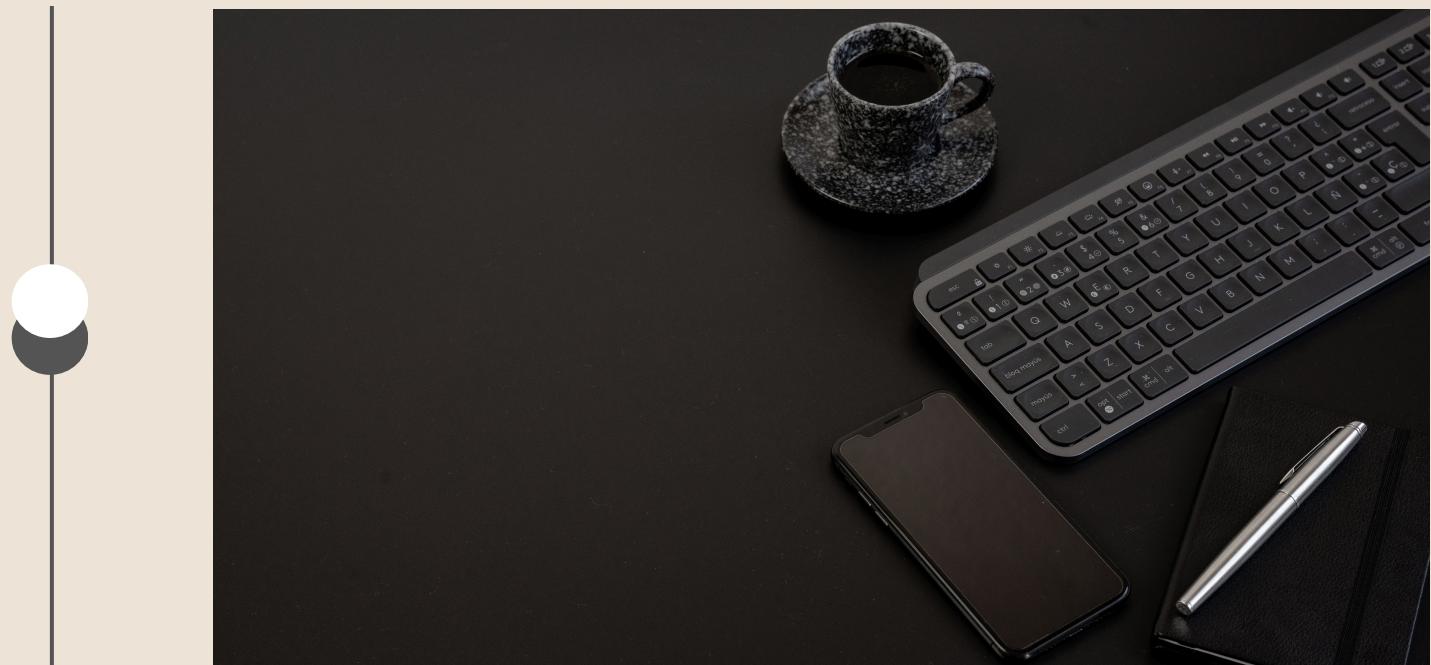




# A Word Manual

For Business Students in College



Abby Malakoff



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# ***Introduction***

Hi there! Welcome to *Microsoft Word for Business Students in College*. I'm a business minor myself, so I know firsthand how important it is to present your ideas clearly and professionally—whether it's for a class project, a case study, or even prepping for internships.

This guide isn't just another manual full of technical jargon. I created it with students like us in mind—people juggling packed schedules and needing straightforward tools to make their work shine. I've researched how business majors (and minors like me) use Microsoft Word for assignments like marketing reports, finance analyses, and those never-ending group projects.

Why does this matter? Because Word is more than a word processor—it's a tool that can make our work faster, cleaner, and more impressive if we know how to use it right. But with all its features, it can also feel like a maze. This guide breaks everything down into simple steps, practical tips, and real examples that you can actually use.

Consider this your go-to resource for getting the most out of Word. Whether you're just getting started or want to learn new tricks, this manual will help you create documents that don't just get the job done—they stand out.

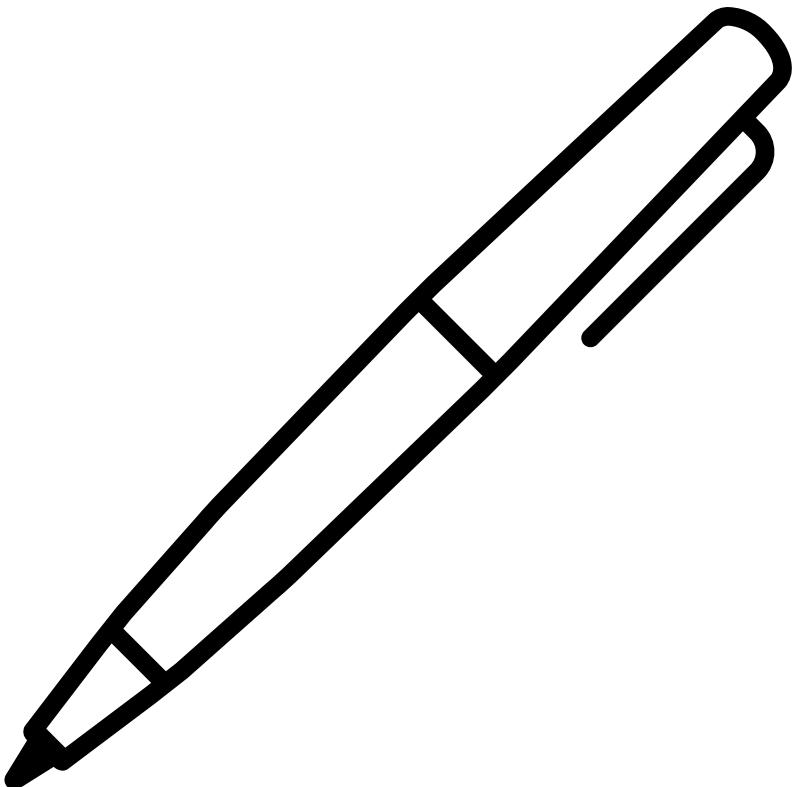
Let's dive in and make Microsoft Word work for you!

# **Table of Contents**

Chapter 1: Creating, Saving, and Navigating Documents.....	4
Chapter 2: Creating Business Documents.....	11
Chapter 3: Data Integration.....	16
Chapter 4: Advanced Tools and Collaboration.....	21
Colophon.....	25

# **Creating, Saving, and Navigating Documents**

In the fast-paced world of business education, mastering the basics of Microsoft Word can save you valuable time and ensure your documents are polished and professional. This chapter will guide you through the essential steps for creating, saving, and navigating documents in Word. From starting a new project to efficiently locating and revising existing files, these skills are key to staying organized and productive as you tackle assignments, group projects, and internship applications. Let's dive into the tools and techniques that will make your work seamless and stress-free.



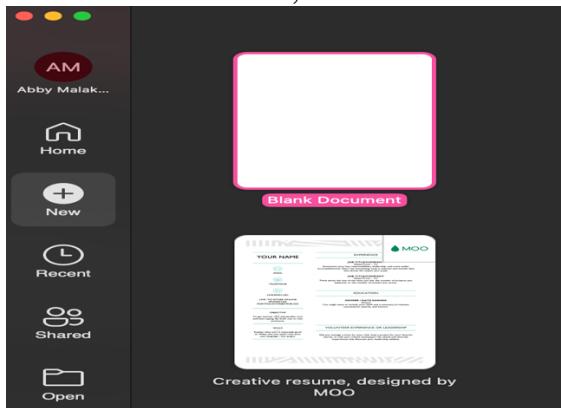
# Creating, Saving, and Navigating Documents

## Creating a New Document

When you first open Microsoft Word, you'll typically see a startup screen with the option to create a new document or open an existing one.

### 1. Open Microsoft Word

2. On the start screen, select **Blank Document** to create a new document.



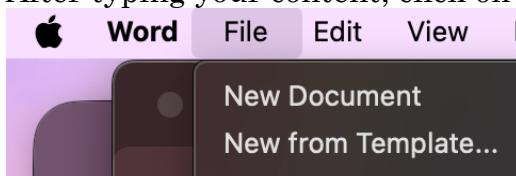
Alternatively, you can click **File** in the top-left corner, choose **New**, and select **Blank Document**.

3. A new blank document will appear, where you can begin typing and formatting your content.

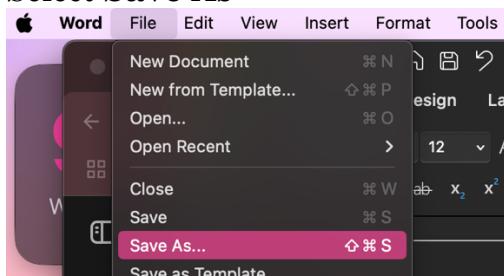
## Saving Your Document

Saving your document regularly ensures you won't lose your work. Microsoft allows you to save documents in various formats, including Word's native format (.docx) and PDF.

1. After typing your content, click on the **File** tab in the top-left corner.

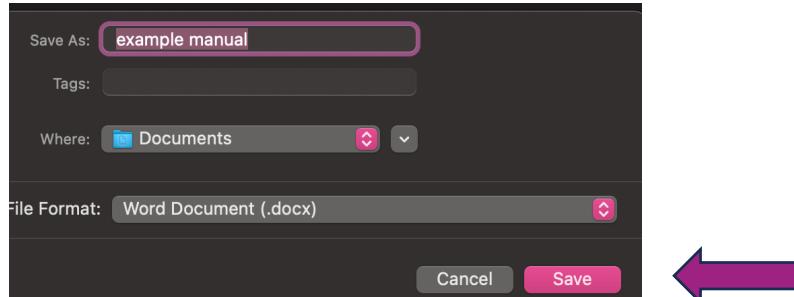


2. Select **Save As**



3. Choose where you'd like to save your file (e.g., OneDrive, your computer, or another folder).
4. In the **File name** box, type a name for your document.

- Select the file format in the **Save as type** dropdown (e.g., Word Document, PDF).
- Click **Save**.



## Navigating Through Your Document

Navigating through your Word document becomes important when working with longer files or finding specific sections quickly.

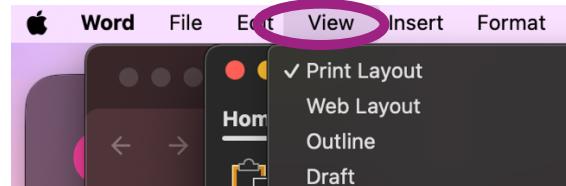
### Using the Scroll Bar:

You can move up and down through your document by clicking and dragging the scroll bar on the right-hand side of the screen.

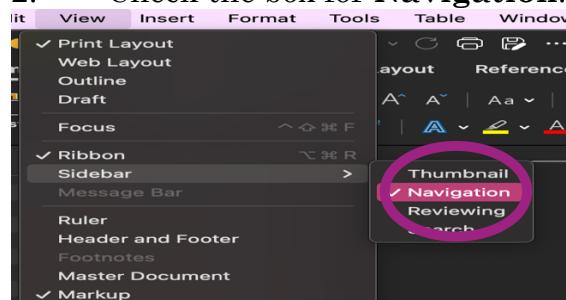
### Using the Navigation Pane:

The Navigation Pane can be an efficient tool for moving long documents with headings between sections.

- Click on the **View** tab at the top of the screen.



- Check the box for **Navigation**.



- The pane will appear on the left side of your screen, showing all the headings in your document. Click any heading to jump directly to that section.

### Using Keyboard Shortcuts:

- Ctrl + Home:** Move to the beginning of the document.
- Ctrl + End:** Move to the end of the document.

**Ctrl + F:** Open the **Find** box to search for specific text within your document.

# Formatting Text and Paragraphs

Formatting your documents correctly can make your work look professional and easier to read, which is critical in the business world.

## Changing Font Type and Size

Business documents often require specific fonts and font sizes. Here's how to adjust these elements:

1. **Highlight** the text you want to format.

Alternatively, you can use the shortcut **Command + D** to bring up the font dialog box.

2. **Go to the toolbar** at the top of the screen or the "Home" tab in the ribbon.
3. In the **Font** group, choose your preferred:
  - o **Font type** (e.g., Times New Roman, Arial).
  - o **Font size** (typically 11 or 12 for most business documents).

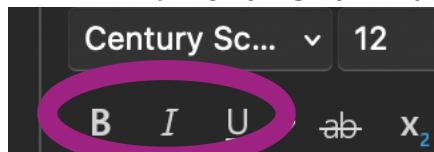
## Bold, Italic and Underline

Business reports often use these styles to emphasize key points.

1. **Highlight** the text.
2. In the **Home** tab:
  - o Click **B** for bold.
  - o Click **I** for italics.
  - o Click **U** for underline.

Or use these shortcuts:

- **Bold:** Command + B
- **Italic:** Command + I
- **Underline:** Command + U



## Changing Text Color

To differentiate headings or key points:

1. **Highlight** the text.
2. In the **Home** tab, click the **Font Color** button (the letter "A" with a colored line underneath).



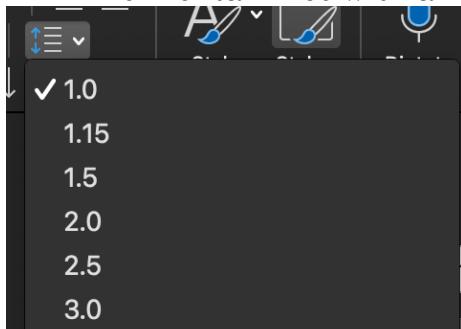
3. Choose your preferred color from the dropdown menu.

Be mindful of readability—stick with standard colors for professional documents.

## Line Spacing

Line spacing controls how much space appears between lines in a paragraph.

1. Select the paragraph(s) you want to format.
2. In the **Home** tab, locate the **Line and Paragraph Spacing** button (three horizontal lines with arrows).

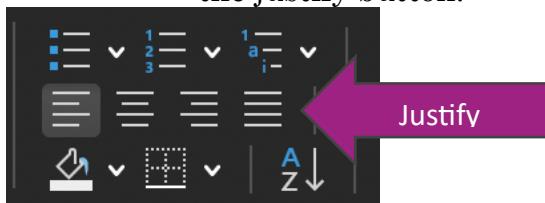


3. Choose from single, 1.5, or double spacing (standard for business documents is typically single or 1.5).

## Paragraph Alignment

Alignment is essential for creating a clean, professional look.

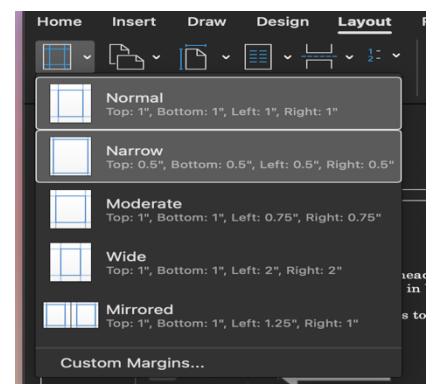
1. Select the paragraph(s).
2. In the **Home** tab:
  - o **Left Align** (standard for most business documents): Click the left-align button.
  - o **Center Align** (for titles/headings): Click the center-align button.
  - o **Right Align** (rarely used in business documents): Click the right-align button.
  - o **Justify** (useful for reports to create neat edges on both sides): Click the justify button.



## Adjusting Margins

For business documents, standard margins are typically 1 inch.

1. Go to the **Layout** tab.
2. Click **Margins** in the ribbon.
3. Choose **Normal** (1 inch on all sides) or customize the margins as needed.



# Inserting and Formatting Tables, Headers, and Footers

In business documents, tables help organize data, while headers and footers ensure your work looks professional and easily navigable. This module will highlight these key points to help business students work on reports, presentations, and assignments.

## Inserting a Table

Tables allow you to display data in a structured format.

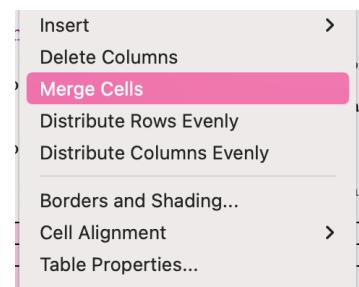
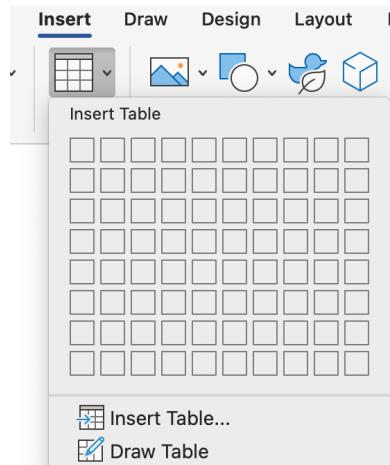
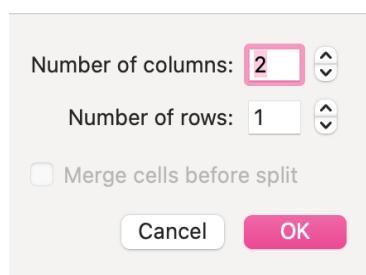
1. Place your cursor where you want to insert a table.
2. Go to the **Insert** tab in the ribbon.
3. Click **Table**, then choose the number of rows and columns by dragging across the grid.

Alternatively, select **Insert Table** and manually input the number of rows and columns.

## Merging and Splitting Cells

Merging and splitting cells can help organize complex data.

- To **merge** cells:
  1. Select the cells to merge by highlighting them.
  2. Right-click and choose **Merge Cells**.
- To **split** a cell:
  1. Select the cell.
  2. Right-click and choose **Split Cells**, then specify the number of new rows or columns.



## Adding a Header or Footer

Headers and footers provide consistency across pages, often containing titles, page numbers, and other essential information.

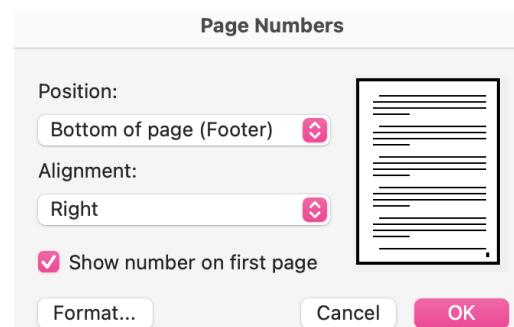
1. Go to the **Insert** tab.
2. Click **Header or Footer** and choose a style from the dropdown menu.
3. Type your content into the header or footer (e.g., document title, your name, or date).



## Inserting Page Numbers

Page numbers are essential for long documents and reports.

1. Go to the **Insert** tab and click **Page Number**.
2. Choose the position (e.g., **Top of Page**, **Bottom of Page**) and select a style (e.g., center, right).
3. To remove the page number from the first page:
  - a. Double-click the header/footer area.
  - b. Go to the **Header & Footer** tab and check **Different First Page**.
  - c. This will allow you to have a title on the first page without a page number.



## Combining Text and Page Numbers in Headers/Footers

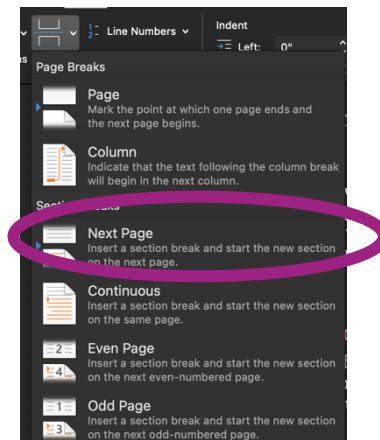
To display text and page numbers together (e.g., “Page 1 of 5”):

1. **Double-click** the header/footer area.
2. Type the text you want (e.g., “Page”).
3. Go to **Insert > Page Number**, then choose the current page number format.
4. Add a space, then type “of.”
5. Go to **Insert > Field > NumPages** to insert the total number of pages (e.g., “Page 1 of 5”).

## Setting Header/Footer Options for Sections

If your document has different sections (e.g., appendices):

- **Place your cursor** where you want to start a new section.
- Go to the **Layout** tab and select **Breaks > Next Page** under **Section Breaks**.
- Double-click the header/footer for the new section and click **Link to Previous** in the **Header & Footer** tab to turn it off. This allows you to customize the new section independently.



# Creating Business Documents

Microsoft Word offers a range of features for creating polished business documents. This chapter is designed to help college business students format professional documents such as reports, proposals, and memos, focusing on layout, organization, and key formatting tools.



# Writing Business-Specific Documents

Business reports often include a title page, executive summary, introduction, body, conclusion, and references.

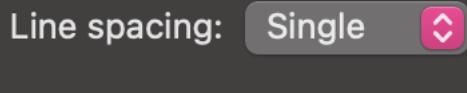
## Creating A Business Report

### 1. Title Page

- **Components:** The title page should include the report title, your name, the date, and any relevant details like course name or company affiliation.
- **Formatting Tips:** Center-align text. To adjust font size or styling:
  - Go to the **Home** tab, and choose a larger font size (e.g., 18 or 20 pt) for the title.
  - Use **Bold** for emphasis on the title or key details.

### 2. Executive Summary

- **Purpose:** This concise summary should briefly outline the report's main points and conclusions.
- **Formatting Tips:** Keep this section to a paragraph or two. Use single-spacing for clarity and consider a slightly larger font size (e.g., 12 or 13 pt) to distinguish it from the body text.



### 3. Body

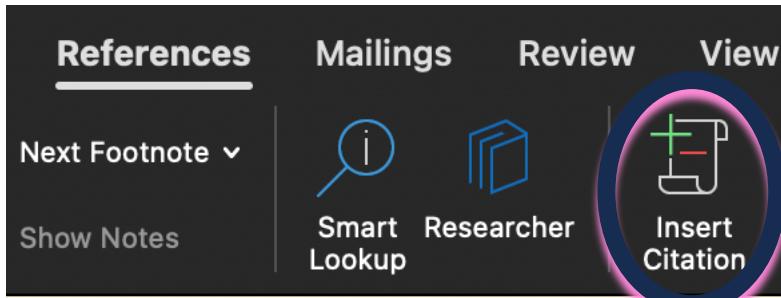
- **Structure:** Divide the body into sections with clear headings and subheadings. Typical sections might include **Background, Analysis, Findings, and Recommendations.**
- **Formatting Tips:**
  - Use **Heading 1** for main sections and **Heading 2** for subsections (found in the **Styles** section under the **Home** tab).
  - Maintain consistent line spacing, typically 1.5 or double spacing. Go to **Format > Paragraph** to adjust spacing.
  - For easy readability, add bullet points for lists or numbered steps to guide the reader.

### 4. Conclusion

- **Purpose:** Summarize the key findings and provide final recommendations.
- **Formatting Tips:** Make this section concise and clear. Use bold text sparingly to highlight critical points.

### 5. References

- **Inserting Citations:** For formal reports, always cite your sources.
  - Go to the **References** tab and select **Insert Citation** to add sources.



- **Generating a Bibliography:** Once you've added citations:
  - Go to **References > Bibliography > Bibliography or Works Cited** to insert a formatted reference list at the end of your document.

**Bibliography**

**Bibliography**

Chen, J. (2003). *Citations and References*. New York: Contoso Press.  
Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.  
Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

**Works Cited**

Chen, J. (2003). *Citations and References*. New York: Contoso Press.  
Haas, J. (2005). *Creating a Formal Publication*. Boston: Proseware, Inc.  
Kramer, J. D. (2006). *How to Write Bibliographies*. Chicago: Adventure Works Press.

# Creating a Business Memo

Memos are quick, direct messages typically used for internal communication. They focus on one key topic and maintain a formal yet concise style.

## 1. Memo Heading

- **Structure:** A memo usually begins with the following fields:
  - **To:** (Recipient's name and title)
  - **From:** (Your name and title)
  - **Date:** (The memo's date)
  - **Subject:** (A brief, descriptive subject line)
- **Formatting Tips:**
  - Align this information to the left, and bold the field names (To, From, Date, Subject) for clarity.
    - **Aligning shortcut :** Highlight the text then press CTRL + L for Left Alignment CTRL for center alignment, or CTRL + J for justified alignment
  - Use single spacing for each line but add a line space between each field for readability.
    - **To apply single spacing:** Press **Home** and click the spacing option (shown below) and **click 1.0**.



## 2. Body of the Memo

- **Purpose:** The body of the memo should be brief, usually 1-3 paragraphs, and stay on point.
- **Formatting Tips:**
  - For emphasis, use bullet points for lists or key points.
  - Avoid excessive use of bold or italic text; instead, rely on clear, straightforward language.
  - Use single-spacing for the body, with double-spacing between paragraphs to improve readability.

## 3. Closing the Memo

- A memo doesn't typically end with a formal closing, but you can include follow-up instructions or contact information if needed (e.g., "Please reach out with any questions.").

### Formatting Tips Recap for Memos:

- **Font and Size:** Use a standard, readable font like Times New Roman or Calibri, 11-12 pt.
- **Margins:** Standard 1-inch margins.
- **Text Alignment:** Align text to the left; do not justify, as left-aligned text is easier to read in a quick document like a memo.

# Drafting Resumes and Cover Letters Using Templates

Microsoft Word offers a variety of templates for professional-looking resumes and cover letters. This module walks you through using these templates on Word for Mac, including step-by-step instructions and screenshots to help you create polished documents that reflect your skills and professionalism.

## Accessing Resume and Cover Letter Templates

### 1. Open Microsoft Word

- Launch Microsoft Word from your Applications folder or dock.

### 2. Open the Template Gallery

- **From the Word home screen**, click on **New Document** to bring up the template gallery (shown in the screenshot below).



### 3. Search for Templates

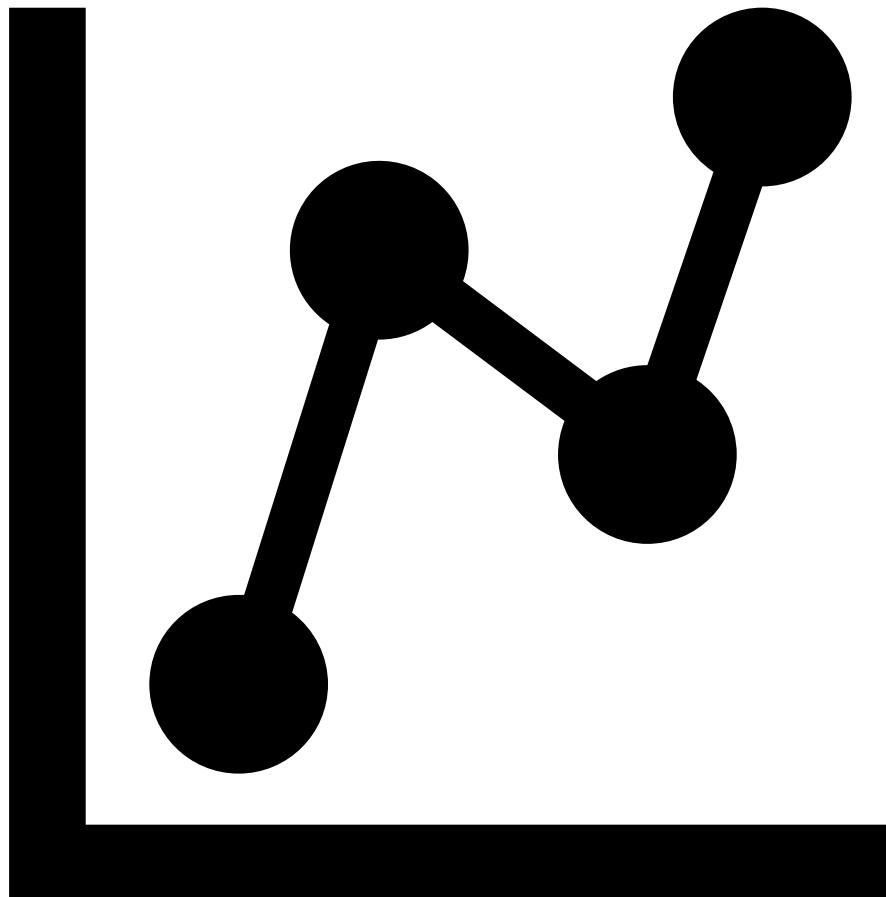
- In the template search bar at the top, **type "Resume"** or **"Cover Letter"**.
- Browse through the available templates to find one that suits your style and profession. **Click on a template to preview it** (see below for example).



Once you find a template you like, **click “Create”** to open it as a new document.

# Data Integration

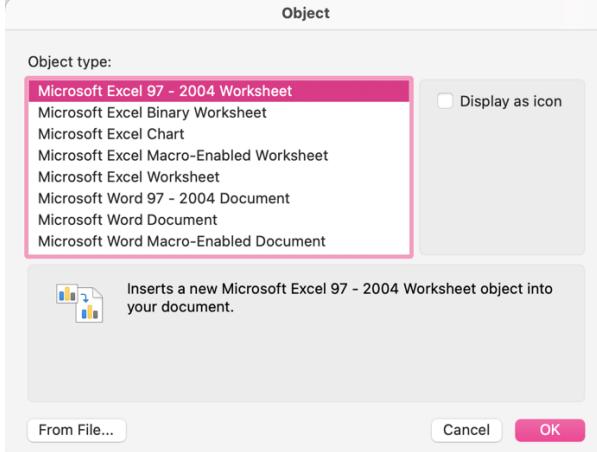
Data integration in Microsoft Word enhances business documents by embedding data directly from Excel, online sources, and other applications. This concise guide covers essential methods for adding tables, charts, and external data into Word on a Mac, helping you create polished, data-rich reports and proposals.



# Inserting Excel Data into Word

## Embedding an Excel Table

1. Place the cursor in your Word document where you want the table.
2. Go to Insert > Object > Object Then open your object type

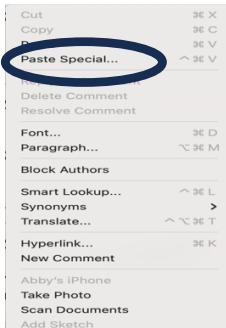


The 'object type' screen should look like this.

3. Enter data directly or paste existing data. Click outside the table when done. Double-clicking the table allows further editing.

## Linking an Excel Worksheet

1. Copy data from Excel (Command + C).
2. In Word, right-click where you want the data and select Paste Special > Paste Link > Microsoft Excel Worksheet Object.



3. Linked data updates automatically with changes made in Excel.

## Adding an Excel Chart

1. In Excel, **create a chart**, highlight content you want in your document, then copy it (Command + C).

A	B	C	D	E	F	G	H	I	J	K	L
1	Date	Account	Title	Amount	Description						
2	1-Nov	Dr. Note R		\$30,000	To record the issuance of the note and cancellation of customers account due to default						
3	1-Nov	Cr. Account		\$30,000	To record the issuance of the note and cancellation of customers account due to default						
4	31-Dec	Dr. Accrued		\$300	To accrue the interest income earned in 2 months						
5	31-Dec	Cr. Interest		\$300	To accrue the interest income earned in 2 months						
6	1-Aug	Dr. Cash		\$31,350	To record the collection of the note and interests						
7	1-Aug	Cr. Notes R		\$30,000	To record the collection of the note and interests						
8	1-Aug	Cr. Accrued		\$300	To record the collection of the note and interests						
9	1-Aug	Cr. Interest		\$1,050	To record the collection of the note and interests						
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When highlighted, excel chart should look like this

2. In Word, **right-click** and select **Paste** to paste as a static image, or use **Paste Special > Paste Link** to make it dynamic.

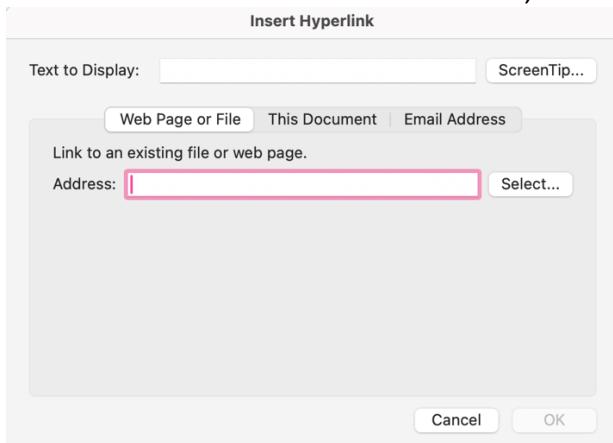
## When to Use Each

- **Dynamic Image:** Use when you need live updates, like in recurring reports or documents where data frequently changes.
- **Static Image:** Use when data is finalized, such as in a report that won't require further updates, ensuring consistency and avoiding unintended changes.

# Using Online Data

## Inserting Web Links

1. Place the cursor in Word where you want the link.
2. Go to Insert > Link > Web Page or File.
3. Enter the URL of the data source, then click OK to embed the link.

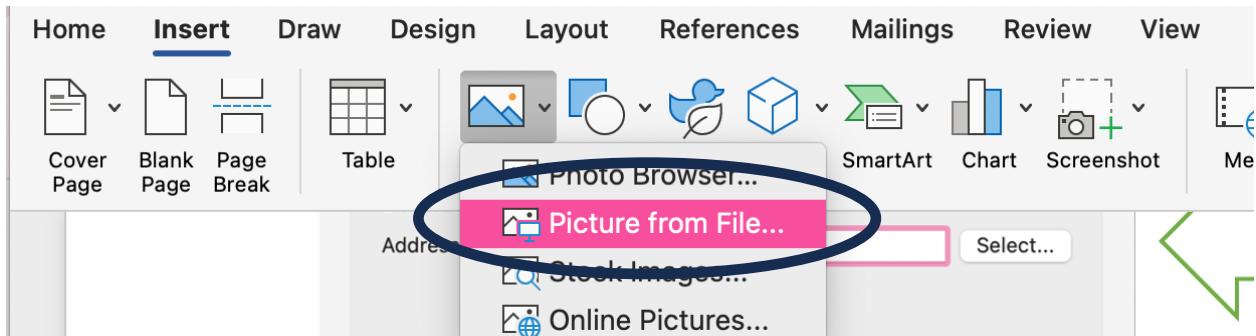


This screen should appear after you click 'link'.

## Inserting Data Snapshots

1. Take a screenshot of online charts or data (Shift + Command + 4).
2. In Word, go to Insert > Pictures > Picture from File and select the screenshot to insert.

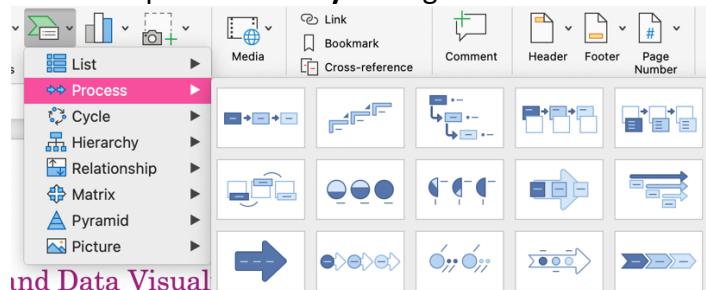
**Screenshot Prompt:** Show Insert > Pictures > Picture from File with an inserted screenshot of data.



# Using SmartArt and Data Visualizations

## Adding SmartArt Graphics

1. Go to **Insert > SmartArt** and select a style that best represents your data, like **Process** for steps or **Hierarchy** for organization.



Example of what the 'Process' style is.

2. Enter your data by clicking each shape, replacing placeholder text.

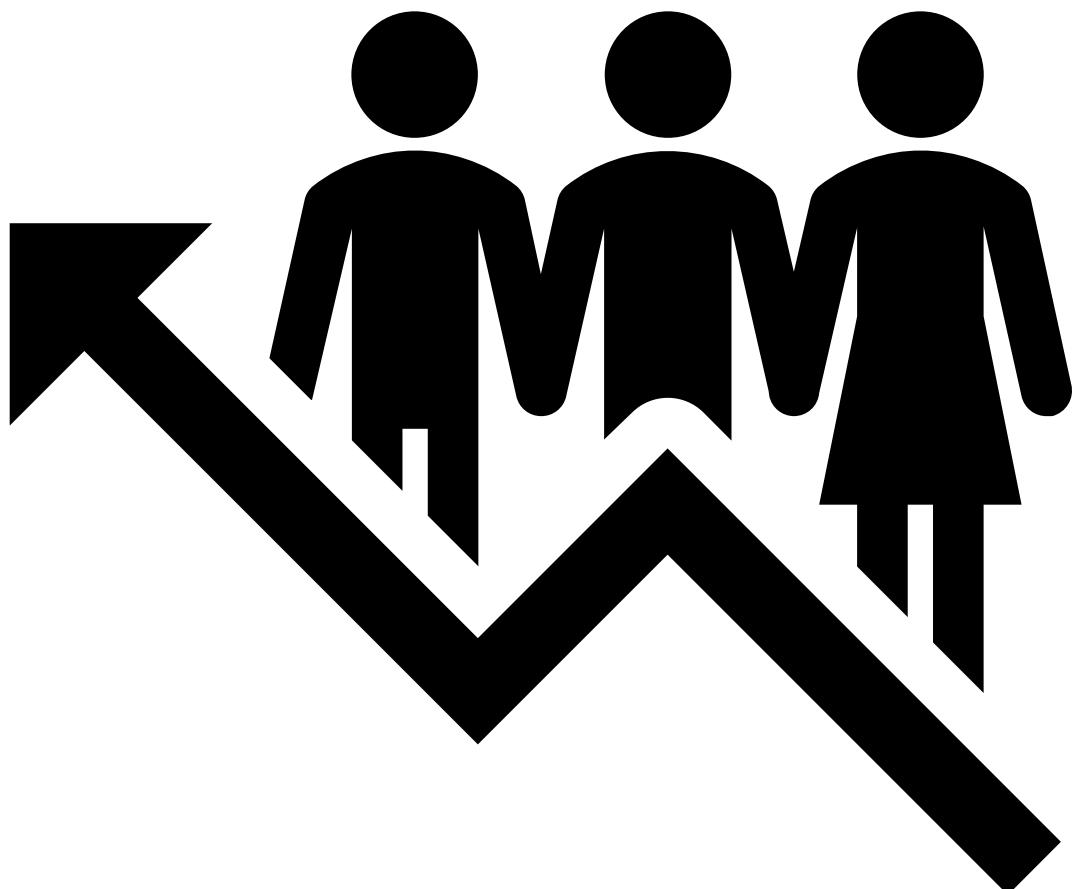
## Customizing Data Labels

1. Use **SmartArt Design** and **Format** tabs to customize colors, layout, and fonts for a professional look.
2. In the **SmartArt Design** tab, click on the **Layouts** gallery to browse alternative layouts for your graphic.
3. Click on a different layout to apply it. Word will adjust the design automatically while retaining your content.



# Advanced Tools and Collaboration

In this section, we'll explore some of the more advanced features of Microsoft Word that can elevate your documents and make collaboration a breeze. These tools can save time, enhance your professional presentation, and help you work seamlessly with others.



# Using Styles and Themes

Consistency is key in business writing. Styles and Themes in Word help you maintain a polished and professional look throughout your documents.

## What Are Styles?

Styles let you apply predefined formatting to headings, body text, quotes, and more with just one click. They ensure that all similar elements in your document look the same, saving you time and avoiding manual formatting errors.

## How to Use Styles:

1. Highlight the text you want to format.
2. Go to the **Home** tab.
3. Click **Styles Pane** and choose a style from the gallery (e.g., Heading 1, Title, Normal).
4. Customize styles by right clicking a style and selecting **Modify**.

## What Are Themes?

Themes apply a coordinated set of colors, fonts, and effects across your entire document, perfect for keeping reports and presentations visually unified.

## How to Use Themes:

1. Go to the **Design** tab.
2. In the **Themes** group, select a theme that fits your needs.
3. Customize by clicking **Colors, Fonts, or Effects** in the same tab.

### Use Theme Variants for Visual Hierarchy:

Each theme comes with variants that let you fine-tune colors and effects.

1. After selecting a theme, use the **Variants** group in the **Design** tab to tweak colors, font combinations, or style effects.
2. This is a quick way to emphasize headings, tables, or charts without manually formatting them.

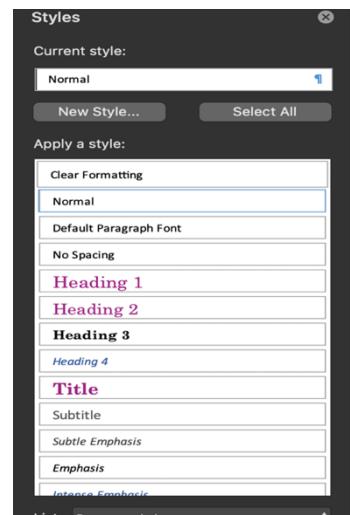
### Combine Themes with Styles:

Themes work best when paired with the **Styles** feature. For example:

1. Use a theme to set the overall tone of your document, then apply **Heading Styles** to create a professional-looking table of contents or navigation pane.
2. When you change the theme, your styles will automatically update to match the new design.



Example Color Themes



Styles Pane

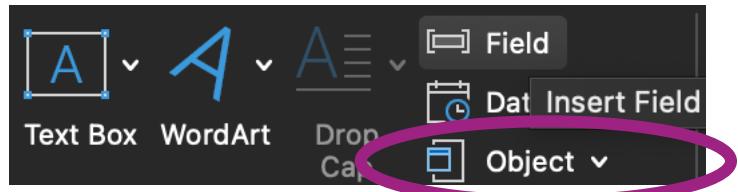
# External File Embedding and Hyperlinks

Enhance your documents by linking or embedding external content. These tools make your documents more interactive and informative.

## Embedding Files

When you want to include a spreadsheet, image, or another file directly in your document:

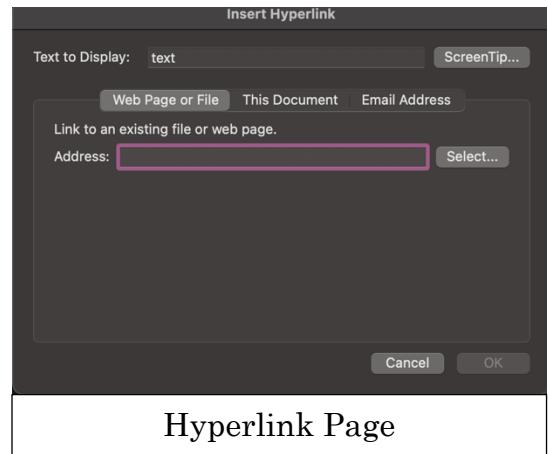
1. Go to the **Insert** tab.
2. Click **Object** in the **Text** group.
3. Select **Create from File**, browse to the file, and choose **Insert**.
4. Check **Link to File** if you want updates to the source file to reflect in Word.



## Adding Hyperlinks:

Hyperlinks make it easy for readers to access additional resources or navigate within your document.

1. Highlight the text or click where you want the link.
2. Go to the **Insert** tab and click **Link** in the **Links** group.
3. Choose to link to a web address, another document, or a specific location within your document.
4. Click **OK** to finalize.

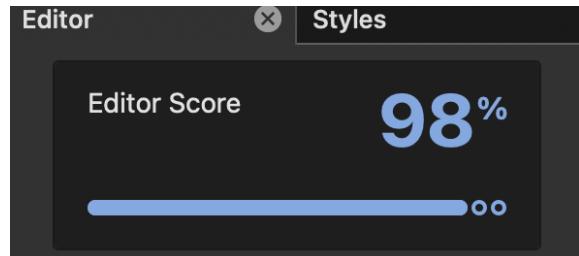


# Proofing Tools

Nothing undermines professionalism like typos or unclear wording. Word's proofing tools can help you polish your work.

## Spelling and Grammar Check:

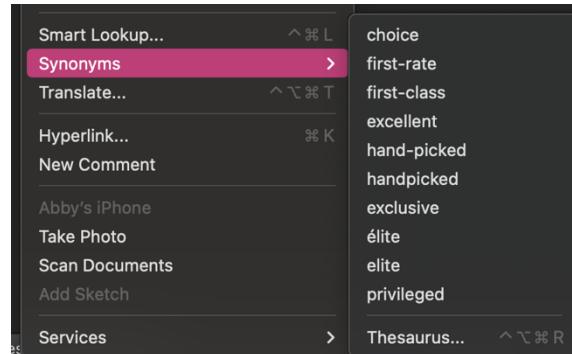
1. Go to the **Review** tab.
2. Click **Editor** in the far left corner of the pane.
3. There will be an "editor score". Click the number and it will take you to wherever you have spelling/editing mistakes in your text.
4. Review suggestions and make changes directly in the sidebar.



## Thesaurus:

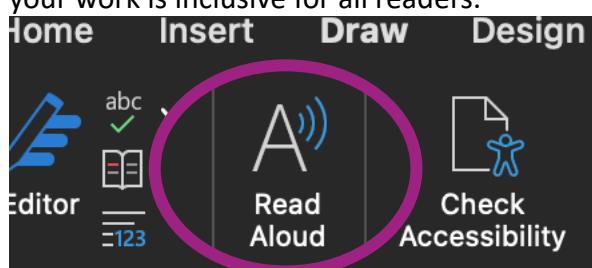
Need to find the perfect word?

1. Right-click on a word and select **Synonyms**.
2. For more options, go to the bottom of the options under synonyms, click **Thesaurus**, and explore alternatives.



## Read Aloud and Accessibility Checks:

1. Use the **Read Aloud Tool** in the **Review** tab to catch awkward phrasing or errors by listening to your text.
2. Check document accessibility by selecting **Check Accessibility** in the same tab to ensure your work is inclusive for all readers.



## Colophon

This manual was published by Abby Malakoff on December 6<sup>th</sup> of 2024. This manual was written on a MacBook Air. The cover design was created with Canva. The typeface used in this manual is Century Schoolbook. The images were retrieved directly from Microsoft Word. Bound in (what) style, printed by BLANK from Staples of Amherst. *A Word Manual for Business Students in College* is limited to two copies; one of which was created for submitting to the author's professor and one other copy for the author to keep.

