

AL-MUSTAQBAL UNIVERSITY
COLLEGE OF PHARMACY



Computer Sciences IV S2

Lecture 5

Working with Themes, Style Sets, Backgrounds, Quick Parts, and Text Boxes

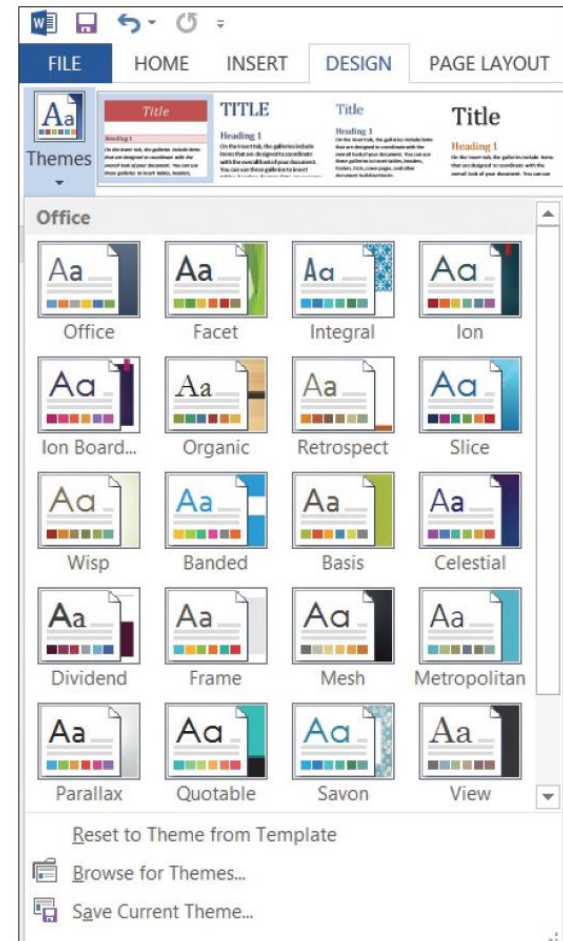
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Design Tab

- The Design Tab on the Word Ribbon is new to Word 2013.
- It offers several different ways to format a document using Themes or selecting from the Document Formatting gallery.
- Once a theme or document formatting is applied, the colors, fonts and effects can be changed or customized.
- You also have the option to set the formatting as your default without having to reset each time you work on a new document.

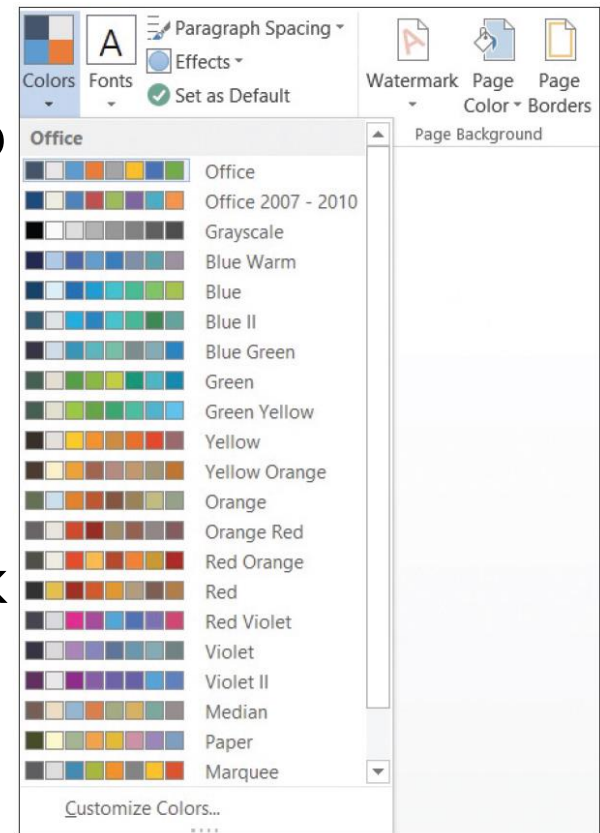
Format a Document with a Theme

- Predefined formatting allow you To change the overall appearance Of the document by selecting and Applying a theme.
- A document theme is a set of Predefined formatting options that Includes theme colors, fonts and Effects.
- On the Design tab, in the Document Formatting group, click **Themes**; the Themes menu opens, as shown at right.



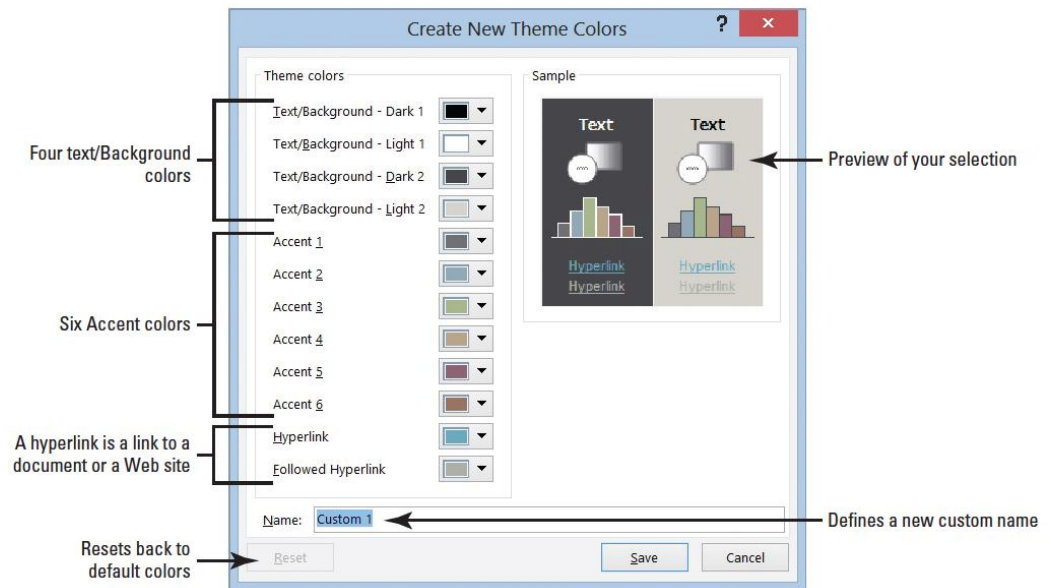
Create and Customize a Document Color

- In the Document Formatting group, click the **Colors** button to open the Colors menu (right).
- The Colors menu contains predefined formatting colors with four text and background colors, six accent colors, and two hyperlink colors. These colors can be customized and saved with a new name.



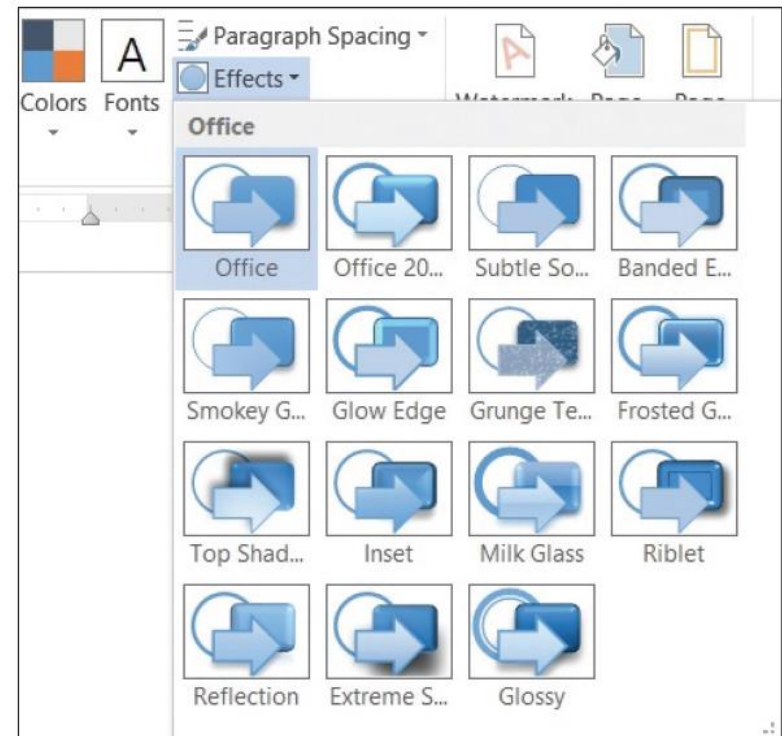
Create and Customize a Document Color

- At the bottom of the Colors menu, click **Customize Colors**; the *Create New Theme Colors* dialog box opens (right).
- In the Name box, replace *Custom 1* by typing **what you want to call the color**.
- Click **Save**; the dialog box closes and you have defined a new custom theme color name based on default colors.




Create and Customize Document Effects

- Position the insertion point anywhere in the document.
- Click the **Effects** button and select the effect you want to use. When applying Shapes to your document, the Shape displays based on the Effect you selected.

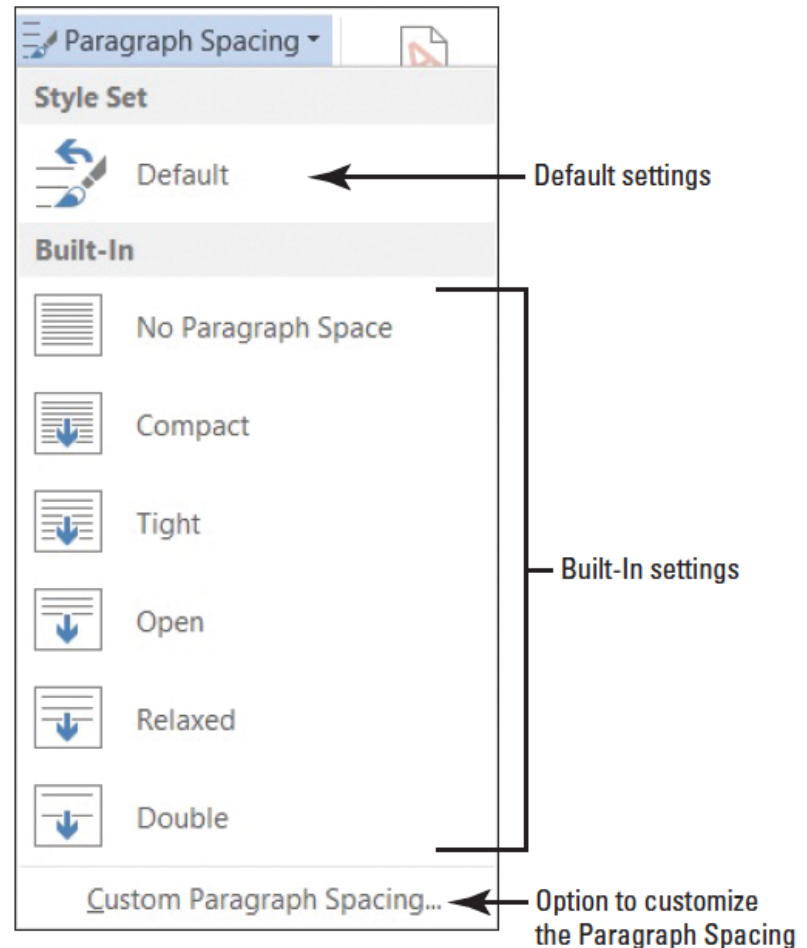


Paragraph Spacing

- Applying a paragraph spacing changes the lines and paragraph spacing for the entire document.
- You can apply one of the predefined options or  customize your own.
- Paragraph spacing button in the Document Formatting group

Apply Paragraph Spacing

- The built-in menu appears (right).
- Hover over each of the built-in settings and notice the changes on the whole document. Also, a ScreenTip appears displaying the line and paragraph setting for that option. Select **Open**.

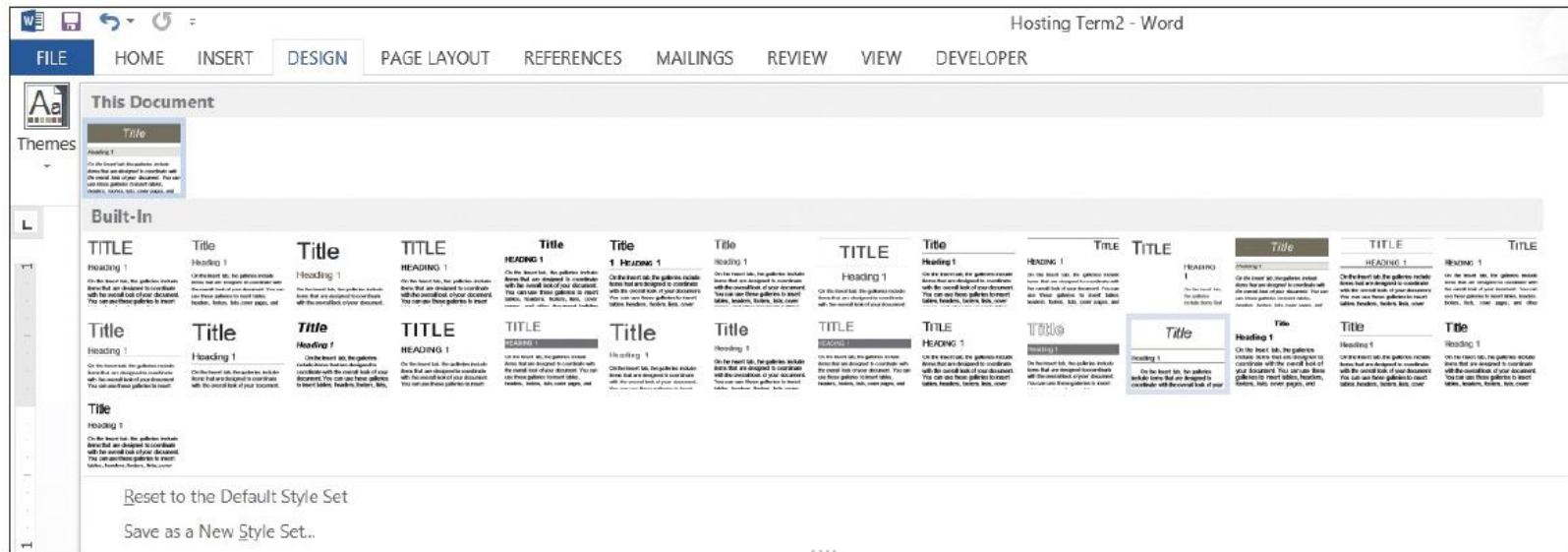


Apply a Style Set to a Document

- Word 2013 has a new group called Document Formatting on the Design Tab
- This new group has many different Style Sets that change the appearance of the whole document.
- These Style Sets are predefined styles with fonts and paragraph spacing defined.
- You have an option to reset the document back to its default or save a new Style Set.
- If you hover the mouse over a few of the built-in Style Sets in the Document Formatting group, you can watch how the appearance of the document changes.
- Note, before applying Style Sets, the document must contain styles.

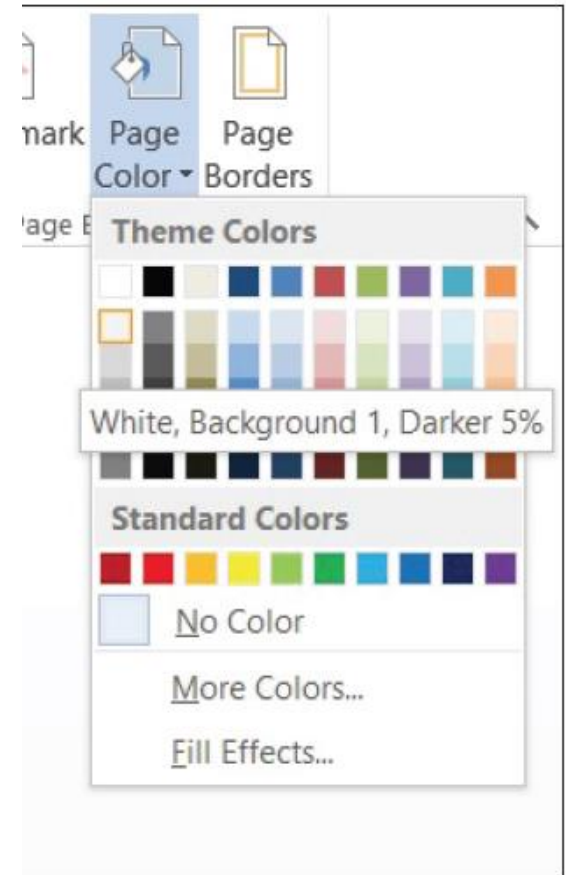
Apply a Style Set to a Document

- You can click the **More**  button **to see additional options.**



Insert a Page Color

- Adding a background color to a page
Can help the page standout. However, use Page color in moderation and choose a page Color that will not interfere with the text.
- Word also allows you to add interesting Fill Effects for the page background such as:
 - gradients
 - textures
 - patterns
 - pictures

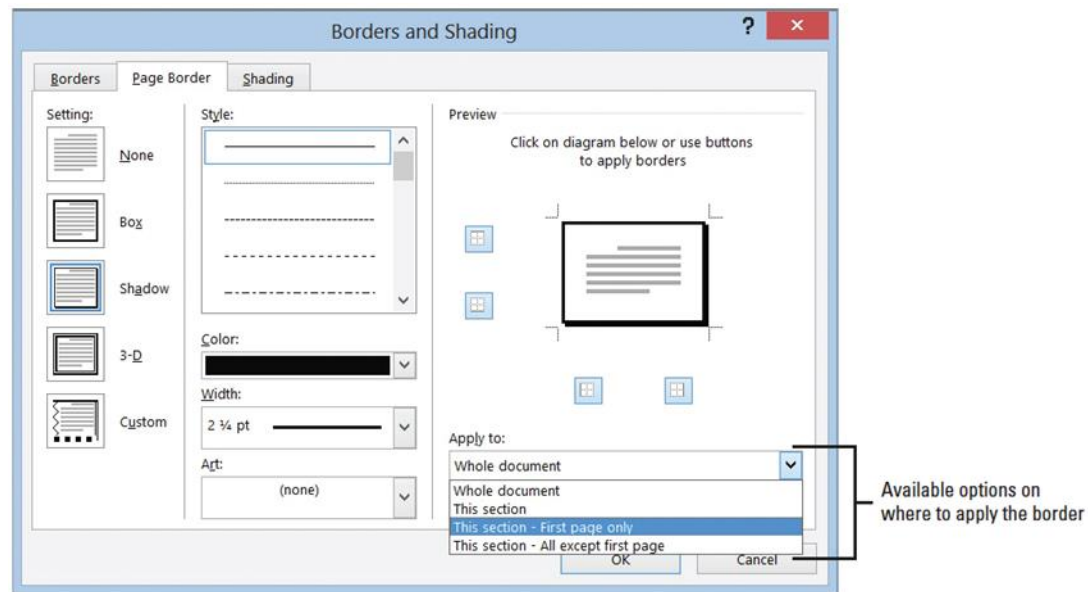


Insert a Watermark

- In business, some documents might contain sensitive information and the nature of a document's status should be clearly conveyed on its pages.
- Word provides built-in text called Watermarks that display lightly behind text.
- Examples include:
 - Confidential
 - Draft
 - Urgent
- Watermarks can be customized to include text or images including company logos.

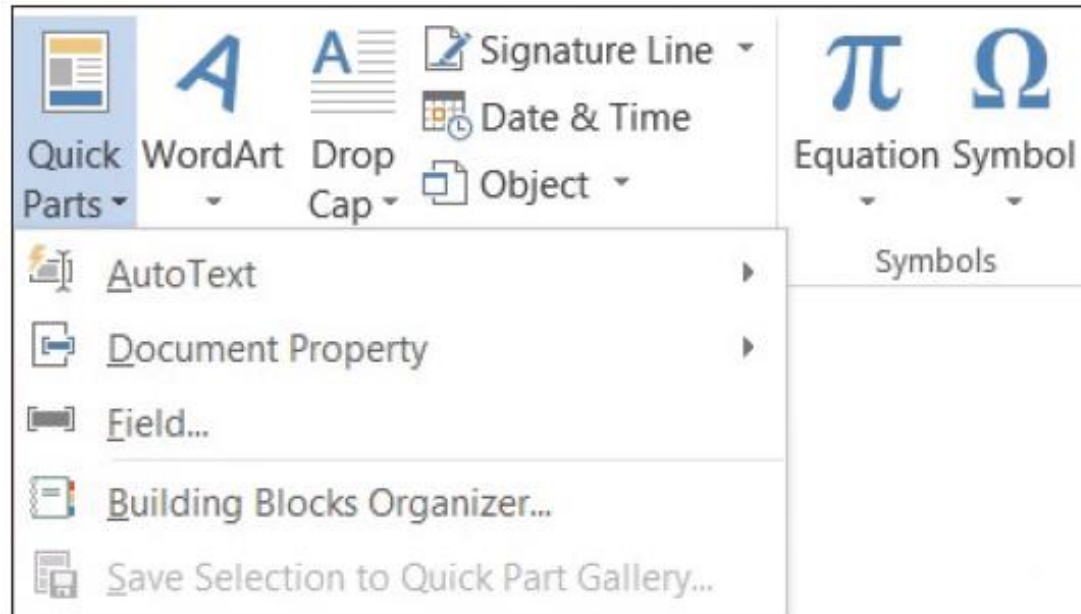
Add a Page Border

- The page border command allows you to insert a border around a document's page.
- Adding a border improves the appearance of the document.
- Applying elements by changing the color, width, and style adds emphasis to the page.



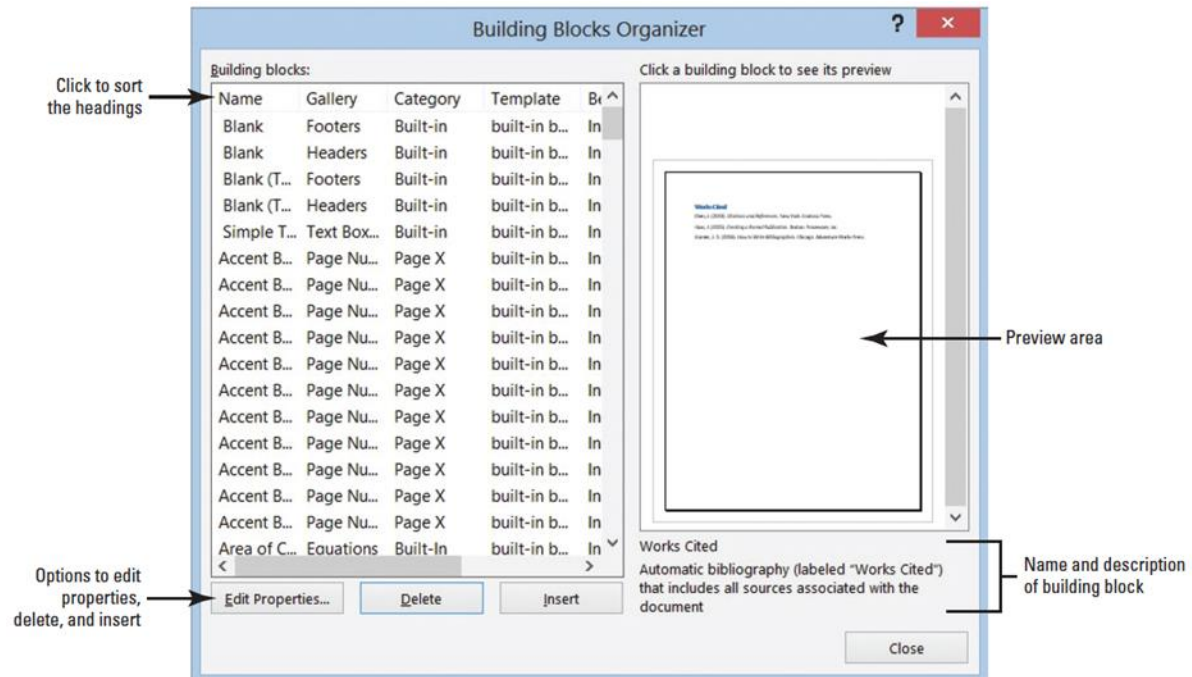
Built-In Building Blocks

- Building Blocks contain built-in reusable content such as text, graphics and objects.
- Building Blocks are easily managed and inserted into a document for a quick format.



Built-in Building Blocks

- Another term for building blocks is AutoText
- Word provides a number of building blocks or you can create your own.
- The building blocks organizer provides a way to manage building blocks.
- In the left pane of the dialog box, the built-in blocks are listed by name.



Insert an Equation

- Word has built-in equations that can be inserted from the Quick Parts gallery or by using the Equation command.
- When you create a table that contains values, you can calculate your answer by inserting an equation.
- You can use the Equation Tools Design Tab which displays when an equation is inserted in a document.

Inserting a Field from Quick Parts

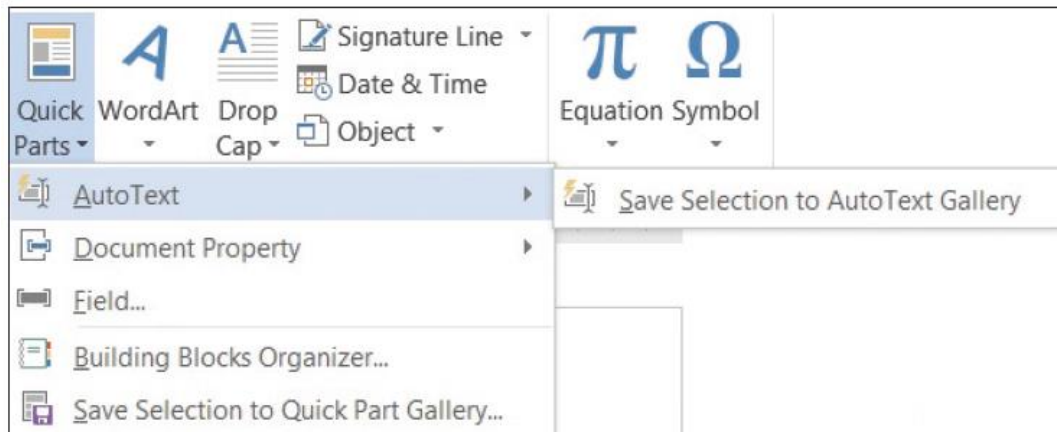
- A field is a placeholder where Word inserts content in a document.
- Word automatically used fields when specific commands are activated like:
 - Dates
 - Formulas
 - Page numbers
 - Table of contents

Fields

- Fields are also called field codes
- They appear between curly brackets when displayed { }
- Field codes are turned off by default
- To display field codes in a document you can use Alt + F9
- To edit a field, place the insertion point within the field, right-click and click edit field

AutoText

- Auto Text adds text automatically when you type the first few letters.
- There are times when you type the same text many times and creating Auto Text entries can save you time.
- The entries are stored as building blocks in the Building Blocks Organizer and can be edited once they are created.
- After an Auto Text is created and saved, you can insert the Auto Text into the document.



Text Box Tools in the Ribbon

- When you insert a text box, the Drawing Tools Format contextual tab appears:

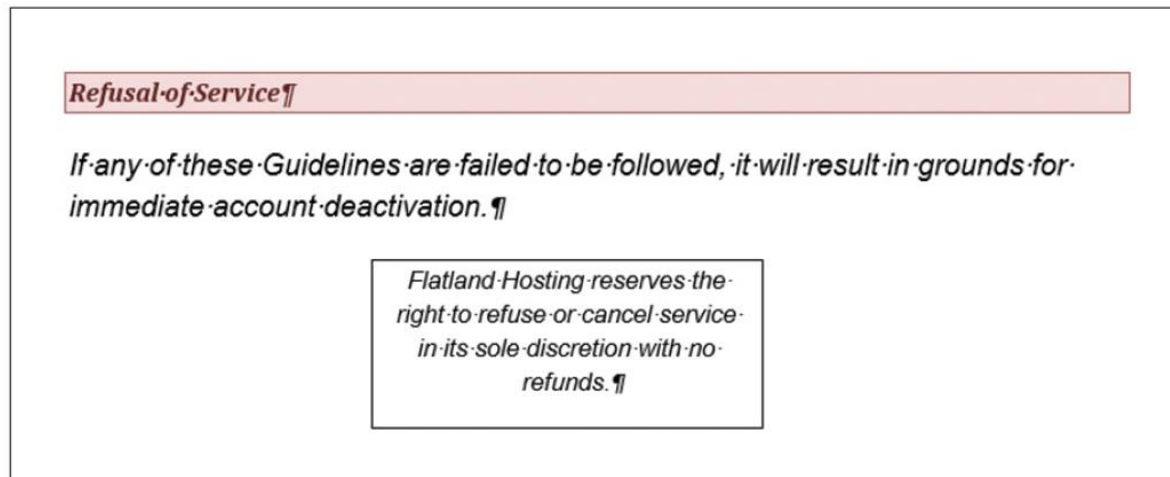


Applying and manipulating text boxes:

- A text box is a formatted box where you can insert and position text and/or graphics objects.
- Most often text boxes are used to insert text within other document text or to place specific emphasis or add visual interest.
- After you insert a text box you can format the text in the box using Font formats.
- A pull quote is a small selection of text that is pulled out or quoted from a larger selection of text. It is displayed within a box on the page that is formatted for emphasis and is often used along with drop caps in newsletters, ads and magazines.

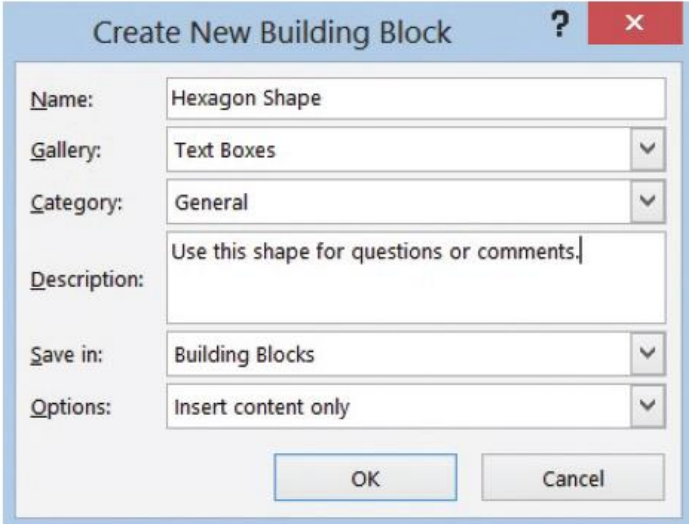
Insert a Text Box

- Word provides a gallery of built-in text boxes with pull quotes and sidebars that you can insert in a document.
- When you need a different kind of text box, you can draw and insert your own empty, unformatted text box.
- When drawing a text box, the Layout Options provide an option to wrap text around the object.



Save a Selection to the Text Box Gallery

- After you customize a text box style by changing the color, etc. you can save the customized style to the Text Box Gallery for reuse.



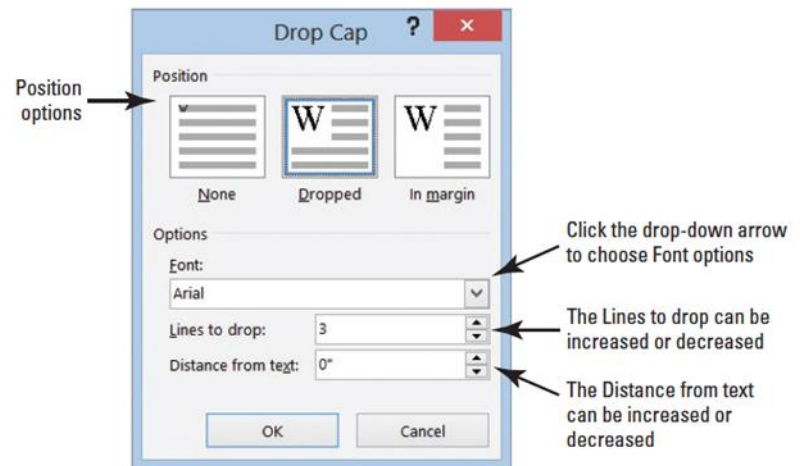
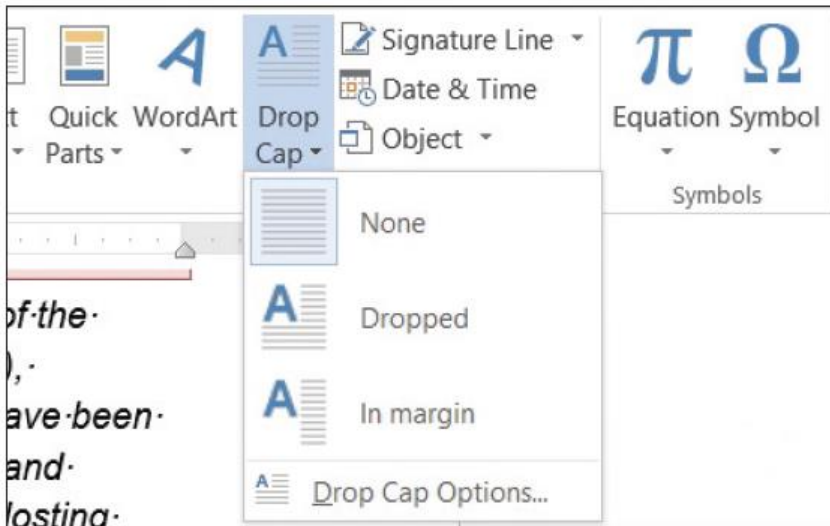
The screenshot shows a dialog box titled "Create New Building Block" with a question mark icon and a close button (X). The dialog contains several fields for defining a new building block:

- Name:** Hexagon Shape
- Gallery:** Text Boxes (dropdown menu)
- Category:** General (dropdown menu)
- Description:** Use this shape for questions or comments. (text area)
- Save in:** Building Blocks (dropdown menu)
- Options:** Insert content only (dropdown menu)

At the bottom right, there are two buttons: "OK" and "Cancel".

Drop Cap

- A drop cap is a large initial letter that drops down two or more lines at the beginning of a paragraph to indicate a new block of information is beginning and to give interest to newsletters, magazine articles and other documents.



Special Characters

- Special characters include recognizable symbols used by people or businesses.
- Copyright symbols are used to protect books, songs, and other original work from authors or artists.
- Trademark is an unregistered trademark and is used to promote the company's goods.
- Depending on the font you select, you can insert international monetary symbols.
- Unicode is a character code and enables most of the languages in the world to be symbolized with a special character identification.
- Special characters are placed in the document using the Insert tab.