## Microsoft Word 2013: Quick Parts

The Microsoft Office Word 2013 Quick Parts is used as a solution to add repeated words, paragraphs, statements, images or logo's into your word document. Many people use Quick Parts for signature blocks, headings, contracts, and even short phrases or company names that they use frequently throughout their documents. Those are just a few of the many possibilities.

The Quick Parts will save time on typing. The Quick Parts is used to store the repeated words or paragraphs in its gallery. After that, whenever you need to type the Quick Part of those words or the entire paragraph will be inserted on your document. The words will be inserted in the same format as you have typed first. So, you need not have to spend any time for formatting the words again. These can be used over & over. Details to change and delete Quick Parts are included in this tutorial.

First select the text/images/logos that you want to be saved & used again in your documents.



From the **Insert** tab, in the Text grouping, click on the drop down by **Quick Parts** and click on **Save selection to Quick Part Gallery.** Later, whenever you need to add these details you save, go back to the **Insert** tab, **Quick Parts** drop down & click on it to add it to your document or you could just type name you gave the **Quick Part** that it was saved as and click enter when it appears in a small box while typing the first couple letters of the name or press **F3**.

Below is an example of a Mission Statement. Notice I have colored the title red. It will save that too, any formatting will be saved in **Quick Parts**. Once your words are selected, go to the **Insert** tab, the **Quick Parts** drop down arrow and choose **Save Selection to Quick Part Gallery**.

Inse	ert Pag	ge Layou	it f	References	Mai	lings	Review	View	Jeanette's	Tab	Devel	oper	Acrobat		
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Tables	es Illustrations Links Header & Footer							Dickinson							
	MISSION STATEMENT						<u>AutoT</u> Docur	<b>ext</b> nent Prope	rty						
	The Office serves as a repository of faculty information and schedules, course enr						<u>F</u> ield								
	offerings, student records, grades and degrees conferred. Such records are maint							<u>B</u> uildi	ng Blocks	Organizer					
		information systems and Web-services designed to enable students, academic ad							Save S	election to	Quick Par	t Gallery			
			depart	tments and p	rograms	to conduc	t their pro	fessional d	uties in a dece	ntralized	enviro	nment.			

A **Create New Building Block** dialog box appears to give it a name. Make it short as possible, like my example below. Quick Parts will appear alphabetically. Click **OK**.

Create New Building Block								
Name:	ms							
<u>G</u> allery:	Quick Parts 💌							
<u>Category</u> :	General							
Description:								
Save in:	Building Blocks.dotx							
Options:	Insert content only							
	OK Cancel							

To insert the **Quick Parts**, go under the **Insert** tab, **Quick Parts** drop down & click on it. The other way would be to type the name of the **Quick Part** and hit Enter when it appears. For example I would type **ms** then hit the **F3** key to add the mission statement to my document.

Shown below are several **Quick Parts.** Notice they appear alphabetically.

🔄 Quick Parts 🔻 🎇 👻 🎵 Equation 👻 🔫							
General							
dept details							
Library & Information Services Lower level of the Library Contact: Helpdesk x1000							
Dickinson							
ms							
MISSION STATEMENT							
The Office serves as a repository of faculty information and schedules, course enrollments, course							
offerings, student records, grades and degrees conferred. Such records are maintained using							
information systems and Web-services designed to enable students, academic advisers, staff, departments and programs to conduct their professional duties in a decentralized environment.							

## To Change or Delete a Quick Part

To make a change to a Quick Part, first insert the Quick Part, make any changes. Note the name it was saved as, then select the text, Save the Quick Parts again with the exact same name. You will get the message **Do you want to redefine the building block entry?** Click **yes**, then **OK**. You just replaced the Quick Part with the new one.

Create New Building Block								
<u>N</u> ame:	ms							
<u>G</u> allery:	Quick Parts							
<u>C</u> ategory:	General 💌							
Microsoft Word								
Do you want to redefine the building block entry?								

To Delete a Quick Part, click on, **Insert, Quick Parts**, click on **Building Blocks Organizer**. The dialog box appears, under the **Gallery** of Quick Parts, select the one you want to delete, then click the **Delete** button, then **Close**.

E	uilding Blocks	Organizer			8	X
Γ	Building blog				Click a building block to see its preview	
l	Name	Gallery	Category	Template ^	^	*
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	Brackets 2	Page Num	Plain Number	Built-In Buil		
	Brackets 1	Page Num	Plain Number	Built-In Buil		
	Bold Numb	Page Num	Page X of Y	Built-In Buil		
	Bold Numb	Page Num	Page X of Y	Built-In Buil	Litrary & Referencies Generates Lower device Litrary Constant Regulate Largon	
1	Bold Numb	Page Num	Page X of Y	Built-In Buil		
	Accent Bar 2	Page Num	Page X	Built-In Buil		
1	Accent Bar 1	Page Num	Page X	Built-In Buil		
	arrowbox	Quick Parts	General	Building Blo		
	JaduSubmit	Quick Parts	General	Building Blo		Ξ
T	iogo	QUICK Parts	General	Building Blo		
	dept details	Quick Parts	General	Building Blo		
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	Automatic			Building Blo		
	Automatic			Building Blo		
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	Automatic Table of C		Built-In	Built-In Buil		
	Automatic Table of C		Built-In	Built-In Buil		
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