Working With Microsoft Word 2016 on MAC



Formatting your document

Working with images

Working with Tables

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Saving your documents

Formatting your text

Reviewing your document





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Mac Guide: Microsoft Word 2016 Inserting Headers and Footers

Inserting Headers and Footers

1. Insert >> Header.

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2. Enter header text.

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	[Type here] [Type here] Header Close 🔇

3. Insert << Footer << enter footer text.

Footer Close 😒		
[Type here]	[Type here]	[Type here]

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.





Mac Guide: Microsoft Word 2016 Inserting Page Numbers (and formatting them)

Inserting Page Numbers (and formatting them)

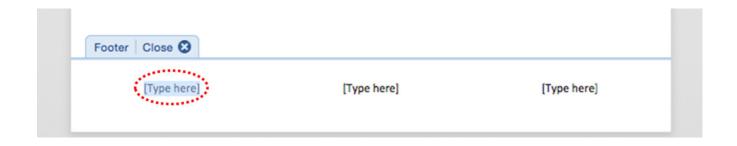
Insert >> Page Number

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Identify where you want your page numbers to be positioned (top or bottom of page), and then select the format button.

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Right 🗘	
Show number on first page	
Format Cancel	ОК

To edit the numbers, double click the Header or Footer area and highlight the number you want to edit.







To format the page numbers, go to Insert >> Page Number >> Format Page Numbers...

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Select the Number format required, click OK to return to your document.

Page Number Format
Number formation 1, 2, 3, Include char -1 -, 2 -, -3 -, a, b, c, Chapter start A, B, C, 0 Us i, ii, iii, Us i, II, III, Examples: 1-1, -2
Page numbering
 Continue from previous section
◯ Start at:
Cancel

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.

Insert >> Page Number >> Page Number >> Remove the tick from the Show number on first page box >> Click OK.

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Inserting Page Numbers: Different than 1



Type the page number you want to start at. You may want to use 0 if you set your document with a Different on the first page system. This way your first page will be 0 (and not show) and the second page will begin at page 1.

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Chapter starts with style:	Heading 1	٢
Use separator:	- (hyphen)	٢
Examples: 1-1, 1-A		
Page numbering		
O Continue from previous	section	
• Start at: 0		
	Cancel	0K

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 takle the Page Layout first and create the Section Breaks in your document before you add any text.

Turn the nonprinting characters on, this shows paragraph marks and other hidden formatting symbols (will not show on your printed doument), this will show your section breaks clearly.

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Insert >> Page Number >> Format Page Numbers...

Mac Guide: Microsoft Word 2016 Line Spacing

Line Spacing

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

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Home << Line Spacing icon.

When clicking 'Line Spacing Options...' you can customise your line spacing even more.

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When clicking 'Line Spacing Options...' you can customise your line spacing even more.

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Outline Level: Body text ᅌ	Keep lines together
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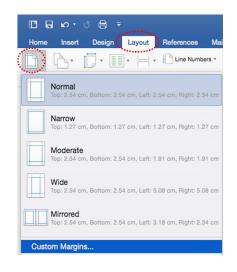
Mac Guide: Microsoft Word 2016 Margins, Page Orientation & Breaks

Margins, Page Orientation and Breaks

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

Layout >> Margins - select Normal or Custom Margins.

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





Custom Margins

If you select Custom Margins, the Document Margins 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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	Bottom: 2.54 cm 0
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Narrow Top: 1.27 cm, Bottom: 1.27 cm, Left: 1.27 cm, Right: 1.27 cm	Gutter Position: Left 📀
	Pages
Top: 2.54 cm, Bottom: 2.54 cm, Left: 1.91 cm, Right: 1.91 cm	Mirror margins
Wide Top: 2.54 cm, Bottom: 2.54 cm, Left: 5.08 cm, Right: 5.08 cm	
Mirrored Top: 2.54 cm, Bottom: 2.54 cm, Left: 3.18 cm, Right: 2.54 cm	Apply to: Whole document 0
Custom Margins	Default Page Setup Cancel

Most EIT essay's have a Page Layout that requires a left margin of 4 cm, to do this simply enter 4 in the Left Margin >> click OK.

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	Margins	Layout		
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Apply to: Whole	e document ᅌ			
Default Pa	ge Setup		Cancel	K

Page Orientation

Layout >> Orientation.

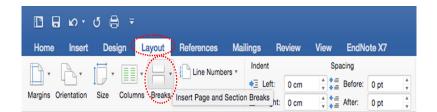
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Choose Portrait or Landscape.

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Margins Margins Breaks bc Hyphena	ttion * ΞΦ Right: 0 cm 🛓 🎽 After
Portrait Landscape	

NB: To have pages of both portrait and landscape orientation in a single document, use Section Breaks bretween affected pages to do this:-

Go to the page you want to change the orientation of, select the area before the text on the page you want to change. Layout >> Breaks >> Section Break (next page).



Layout	References		Review	View	End
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	Column				
Secti	ion Breaks				
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≡2 ≧ 4	Even Page				
≡1 ≥ 3	Odd Page				

Select the area after the text on the same page, Layout >> Break >> Section Break >> Next Page.

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

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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

Click in your document where you want to start a new page, Layout >> Break >> Page Break.

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Inserting a Section Break

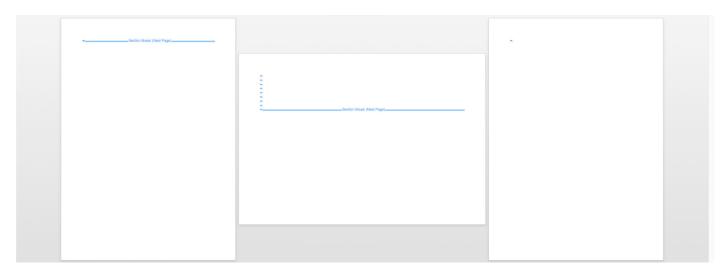
Click where you want to change the format, Layout >> Breaks.

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Choose which type of Break you want for your document.

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	Page	
	Column	
Section	Breaks	
	Next Page	
	Continuous	
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Here is an example.







Mac Guide: Microsoft Word 2016 Inserting Images: From your computer

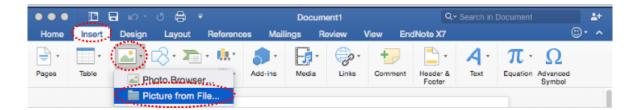
Inserting Images: From your computer

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

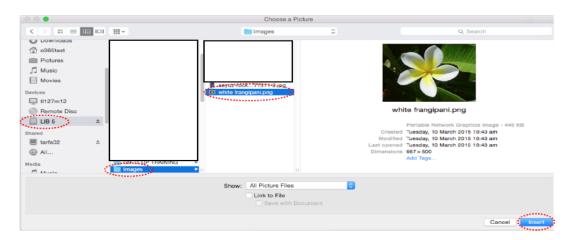
Place your cursor where you want to insert an image.

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Pages	Table		S · To ·		Add-ins	Media	Links	Comment	Header & Footer	A - Text	Equation /	Ω Advanced Symbol	
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Choose Insert on the ribbon << Pictures << Picture from File.



Browse to where your image is saved << Pictures Folder << select image file << click Insert.







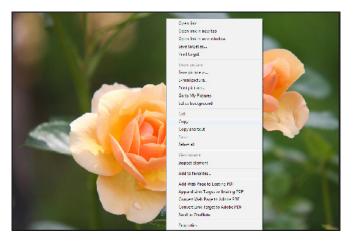
Mac Guide: Microsoft Word 2016 Inserting Images: From the Internet

Inserting Images: From the Internet

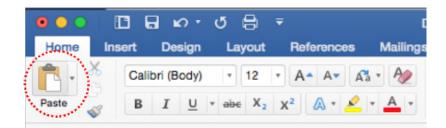
Before using images from the internet check the copyright permission for images you wish to use. All images used for academic purposes must be referenced according to the APA referencing style. Please refer to How do I reference a figure from a website? or go to the

APA Referencing – Instruction Manual for citation and reference instructions.

Select the image you want to copy, and use the Keyboard shortcut Cmd + C to copy the image OR right click on the image and select Copy image.



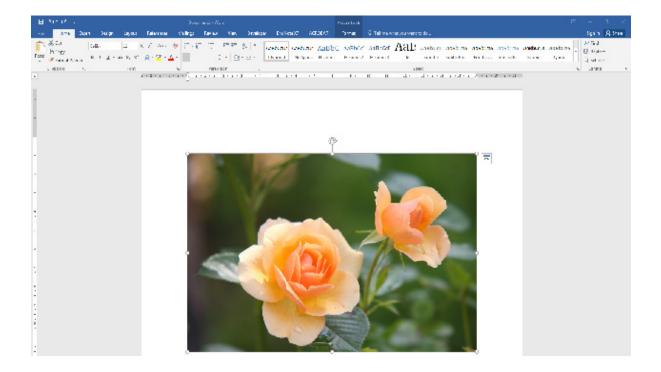
Go back to your document << Paste (Cmd + V).







LIBRARY AND LEARNING SERVICES | Working with Images



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

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Change Picture	
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Bring to Front	•
Send to Back	•
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Wrap Text	•
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Format Picture	企 業1

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Save the image to your H: Drive << Images << Save.

Reference

Orange Rose Flower in Bloom during Daytime [Photograph]. Retrieved from https://static.pexels.com/photos/39517/ rose-flower-blossom-bloom-39517.jpeg





Mac Guide: Microsoft Word 2016 Capturing Screen Snapshots

Capturing Screen Snapshots

To take a screenshot of the entire screen, press Cmd + Shift + 3

Your screenshot will automatically be saved to the Desktop as "Screen Shot" labelled with the date and time.

Screen Shot 2015-03-05 at 11.12.08 am.png	16/03/2015 2:09 p	PNG File	86 KB
24	Screen Shot Screen Shot 0153.43 pm 20150.32 pm		
3	Screen Shot Screen Shot 0153.54 pm 20150.41 pm		
2	Screen Shot Screen Shot 0154.16 pm 20150.54 pm		
2	Screen Shot Screen Shot 0154.50 pm 20151.11 pm		
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2	Screen Shot Screen Shot 0155.11 pm 20152.52 pm		
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To capture a window (not the entire screen)

This is to take a screenshot of an error message or dialogue box.

Press Cmd + Shift + 4, your cursor will change to a crosshair pointer.

 \oplus

Move the crosshair pointer to where you want to start the screenshot and drag to select the area of the window you require.

Your screenshot will automatically be saved to the Desktop as "Screen Shot" labelled with the date and time.





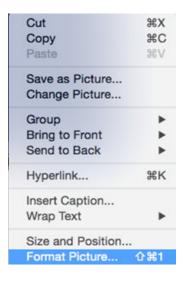
Mac Guide: Microsoft Word 2016 Formatting your images

Formatting your images

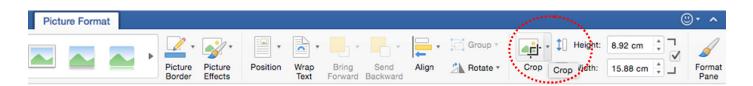
When you have selected an image you want to format, a new tab appears on the ribbon, Picture Format.



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



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.





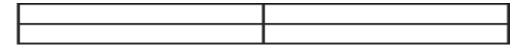


Mac Guide: Microsoft Word 2016 Working with Tables

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.

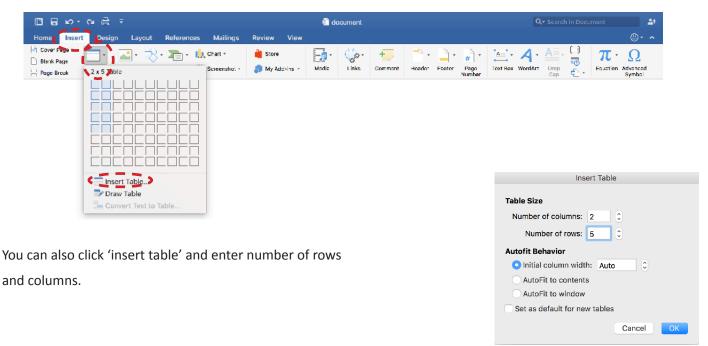
When you first insert a table into a document, it appears as a simple grid, with black gridlines defining the rows and colums. The area where a row and column meet is called a cell.



Inserting a table

Insert << Table Drop down Menu<< Insert or draw a table

Click on the down arrow and position the mouse pointer in the top left cell of the grid, drag the pointer down and across the grid until you have highlighted the amount of cells you require. For this exercise we will have two columns and five rows.







NB: You are able to add or delete rows and columns at a later stage if needed.

When you have the table size correct - 2×5 , 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 a new tab appears on the ribbon, Table Layout.

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View Gridlines Properties	Draw Eraser Table	Delete	Insert Insert Above Below		e 💻	1-1	↓ ↓	f_x

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.

÷		
	ltem	Material Cost
[Weather stripping	\$350
	High efficiency water heaters	\$8500
	High efficiency furnaces	\$10,000
	Insulation	\$700

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:

Home tab



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 table.

+		
	Item	Material Cost
	Weather stripping	\$350
	High efficiency water heaters	\$8500
	High efficiency furnaces	\$10,000
	Insulation	\$700

The Table Layout tab will appear << click on Sort.

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Properties T	Table		Above Below	Cel	Is					-		Direction	Margins		leader Rows	300

	Sort	
Sort by T	ype: Number	Ascending Descending
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		Descending
Then by		
▼ T	ype: Text 🗘	Ascending
		Descending
My List has		
🔿 No header row 🧿 Header row	N	
Options	Cancel	ОК

Sort

By default a table will be sorted by material cost, the type will be number, and it will be in ascending order.

Example: Unsorted Data.

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

Example: Sorted Data on ITEM << text << Descending.

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

Example: Sorted Data on MATERIAL COST << number << Descending.

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

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:

Click any cell in the Item column.

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

Table Layout << Rows & Columns << click Right.

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

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

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 to \$4,500	\$350
High efficiency water heaters	\$2,000 to 3,000	\$8,500
High efificiency furnaces	\$1,000	\$10,000
Insulation	\$1,500	\$700

Inserting a row:

This is similar to inserting a column.

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

ltem	Labour Cost	Material Cost
High efficiency furnaces	\$3,000 to \$4,000	\$10,000
High efficiency water heaters	\$2,000 to \$3,000	\$8500
Insulation	\$1,000	\$700
Weather stripping	\$1,500	\$350

Table Layout >> Rows and Columns group << Click Above.

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= Properties	Draw Eraser Table	Delete	Above Below	Ce	rge	AutoFit	😝 Width:	Ť	Distribute Columns			Text Cell So Direction Margins	rt Repeat Header Rows	Jx.
			Ir	sert Rows Be	low									

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

Item	Labour Cost	Materials Cost
Weather stripping	\$3,000 to \$4,500	\$350
High efficiency water heaters	\$2,000 to 3,000	\$8,500
High efificiency furnaces	\$1,000	\$10,000
Insulation	\$1,500	\$700

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.

Select the row you are going to delete.

ltem	Labour Cost	Material Cost
High efficiency furnaces	\$3,000 to \$4,000	\$10,000
High efficiency water heaters	\$2,000 to \$3,000	\$8500
Insulation	\$1,000	\$700
Weather stripping	\$1,500	\$350

Table Layout << Delete.

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Select what you would like to delete Cells, Rows, Columns, or the whole Table.



Formatting your table with styles:

Click in the table you want to format.

Item	Materials Cost
Weather stripping	\$350
High efficiency water heater	\$8,500
High efficiency furnace	\$10,000
Insulation	\$700

In the Table Design, 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.

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Ы		
Ite High efficiency High efficiency Insulation		Material Cost \$10,000 \$8500 \$700
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Position your mouse over a style to see a live preview of the style in your document.





Mac Guide: Microsoft Word 2016 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 your headings throughout your document.

1. References << Table of Contents.

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Table c Table of Contents Insert Inser Contents Footnote Endno		Citations 🛛 🔤 Bibliography 🔻	Insert Insert Table _ Cross-reference Caption of Figures	Mark 2 Update Index Mark Citation	

2. Click the down arrow on the side of the Table of Contents button as shown below. This will give you a list of Automatic Tables.

	Next Footnote 🔻						
Automatic Table of Contents							
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Table of Contents Heading 1 Heading 2 Heading 3	1						
Contemporary							
Contemporary							
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Formal							
Table of Contents HEADING 1 1 HEADING 2 1 Heading 3 1							
Modern							
Table of Contents							
Heading 1 Heading 2 Heading 3	1						
Custom Table of Contents							
Remove Table of Contents							





- 3. Once you have made your selection << click on the Table of Contents you want to have inserted.
- 4. You can click on the same Table of Contents drop down and choose Custom Table of Content button to make any formatting changes.

Add Text * AB ¹ AB ¹ Next Footnote *	
	Table of Contents
omatic Table of Contents	
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ble of Contents dding 1	

5. You can also increase or decrease the levels of the Headings as shown below.

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Show page numbers	Show page numbers
Right align page numbers Tab leader: 😋	Right align page numbers Tab leader:
Madify Options	Modify Options
Cancel	Cancel OK

Updating a Table of Contents

- 1. If you make changes to your document that changes the Page Numbers or Headings you will need to update your Table of Contents.
- 2. Select the Table of Contents and click on the down arrow << Update Table and the following box will appear asking you to Update page numbers only OR Update entire table.

Table of Contents		
Heading 1	Contents	1
_	Remove Table of Contents	1
•		

Update Table of Co	ntents
Select one of the following options: Update page numbers only Update entire table	Cancel OK





Mac Guide: Microsoft Word 2016 Saving your Document

It is good practice to save your document before you start working on it, and to save it periodically as you continue to add to it. This will 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 every
	time the computer is re-started)
Home & EIT:	USB Memory Stick

NB: As a precautionary measure it is also good practice to also 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 save it. This will always happen when you are working on new documents.

Click on Save >> The Documents folder is the default drive to SAVE to at EIT >> Please DO NOT SAVE HERE!

You could lose all of your hard work, because the Documents folder at EIT is for TEMPORARY STORAGE ONLY!

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LIBRARY AND LEARNING SERVICES | SAVING YOUR DOCUMENT

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You need to change to your H: Drive, using the following steps.

- 1. Click on tarfs01
- 2. Click on DATA
- 3. Click on Users
- 4. Click on HomeDirs
- 5. Click on your name

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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;

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The XML-based format that Word documents are saved in I Learn more about file formats Options Compatibility Report	npatibility check recommer		
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Give your New Folder a relevant name e.g. ITHD6.240 << Click create.

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Click Save.

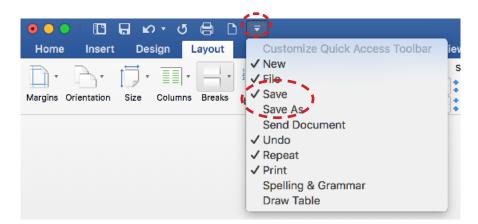
Options Compatibility Report A	Compatibility check recommended	
Hide extension New Folder		Cancel Save

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.

Opening and saving an edited document

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

If your save button doesnt show in the toolbar click on the down arrow and click on Save or Save As.



Once you have finished making your changes to your document click on the Save icon at the top and it will save to same place it saved previously.

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Saving at EIT Saving to a USB Memory Stick

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 use the Save As facility on the keyboard.

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

With your document still open >>Press Cmd + shift + S on the keyboard and the following screen will appear;

Save As	How to Save a Word Doc	
Tage		
Where	: Documents	
Online Locations	File Format: Word Document (.docx)	0
		Cancel Save

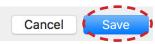
Click the down arrow next to the title and select your usb from the side bar and select your USB (It should be empty the first time you use it).

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Click on Save;



Your document should be saved to your USB.

Once you have finished copying over your documents you will need to safely remove it so that work copied to it will not be lost.

Close all open documents that you have been working on.

Click on the Eject button next to the name of your USB

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	C		•	Q Search	
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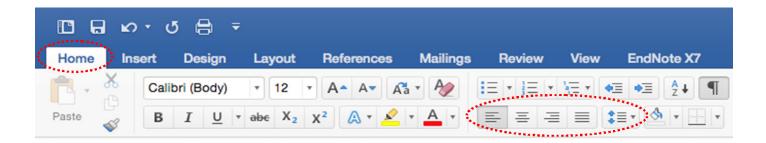
Mac Guide: Microsoft Word 2016 Aligning Text

Aligning text:

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

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

The alignment icons are on the menu bar of the Home tab.



There are four different types of alignment;

Left.

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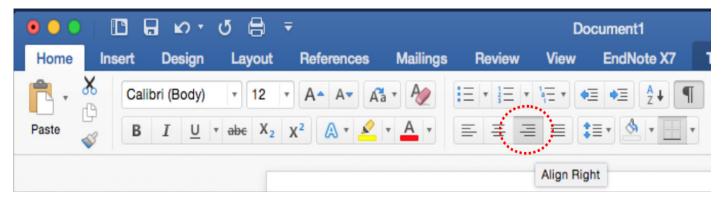




Centre.

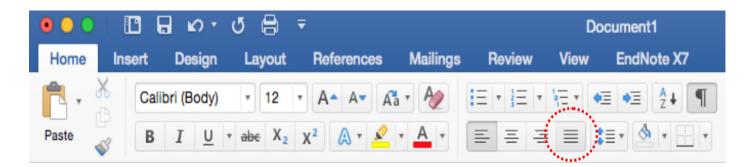
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Right.



Right aligned text
Right aligned text

Justify.



Justify aligned text, justify aligned text.





Mac Guide: Microsoft Word 2016 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 the Bullets icon << Type your text << Enter

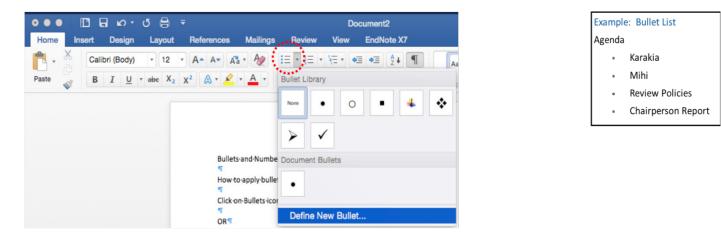
OR

Select the text you want to apply bullets to << click on the Bullets icon.

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Bullets: Change Formatting

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







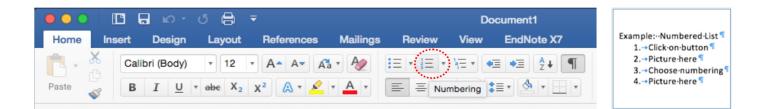
Numbering

How to apply numbering while you type:

Click on Numbering icon << Type your line of text << Enter

OR

Select the text you want numbered << click on the Numbering icon.



Numbering: Change Formatting

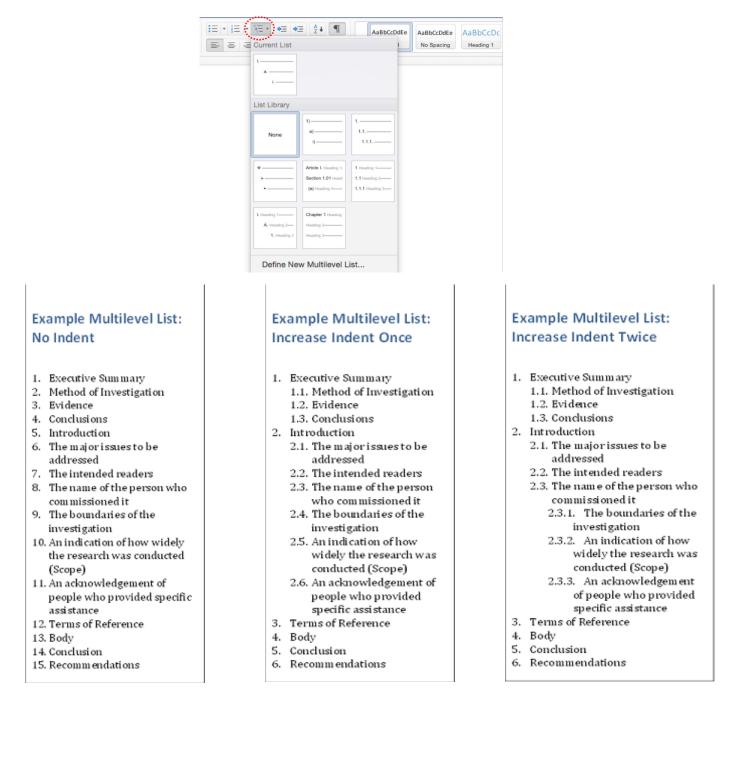
Select text << Click on triangle to the right of Numbering icon << Select from Numbering Library or Define New Number Format.

None	1 2 3	2)	Example:Numbered-List ¶ I. → Click-on-button ¶ II. → Picture-here ¶ III. → Choose-numbering IV. → Picture-here ¶
	<i>n</i> .	-,	
ocument N	lumber Form	ats	

Numbering: Multi-level List:

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

Highlight text << click on Multi-level List << select list type (click on the triangle to the right of Multi-level list icon) << enter and your document will be numbered from one to fifteen as in the example below; increasing the indent by one or two will change the list level as displyed in the following examples.

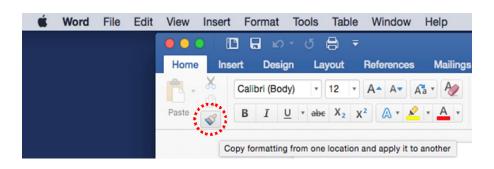






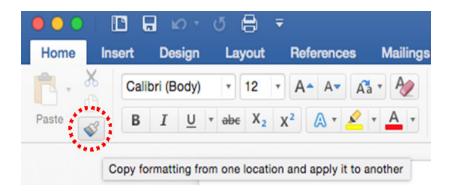
Mac Guide: Microsoft Word 2016 Format Painter

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



- 1. Highlight the text with 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 on Format Painter - it will stay highlighted. This allows you to apply the same formatting to text in multiple places in your document.







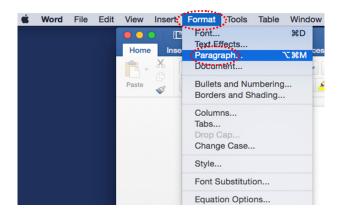
Mac Guide: Microsoft Word 2016 Hanging Indent

Hanging Indent

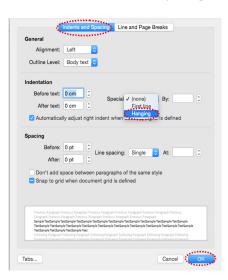
Learning to create hanging indents is useful for adding references to your assignments. If you have a large list, it is recommended that you use the EndNote software provided for you by EIT. This software is available from the library on a loanable USB drive or a download from MyEIT.

Select the text.

Choose Format << Paragraph.



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: Thomas Wadsworth.





Mac Guide: Microsoft Word 2016 Word Count

Word Count

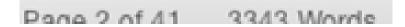
Counting the number of words in your document

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

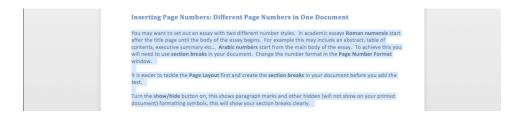
Count the words as you type

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 the workspace.



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. Select the text you want to count.



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



126 of 4865 means that the selected text accounts for 126 words out of a total number of words in your document, 4865.





LIBRARY AND LEARNING SERVICES | WORD COUNT

NB. If you have multiple paragraphs within your document you want to count, hold the Command key down on the keyboard and select these paragraphs using your mouse. It will show your word count just for these paragraphs.

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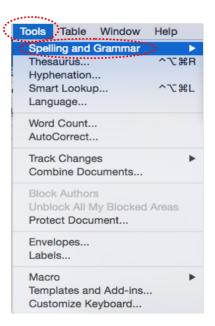




Mac Guide: Microsoft Word 2016 Spell Check

Spell Check

Click on Tools and select Spelling and Grammar.



The spelling and grammar tool will go through the whole of your document and check each word for you.







A speeling r here.	nistake usually occurs with a red squiggly line underneath, as show	vn
Ignore Suggestior	Ignore All Add	
spieling		
spelling speeding steeling peeling		
Change	Change All AutoCorrect	

When a spelling mistake is found the following dialogue box will appear;

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 suggestion 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; this has been set-up for you here at EIT; to do this at home you need to do the following;

Click on Word at the top of the Taskbar << Select Preferences.



Select the Spelling and Grammar icon.



Spelling 8	& Grammar
< > Show All	Q Search
Spelling Always suggest corrections Check spelling as you type Flag repeated words Frequently confused words Frequently confused words Ignore Internet and file path addresses	 Ignore words in UPPERCASE Ignore words with numbers Suggest from main dictionary only
Custom dictionary: Advanced Language Settings	Dictionaries
Grammar Check grammar as you type Check grammar with spelling Show readability statistics Writing style: Grammar S	ettings

A spelling mistake usually occurs with a red squiggly line underneath it as shown below;

speeling

To correct the mistake << right click on the word and the following dialogue box will appear, select the correct spelling.

spieling	
spelling	
speeding steeling peeling	
Ignore All Add to Diction	ary
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Mac Guide: Microsoft Word 2016 Thesaurus

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

Click on Tools << Thesaurus.

ļ	Tools Table Window Help
	Spelling and Grammar
	Thesaurus ^\C#R
	Hyphenation
	Smart Lookup へて発L Language
	Word Count AutoCorrect
	Track Changes Combine Documents
	Block Authors Unblock All My Blocked Areas Protect Document
	Envelopes Labels
	Macro Templates and Add-ins Customize Keyboard

Example using the thesaurus

To change the sentence below, I chose the words **a lot** to change 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.

You can right click on the words, the Synonyms menu appears with the Thesaurus tool.





LIBRARY AND LEARNING SERVICES | SPELL CHECK

Font Paragraph	D光 Mポブ	
Smart Lookup	^ጊ #L	
Synonyms	► .	a great deal
Hyperlink %K New Comment		a large number plenty
Search With Google New TextWrangler Document with Add to iTunes as a Spoken Track	Thesaurus ^\C#R	

When you select Thesaurus from the dialogue box, a list of appropriate words with their meanings will appear to the right of your screen.



To insert the word you want to use, click on the wording and choose Insert "a large number" and these words will be inserted over the word you wanted to change.

