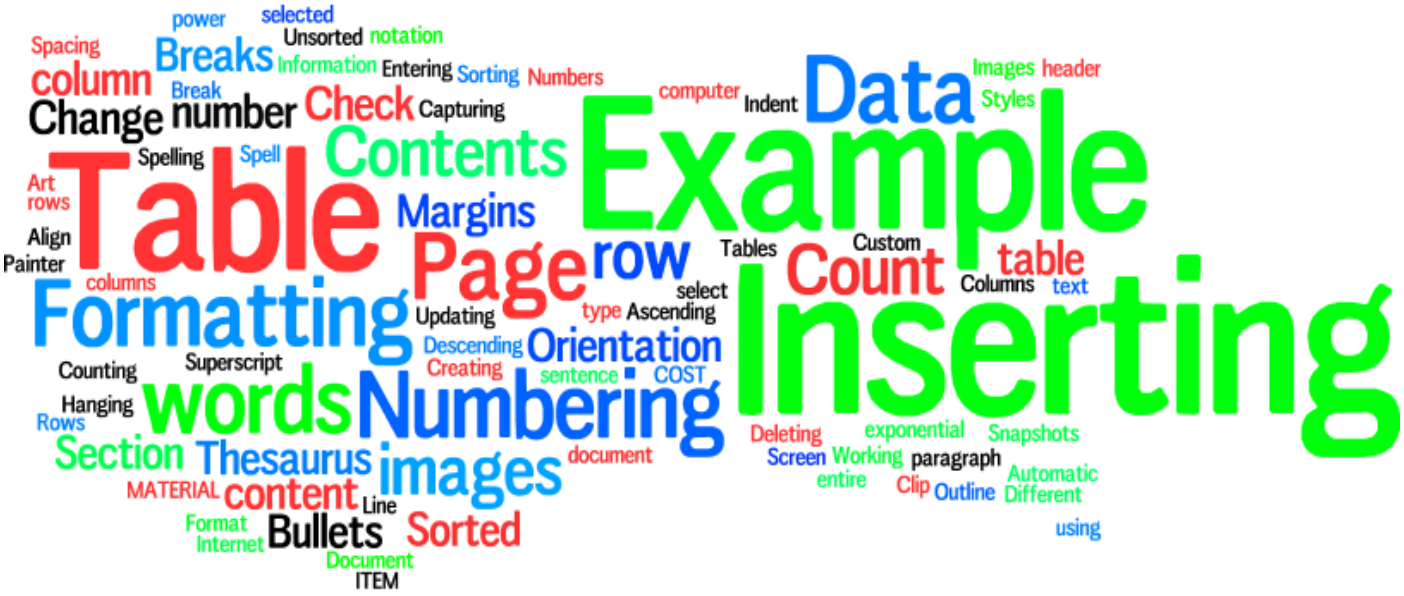
Working With Microsoft Word 2013



Formatting Your Document

Formatting Your Text

Reviewing Your Document

Saving

Working With Images

Working With Tables

Creating a Table of Contents

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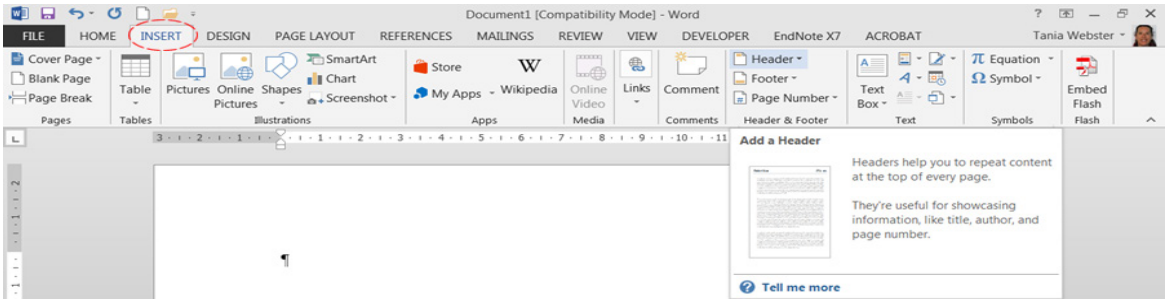
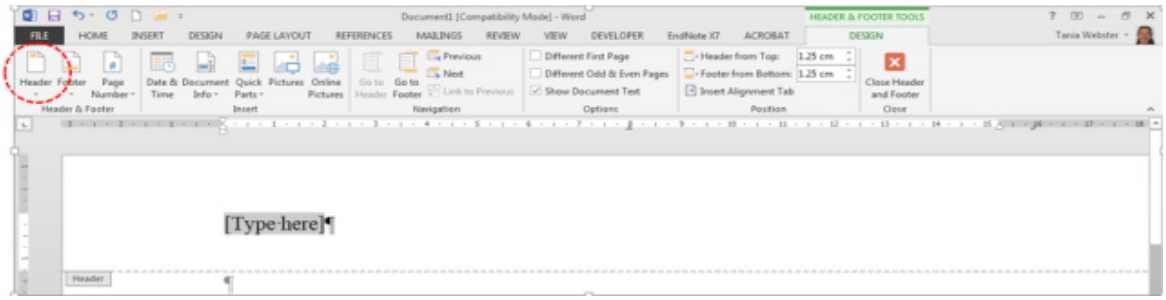
Microsoft Word 2013
Inserting Headers and Footers

Inserting Headers and Footers

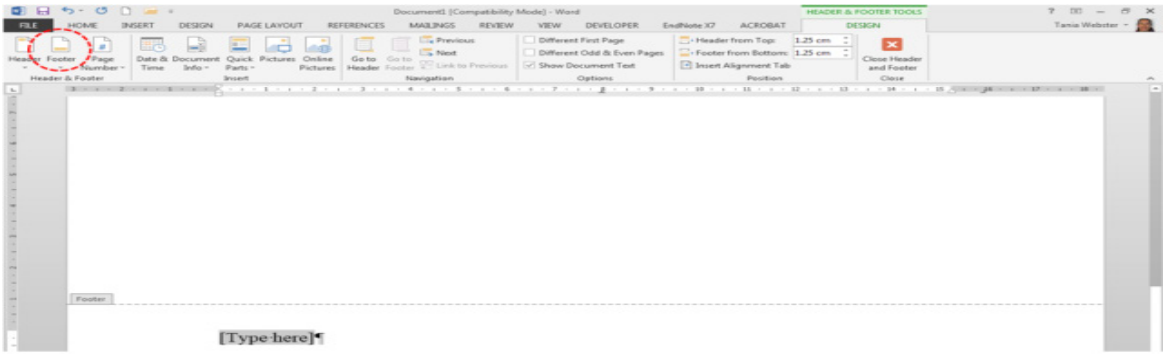
1. Insert << Header



2. Enter Header *text*



3. Insert << Footer - enter Footer *text*



Viewing / Editing Header and Footer

Double click on the Header or Footer area to view or edit text. Press Esc (on your keyboard) to return to your document.

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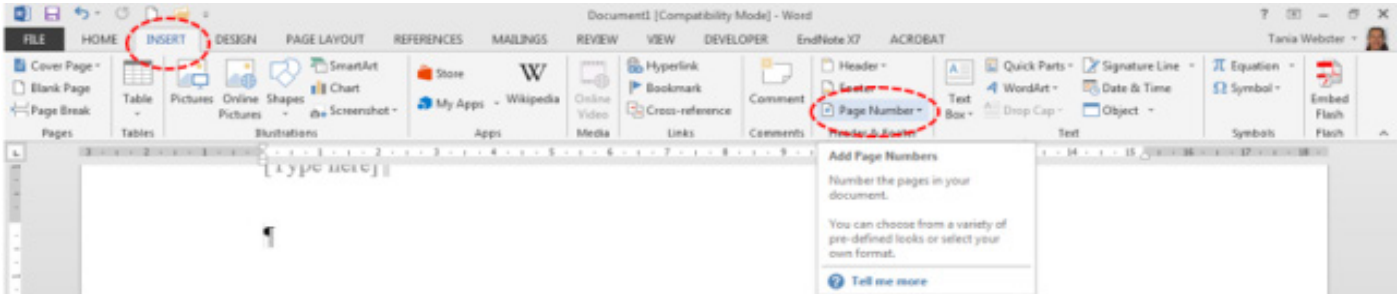
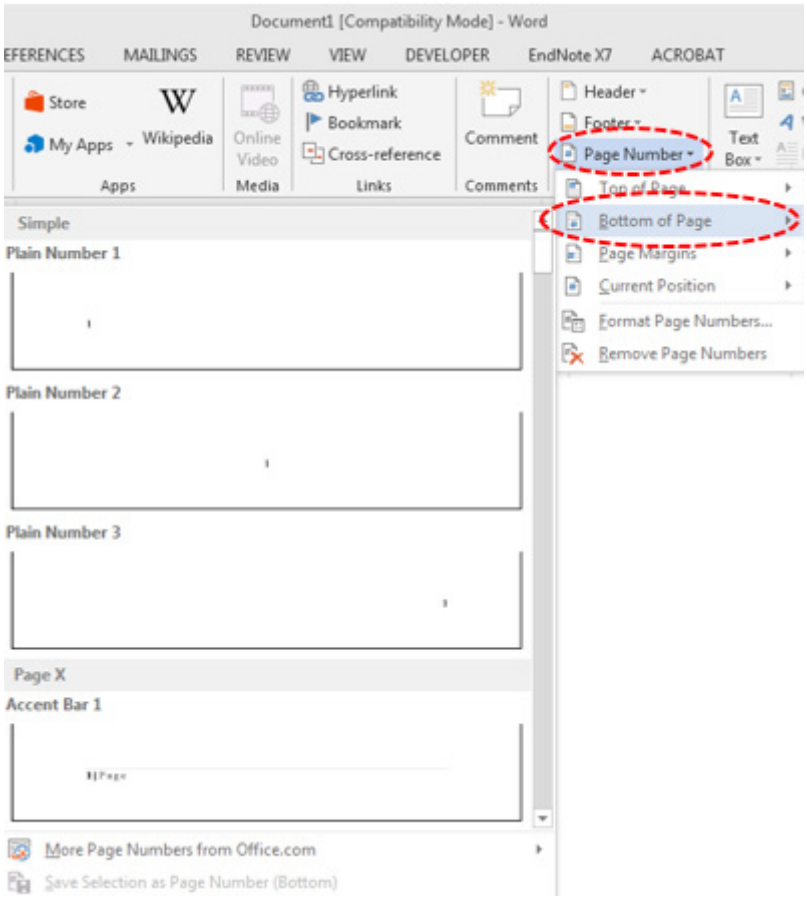
Microsoft Word 2013
Inserting Page Numbers (and formatting them)

Inserting Page Numbers (and formatting them)

Insert << **Page Number**



Identify where you want your **Page Numbers** to be **positioned** (top or bottom of page), then select the **formatting**



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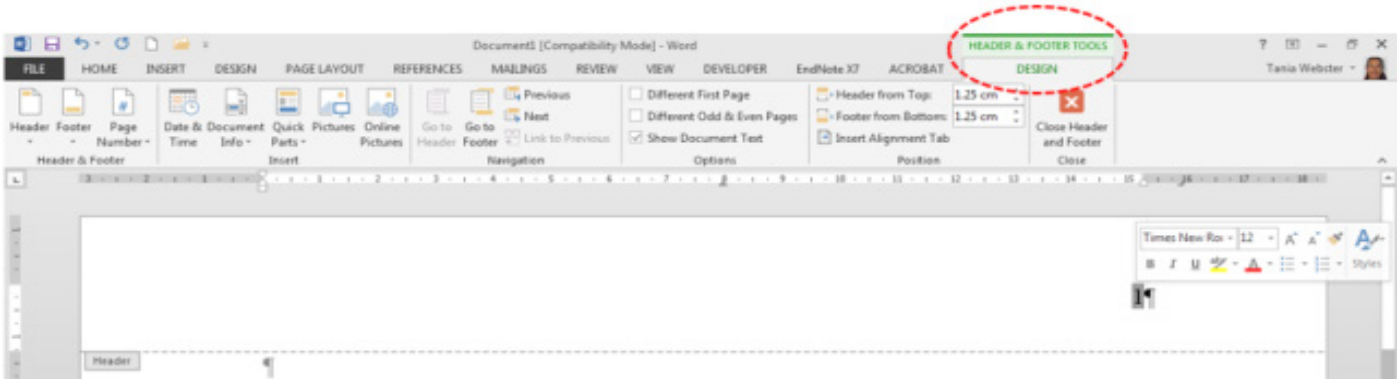
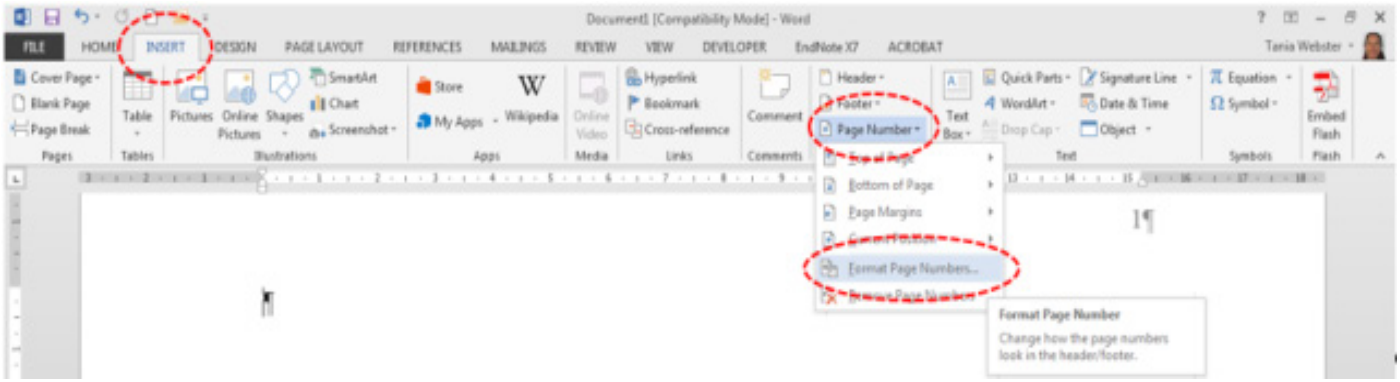
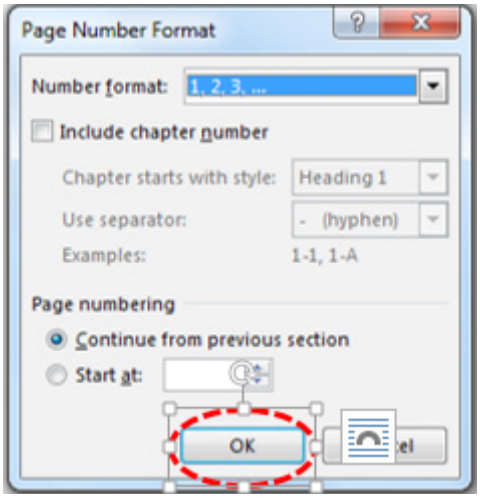
To edit the numbers – Double click on the Header or Footer area and highlight the number you want to edit



To format the page numbers - Insert << Page Number << Format Page Numbers



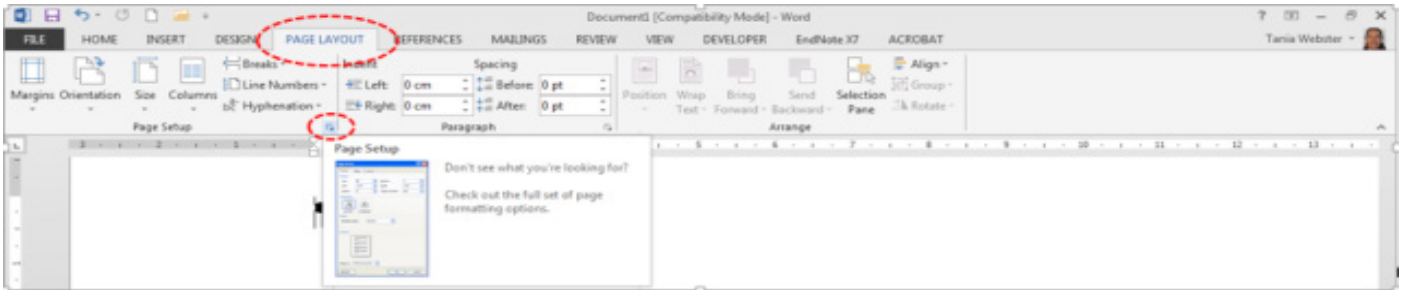
Select the **formatting** you require << click **OK** to return to your doument.



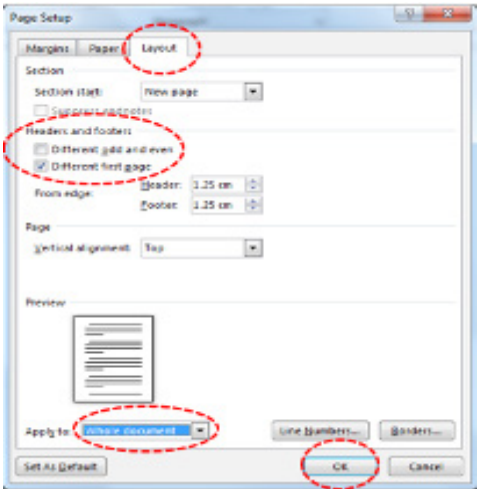
Inserting Page Numbers: Different on the First Page

This situation will be useful when you do not want a page number on the first page

Page Layout << **Page Setup** << click the **arrow** in the bottom right-hand corner

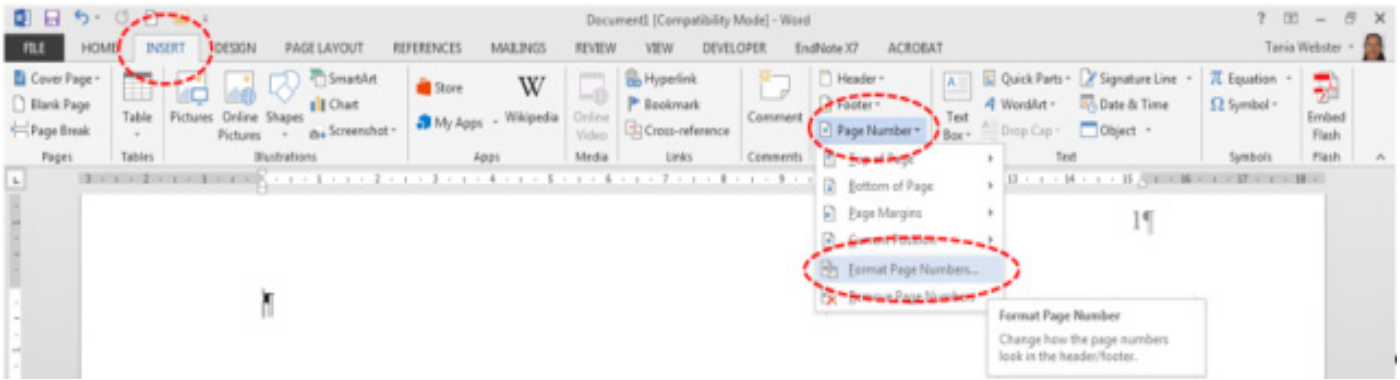


Select the **Layout** tab << check the **Different First Page** box in the **Headers and Footers** section << **Apply to Whole document** (when you have no sections in your document, in which case select This section)

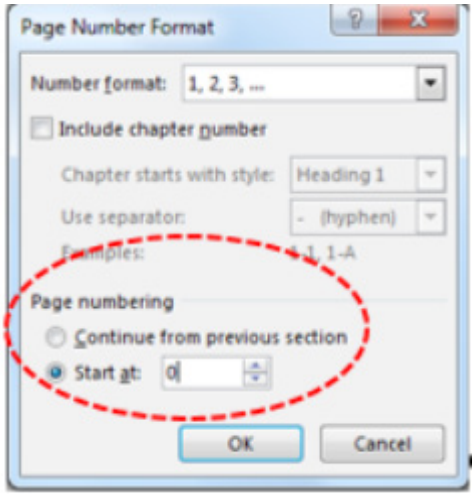


Inserting Page Numbers: Different than 1

Insert << **Page Number** << **Format Page Numbers**



Type the Page Number you want to start at. You may want to use **0** if you set your document up with a Different first page. This way your first page will be **0** and not show and the second page will begin at page 1.

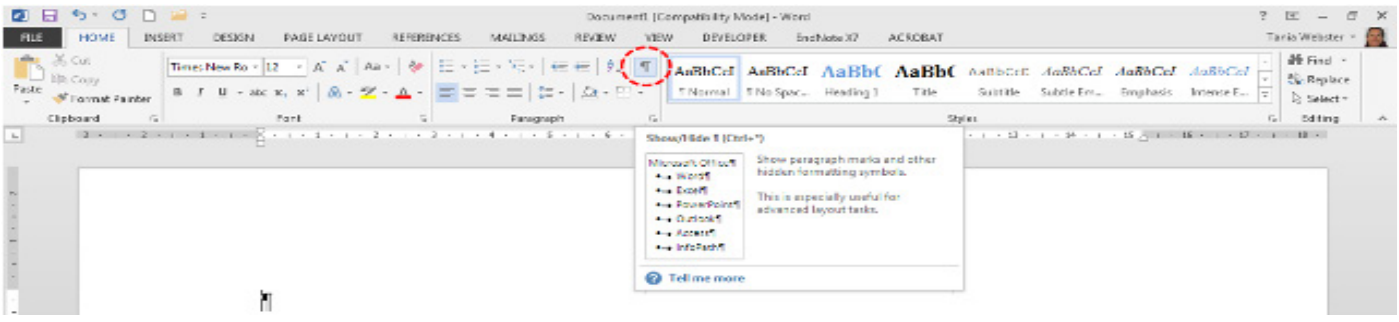


Inserting Page Numbers: Different Page Numbers in One Document

You may want to set out an essay with two different number styles. In academic essays Roman numerals start after the title page until the body of the essay begins. For example this may include an abstract, table of contents, executive summary etc ... Arabic numbers start from the main body of the essay. To achieve this you will need to use Section Breaks in your document. Change the number format in the Page Number Format window.

It is easier to tackle the Page Layout first and create Section Breaks in your document before you add the text.

Turn the show/hide button on, this shows parapgraph marks and other hidden formatting symbols (they will not show on your printed document), this will show your section breaks clearly.



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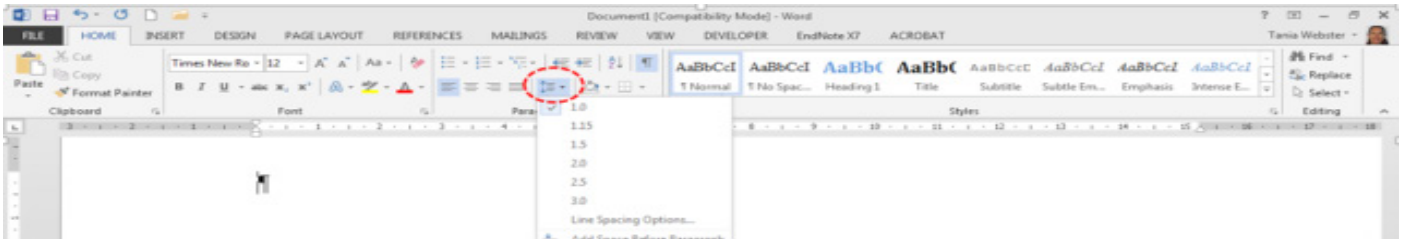
Microsoft Word 2013
Line Spacing

Line Spacing

Line spacing determines the amount of space between each line space; you can set the line spacing before you start to type OR you can highlight selected text and change the line spacing.



Home << **Line Spacing** icon

This is single line spacing This is single line spacing This is single line spacing	This is double (2.0) line spacing This is double (2.0) line spacing This is double (2.0) line spacing
This is 1.15 line spacing This is 1.15 line spacing This is 1.15 line spacing	This is 2.5 line spacing This is 2.5 line spacing This is 2.5 line spacing
This is 1.5 line spacing This is 1.5 line spacing This is 1.5 line spacing	This is 3.0 line spacing This is 3.0 line spacing This is 3.0 line spacing

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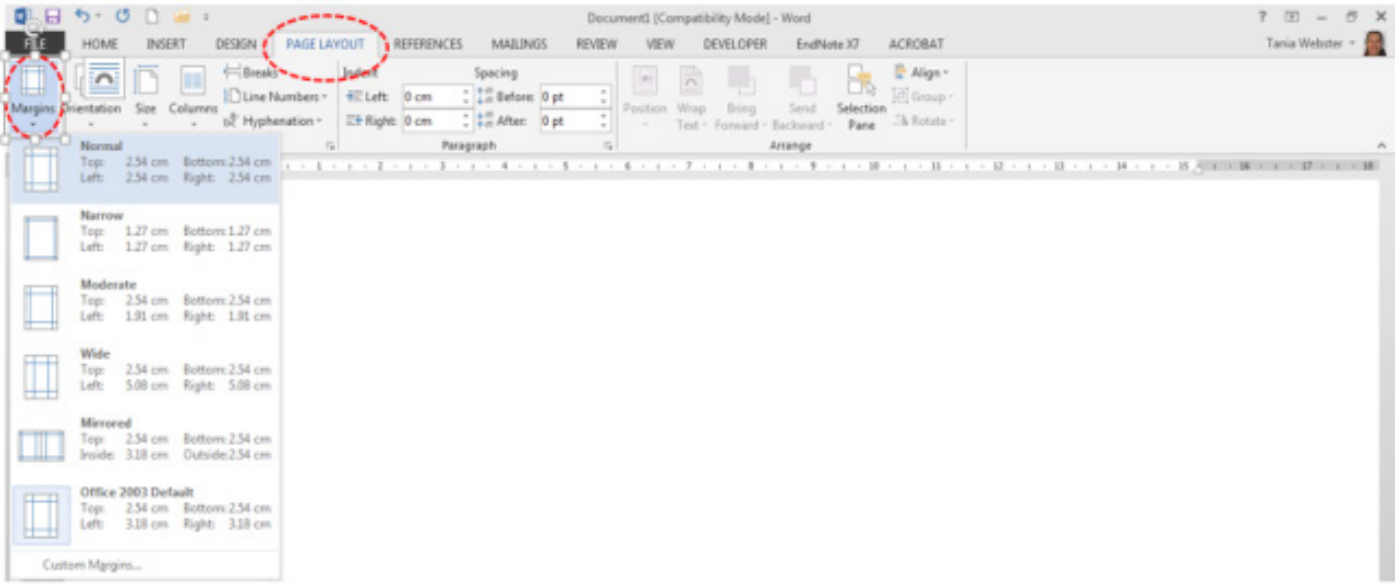
Microsoft Word 2013
Margins and Page Orientation

By default, the margins for a Word document are 2.54 cm on the top, bottom, and sides.

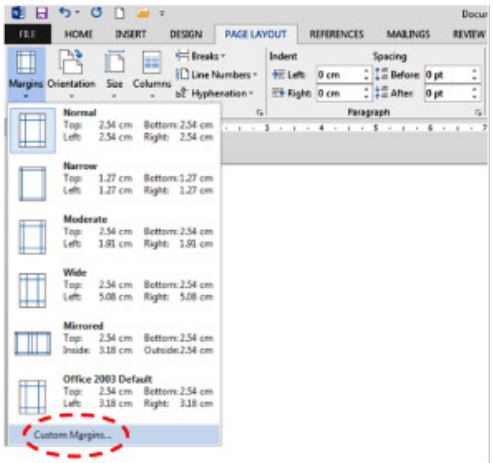
1. Page Layout << **Margins** - select Normal or Custom Margins.

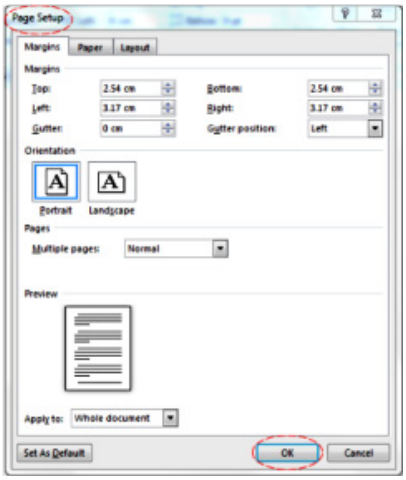


NB: This is useful for changing your margins in your assignment.

Custom Margins

2. If you select **Custom Margins**, the **Page Setup** window appears. Tab (or use the arrow keys) between each option and type in your margins. Click **OK** to apply the changes.





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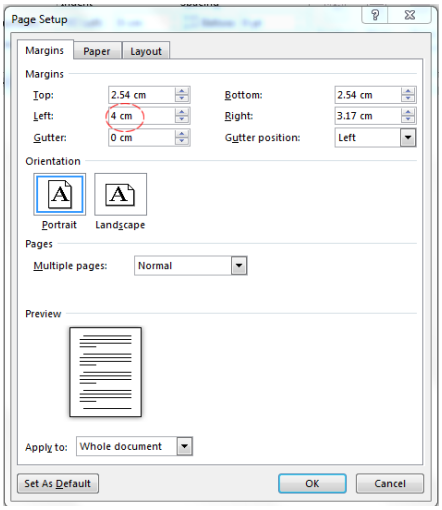
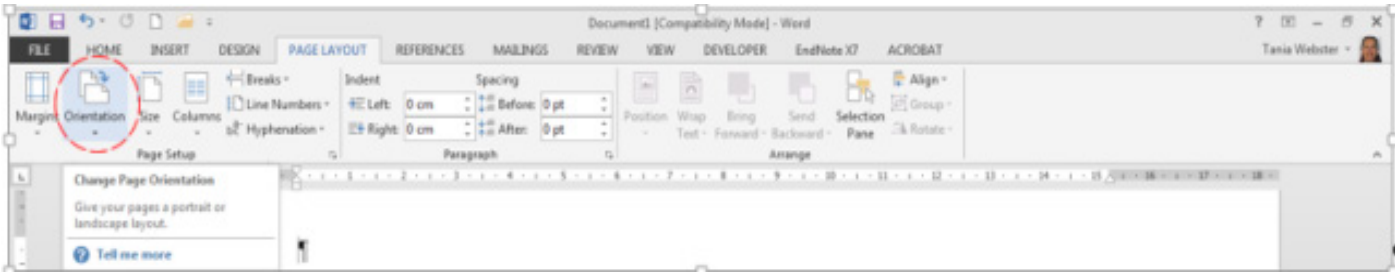
Most EIT essay Page Layout require a left margin of **4cm**, to do this simply enter 4 in Left Margin << click **OK**

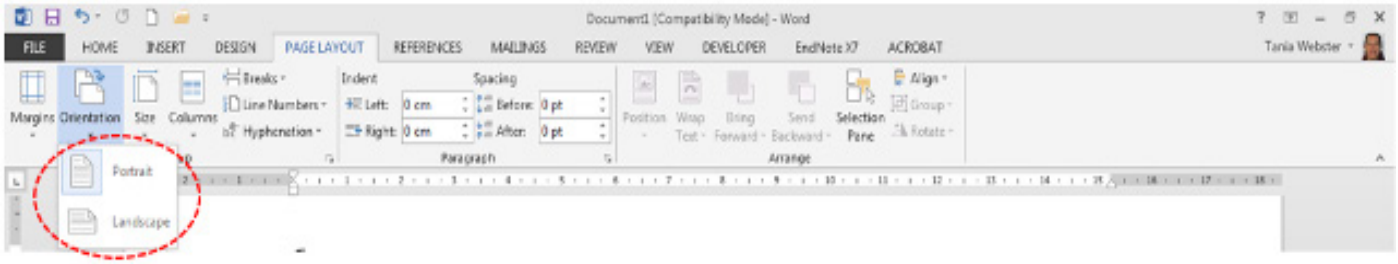


Page Orientation

1. Page Layout **<<** select **Orientation.**



2. Choose **Portrait** or **Landscape**



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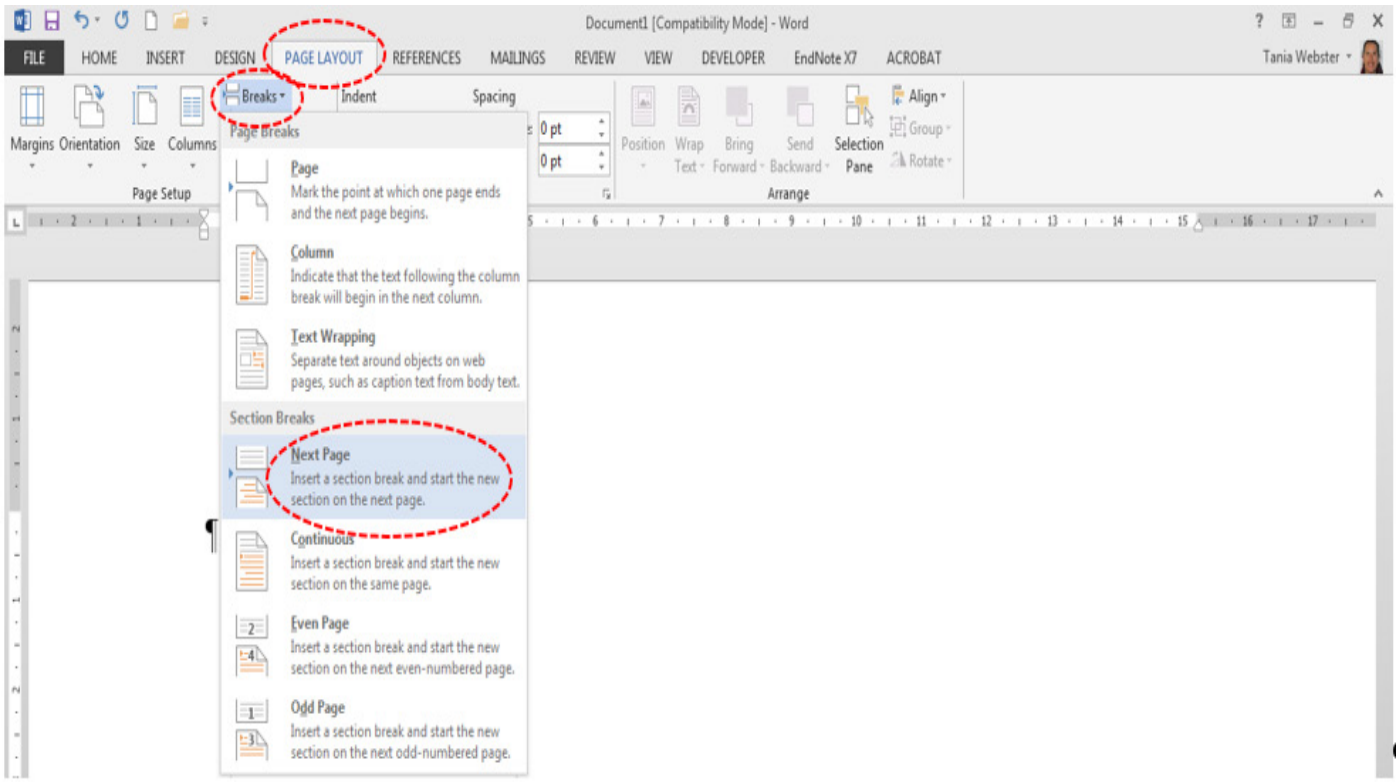
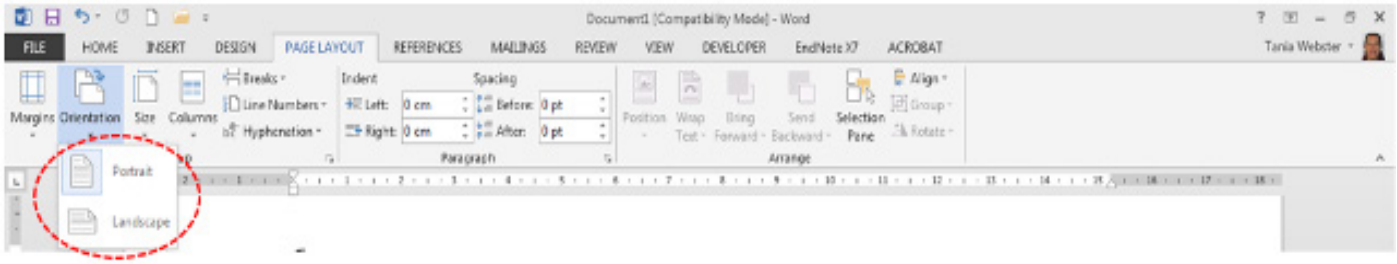
NB: To have pages of portrait and landscape orientation in a single document, use section breaks between the affected pages. To do this:-

1. Go to the page you want to change the orientation of, select the area before the text on the page you want to change. **Page Layout** << **Breaks** << **Section Break** << **Next Page**



2. Select the area **after** the text on the same page, **Page Layout** << **Breaks** << **Next Page**

3. The document is now comprised of three sections. Select an area in the page you want to change the orientation of. **Page Layout** << **Orientation** << **Portrait** OR **Landscape**



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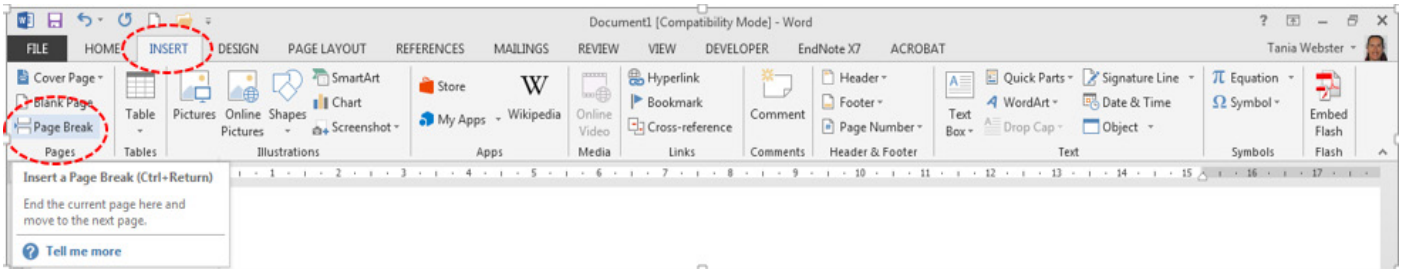
Microsoft Word 2013
Inserting Page Breaks and Section Breaks

Page Breaks and Section Breaks

Page Break: Separates content between pages
Section Break: Used to create layout or formatting changes in a portion of a document.

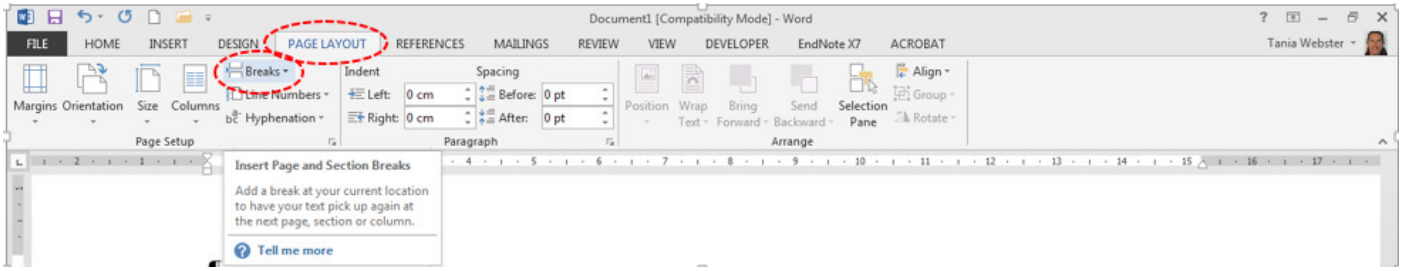
Inserting a Page Break

1. Click in your document where you want to start a new page, **Insert** << **Page Break**

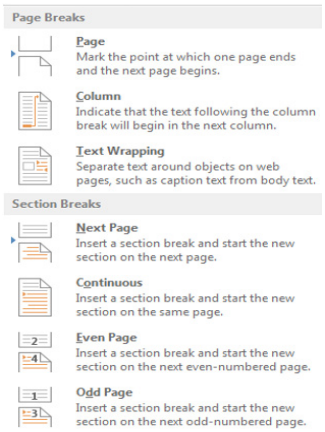


Inserting a Section Break

1. Click where you want to change the format, **Page Layout** << **Breaks**



2. Choose which type of **Break** you want for your document



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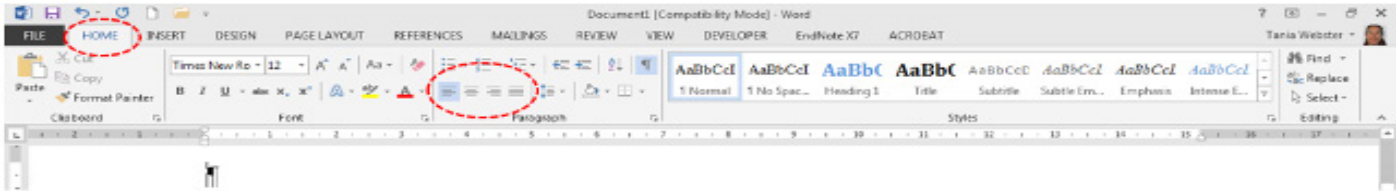
Microsoft Word 2013
Aligning Text

Align text:

1. The text alignment in Microsoft Word documents is pre-set to left alignment.
2. To change the alignment select the text (sentence, paragraph, section) you want to change.

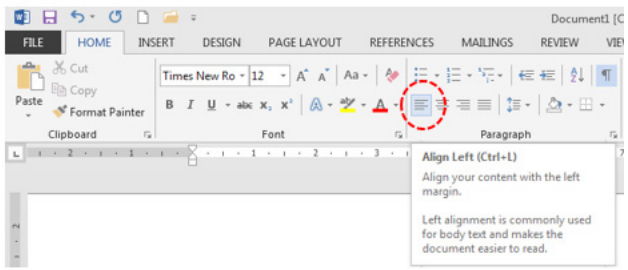
NB: To select the entire document use the Shortcut Key << **CTRL+A**

3. The **alignment** icons are on the ribbon of the **Home** tab



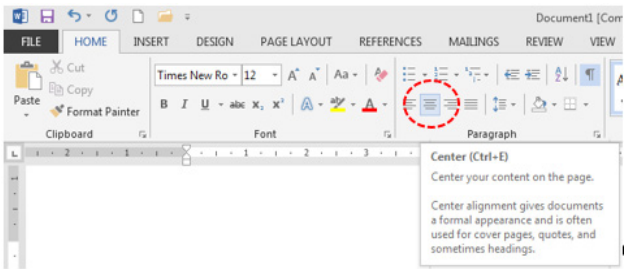
4. There are **four** different types of alignment;

Left



Left aligned text
Left aligned text
Left aligned text
Left aligned text
Left aligned text
Left aligned text
Left aligned text

Center



Center aligned text
Center aligned text
Center aligned text
Center aligned text
Center aligned text
Center aligned text
Center aligned text

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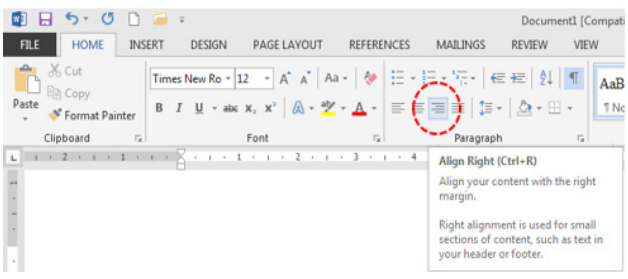
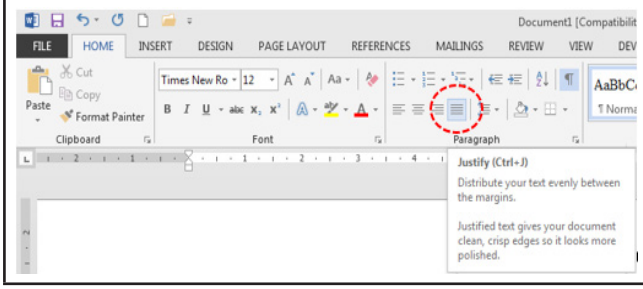
Right



Right aligned text
Right aligned text
Right aligned text
Right aligned text
Right aligned text
Right aligned text
Right aligned text

Justify



Justify aligned text, Justify aligned text,
Justify aligned text, Justify aligned text,
Justify aligned text, Justify aligned text,
Justify aligned text, Justify aligned text,
Justify aligned text, Justify aligned text,
Justify aligned text, Justify aligned text,
Justify aligned text, Justify aligned text,

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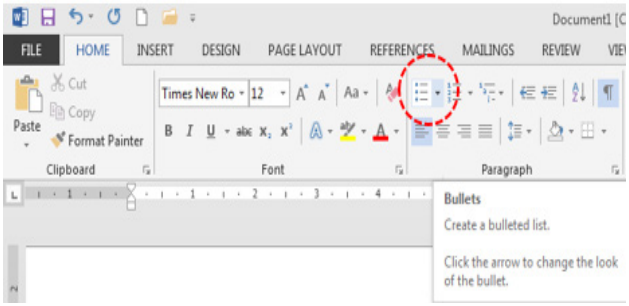
Microsoft Word 2013
Bullets and Numbering

Bullets and Numbering

Bullets and numbering are used to emphasise lists of things and usually make lists easier to read and follow.

How to apply bullets while you type:

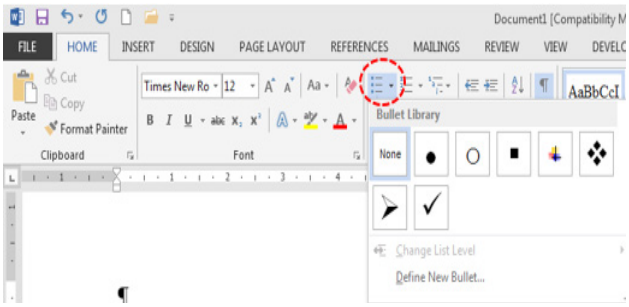
Click on **Bullets** icon << Type your **text** << **Enter**
OR
Select **text** you want as a bulleted list << click on the **Bullets** icon



Example: Bullet List
Agenda
- Karakia
- Mihi
- Review Policies
- Chairperson Report
- Treasurer Report
- Other Business

Bullets: Change Formatting

Select **text** << Click on **triangle** to right of **Bullet** icon << **Select** from **Bullet Library** or **Define New Bullet**



Example: Bullet List
Agenda
- ◇ Karakia
- ◇ Mihi
- ◇ Review Policies
- ◇ Chairperson Report
- ◇ Treasurer Report
- ◇ Other Business

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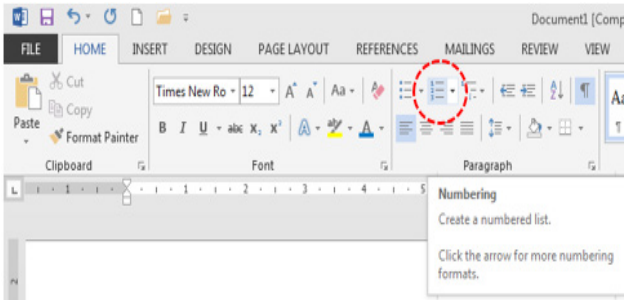
How to apply numbers while you type:

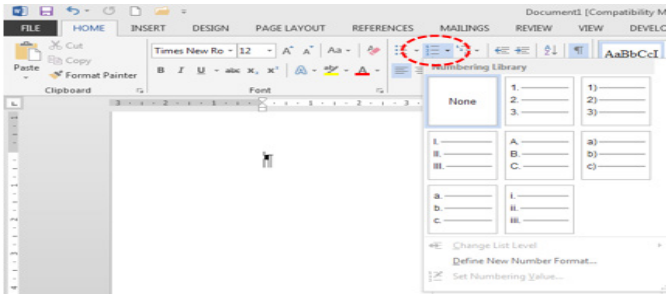
Click on **Numbering** icon << Type your **text** << **Enter**
OR
Select **text** you want as a numbered list << click on the **Numbering** icon



Example: Numbered List
Agenda
1. Karakia
2. Mihi
3. Review Policies
4. Chairperson Report
5. Treasurer Report
6. Other Business

Numbering: Change Formatting

Select **text** << Click on **triangle** to right of **Numbering** icon << **Select** from **Numbering Library** or **Define New Number Format**



Example: Numbered List
Agenda
I. Karakia
II. Mihi
III. Review Policies
IV. Chairperson Report
V. Treasurer Report
VI. Other Business

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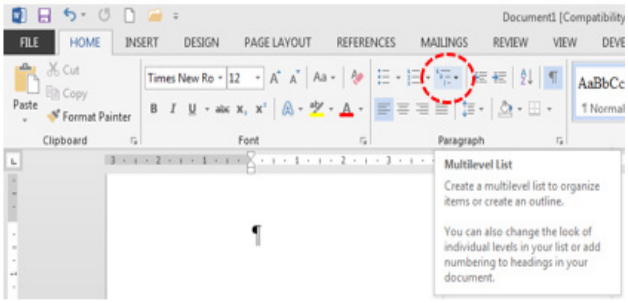
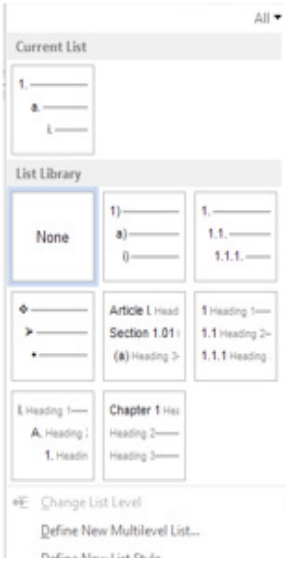
Outline Numbering:

This is mainly used in a large-scale report where you require Headings and sub headings to be numbered.

Highlight text << click on **Outline Numbering** << select **list type** (click on triangle to right of Outline Numbering icon) << **enter**

Your document will be numbered from one to fifteen as in the example below; increasing the indent by one or two levels will change the list level as displayed in the following examples.





Example Outline Numbering:
No Indent

1. Executive Summary
2. Method of Investigation
3. Evidence
4. Conclusions
5. Introduction
6. The major issues to be addressed
7. The intended readers
8. The name of the person who commissioned it
9. The boundaries of the Investigation
10. An indication of how widely the research was conducted (Scope)
11. An acknowledgement of people who provided specific assistance
12. Terms of Reference
13. Body
14. Conclusion
15. Recommendations

Example Outline Numbering:
Increase Indent Once

1. Executive Summary
   1.1. Method of Investigation
   1.2. Evidence
   1.3. Conclusions
2. Introduction
   2.1. The major issues to be addressed
   2.2. The intended readers
   2.3. The name of the person who commissioned it
   2.4. The boundaries of the Investigation
   2.5. An indication of how widely the research was conducted (Scope)
   2.6. An acknowledgement of people who provided specific assistance
3. Terms of Reference
4. Body
5. Conclusion
6. Recommendations

Example Outline Numbering:
Increase Indent Twice

1. Executive Summary
   1.1. Method of Investigation
   1.2. Evidence
   1.3. Conclusions
2. Introduction
   2.1. The major issues to be addressed
   2.2. The intended readers
   2.3. The name of the person who commissioned it
      2.3.1. The boundaries of the Investigation
      2.3.2. An indication of how widely the research was conducted (Scope)
      2.3.3. An acknowledgement of people who provided specific assistance
3. Terms of Reference
4. Body
5. Conclusion
6. Recommendations

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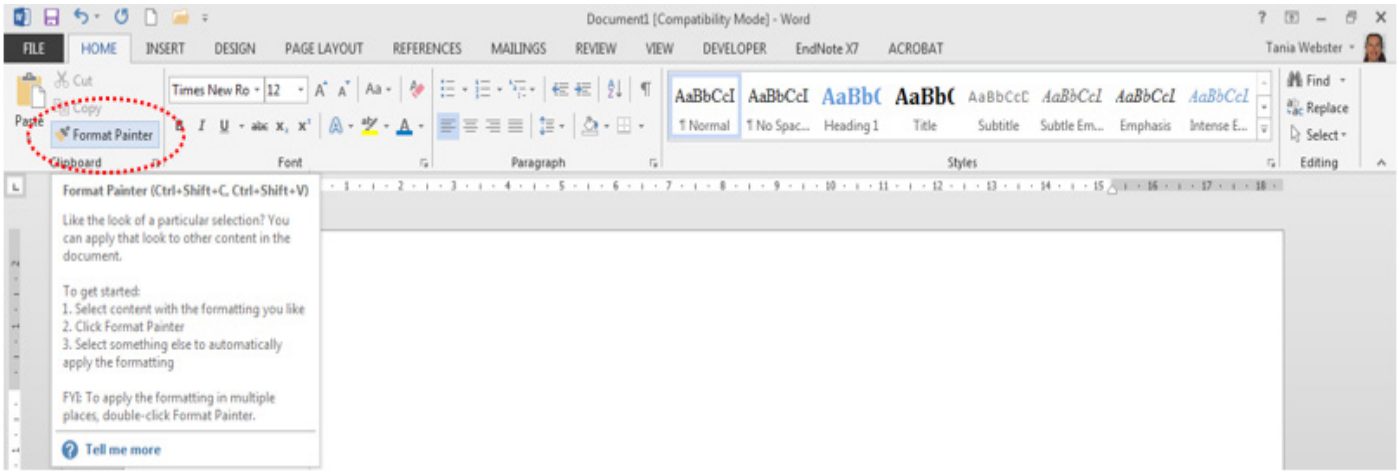
Microsoft Word 2013
Format Painter

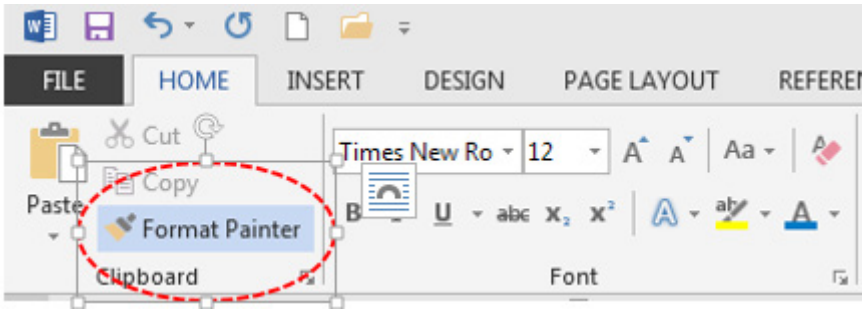
Format Painter:

This is used to copy formatting from one part of your document and apply it to another part of your document.



1. **Highlight** the formatting you want to use in another part of your document.
2. **Click** on the **Format Painter** icon.
3. **Highlight** the **text** you want to change and it will change to the copied format.

NB: Double click the **Format Painter** icon - it will stay **highlighted**. This allows you to apply the same formatting to multiple places in your document.



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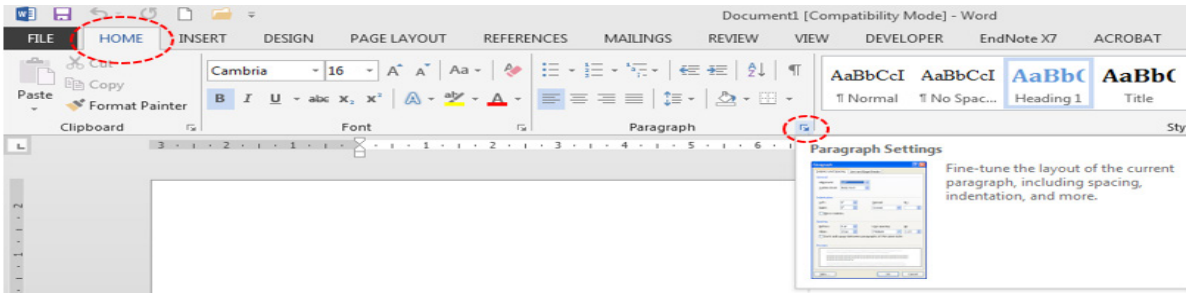
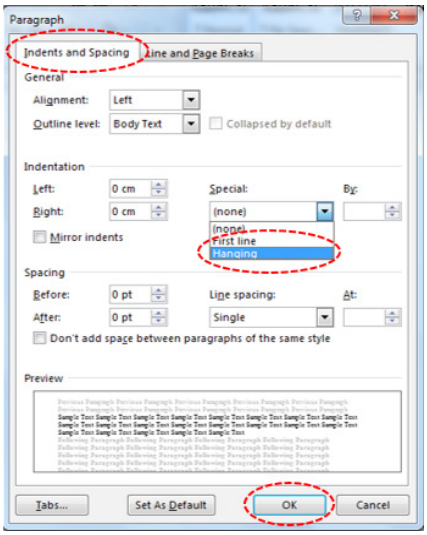
Microsoft Word 2013
Hanging Indent

Hanging Indent:

1. **Select** the **text**
2. Home << Paragraph





3. Select **Hanging** from the **Special drop-down list** in the **Indents and Spacing** tab << **OK**

Example:

Morreale, S., Spitzberg, B.H., & Barge, J. K. (2007). *Human communication: Motivation, knowledge and skills* (2nd ed.). Belmont, CA: Thomson Wadsworth.

NB: This is useful when adding references for your assignments, however if you have a large list it is recommended that you use the **EndNote** software provided for you by EIT (available from the Library)

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Microsoft Word 2013

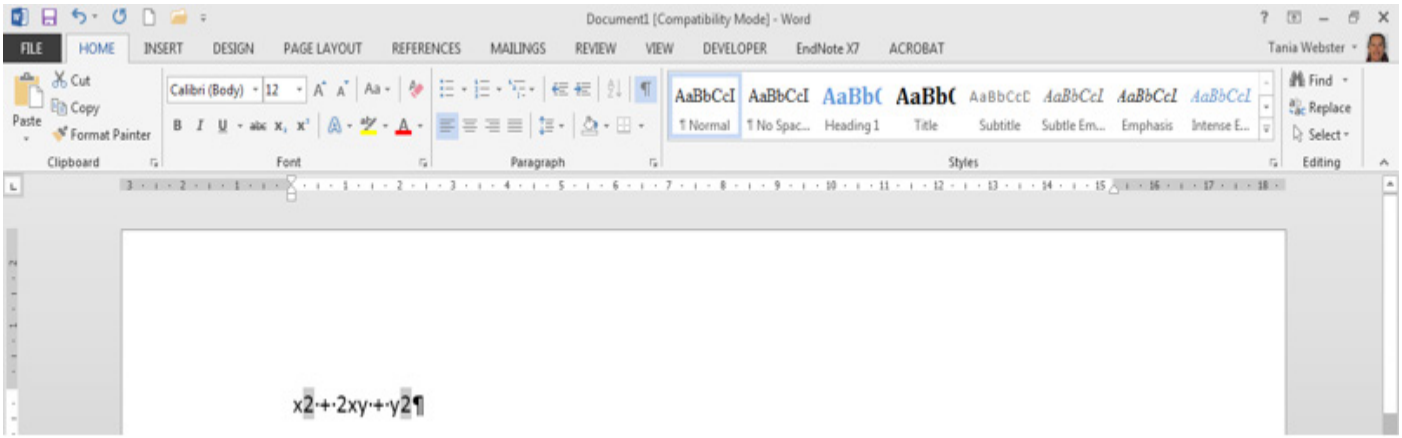
Superscript -"...to the power of..." or exponential notation

Superscript -"...to the power of..." or exponential notation

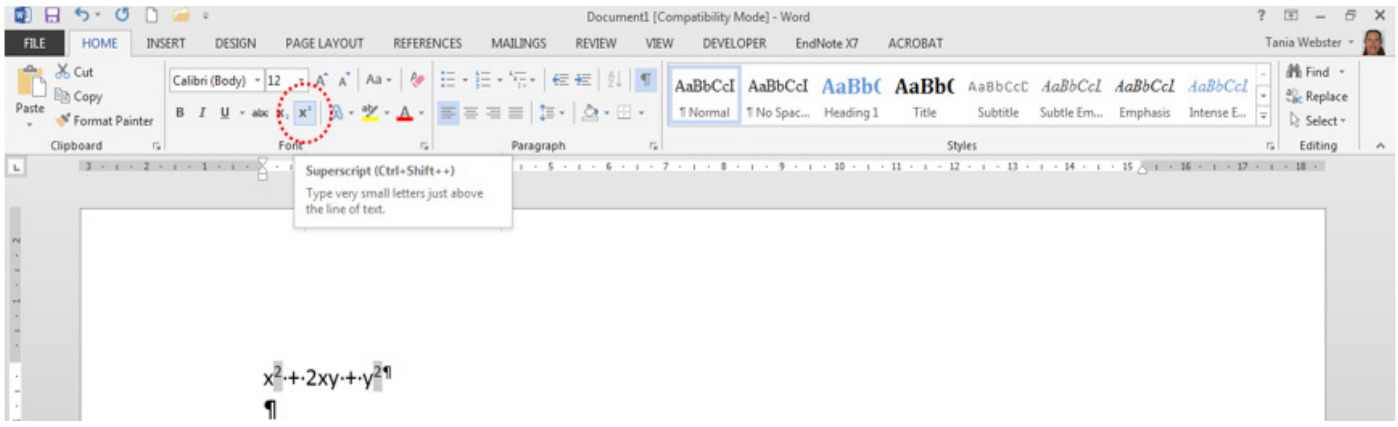
You may need to create superscript characters within your assignments and formulas. Superscript sits just above the center line.

Highlight the number/s

(Hold down the Ctrl key and double click on the numbers if you want to change multiple numbers)



Home << Superscript



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Microsoft Word 2013
Word Count

Counting the number of words in your document

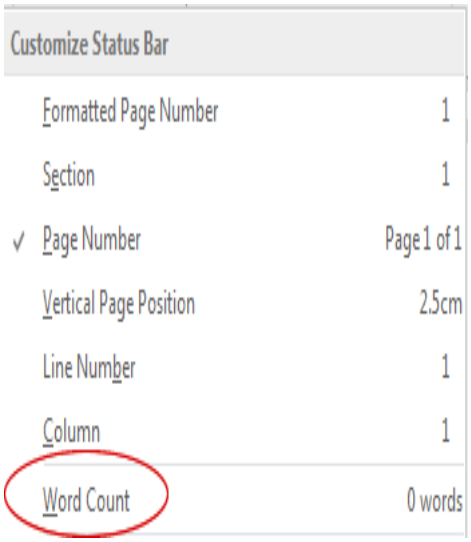
Microsoft Word can count the number of words in your document while you type and can also count the following;

- Pages
- Paragraphs
- Lines
- Characters, including or excluding the spaces

Count the Words as you type

When you type in a document, Word automatically counts the number of pages and words in your document and displays them on the status bar at the bottom of your Word document.

NB: Sometimes the status bar doesn't appear, if this occurs, right click on the status bar << select Word Count



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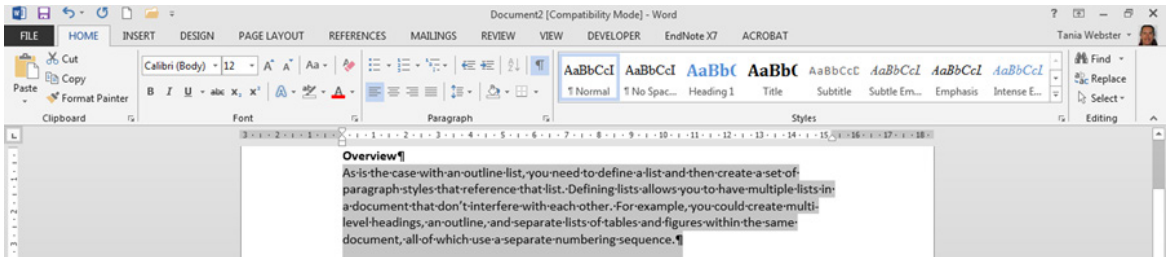
Count the Words in a sentence or paragraph

You can count the number of words in selected text rather than all of the words in your document.

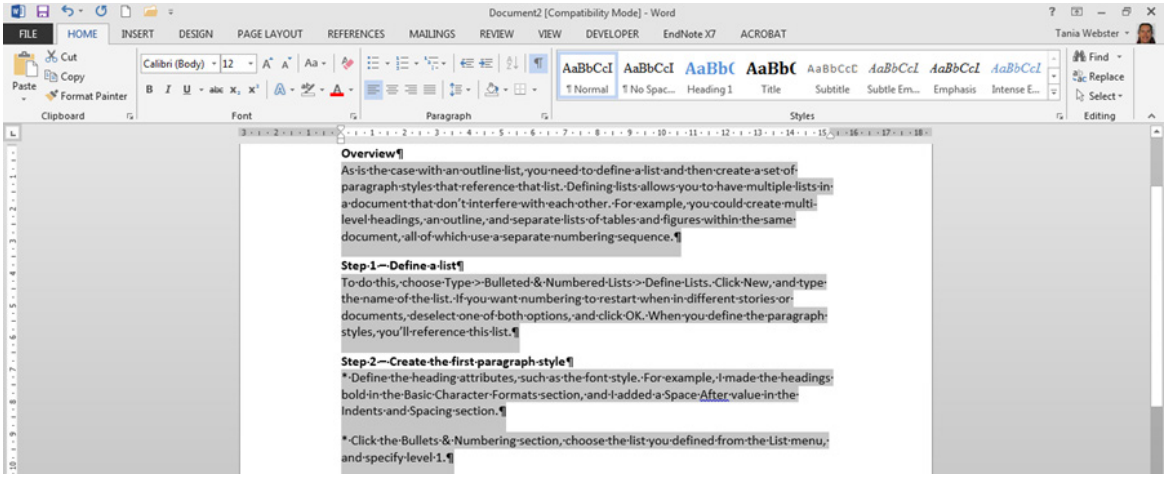
1. Simply select the text with your mouse that you want to count.



2. The status bar shows you the number of words in the selection.

53 of 2944 words means that the selected text accounts for 53 words out of a total number of words in your document, 2944.

NB: If you have multiple paragraphs within your document you want to count, hold the CTRL key down on the keyboard and select these parapgraphs using your mouse. This will show you the word count for only those selected paragraphs.



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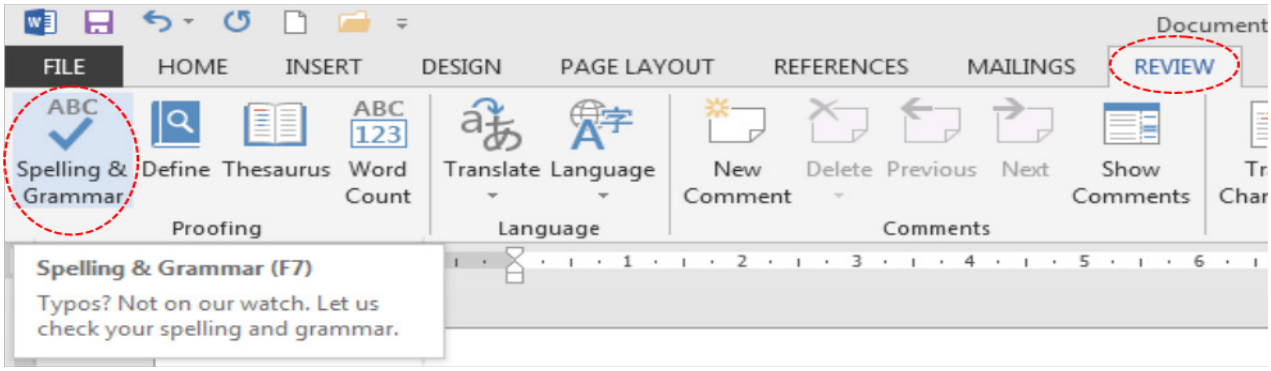
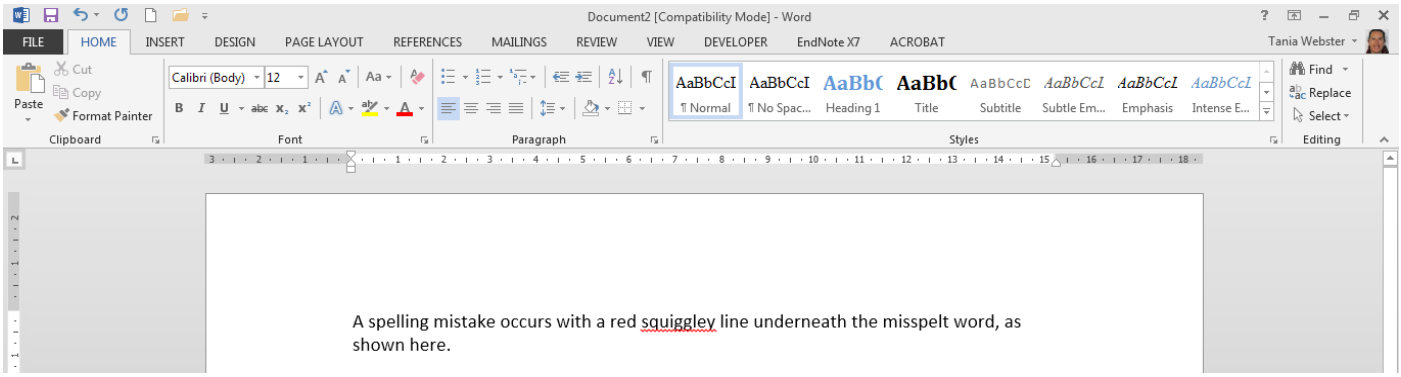
Microsoft Word 2013
Spell Check

Spell Checking your document

1. Click on the **Review** tab << then **Proofing** << click **Spelling & Grammar**



Spelling & Grammar will go through the whole of your document and check each word for you.



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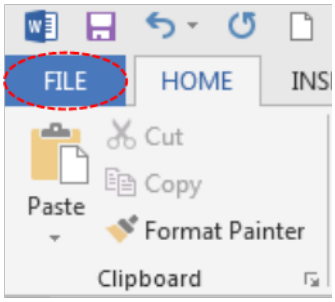
If a spelling mistake is found, the following panel will appear to the right of your document;

As you can see there are multiple options to deal with the suggestions that Word has given you, normally the correct spelling is the first suggstion shown and you can click on the Change button to correct your misspelling.

Automatic Spell Check from Home

This is where Word automatically checks your spelling as you type; there are some options you need to check.

Click on the **File** tab on the **Ribbon** << Select **Options**



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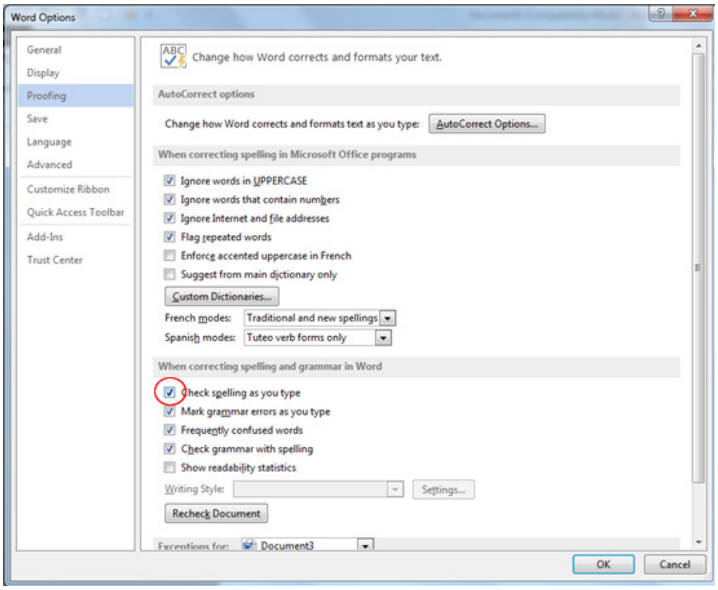
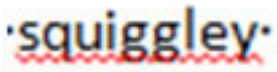
Select **Proofing** << tick **Check spelling** as you type

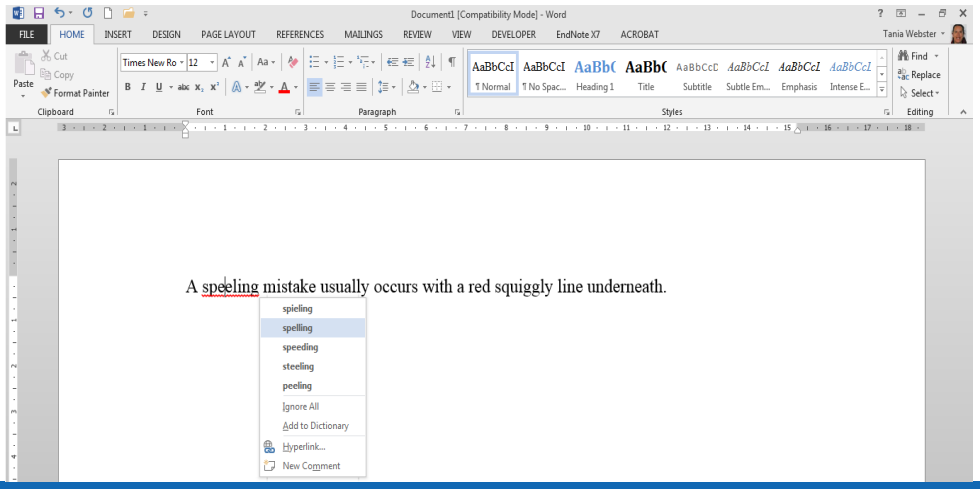


A spelling mistake usually occurs with a red squiggley line underneath, as shown below;



To correct the mistake:

Right click on the word and the following dialogue box will appear << **Select** the correct spelling



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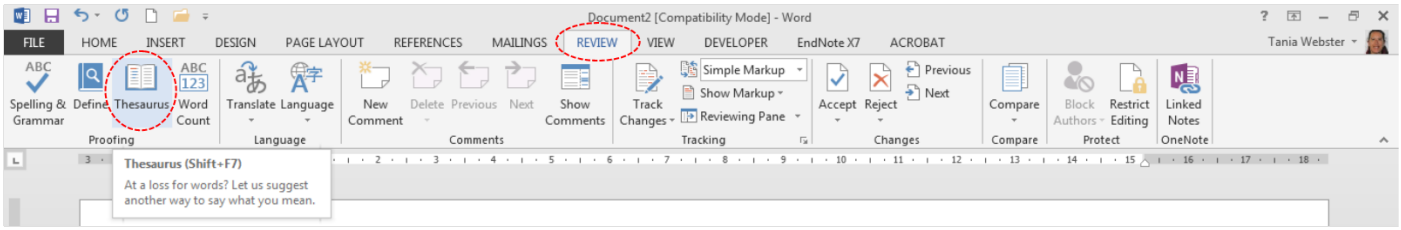
Microsoft Word 2013
Thesaurus

The thesaurus enables you to look up synonyms (these are different words with the same meaning), and autonyms are words with the opposite meaning.

1. Click on the **Review** tab in the **Proofing** group << **Thesaurus**

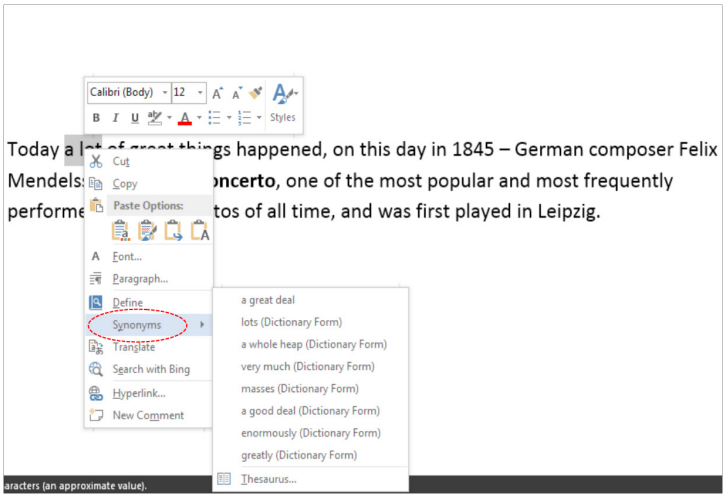


Example using the Thesaurus:

To change the sentence below, I chose the words a lot to something more appropriate;

> Today a lot of great things happened, on this day in 1845 - German composer Felix Mendelssohn's Violin Concerto, one of the most popular and most frequently performed violin concertos of all time, and was first played in Leipzig.

2. Right click on the word and the following box will appear << Select a word.



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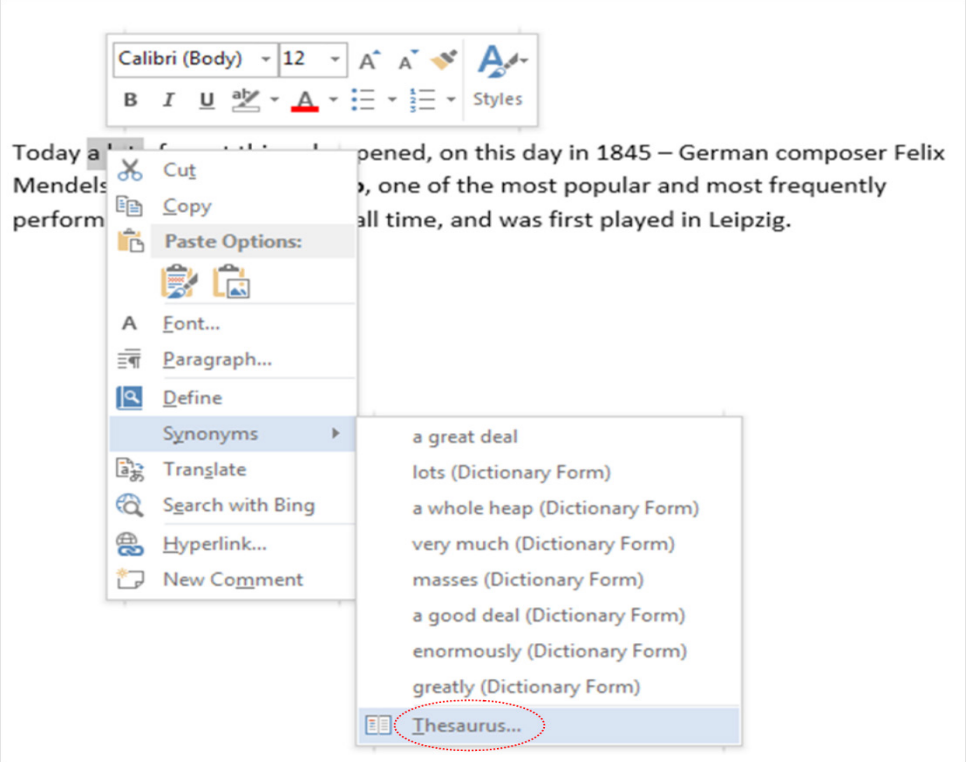
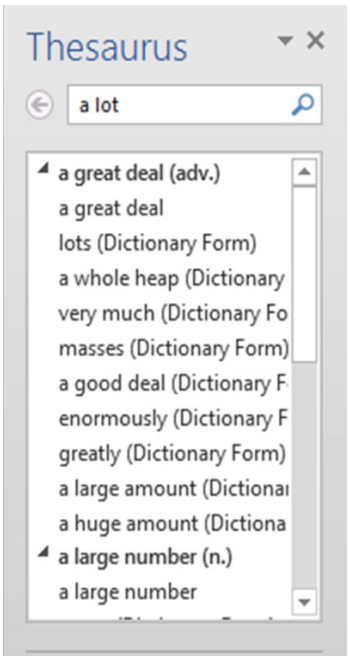
3. Select Thesaurus at the bottom of the box << a list of words will appear to the right of your screen.





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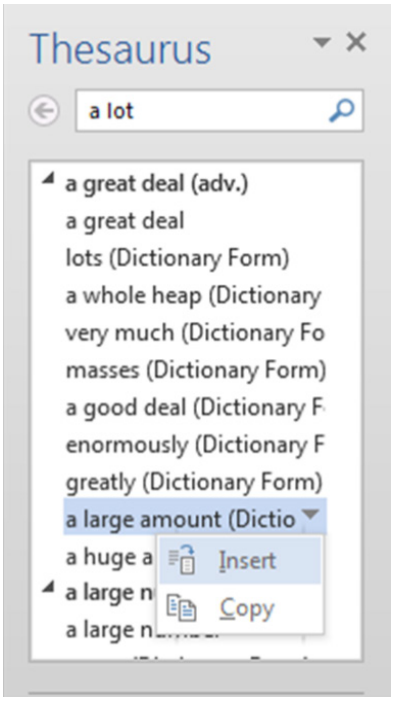
4. To insert the new wording you want to use << Click on down arrow << Choose Insert and the new wording will be inserted over the original word.



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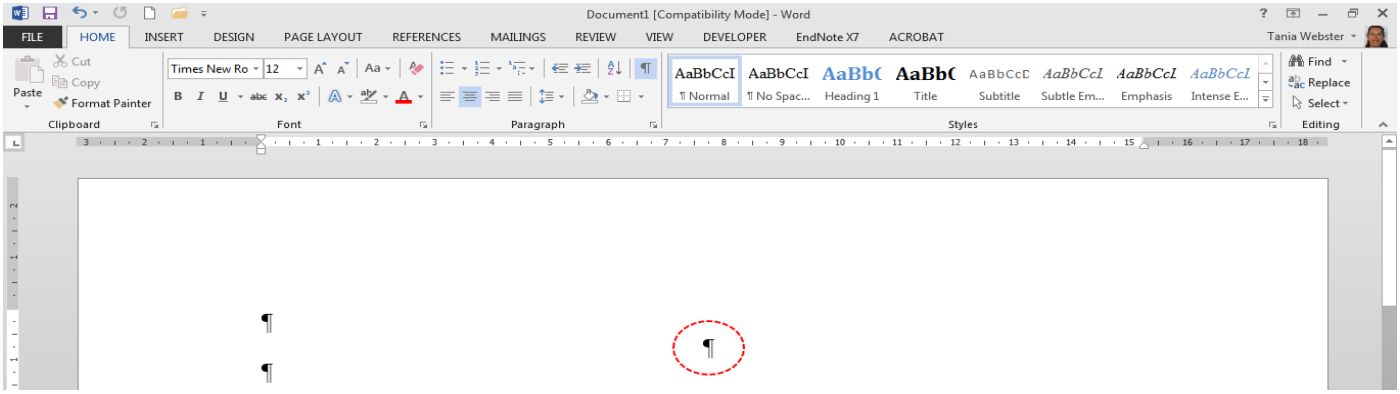
Microsoft Word 2013
Inserting images: From your computer

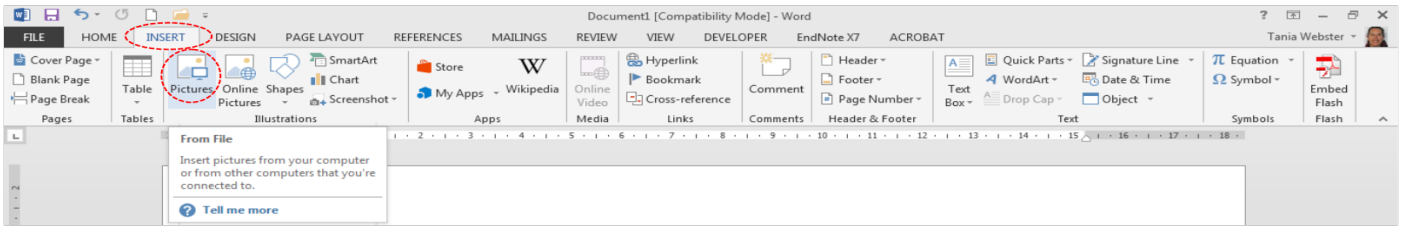
Inserting images: From your computer

Use these instructions if you have an image or photo you have saved previously and want to use it in your document.

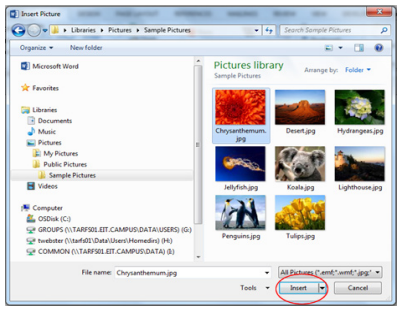
1. Place your cursor where you want to insert your image.



2. Insert << Picture



3. Browse to where your image is saved << select image file << Insert



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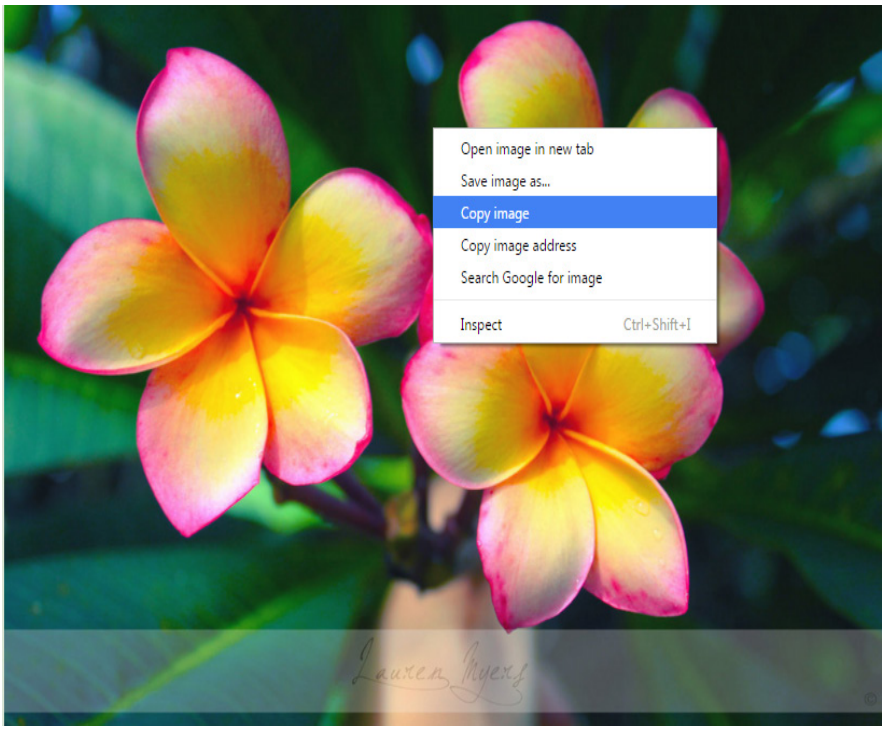
Microsoft Word 2013
Inserting images: From the Internet

Please Note:

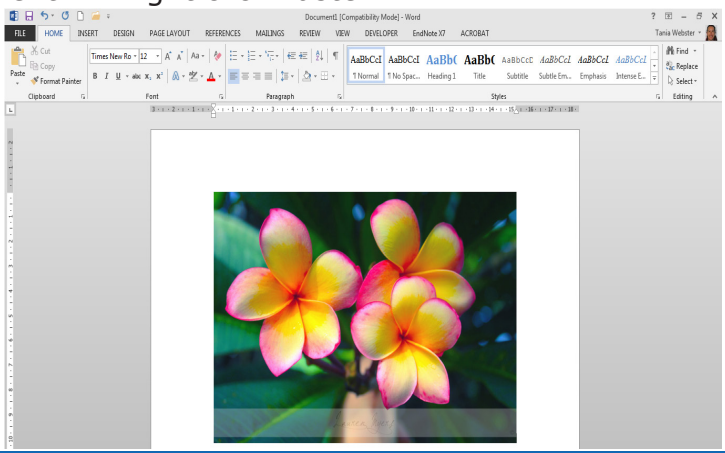
Check the copyright permission for images you wish to use. All images used must be referenced according to the APA referencing style. Please refer to **How do I reference a figure from a website?** or go to the **APA Referencing – Instruction Manual** for citation and reference instructions.

Inserting images: From the internet

Select the image << right click Copy image



Go back to your document << right click Paste



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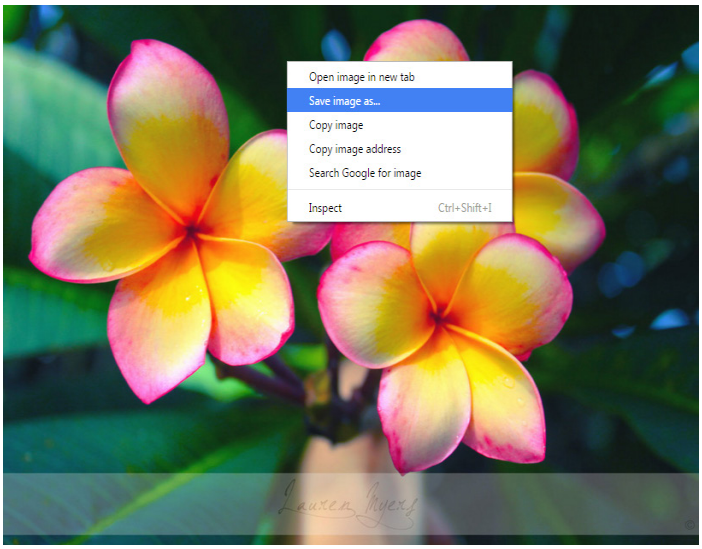
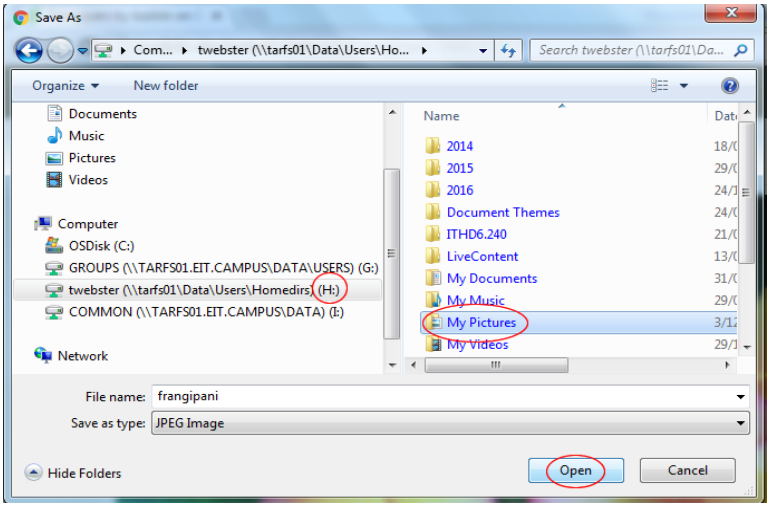
To save the image to your computer << right click on the image << Save image as...



Save the image to your H: Drive << My Pictures folder << Open



Name the file << Save

Reference

lozikiki. (2011). Frangipani [Photograph]. Retrieved from http://loziki.deviantart.com/art/Frangipani-244133317

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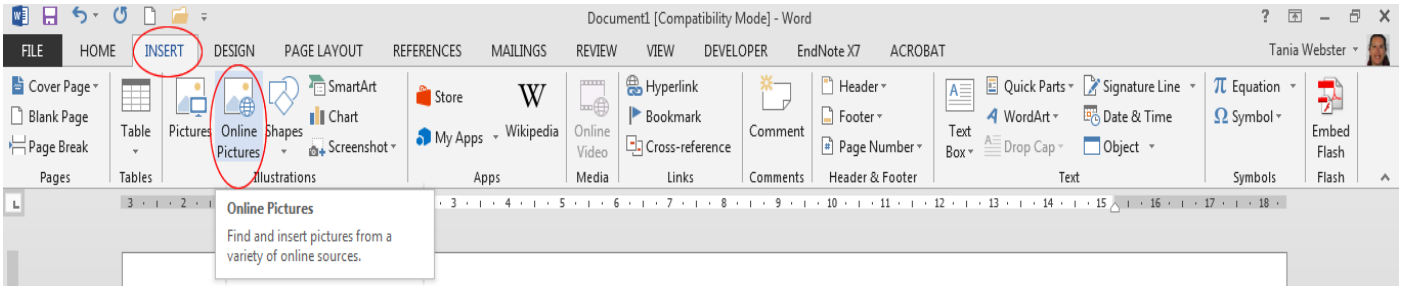
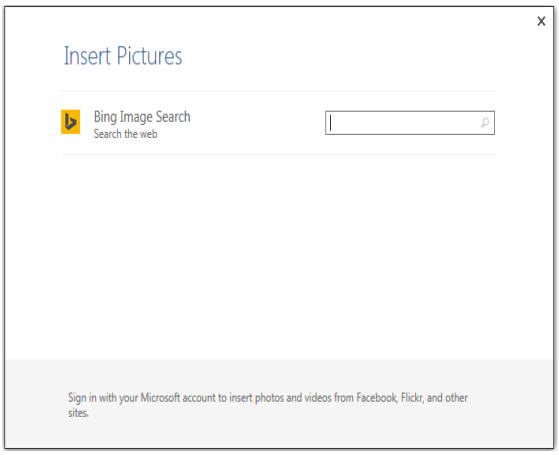
Microsoft Word 2013
Inserting images: From Clip Art

Inserting Images from Clip Art:

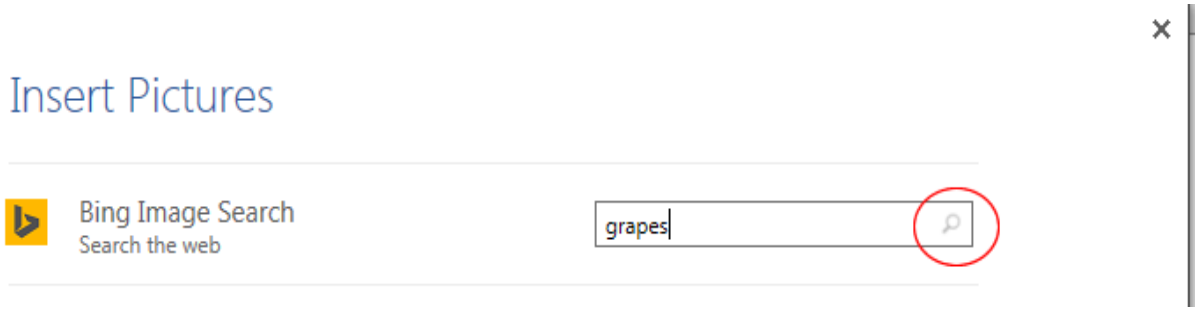
Place your cursor where you want to insert a clip art image << Insert << Online Pictures



The Insert Pictures box appears as shown below;



Enter a keyword into the Bing Image Search box e.g. Grapes << Press Enter or Click on the Search button



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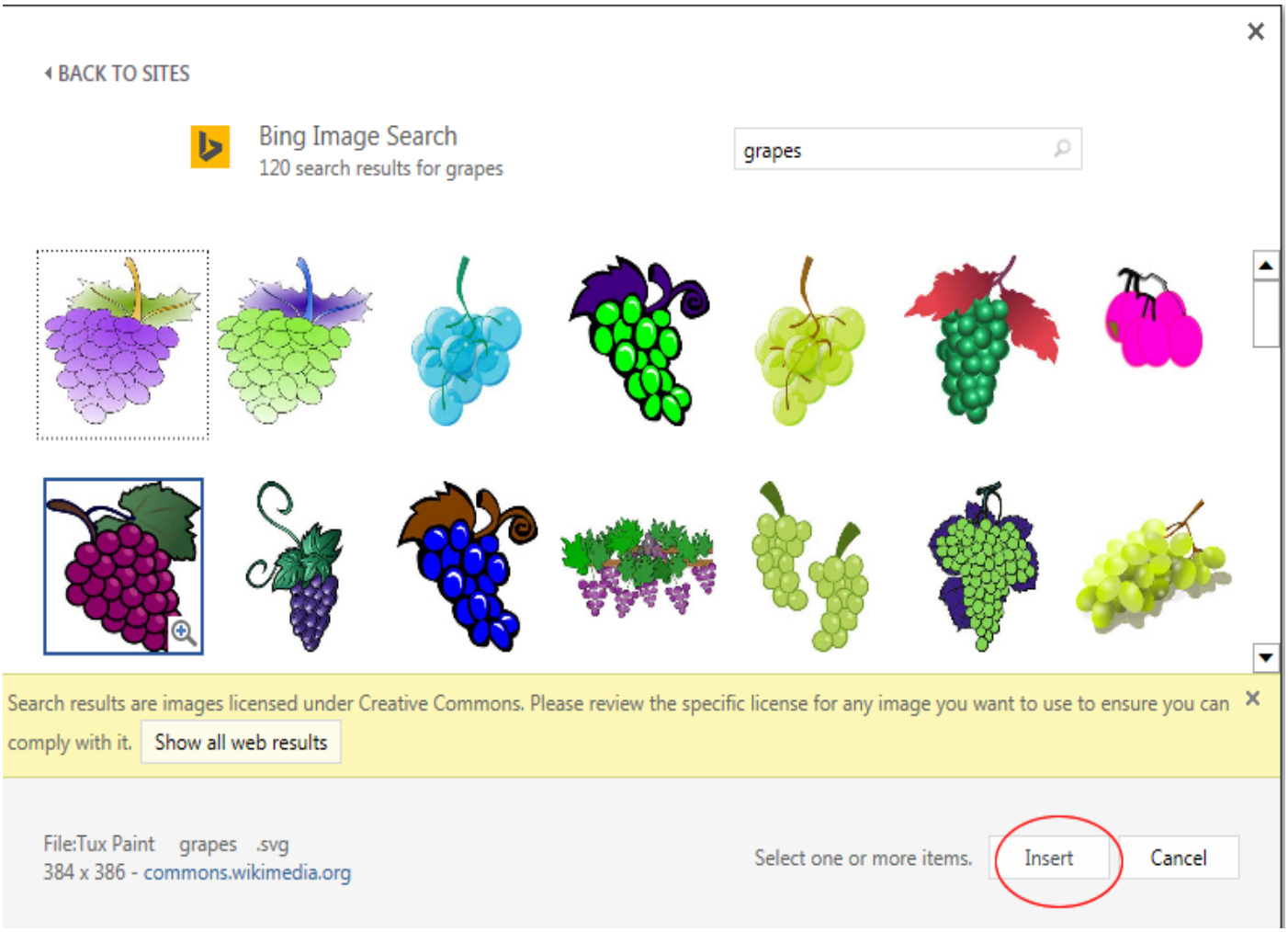
Select the image you want to use << **Insert**



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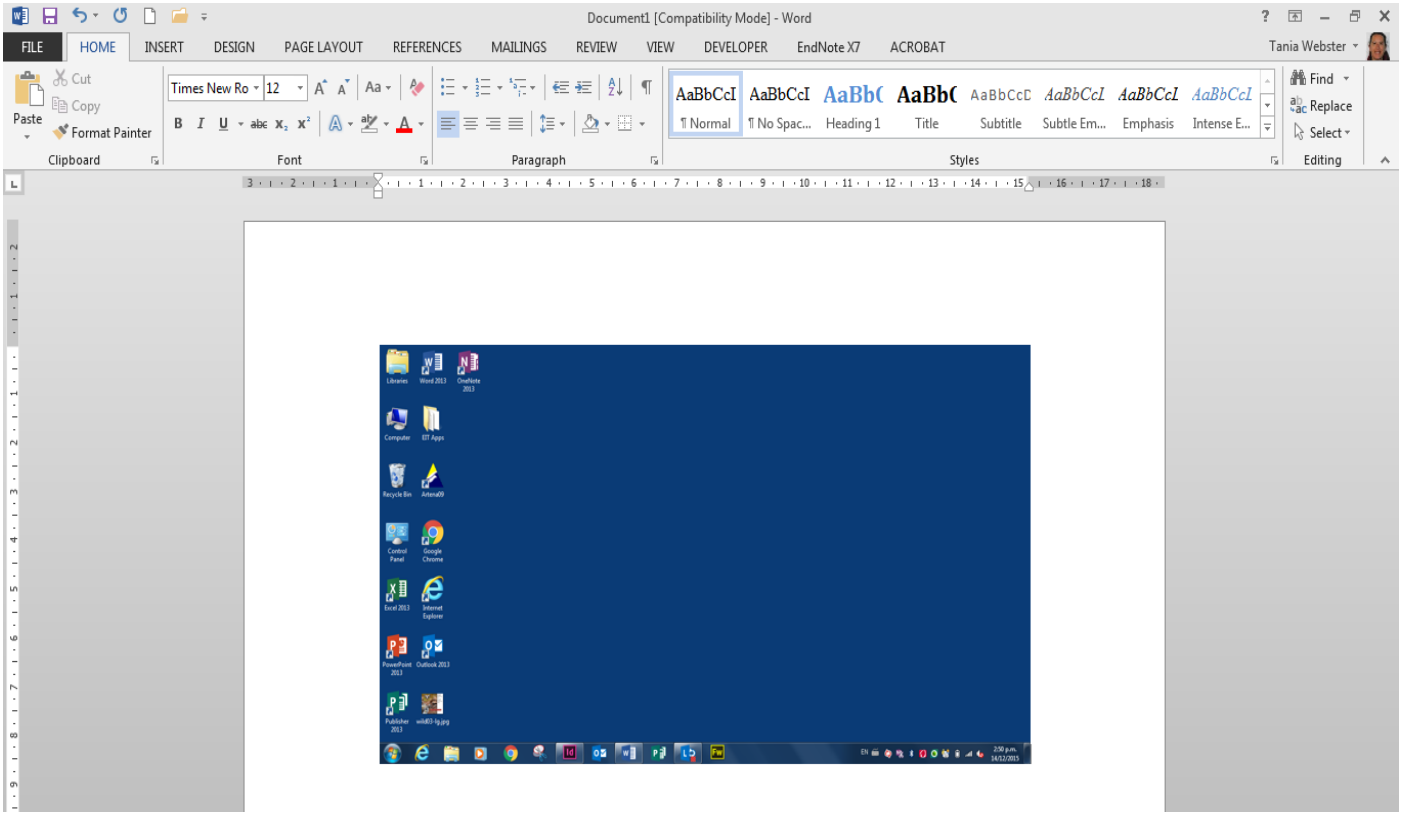
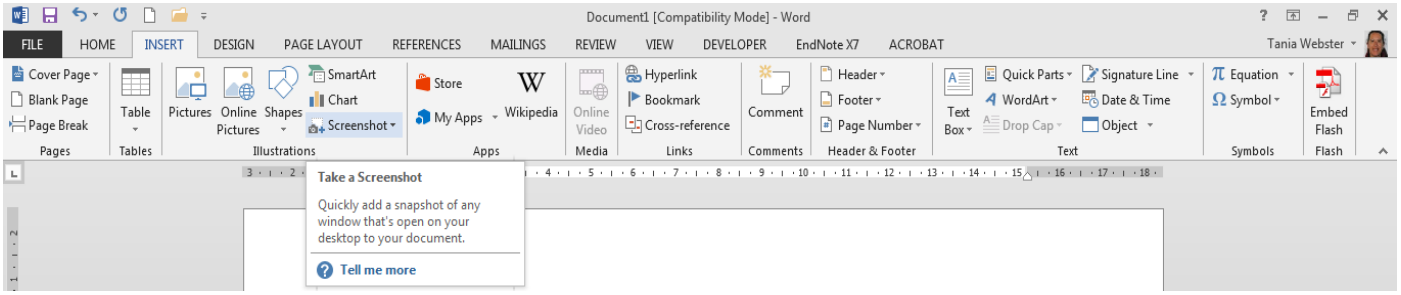
Microsoft Word 2013
Capturing Screen Snapshots

1. To capture the entire screen click anywhere at once

2. Press the **Print Screen** (PrntScn) key << **Paste** (**Ctrl + V**) into your document



1. To capture a window (not the entire screen), e.g. an error message or dialogue box
2. Choose **Insert** << **Screenshot**



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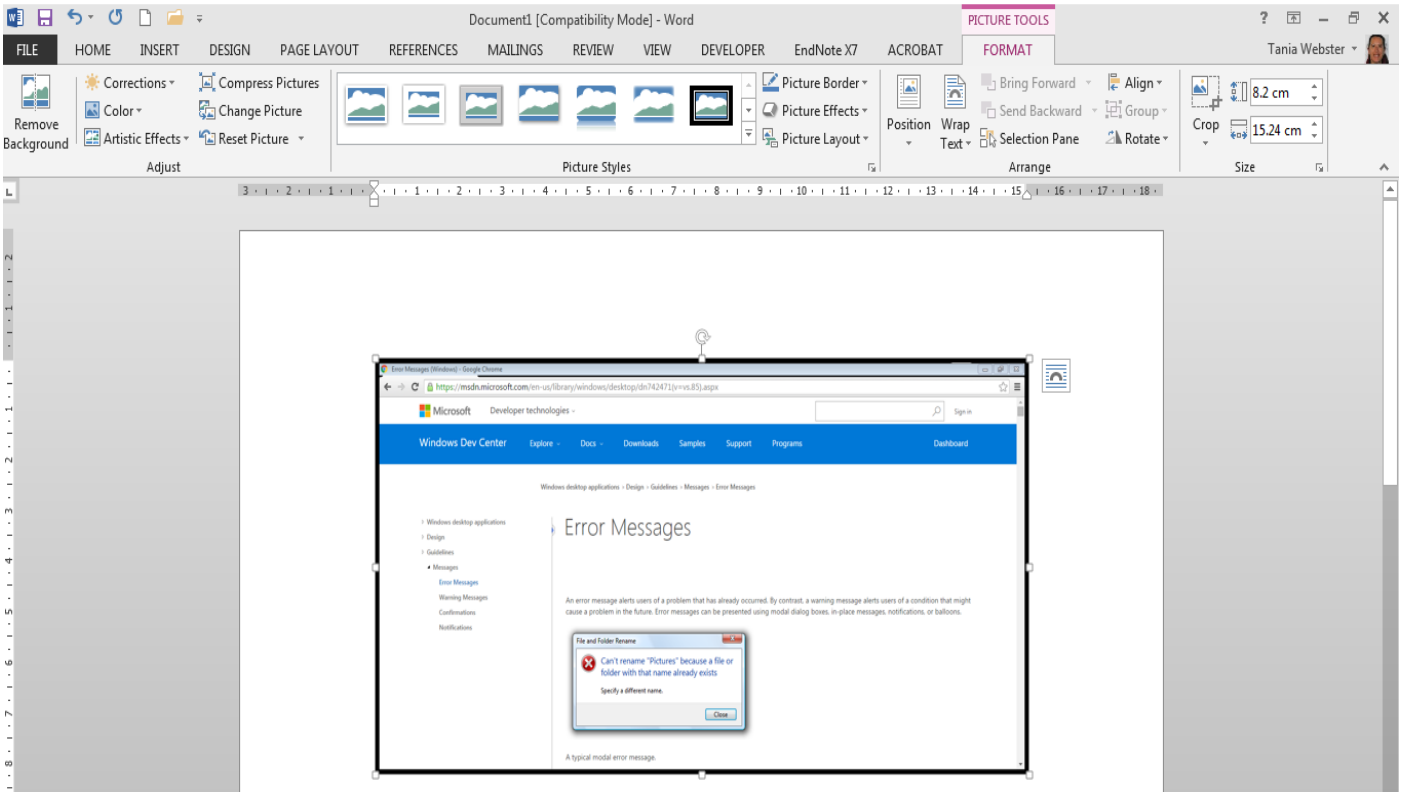

NB: The **PrtScn** key can be in different places depending on the type of keyboard, usually it is located above the **Insert** key

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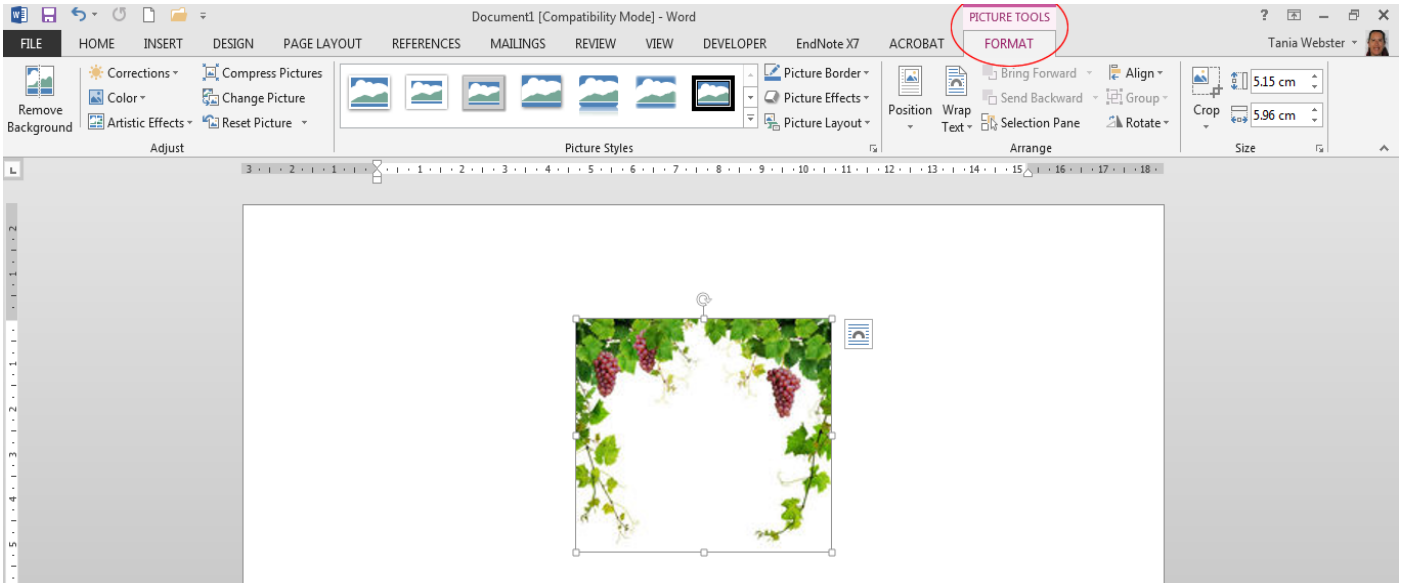
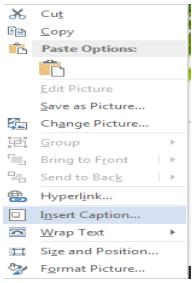
Microsoft Word 2013
Formatting your images

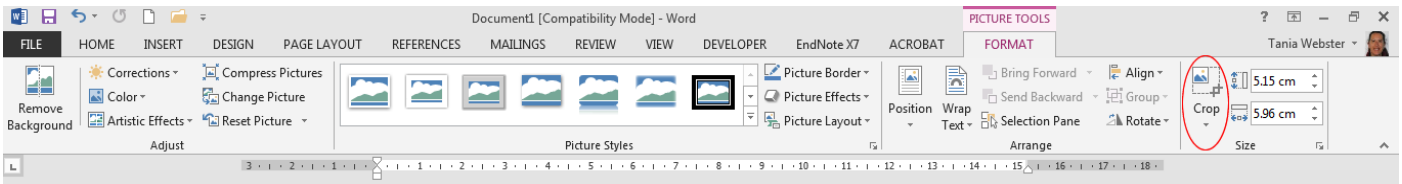
When you have selected an image in your document a new tab appears on the ribbon.
Picture Tools << **Format**



Right clicking on the image will give you a quick list of formatting options as well.



NB: If you only require a portion of the image you have copied, use the cropping tool to crop out the parts you don't need.



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Microsoft Word 2013
Working with tables

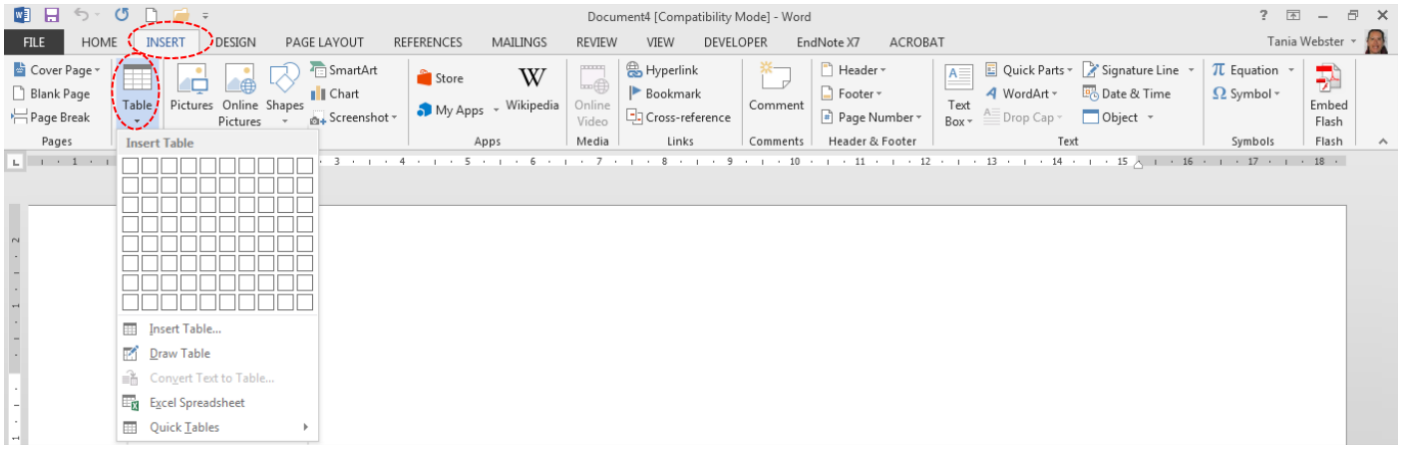
What is a table?

A table is information arranged in horizontal rows and vertical columns. You can use a table to organise text or numerical data. You can format text in various ways in different parts of a table.

When you first insert a table into a document, it appears as a simple grid, with black gridlines defining the rows and colums. The area where a row and column meet is called a cell.

Inserting a table

Insert << Table



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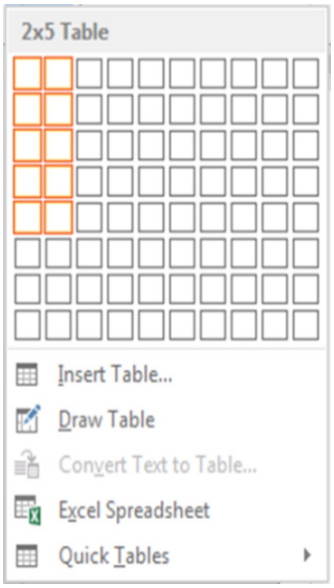
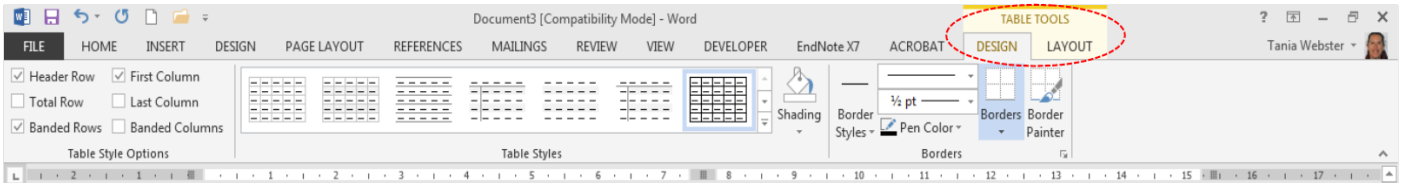
Position the mouse pointer in the upper-left cell of the grid, then drag the pointer down and across the grid until you have highlighted the amount you require. For this exercise we will create two columns and five rows – the outline of a cell turns orange when you highlight it.
NB: You are able to add or delete rows and columns at a later stage if needed.



When you have the table size correct - 2 x 5, an empty table, two columns by five rows, appears, with the insertion point in the upper-left cell.

Example

When you are working in the table or the table is selected two new tabs appear on the ribbon, **Design and Layout**.



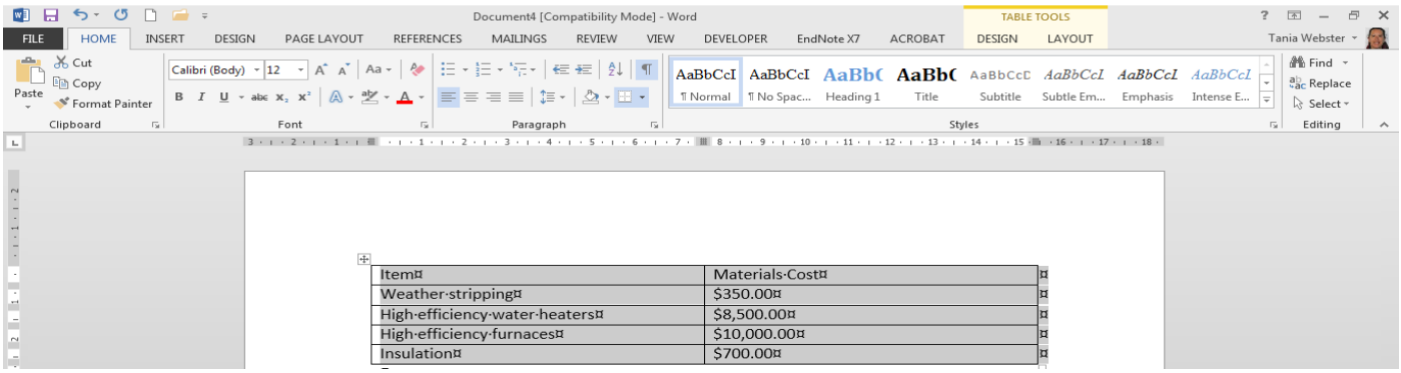
Entering Data in a Table

You can enter data in a table by moving the insertion point to a cell and typing. If the data takes up more than one line in the cell the text will automatically wrap to the next line. This increases the height of that cell and all the other cells in that row. To move to the next insertion point, you can press the Tab key on the keyboard or simply click on the desired cell.

Example

Item	Materials Cost
Weather stripping	$350.00
High efficiency water heaters	$8,500.00
High efficiency furnaces	$10,000.00
Insulation	$700.00

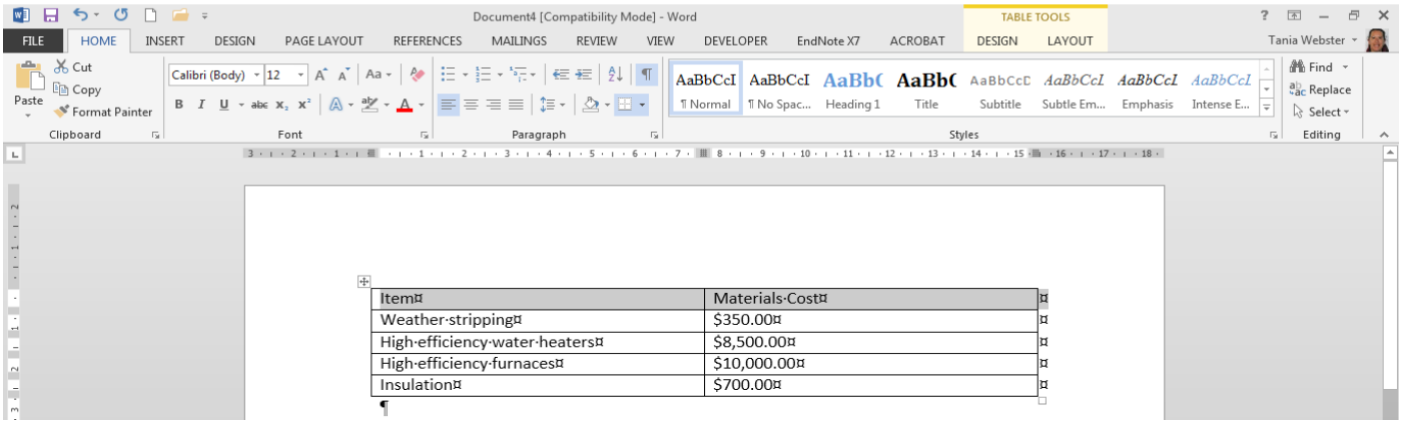
This is what selected text looks like, to select the whole table use the Table move handle.



To select a row or column

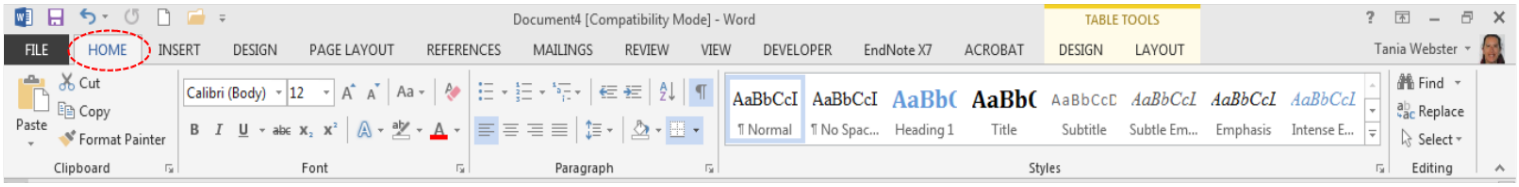
Move the mouse pointer to the left of the table next to the row or column. The pointer changes to a right-facing arrow for a row, or a downward facing arrow for a column. Click the left mouse button. The entire row or column is selected.

Example: entire header row selected.



To format the text you can switch to the:

1. Home tab



2. Use the Mini toolbar

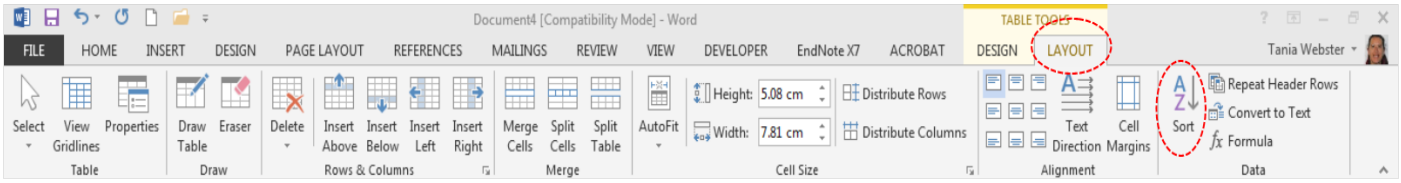
3. Or use keyboard shortcuts. (See Keyboard shortcuts)

Sorting Information in a table

The term sort refers to the process of rearranging information in alphabetical, numerical or chronological order.

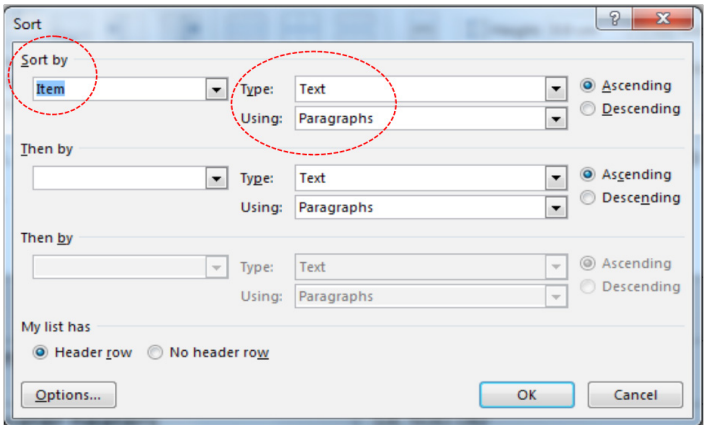
Select the whole table

Item	Materials Cost
Weather stripping	$350
High efficiency water heaters	$8,500
High efficiency furnaces	$10,000
Insulation	$700



1. Layout **<<** Sort

By default the table will be sorted by **item**, the type will be **text**, and it will be in **ascending** order.



Example: Unsorted Data

Item	Materials Cost
Weather Stripping	$350.00
High efficiency water heaters	$8,500.00
High efficiency furnaces	$10,000.00
Insulation	$700.00

Example: Sorted Data on **ITEM** content << Ascending

Item	Materials Cost
High efficiency furnaces	$10,000.00
High efficiency water heaters	$8,500.00
Insulation	$700.00
Weather Stripping	$350.00

Example: Sorted Data on **MATERIAL COST** content << Descending

Item	Materials Cost
High efficiency furnaces	$10,000.00
High efficiency water heaters	$8,500.00
Insulation	$700.00
Weather Stripping	$350.00

Inserting Rows and Columns in a table

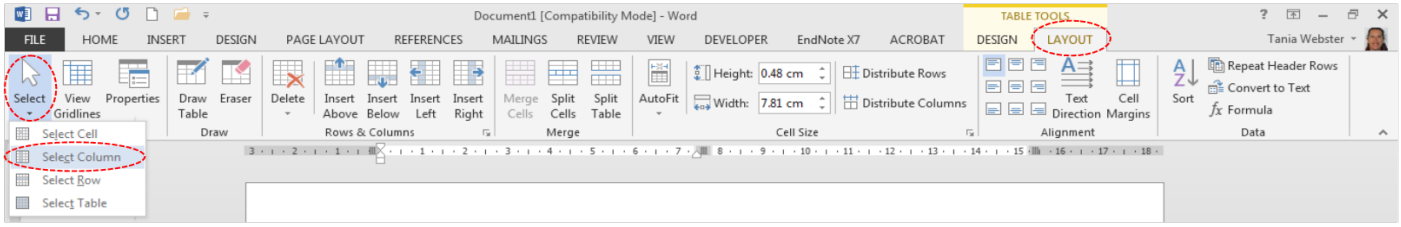
You will often need to modify a table by adding or deleting rows and columns.

Inserting a column:

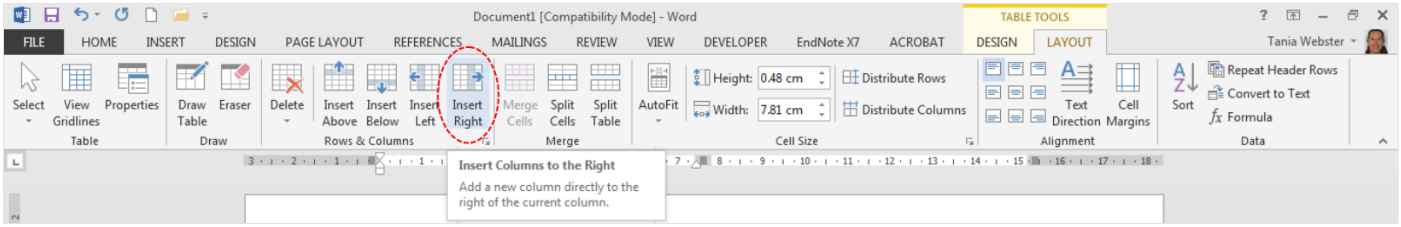
1. Click any cell in the **Item** column

Item	Materials Cost
Weather Stripping	$350.00
High efficiency water heaters	$8,500.00
High efficiency furnaces	$10,000.00
Insulation	$700.00

2. Layout << Select << Select Column



3. Rows and Columns Group << **Insert Right**



A new, blank column is inserted to the right of the item column as shown below;

Item		**Materials Cost**
Weather stripping		$350.00
High efficiency water heaters		$8,500.00
High efficiency furnaces		$10,000.00
Insulation		$700.00

4. Click in the top cell of the new column, and enter your new data, Use the arrow key to move the insertion point down through the column.

Item	Labour Cost	Materials Cost
Weather stripping	$3,000.00 to $4,500.00	$350.00
High efficiency water heaters	$2,000.00 to $3,000.00	$8,500.00
High efficiency furnaces	$1,000.00	$10,000.00
Insulation	$1,500.00	$700.00

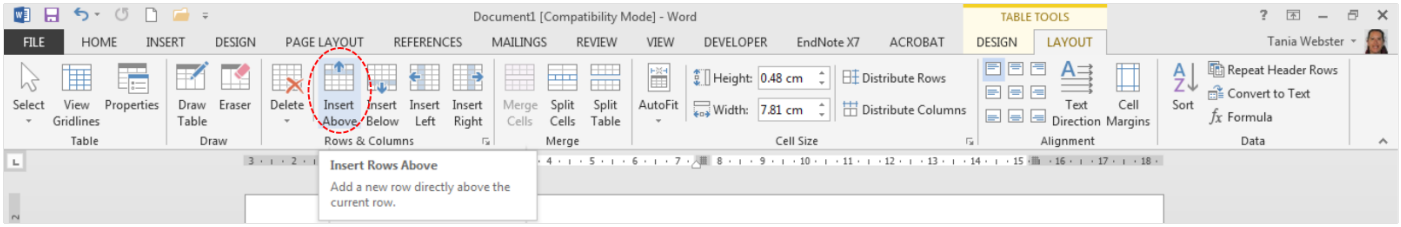
Inserting a row:

This is similar to inserting a column.

1. Select a row below the location where you want to insert a row.

Item¤	Materials·Cost¤
Weather·stripping¤	$350¤
High·efficiency·water·heaters¤	$8,500¤
High·efficiency·furnaces¤	$10,000¤
Insulation¤	$700¤

2. In the Rows and Columns group << **Insert Rows Above**



3. To insert a row below select the Insert Below icon. **Keyboard shortcut**: click at the end of a row in the table where you want a row inserted and press enter.

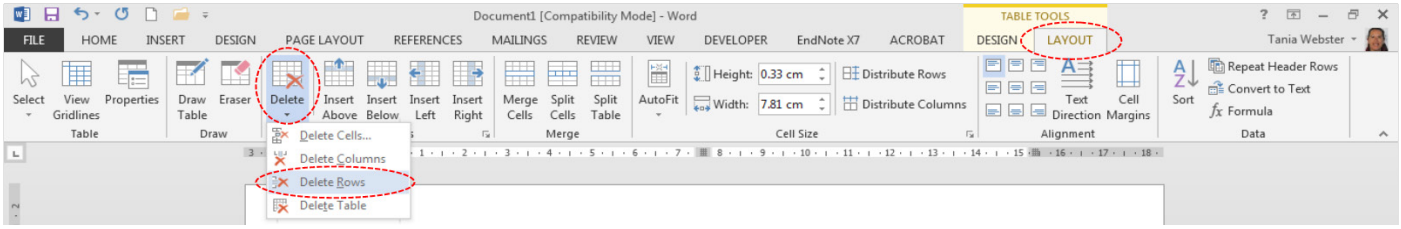
Deleting rows and columns in a table

Before you delete a row, you need to work out whether you want to delete the contents of the row, or the contents and the structure of the row. You can delete the contents of the row by selecting the row and pressing the Delete key.

1. Select the row you are going to delete.

Item¤	Materials·Cost¤
Weather·stripping¤	$350¤
High·efficiency·water·heaters¤	$8,500¤
High·efficiency·furnaces¤	$10,000¤
Insulation¤	$700¤

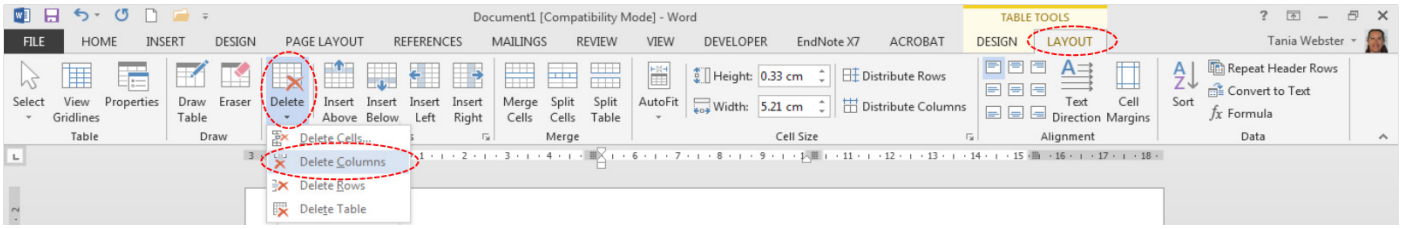
1. Layout << Delete << Delete Rows



2. Select the column you are going to delete

Item¤	¤	Materials·Cost¤
Weather·stripping¤	¤	$350¤
High·efficiency·water·heaters¤	¤	$8,500¤
High·efficiency·furnaces¤	¤	$10,000¤
Insulation¤	¤	$700¤

3. Layout << Delete << Delete Columns

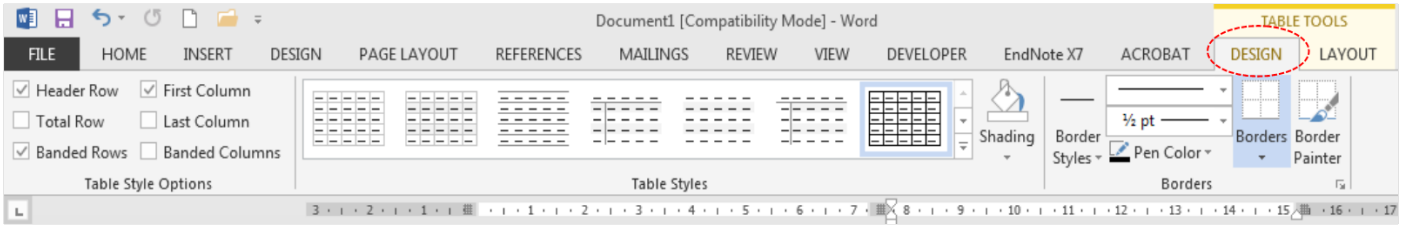


Formatting your table with styles:

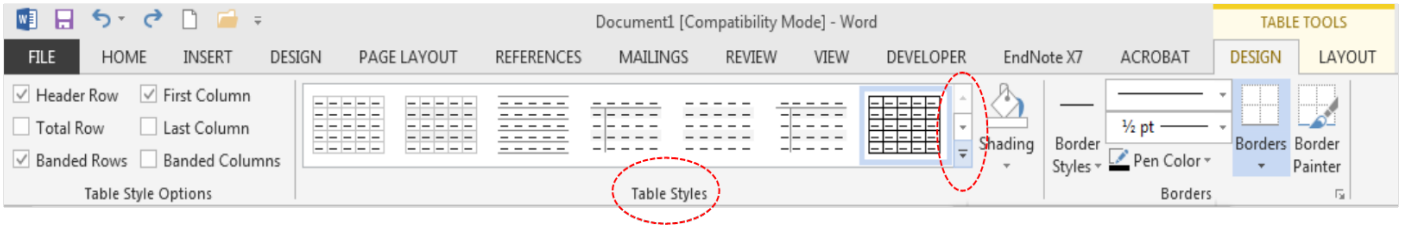
1. Click in the table you want to format.

Item	Materials Cost
Weather stripping	$350.00
High efficiency water heaters	$8,500.00
High efficiency furnaces	$10,000.00
Insulation	$700.00

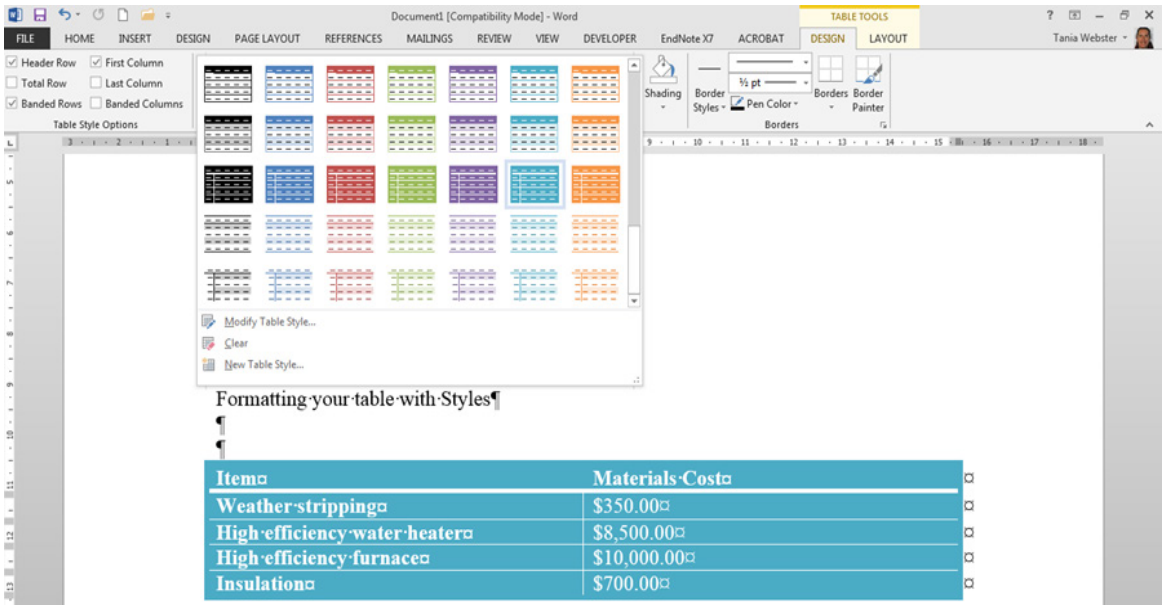
2. Click **Table Tools** << **Design**



3. In the **Table Styles Group**, select the downward facing arrow highlighted below to display the Table Styles gallery. In the gallery click on the style you want to use for your table.



4. Position your mouse over a style to see a live preview of the style in your document

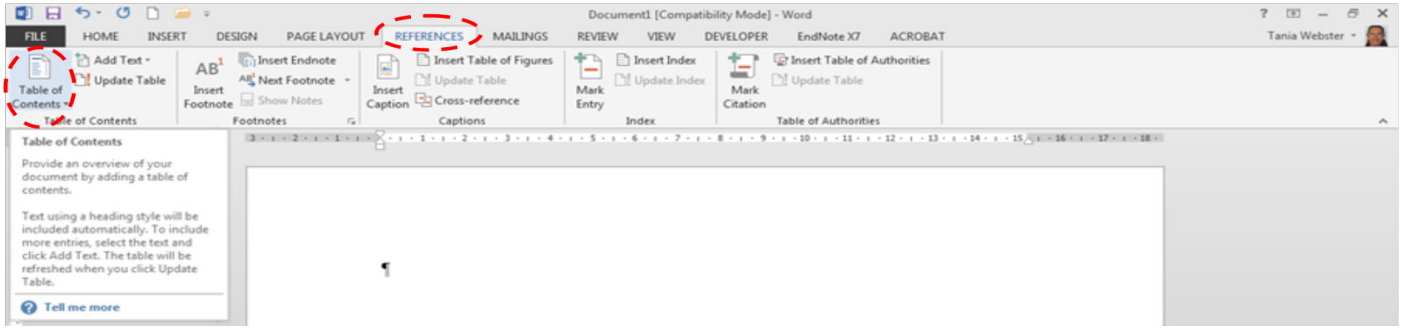


Microsoft Word 2013
Table of Contents

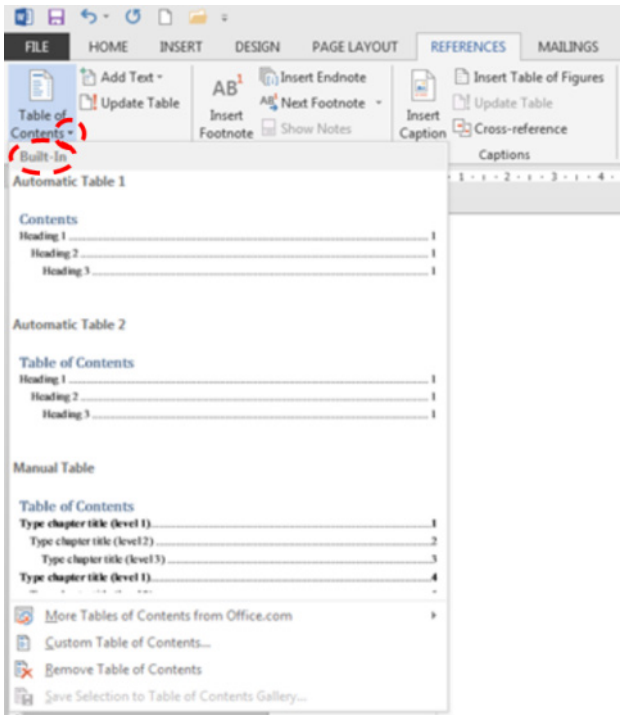
Creating a Table of Contents

The easiest way to create a table of contents is to use the built-in heading styles for headings throughout your document.

References tab << Table of Contents



Click the arrow in the right hand bottom corner of Table of Contents, as shown below. This will give you a list of Built-in Automatic Tables.



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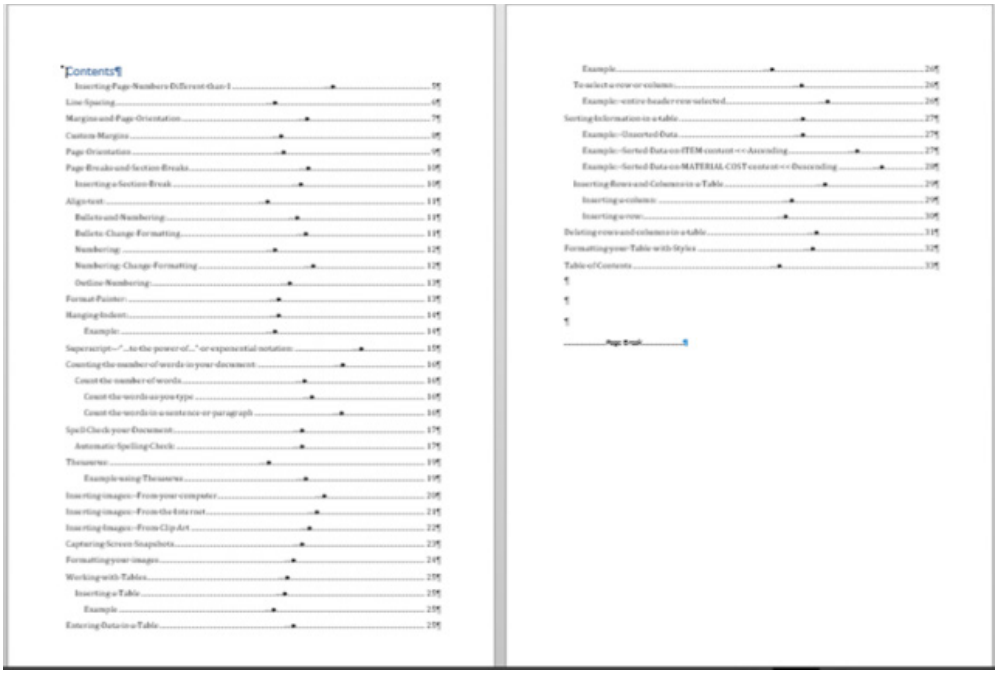
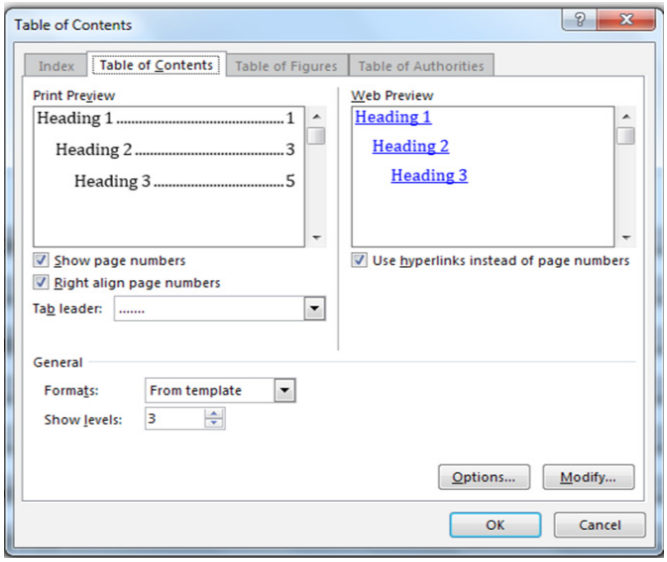
Once you have made your selection, click on Automatic Table 1 or 2, this will automatically insert your Table of Contents based on your selection.

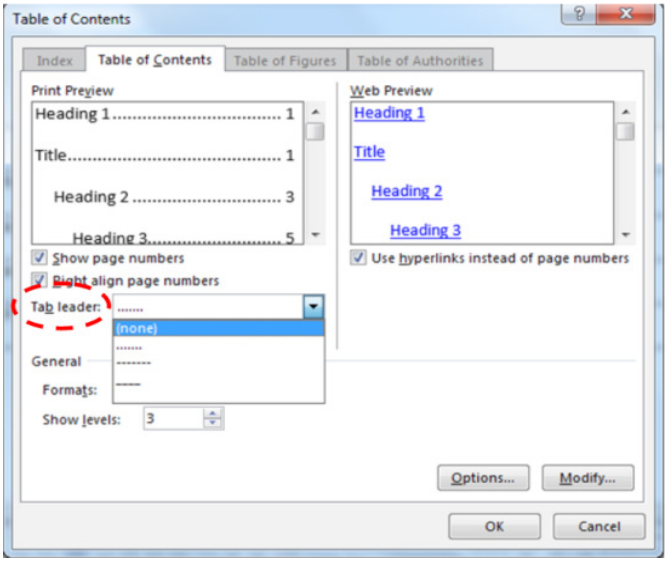


To make formatting changes to your Table of Contents << Select Custom Table of Contents

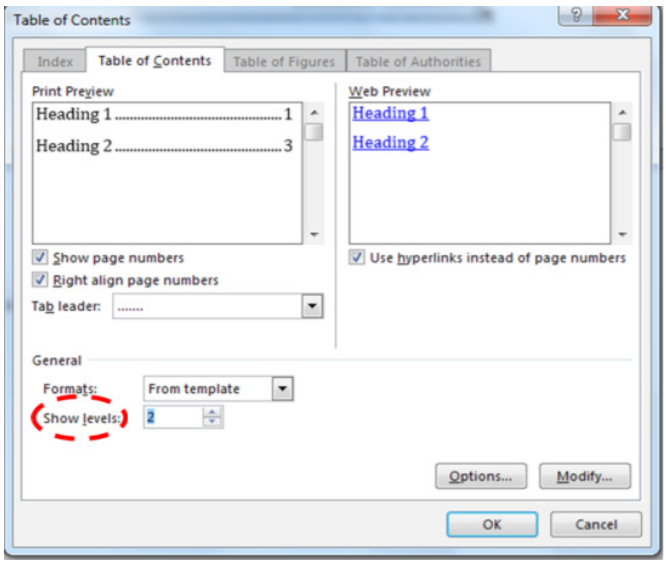
Once you have selected the Custom Table of Contents, the following dialogue box will appear and you can make any formatting changes here.



To change the Tab leader << select the box shown below;



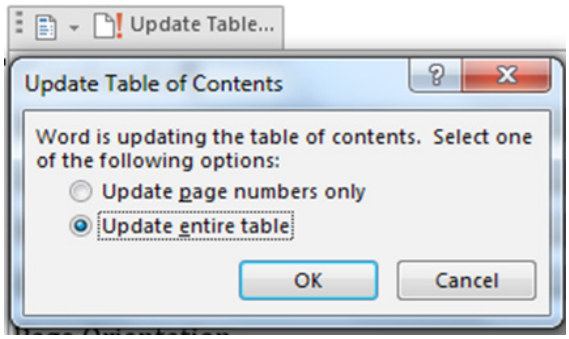
You can also increase or decrease the levels of the headings, as shown below;



Updating a Table of Contents

If you make changes to your document that changes the Page Numbers or Headings you will need to update your Table of Contents.

Select the Table of Contents and at the top you will get an Update Table menu. Select Update entire table and the changes will be made.



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Microsoft Word 2013
Saving @ EIT

Saving your Document

It is good practice to save your document before you start working on it, and to save periodically as you continue to add to it, to minimise work lost if something goes wrong. Where you save your document depends on where you are working on it.

Personal Computer at home: "My Documents" on the C: Drive

EIT: H: Drive (**never** save to the desktop as this is reset everytime the computer is restarted)

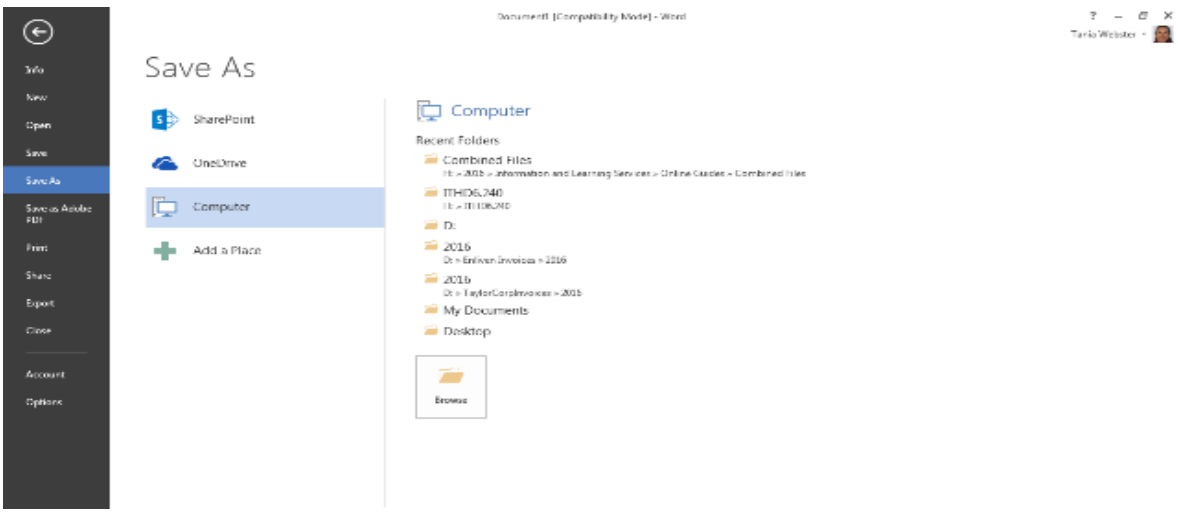
Home & EIT: USB Memory Stick

NB. As a precautionary measure it is also good practice to email your document to yourself so there is always a retrievable copy if there are problems with the other copies.

Saving a New Document to your H: Drive

The first time you save a new document at EIT you need to select where to save it. This will always happen when you are working on new documents.

Click on **Save** >> the following screen will appear



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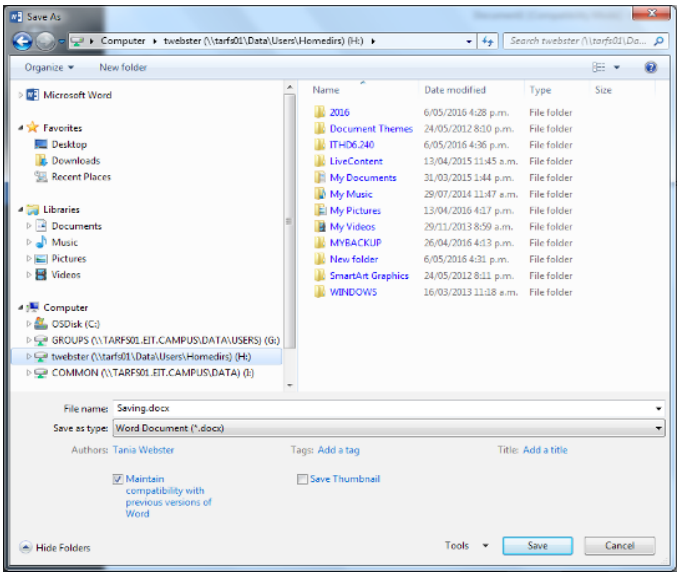
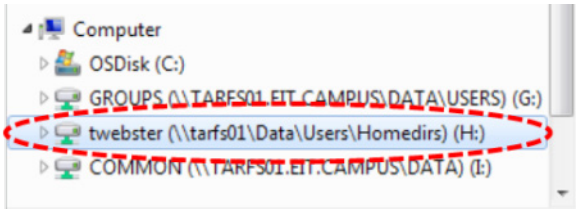
Click on the Browse button

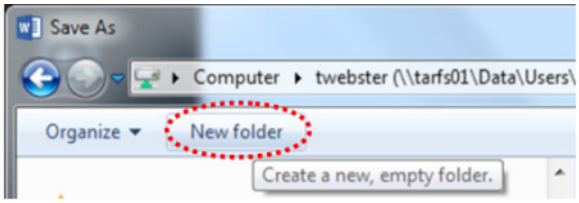
>> the following screen will appear;



You need to select your **H: Drive**



Before you save your work, create a New Folder to keep your H: Drive tidy.



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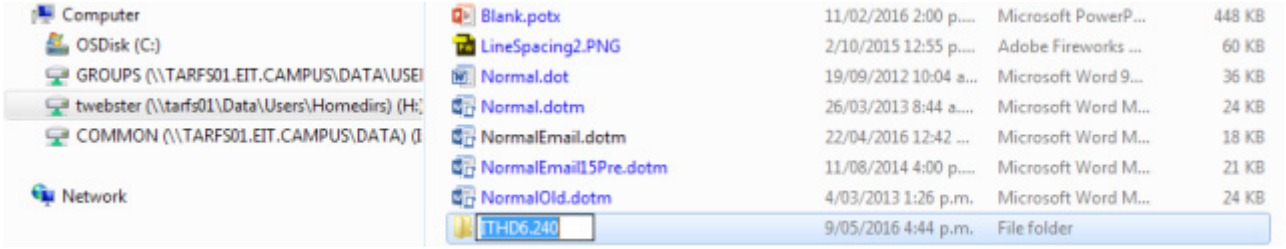
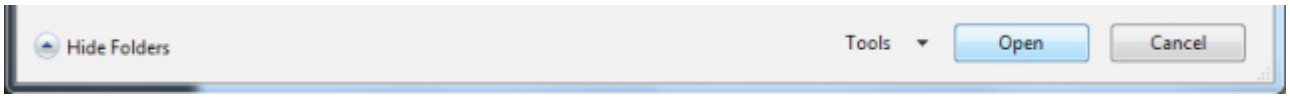
Click on the New Folder icon and the following will appear in your H: Drive;

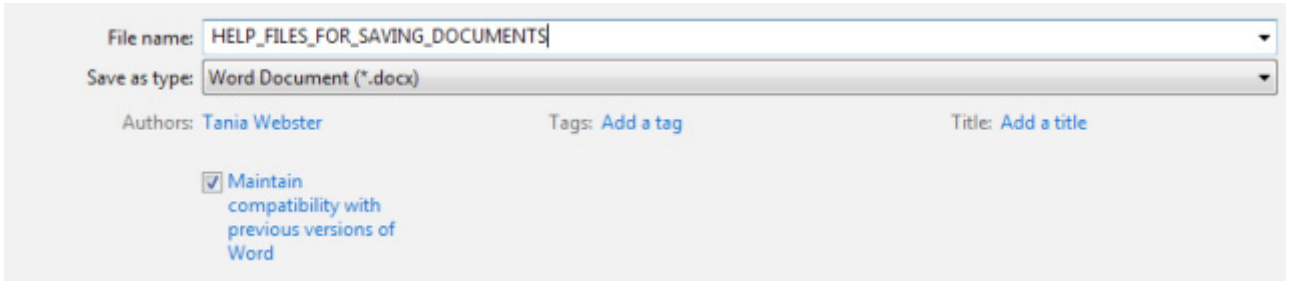
Give your New Folder a relevant name e.g. ITHD6.240, see below;



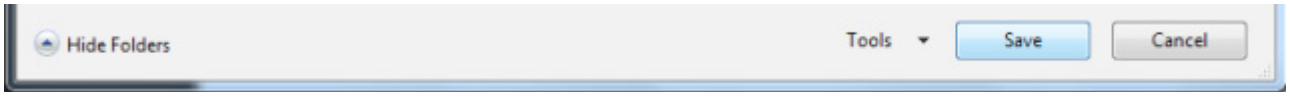
Press Enter >> Click to Open



Create a name for your file



Click Save.



NB: If you are at home or are using a USB to save a new document, make sure it is saving to the right location as mentioned above.

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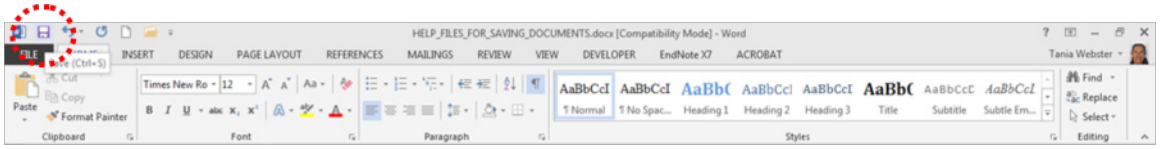
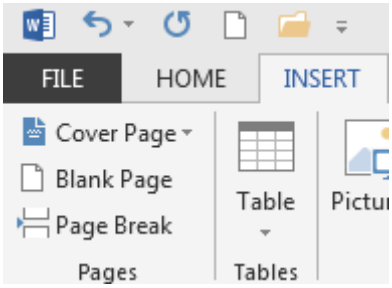
Opening and saving an edited document

Browse to the location of your document and open your document. It will open up in Word automatically.

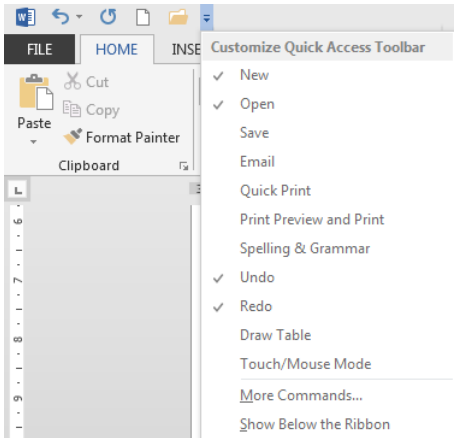
Once you have finished making your changes to your document >> click on the **Save** icon at the top of the ribbon.



If the save icon is not showing at the top of your document, you need to add it to the **Quick Access Toolbar.**



To add a button to the Quick Access Toolbar, you need to **Customise** the Quick Access Toolbar by clicking on the down arrow, shown below.



Select Save and the Save icon will be added to your Toolbar. This will update your documents and save where you opened your document from.

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Microsoft Word 2013
Saving to a USB Memory Stick

These little devices are great for creating a backup of your work, which you should have just in case something goes wrong and you lose your work on the computer

As we have already saved our document using the saving techniques above, we are now going to save using the Save As facility on the keyboard.

Make sure your USB is plugged into a USB port at the front of the computer.

With your document still open >> press the **F12** key on the keyboard and the following screen will appear;

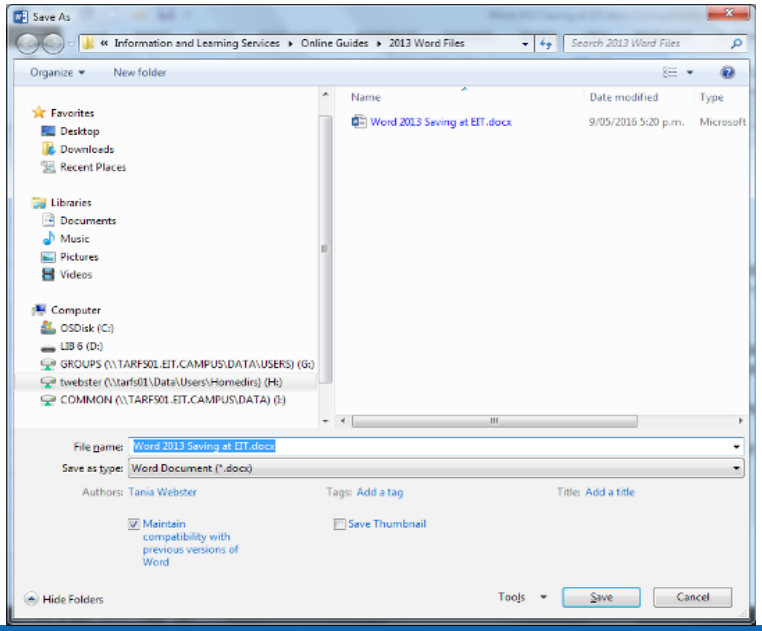
Saving to a USB Memory Stick

These little devices are great for creating a backup of your work, which you should have just in case something goes wrong and you lose your work on the computer.

As we have already saved our document using the saving techniques above, we are now going to save using the **Save As** facility on the keyboard.

Make sure your USB is plugged into a USB port at the front of the computer.

With your document still open >> press the **F12** key on the keyboard and the following screen will appear;



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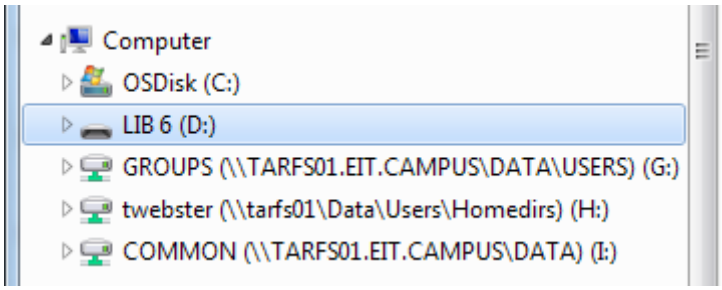
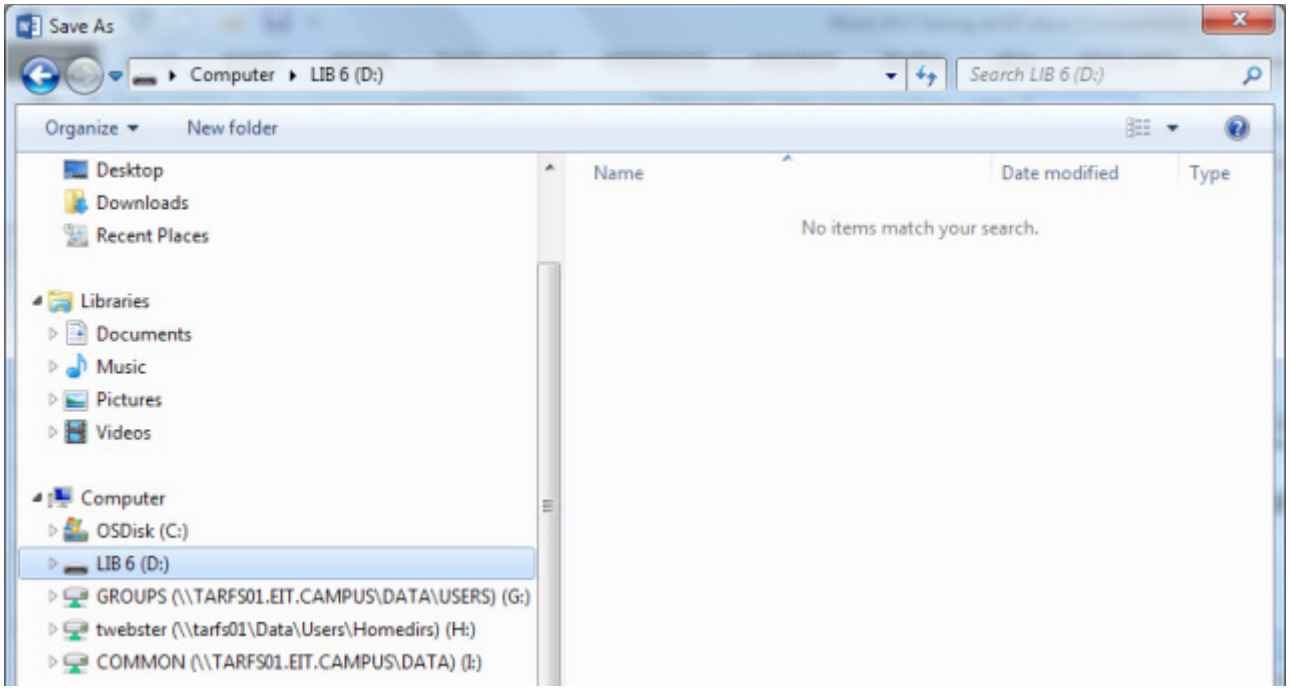
This time we need to **select** the **USB (D: Drive)**, as shown below;



It should be **empty** the first time you use it



Click on **Save**;

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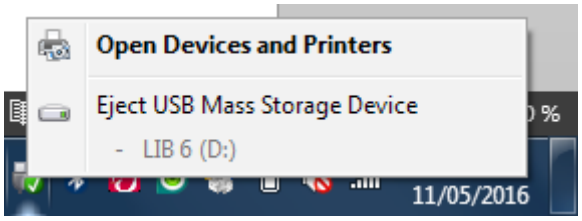
Your document should be saved to your USB.

Once you have finished saving your documents you will need to safely remove the USB so that the work saved to it will not be lost.

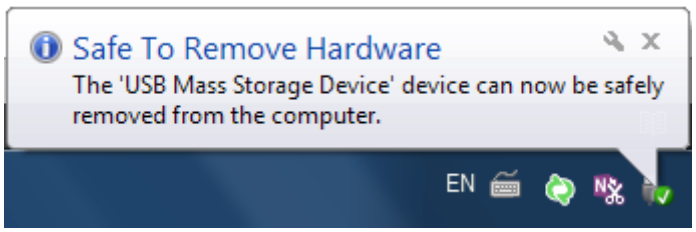
Close all open documents that you have been working on.

Click on the **device** with a **tick symbol** at the **bottom right** of your screen.

Click on **Eject USB** (the name of your USB)



A message will appear telling you, you can safely remove your USB. Remove the USB from the front of the computer.



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