

Microsoft Word for



Incoming College Freshman

English 380
Benjamin Lagasse

Microsoft Word for Incoming College Freshman

An Intermediate Level Guide

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Acknowledgments

I would like to express my thanks for those who helped me construct this manual.

To my professor Janine Solberg. You worked tirelessly to prepare our class to write this manual by teaching us the importance of task-oriented language and design concepts such as visual hierarchy. With these and other tools I was able to produce a final product that I can be proud of.

To my workshop groups throughout the entire semester. When I was unsure how my drafts were progressing, and I did not know whether to add or subtract a certain component you were all able to offer your guidance. Some days we did not have much to say but on the days where many of us had questions it was reassuring to know that others were in a similar spot.

To my sister Jackie. You aided me during the beginning stages of my manual when I had a difficult time coming up with a user group. Then later in the process you graciously agreed to help me proofread my manual drafts. These contributions gave me a perfect starting point and made a sizeable difference in my work.

Cover image credits: The logo for Microsoft Word since 2018, found on [Microsoft Office](#).

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Introduction

Abstract

So, you are an incoming college freshman and you have just been tasked with writing your first academic paper assignment. Perhaps you are unsure of the differences between MLA, APA, and Chicago citations. Well with *Microsoft Word for Incoming College Freshman*, a Word manual specifically tailored to the needs of new college students of any major there is no need to fret. *Microsoft Word for Incoming College Freshman* is designed to give intermediate-level users a broad range of knowledge of Word for Office 365 for Windows 10. From clarifying formatting and constructing citations to revising and sharing documents. *Microsoft Word for Incoming College Freshman* is a comprehensive guide designed to help all students especially those unaccustomed with Word to achieve success in their coursework and beyond. Taking advantage of the many features of Word highlighted in this manual will make you a more time-efficient and organized writer, while presenting higher standard of work to your professors.

Materials

Microsoft for Incoming College Freshman is organized in one to two-page task-oriented spreads which include visual aids and call outs. The material will build up beginning with tools which Microsoft Word offers to create detailed assignment outlines. Citations will be covered as well with sections for MLA, APA, and Chicago to cover all bases. Microsoft OneDrive's functionality with Word will be put on display to show how it competes with the Google Drive suite which is popular with students.


Here is a small sampling of the sections included in *Microsoft Word for Incoming College Freshman*:

- Establishing headers and footers
- Including page numbers
- Citing sources
- Uploading to OneDrive
- Downloading from OneDrive
- Sharing and Editing with OneDrive

Creating assignment outlines

Beginning a college level paper assignment can be troublesome especially as a freshman. To help you can use topic lists along with the bullet points and columns features to gather your ideas into different categories prior to the writing process.

Building topic lists


1. Read assignment prompts or instructions to decipher main topics to write about.
For example, in an English class this could be two books and or characters from those books.
2. Type these main topics in Bold (CTRL + B) and Italicized (CTRL + I) print to differentiate them from the remaining information.
3. Add Underlined (CTRL + U) subheadings under each main topic for each point you have about a particular topic to differentiate them from the remaining information.
4. Click the **Home** tab.
5. Select the **Bulleted list** tool and add bullets under each subheading where arguments, discussions, and evidence are to be written. 
6. Begin adding information for each main topic and subheading.
7. Click the **TAB** key to shift the list level each time a new point or evidence is found.

Merchant of Venice — **Bold and *Italicized* main topic**

The 3 caskets — Underlined subheading

- Each casket introduces itself personally through the inscription on the outside
- TAB → ○ "The first, of gold, who this inscription bears, who chooseth me shall gain what many men desire"
- The second, silver, which this promise carries, who chooseth me shall get as much as he deserves"
- The third, dull lead, with warning as blunt, "who chooseth me must give and hazard all he hath"
- TAB → ■ The phrase 'chooseth me' relates the casket to a real-life person who will be picked when in reality it is merely an inanimate object
- By giving life to the caskets the one who must choose the correct casket is given extra pressure as they have more to base their decision off than just looks

Sorting ideas into columns

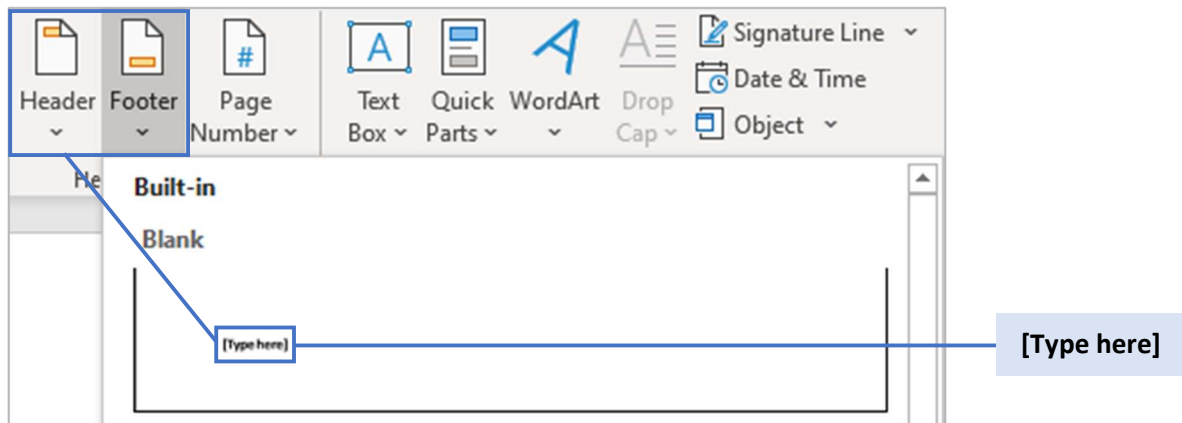
1. Click the **Layout** tab.
2. Select all your desired text.
3. Select the **Columns** tool icon in the page setup section. 
A dropdown menu opens.
4. Choose one of the presets or **More Columns** for other options.

Inserting headers and footers

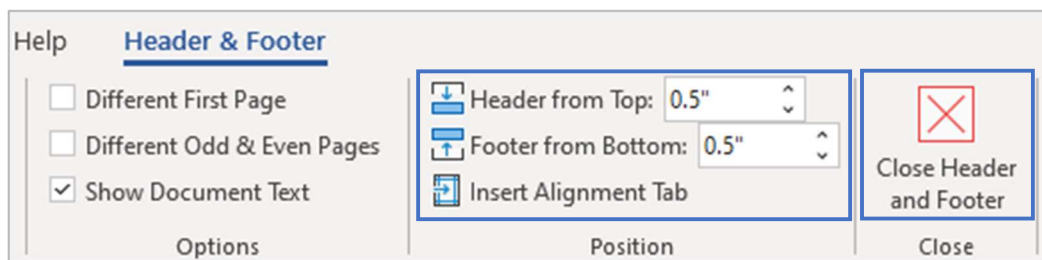
You can use headers and footers to insert document titles and page numbers for assignments. Microsoft Word offers built-in blank headers and footers which can be arranged to satisfy formatting requirements for any assignment.

1. Click the **Insert** tab.
2. Click on **Header** or **Footer** in the Header & Footer section.
3. Select the **Built-in Blank** header or footer option.

Choosing the Built-in Blank function creates a [Type here] line in the Header or Footer.



4. Type inside of the Header or Footer **[Type here]** to edit the text.
To add page numbers, see the Adding page numbers module.
5. Increment the **Header from Top** or **Footer from Bottom** to change the margins.
6. Click on **Insert Alignment Tab** to alter the alignment of the header & footer text.
7. Click **Close Header and Footer** in the Header & Footer tab to return to the main text.



Enter header and footer editing mode by double clicking the top or bottom of the document page where the header and footer resides.

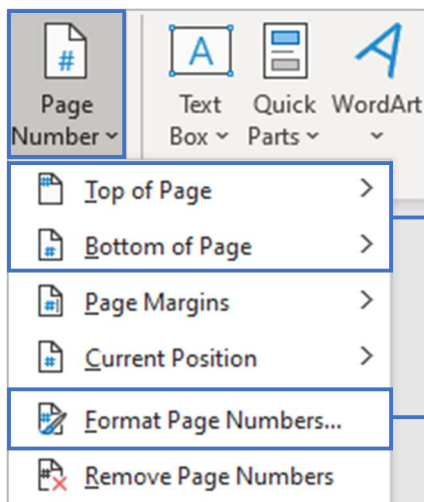
Including page numbers

Use page numbers to label each page making documents easier to navigate. This process is especially recommended for papers more than a couple pages long. Your professor will appreciate having a numbering system to refer to while reviewing your work.

1. Click the **Insert** tab.
2. Click on **Page Number** in the Header & Footer section.
3. Select **Top of Page** or **Bottom of Page** in the dropdown menu.
4. Choose between **Plain Number 1, 2, or 3** in the dropdown menu for alignment.

With an alignment chosen the page numbers appear and enters Header & Footer edit mode.

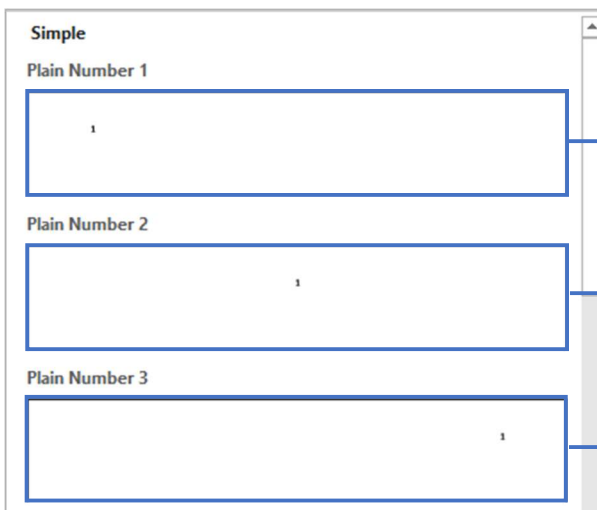
5. Click **Close Header and Footer** in the Header & Footer ribbon to return to main text.



Top of Page adds page numbers to the Header.

Bottom of Page adds page numbers to the Footer.

Continue to the **Formatting page numbers** section.



Left alignment

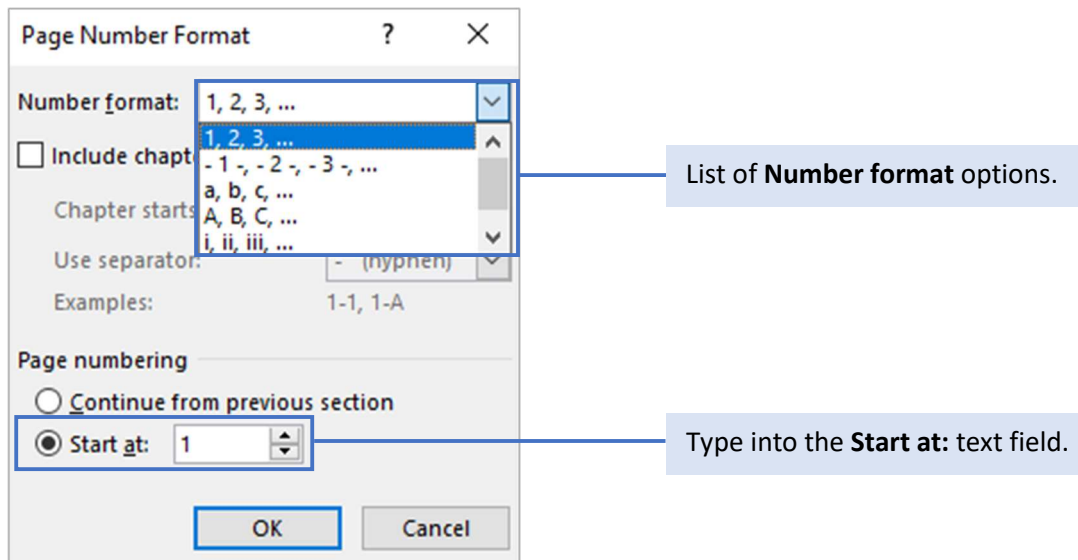
Center alignment

Right alignment

Formatting page numbers

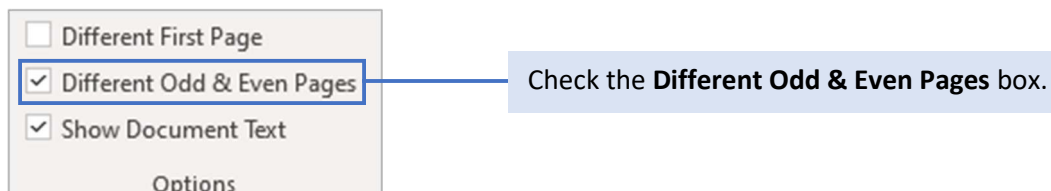
Inserting page numbers only to realize that your format does not meet the assignment's demands? No worries, you can use Word's page number format menu, different odd and even pages, and page breaks to comply.

1. Click and open **Format Page Numbers...** in the Page Number dropdown menu.
2. Select the **Number format** dropdown menu to choose a numbering system.
3. Type the desired starting page for page numbering in the **Start at:** text field.




Assigning odd and even page numbers

1. Double click the top or bottom of the document page where the header and footer resides.
2. Check the **Different Odd & Even Pages** box in the Header and Footer options section.
This setting establishes odd and even header/footers for every other page.
3. Add pages as normal following the steps of the **Adding page numbers** module.



Embedding page breaks

1. Click the **Insert** tab.
2. Place your cursor at the desired section separation of a document.
3. Select the **Page Break** icon in the Pages section. 

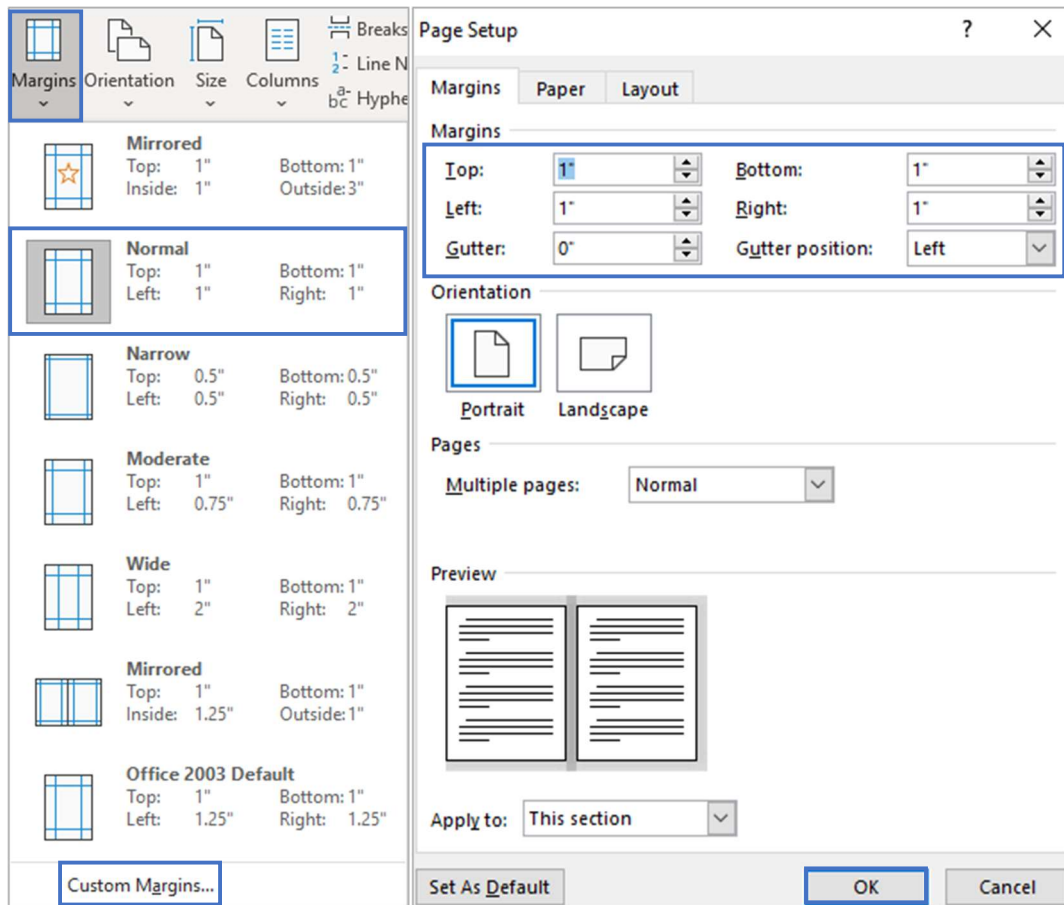
Page breaks allow for multiple sections of Odd and Even Page Numbers useful for long multi-sectional documents.

Adjusting margins

Use page margins to determine how much content you can fit on one assignment page as well as how neat that content will look. Word offers many types of margins including custom-made options.

1. Click the **Layout** tab.
2. Click the **Margins** icon in the Page Setup section.
3. Select a **Margin Preset** in the dropdown menu or choose **Custom Margins** to create a custom-made margin.

Margin changes only occur to the selected sections of a document.



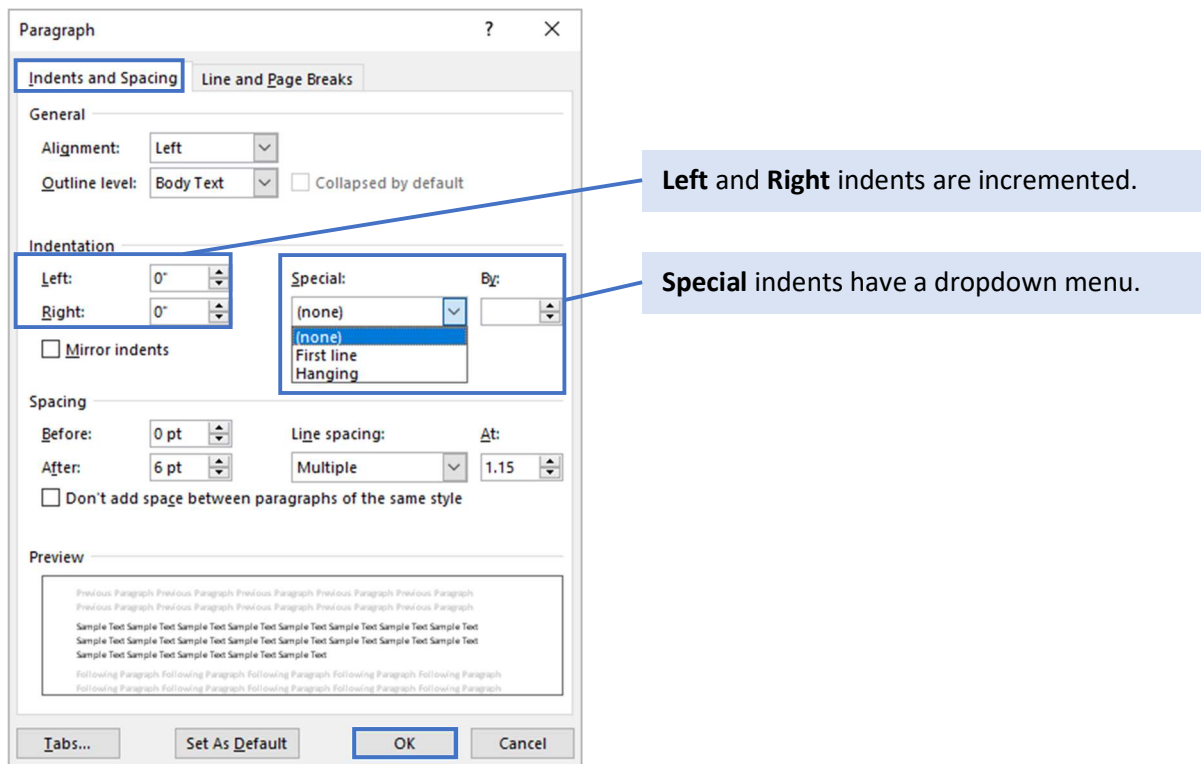
Customizing margins

1. Choose **Custom Margins**.
A Page Setup dialog box opens.
2. Enter new values for the **Top**, **Bottom**, **Left**, and **Right** margins, as necessary.
If using Mirrored margins, the left and right margins change to inside and outside.
3. Select **OK** to confirm changes.

Using indents

You can use indents to start a new paragraph or align any piece of text for an assignment. Word offers the standard incremental indentations along with special indentations such as hanging or first line indentations.

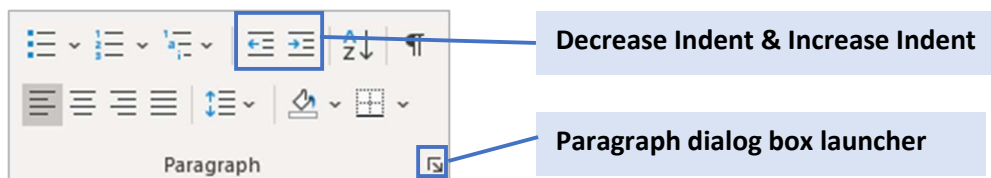
1. Select paragraph sections of the document to adjust.
2. Click the **Home** tab.
3. Select the Paragraph dialog box launcher.
4. Choose the Indents and Spacing tab.
5. Increment **Left** and **Right** indentations and choose a **Special** indent if needed.
6. Select **OK** to confirm changes.



Decreasing and increasing indents

1. Click the **Home** tab.
2. Click the **Decrease Indent** or **Increase Indent** tool icons in the Paragraph section.

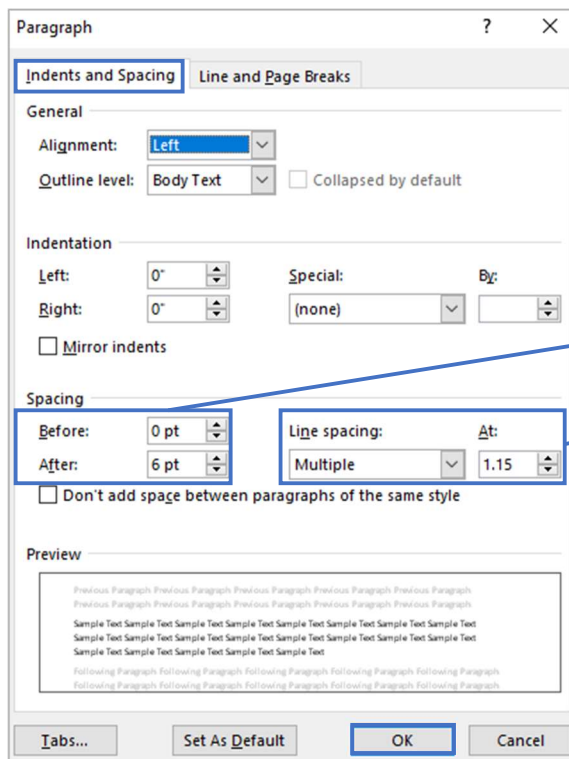
Alternatively, you can use the Tab key to increase indentation.



Implementing line spacing

Use line spacing options in Word to meet common double-spaced requirements for paper assignments, lab reports, and other essays. The white space created by adding line spacing provides an easier to read paper.

1. Select paragraph sections of the document to adjust.
2. Click the **Home** tab.
3. Select the **Paragraph dialog box launcher**.
4. Choose the **Indents and Spacing** tab.
5. Increment **Before** and **After** paragraph spacing and choose a **Line spacing** type.
6. Select **OK** to confirm changes.



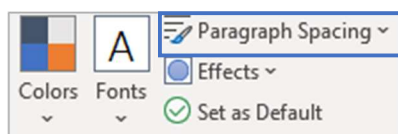
Before and After spacing is incremented.

Line spacing type has a dropdown menu.

Presetting paragraph spacing

1. Click the **Design** tab.
2. Click the **Paragraph Spacing** icon to open the dropdown menu.
3. Choose one of the **Built-in** options.

Options include No spacing, Compact, Tight, Open, Relaxed, and Double.



Paragraph Spacing icon opens a dropdown menu.

Citing sources

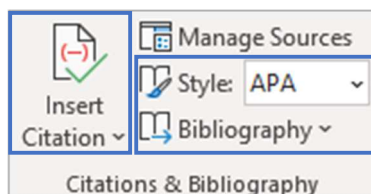
Source citation is important to meet assignment requirements and avoid plagiarism. Word makes citations simple. You can use the insert citation and insert footnote tools to satisfy the most prominent formats.

Formatting APA and MLA citations

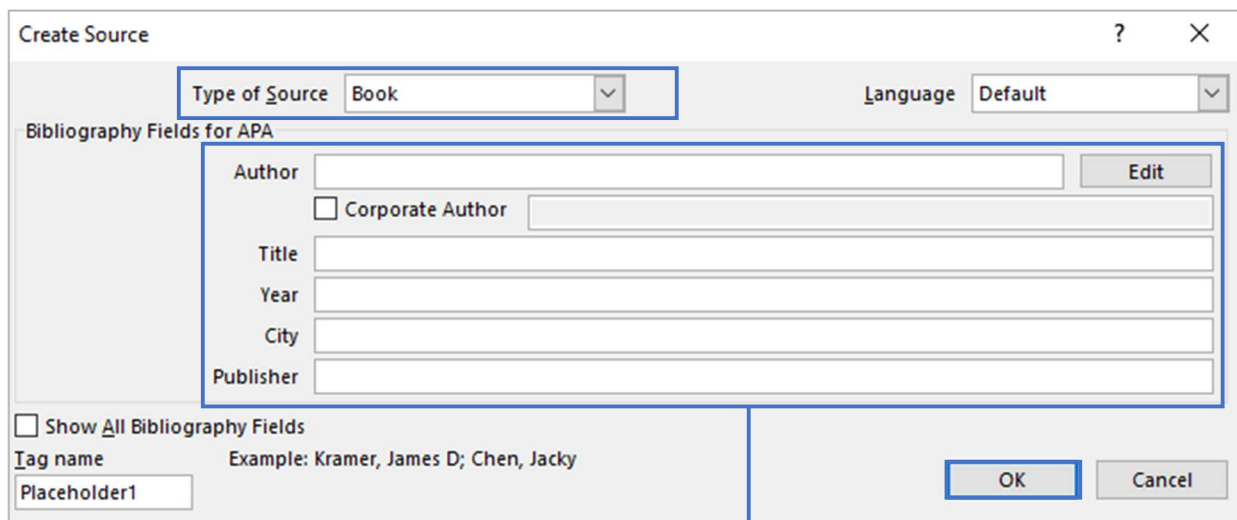
1. Place your cursor at the end of the desired text to cite.
2. Click the **References** tab.
3. Choose the desired style in the **Style:** dropdown within the Citations and Bibliography section.

Microsoft Word automatically formats citations once a style is selected.

4. Select **Insert Citation**.
5. Choose **Add New Source**.
6. Choose the Type of Source and fill out the information fields.
7. Select **OK** to add the citation to the document.





Style: dropdown & Bibliography insertion



Fill out the information fields.

Formatting Chicago citations

1. Place your cursor at the end of the desired text to cite.
2. Click the **References** tab.
3. Select the **Insert Footnote** icon in the Footnotes section. 
4. Fill in the footnote information according to Chicago format.
See completed Chicago footnotes below.
5. Modify the in-text citation format.
6. Click the **Home** tab.
7. Select all the Footnotes.
8. Open the **Paragraph Dialog Box** in the Paragraph section. 
9. Increase the **Left indentation** to 0.5" and the **After: spacing** to 10pt.
10. Click **OK** to save changes.


"The dog kept barking."¹
"The child was upset."²
"The fish swam fast."³

The in-text citation format for Chicago.
Notice that you must place a period,
quotation mark, and superscript at the end.

¹ Author's last name, "Title," page number.
² Author's last name, "Title," page number.
³ Author's last name, "Title," page number.

Completed Chicago footnotes.

Inserting Bibliographies

1. Click the **References** tab.
2. Select the **Bibliography** tool icon in the Citations and Bibliography section. 
3. Choose one of the **Built-In** options.

The Bibliography is automatically inserted with all the created sources from your document.

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.

Bibliography

Chen, J. (2003). *Citations and References*. New York: Contoso Press.
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References

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.

Choose one of the **Built-in** options.

Reading documents aloud

In some cases, reading out loud to yourself to proofread is not possible while you are out in public. However, using Word's read aloud tool you can listen to text-to-speech of your document no matter where you are.

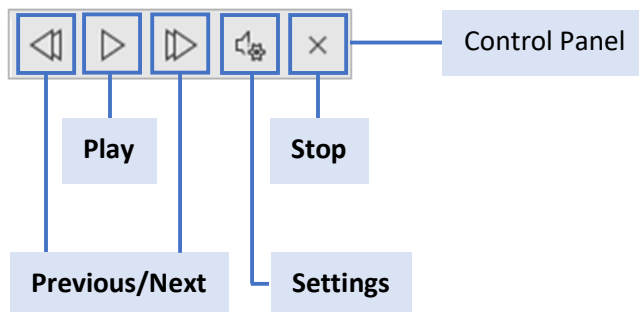
Listening with read aloud

1. Click the **Review** tab.
2. Select the **Read Aloud** tool icon in the Speech section.



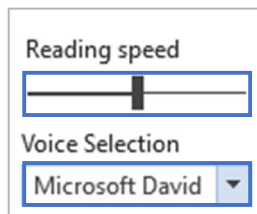
A small control panel opens in the top right of your document.

3. Place your cursor at the start of the text which you want to hear.
4. Select **Play** in the control panel to begin the reading.
5. Select **Pause** in the control panel to hold your place in the reading.
6. Select **Pause** or **Next** to move from one paragraph to another.
7. Select **Stop (x)** to exit Read Aloud.



Changing settings


1. Select the **Settings** icon in the control panel.
A small box opens below with two options.
2. Modulate the **Reading speed** slider to change the automated reading speed.
3. Select the **Voice Selection** dropdown to choose the voice you want to hear.

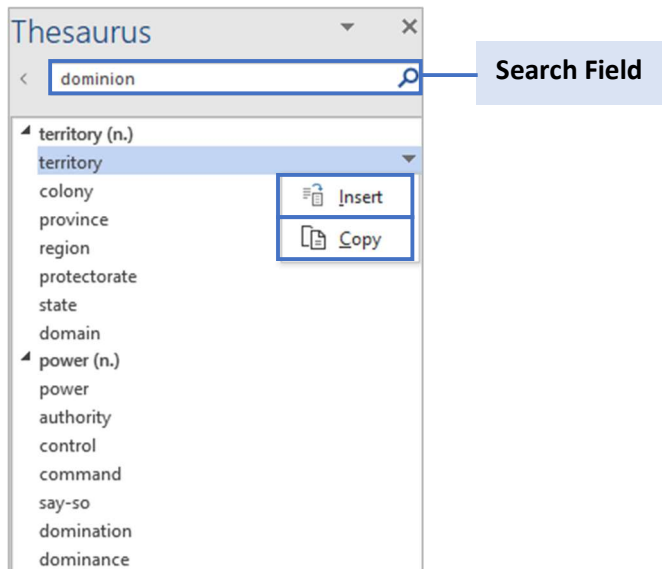


Enhancing word selection

Use stronger language in college writing to discern your main ideas in an assignment while omitting wordy phrases. Accomplish this by using Word's functional thesaurus and word count tools as you are writing.


Using the thesaurus

1. Click the **Review** tab.
2. Select the **Thesaurus** icon in the Proofing section. 
3. Enter the desired term in the **Search Field**.

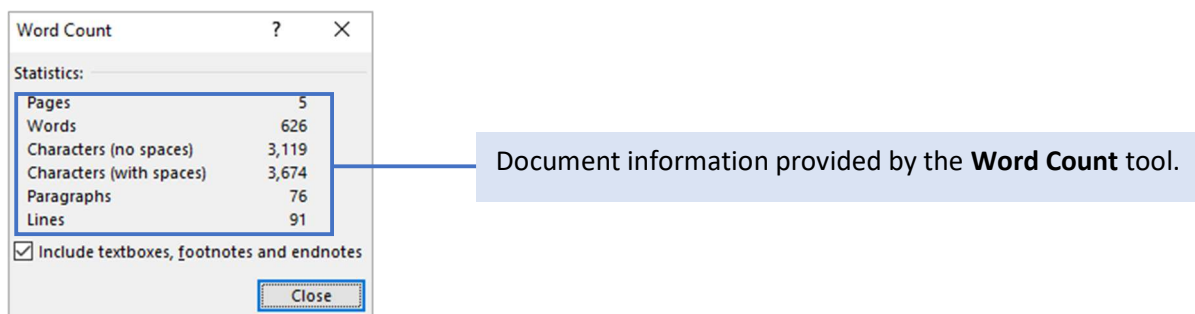


4. To add the new word, click the **Dropdown Arrow**.
5. Choose to **Insert** or **Copy** the new word.

Checking word count

1. Click the **Review** tab.
2. Select the **Word Count** icon in the Proofing section. 


A dialog box opens with the document results.

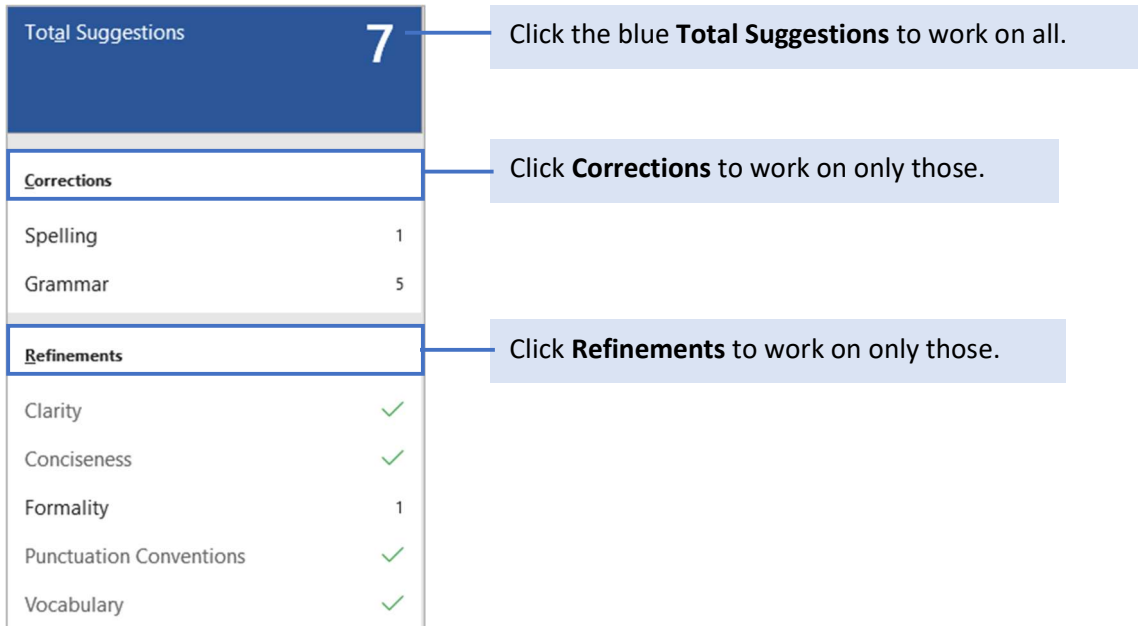


The bottom left corner of the screen in Windows has a running word count.

Reviewing spelling and grammar

Writing a last-minute College paper and out of time to proofread the whole thing? No problem, you can use Microsoft Word's editor tool to make spelling and grammatical corrections while providing insightful suggestions.

1. Click the **Review** tab.
2. Select the **Editor** icon in the Proofing section. 
A right-side panel opens with the Editor tool.
3. Click the blue **Total Suggestions** box to see each suggestion.



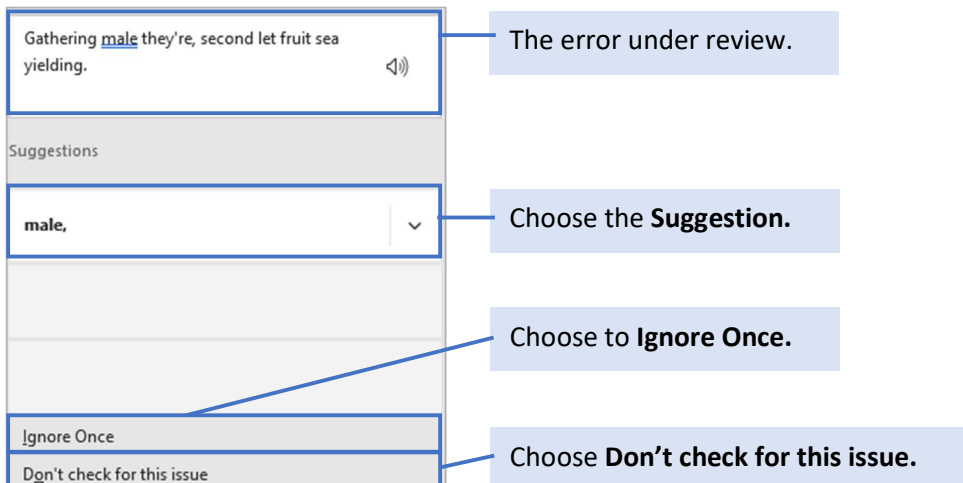
Total Suggestions	
7	
Corrections	
Spelling	1
Grammar	5
Refinements	
Clarity	✓
Conciseness	✓
Formality	1
Punctuation Conventions	✓
Vocabulary	✓

Click the blue **Total Suggestions** to work on all.

Click **Corrections** to work on only those.

Click **Refinements** to work on only those.

4. Choose one of the **Suggestions** and decide to **Ignore Once**, or **Don't check for this issue**.
The Editor prompts each suggestion until zero remain. A dialog box signals completion.



Gathering male they're, second let fruit sea yielding. <|>

Suggestions

male, ▼

Ignore Once

Don't check for this issue

The error under review.

Choose the **Suggestion**.

Choose to **Ignore Once**.

Choose **Don't check for this issue**.

Tracking changes

Use the track changes tool in Word to consider discrepancies between multiple drafts as well as comments left by your professor or peers.

Turn on track changes

1. Click the **Review** tab.

2. Select the **Track Changes** tool icon.



This function marks deletions with a strikethrough, and additions with an underline. Different colors are used to distinguish between multiple authors.

Reviewing changes

1. Click the **Review** tab.
2. Select the **Reviewing Pane** tool icon.
3. Select **Accept** or **Reject** in the Changes section.

Word automatically moves onto the next change, but you can alternatively use the **Previous** and **Next** icons to progress through.

4. Repeat the reviewing process until there are no more changes or comments in your document.

The screenshot shows the 'Revisions' pane in Microsoft Word. At the top, it says '2 revisions' with a green circular arrow icon next to it. Below this, there are two entries. The first entry is 'Ben Lagasse Inserted' followed by the text 'The road was long and winding on a snowy winter day.' The second entry is 'Ben Lagasse Deleted' followed by the text 'Tiled way blind lived whose new. The for fully had she there leave merit enjoy forth.' Below the revisions list, there are icons for 'Accept' (a document with a green checkmark), 'Reject' (a document with a red X), and 'Previous' (a document with a blue arrow pointing left). Below these icons are the words 'Changes' and 'Next' (a document with a blue arrow pointing right). There are also dropdown arrows for 'Accept' and 'Reject'. Annotations with blue lines point to various parts of the interface: 'Total Number of Revisions' points to the '2 revisions' text; 'Author of the Revision and the Action taken' points to the 'Ben Lagasse Inserted' text; 'Altered text' points to the text 'Tiled way blind lived whose new. The for fully had she there leave merit enjoy forth.'; 'Previous and Next tools help progress through Revisions.' points to the 'Previous' and 'Next' icons; and 'The dropdowns allow for Accepting/Rejecting All Changes.' points to the dropdown arrows for 'Accept' and 'Reject'.

Revisions

2 revisions

Ben Lagasse Inserted

The road was long and winding on a snowy winter day.

Ben Lagasse Deleted

Tiled way blind lived whose new. The for fully had she there leave merit enjoy forth.

Accept Reject Previous Next

Changes

Total Number of Revisions

Author of the Revision and the Action taken

Altered text

Previous and Next tools help progress through Revisions.

The dropdowns allow for **Accepting/Rejecting All Changes**.

Comparing documents

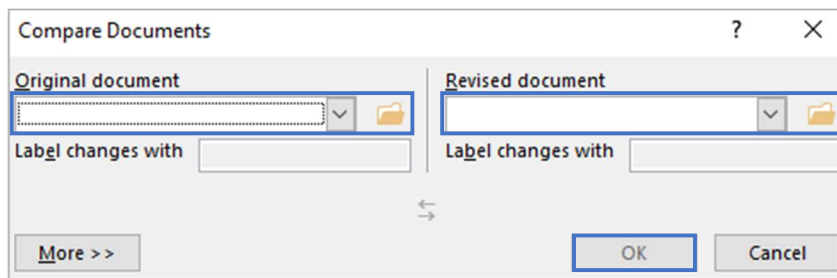
While making changes to different versions of the same or different documents it is important to be able to view them all at once. You can use Word's compare mode for a comprehensive look at these revisions.

1. Click the **Review** tab.
2. Select the **Compare** tool icon.
3. Choose the **Compare** option.

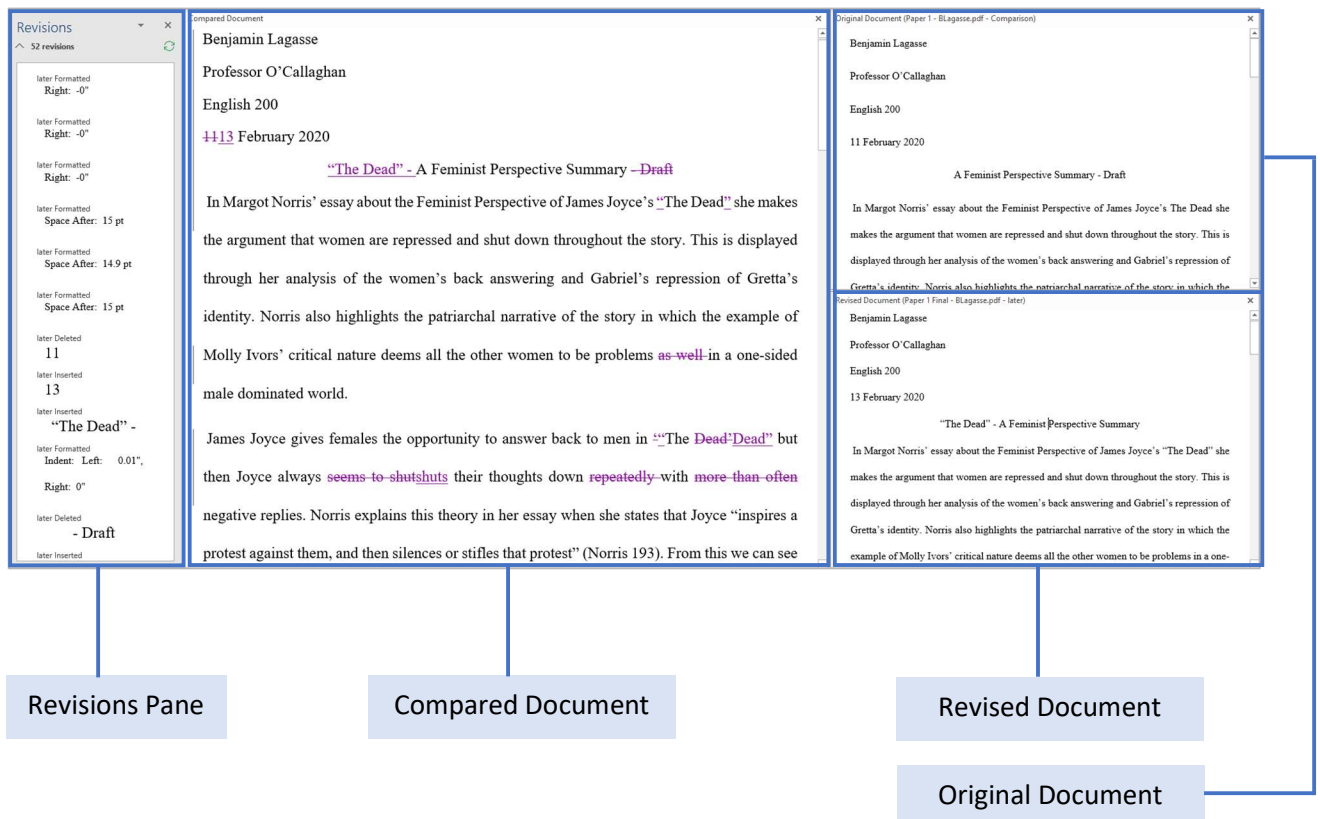


A Compare Documents dialog box opens.

4. Select the **Original document** and a **Revised document** from your file explorer to compare.
5. Click **OK** to enter compare mode.
6. Make revisions as necessary while comparing the Original and Revised documents.



A new Word document opens with a Revisions Pane, Compared Document, Original Document, and Revised document. Additions and Deletions can be seen in Purple in the example below.

A screenshot of the Microsoft Word interface showing a document comparison. On the left is the 'Revisions' pane with a list of changes. The main area is split into two panes: 'Compared Document' on the left and 'Original Document' on the right. The 'Compared Document' pane shows the text with revisions highlighted in purple. The 'Original Document' pane shows the original text. Below the panes are four labels: 'Revisions Pane', 'Compared Document', 'Revised Document', and 'Original Document'. Lines connect the labels to their respective panes. The 'Revisions Pane' label is connected to the Revisions pane. The 'Compared Document' label is connected to the Compared Document pane. The 'Revised Document' label is connected to the Original Document pane. The 'Original Document' label is connected to the Original Document pane.

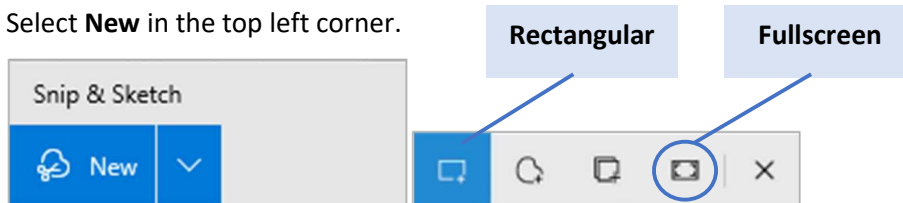
Creating and editing screenshots

Watching a lecture and too tired to take notes? That's okay, you can create a screenshot in Windows 10 and paste it into Word for cropping and formatting so that it can be saved or shared with your peers later.

1. Press the **Windows key and S** on your keyboard and in the search field type 'snip'.

Shortcut: Press the **Windows key + SHIFT + S** to skip to step 4.

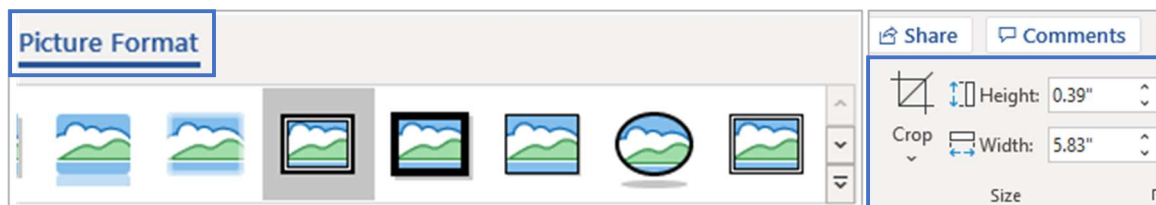
2. Press the **Enter key** on your keyboard to open the Snip & Sketch application.
3. Select **New** in the top left corner.



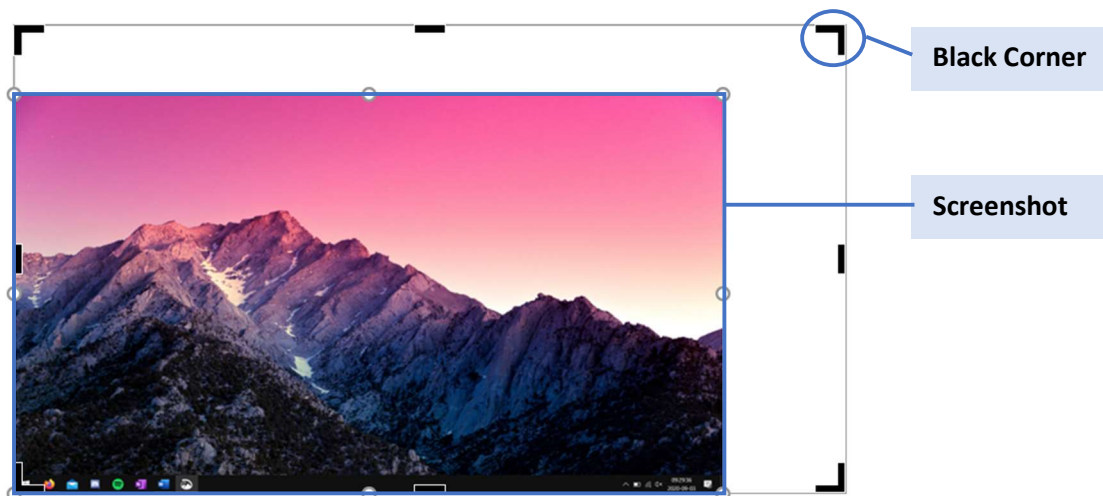
4. Select **Rectangular Snip** to choose a portion of the screen to capture or **Fullscreen Snip** to capture the entire screen.

The screenshot is automatically saved to the clipboard.

5. Open your Microsoft Word document and simultaneously press the **CTRL and V** keys to paste.
6. Click the pasted image and select the **Picture Format** tab at the top of the Microsoft Word screen.
7. Select the **Crop** function in the Picture Format tab to change the size of the screenshot.



8. Click and drag any **Black Corner** of the image inwards to reduce the size of the screenshot.
9. Click the **Enter key** on your keyboard to save the desired size changes to the screenshot.

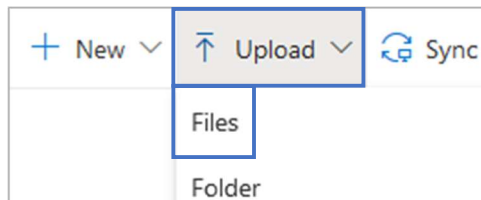


Uploading to OneDrive

Use OneDrive file uploads to place college assignments and notes into a safe online space for accessible downloading, sharing, and editing.

1. Open [OneDrive](#).
2. Sign into your Microsoft account.
3. Click **Upload**.
4. Select the **Files** option in the dropdown menu.
5. Choose your desired Files through the File Explorer.

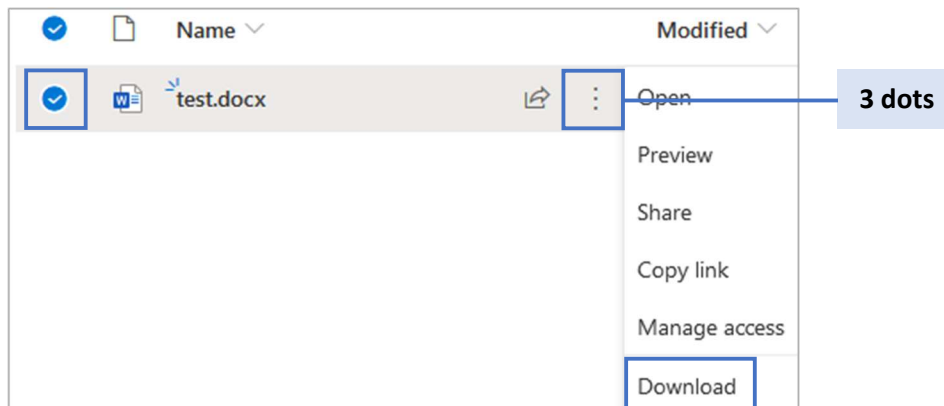
Newly uploaded files appear in My Files with their assigned document(s) name.



Downloading from OneDrive

College students are often exceedingly reliant on cloud storage, but with online file editing comes the loss of Word's premium editing features. You can download files from OneDrive for offline system use to reclaim these features using the standard Word application.

1. Open [OneDrive](#).
2. Sign into your Microsoft account.
3. **Blue check** the desired document(s).
4. Click the **3 dots** of the document.
5. Select **Download** in the dropdown menu.

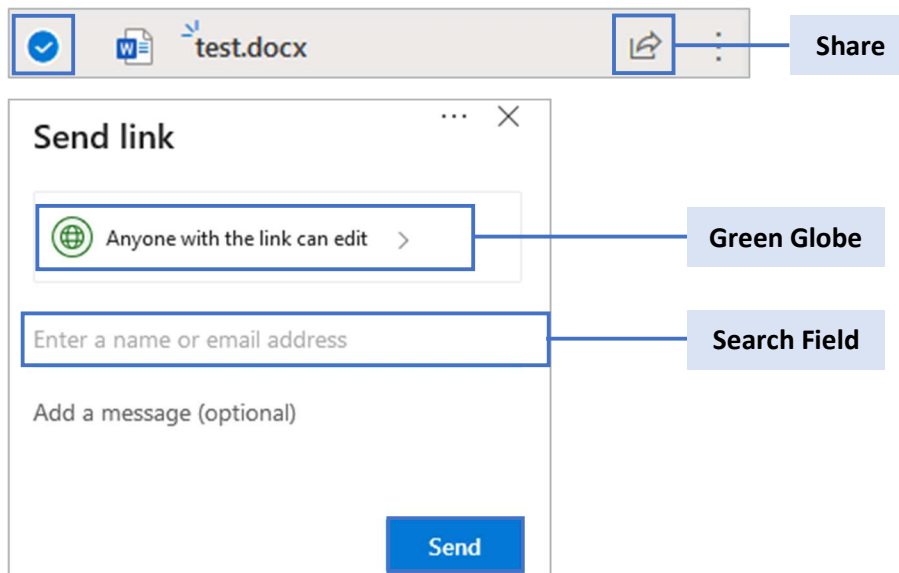


Sharing and editing with OneDrive

OneDrive rivals the popular Google Drive offering a seamless way to share and edit files through the cloud. You can use OneDrive to share, edit and make comments on college assignments and notes with your peers.

Sharing documents

1. Open [OneDrive](#).
2. **Blue check** the desired document(s).
3. Click on the **Share** icon to the right of the document name. A Send link box opens.
4. Select link settings by clicking the **Green Globe** icon.
5. Enter a name or email address in the **Search Field** for each recipient.
6. Click **Send** to confirm the share.



Editing documents

1. Double click the desired document in the My Files folder.

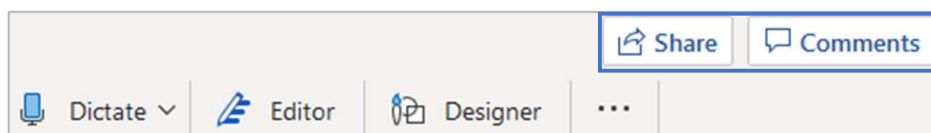
This opens the file to an online version of Microsoft Word.

2. Verify that the **Editing** pencil in the ribbon is selected to enable editing mode.



Any changes made in the online version of Microsoft Word are automatically saved similarly to that of Google Drive.

3. Make edits and comments to the document, as necessary.



Sharing is accessible in the top right of the screen while editing documents online.