* Header Styles
* Auto Generate Table of Contents
* Highlight all instances of a Word
* Editor
* Compare Two Documents

Header Styles

Headings, located on the Home tab of the ribbon, are readily available styles you can apply. They make text easily stand out and enable you to quickly build a table of contents and use the navigation pane. They can be customized by right-clicking on any of the headings and selecting ‘Modify’.

Graphical user interface, application, Word

Description automatically generated

You can expand and collapse groups of text by right clicking on any of the headings.

Graphical user interface, application, Word

Description automatically generated Graphical user interface, text, application

Description automatically generated

To turn on the Navigation Pane, go to the View Tab on the Ribbon and check mark ‘Navigation Pane’.

Graphical user interface, application

Description automatically generatedGraphical user interface, application, Word

Description automatically generated

Example

Select all topics in this tips & tricks word document and click ‘Heading 1’. PRO TIP: Zoom the document out so you can see all of the pages at once. Hold down **< Ctl >** as you select the text, so you can select all of them at once.

Create a Table of Contents

A table of contents in Word is based on the headings in your document. Table of contents automatically creates links between the table of contents and the individual headings. Page numbers will not update automatically. If you make changes to your document that affect the table of contents, you must click ‘Update Table.’ Expanding / Collapsing headings will affect page numbers.

Example

Put your cursor where you want to add the table of contents. (Page 2 of this document)

Go to References > Table of Contents > choose a style.

Table

Description automatically generated

Table

Description automatically generated

Highlight all instances of a word

Use Find and Replace to highlight every instance of a word permanently.

Example

1. Set the highlight color by selecting it on the Home tab of the ribbon.

Graphical user interface, application, Word

Description automatically generated

1. Click **< ESC >** to turn off highlight mode

Chart

Description automatically generated Diagram

Description automatically generated

1. Open Find and Replace **< Ctl > + < H >**
2. Expand the ‘More >>’ Menu
3. Type the word you want to highlight in both ‘Find what’ and ‘Replace with’
4. Ensure you are clicked in the ‘Replace with’ text box
5. Click the drop-down menu for ‘Format’
6. Select ‘Highlight’ and click ‘Replace All’

Graphical user interface, application, Word

Description automatically generated

Header Styles Part 2

Example

Text, logo

Description automatically generatedMake every instance of the word ***Heading 2***. Then refresh the table of contents.

You can use ‘Find and Replace’ and the ‘More’ Menu to do this quickly:

Graphical user interface, application

Description automatically generated

1. Graphical user interface, application

   Description automatically generatedOpen Find and Replace **< Ctl > + < H >**
2. Expand the ‘More >>’ Menu
3. Text, logo

   Description automatically generatedType in both ‘Find what’ and ‘Replace with’
4. Ensure you are clicked in the ‘Replace with’ text box
5. Click the drop-down menu for ‘Format’
6. Select ‘Styles’ and Heading 2
7. click ‘Replace All’

Now update the table of contents:

Graphical user interface, text, application, chat or text message

Description automatically generated Graphical user interface

Description automatically generated with medium confidence

Table

Description automatically generated

**Graphical user interface, application

Description automatically generated**

Review the Navigation Pane and see how easy it is to navigate, expand and collapse through the different levels.

Editor

The Editor feature is a comprehensive writing assistant powered by AI technology. It analyzes written content and offers advanced proofreading and editing suggestions, including grammar, spelling, readability, clarity, and conciseness.

To adjust proofing settings:

File > Options > Proofing > Settings in ‘When correcting spelling and grammar in Word’ Section

Graphical user interface, application, Word, email

Description automatically generated A screenshot of a computer

Description automatically generated

Editor can be located on the right of the **Home Ribbon > Editor** or by clicking the hotkey **F7**.

If blocks are grayed out, no suggestions were found. Click on the block you’d like to review.

To see ‘*Readability Statistics*’, click on ‘Document Stats’ under ‘Insights’.

Graphical user interface, text, application

Description automatically generatedEditor score is a measure of how well your document has been edited based on the number and type of suggestions provided by the Editor. It’s calculated by counting the number of errors and style suggestions and comparing it to the total number of words.

A screenshot of a computer

Description automatically generated

Writing Style complexity ratings:

**Flesh Reading Ease**

* 100-point scale
* The higher the number, the easier to understand
* Recommend aiming for above 60

**Flesh-Kincaid Grade Level**

* Indicates US grade level text is written for
* Recommend aiming for 7.0 to 8.0

Compare

You can compare two versions of a document to see how they differ. You can also merge two versions of the same document into one new document. In both cases, Word shows the differences with revision marks. It’s located on the ‘***Review***’ tab of the ribbon.

Example

Graphical user interface, application, Word

Description automatically generated

Graphical user interface, application, Word

Description automatically generated

Graphical user interface, text, application, Word

Description automatically generated