
		Note: Word automatically applies the style to links but not cross references.	
Italic	Alt+i	Used to emphasize a word. Used for information that needs to be selected or entered into a field.	This is the *Italic* style.
Red	Alt+r	Used to make text red.	This is the Red style.

Document History

Date	Description
October 2021	Created the document.