Unit 1: Module 3, Workbook

Headings and Styles

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# What are Headings and Styles?

## Headings

MicroSoft Word has heading level styles built in which facilitate navigation through a document, particularly for access technology users. You can modify the default heading styles to incorporate your own choice of font style, weight, point size and position. However, we recommend using our book formatting template and modification guide.

| **Heading style** | **When to use** | **Shortcut** |
| --- | --- | --- |
| Title | Main title of the document |  |
| Subtitle | Subtitle such as book series information |  |
| Heading 1 | Major subheadings such as Units or Chapters. Any subheadings beneath Heading 1 should descend in number order without gaps | Ctrl Alt 1 |
| Heading 2 | Subheading beneath a Heading 1 | Ctrl Alt 2 |
| Heading 3 | Subheading beneath a Heading 2 | Ctrl Alt 3 |
| Heading 4 | Subheading beneath a Heading 3 |  |
| Normal | Body text throughout the document | Ctrl Shift N |

The shortcut, Ctr Alt 4, for “Heading 4” is normally mapped to the Euro currency symbol ($). However, it can be changed to Heading 4 if desired.

In order to produce a document that can be navigated effectively by access technology users it is important to apply a consistent heading structure throughout. This will also ensure that a table of contents can be automatically created.

### Key point

Everything you type will automatically be in **Normal style** unless you apply another style to it. Normal style within RNIB is always 14 point Arial.

### Example of a textbook heading style layout

Title page

* Title heading (for book title)
* Subtitle heading (book series information)
* Normal body text (author, illustrator)

Contents page

* Automated contents listing

Units/Chapters

* Heading 1 (for unit title)
* Heading 2 (for section heading)
* Heading 3 (for an activity, exercise, etc)
* Normal body text (main body text)

Back cover

* Heading 1 (for page title)
* Normal body text (page content)

Copyright statement

* Heading 1 (for page title)
* Normal body text (page content)

## Activity 1

Download the “**Activity 1:** **Example textbook layout**” document to see how the above layout looks when styled.

## Styles

Word has styles built in which help format your documents so the information is displayed clearly, in a structured and consistent way.

|  |  |  |
| --- | --- | --- |
| **Style** | **Suggested use** | **Shortcut** |
| List bullet | Creates a bulleted list | Ctrl Shift L |
| Quote | Indents the text |  |
| List number | Creates a numbered list – although not recommended as this style cannot be easily read by screen reading software. |  |

### List bullet

A list of points can be presented using the “**list bullet**” style, for example:

The key learning points of Unit 1 are:

* shortcut keys
* Headings and Styles
* document navigation
* formatting and layout
* images in accessible documents

### Quote

The “**quote**” style can be used when you have an article or letter in a story or textbook, for example:

“Flo!” called her mum. “Stop that racket and come inside. There’s a letter for you.”

Flo tore open her letter. It said:

Dear Miss Jones

The Junior Cup is on Saturday at Chestnut Field.

We hope to see you there.

“Wow!” said Flo. “I’m playing in the Cup Final on Saturday. Redland Rovers will win for sure.”

[Extract from “The Wrong Letter (ORT, Stage 11)” by Alan MacDonald. ISBN: 9780199179886. Published by Oxford University Press]

### List number

A list of points can be presented using the “**list number**” style, for example:

The key learning points of Unit 1 are:

1. shortcut keys
2. Headings and Styles
3. document navigation
4. formatting and layout
5. images in accessible documents

You may need to restart the numbering within a document if you have more than one numbered list.

If so, one way to restart numbering for mouse users is to apply the List Number style and then right click. You will then have the option to restart numbering.

For keyboard users, with your cursor on the numbered list, press the Context menu and then choose Restart Numbering from the list.

# Setting up your Quick Access Toolbar

There are a few ways you can access the Headings and Styles options:

* Shortcut keys
* Key strokes
* Quick Access Toolbar
* Toolbar.

## Activity 2

It’s time to set up your Quick Access Toolbar (QAT).

If you don’t wish to use the shortcut keys, or there is not a shortcut available, using the drop-down menu on the QAT can be quicker than using the main Toolbar.

Download the “**Setting up your Quick Access Toolbar**” document and work through the steps for your version of Word.

# Shortcuts, Toolbars and Keystrokes!

## Activity 3

Watch these two videos before continuing to see how headings and styles can be selected using either a mouse or keyboard:

* [Mouse: finding Headings and Styles video in MP4 format](http://dl.groovygecko.net/anon.groovy/clients/rnib/activity_5A_finding_styles_mouse.mp4)
* [Mouse: finding Headings and Styles video in WMV format](http://ms.groovygecko.net/groovyg/clients/rnib/activity5a-finding-styles-with-mouse.wmv)
* [Keyboard: finding Headings and Styles video in MP4 format](http://dl.groovygecko.net/anon.groovy/clients/rnib/activity_5B_finding_styles_keyboard.mp4)
* [Keyboard: finding Headings and Styles video in WMV format](http://dl.groovygecko.net/anon.groovy/clients/rnib/activity_5B_finding_styles_keyboard.mp4)

Download the “**Activity 3: Shortcuts, Toolbars and Key strokes for Headings and Styles**” document to discover the different methods for selecting Headings and Styles in your version of Word.

# Time to practise!

## Exercise 1

Download the “**Exercise 1: Headings and Styles - practise document**”

Carry out the following actions to add headings and styles to the document. Remember to **use your shortcut keys** where possible:

* Style the first line “Headings and styles …” as a **Title heading**
* Style the second line “The Magic Bear” as a **Subtitle heading**
* Style all the chapter headings as **Heading 1**
* Style the ingredients list “Gelatin … Corn flour” as **List Bullet**
* Style the line “Marshmallow ingredients” above the bulleted list as a **Heading 2**
* Style the Jim Henson saying ‘there’s not a word …’ as a **Quote**

Save your styled document.

# Answers to exercises

## Exercise 1

Download the “**Exercise 1:** [**Headings and Styles answer document**](https://load2learn.org.uk/training/selfstudy/unit2/unit2_introduction.php)” to see how your styled document should look.

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