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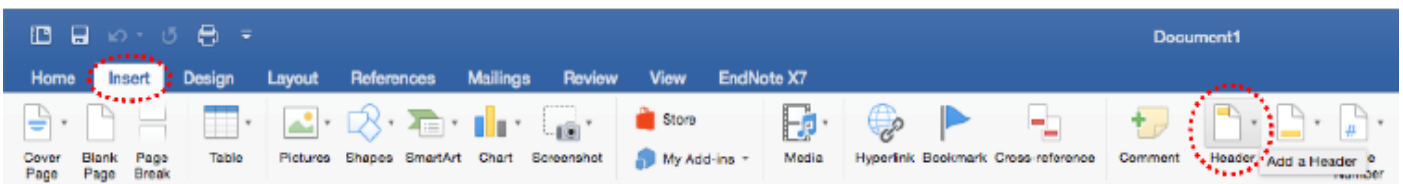
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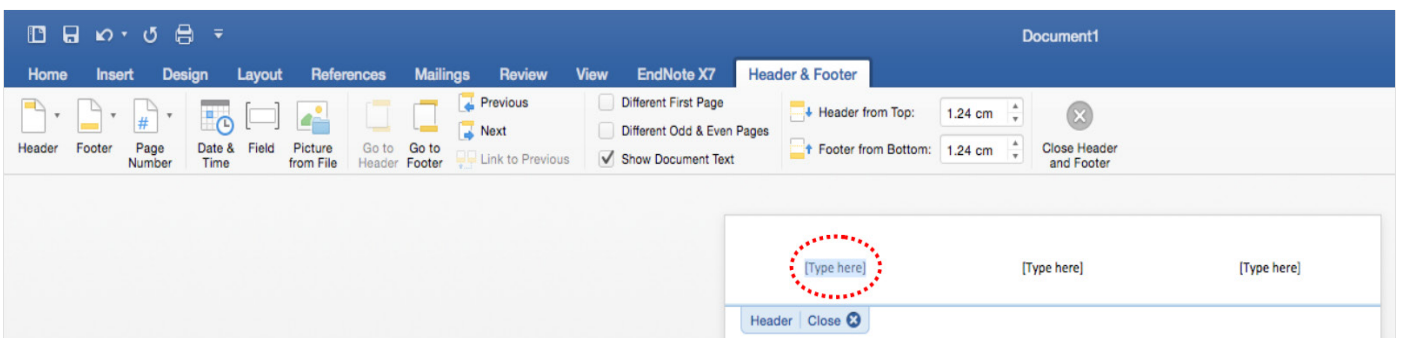
Inserting Headers and Footers

Inserting Headers and Footers

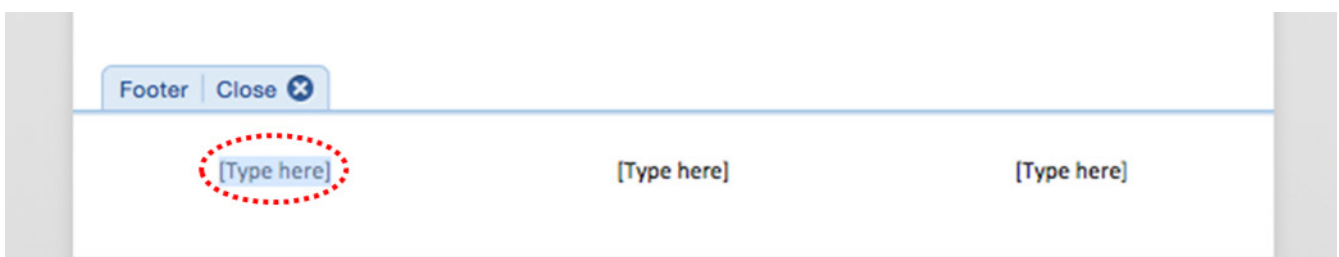
1. Insert >> Header.



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.

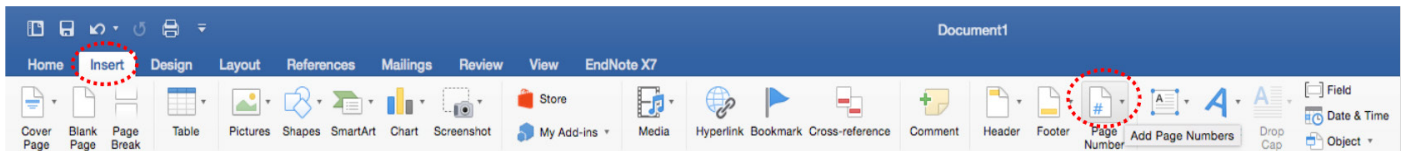


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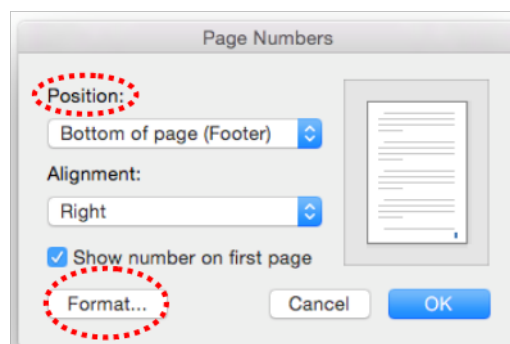
Mac Guide: Microsoft Word 2016 Inserting Page Numbers (and formatting them)

Inserting Page Numbers (and formatting them)

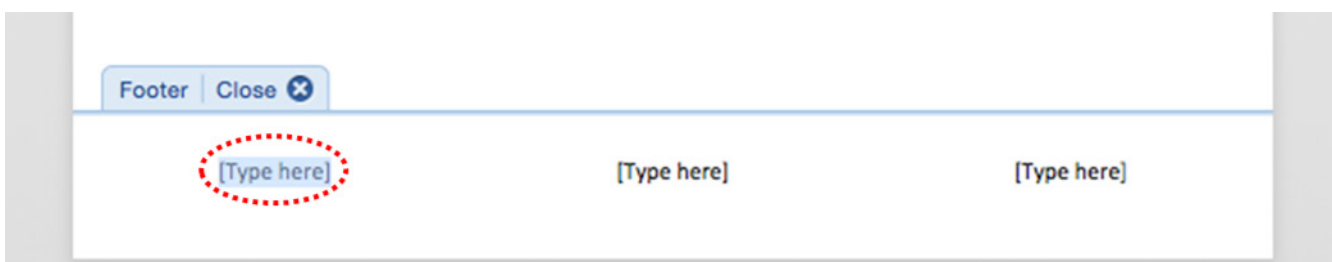
Insert >> Page Number



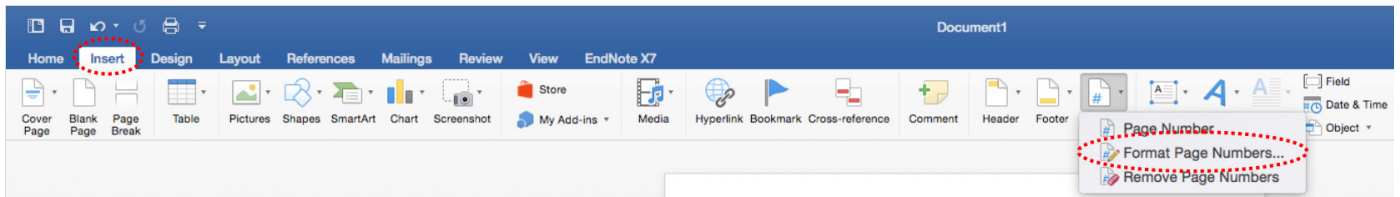
Identify where you want your page numbers to be positioned (top or bottom of page), and then select the format button.



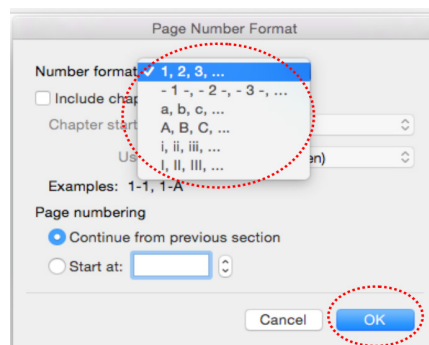
To edit the numbers, double click the Header or Footer area and highlight the number you want to edit.



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



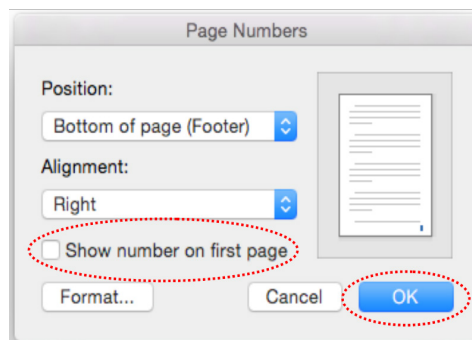
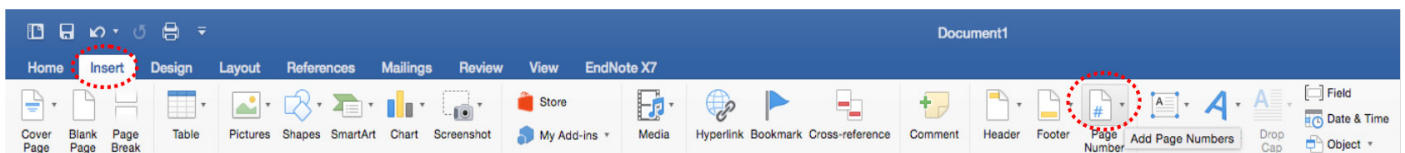
Select the Number format required, click OK to return to your document.



Inserting Page Numbers: Different on the First Page

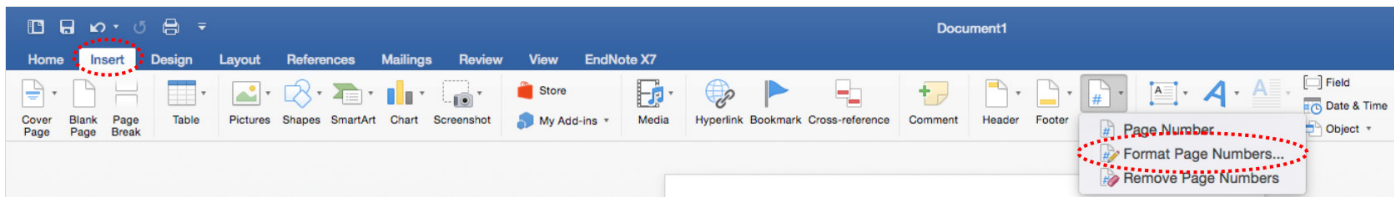
This situation will be useful when you do not want a page number on the first page.

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

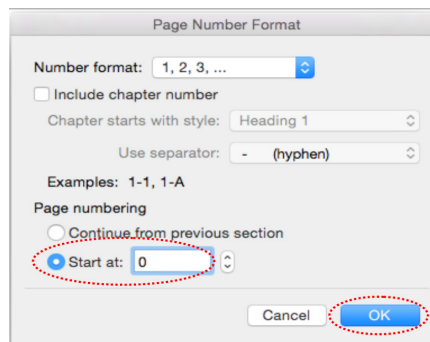


Inserting Page Numbers: Different than 1

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 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.

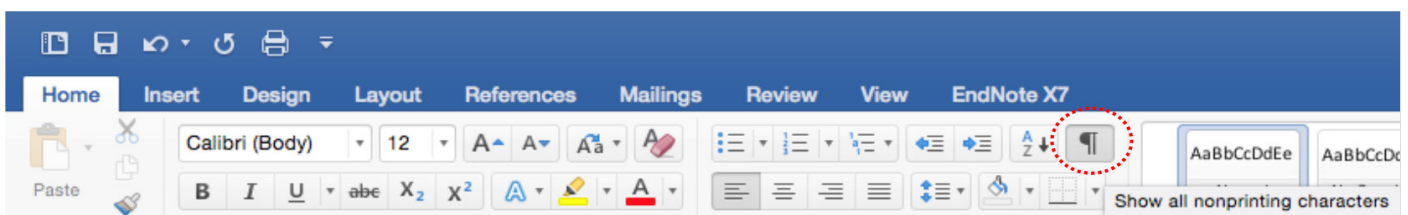


Inserting Page Numbers: Different Page Numbers in One Document

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 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 document), this will show your section breaks clearly.



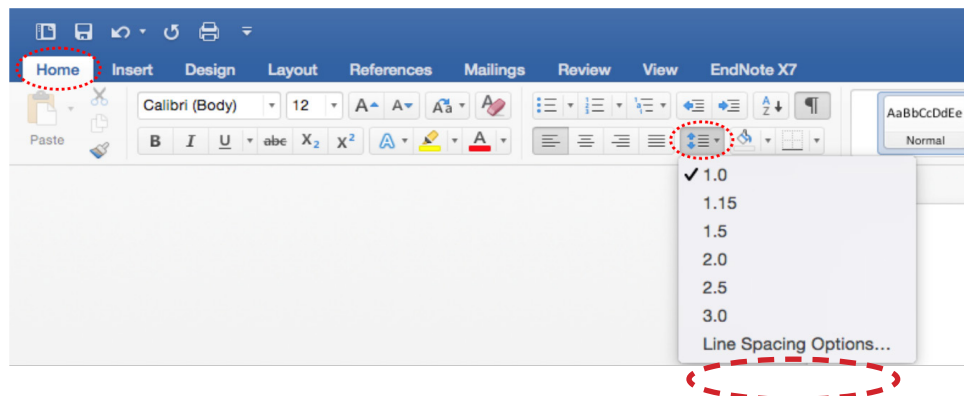
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Line Spacing

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.

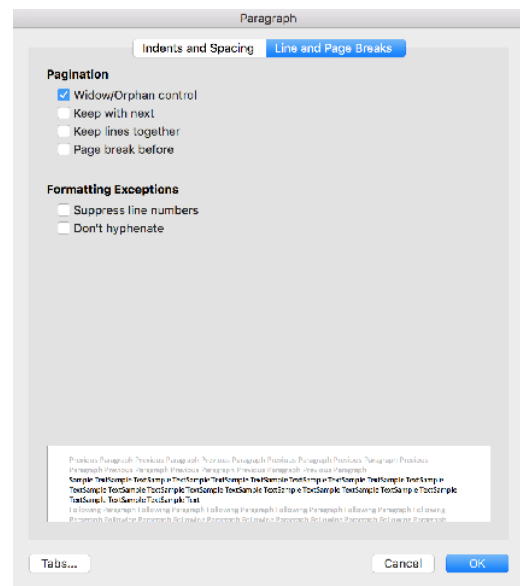
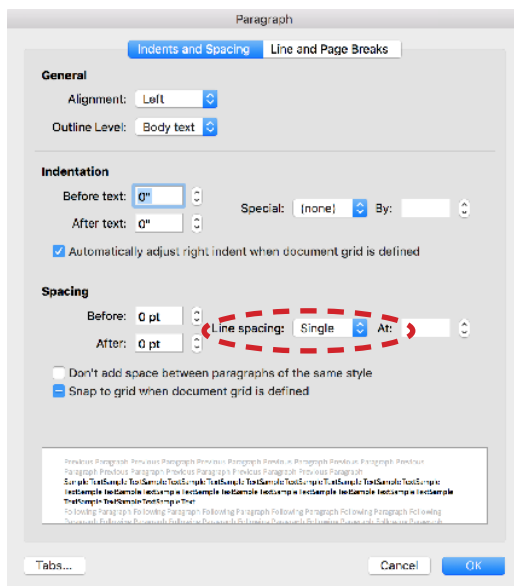
When clicking 'Line Spacing Options...' you can customise your line spacing even more.

This-is-(1.0)-single-line-spacing ¶ This-is-(1.0)-single-line-spacing ¶ This-is-(1.0)-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-two-and-a-half-(2.5)-line-spacing ¶ This-is-two-and-a-half-(2.5)-line-spacing ¶ This-is-two-and-a-half-(2.5)-line-spacing ¶
This-is-one-and-a-half-(1.5)-line-spacing ¶ This-is-one-and-a-half-(1.5)-line-spacing ¶ This-is-one-and-a-half-(1.5)-line-spacing ¶	This-is-triple-(3.0)-line-spacing ¶ This-is-triple-(3.0)-line-spacing ¶ This-is-triple-(3.0)-line-spacing ¶



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



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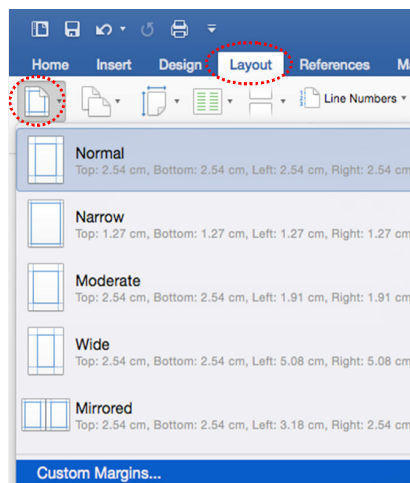
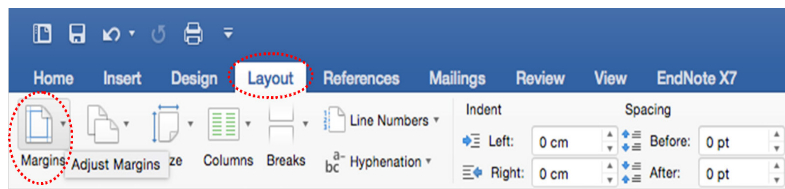
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Margins, Page Orientation & Breaks

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.



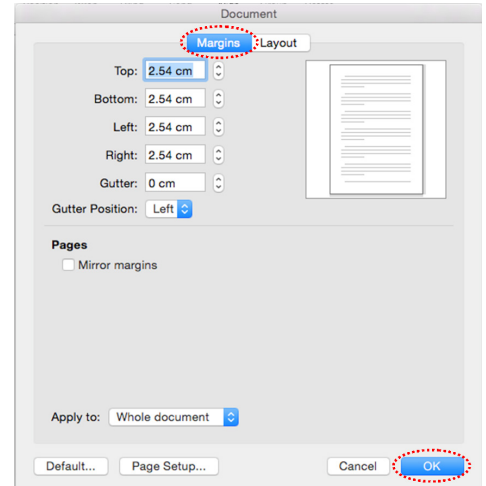
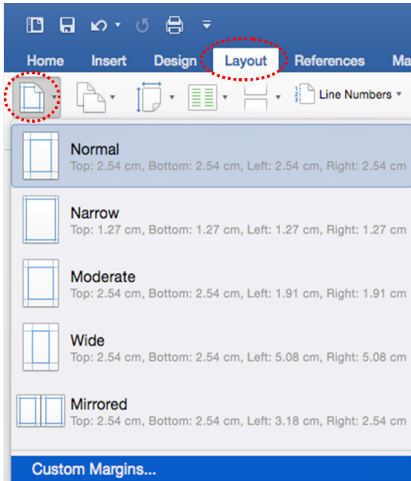
NB: This is useful for changing your margins in your assignment.



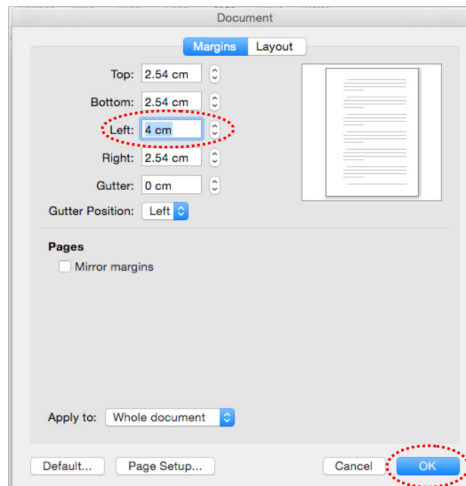
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Custom Margins

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.

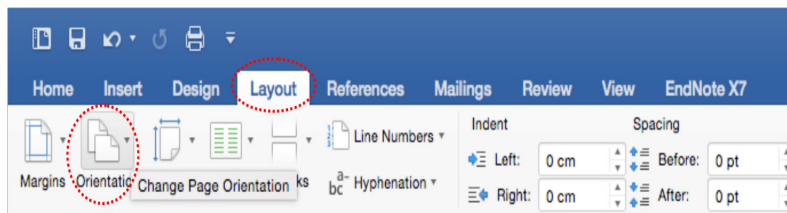


Most EIT essay's have a Page Layout that requires a left margin of 4 cm, to do this simply enter 4 in the Left Margin >> click OK.

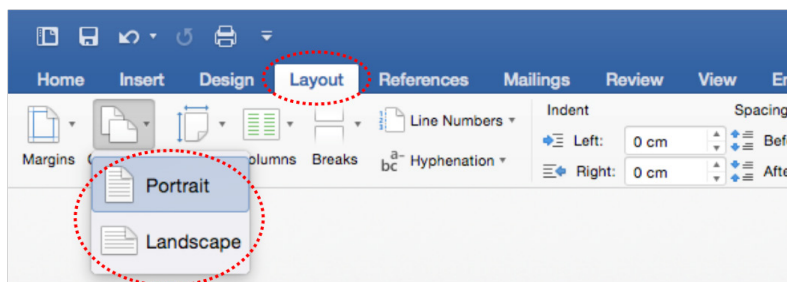


Page Orientation

Layout >> Orientation.

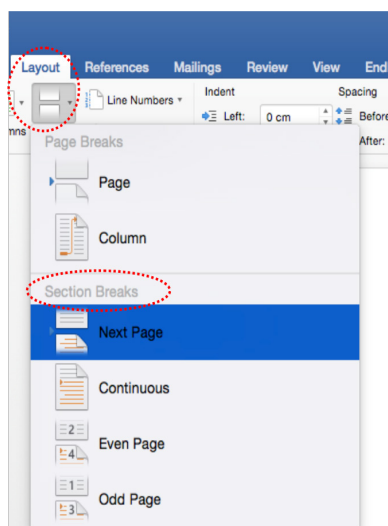
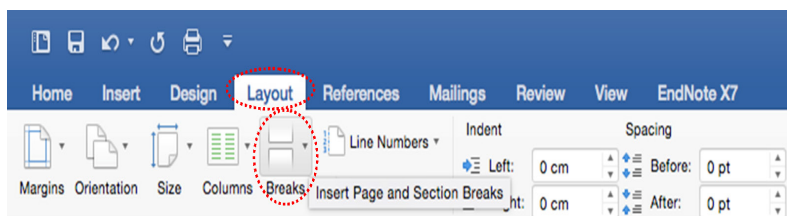


Choose Portrait or Landscape.



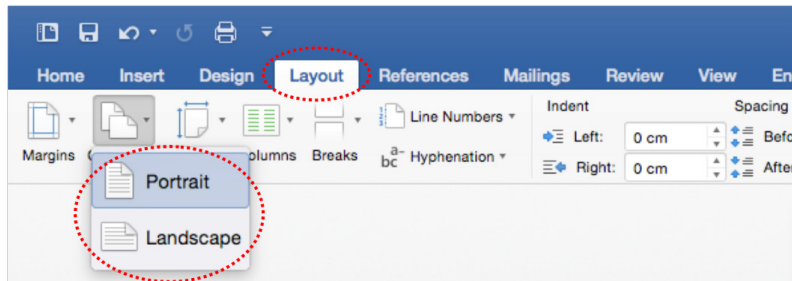
NB: To have pages of both portrait and landscape orientation in a single document, use Section Breaks between affected pages to do this:-

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).



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.



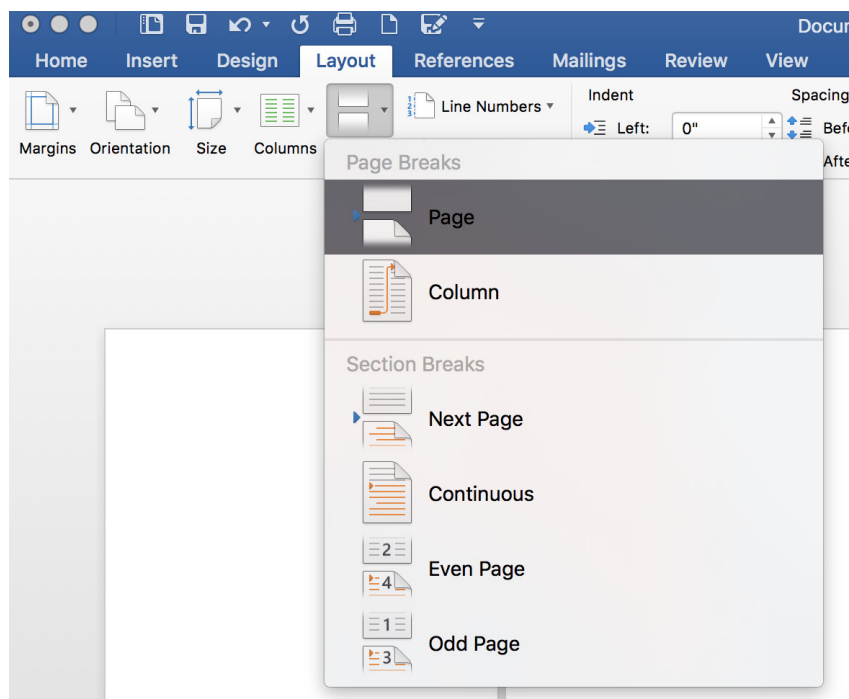
Page Breaks and Section Breaks

Page Break: Separates content between pages.

Section Break: Used to create layout or formatting changes in a portion of a document.

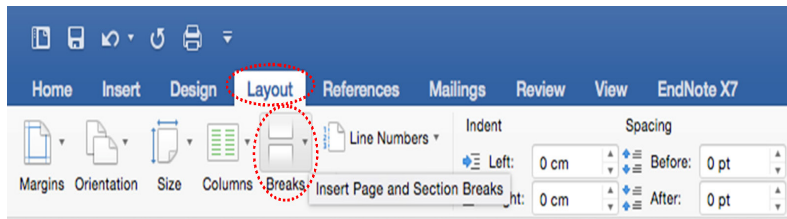
Inserting a Page Break

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

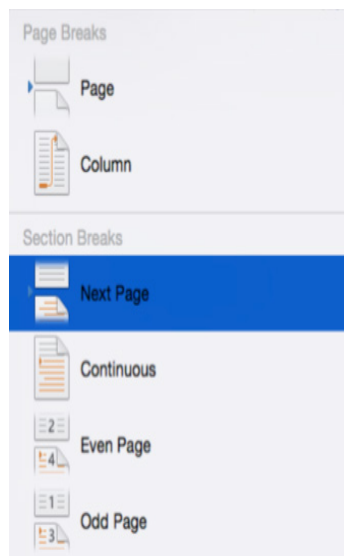


Inserting a Section Break

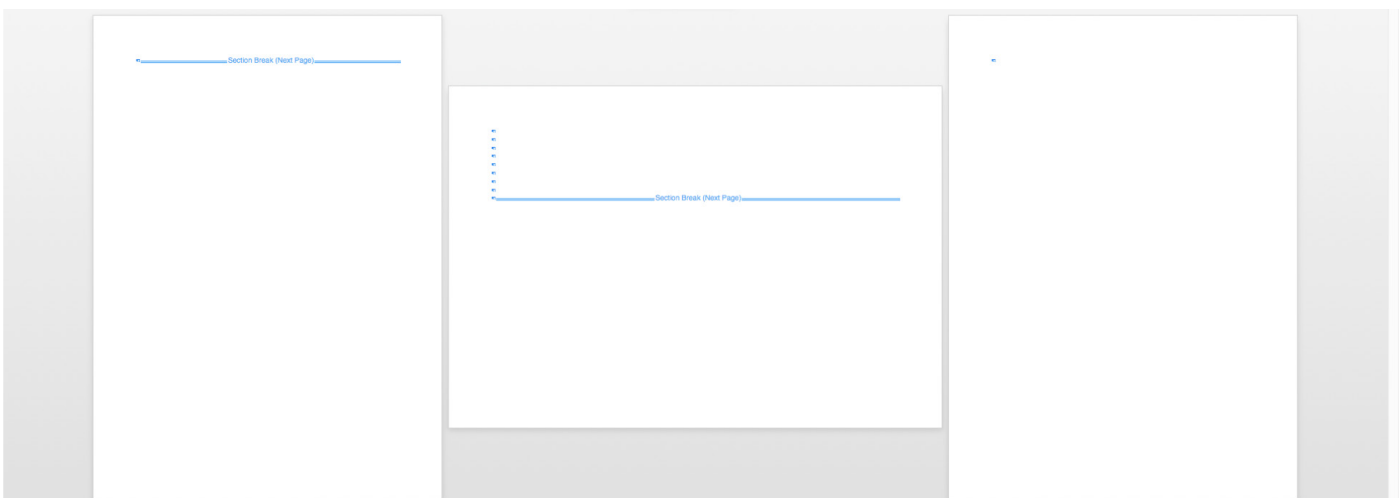
Click where you want to change the format, Layout >> Breaks.



Choose which type of Break you want for your document.



Here is an example.



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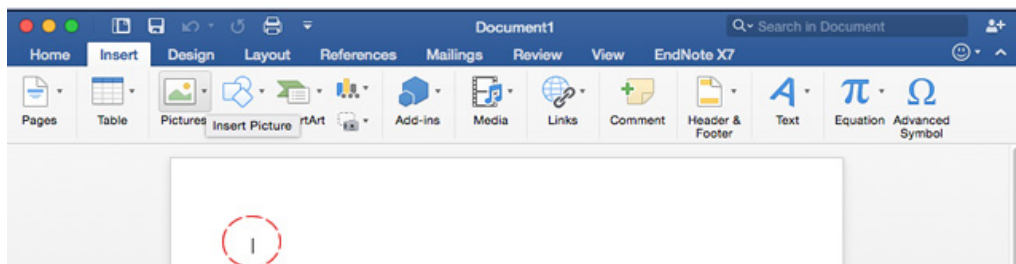
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Inserting Images: From your computer

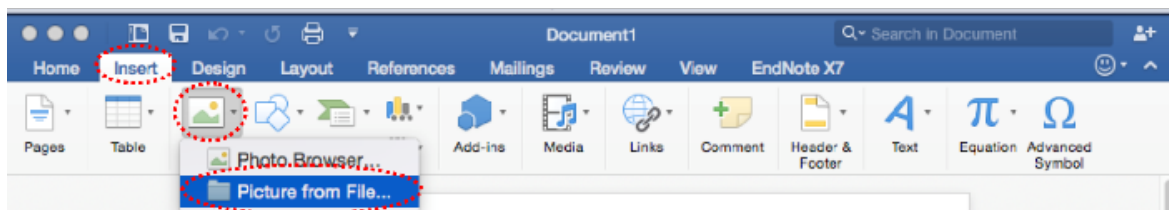
Inserting Images: From your computer

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

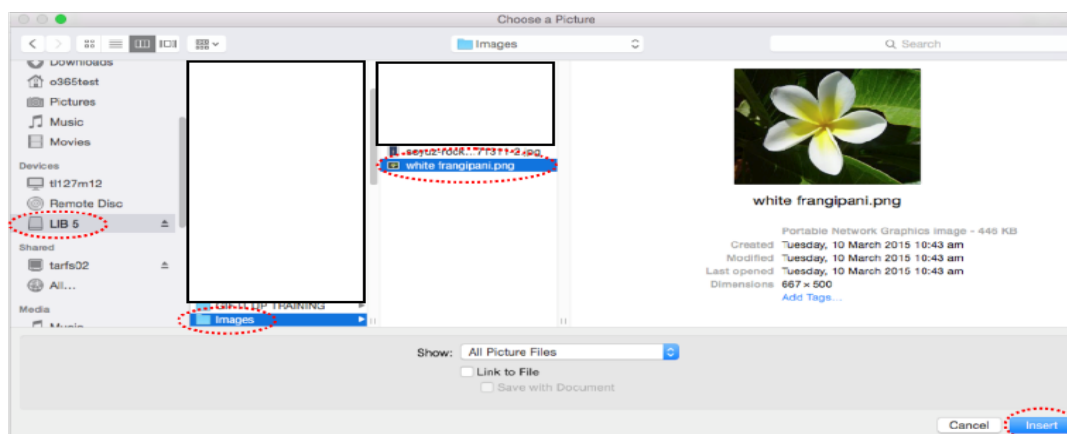
Place your cursor where you want to insert an image.



Choose Insert on the ribbon << Pictures << Picture from File.



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



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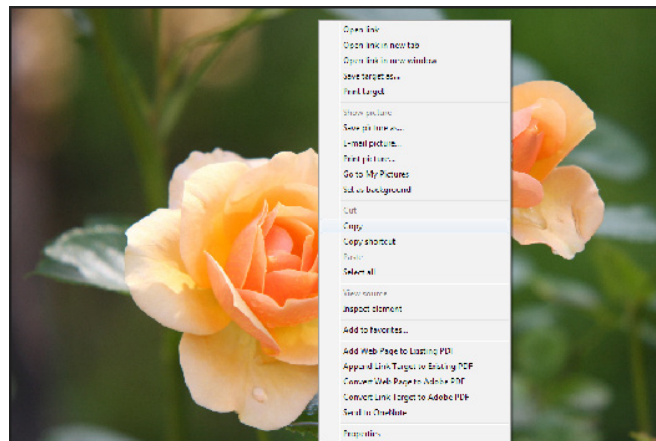
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Inserting Images: From the Internet

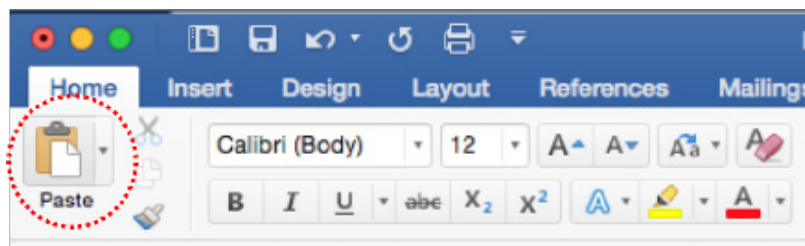
Inserting Images: From the Internet

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.

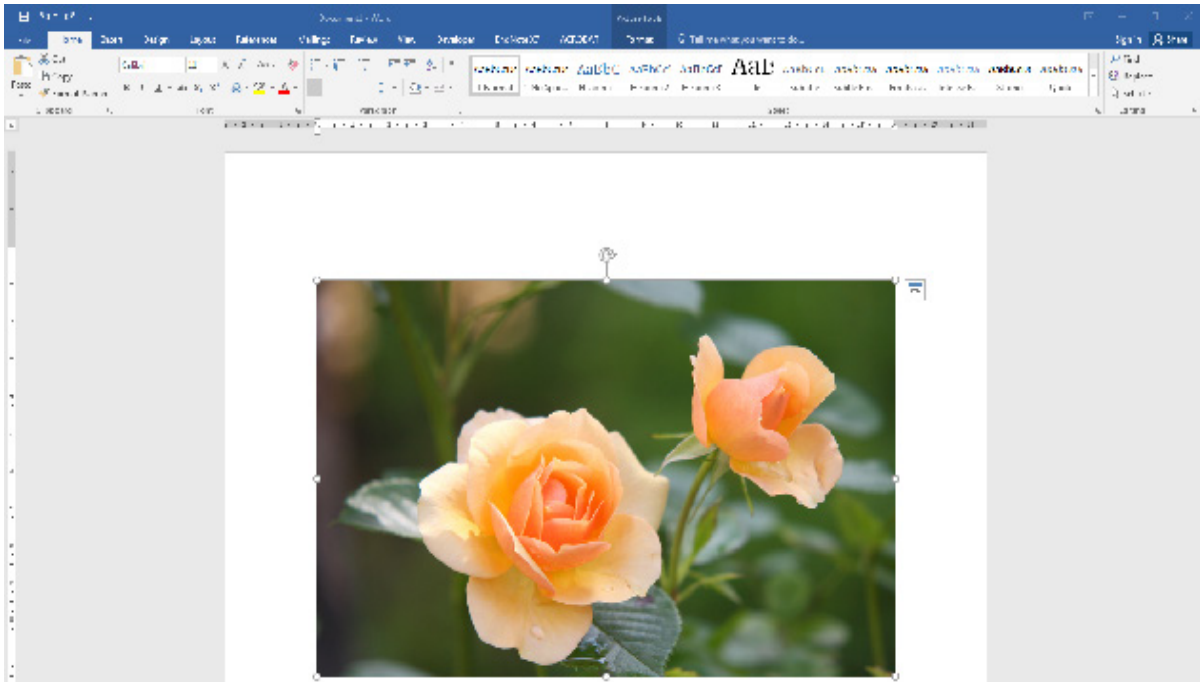
Select the image you want to copy, and use the Keyboard shortcut **Cmd + C** to copy the image OR right click on the image and select **Copy image**.



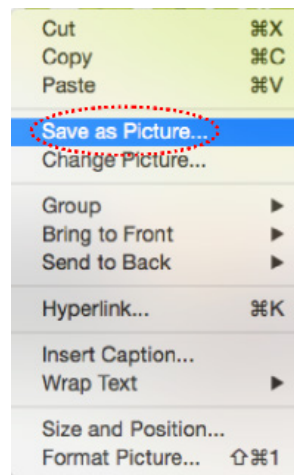
Go back to your document << Paste (**Cmd + V**).



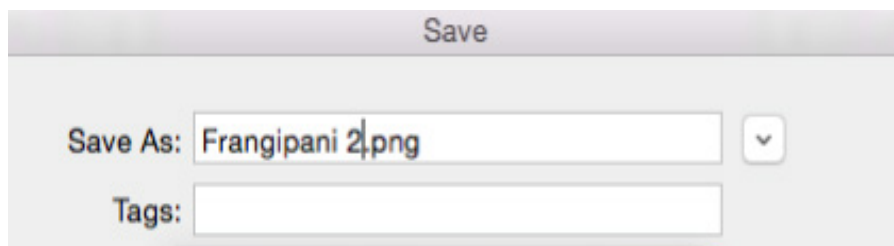
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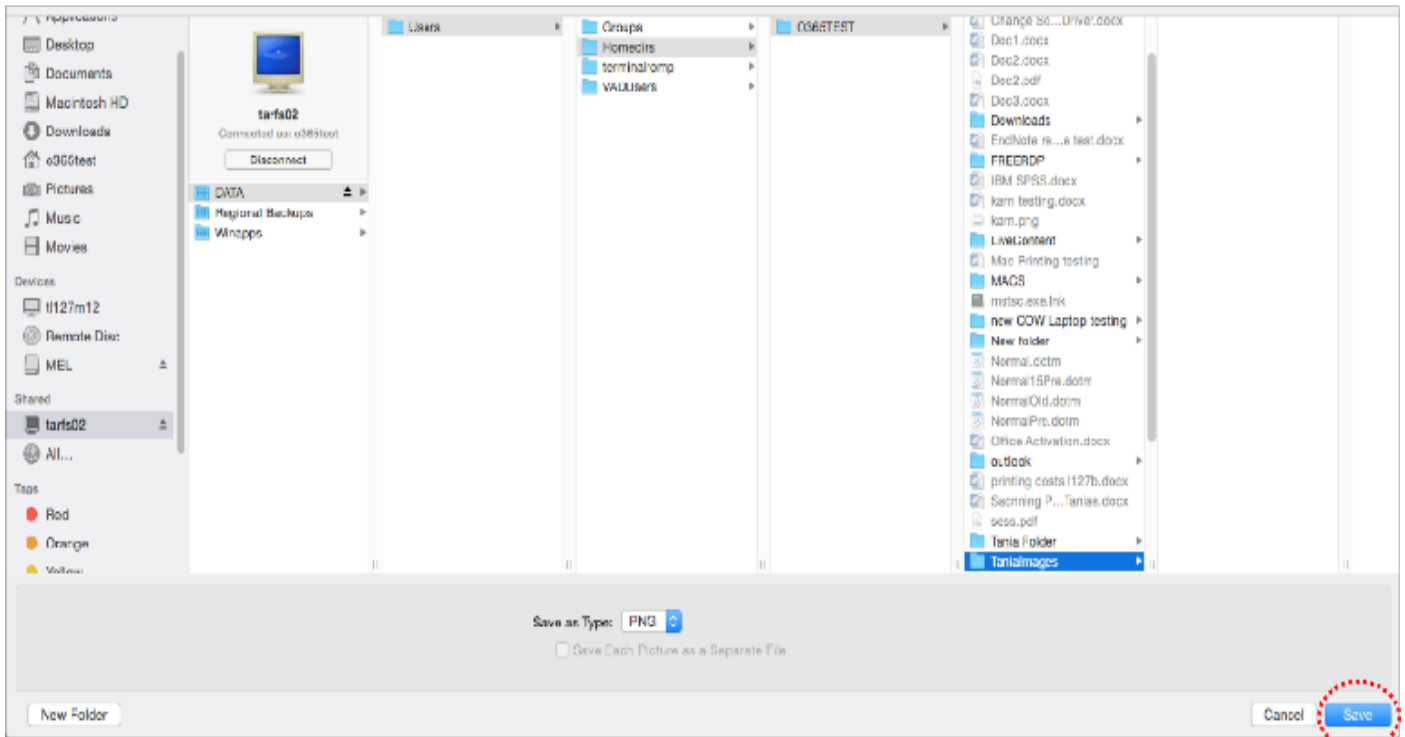
To save the image to your computer, right click on the image << Save as Picture.



Name the file.



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>



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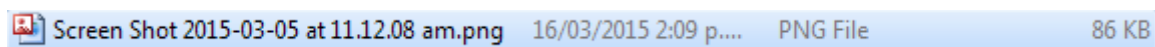
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Capturing Screen Snapshots

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.



To capture a window (not the entire screen)

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

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



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.



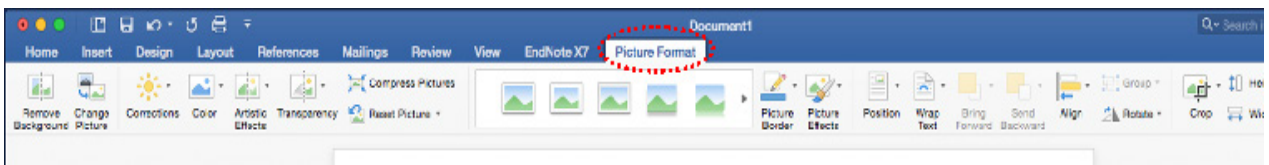
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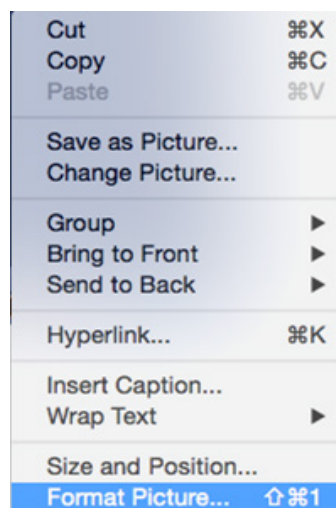
Formatting your images

Formatting your images

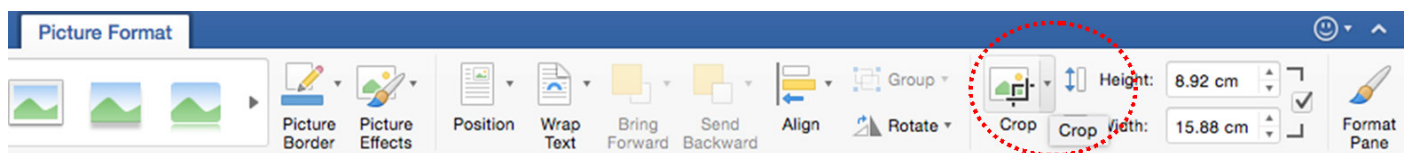
When you have selected an image you want to format, a new tab appears on the ribbon, Picture Format.



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.



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Working with Tables

What is a table?

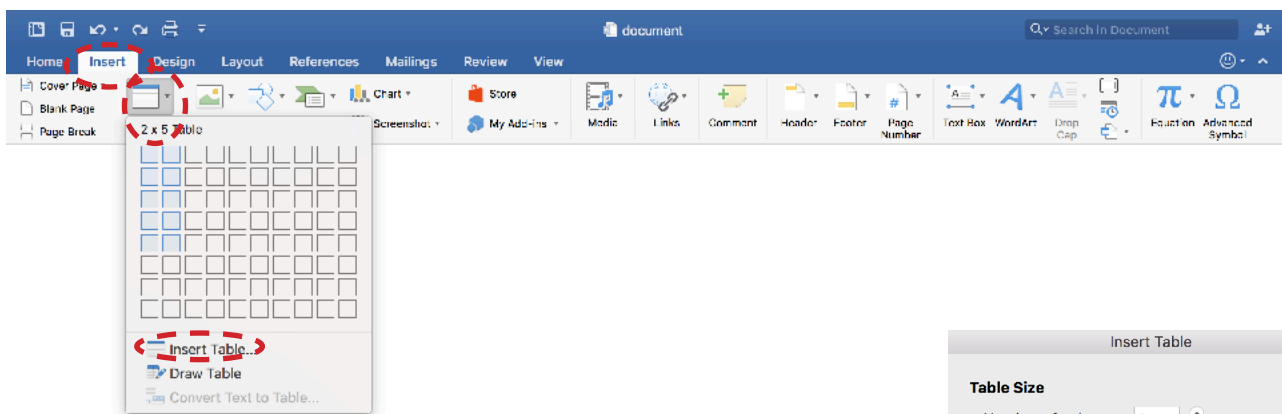
A table is information arranged in horizontal rows and vertical columns. You can use a table to organise text or numerical data. You can format text in various ways in different parts of a table.

When you first insert a table into a document, it appears as a simple grid, with black gridlines defining the rows and columns. 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.



You can also click 'insert table' and enter number of rows and columns.



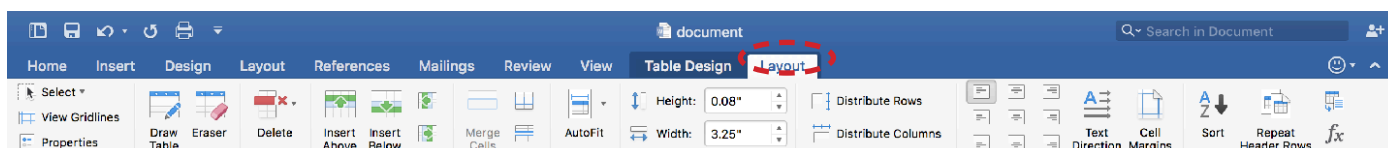
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NB: You are able to add or delete rows and columns at a later stage if needed.

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 a new tab appears on the ribbon, Table 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.

Item	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)

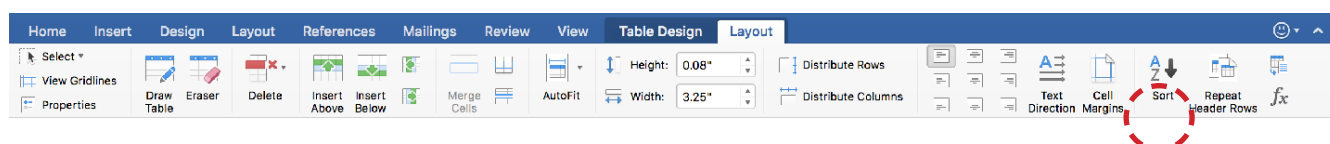
Sorting Information in a table

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.



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

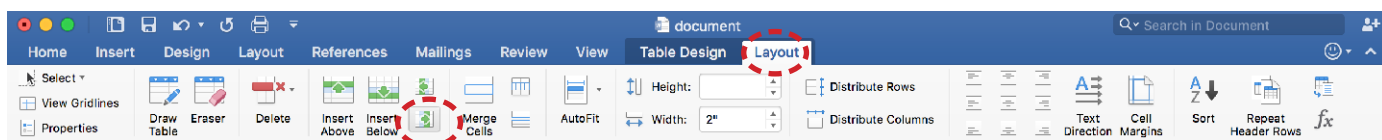
You will often need to modify a table by adding or deleting rows and columns.

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.



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 efficiency 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 efficiency furnaces	\$1,000	\$10,000
Insulation	\$1,500	\$700

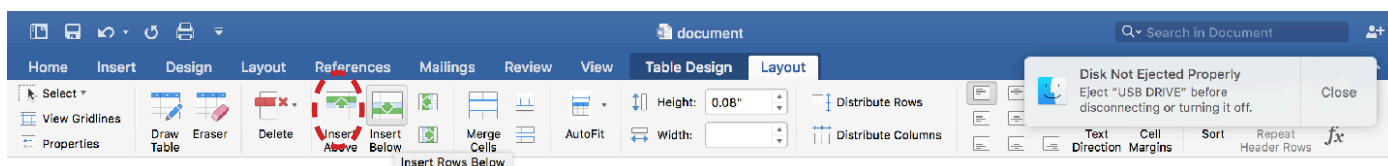
Inserting a row:

This is similar to inserting a column.

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

Item	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.



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 efficiency furnaces	\$1,000	\$10,000
Insulation	\$1,500	\$700

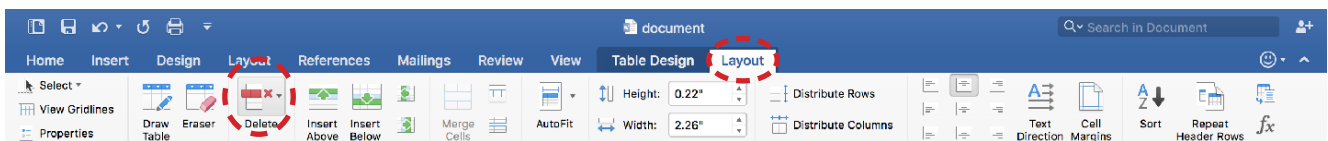
Deleting rows and columns in a table

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.

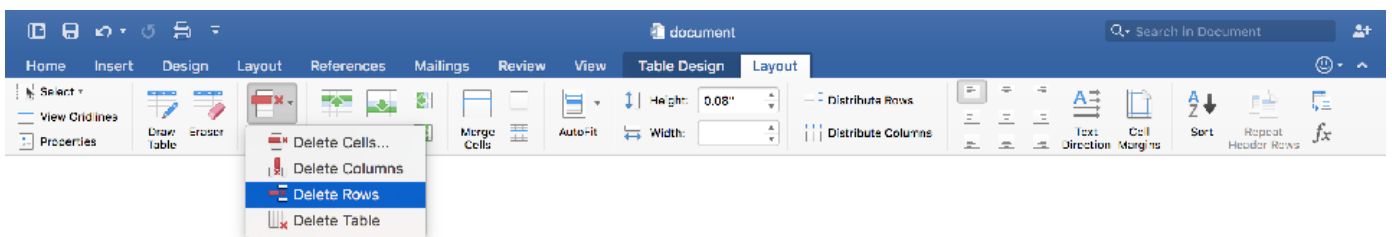
Select the row you are going to delete.

Item	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.



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

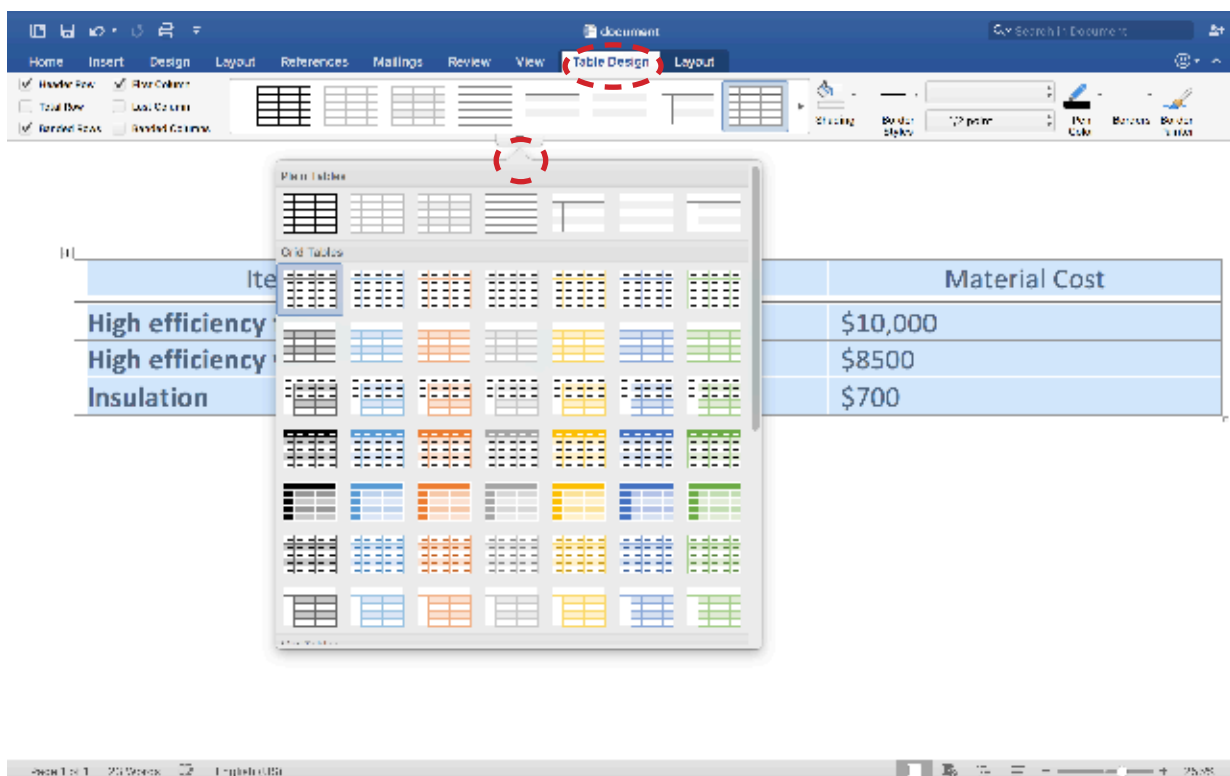


Formatting your table with styles:

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.



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



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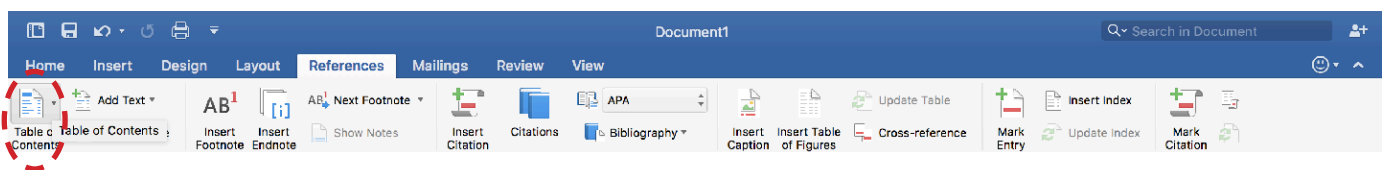
Mac Guide: Microsoft Word 2016

Table of Contents

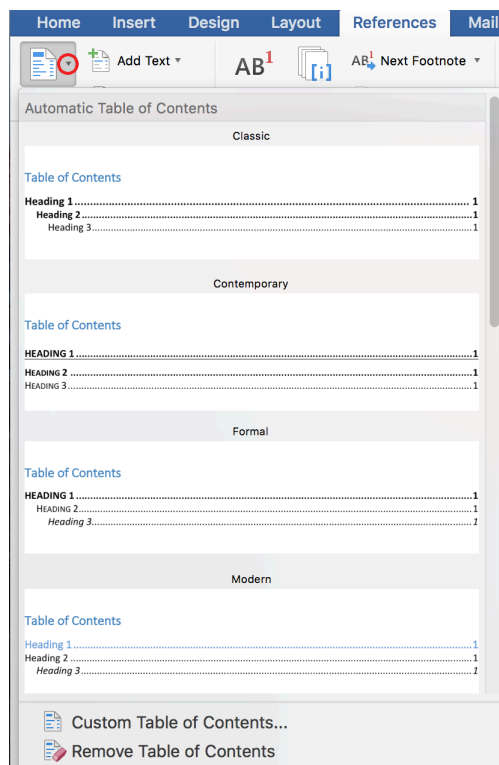
Creating a Table of Contents

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.

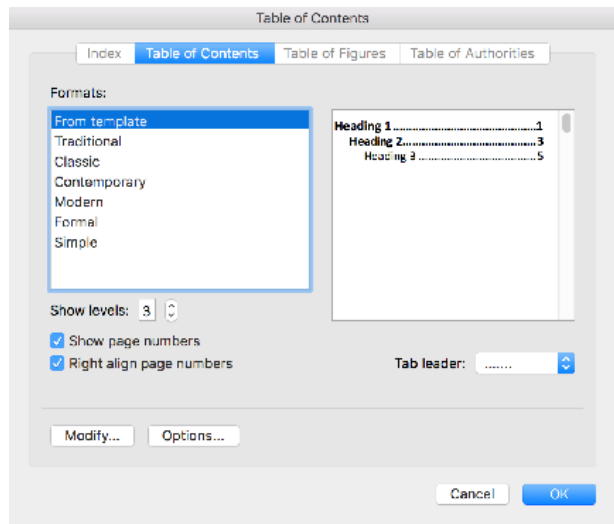
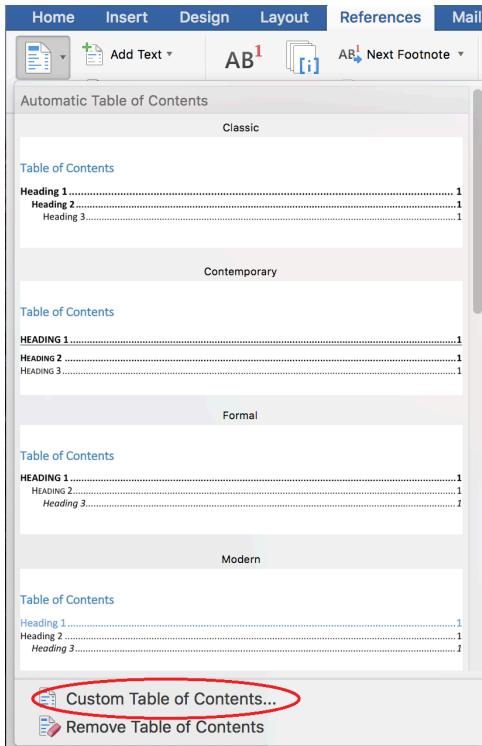


2. Click the down arrow on the side of the Table of Contents button as shown below. This will give you a list of Automatic Tables.

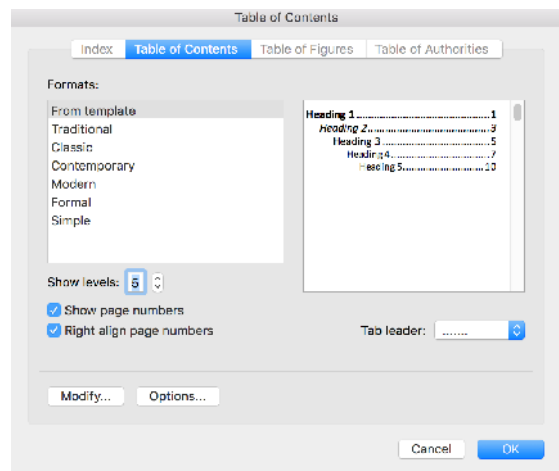
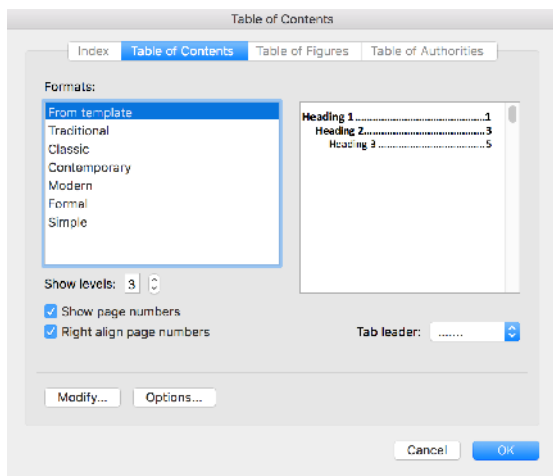


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- Once you have made your selection << click on the Table of Contents you want to have inserted.
- You can click on the same Table of Contents drop down and choose Custom Table of Content button to make any formatting changes.

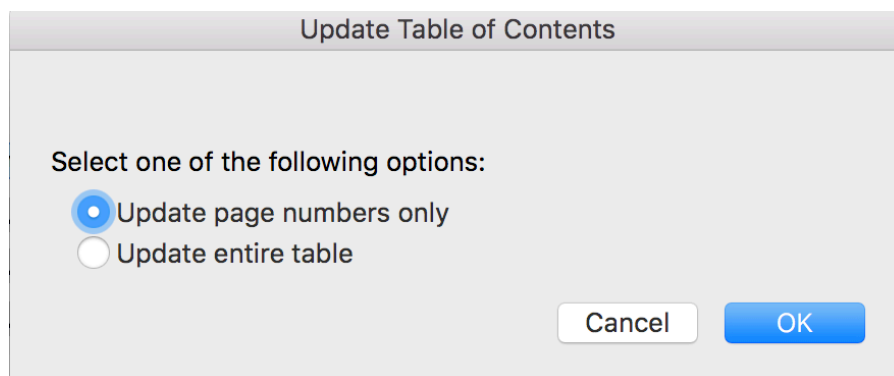
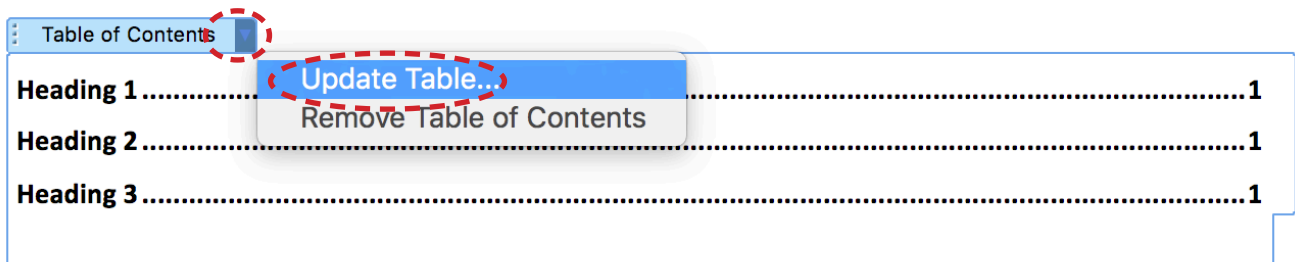


- You can also increase or decrease the levels of the Headings as shown below.



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.



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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

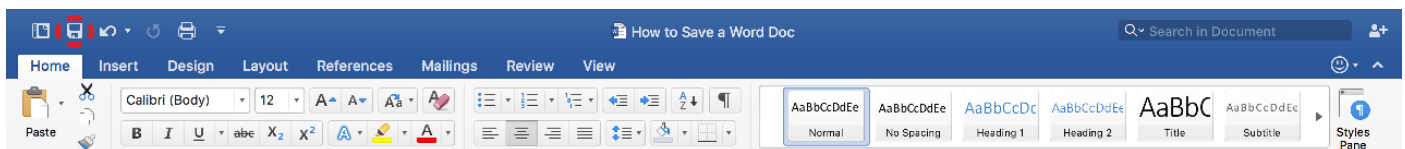
NB: As a precautionary measure it is also good practice to also email your document to yourself so there is always a retrievable copy if there are problems with the other copies.

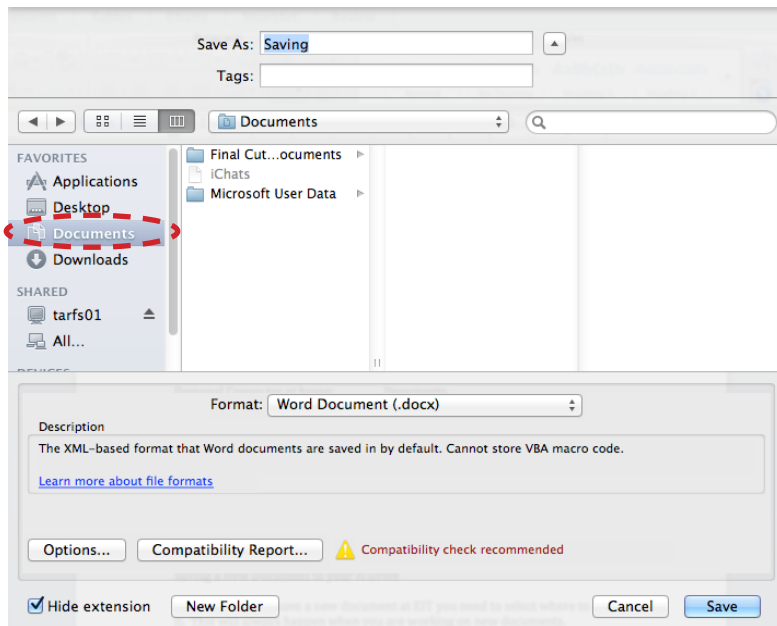
Saving a New Document to your H:Drive

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!**

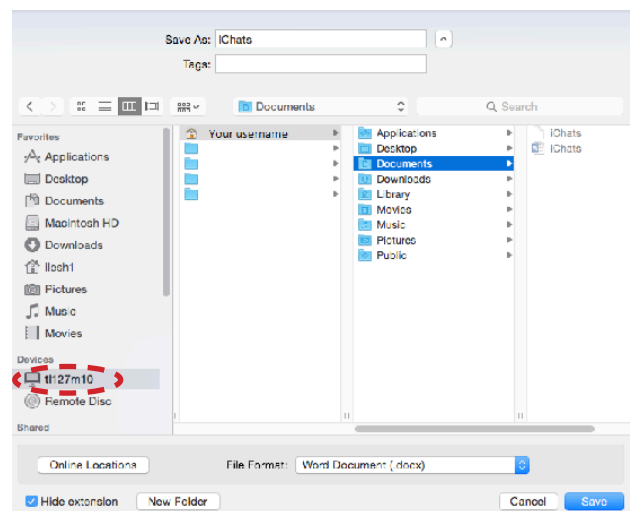
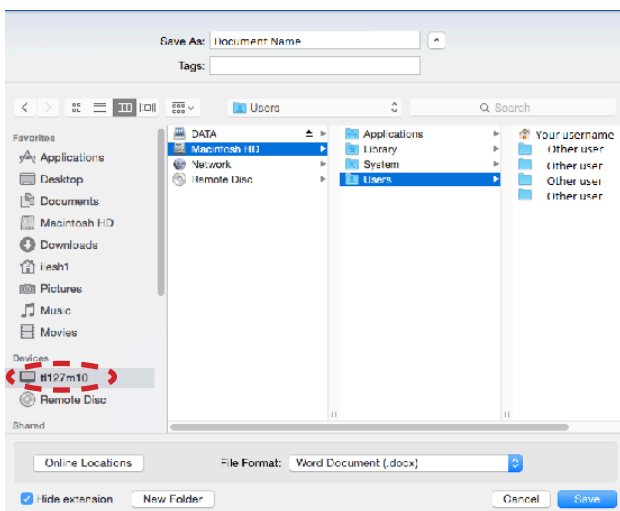
You could lose all of your hard work, because the Documents folder at EIT is for **TEMPORARY STORAGE ONLY!**



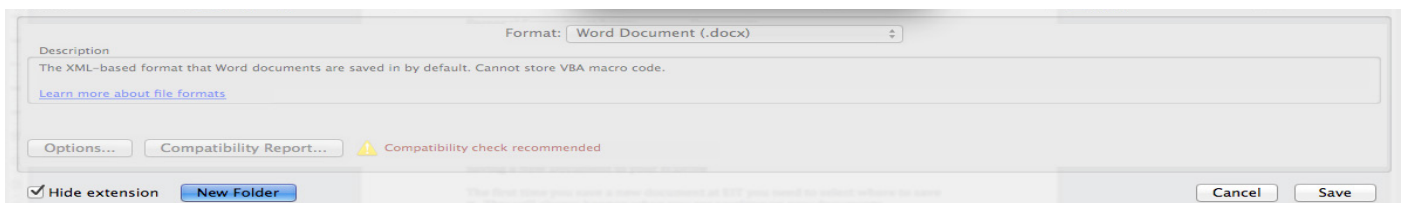


You need to change to your H: Drive, using the following steps.

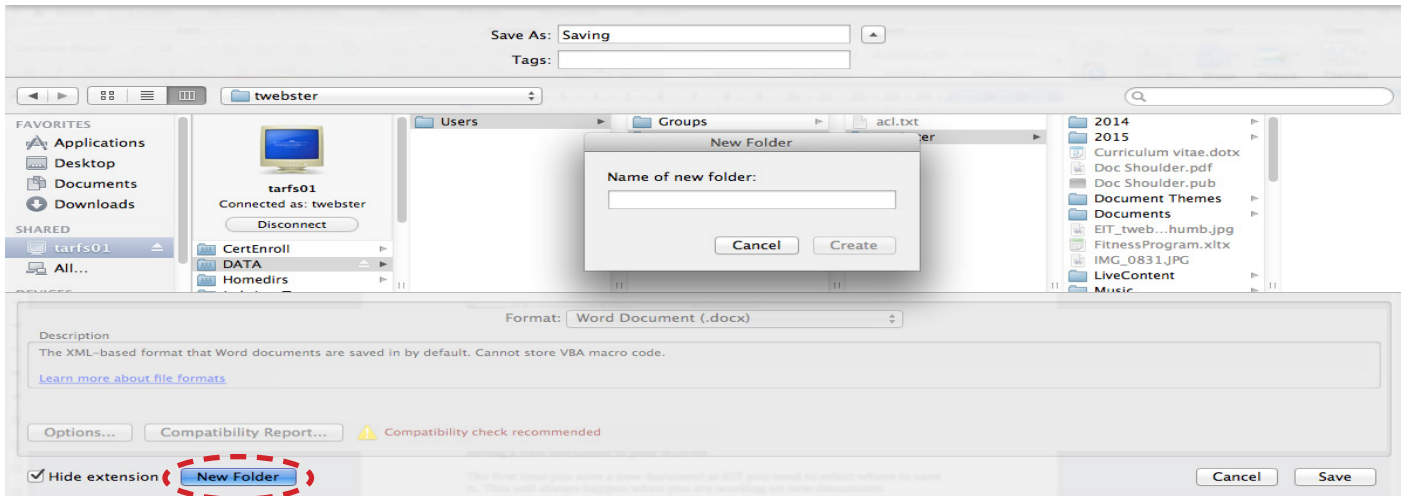
1. Click on tarfs01
2. Click on DATA
3. Click on Users
4. Click on HomeDirs
5. Click on your name



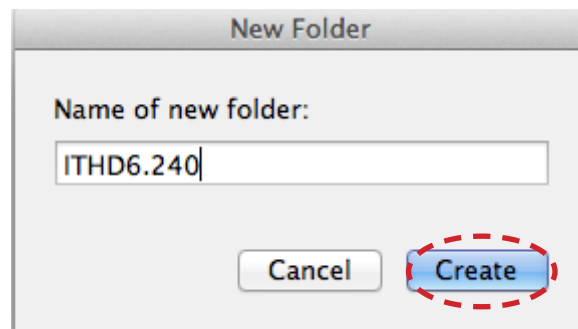
Before you save your work, create a New Folder to keep your H: Drive tidy.



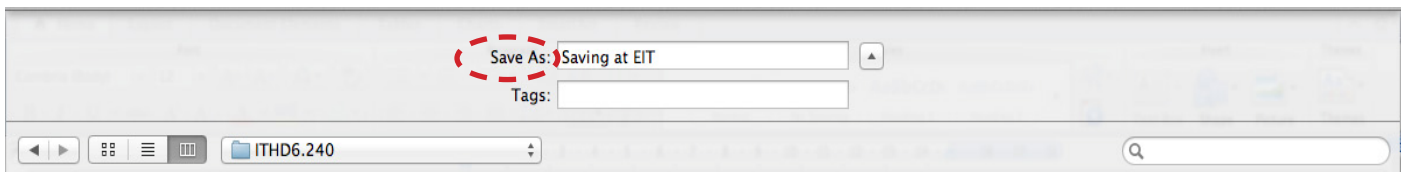
Click on the New Folder icon and the following will appear in your H: Drive;



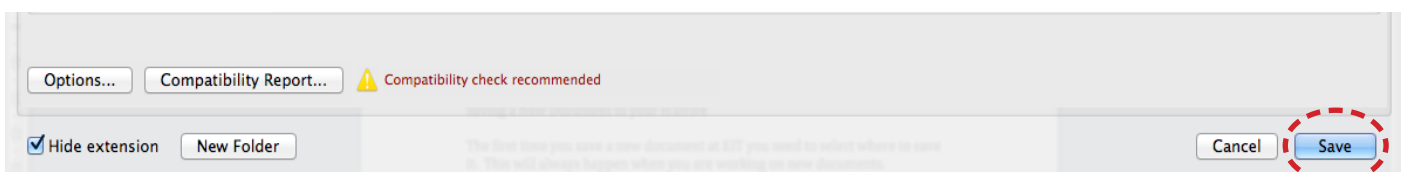
Give your New Folder a relevant name e.g. ITHD6.240 << Click create.



Create a name for your file.



Click **Save**.

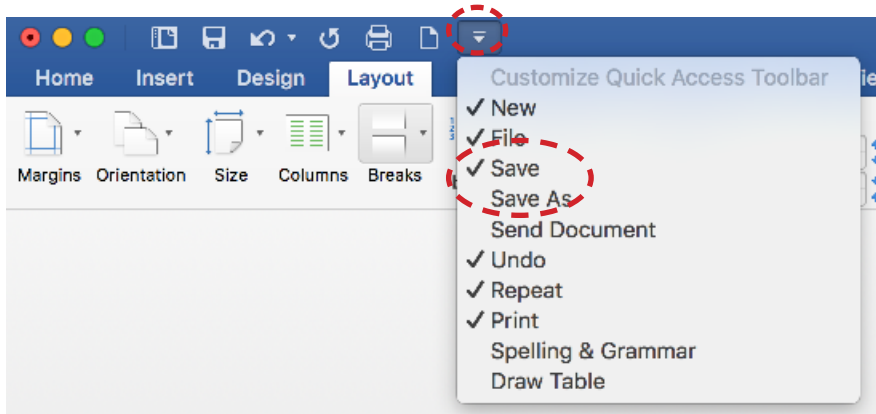


NB: If you are at home or are using a USB to save a new document, make sure it is saving to the right location as mentioned above.

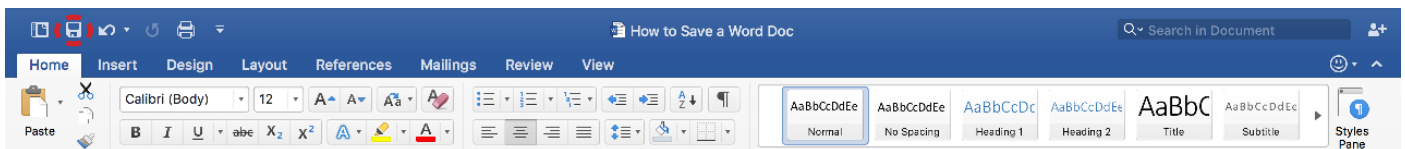
Opening and saving an edited document

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

If your save button doesn't 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

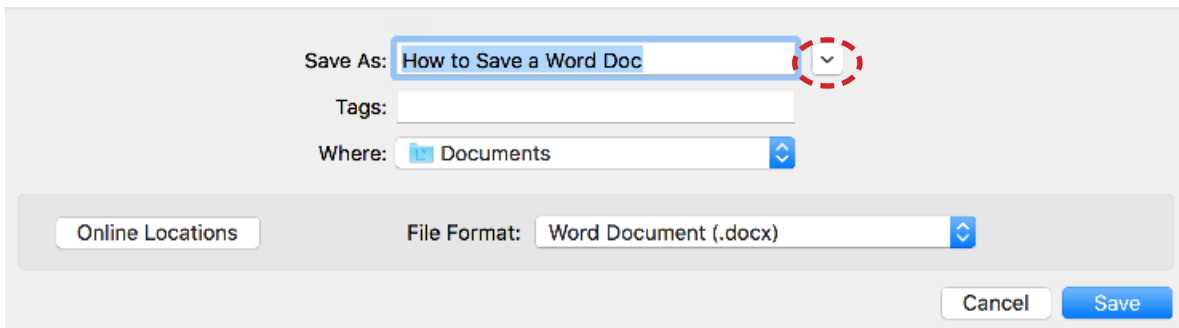
Saving to a USB Memory Stick:

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.

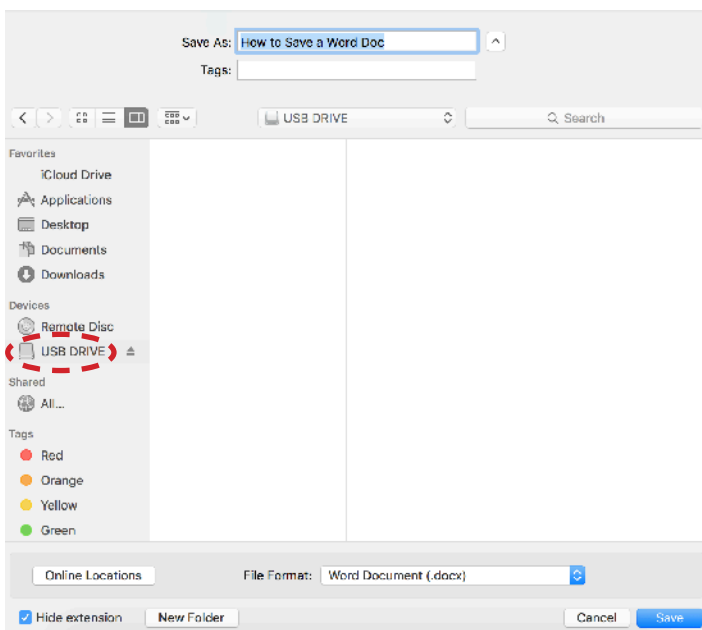
As we have already saved our document using the saving techniques above, we are now going to use the Save As facility on the keyboard.

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;

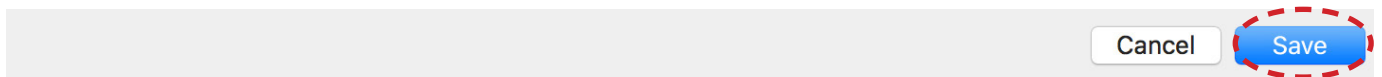


Click the down arrow next to the title and select your usb from the side bar and select your USB (It should be empty the first time you use it).



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Click on **Save**;

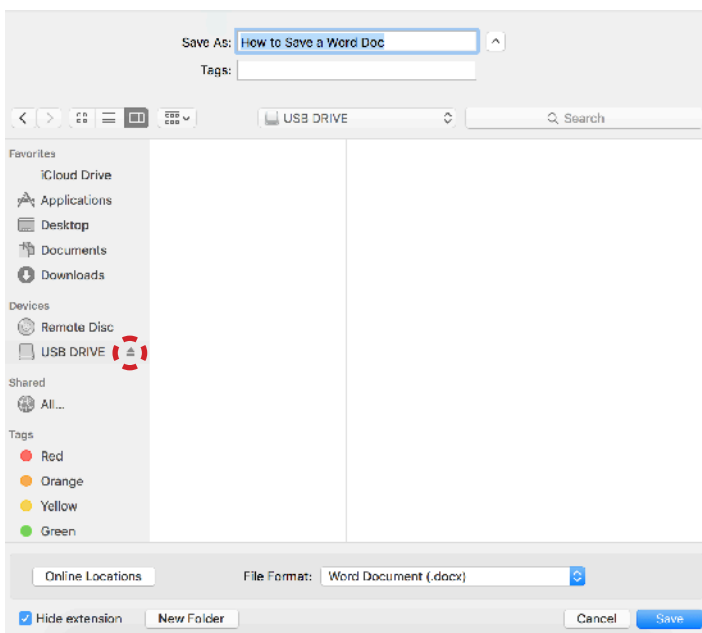


Your document should be saved to your USB.

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



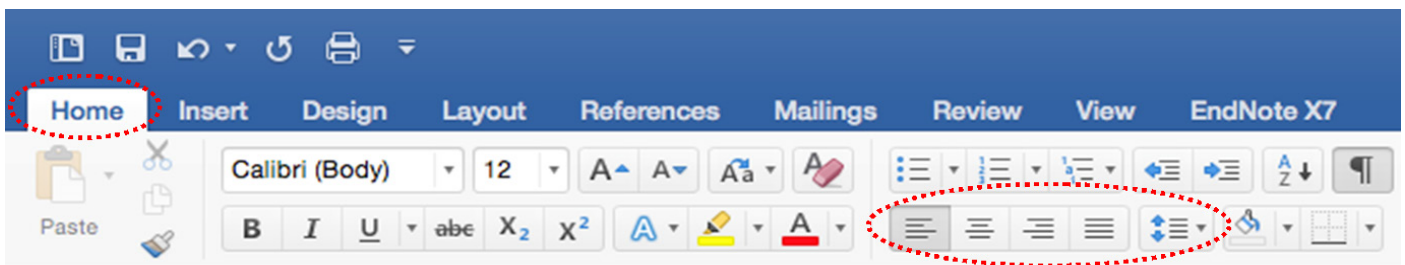
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Aligning Text

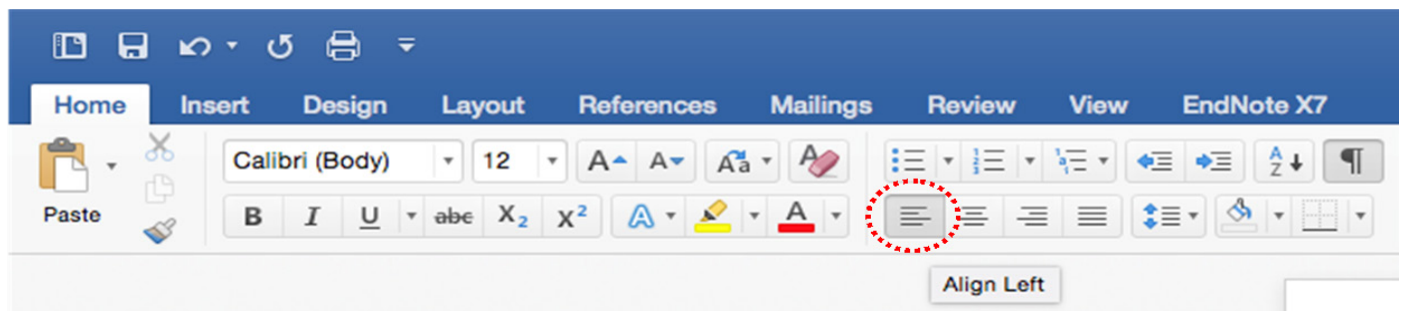
Aligning text:

- 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.

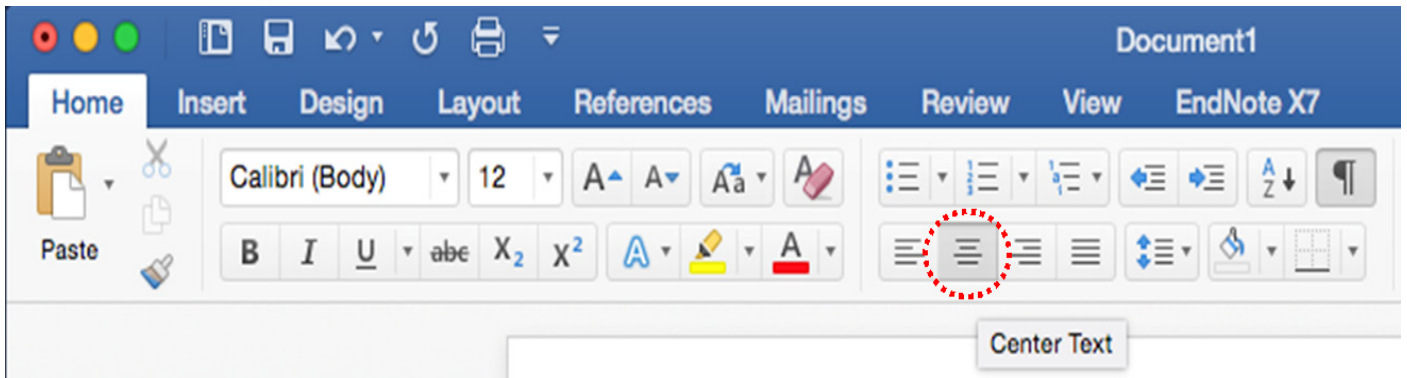


Left aligned text
Left aligned text
Left aligned text
Left aligned text
Left aligned text



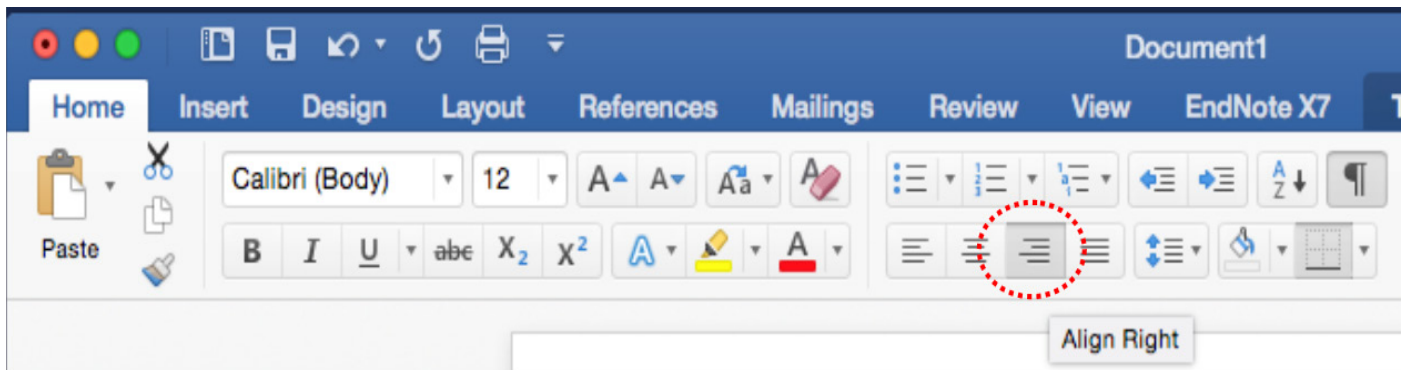
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Centre.



Centre aligned text
Centre aligned text
Centre aligned text
Centre aligned text
Centre aligned text

Right.



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

Mac Guide: Microsoft Word 2016

Bullets and Numbering

Bullets and Numbering

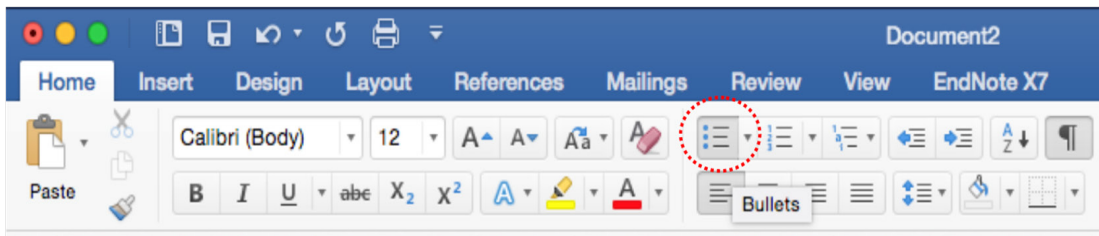
Bullets and numbering are used to emphasise lists of things and usually make lists easier to read and follow.

How to apply bullets while you type:

Click on the **Bullets icon** << **Type your text** << **Enter**

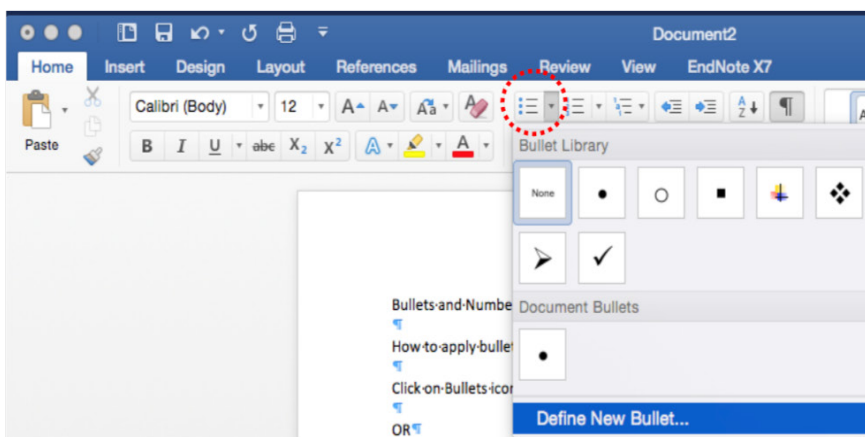
OR

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



Bullets: Change Formatting

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



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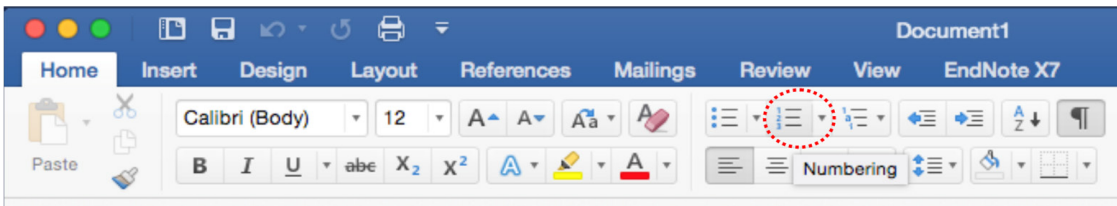
Numbering

How to apply numbering while you type:

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

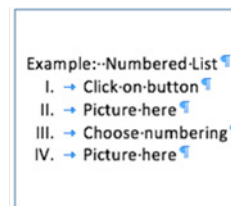
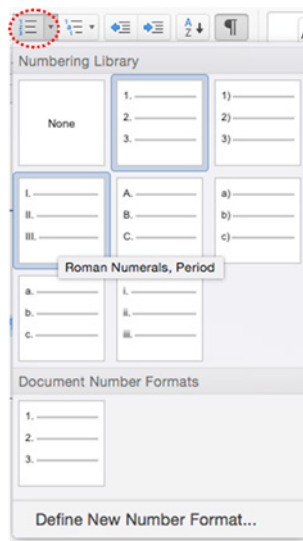
OR

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



Numbering: Change Formatting

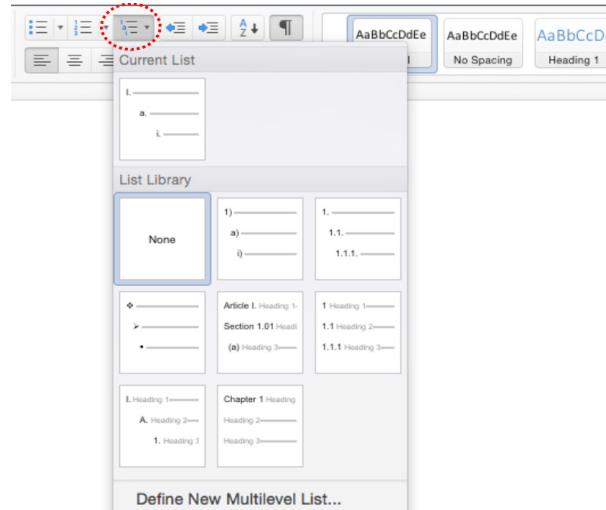
Select text << Click on triangle to the right of Numbering icon << Select from Numbering Library or Define New Number Format.



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 displayed in the following examples.



Example Multilevel List: 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 Multilevel List: 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 Multilevel List: 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

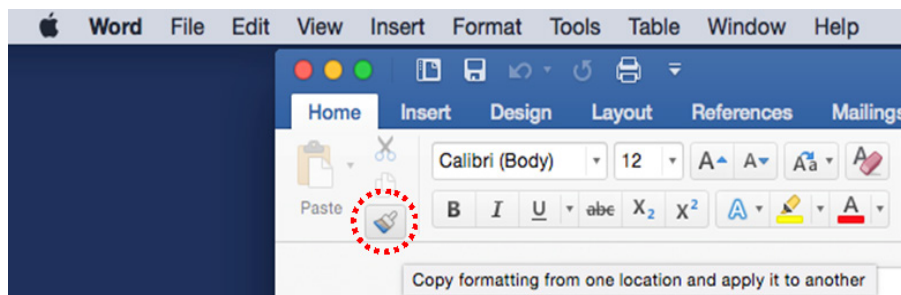


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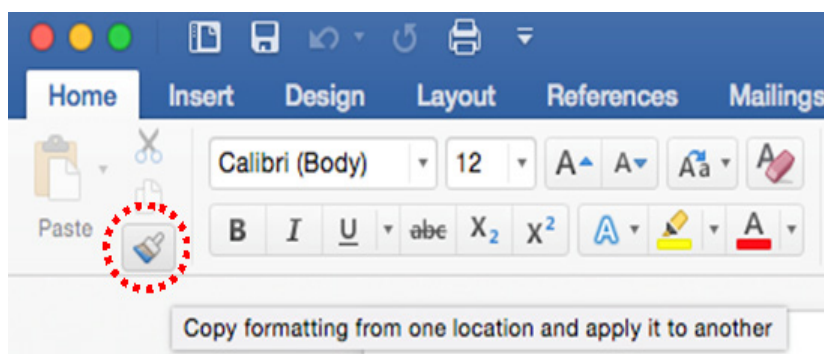
Format Painter

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.



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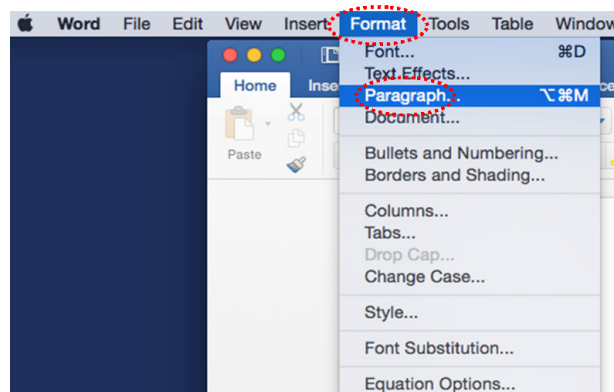
Hanging Indent

Hanging Indent

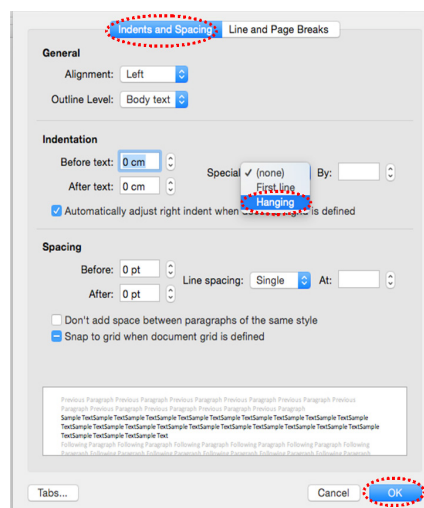
Learning to create hanging indents is useful for adding references to your assignments. If you have a large list, it is recommended that you use the EndNote software provided for you by EIT. This software is available from the library on a loanable USB drive or a download from MyEIT.

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.



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Mac Guide: Microsoft Word 2016

Word Count

Word Count

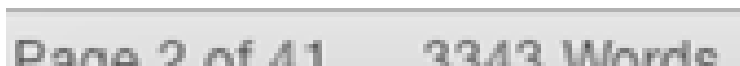
Counting the number of words in your document

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

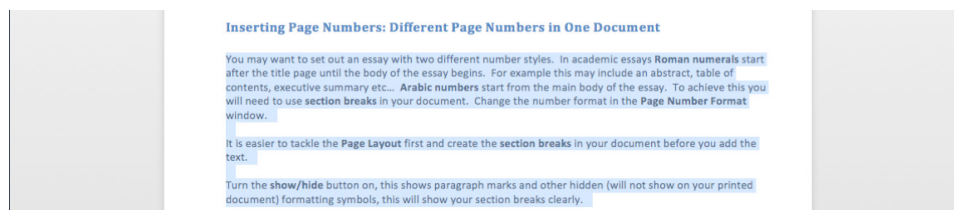
When you type in a document, Word automatically counts the number of pages and words in your document and displays them on the status bar at the bottom of the workspace.



Page 2 of 41 3343 Words

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.



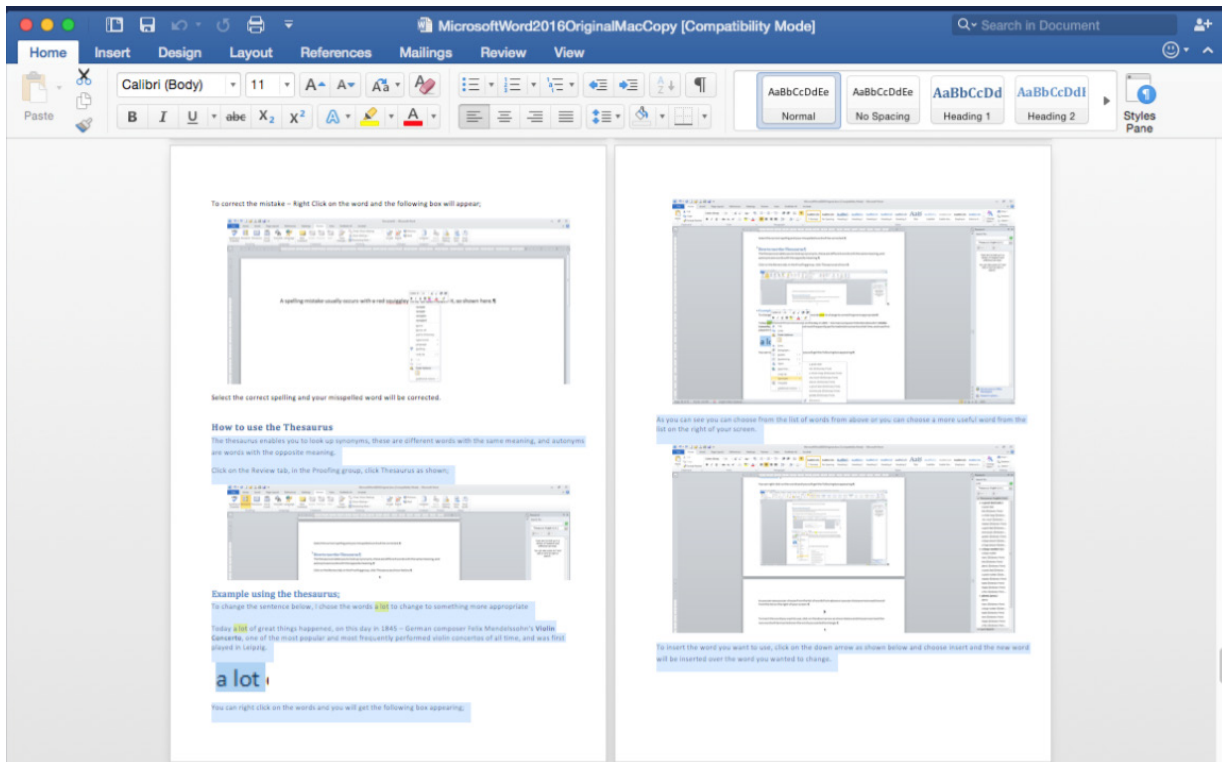
126 of 4865 Words

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



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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.

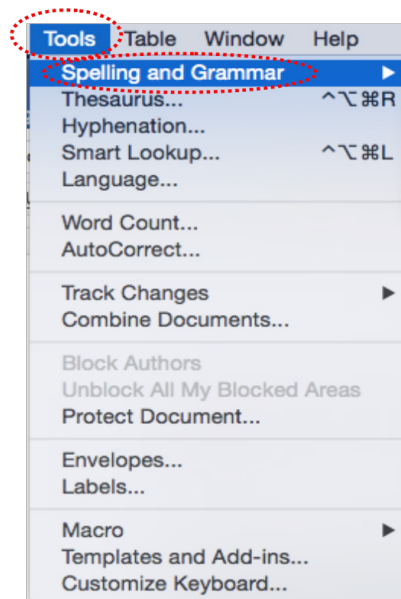


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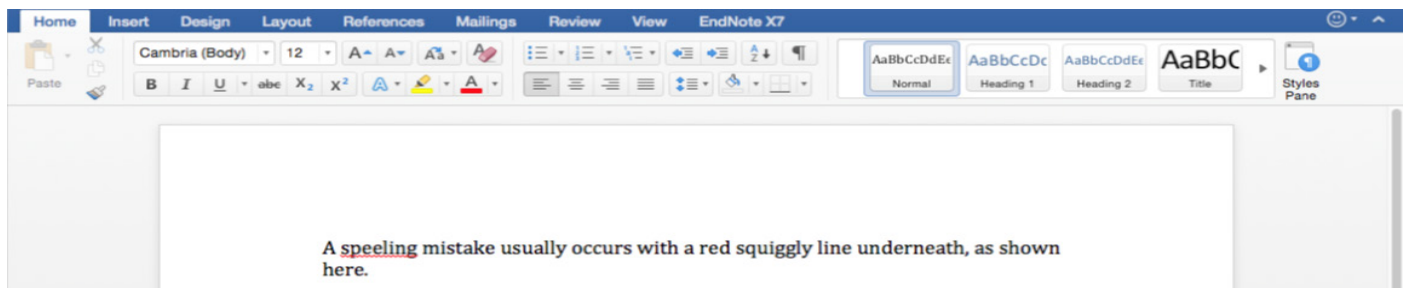
Mac Guide: Microsoft Word 2016 Spell Check

Spell Check

Click on Tools and select Spelling and Grammar.

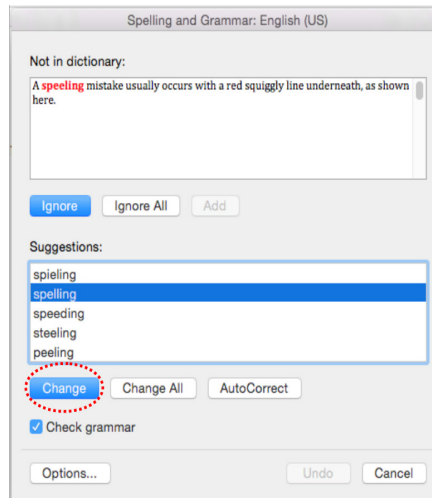


The spelling and grammar tool will go through the whole of your document and check each word for you.



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

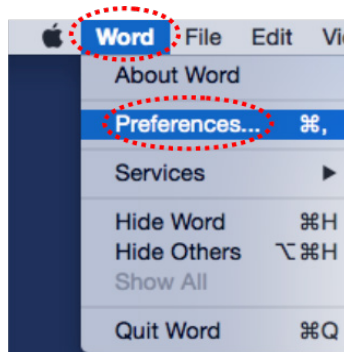


As you can see there are multiple options to deal with the suggestions that Word has given you, normally the correct spelling is the first suggestion shown and you can click on the change button to correct your misspelling.

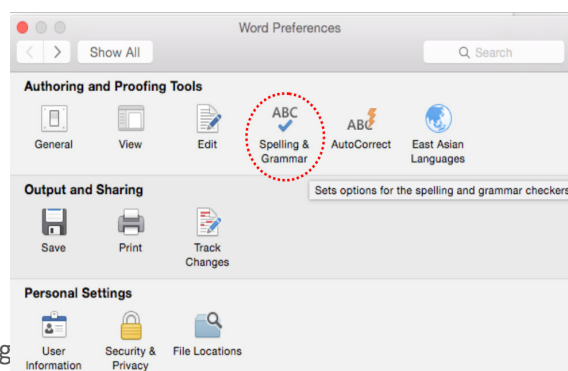
Automatic spell check from home

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;

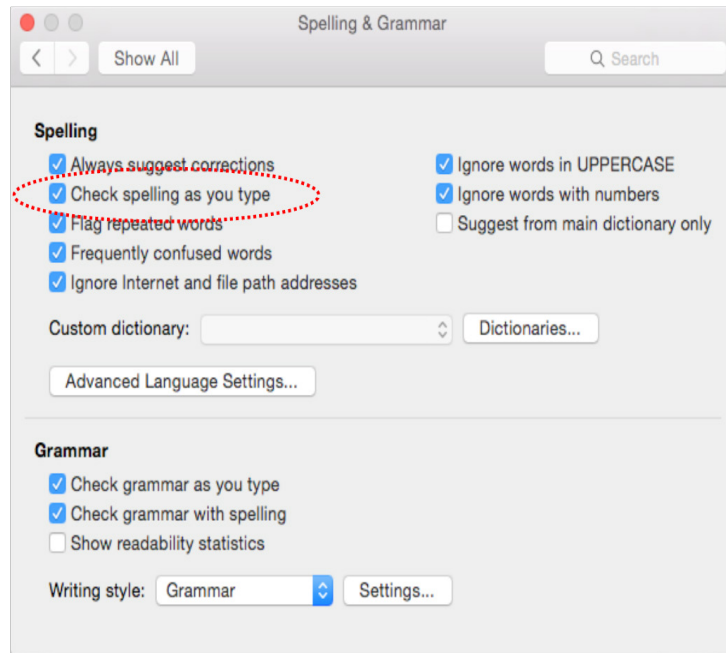
Click on Word at the top of the Taskbar << Select Preferences.



Select the Spelling and Grammar icon.



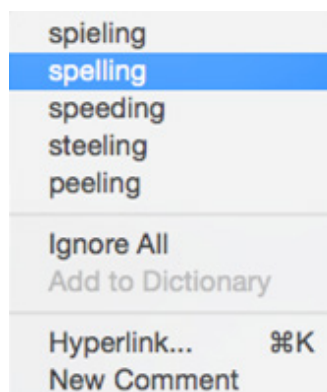
Make sure you have Check Spelling



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.

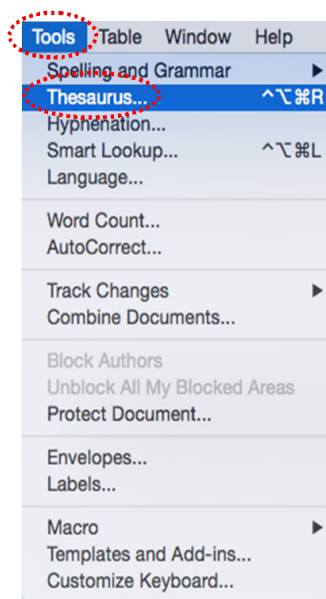


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Mac Guide: Microsoft Word 2016 Thesaurus

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.



Example using the thesaurus

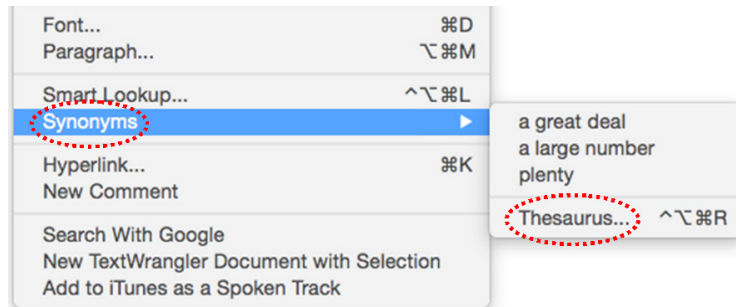
To change the sentence below, I chose the words a lot to change to something more appropriate.

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.

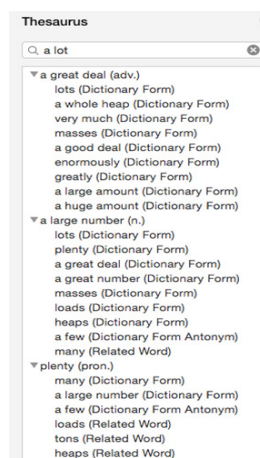
You can right click on the words, the Synonyms menu appears with the Thesaurus tool.



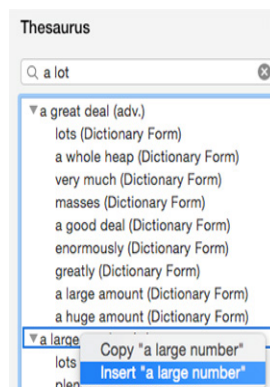
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When you select Thesaurus from the dialogue box, a list of appropriate words with their meanings will appear to the right of your screen.



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.



Want more information?
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