Microsoft Word 2019 for Writing Tutors

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Acknowledgements

Introduction

Is This Manual For Me?

If you are a writing tutor looking for information on how to help tutees with Microsoft Word 2019 for Windows, you've come to the right place. This manual is designed to help tutors assisting tutees with using Microsoft Word in the UMass Amherst Writing Center.

What Will I Learn?

This manual will show you how to collaborate more effectively with tutees and give them the skills to independently improve their writing. Some of the features you will learn how to use include sharing a Word document, tracking changes, fixing spelling and grammar errors, and inserting citations. For a full list of this manual's contents, navigate to the Table of Contents section.

Why Should I Use This Manual?

This manual will help you become a better generalist tutor by gaining the skills necessary to assist tutees in every stage of the writing process, from brainstorming to proofreading. Additionally, this manual will save you time by taking the guesswork out of using Microsoft Word. By assisting tutees with their Word-related anxieties, you will help them become more confident writers as well.

> In this manual, you will encounter tips boxes such as this which will enable you to engage with the manual's contents in greater depth.

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Chapter 1: Collaborating on a Shared Document

In this chapter, you will learn how to:

- Share a Word document
- Use comments in a document
- Track changes you make to a document

1.1 Sharing and Co-Editing

By sharing a Word document, a tutee can collaborate with you on a piece of writing in real-time.

Sharing a Word Document

1. Click on the **Share** button in the top-right corner of your screen.
2. Upload your document to OneDrive.
3. Type in the UMass email addresses of the people you want to share a link to your Word document with and click on the **Send** button. Recipients receive a link to the document in their emails

Click on the Pencil button to select permissions for recipients.

Co-Editing in a Shared Word Document

1. Click on the drop-down arrow under the **Editing** tab and click **Open in Desktop App**.
2. Navigate to the top-right corner of your screen to view the locations of your co-collaborators.

Click on the Pencil button to select permissions for recipients.
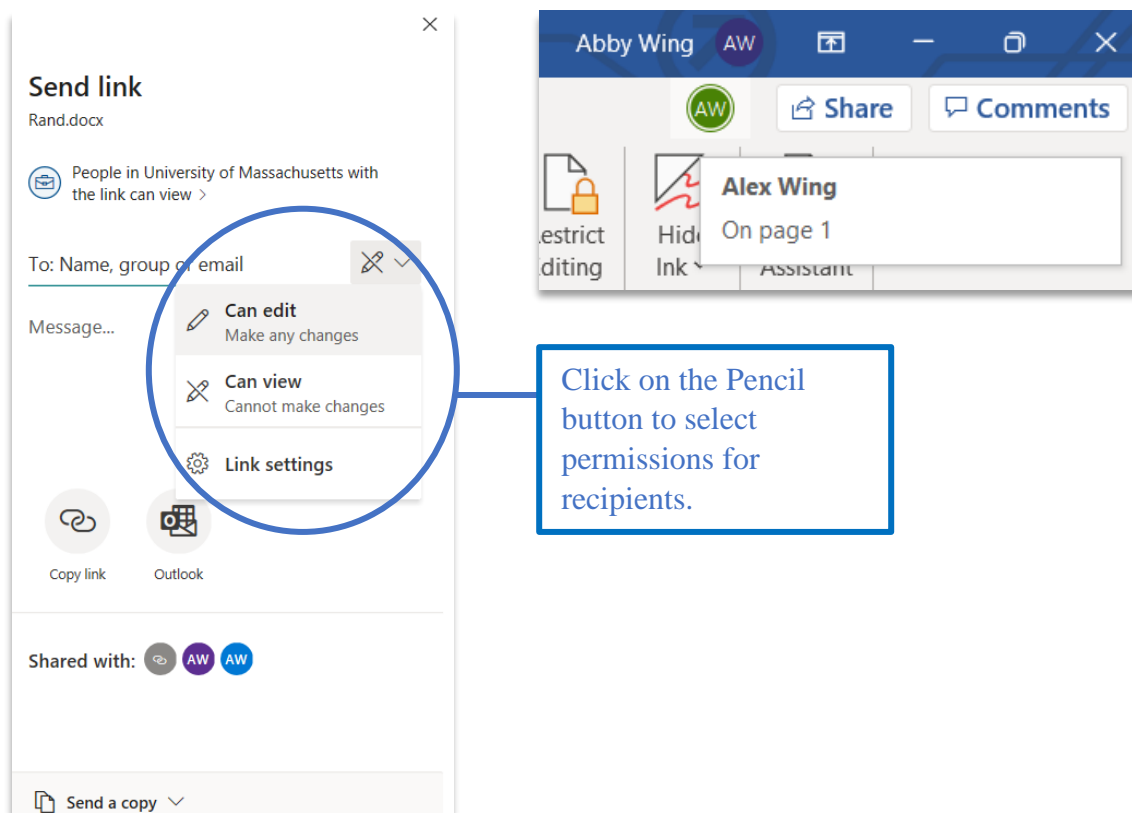
1.2 Using Comments

When making suggestions, you can leave comments on a tutee's paper.

Inserting a Comment

1. Drag your cursor to select text.
2. Click on the **Review** tab.
3. In the **Comments** group, click on the **New Comment** button.
4. Type your comment and press the **Esc** key once you finish. A new comment appears.

To resolve a comment, right-click on the comment you would like to resolve and click the **Resolve Comment** button. The comment appears resolved.

Replying to a Comment

1. Right-click on the comment you would like to reply to.
2. Click on the **Reply to Comment** button.
3. Type your comment and press the **Esc** key once you finish. A new reply appears.

Deleting a Comment

1. Right-click on the comment you would like to delete.
2. Click on the **Delete Comment** button. The comment disappears.

To delete all comments, click on the **Review** tab, click on the drop-down arrow under the **Delete** button, and click the **Delete All Comments in Document** button.

Hiding Comments

1. Click on the **Review** tab.
2. In the **Tracking** group, Click on the drop-down arrow to right of the **Show Markup** button and click on the **Comments** button.

Click on the Comments button.
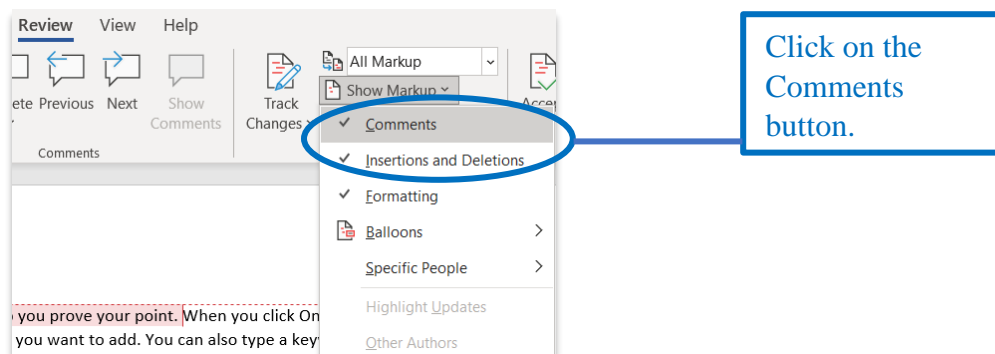
1.3 Tracking Changes

The Track Changes tool allows you and your tutee to keep a visual record of what changes you made to a document over the course of a tutoring session.

Turning Track Changes On

1. Click on the **Review** tab.
2. In the **Tracking** group, Click on the **Track Changes** button. Word keeps track of all of your changes.

To turn off tracking, click on the highlighted **Track Changes** button. Word keeps track of all changes made prior to turning off tracking.

Reviewing Changes

1. Click on the **Review** tab.
2. In the **Tracking** group, Click on the **Reviewing Pane** button and select either the **Reviewing Pane Horizontal** or **Reviewing Pane Vertical** button. A horizontal or vertical reviewing pane appears.

Select either the Reviewing Pane Horizontal or Reviewing Pane Vertical buttons.
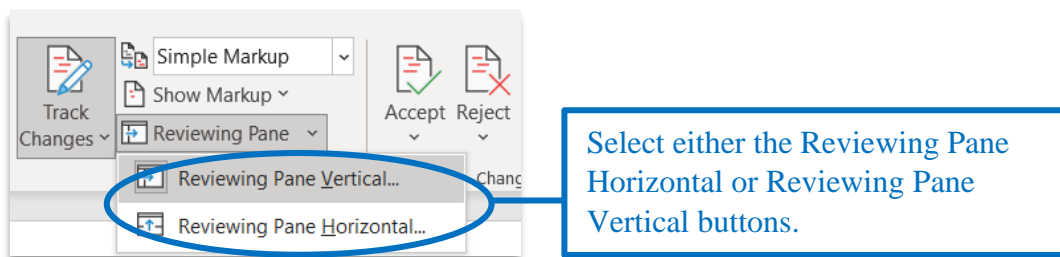
Accepting and Rejecting Changes

1. Click on the **Review** tab.
2. In the **Tracking** group, click on either the **Accept** or **Reject** button. Word highlights the next change.
3. Click on either the **Previous** or **Next** buttons to navigate between changes.

To accept or reject all changes, click on the drop-down arrow under either the **Accept** or **Reject** button and click on the **Accept All Changes** or **Reject All Changes** button.

Chapter 2: Brainstorming Ideas

In this chapter, you will learn how to:

- Highlight text
- Bold, underline, and change the color of font
- Insert bulleted and numbered lists

2.1 Highlighting Text

During a tutoring session, you can use the Highlighter tool to highlight a tutee's text. Doing so allows you to draw a tutee's attention more easily to specific part of their writing.

Highlighting Selected Text

1. Click on the **Home** tab.
2. Drag your cursor to select text.
3. In the **Font** group, click on the drop-down arrow next to the **Text Highlight Color** button and select a text color.

Click on the Text Highlight Color button and select a text color.
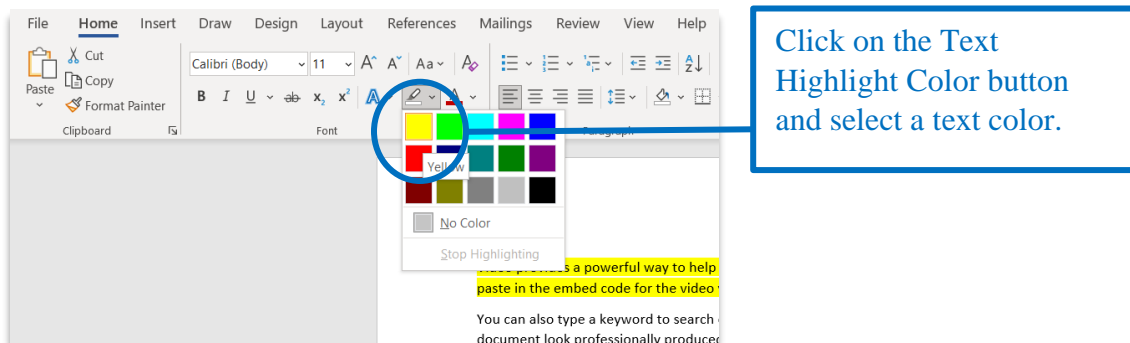
Continuous Highlighting

1. Click on the **Home** tab.
2. In the **Font** group, click on the **Text Highlight Color** button.
3. Click on the drop-down arrow to the right of the **Text Highlight Tool** button and select a text color.
4. Drag your cursor to highlight text.
5. Click on the drop-down arrow to the right of the **Text Highlight Tool** button and click on the **Stop Highlighting** button when you finish highlighting.

Removing Highlighting

1. Drag your cursor to select your highlighted text.
2. Click on the **Home** tab.
3. In the **Font** group, Click on the drop-down arrow to the right of the **Text Highlight Color** button.
4. Click on the **No Color** button to remove highlighting.

2.2 Bolding, Underlining, and Changing the Color of Font

Changing the font color creates a visual contrast between default and colored text. This allows you to mark specific text as significant.

Bolding Text
1. Click on the **Home** tab.
2. Drag your cursor to select text.
3. In the **Font** group, click on the **Bold** button to bold text.

Underlining Text
1. Click on the **Home** button.
2. Drag your cursor to select text.
3. In the **Font** group, click on the **Underline** button to underline text.

Changing the Font Color of Text
1. Click on the **Home** tab.
2. Drag your cursor to select text.
3. In the **Font** group, click on the drop-down arrow next to the right of the **Font Color** button and click on a text color.

To find an expanded color selection, click on the **More Colors** button.

Click on the drop-down arrow to the right of the Font Color button and click on a text color.
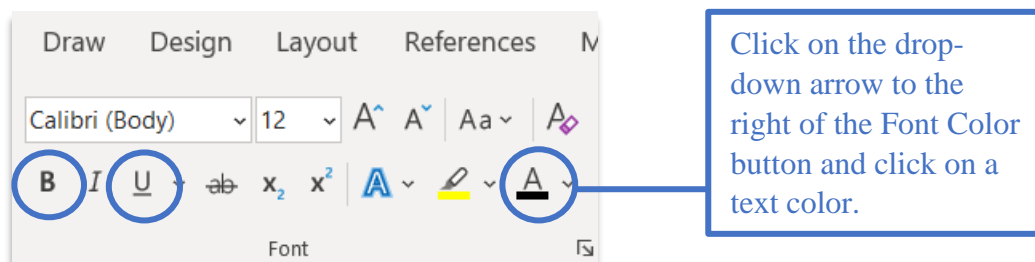
2.3 Inserting a Bulleted or Numbered List

You can insert a bulleted or numbered list when brainstorming ideas with tutees. Lists allow you to organize your ideas more easily.

Creating a Bulleted List

1. Type ***** or **-** and press the **Spacebar** key.
2. Add text and press the **Enter** key. A new bullet appears.

Creating a Numbered List

1. Type **1.** or **I.** and press the **Spacebar** key.
2. Add text and press the **Enter** key. A new list entry appears.

Creating a Bulleted List Using the Bullet Library

1. Click on the **Home** tab.
2. Drag your cursor to select text.
3. In the **Paragraph** group, click on the drop-down arrow to the right of the **Bullets** button.
4. Click on one of the options in the **Bullet Library**.

Creating a Numbered List Using the Numbering Library

6. Click on the **Home** tab.
7. Drag your cursor to select text.
8. In the **Paragraph** group, click on the drop-down arrow to the right of the **Numbering** button.
9. Click on one of the options in the **Numbering Library**.

Click on one of the options in the Numbering Library.
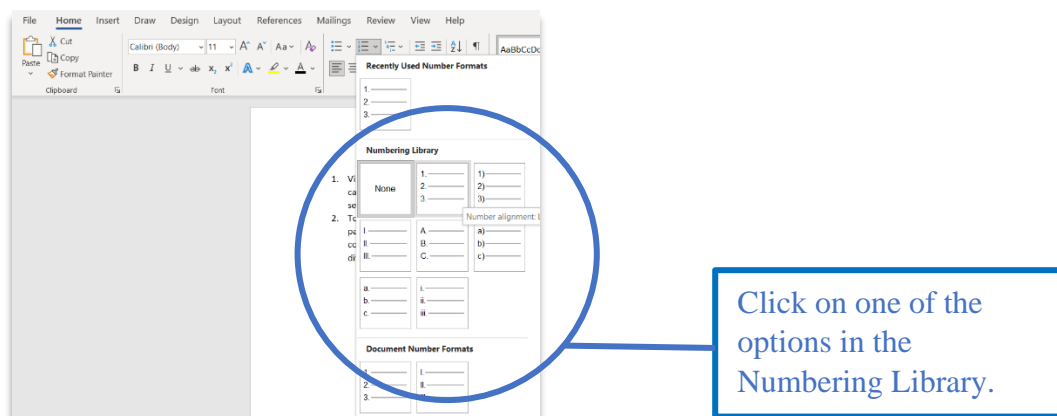
Chapter 3: Proofreading and Editing

In this chapter, you will learn how to:

- Fix spelling and grammar errors
- Hear text read aloud
- Compare and merge documents

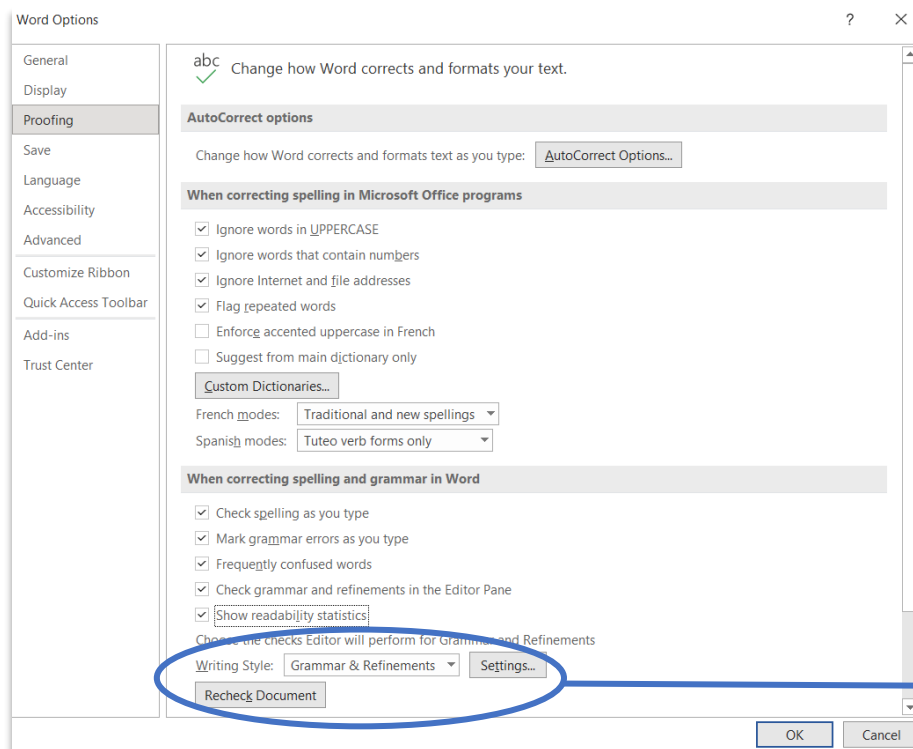# 3.1 Fixing Spelling and Grammar Errors

To draw a tutee's attention to repeated spelling or grammar errors, you can adjust Word's proofing options to highlight these errors in red. Additionally, tutees can use tools such as the Thesaurus feature and the Editor button to fix grammar errors.

Customizing Proofing Options
1. Click on the **File** tab.
2. Click on the **Options** button in the bottom-left corner of your screen. A dialog box appears.
3. Click on the **Proofing** button.
4. Select all the options you want Word to check for. Word highlights these options in red.

Customizing Grammar Options
1. In the **Proofing** tab, click on the drop-down menu next to **Writing Style** and select **Grammar & Refinements**.
2. Click on the **Settings** button. A dialog box appears.
3. Select all the options you want Word to check for. Word highlights these options in red.

Click on the Settings button to further customize grammar options.

## Fixing Document-Wide Spelling and Grammar Errors

1. Click on the **Review** tab.
2. In the **Proofing** group, click on the **Editor** button.
3. Under **Corrections**, click on either **Spelling** or **Grammar**.
4. Under **Suggestions**, choose one of the options.
5. Navigate between suggestions by using the arrows.

To individually fix spelling and grammar errors, right-click the text you want to fix and select one of the suggestions.
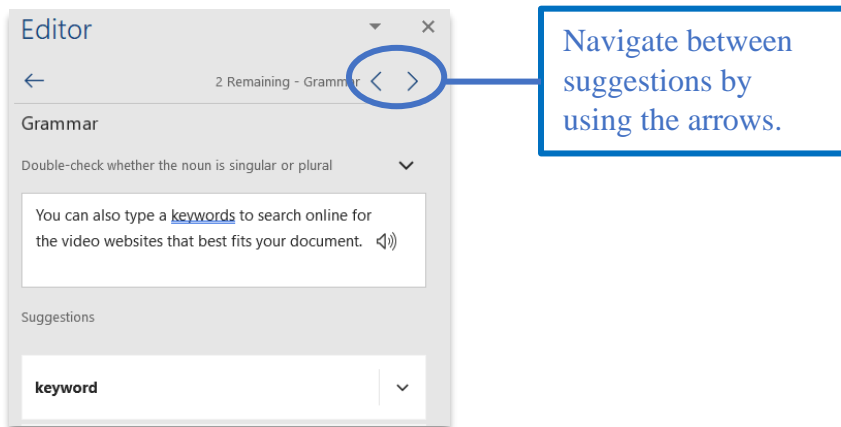
Finding Synonyms and Antonyms

1. Click on the **Review** tab.
2. In the **Proofing** group, click on the **Thesaurus** button.
3. Type a word in the search bar to see a list of synonyms and antonyms.
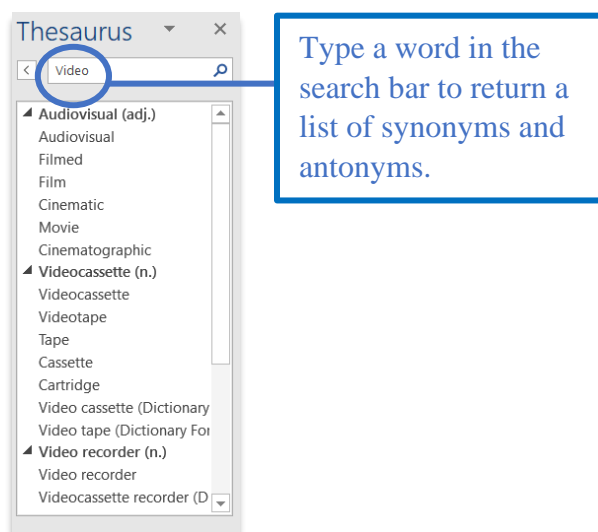
3.2 Hearing Text Read Aloud

Outside of a tutoring session, tutees can use the Read Aloud feature to listen to how their writing sounds.

Reading Selected Text

1. Click on the **Review** tab.
2. Drag your cursor to select the text you want read aloud.
3. In the **Speech** group, Click on the **Read Aloud** button. Word reads your highlighted selection.

To read the text of an entire document, click on the **Review** tab and click on the **Read Aloud** button. Word reads from your cursor onward.
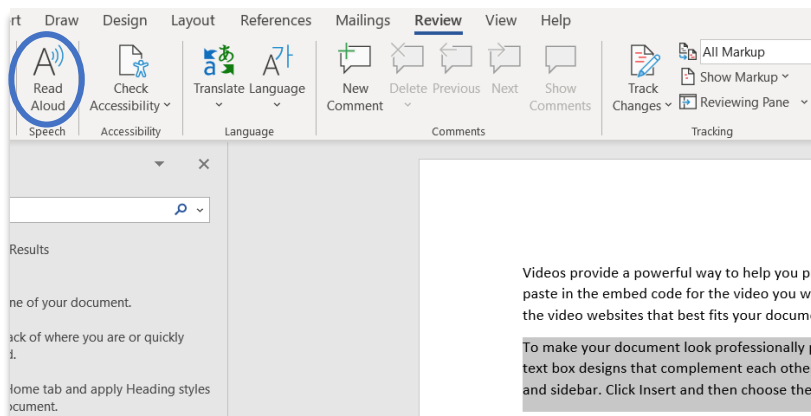
Navigating Between Parts of Text

1. After clicking the **Read Aloud** button, click on the **Next** button to skip to the next line. Alternatively, click on the **Previous** button to go back a line.
2. Click the **Pause** button to stop reading. Click the **Play** button to resume reading.

To increase the reading speed, drag the wheel to the right. Alternatively, to decrease the reading speed, drag the wheel to the left.
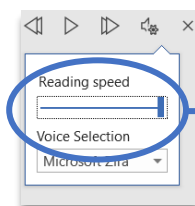
Increase the reading speed by dragging the wheel to the right.

3.3 Comparing and Merging Documents

Comparing and merging original and revised documents allows tutees to see what they accomplished during a tutoring session.

Comparing an Original Document to a Revised Document

1. Click on the **Review** tab.
2. In the **Compare** group, click on the drop-down arrow under the **Compare** button and click **Compare**. A dialog box appears.
3. Click on the drop-down arrow under **Original document** and upload your original document.
4. Click on the drop-down arrow under **Revised document** and upload your revised document.
5. Under **Comparison settings**, select all the options you want Word to compare and click **Ok**. Your changes show as red suggestions in a separate Word document.

> If you would like your changes to show in the original or revised document, select original under **Show changes in**.

Select one of the options under Show changes in.
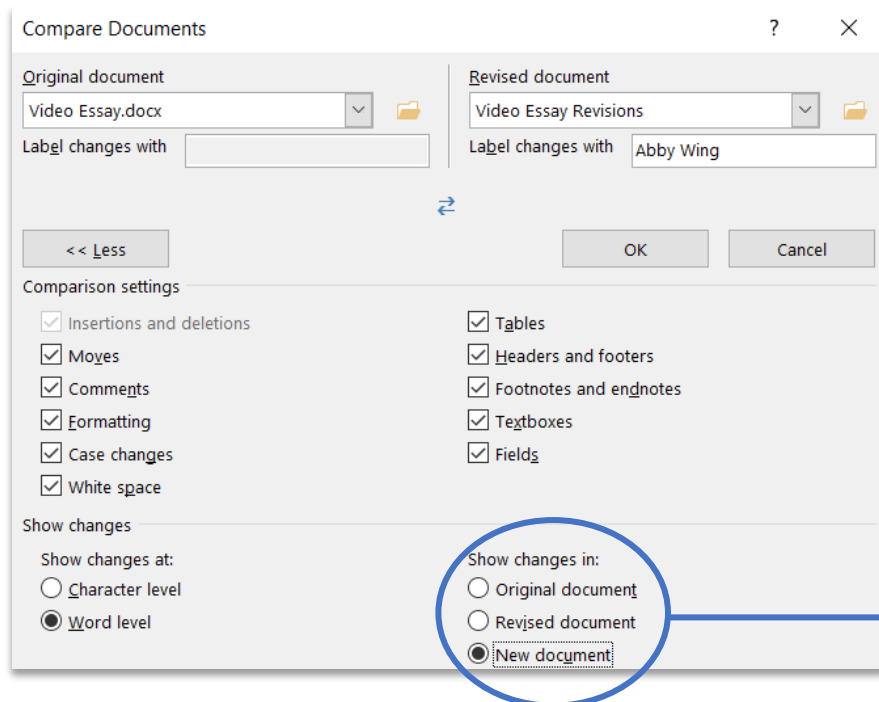
Merging an Original Document with a Revised Document

1. Click on the **Review** tab.
2. In the **Compare** group, click on the drop-down arrow under the **Compare** button and click **Combine**. A dialog box appears.
3. Click on the drop-down arrow under **Original document**. Select your original document.
4. Click on the drop-down arrow under **Revised document**. Select your revised document.
5. Under **Comparison settings**, select all the options you want Word to compare and click **Ok**. Your changes show as underlined, red suggestions in a separate Word document.
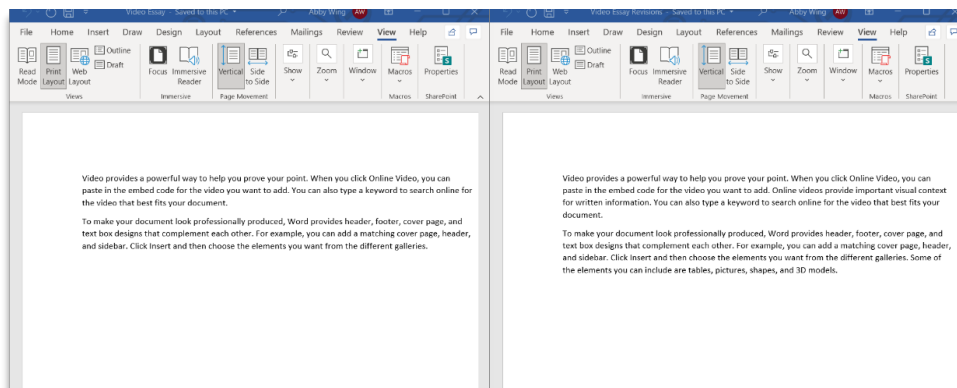

Viewing Two Documents Side by Side

1. Open two Word documents you want to view.
2. Click on the **View** tab.
3. In the **Window** group, click on the **View Side by Side** button. Your two documents appear side by side.

If you have multiple documents open, a dialog box appears allowing you to select which documents you want to compare side by side.

Chapter 4: Citing Sources

In this chapter, you will learn how to:

- Insert in-text citations
- Insert a bibliography
- Insert footnotes

4.1 Inserting In-Text Citations

Microsoft Word allows tutees to format in-text citations in various styles such as MLA, APA, and Chicago.

Adding a New Source to Your Document

1. Click your cursor in the location you want to include a citation.
2. Click on the **References** tab.
3. In the **Citations & Bibliography** group, click on the drop-down menu next to **Style** and select a citation style.
4. Click on the drop-down arrow to the right of the **Insert Citation** button and select **Add New Source**. A dialog box appears.
5. Click on the drop-down menu next to **Type of Source** and select a type of source.
6. Input your source information in the blank fields and click **Ok**. A new in-text citation appears.

Adding a New Placeholder Source to Your Document

1. Click your cursor in the location you want to include a citation.
2. Click on the **References** tab.
3. In the **Citations & Bibliography** group, click on the drop-down menu next to **Style** and select a citation style.
4. Click on the drop-down arrow to the right of the **Insert Citation** button and select **Add New Placeholder**. A dialog box appears.
5. Type in your placeholder information and click **Ok**. A new placeholder appears.

+
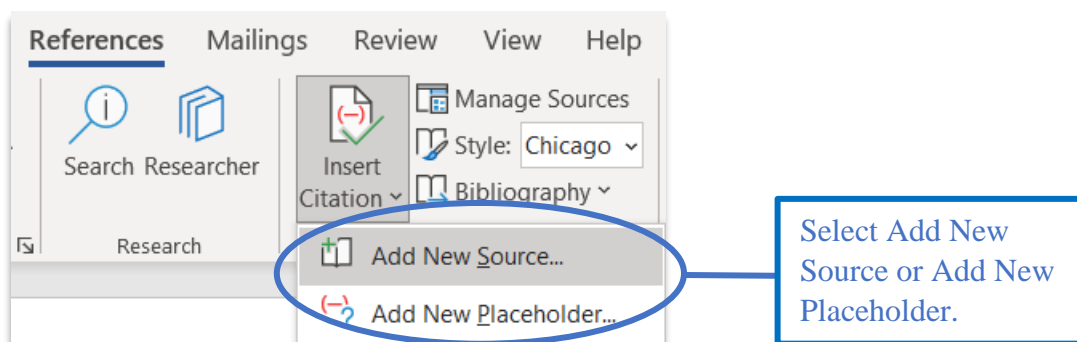
4.2 Inserting a Bibliography

Microsoft Word allows tutees to create a bibliography from their sources in various styles such as MLA, APA, and Chicago.

Creating a Bibliography From Your Sources

1. Click your cursor in the location you want include a bibliography.
2. Click on the **References** tab.
3. In the **Citations & Bibliography** group, click on the drop-down arrow to the right of the **Bibliography** button and select one of Word's built-in bibliography options. A bibliography appears.

Editing a Citation

1. Click on the **References** tab.
2. In the **Citations & Bibliography** group, click on the **Manage Sources** button. A dialog box appears.
3. Click on one of the sources under **Current List** or **Master List** and select **Edit**. A dialog box appears.
4. Make changes to your source and click **Ok**.

   To find a specific source, after clicking on the **Manage Sources** button, search for a source using the **Search** bar.

Click on the Manage Sources button.
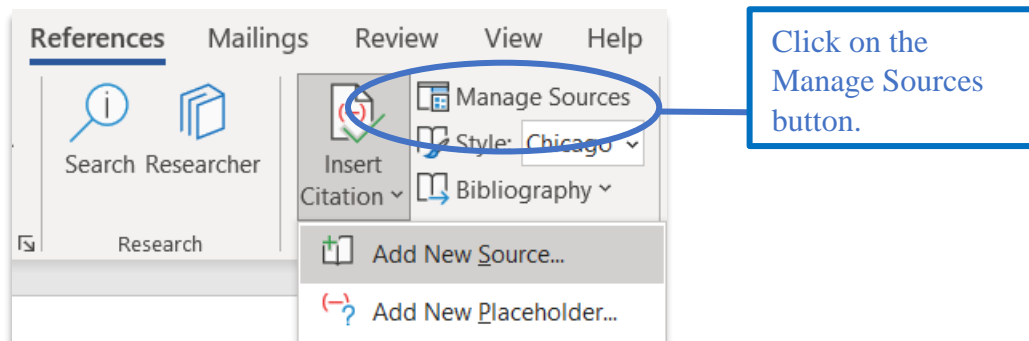
4.3 Inserting Footnotes

Microsoft Word enables tutees to format footnotes from their sources. Tutees writing papers in Chicago style use footnotes for in-text citations.

Adding Footnotes to Your Document

1. Click your cursor in the location you want a footnote.
2. Click on the **References** tab.
3. In the **Footnotes** group, click on the **Insert Footnote** button and type in your footnote information. A new footnote appears.

Customizing Footnotes

1. Click on the **Home** tab**.**
2. In the **Styles** group, click on the **Styles** arrow in the right-hand corner of the group. A dialog box appears.
3. Click on the **Manage Styles** button.
4. Click on the drop-down arrow to the right of **Sort Order** and select **Alphabetical**.
5. Click on either the **Footnote Reference** or **Footnote Text** option.
6. Click on the **Modify** button to change the formatting options and click **Ok**.
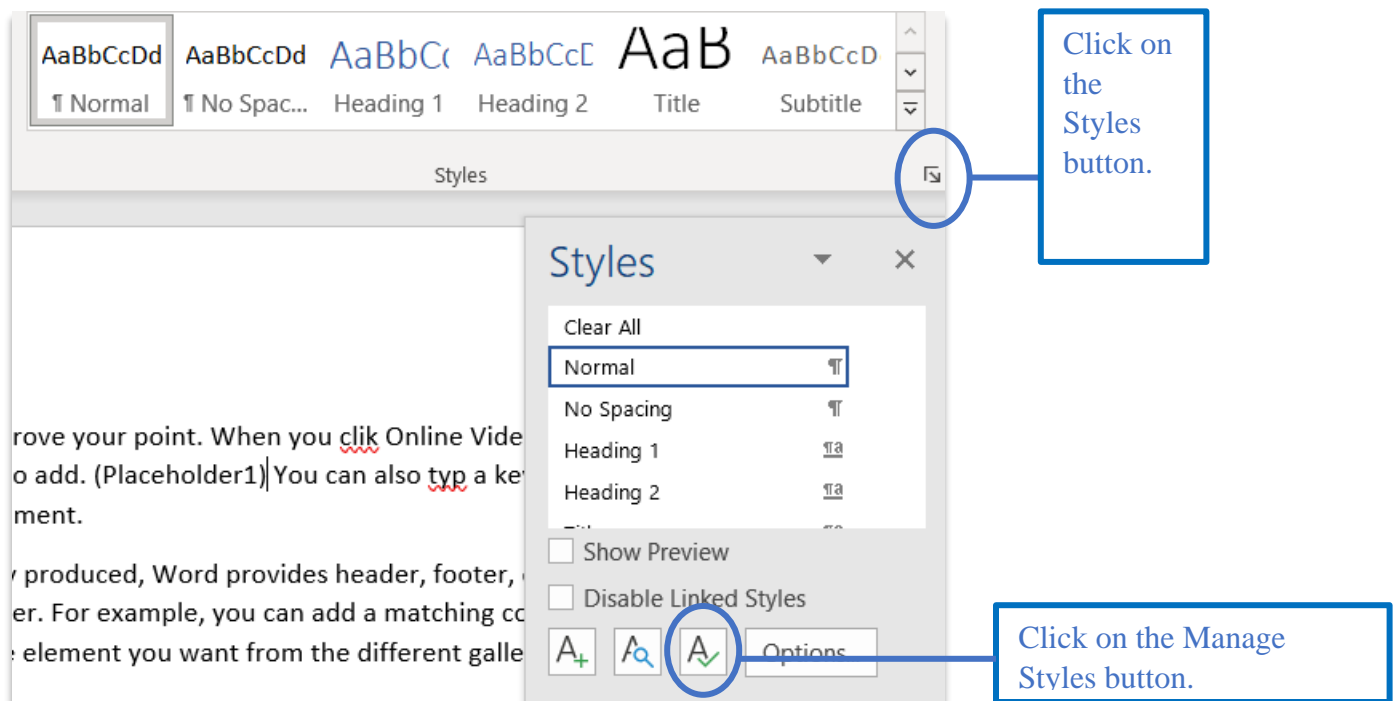
Colophon

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This manual uses the Times New Roman typeface and was printed at Staples using Gloss Text paper.