



WORD 101

An Introduction to Microsoft Word 2020 for College Freshmen

Word 101: An Introduction to Microsoft Word 2020 for College Freshman

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Introduction:

Congratulations! You have begun your first year of undergraduate studies. While navigating through college, you will encounter numerous opportunities and new challenges. Learning how to use software such as Microsoft Word 2020 can be an accommodating tool to use during and after your college career.

Why is Microsoft Word important?

Microsoft Word is a versatile software that can be used for any sort of documentation. As a first-year student, you will be assigned many writing assignments, such as essays, reports, reviews, and articles. Microsoft Word is also frequently used in many workplaces and can be an essential tool for post-graduation.

What you will learn:

This manual is crafted for first-year students looking to complete their first college-level course assignments. Each chapter will include steps on how to customize and format your document and text, how to add visual aids and share your work with your peers and professors. It will review the basic tools and functions that will allow students to produce documentation satisfactory for the college level.

Chapter 1: Structuring your document

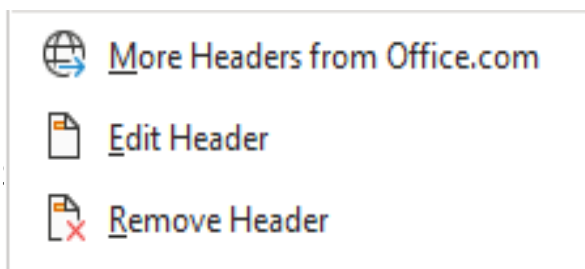
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1.1 Inserting Headers and Footers

Inserting headers and footers onto a document allows you to place text onto the top or bottom of the page where it will remain the same across all pages. This module will instruct you on how to select a header or a footer.

Placing Headers

1. Select **Insert** in the toolbar.
2. Click the **Header** icon.
3. Pick the header of preference.

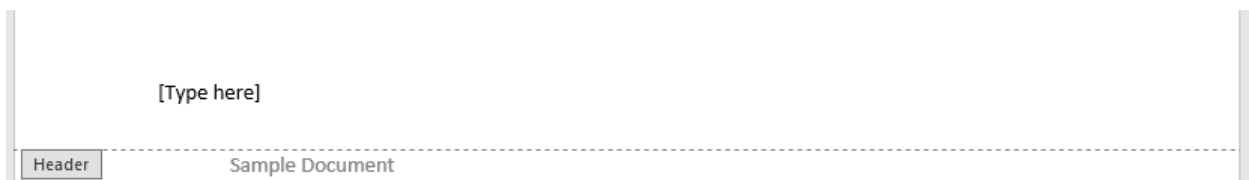


Select **More Headers from Office.com** to search for more default headers serviced by Microsoft.

Select **Edit Header** to change the measurements of a header.

Select **Remove Header** to delete the header from the document.

Example of a Header:



Inserting Footers

1. Select **Insert** in the toolbar.
2. Click the **Footer** icon.
3. Select the footer of preference.

Example of Footer:

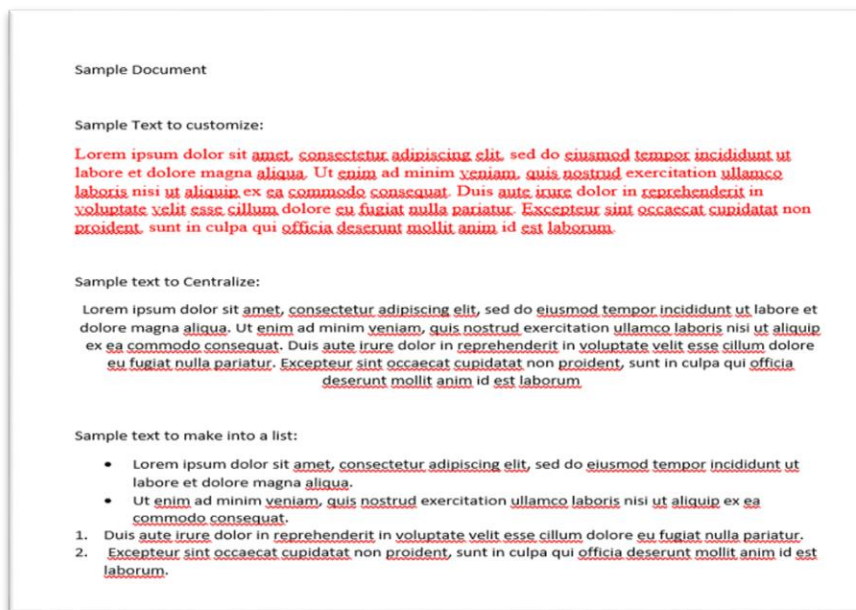


1.2 Inserting Page Breaks

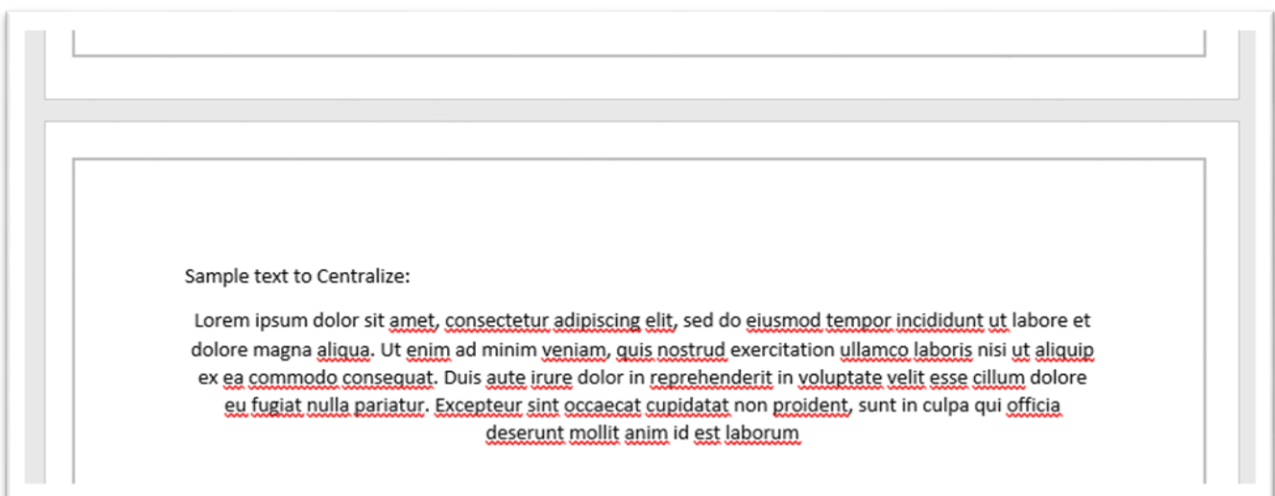
Inserting page breaks allow you to control where a document ends and a new one begins. This module will instruct you on how to place a page break in a document.

1. Select the **Insert** tab in your toolbar.
2. Click **Page Break** to create a new page.

Before Inserting Page Break:



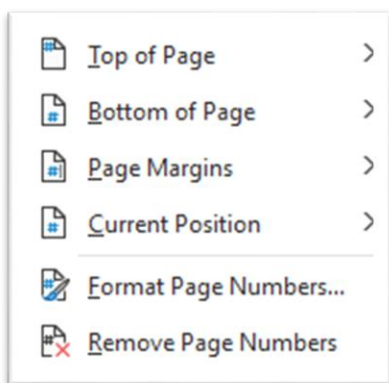
After Inserting Page Break:



1.3 Adding Page Numbers

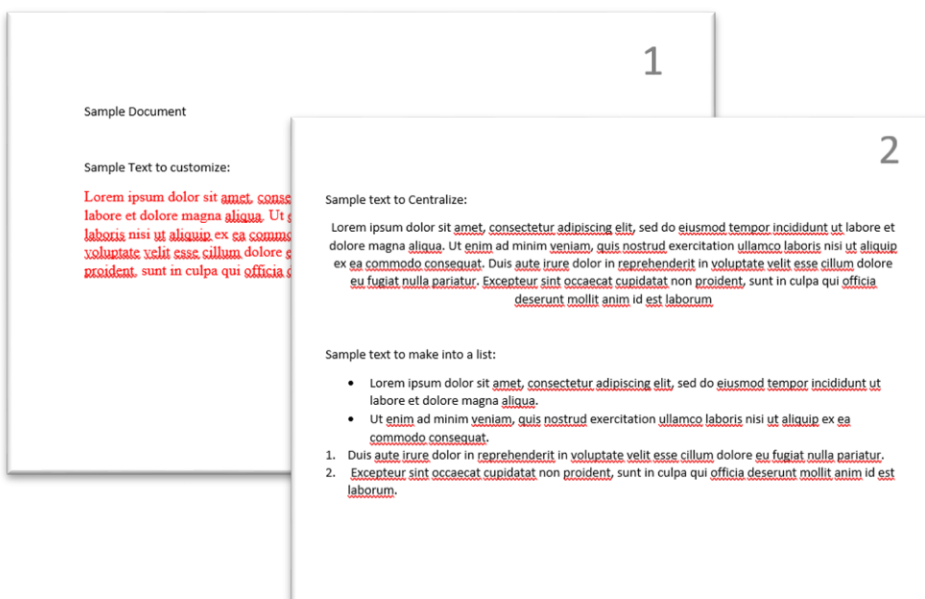
Adding page numbers allows you to label each page in your document with numbers or any text. This module will instruct you on adding page numbers and how to customize them.

1. Select **Insert** in the toolbar.
2. Select **Page Number**.
3. Click where the area where you wish the numbers to appear.



Select Top of Page to place the page numbers at the top of the document.
Select Bottom of Page to place the page numbers on the bottom of the page.
Select Page Margins to insert page numbers within the margins of a document.
Select Current Position to have the page numbers placed in a default setting.
Select Format Page Numbers to customize the placing of each page number.
Select Remove Page Numbers to delete page numbers off every page.

Example of Page Numbers:



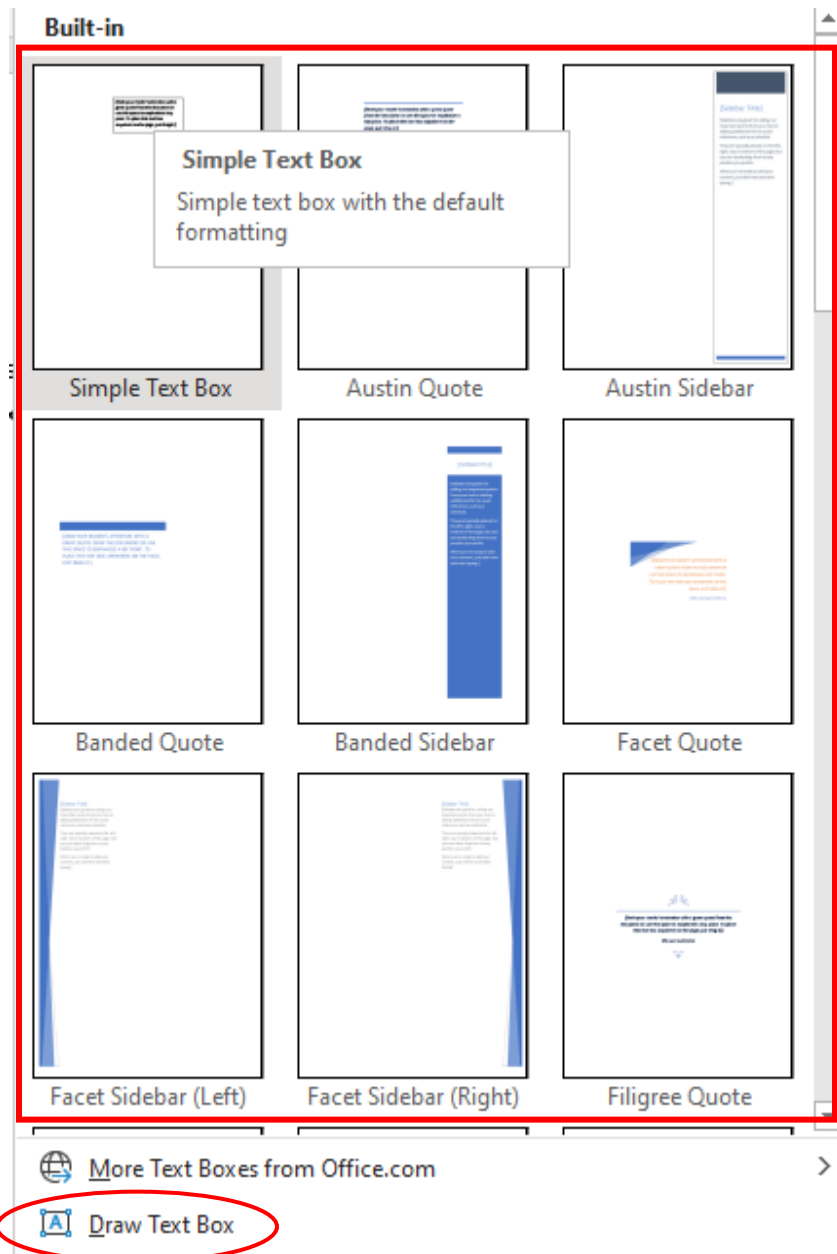
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2.1 Inserting a Text Box

Inserting a text box is the first step to begin typing into a specific location in a document. This module will instruct you on how to create and place a text box.

1. Click **Insert** in the toolbar.
2. Select the **Text Box** icon.
3. Choose a default text box by clicking it once.



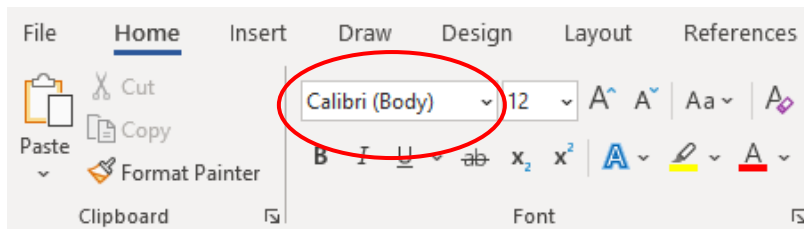
Note: Select **Draw Text Box** to manually insert and resize a text box.

2.2 Choosing Font Settings

Choosing font settings allows variation in the color, size, and typeface of your text. This module explains several ways to change the text font.

Changing Text Font

1. Select your text.
2. Click the downward arrow next to the **Calibri (Body)** icon.



3. Select the font of choice.

Note: You may also select a font by selecting your text, the option to alter your font will automatically appear.

Picking Text Color

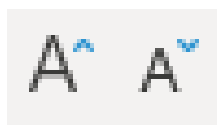
1. Select your text
2. Click on one of these icons in the toolbar to alter the color of your text.

Left to right: text affects and typography, text highlight color, font color.



Selecting Font Size



1. Select your text
2. Select the **12** icon.
3. Click on the downward arrow and select a number to type in an exact point size or choose one of the icons below to automatically increase or decrease font size.



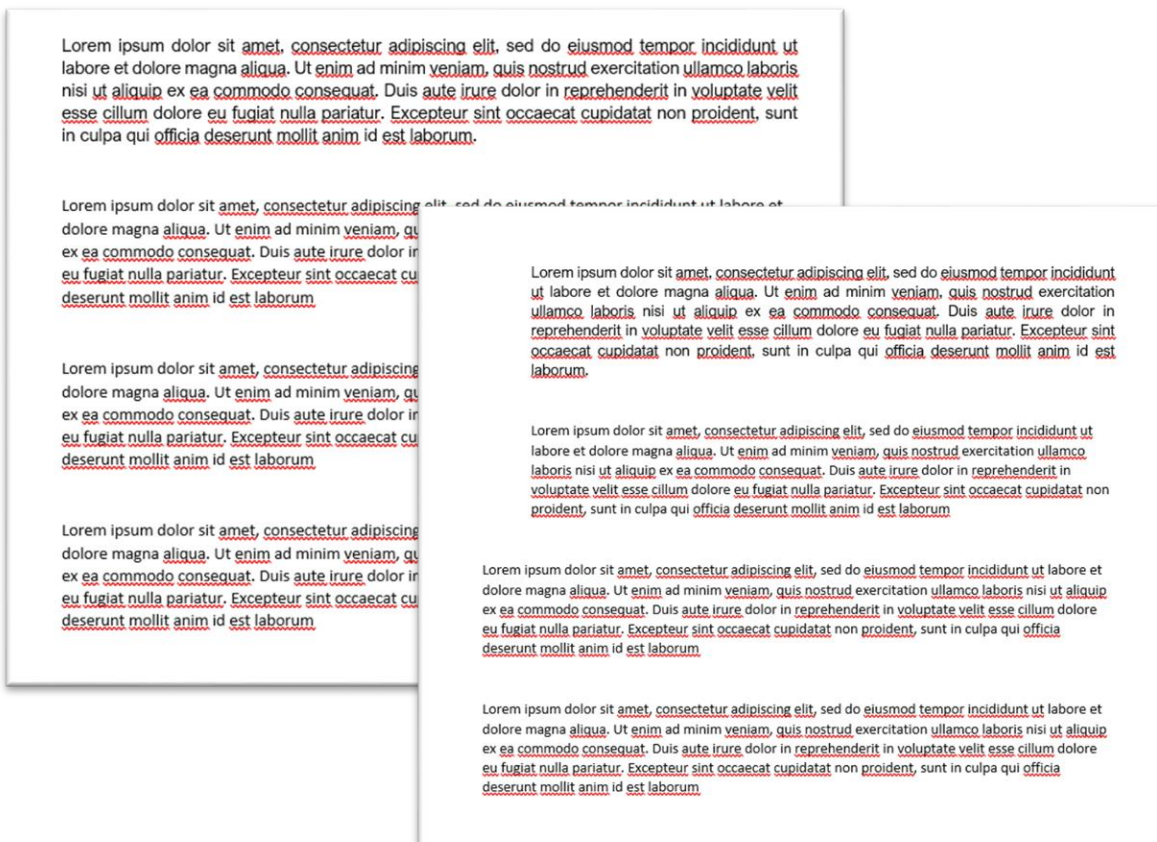
2.3 Selecting Paragraph Settings

Selecting paragraph settings allow you to format groups of text. This module will focus on how to properly format and align an assignment in essay format.

Indenting

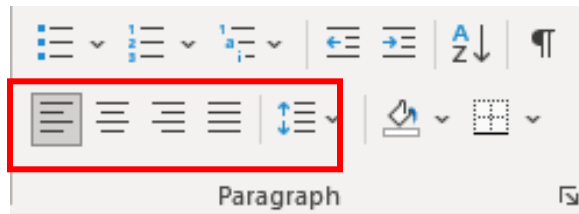
1. Select your text.
2. Click the   icons on the toolbar to increase or decrease the indent.

Example of text before and after indent:



Choosing Text Alignment

1. Select the text.
2. Click one of the alignment options in the toolbar.



Left Align Text:	Central Align:	Right Align:
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat

2.4 Inserting Bulleted and Numbered Lists

Inserting bulleted and numbered lists allows you to organize information consecutively. Within this module you will learn how to create multiple types of lists and how to format them.

1. Select the text of choice.
2. Click the list options in the toolbar.



Note: Using the **Enter** key will automatically allow you to continuing adding more items to your list.

Bulleted List:

- Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
- Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Numbered List:

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
2. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Multilevel List:

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
 - a. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.
 - i. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Chapter 3: Customizing Your Document

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3.1 Inserting a Picture onto a Document

Inserting a picture onto your document can help provide visualization and depth. This module will instruct you on how you can select a photo and format it onto the document.

1. Select the **Insert** option in the top right corner of your toolbar.

2. Click on the **Pictures** icon.

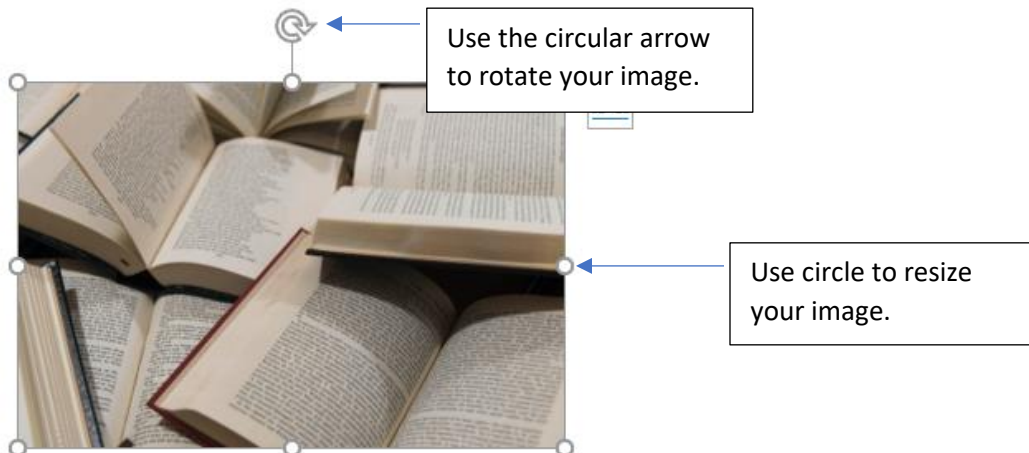


3. Scroll and select which platform you wish to retrieve your photograph from, you have the option to select a photograph from: (1) your device (2) search for a stock image or (3) selecting an online image.

a. Selecting **This Device**, you will be led to your PC where you may select an image directly from your computer.


b. Selecting **Stock** or **Online** image will lead you to a search engine where you can type in and click on the image of your choice.

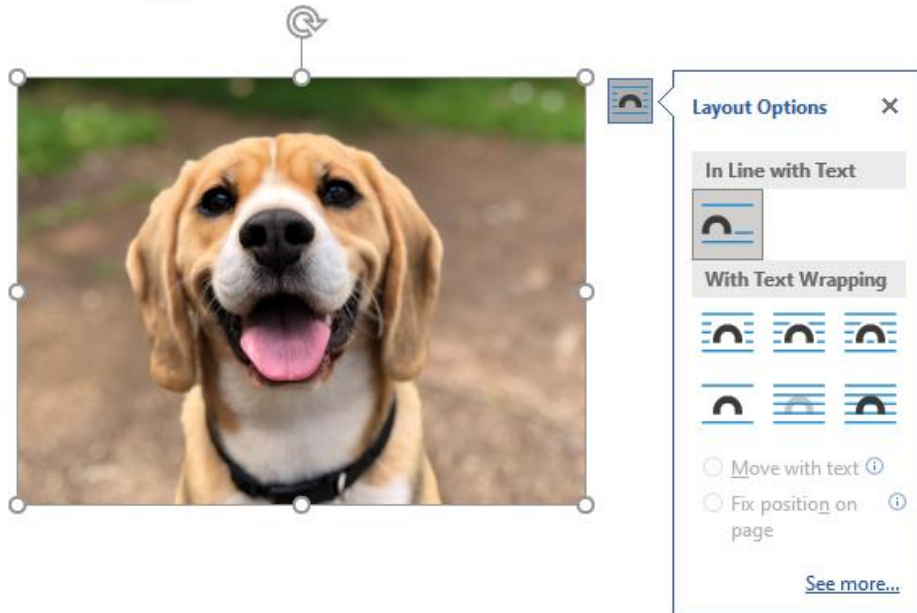
4. Format your image by clicking on it and using the circles on the exterior to adjust the size, length or to rotate the photo.



3.2 Wrapping an Image

Wrapping an image allows you to select whether an image can or cannot overlap over text. This module will instruct you on the different ways you can wrap or overlap an image over or beside the text.

1. Click on the image.
2. Select the  icon next to your image to wrap or overlap your image over text.



This icon is the default setting, it automatically places an image in line with the text.



These icons place the text around the image. Left to right: Square, Tight, and Through.



This icon places text on the top and bottom of an image.



These icons allow you place an image over or behind the text.

3.3 Inserting Drawings, Shapes, and Symbols

Inserting drawings, shapes, and symbols into your document can add extra creativity and visual aids to your assignments. This module will instruct you on how to select each tool and what tasks they can be used for.

Creating Drawings

1. Select the **Draw** option at the top of your screen.
2. Chose which drawing tool you would like to use and drag your clicker to begin drawing.

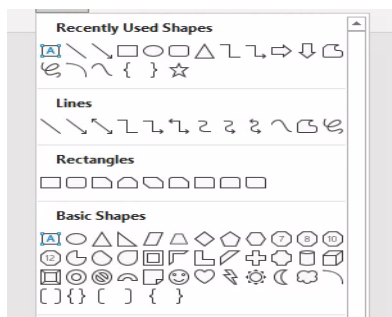
Drawing tools from left to right: eraser, black pen, red pen, pencil, highlighter.




Note: Select the Draw with Touch tool to draw directly onto your screen with your finger.

Inserting Shapes

1. Select **Insert** in your toolbar
2. Choose the **Shapes** icon and select a shape of your choice.



Inserting Symbols

1. Select the **Insert** option at the top of your screen.
2. Chose the  icon on the right side of your toolbar & select the symbol of your choice.

3.4 Inserting a Graph

Inserting a graph is a way to place data into a simplified visual for easier understanding. This module provides instructions on how to customize and insert a graph into your document.

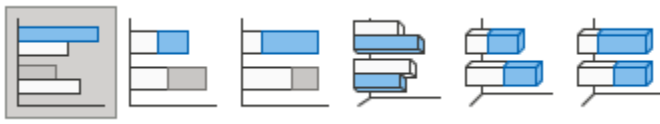
1. Select **Insert** at the top of your screen.

2. Click the **Chart** Icon.

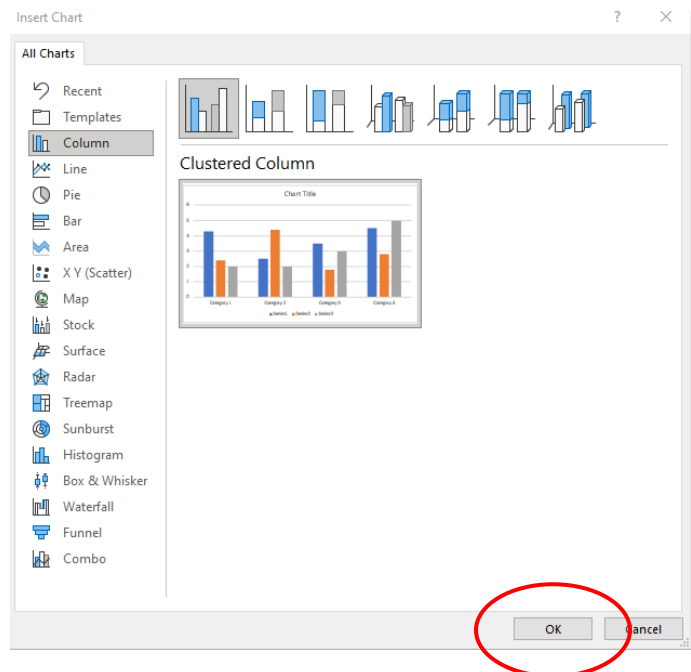


3. Scroll and select the chart of your choice.

*Use the options at the top of your chart to customize your graph.



4. Complete the process of selecting your chart by clicking **Ok**.



Chapter 4: Creating and Formatting a Table

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4.1 Selecting and Inserting a Table

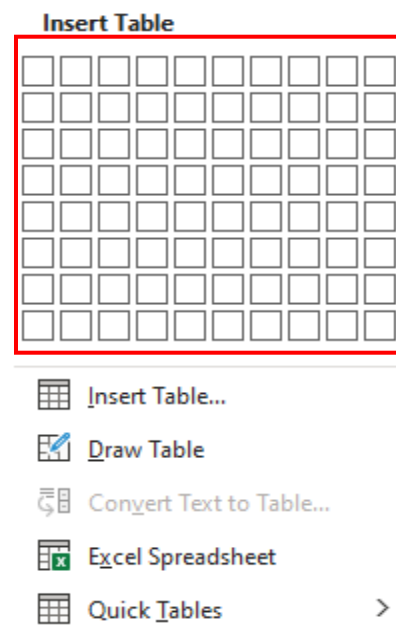
Selecting and inserting several columns and rows is the first step to creating a table. A table is a visual aid to organize and describe a collection of data. This module will instruct you on how to place and customize a table.

1. Select the **Insert** in the toolbar.

2. Click the **Table** Icon.



3. Drag your cursor and select several columns and rows within the grid.



Select **Insert Table** to manually insert the number of columns you wish to add.

Select **Draw Table** to draw each box individually.

Click the **Excel** icon to insert a spreadsheet from Excel.

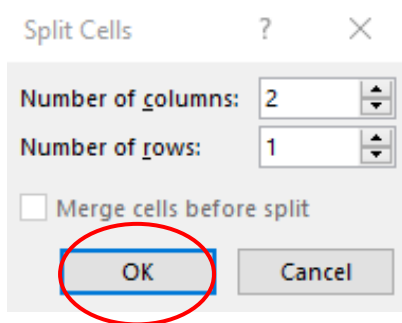
Click **Quick Tables** to choose from Microsoft's default tables.

Note: Right click on the table and select **Insert** or **Delete** to add or remove a table or column.

4.2 Splitting Cells

Splitting cells lets you select columns and rows and create multiple cells within one with a single click. This module will instruct you on how to split cells in a table.

1. Right click on the table and select **Split**.
2. Select where the split will appear and click **Ok**.



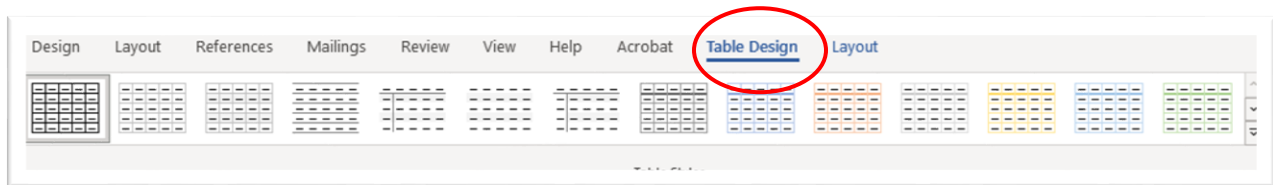
Example of a Split Table (5x5):

4.3 Customizing Table Style, Shade, and Border Style

Changing a table's style, color and shade can add variation to a table. This module will instruct you on how to add customizations to your table.

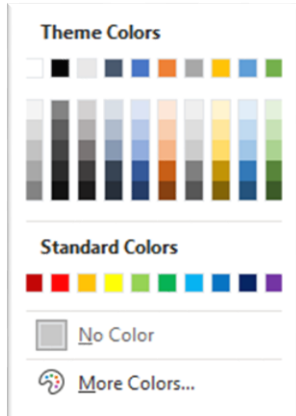
Changing Table Style

1. Insert a table and the option to change the table style appears at the top of the screen.
2. Select a table style and it applies to the table that was most recently created.



Changing Table Shade

1. Insert your table and select the **Shade** icon to the right of the Table Styles.
2. Select which color and style of shading you wish to use.

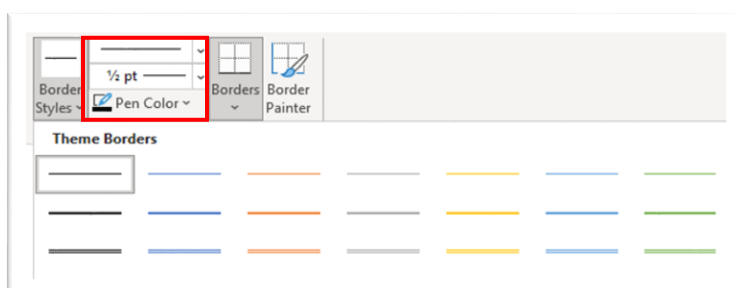


Altering Border Style

1. Select **Border Styles** next to the Shade icon after inserting your table.
2. Select one of Microsoft default borders or create one using the Border Painter tool.



Note: Change the color and width of the border using the tool next to Border styles.



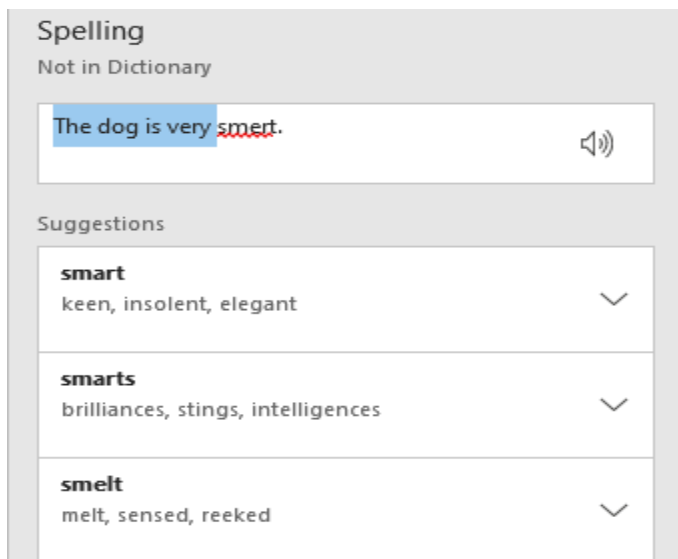
Chapter 5: Utilizing Editing and Corrective Tools

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5.1 Using Spellcheck

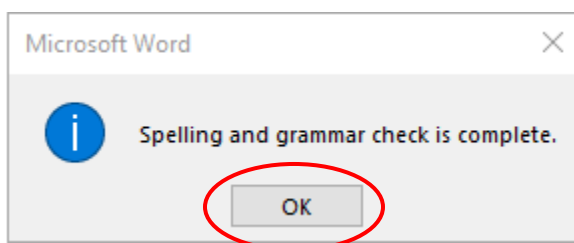
Using Spellcheck automatically identifies corrections for grammatical errors and word misspellings. This module will instruct you on how to access the spellchecking tool and how to accept or dismiss suggestions.

1. Select **Review** in the toolbar.
2. Click the **Spelling & Grammar** tool.
3. Accept the suggestion by selecting which spelling or grammatical correction you would like to replace your error.



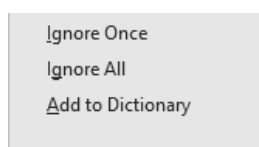
Note: You may also righthand click on a word that has a red line underneath (implying there may be an error) to see spell suggestions.

2. Select **Ok** to confirm the correction.



Dismissing Suggestions

1. Select the **Ignore Once** option to dismiss a suggestion or select **Ignore All** to dismiss all spelling suggestions.



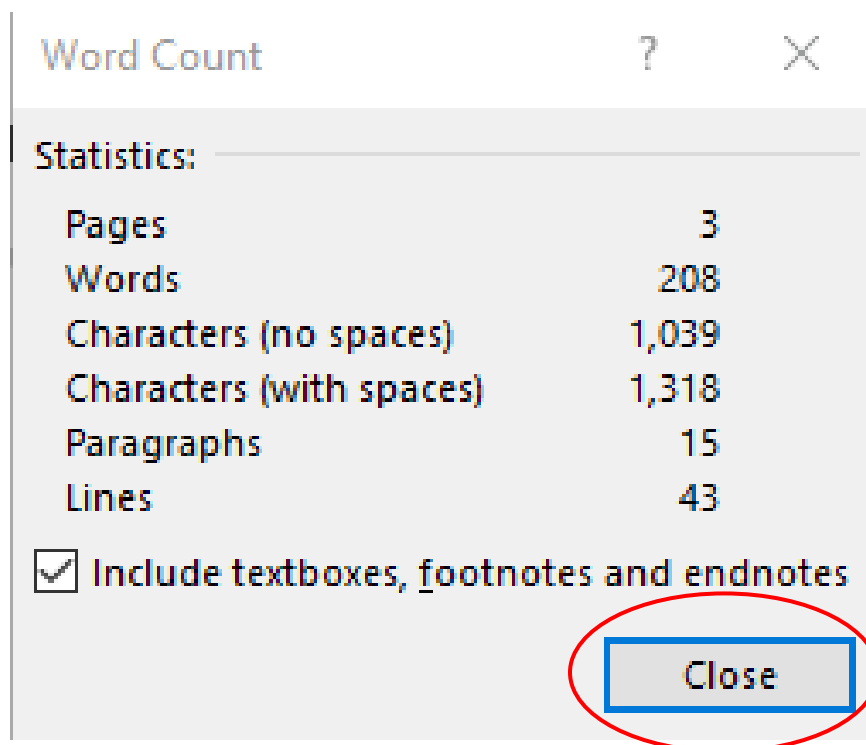
Note: The Add to Dictionary option allows you to no longer receive spelling suggestions for a word that is not recognized in a dictionary.

5.2 Accessing Word Count

Accessing word count is a way to keep track of the number of words you have on a document. This module will instruct you on how to view a word count and how track the word count of a selected text.

1. Select **Review** in the toolbar.
2. Click the **Word Count** icon.
3. Select **Close** to exit out of the Word Count popup.

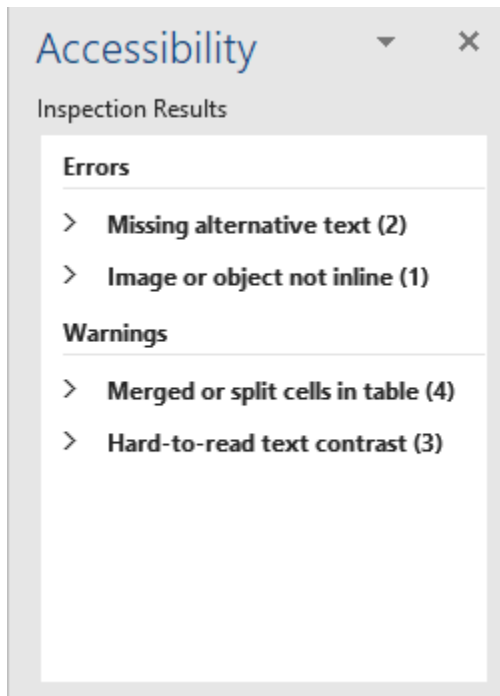
Note: To view the word count of a selected amount of text, select the amount of text you wish to view before completing the steps above.



5.3 Checking the Accessibility Tool

Checking the accessibility tool will allow you to examine your document to ensure it is accessible for individuals with disabilities. This module will instruct you on how to insert alt text and how to use accessible tools for yourself.

1. Select **Review** in the toolbar.
2. Click **Check Accessibility** to receive accessibility suggestions as you type.



Adding Alt Text

1. Select **Review** in the toolbar.
2. Click the downward arrow underneath the **Check Accessibility** icon.
3. Select **Alt Text** to add short descriptive sentences for screen readers.

Using the Navigation Pane

1. Select **Review** in the toolbar.
2. Select **the Navigation Pane** to display a guide to your document.

Accessing Focus

1. Select **Review** in the toolbar.
2. Click **Focus** to narrow in on specific parts of your document.

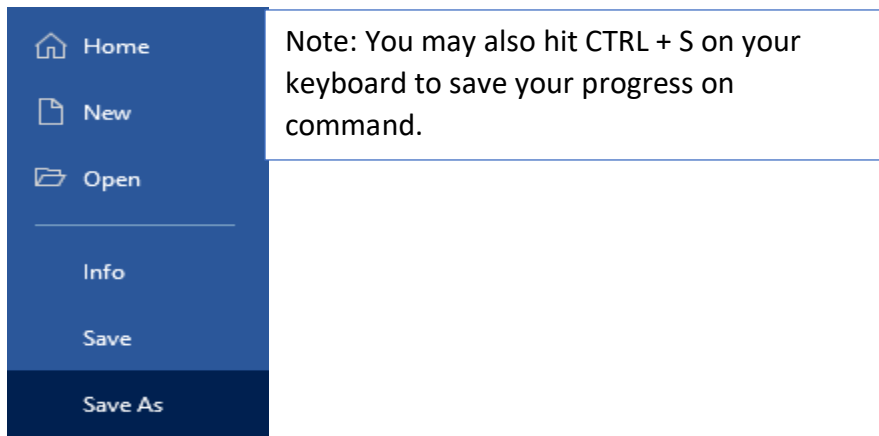
Chapter 6: Saving & Sharing Your Work

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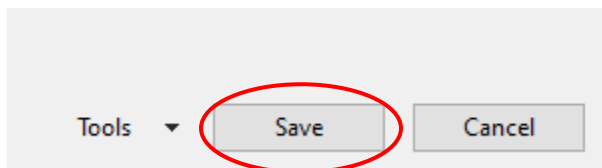
6.1 Saving your Work.

Saving your work is an important aspect to completing an assignment, saving the document prevents the possibility of its contents being erased or deleted. This module will instruct a user on how to save their work onto a file.

1. Select **File** at the top of your screen.
2. Scroll and select **Save As**.



3. Type in what you wish to name your document and select the box that says **Save**.



6.2 Sharing Your Work

Sharing your work is a task that allows a document to be viewed by others. This module demonstrates how to share a document and how to select what actions collaborators may take.

1. Select the **Share** option in the top left corner of the screen.



2. Type in the emails of the people you wish to share the document with.

Note: Select the drop-down arrow to decide whether someone can edit or view the document.



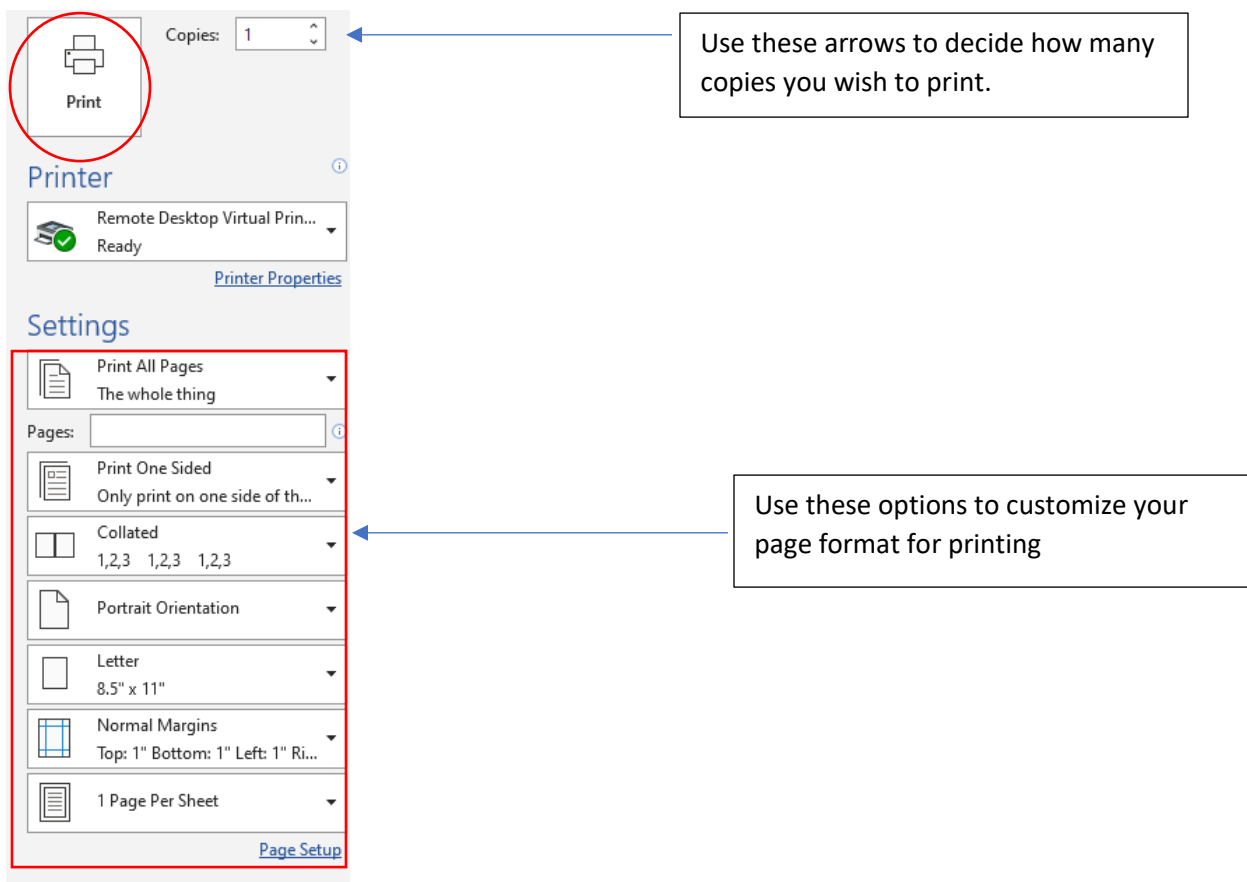
3. Press **Share** again to complete this task.

A rectangular button with a light gray background and a thin border. It contains the word "Share" in blue text.

6.3 Printing a Document

Completing an assignment can require a physical copy. This module explains how to select the number of copies and format to print pages of a document.

1. Select **File** within your toolbar.
2. Scroll and click **Print**.
3. Use the Print options to select how many copies you wish to print, color and page size.
4. Select **Print**.



Acknowledgments:

I thank my sister for her support and assistance in crafting this manual. I would also like to thank my mom for her continuous motivation and her strength, which I strive to model after each day.

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