simply zesty

Full Service Digital Agency

A test document Simply Zesty for:

Simply Zesty Test Document

This document is for test purposes

February 2014

Table of Contents

1. Introduction to Numbered Documents

There are three key elements to using Word Documents properly.

1. Never create a document from scratch. Always open a template, or overwrite an existing document.
2. Never ever use the font styling options. Use the style drawer instead. This way:
   2.1. You'll be more consistent in your layout.
   2.2. Your tables of contents will build dynamically.
3. Insert > Page Break is your friend for long documents. Use it to control chapters/key sections.

The most important rule is number 2. If you can train yourself never to use any of the styling buttons, then you're onto a winner.
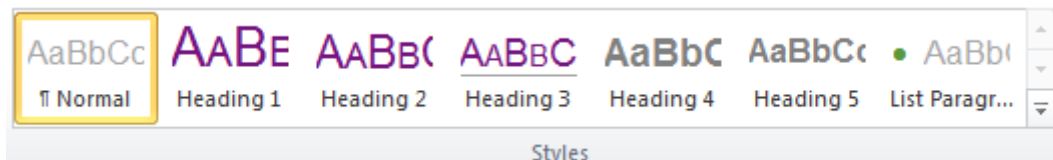
1.1. These are Evil

These are the buttons you've probably always used for styling documents.

Say goodbye.

1.2. These are Good

You've probably used these a few times. You're about to become good friends, so say hello.

2. This is a Heading 1

A heading 1 should be used sparingly, and really only for titles of chapters.

Paragraphs are plain old "Normal". It is deliberately defaulted to government standard 12 pt Arial. It sets 1.2 line height for legibility, and pressing enter once:

Well it creates a new paragraph. Do not press enter twice. There's no need.

2.1. Bulleted Lists

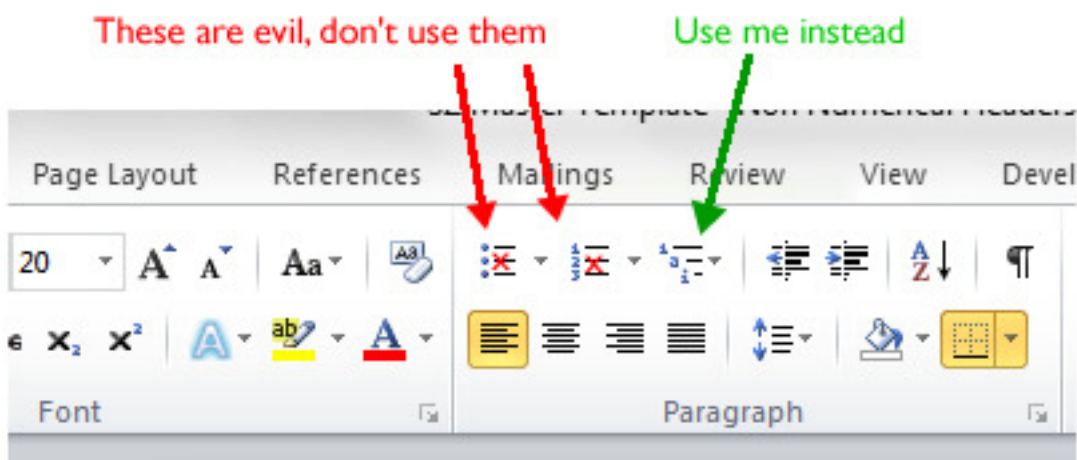When we're using paragraphs, we will often want to deviate into lists. So here we go.

– Bulleted List

– Example

– This is a

    – List with up

        – To 5 indent

            – Levels which is quite

                – A lot

– And it doesn't matter who asks

– It's always just going be a boring hyphen at every indent level

2.1.1. Bullets are Tricky

Here's the thing though, bulleted lists are a nightmare on Word. They just won't let you change the defaults without using macros. And I'd prefer to train you to use buttons than macros.

So, follow these instructions.

Step 1

Step 2

Use me for bullets

Use me for numbers

2.2. Numbered Lists

Similarly, we will want order (numbered) lists, which (if you follow the previous instructions) default as:

1. When we're using paragraphs, we will often want to deviate into lists. So here we go. Bulleted List
    1.1. Example
    1.2. This is a
        1.2.1. List with up
        1.2.2. To 5 indent
            1.2.2.1. Levels which is quite
                1.2.2.1.1. A lot
2. And it doesn't matter who asks
3. It's always just going be a boring .1 at every indent level

3. This is also a Heading 1

And the reason being is that we're going to add a few more heading types in this new section. Note that Heading 1s do not have any whitespace before them. This is because you should create a new page before deploying one.

3.1. Heading 2: Same Thing, Only Smaller

This is the same as its daddy, except its 17 pt instead of 20 pt

You can guess what's coming.

3.1.1. Heading 3: Smaller Again

Well, that's a shocker. It's just a 14 pt font variation of its parents.

3.1.2. Just to prove heading 3

From here is where I leave behind the underlines in favour of two other subheadings, which need to read less like an intro and more like a stabby warning.

This is a Heading 4

Yep, I've used bold. I don't really like bold, but if I don't put it in somewhere, you will.

This is the smallest heading, Heading 5

I've found that if you need any more levels than this, then you haven't really put any thought into your document. Or else you're writing a merger for Apple or Microsoft. Good luck with that.

4. Some Tables

Here are some tables: enough to cover off the basics.

Though in practice, you'll find yourself a tweaking. I'd encourage you though to use method:

– Right click on the table selector tool (top left corner after you highlight the table).
  – And learn how to use "Autofit to Window" and "Distribute Columns evenly".
– Right click on the table selector tool. Then choose "Design" from the Ribbon.
  – And watch what happens when you check/uncheck options.

4.1. SZ1 - First Row Header

Okay, you might use this one. If you don't want alternate row colours, in "table design" you will need to uncheck the options for "banding".

Column 1	Column 2	Column 3	Col 4
Just	Simple		
	Rows		
		And columns	

4.2. SZ2 – Row and Column Header

Not much to mention here, it's a simple cross-analysis table. As with above, you can remove alternate colours by checking a box (and not rebuilding the entire table)!

	Column 1	Column 2	Column 3	Column 4
Row 1	Safdasda	Asdasdasd	Sadasdas	sadas
Row 2				
Row 3				

4.3. SZ3 – Calculations

Note: when you use this table, in "table design" you will need to check the options for "total row" and "last column" to carry across the desired formatting.

Item	Days	Per Day	Totals
Item 1	20	£35	**£700**
Item 2	10	£35	**£350**
Item 3	15	£40	**£600**
Item 4 (annual)			**£800**
		Total	£2,450

5. Some Random Styles

Just a few things to help us along.

5.1. Quotation

"A man who tells the truth is always at ease"

Chinese Proverb, 1788

All I've done here is make the first paragraph a "quote" using the Styles Drawer, and the second paragraph a "subtitle" using the Styles Drawer.

5.2. Code Block

Okay, this isn't complicated. Simply highlight your copy, then select "HTML Preformatted" from the Styles Drawer (which makes the font and background colour change).

```
function doIt($a){
    if ($a == 1){
        return 999;
    }
    else{
        return 999;
    }
}
```

5.3. Caption

Diagram 1.1: This is its caption

(use "caption" in the Styles Drawer")

6. A Few Tests

Because testing is a good thing. Everything from here is a test.

6.1. A sub level

Copy

6.2. A sub level

Copy

6.2.1. A sub sub level

Copy

6.3. A sub level

Copy

6.3.1. A sub sub level

copy

6.3.2. A sub sub level

copy

6.3.3. A sub sub level

copy

6.3.4. A sub sub level

copy

7. A Test level

Tests conclusive ?

Still testing.

A Single Random Style: Heading – Free

This is a good thing to get around numbering problems for Table of Contents.

It's basically the same as Heading 2.

1. This is
   – A lsits
      – Sdasd
      – Asdasda
      – Sadasdsad
         – Tthtejhjte
         – Safafds
            – Sadfsdfsfd
               – Asdadssad
            – Dsafsdfs
         – Dsfsdfdsf
      – Sdfsfdsf
   – Safsdfsfd

adsfzfvzsdfsdfsdfsdfsdfdfsdfsdfdsf

8. Love Testing

1. Gjhgh
   – Hjghjghjg
   – Jhghjgh

   – Sadsadasd
   – Sadsad
   – Sadsa

   – hello
      – Sdasd
      – Sadsd#
         – Sasd

Asdadadsasd

asdasdasdasd