



# TUTORING WITH MICROSOFT WORD



How to Adjust to the Online Environment

By Emily Bevacqua

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*To the University of Massachusetts Amherst Writing Center. Thank you for shaping me into the writer  
I am today and providing some of my closest friends.*

# Acknowledgments

I would first like to thank Professor Solberg for giving thoughtful feedback on each submission of the manual during its progress. She taught me how to write clear and concisely while keeping rhetorical awareness of my audience and guided me to design a manual that is helpful for not only UMass tutors, but tutors everywhere.

I would not have been able to create this manual without the help of the University of Massachusetts Amherst Writing Center. First, thank you Samantha for joining forces to conduct research for this project. Our collaboration helped me narrow down the topics I wanted to cover and see that there are many ways to construct a manual for tutors. Thank you to all the tutors who were able to participate in our survey. Your feedback shaped the contents of this manual to be both useful for tutors while tutoring and while writing. Finally, a big thank you to Danyea and Stephanie for tutoring me on this manual. Your feedback pushed me to make my manual the best it can be and shaped my writing process for future projects.

One final thank you to user [chenspec](#) on Pixabay for the amazing cover illustration. Your art really shows the deep thinking involved in tutoring while also the familiarity and friendly atmosphere of the writing center whether it be your own home or in the actual space.

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# Introduction

Walking into the writing center, or in these days, logging into the virtual space, you settle in to read your client intake form to prepare yourself for an upcoming session with a tutee. Once your tutee arrives, they send you a copy of their assignment as a Microsoft Word document. Your computer's Microsoft Word (Version 16.41 for Mac) opens, and you begin asking your tutee about their day and figuring out what exactly needs to be done in this session.

After coming to an agreement on the agenda, you dive into the writing, however, you realize you aren't as comfortable working with Microsoft Word as you are with Google Docs. You know how to adjust the font and line spacing, but where's the commenting button? Adding page numbers is simple, but how can I share this with the tutee? You continue on with the session and the tutee leaves with their goals met because you are an awesome tutor!

Being the awesome tutor that you are, you've come to this manual to better prepare yourself for another session working with Microsoft Word. *Tutoring With Microsoft Word: How to Adjust to the Online Environment* offers an insight to tools similar to Google Docs, like the highlighting feature, as well as unique tools only Word can offer, like the drawing feature. This manual shows you how to use Word most efficiently in your sessions in the first section, "Tools for Tutoring." After learning how nifty Word is, this manual then offers other tools helpful for writing reflections and other assignments in "Helpful Writing Tools." You will finish this manual feeling confident in Word and prepared to work with the next tutee.

# Tools For Tutoring

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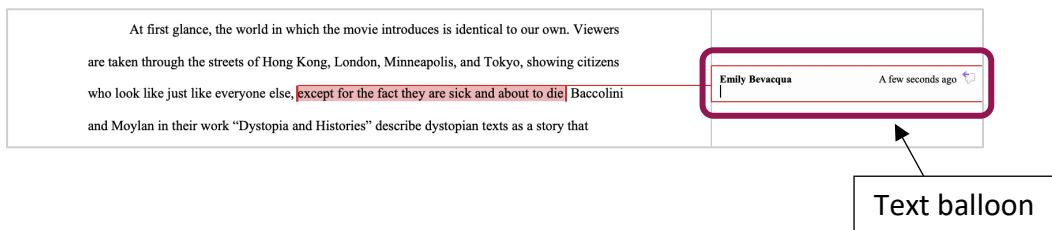
## CHAPTER ONE

# Comments: Adding, Resolving, and Deleting

Writing notes during a session helps a tutee remember the conversation later. To take notes in documents, Word uses the comment feature. Resolving a comment allows the tutee to continue to reference the note after it has been fulfilled; however, deleting a comment removes it altogether.

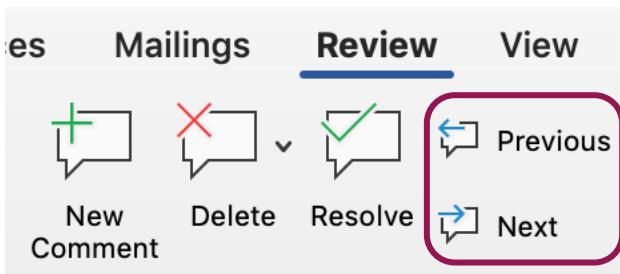
## Adding A Comment:

1. Open the tutee's document.
2. Switch to the **Review** tab.
3. Select the text you want to comment on.
4. Click the **New Comment** button. The text background color changes and a text balloon is added.



5. Type the notes you want to say.
6. Click anywhere in the document to exit the comment.

**Tip:** To quickly toggle between comments in the document, click the **Previous** and **Next** buttons.



## Resolving A Comment:

1. Move your cursor into the text that is highlighted from the comment. The other commenting functions are now available.

2. Click the **Resolve** button. The highlight disappears and the comment is transparent.



**Tip:** You can also right click over the highlighted text and click **Resolve Comment**.

At first glance, the world in which the movie introduces is identical to our own. Viewers are taken through the streets of Hong Kong, London, Minneapolis, and Tokyo, showing citizens who look like just like everyone else, ~~except for the fact they are sick and about to die.~~ Baccolini and Moylan in their work "Dystopia and Histories" describe dystopian texts as a story that

Emily Bevacqua Could you elaborate on how you as ↓

**Note:** If you want to reference the resolved comment, click the down arrow in the text balloon to see the full text.

### Deleting A Comment:

1. Move your cursor into the text that is highlighted from the comment. The other commenting functions are now available.
2. Click the **Delete** button. This permanently removes the comment.



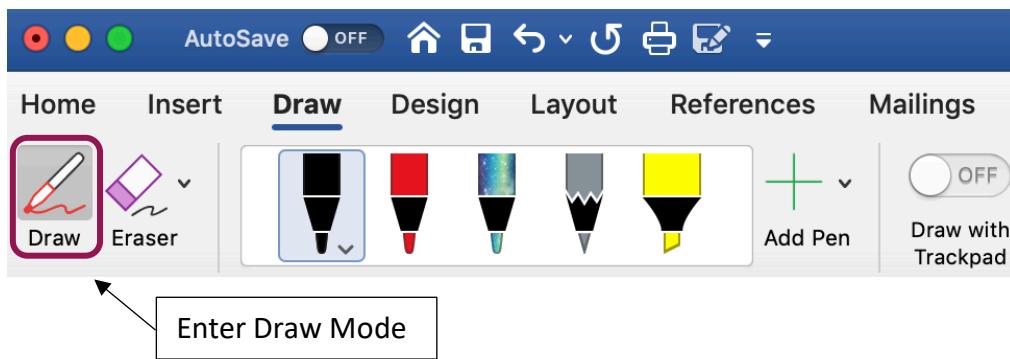
**Tip:** You can also right click over the highlighted text and click **Delete Comment**.

# Drawing on a Document

Marking papers with notes is possible to do on a computer screen. Draw Mode allows you to turn your cursor into a pen, pencil, or highlighter so that an edit is noted similar to writing on a physical paper.

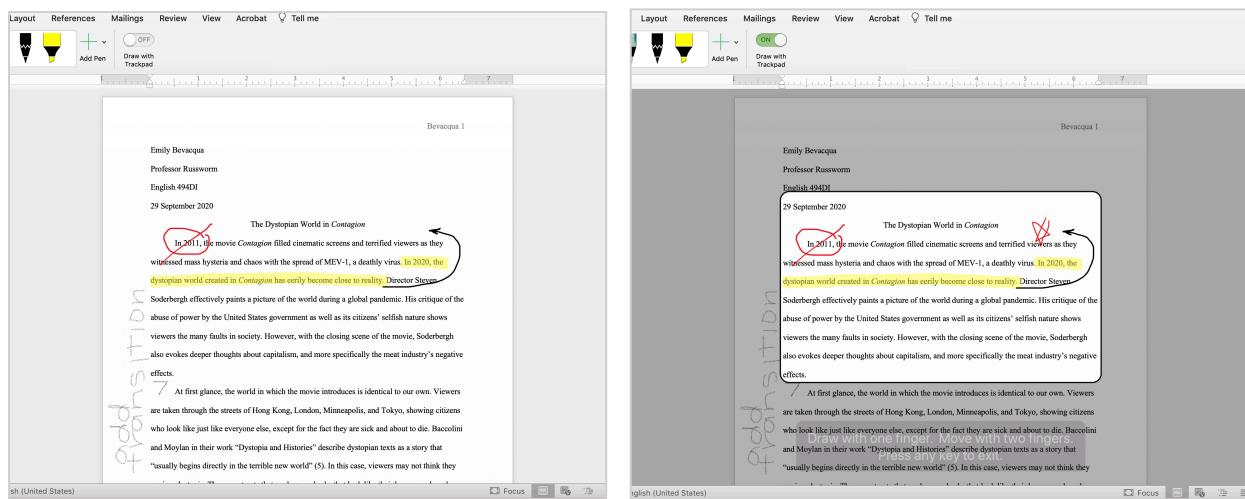
## Starting Draw Mode:

1. Open the tutee's document.
2. Switch to the **Draw** tab.
3. Click the **Enter Draw Mode** button. The cursor turns into the black pen automatically.



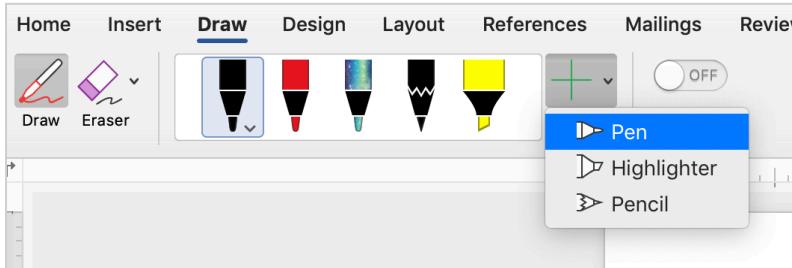
4. Mark up the document as desired. There are several default tools available: black, red, or galaxy pens, a grey pencil, or a yellow highlighter.

**Tip:** Turning on **Draw with Trackpad** allows your computer's trackpad to be the highlighted section of the document.

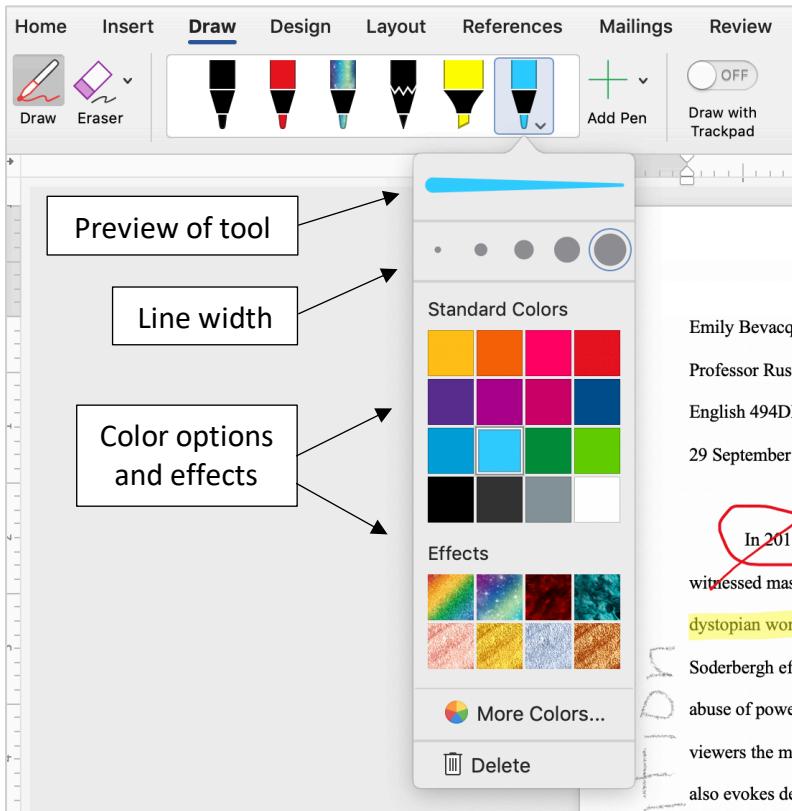


## Adding Customized Pens:

1. Click the **Add Pen** button.
2. Click the desired tool: pen, highlighter, or pencil. The default of the chosen tool appears.



3. Click the down arrow on the new tool. The customization options open.
4. Alter the width and color as desired.

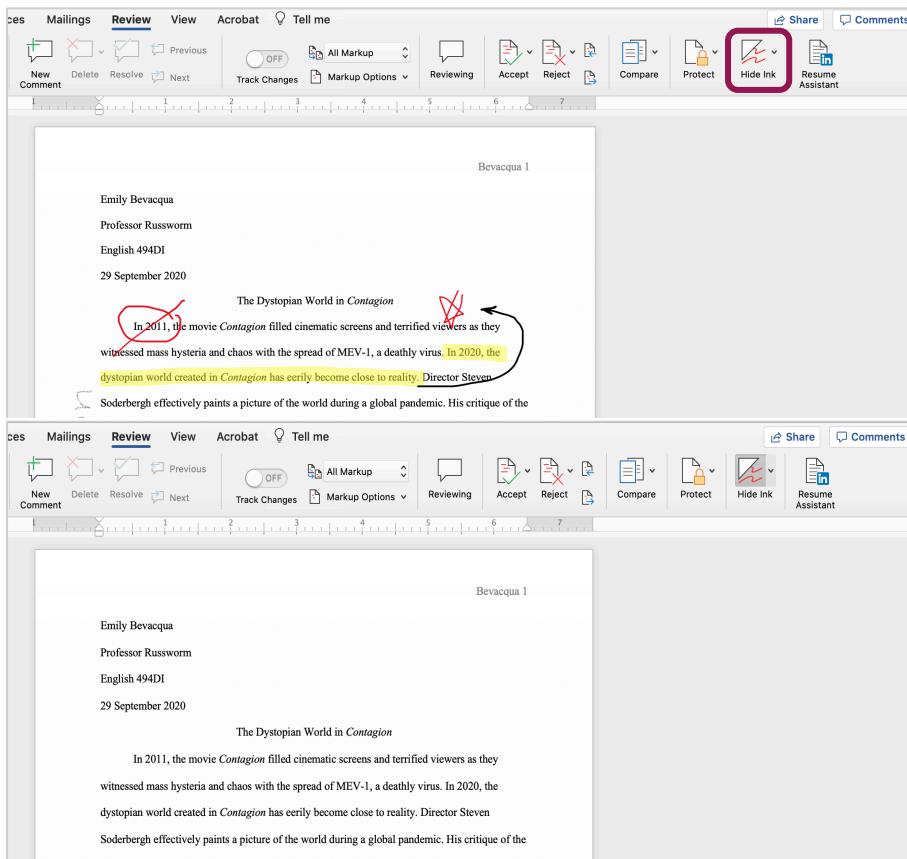


5. Click anywhere to begin using the tool.

# Hiding a Drawing on a Virtual Paper

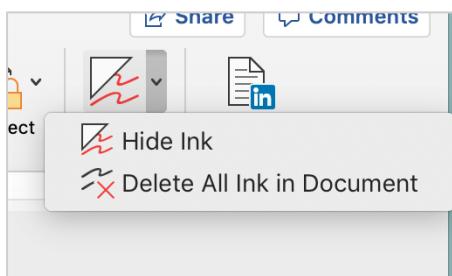
Instead of manually erasing all the marks made in Draw Mode, the Hide Ink button hides or erases marks with two simple clicks. This allows you and the tutee to see the paper before and after drawing on the document.

1. Switch to the **Review** tab.
2. Click the **Hide Ink** button. All the ink on the page disappears.



3. Re-click the **Hide Ink** button for the ink to reappear.

**Tip:** To permanently erase all ink, select the down arrow and click **Delete All Ink in Document**.

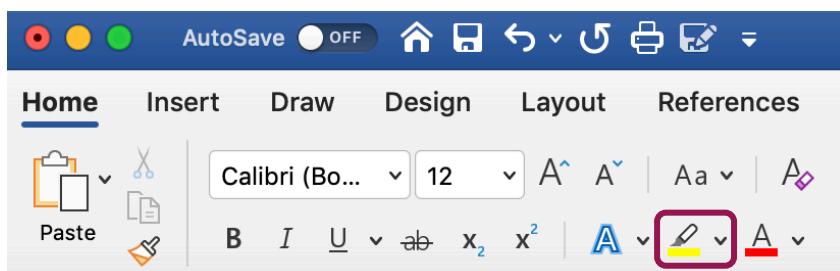


# Continuously Highlighting Text

The Text Highlight Color tool changes the background color of text so that it is highlighted in the document. This comes in handy in sessions where you are finding main ideas of paragraphs, emphasizing repetitive phrasing, or differentiating between analysis and summary.

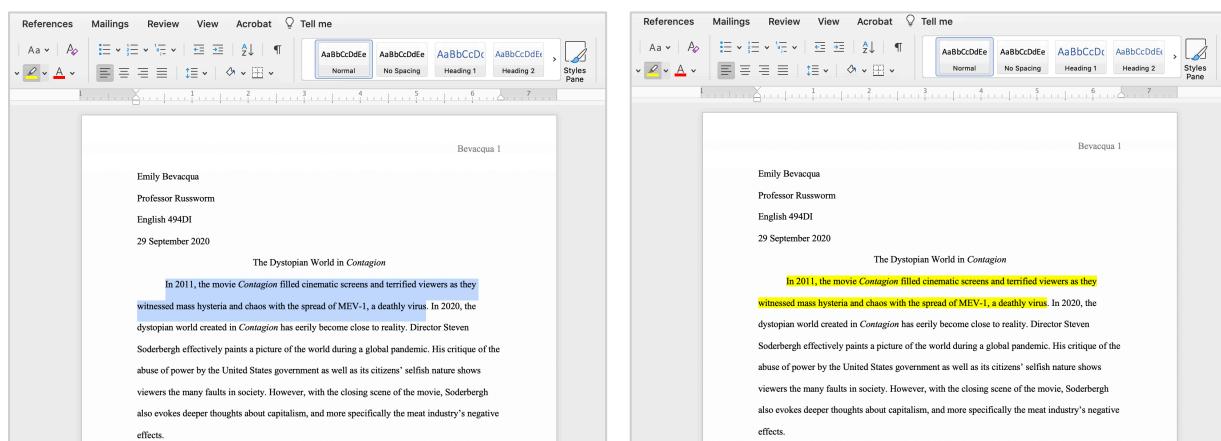
1. Open the document of the tutee. The **Home** tab is selected by default.
2. Click the **Text Highlight Color** button located in the **Home** tab.

**Tip:** You can change the color of the highlight by selecting the down arrow button.



3. Click, drag, and release your cursor over the text you wish to highlight. The text background changes to the selected color.

**Note:** If you wish to unhighlight the text, click, drag, and release your cursor over the same text.



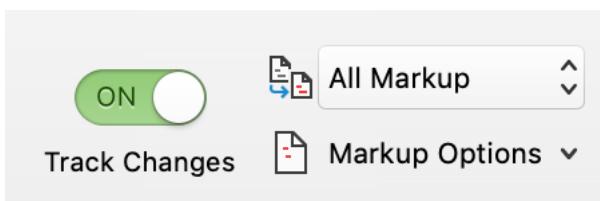
4. Click the **Text Highlight Color** button to turn off the tool.

# Tracking Changes and Revisions

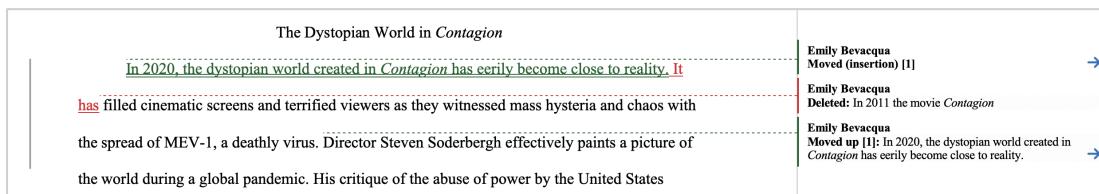
When making changes in a document, it is often helpful for visual learners to see the progress made with their work. Tracking changes makes any information added or moved in a document a suggestion. The “Reviewing” tool then allows the tutee to see a list of all revisions made in the document.

## Turning On Track Changes:

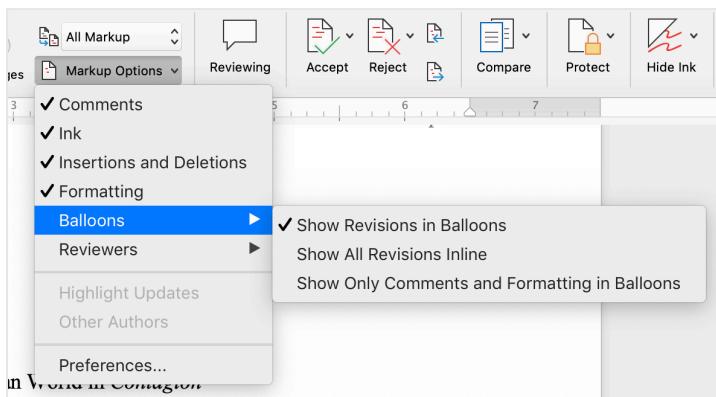
1. Open the tutee’s document.
2. Switch to the **Review** tab.
3. Switch **Track Changes** to **On**.



4. Make changes with the tutee. The document automatically adds color and balloons to the document.

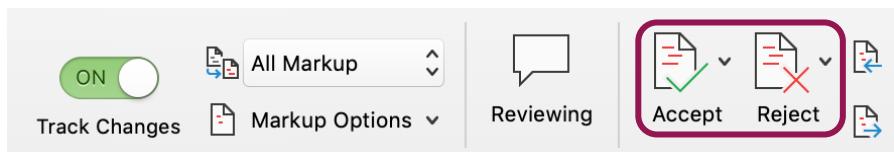


**Tip:** If the balloons are too distracting, you can turn them off by going to **Markup Options** and selecting **Balloons**, then clicking **Show All Revisions Inline**.

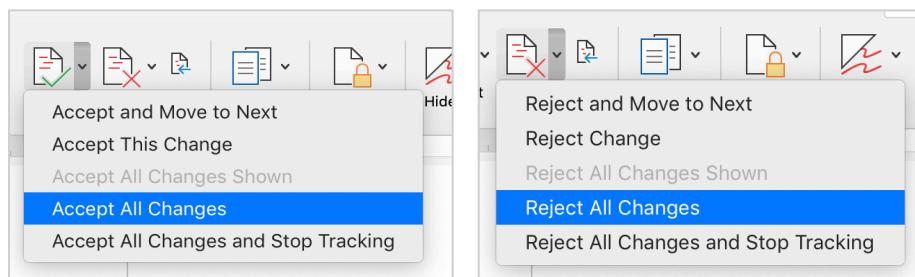


## Accepting or Rejecting Changes:

1. Move your cursor into the tracked change.
2. Click on **Accept** to keep the revision or **Reject** to switch the text back to how it was before the change was made.



**Tip:** To accept or reject all changes in the document, click the down arrow next to the respective button and select **Accept All Changes** or **Reject All Changes**.



## Reviewing Revisions

1. Select the **Reviewing** button. A side panel opens to the left.

A screenshot of Microsoft Word showing the 'Review' tab selected in the ribbon. A red box highlights the 'Revisions' panel on the left side of the screen. This panel displays a summary of changes: 'Insertions: 1', 'Deletions: 1', 'Moves: 2', 'Formatting: 0', and 'Comments: 0'. Below this, it lists three specific revisions:

- Emily Bevacqua Moved (insertion) [1] In 2020, the dystopian world created in *Contagion* has eerily become close to reality.
- Emily Bevacqua Deleted In 2011 the movie *Contagion*
- Emily Bevacqua Inserted It has

The main document area shows the text 'The Dystopian World in *Contagion*' with a red underline. At the bottom, a note says 'In 2020, the dystopian world created in *Contagion* has eerily become close to reality.' An arrow points from a callout box labeled 'Revisions panel' to the left edge of the 'Revisions' panel.

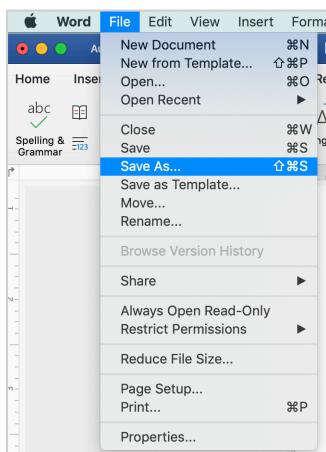
2. Scroll through all the revisions made in the document.

# Visual Learners: Comparing Drafts

After making changes to a document, it can be helpful for a tutee to see the progress made, however, it is too late to turn on track changes. Comparing drafts creates a new document based off of two other documents. This new document shows the difference between the two files as tracked changes.

## Creating Two Comparable Documents:

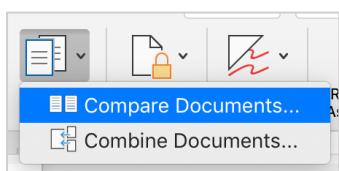
1. Open the tutee's document.
2. Tutor as usual until the tutee's goals are met.
3. Click **File** in the top left corner of your screen. A drop-down menu opens.



4. Click **Save As**. A window opens.
5. Rename the document in the **Save As** box and choose a desired location. Click **Save**.

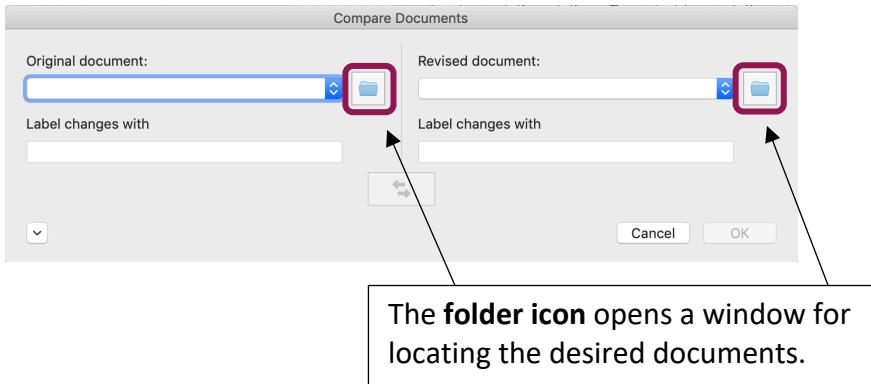
## Comparing the Documents:

1. Switch to the **Review** tab.
2. Click the **Compare** button. A drop-down menu opens.



3. Click **Compare Documents....** A pop-up window opens.

4. Click the **folder icon** and search for the documents in each column.



**Note:** The **original document** is the document prior to tutoring. The **revised document** is the document you just saved.

5. Click **OK**. A new document is created.

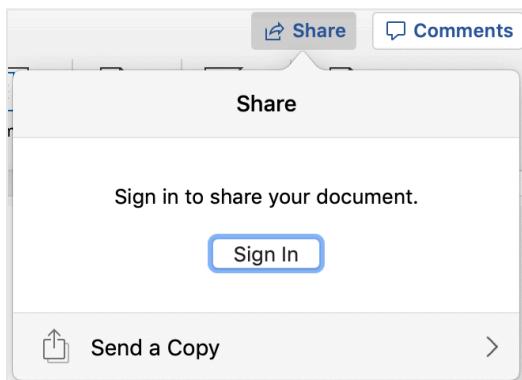
A screenshot of Microsoft Word comparing two versions of a document. The left pane, labeled 'Bevacqua 1', contains the original text: "In 2011 the movie Contagion filled cinematic screens and terrified viewers as they witnessed mass hysteria and chaos with the spread of MEV-1, a deadly virus. In 2020, the dystopian world created in Contagion has eerily become close to reality. Director Steven Soderbergh effectively paints a picture of the world during a global pandemic. His critique of the abuse of power by the United States government as well as its citizens' selfish nature shows viewers the many faults in society. However, with the closing scene of the movie, Soderbergh also evokes deeper thoughts about capitalism, and more specifically the meat industry's negative effects." The right pane, labeled 'Bevacqua 2', contains the revised text: "At first glance, the world in which the movie introduces is identical to our own. Viewers are taken through the streets of Hong Kong, London, Minneapolis, and Tokyo, showing citizens". Red arrows point from the notes in the 'Bevacqua 1' pane to the corresponding text in the 'Bevacqua 2' pane, and red boxes highlight the specific text differences.

6. Review the document to see the progress.

## Share Button: E-mailing the Document

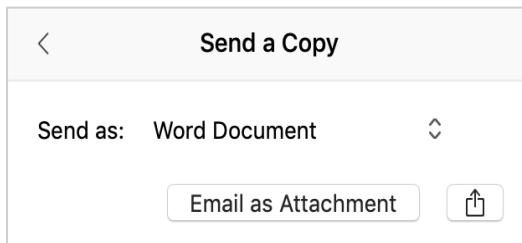
Once a session is over, you'll want to resend the document you worked on back to your tutee so they can have the notes for reference. Using the Share tool allows you to e-mail the document quickly by opening a drafted email for you.

1. Click the **Share** button in the top right corner of your screen. A pop-up window opens underneath.



**Note:** The button appears on every tab, so it does not matter which you have opened. Also, you do not need to sign in to OneDrive to e-mail the document.

2. Select **Send a Copy**. A new popup opens.



3. Click **Email as Attachment**. Your computer's mailing application opens with an email that contains the document as an attachment.
4. Insert the tutee's email address, a subject line, and click send.

# **Helpful Tools Writing**

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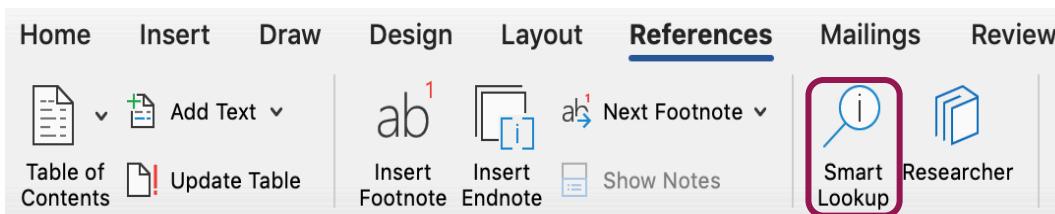


## **CHAPTER TWO**

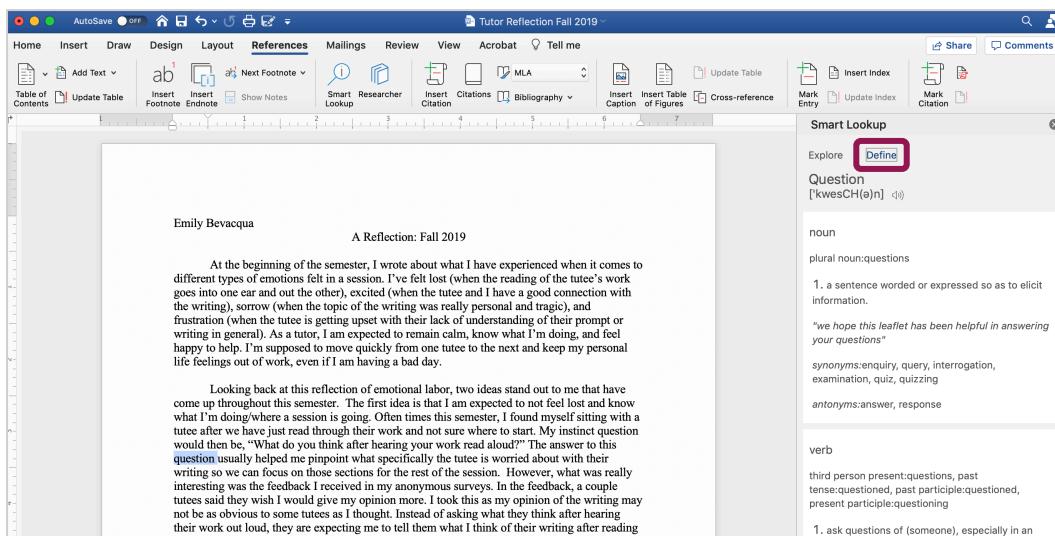
# Finding Synonyms and Definitions with Smart Lookup

When writing, often times you find that you repeat a word throughout the document. An easy way to find synonyms of the word is by using Smart Lookup. Smart Lookup opens a Bing search of the selected word and offers a definition with synonyms.

1. Open a document.
2. Switch to the **References** tab.
3. Select the word that you want to find a synonym for.
4. Click **Smart Lookup**. A side panel opens to the right.



5. Click **Define**.

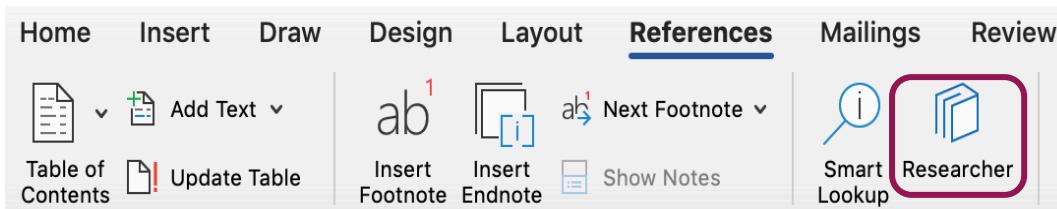


6. Look through the synonyms and choose a new word.

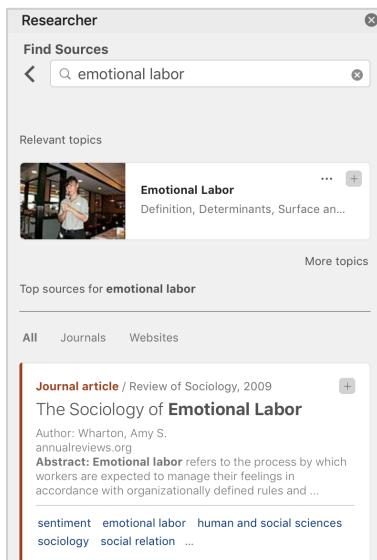
# Discovering Information with the Researcher Tool

When writing, sometimes you need sources for information that you want to be included in your text. It can be helpful to search using a web browser but switching between tabs can get frustrating. The Researcher tool allows you to search for sources on Bing without leaving the document.

1. Open a document.
2. Switch to the **References** tab.
3. Click **Researcher**. A side panel opens to the right.



4. Type in the box and press **return** on your keyboard. A Bing search is performed.

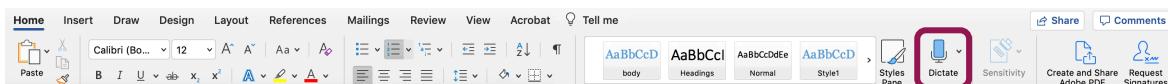


5. Browse through the results.

# Putting Verbal Thoughts to Page with the Dictate Tool

Often thoughts formulate in your head quicker than you can type them in a document. The Office Dictation tool is a voice recognition tool that records what it hears through the microphone into the document.

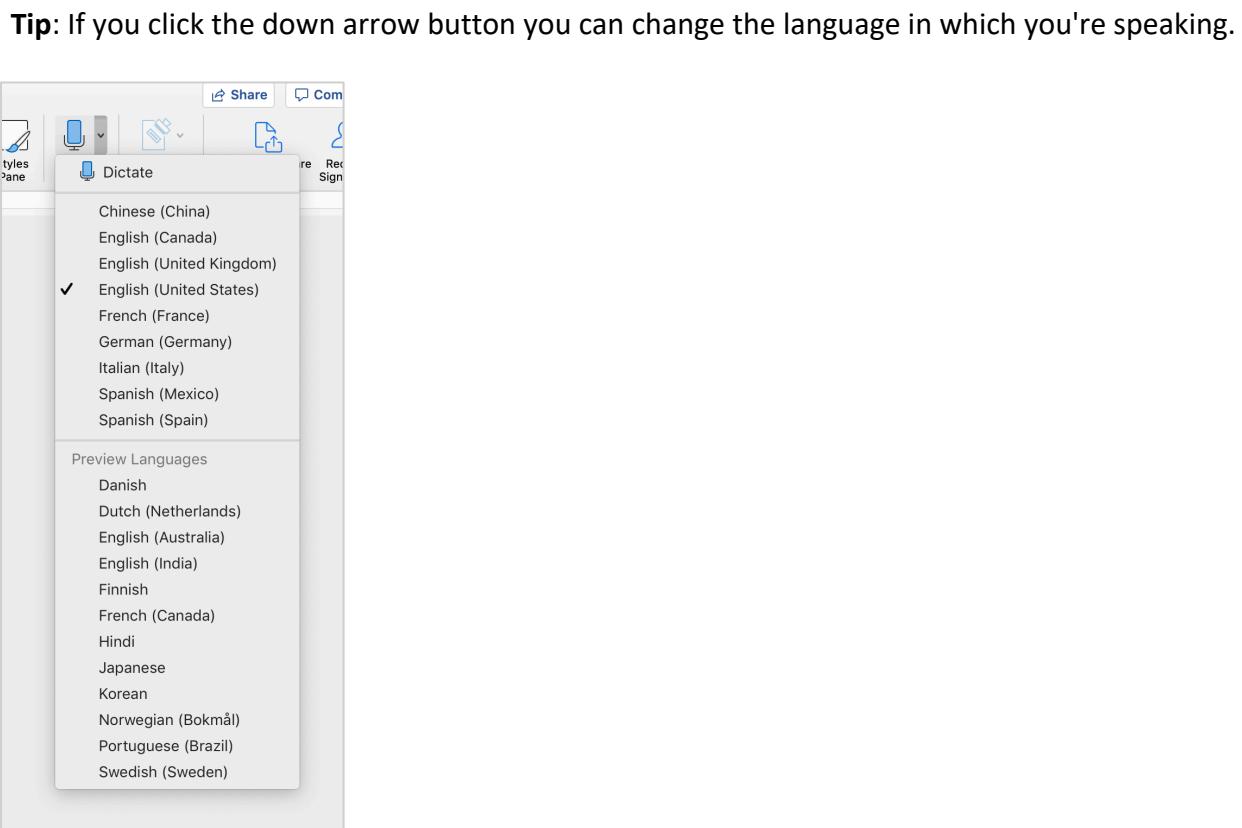
1. Open a document. The **Home** tab is open by default.
2. Click the **Dictate** button located to the right of the Styles Pane. If your computer sound is on, you hear a chime.



3. Start speaking your thoughts out loud.

**Note:** In order for punctuation to be included, say “period” or “comma. To start a new paragraph, say “new paragraph.”

4. Click the **Dictate** button again to stop. You hear another chime.



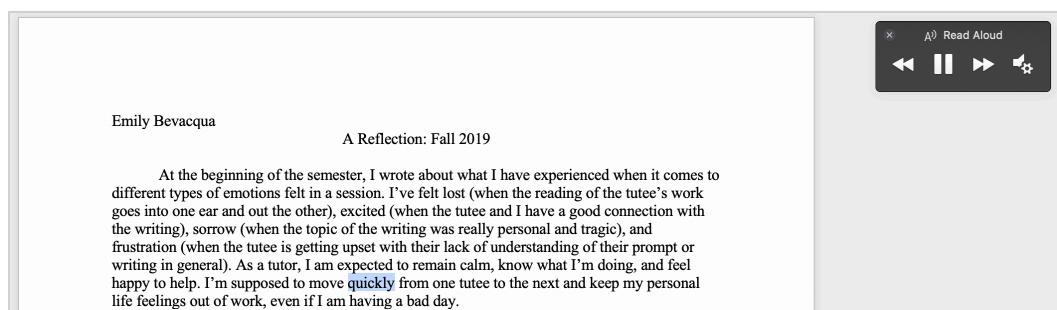
# Hearing the Document Out Loud with Read Aloud

One of the best ways to catch any grammar mistakes or awkward phrasing is hearing your work out loud. The Read Aloud tool reads each word in the document for you to hear someone else read your writing. You can also follow along by looking at the selected word.

1. Open a document.
2. Switch to the **Review** tab.
3. Place your cursor in the location where you want to hear read aloud.
4. Click **Read Aloud**. A black window opens, and a voice begins to read.



**Note:** In order to hear the voice, your computer volume must be turned on.



**Tip:** You can change the voice speed or the gender of the reader by clicking the **Settings** button.

