Question Styles – Version

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This document contains styles set up for blocked questions with multiple guess answers.

There are three styles, all based on the “Body Text” style.

Numbering is set up following directions at [How to create numbered headings or outline numbering in Ribbon Versions of Word by Shauna Kelly](http://www.shaunakelly.com/word/numbering/numbering20072010.html).

1. Question Style **(Ctrl+Alt+Q)**
   1. Answer Style
   2. Answer Style
   3. Answer Style

Answer Last Style (**Ctrl+Alt+A**)

1. Question Style
   1. Answer Style
   2. Answer Style
   3. Answer Style
   4. Answer Style

Answer Last Style

1. Question Style
   1. Answer Style
   2. Answer Style
   3. Answer Style
   4. Answer Style

Answer Last Style

1. Question Style
   1. Answer Style
   2. Answer Last Style

This document can be found at <http://www.addbalance.com/word/download.htm#question>. There is an accompanying template as well. Both are macro-free.

# Keyboard Shortcuts

The keyboard shortcut for the Question Style is **Ctrl+Alt+Q**.

The keyboard shortcut for the Answer Last style is **Ctrl+Alt+A**.

# Three Custom Styles

This document has three custom styles: the Question style, the Answer style, and the Answer Last style. To copy them to a new document, use the Styles [Organizer](http://www.addbalance.com/usersguide/styles.htm#Organizer). Copy them three times. Doing this will copy not only the spacing and numbering but also the numbering list. If needed, you can change the underlying formatting of all three by modifying the Body Text style.

However the optional keyboard shortcut must either be recreated in the new document or copied using something like [Chris Woodman’s Keyboard Organizer](http://addbalance.com/word/download.htm#ChrisWoodman). For one shortcut, it is easier to recreate it. In the alternative, you could make this template a [global template](http://www.addbalance.com/usersguide/templates.htm#Global). Then the keyboard shortcut would work in any document that has an Answer Last style.

The styles are set so that the Question and Answer Last styles will show up in the Quick Styles gallery. The Answer style does not, but is triggered by pressing Enter at the end of a paragraph formatted in the Question style.

Once you have a document set up formatted the way you want, you can save it as a Word template and then use that to create new documents.

## Note about automatic start of Question Style upon hitting Enter twice:

If, when in Answer Style, you press the enter key twice, without entering any text, you will not get a blank paragraph. Instead, you will be in Question Style with the next number set. If you do this, you will have a continuous chain of “keep with next” formatting. This will cause problems with pagination eventually.

### Example

1. This is an example of the Question Style.
   1. This is in the Answer Style.
2. This is what you get when you press Enter twice after the Answer Style. All three of these are formatted with “Keep With Next” formatting. You can see a little black square in front of them if you press the show/hide button.(¶) You want to use the Answer Last style to break this up! The Answer Last style does not have “Keep With Next” formatting.

Word cannot keep *everything* on the same page if you have more than a page’s text. Word will choose to break the text at some point, not necessarily where you want it to break. That is the reason for using the Answer Last style for your last answer to a question. The next two paragraphs have “Keep With Next” formatting so get moved to a new page together with the image.

## Cross-References

Since these are numbered items, you can use the Insert Cross-Reference dialog to insert hyperlinked cross-references to questions or answers.

A screenshot of a computer

Description automatically generated with medium confidence