

As you work with documents in Word, it's likely that you're using the same elements repeatedly, such as tables, images, logos and boilerplate text, for example. Instead of having to retype or insert the same information over and over, you can save these elements as **building blocks**. You can then easily insert the building block into your document as required. Building blocks streamline the process of building documents and save time.

**In this session you will:**

- ✓ gain an understanding of building blocks
- ✓ learn how to insert a building block
- ✓ learn how to create **Quick Parts**
- ✓ learn how to save building blocks
- ✓ learn how to insert **Quick Parts**
- ✓ learn how to edit **Quick Parts**
- ✓ learn how to delete building blocks
- ✓ learn how to save building blocks in a template
- ✓ gain an understanding of the difference between **AutoText** and **Quick Parts**.

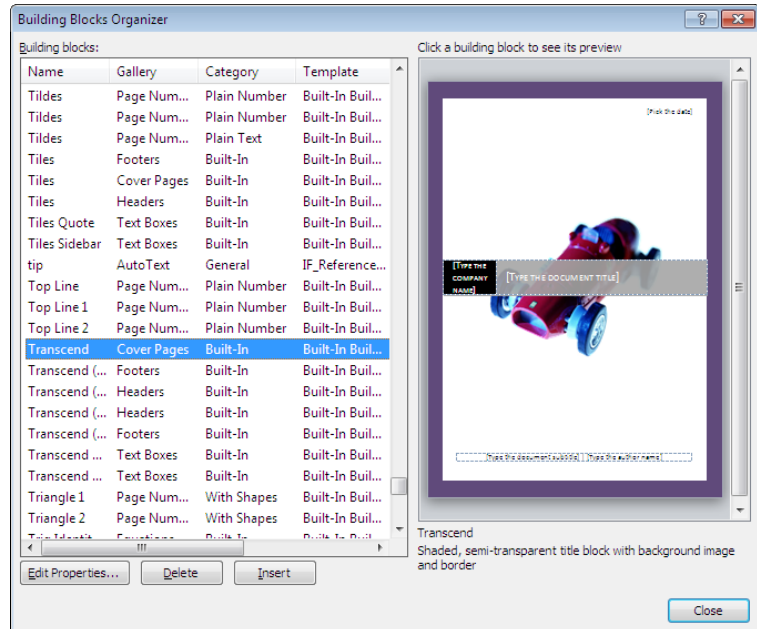
# UNDERSTANDING BUILDING BLOCKS

**Building blocks** are saved objects or elements that you insert into a document, such as text, logos, tables or images, for example. The **Building Blocks Organiser**, which acts like is

like a library of these stored building blocks that you can select and then paste into your document as needed.

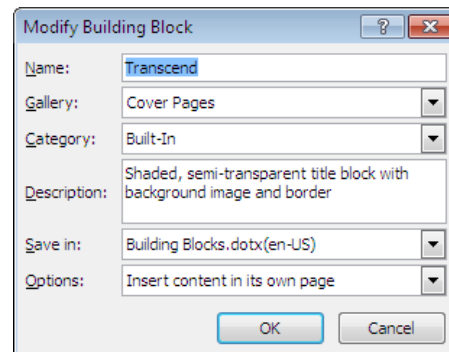
## The Building Blocks Organiser

The **Building Blocks Organiser** is a repository of saved document elements, such as text, paragraphs, tables, images and so on, that you can easily insert into any document. The **Building Blocks Organiser** includes a default range of building blocks, and you can add as many of your own as you need. The example shown to the right is a cover page that you can add to a document. This automatically creates the page at the beginning of the document and adds the formatting and graphics as shown in the preview.



## Building Block Properties

Unlike the **Office Clipboard** which just keeps a temporary copy of text and/or graphics, the **Building Blocks Organiser** keeps additional information about each building block, such as its unique **name**, the **gallery** in which it appears, its **category**, a **description**, the **template** in which it is saved and **options** that control the way it is inserted into a document (see picture to the right). In this case, the cover page is inserted on a page by itself.



## Where Are Building Blocks Stored?

Items in the **Building Blocks Organiser** are stored in a special template called **Building Blocks.dotx**. Because this template is separate from the templates that you use to create documents, it means that building blocks are available to use in any document that you create. You can also save them in other templates so that they can be restricted to particular documents or distributed to other users.

# INSERTING A BUILDING BLOCK

You can view all available building blocks in the **Building Blocks Organiser**. This is accessed via **Quick Parts** in the **Text** group on the **Insert** tab. You can use the **Building Blocks**

**Organiser** to preview any of the existing building blocks, as well as inserting or deleting a building block or editing the properties of a building block.

## Try This Yourself:

**1** Before starting this exercise you must ensure that a blank document is open...

**1** Click on the **Insert** tab, then click on **Quick Parts** in the **Text** group and select **Building Blocks Organiser**

The **Building Blocks Organiser** dialog box will be displayed...

**2** Click on **Transcend** in the gallery **Cover Pages** to see the preview

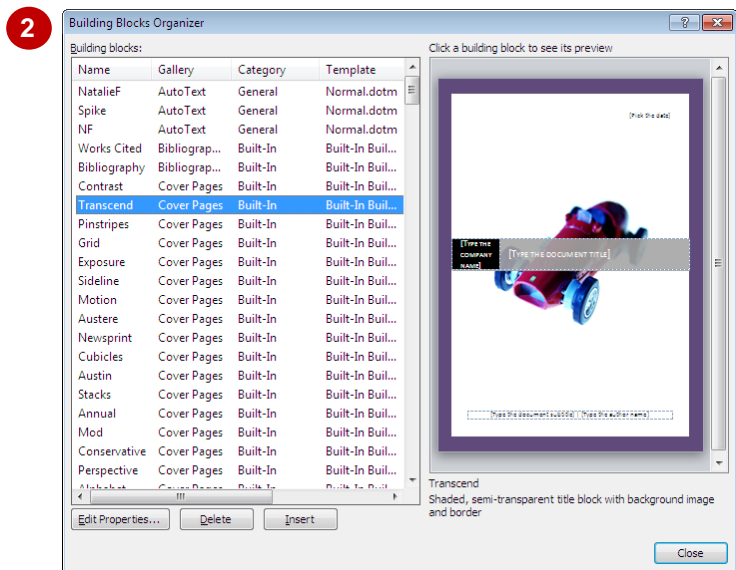
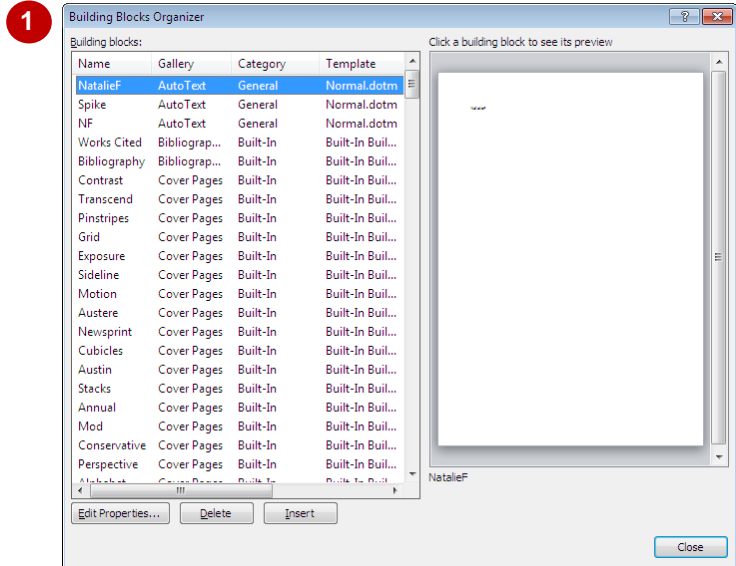
**3** Scroll down through the list and click on various building blocks to preview them

**4** Click on **Mod Quote** in the **Text Boxes** gallery to see a preview

**5** Click on **[Insert]** to insert it into your document

This is just an example of how quick and easy it is to insert building blocks...

**6** Close the document without saving



## For Your Reference...

To **insert** a **building block**:

1. Click on **Quick Parts**
2. Select **Building Blocks Organiser**
3. Click on a building block to preview it
4. Click on **[Insert]**

## Handy to Know...

- You can click on the column headers, **Name**, **Gallery**, **Category** or **Template**, to sort the building blocks into alphabetical order by that column. This makes it a bit easier to find building blocks in specific galleries or categories.




# CREATING QUICK PARTS

A **quick part** is a type of building block. Quick parts are often blocks of text that you use repeatedly across your documents, such as a standard opening paragraph in a letter or closing

signature. You can create as many quick parts as you need. The main advantage of creating quick parts is that they can be inserted in any document quickly and easily.

## Try This Yourself:

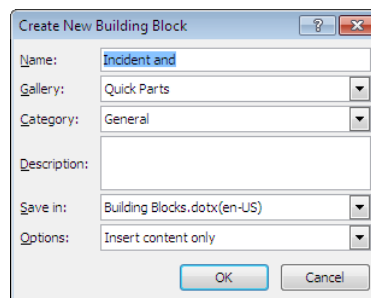
**Open File** Before starting this exercise you **MUST** open the file *W858 Building Blocks\_1.docx...*

- 1 Select the heading **Incident and Hazard Reporting** and the paragraph below it
- 2 Click on the **Insert** tab, then click on **Quick Parts**  and select **Save Selection to Quick Part Gallery** to display the **Create New Building Block** dialog box
- 3 Type **Incident and Hazard Reporting** in **Name**
- 4 Click in **Description**, type **Procedure** and click on **[OK]**
- 5 Click on **Quick Parts**  to display the **Quick Parts** gallery  
*Your new quick part will appear at the top of the list, complete with a preview...*
- 6 Click on **Quick Parts**  again to close the menu
- 7 Repeat steps 1 to 6 for the other three paragraphs using the headings for the **Names**  
*They will be added progressively to the Quick Parts gallery...*
- 8 Save the document

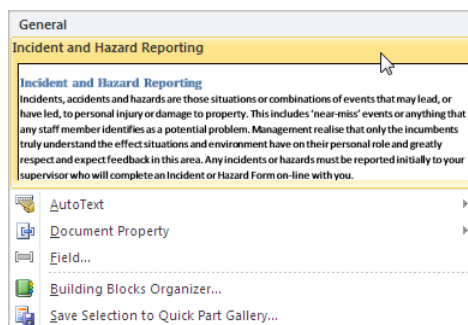
### Incident and Hazard Reporting

Incidents, accidents and hazards are those situations or combinations of events that may lead, or have led, to personal injury or damage to property. This includes 'near-miss' events or anything that any staff member identifies as a potential problem. Management realise that only the incumbents truly understand the effect situations and environment have on their personal role and greatly respect and expect feedback in this area. Any incidents or hazards must be reported initially to your supervisor who will complete an Incident or Hazard Form on-line with you.

1




2



5

## For Your Reference...

To **create** a **quick part** from a **selection**:

1. Click on **Quick Parts**  and select **Save Selection to Quick Part Gallery**
2. Type a **Name** and **Description** if required
3. Click on **[OK]**

## Handy to Know...

- To assign a keyboard shortcut to a building block, click on the **File** tab, then **Options**. Click on **Customise Ribbon**, then **[Customise]**. Select **Building Blocks** under **Categories**, then select the **building block**. Type the shortcut keys in **Assign new shortcut key**. Click on **[Assign]** then click on **[Close]**.

# SAVING BUILDING BLOCKS

Quick Parts and other building blocks are saved in a template called **Building Blocks.dotx**. You may have noticed it in the **Create New Building Blocks** dialog box when you created the quick

parts. This template is not automatically updated when you make changes. You must remember to save the changes when you exit Microsoft Word.

## Try This Yourself:

Open  
File

*Before starting this exercise you MUST open the file W858 Building Blocks\_1.docx...*

1

Click on the **File** tab and then click on **Exit**

*If any documents have been modified and not saved, you will be prompted to save them...*

2

Click on **[Save]** if required to save any open documents

*You will now be prompted to save changes to the Building Blocks.dotx template...*

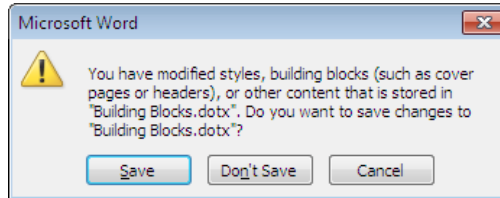
3

Click on **[Save]** to save the template and exit **Word**

4

Open **Microsoft Word**

2



## For Your Reference...

To **save Building Blocks**:

1. Click on the **File** tab and then click on **Exit**
2. Click on **[Save]** if required to save changes to any open documents
3. Click on **[Save]** to save the changes to **Building Blocks.dotx**

## Handy to Know...

- You can undo changes that you've made in the **Building Blocks Organiser** simply by closing Word and clicking on **[No]** so that the changes are not saved. When you reopen Word, the entries in the **Building Blocks Organiser** will be as they were before you made the changes.

# INSERTING QUICK PARTS




Once saved, **quick parts** and other building blocks can easily be inserted into any document. This is done by retrieving the quick part from the **Building Blocks Organiser**. The quick part will

be inserted wherever your insertion point is placed in the document, so make sure that you are prepared before you access the **Organiser**.

## Try This Yourself:

**Open File**

Before starting this exercise you **MUST** open the file *W858 Building Blocks\_2.docx...*

- 1 Click at the end of the document and press **[Enter]**  
*This is where we'll insert the quick part...*
- 2 Click on the **Insert** tab, then click on **Quick Parts**  to display the **Quick Parts** gallery
- 3 Click on **Incident and Hazard Reporting** to insert the paragraph
- 4 Click on **Quick Parts**  then click on **Reporting Telephone Faults** to insert this paragraph  
*You can also insert quick parts from the Building Blocks Organiser...*
- 5 Click on **Quick Parts**  and select **Building Blocks Organiser**
- 6 Click on the **Gallery** column header to sort entries by **gallery**
- 7 Scroll down until you can see the **Quick Parts** in **Gallery**
- 8 Click on **Workstatio...** then click on **[Insert]** to insert the paragraph and close the dialog box
- 9 Save the document

Welcome to BDEDU. You'll find everything you need to know in this Staff Induction Information Pack. Complete the checklist, work through the recommended online training, and then sign off your induction program with your supervisor.

### Incident and Hazard Reporting

Incidents, accidents and hazards are those situations or combinations of events that may lead, or have led, to personal injury or damage to property. This includes 'near-miss' events or anything that any staff member identifies as a potential problem. Management realise that only the incumbents truly understand the effect situations and environment have on their personal role and greatly respect and expect feedback in this area. Any incidents or hazards must be reported initially to your supervisor who will complete an Incident or Hazard Form on-line with you.

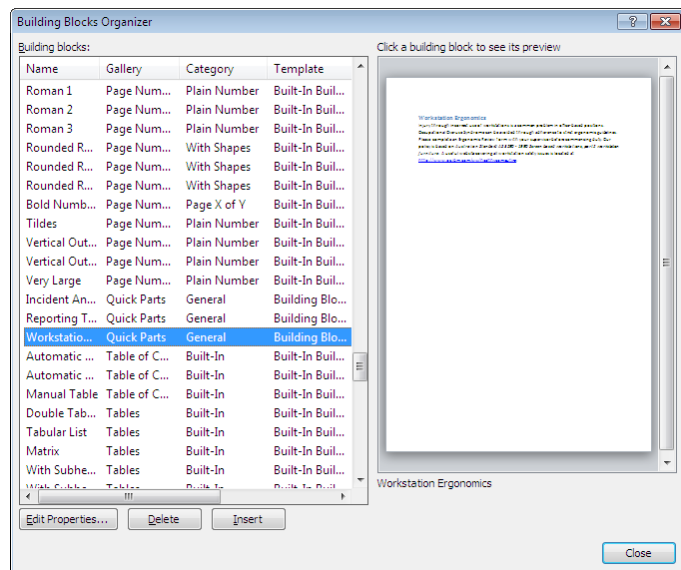
3

### Reporting Telephone Faults

Telephone faults must be reported to the Voice Communication Department, either on 176584 or by email to [telephonefaults@vcd.it.bdedu.gov](mailto:telephonefaults@vcd.it.bdedu.gov). Faults may include:

- Crackling on lines
- Phones unable to receive calls
- Phones unable to make calls
- No dial tones
- Any problems with handsets including breakages


4



7

## For Your Reference...

To **insert a quick part**:

1. Click on **Quick Parts** 
2. Click on the required **quick part**

## Handy to Know...

- You can also insert a quick part by typing its name and pressing **[F3]**. If you think you'll be inserting particular paragraphs regularly, you might like to give them shorter names so that they are easy to remember.

# EDITING BUILDING BLOCKS


Once you've created a **quick part** (or any other **building block**) you can edit the quick part as required. Note that to edit a quick part, you need to insert the quick part into a document and then

resave it to the **Building Blocks Organiser**. Here you will edit and update a quick part, and then resave the quick part.

## Try This Yourself:

Same  
File

Continue using the previous file with this exercise, or open the file *W858 Building Blocks\_3.docx...*

- 1 Click at the end of the third bulleted point in the paragraph about **Reporting Telephone Faults**
- 2 Press  and type **Inability to access voice mail**
- 3 Select the entire section on **Reporting Telephone Faults**
- 4 Click on the **Insert** tab, then click on **Quick Parts**  and select **Save Selection to Quick Part Gallery** to display the **Create New Building Block** dialog box
- 5 Type **Reporting Telephone Faults** for **Name**, then click in **Description** and type **Procedure**
- 6 Click on **[OK]**  
*Because an entry with the same name already exists, you will be asked if you want to redefine it...*
- 7 Click on **[Yes]**  
*Remember to save the Building Blocks.dotx template when you exit Word...*
- 8 Save the document

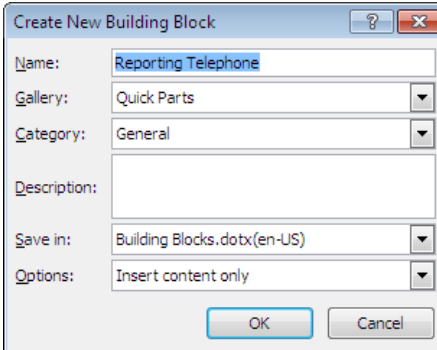
2

## Reporting Telephone Faults

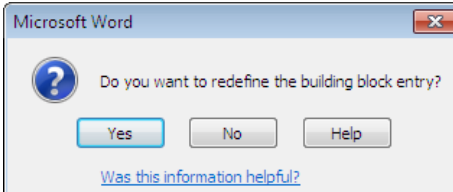
Telephone faults must be reported to the Voice Communication email to [telephonefaults@vcd.it.bdedu.gov](mailto:telephonefaults@vcd.it.bdedu.gov). Faults may include:

- Crackling on lines
- Phones unable to receive calls
- Phones unable to make calls
- Inability to access voice mail
- No dial tones
- Any problems with handsets including breakages

4




6



## For Your Reference...

To **edit** a **quick part**:

1. Select the text or object
2. Click on **Quick Parts**  and select **Save Selection to Quick Part Gallery**
3. Type the **Name**, then click on **[OK]** and then click on **[Yes]**

## Handy to Know...

- If you want to edit a **quick part** that is not displayed in a document anywhere, insert it into a blank document, make the changes, and then save it in the **Building Blocks Organiser**, replacing the original entry.

# DELETING BUILDING BLOCKS


When you find you no longer require specific **quick parts** or other building blocks, it makes sense to remove them from the **Building Blocks Organiser**. This makes it easier to find the

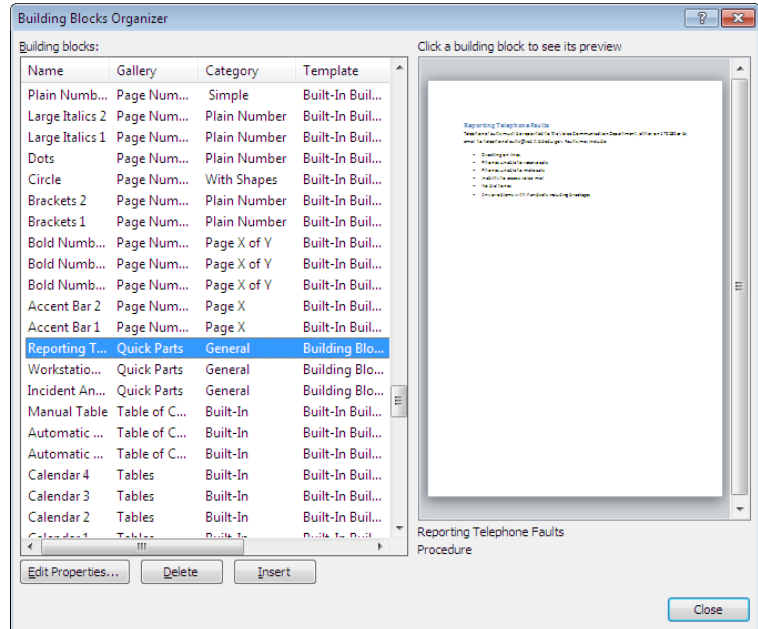
entries that you still use and prevents people from using old or incorrect entries by mistake. You must also remember to save the changes to **Building Blocks.dotx** as you exit Word.

## Try This Yourself:

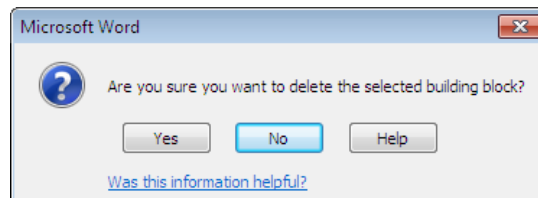
Same File

Continue using the previous file with this exercise, or open the file *W858 Building Blocks\_4.docx...*

- 1 Click on **Quick Parts**  and select **Building Blocks Organiser**
- 2 Scroll down until you can see the **Quick Parts** entries then click on **Reporting T...**
- 3 Click on **[Delete]**  
*You will be asked to confirm the deletion...*
- 4 Click on **[Yes]**  
*The entry will disappear from the list...*
- 5 Repeat steps 2 to 4 to delete the other two **Quick Parts**
- 6 Click on **[Close]** then click on the **File** tab and click on **Exit**  
*You will be prompted to save any unsaved documents as well as the changes to Building Blocks.dotx...*
- 7 Click on **[Save]** to save both files if prompted




2



3

## For Your Reference...

To **delete** a **quick part**:

1. Click on **Quick Parts**  and select **Building Blocks Organiser**
2. Click on the entry and click on **[Delete]**
3. Click on **[Yes]** to confirm then click on **[Close]**

## Handy to Know...

- You can delete a **quick part** by right-clicking on it in the **Quick Parts** gallery and selecting **Organise and Delete**. This takes you directly into the **Building Blocks Organiser** with the entry already located and selected for you. Click on **[Delete]** to delete the quick part.






# SAVING BUILDING BLOCKS TO A TEMPLATE

Building blocks are saved to **Building Blocks.dotx** and are available to every document you open in Word. However, you may prefer that some building blocks are restricted to

specific documents or templates. You can create building blocks in a template and then make the building blocks only available to documents based on that template.

## Try This Yourself:

**Open File**  
Before starting this exercise you **MUST** open the file **W858 Building Blocks Template.dotx...**

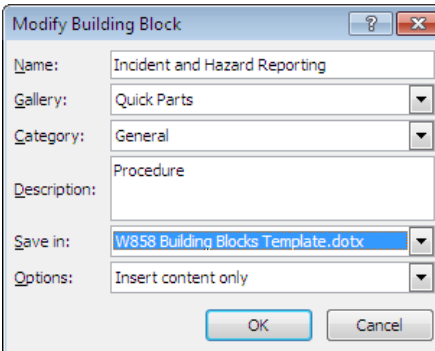
- 1 Select the paragraph on **Incident and Hazard Reporting**
- 2 Click on the **Insert** tab then click on **Quick Parts**  and select **Save Selection to Quick Part Gallery** to display the **Create New Building Block** dialog box
- 3 Type **Incident and Hazard Reporting** for **Name** then click in **Description** and type **Procedure**
- 4 Click on the drop arrow  for **Save in** and select **W758 Building Blocks Template.dotx**
- 5 Click on **[OK]** then click on the **close** button  to close the document  
  
*You will be prompted to save the changes to W758 Building Blocks Template.dotx. This includes the addition of the building blocks to the template...*
- 6 Click on **[Save]**

1 Welcome to BDEDU. You'll find everything you need to know in this Staff Induction Information Pack. Complete the checklist, work through the recommended online training, and then sign off your induction program with your supervisor.

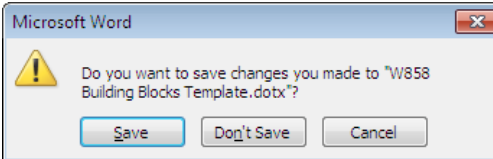
### Incident and Hazard Reporting

Incidents, accidents and hazards are those situations or combinations of events that may lead, or have led, to personal injury or damage to property. This includes 'near-miss' events or anything that any staff member identifies as a potential problem. Management realise that only the incumbents truly understand the effect situations and environment have on their personal role and greatly respect and expect feedback in this area. Any incidents or hazards must be reported initially to your supervisor who will complete an Incident or Hazard Form on-line with you.

4




5



## For Your Reference...

To **save building blocks** to a **template**:

1. Click on **Quick Parts**  and select **Save Selection to Quick Part Gallery**
2. Type a **Name**
3. Change **Save in** to the required template then click on **[OK]**

## Handy to Know...

- To save building blocks to a template, the template or a document based on that template must be open.

# AUTO TEXT VERSUS QUICK PARTS


**AutoText** and **quick parts** are two types of building blocks galleries in Microsoft Word. Autotext and quick parts are very similar in that they both allow you to store any snippet of text,


graphics or other objects, however, AutoText is useful for small snippets of text while quick parts is useful for big blocks of text. This page discusses the differences between them.

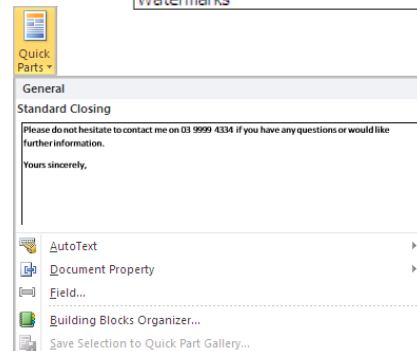
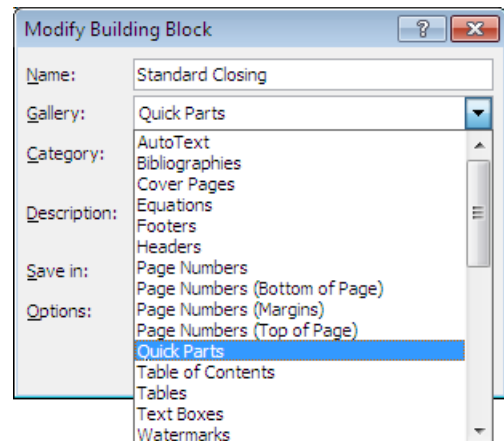
## Common Features Of AutoText And Quick Parts

**AutoText** and **quick parts** are stored document elements, such as blocks of text, graphics or other objects that you can insert into your documents as required. Both AutoText and quick parts can be inserted from the **Building Blocks Organiser** or by typing their name and pressing **F3**.

## The Difference Is The Gallery

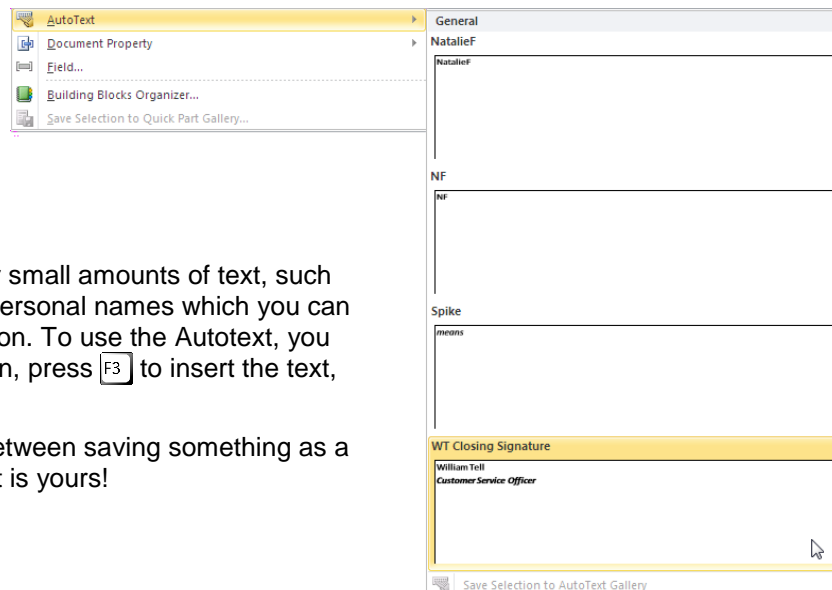
The main **difference** between Autotext and quick parts is that Autotext entries are stored in the **AutoText** gallery, while quick parts are stored in the **Quick Parts** gallery. When creating a new building block, you can assign the gallery in which the elements will be stored. So, click on the drop arrow  for **Gallery** and click on **AutoText** or leave it as the default **Quick Parts**.

The gallery you select determines where they will appear. quick parts, for example, are listed in the **Quick Parts** gallery when you click on **Quick Parts**  in the **Text** group on the **Insert** tab. Autotext is displayed in the **AutoText** gallery, which can be accessed by clicking on **Quick Parts** and then selecting **AutoText** to display the **AutoText** entries.



## When To Use Quick Parts

Save large blocks of text, formatted tables and images, for example, as quick parts.



## When To Use AutoText

Autotext is best used for small amounts of text, such as company names or personal names which you can name with an abbreviation. To use the Autotext, you can type the abbreviation, press **F3** to insert the text, and keep typing.

Ultimately, the choice between saving something as a quick part or as Autotext is yours!