

# Word *for* BDIC Students

A Microsoft Word Manual for  
UMass Amherst's  
**BDIC Program**



Bachelor's Degree with  
Individual Concentration

## Acknowledgments

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Without certain people, this manual would not be what it is today. I would like to thank my boyfriend Nate for helping me with my usability tests and for helping me rally through during my darkest nights. I would also like to thank Professor Solberg for providing me with helpful advice and feedback throughout the creation of this manual. Lastly, I would like to thank my parents for their encouraging words and for sending me pictures of Sasha, Sweetie, and Shadow to get me through the entirety of the semester.

I would also like to give a shout-out to Shannon for accompanying me through the PWTC courses and for the UMass Amherst W.E.B. DuBois Library for its endless supply of midnight coffees.

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# Word for BDIC Students

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A Microsoft Word Manual for UMass Amherst's  
Bachelor's Degree with Individual Concentration  
Program (BDIC)

Written by: Gabrielle Sobolewski

# Introduction

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Congratulations on beginning your journey at UMass Amherst's Bachelor's Degree with Individual Concentration (BDIC) program! Enrolling in BDIC's proposal writing seminar is your ticket into the program; it is where you will construct your own curriculum proposal for your ideal major. Whether you are looking for a complete guide on how to use Microsoft Word to complete your proposal or are simply searching how to export your document as a PDF, you have come to the right place.

## Why use this manual?

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The goal of *Word for BDIC Students* is to guide you throughout the creation of your proposal. This manual will provide you with helpful tips and tasks from start to finish, such as how to:

- Check for grammar and spelling errors | 3.1 |
- Automatically save your proposal | 4.1 |
- Export your manual as a PDF | 4.4 |

Additionally, included in the Appendix is an example of a properly formatted proposal for those of you who are more visual-based learners. If you prefer to check out the completed proposal first and work from there, be my guest!

## How to use it:

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This manual was written for a Windows PC with Microsoft Word 2016 installed. If you don't have a PC but would like to work from one, the UMass Amherst W.E.B. Du Bois library has PCs with Microsoft Word pre-installed available for student, staff, and faculty use.

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# Chapter 1

## *Format Your Proposal*

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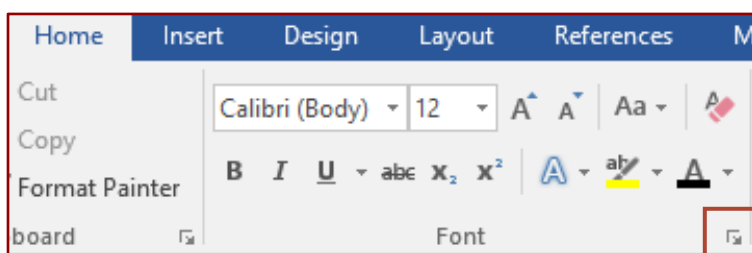
## Change Your Font

### 1.1

Fonts and font size choices are very important for formal documents, as well as the stylistic selections (i.e. bolding, italicizing, and underlining) you ultimately make. Some formal documents come with a Style Guide, or a predetermined set of standards that guide the design of your document. Your BDIC proposal comes with a Style Guide for you to follow.

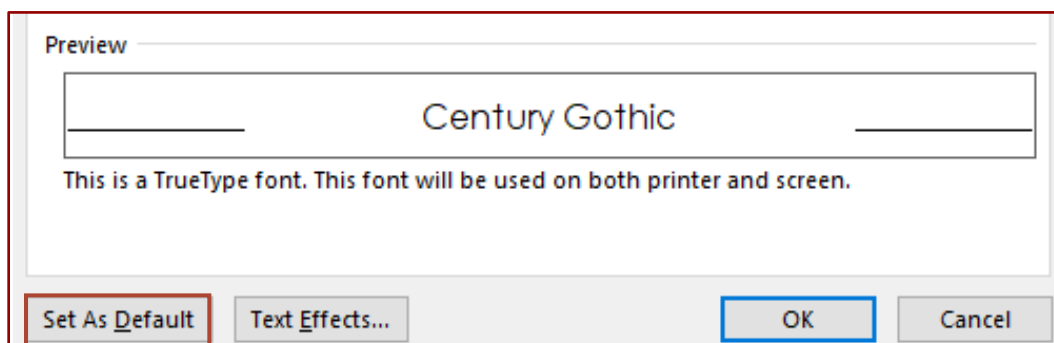
### 1.1.1. | To choose or change font type:

1. Click anywhere on the page if starting a new Word document.  
OR  
Select all applicable text if changing the font of an existing Word document.
2. Click **Home** from the ribbon at the top of the screen and click the pop-out arrow in the bottom right-hand corner of the Font group. A separate Font window appears.



Click the pop-out arrow in the Font group on the Home tab to activate the Font window.

3. Scroll through the font selection pane, or search for a font type, then click to select it.
4. Click **OK** to save your changes.

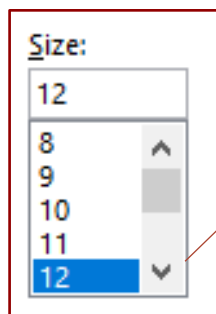


**Tip:** To save the font as the default for future documents, select **Set As Default** at the bottom of the pane.



### 1.1.2. | To change font size:

1. Click anywhere on the page if starting a new Word document.  
OR  
Select all applicable text if changing the font of an existing Word document.
2. Click **Home** from the ribbon at the top of the screen and click the pop-out arrow in the bottom right-hand corner of the Font group. A separate Font window appears.
3. Scroll through the font size pane, or search for a font size, then click to select it.



**Note:** You will need a standard 12-point font for your BDIC proposal.

4. Click **OK** to save your changes.

### 1.1.3 | To bold, italicize, or underline text:

1. Click anywhere on the page if starting a new Word document.  
OR  
Select all applicable text if changing the font of an existing Word document.
2. Click **Home** from the ribbon at the top of the screen and click the pop-out arrow in the bottom right-hand corner of the Font group. A separate Font window appears.
3. Scroll through the font style pane then click to select it.
4. Click **OK** to save your changes.

### Why is this important?

You need a readable, 12-pt font for your final proposal. You also need to bold your concentration title in all of your headings as well as for each section title (i.e. Educational Goals). If you have an Exceptions section, you additionally need to know how to underline and italicize properly.

*See Appendix A for a properly formatted BDIC proposal.*

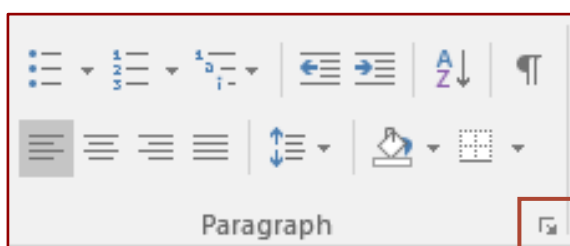
## Edit Your Line Spacing

### 1.2

Knowing how to edit your line spacing is key for creating a uniform-looking document. For the purposes of BDIC, you need to know how to single and double-space your document for proper presentation.

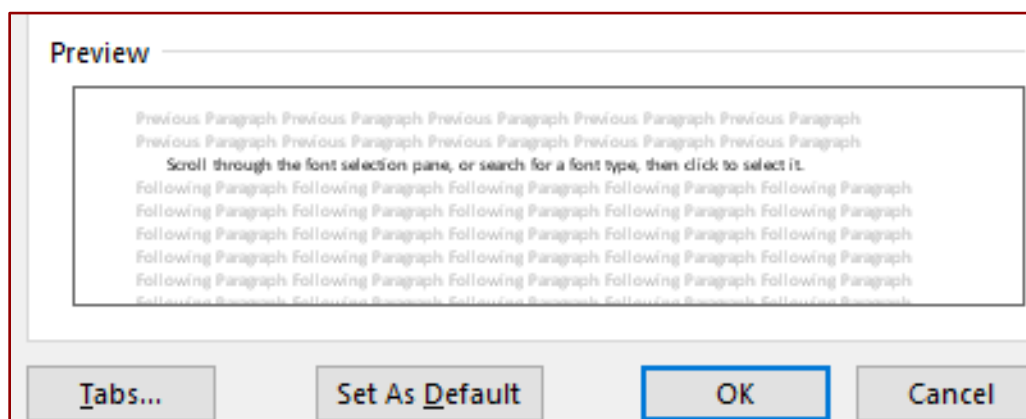
### 1.2.1 | To apply single or double line spacing:

1. Click anywhere on the page if starting a new Word document.  
OR  
Select all applicable text if changing the spacing of an existing Word document.
2. Click **Home** from the ribbon at the top of the screen and click the pop-out arrow in the bottom right-hand corner of the Paragraph group. A separate window appears.



Click the pop-out arrow in the Paragraph group on the Home tab to activate the Paragraph window.

3. Click on Indents and Spacing.
4. Under Line spacing in the Spacing subsection, select Single or Double.
5. Review your selection in the Preview subsection below.



6. Click **OK** to save your changes.

### 1.2.2 | To remove unwanted spacing:

1. Click anywhere on the page if starting a new Word document.  
OR  
Select all applicable text if changing the spacing of an existing Word document.
2. Click **Home** from the ribbon at the top of the screen and click the pop-out arrow in the bottom right-hand corner of the Paragraph group. A separate window appears.
3. Click on Indents and Spacing.
4. To remove extra spaces from being added between paragraphs of the same style, check the box under Spacing.

**Spacing**

**Before:** 0 pt      **Line spacing:** At: Single

**After:** 0 pt

☒ **Don't add space between paragraphs of the same style**

**Preview**

Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph  
 Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph Previous Paragraph  
 Scroll through the font selection pane, or search for a font type, then click to select it.  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph  
 Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph Following Paragraph

**OK**      **Cancel**

Check the box under Spacing to prevent extra spaces from being added between paragraphs of the same style.

5. To remove extra spaces from being added before or after each of the paragraphs in the text you selected, click the arrow next to Before or After and enter 0 pt.

**Tip:** To add spacing before or after the paragraphs in the text selected, enter a number higher than 0 pt in the Before or After categories.

6. Review your selection in the Preview subsection below.
7. Click **OK** to save your changes.

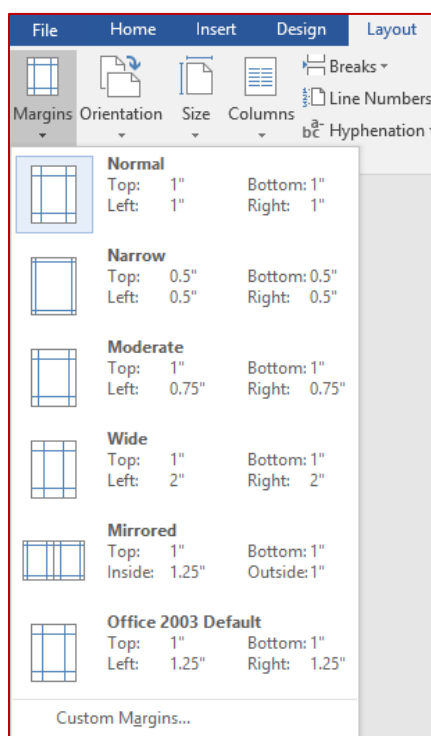
## Edit Your Margins

1.3

Knowing how to manipulate your margins can be helpful in various situations. For BDIC purposes, this is important because the Style Guide requires one-inch margins around the edges of each page.

### To apply one-inch margins:

1. Click **Layout** from the ribbon at the top of the screen.
2. Click **Margins** from the Page Setup Group. A drop-down menu appears.



3. Select **Normal**. This style should specify 1" margins for Top, Bottom, Left, and Right.

# Chapter 2

## *Format Your Table*

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2.1 Insert a Table

Page 8

2.2 Color your Table

Page 10



## Insert a Table

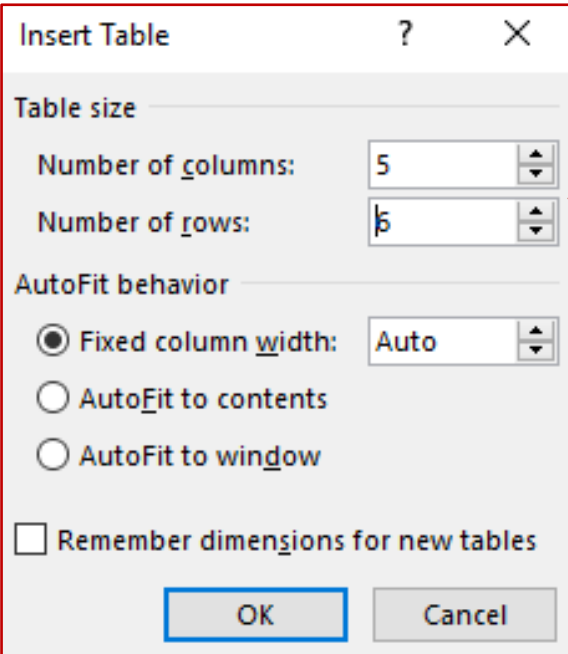
### 2.1

Once you have an idea of the courses you plan to take towards your concentration, list them in your proposal. This list should be presented in the form of a table and organized according to semesters. You can also include an optional table of supporting courses.

### To insert a table:

1. Click **Insert** from the ribbon at the top of the screen.  
Click **Table** within the Tables group, and select **Insert Table**. The Insert Table window appears.
2. Select the appropriate number of rows and columns and click **OK**.

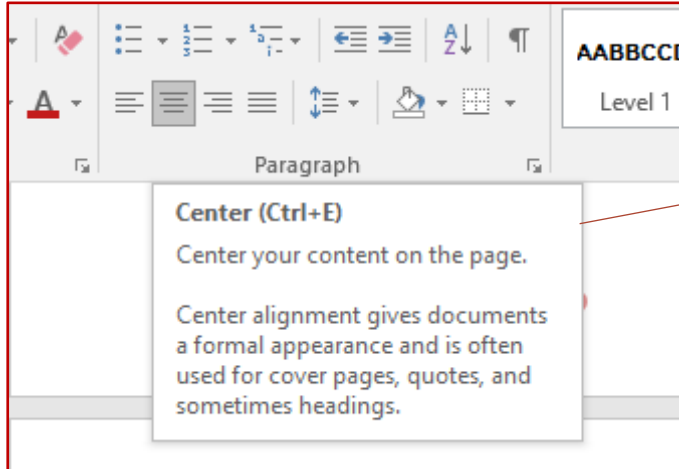
**Note:** To create a standard BDIC table, select 5 columns and 6 rows.



Enter 5 columns and 6 rows to create a standard BDIC table to incorporate in your curriculum.

3. If creating a standard BDIC table to list your classes, enter the following headings, in bold, at the top of each column:
  - **Course Department**
  - **Course Number**
  - **Course Title**
  - **Course Credits**
  - **Exception**

4. Select the row of headings and center them by clicking the Center alignment in the Paragraph group from the ribbon at the top of the screen.



Select the Center alignment option to center all the titles in the middle of their column.

5. Preface each table with which semester, season, and year you plan to take the course(s).

**Tip:** After you create one table, Copy & Paste the table 3+ times for the remaining semesters.

### BDIC Example:

The complete format for the table is as follows:

**Semester I:** Spring \_\_ / Fall \_\_ / Summer \_\_ / 20\_\_

| Course Department | Course Number | Course Title | Course Credits | Exception |
|-------------------|---------------|--------------|----------------|-----------|
|                   |               |              |                |           |
|                   |               |              |                |           |
|                   |               |              |                |           |
|                   |               |              |                |           |
|                   |               |              |                |           |

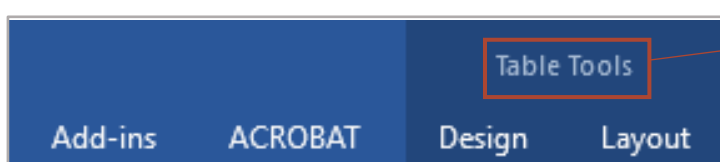
## Color Your Table

2.2

The standard colors for BDIC tables are a dark blue color for the header cell backgrounds and a lighter shade of blue for the course cell backgrounds. Once you have created a basic table for the courses needed for your concentration (see *Insert a Table 2.1*), it is preferred that your tables are shaded in for a more uniform presentation.

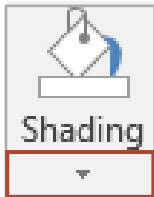
### To color your table:

1. Select the rows and/or columns of cells you want to color. A Table Tools section appears at the end of the ribbon at the top of the screen.



A section called Table Tools automatically appears when a table is selected.

2. Click **Design**.
3. Click on the arrow under Shading within the Table Styles group.



**Note:** Be sure to click on the *arrow* to get to the shading options, not the *icon*.

4. Select the color(s) you want to apply to your table.

**Tip:** After you create one table, copy and paste the table 3+ times for the remaining semesters.

### BDIC Example:

The complete format, with color scheme, for the course table is as follows:

**Semester I:** Spring \_\_ / Fall \_\_ / Summer \_\_ / 20\_\_

| Course Department | Course Number | Course Title | Course Credits | Exception |
|-------------------|---------------|--------------|----------------|-----------|
|                   |               |              |                |           |
|                   |               |              |                |           |
|                   |               |              |                |           |
|                   |               |              |                |           |
|                   |               |              |                |           |

# Chapter 3

## *Review Your Proposal*

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3.1 Check Grammar and Spelling

Page 12

3.2 Search for Synonyms

Page 14

## Check Grammar and Spelling

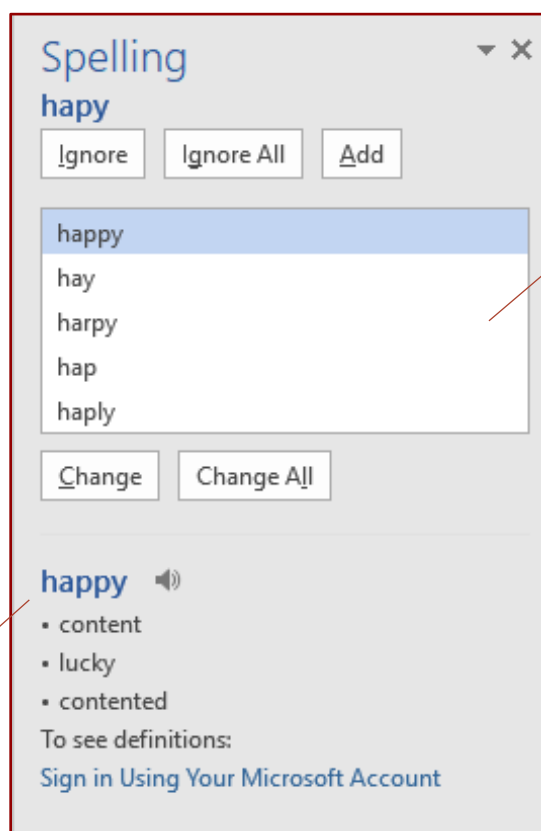
### 3.1

It is important to make sure that the grammar and spelling within your BDIC proposal is flawless so that the reader is not distracted from the actual written content. Luckily, Word comes preloaded with a Spelling & Grammar tool to help you out.

### To check your document for grammar and spelling errors:

1. Click **Review** from the ribbon at the top of the screen.
2. Click **Spelling & Grammar** within the Proofing group. The tool automatically conducts a spelling and grammar check of your whole document.

If errors are found, a pane appears to the right of the screen. The pane alerts you of flagged words and gives you options on how to proceed. After all the flagged words are changed, ignored, or corrected, a dialog box displays stating that the spelling and grammar check is complete.



This area provides you with similarly spelled words to help you correct any mistakes.

Here, at the bottom of the pane, a list appears with synonyms of the selected word.



3. If Word finds an error, select an option:

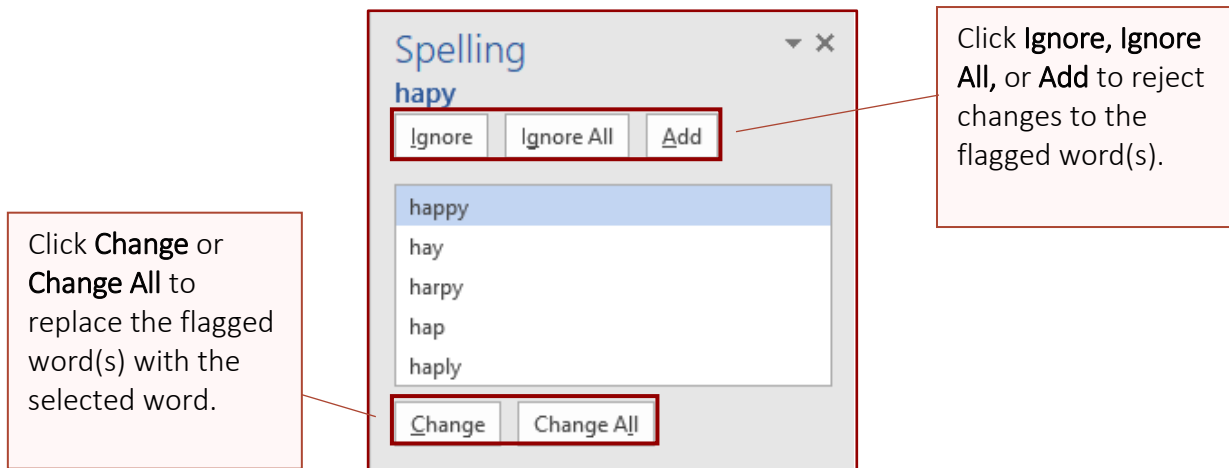
**Ignore** – disregards the flagged word and moves onto the next word

**Ignore All** – disregards the flagged words within the entire document

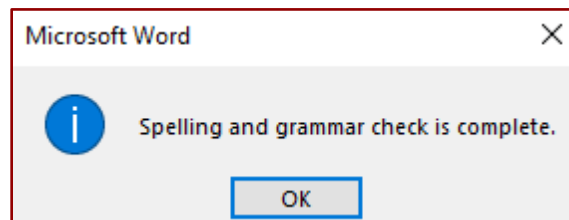
**Add** – includes the word in Microsoft's dictionary

**Change** – replaces the word with one of Microsoft's suggested words

**Change All** – replaces all identically misspelled words with one of Microsoft's suggested words



4. Click **OK** on the dialog box once you have completed your grammar and spelling check to return to the document.



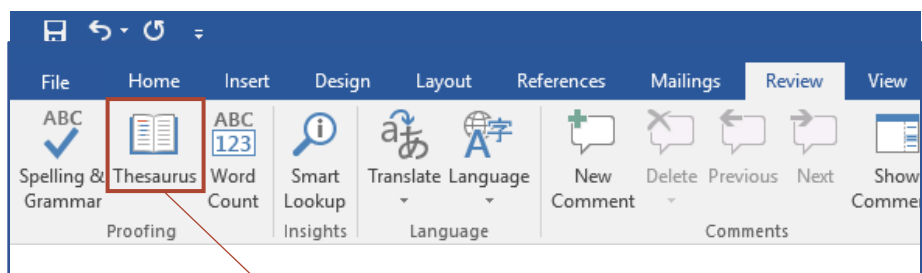
## Search for Synonyms

3.2

When creating your BDIC proposal, writing about the same topic for an extended period of time might eventually leave you at a loss for words. To check if there are alternative ways to say something, take advantage of Word's Thesaurus tool to explore synonyms and antonyms.

### To search for synonyms:

1. Select a word in the document.
2. Click **Review** from the ribbon at the top of the screen.
3. Click **Thesaurus** within the Proofing group. The tool opens to the right of the screen.

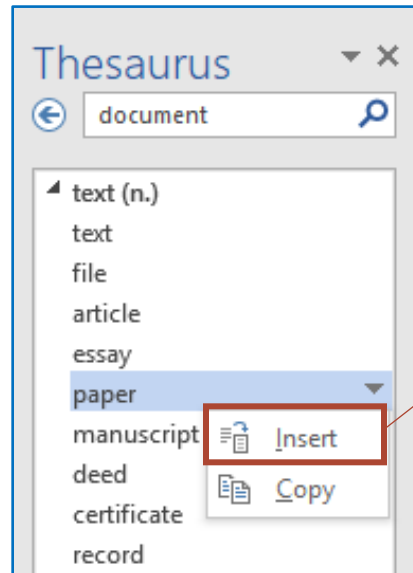


Click **Thesaurus** to open the tool.

4. Search the pane for a suitable synonym or antonym.



5. Click the downwards arrow next to a word or right-click a synonym or antonym from the list and select **Insert** to replace the word in the document.



Select **Insert** to replace word in the document with a new synonym or antonym.

**Tip:** As an alternative to the Thesaurus tool, right-click any word in the document and hover over **Synonyms** to explore a condensed list of options.



# Chapter 4

## *Save, Print, and Export Your Proposal*

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|                                      |         |
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| 4.1 Automatically Save Your Proposal | Page 18 |
| 4.2 Manually Save Your Proposal      | Page 19 |
| 4.3 Print Your Proposal              | Page 20 |
| 4.4 Export Your Proposal as a PDF    | Page 21 |



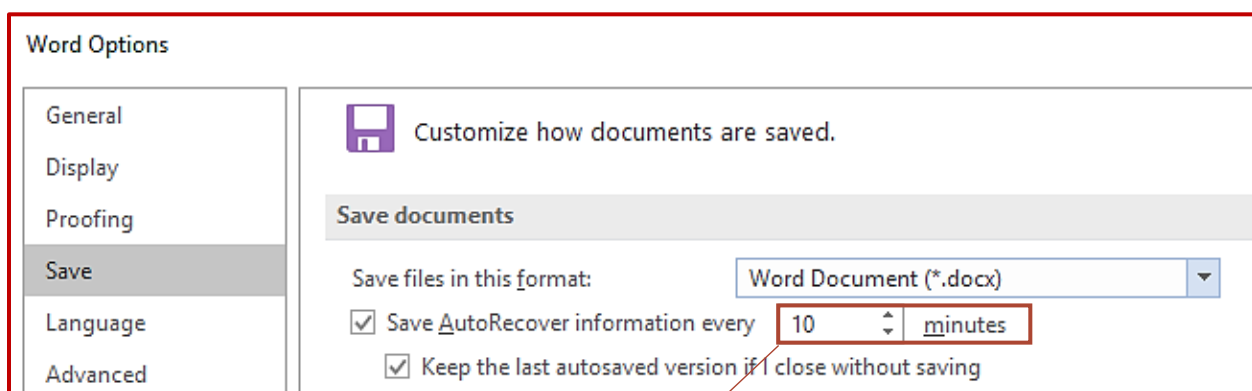
## Automatically Save Your Proposal

4.1

It is important to get in the habit of saving your BDIC proposal and other important documents as often as possible. Doing so regularly can help you avoid heartbreak if something unexpectedly happens to your document or computer. Setting an automatic saving option on Word helps ease this anxiety.

To automatically save your work after a certain period of time:

1. Click **File** and select **Options**.
2. Select **Save** under Word Options.
3. Check the “Save AutoRecover Information Every \_\_\_ Minutes” checkbox and input the amount of minutes you want your document to automatically save.
4. Click **OK** to save your changes.



Choose an amount of time for Word to automatically save your document.

## Manually Save Your Proposal

4.2

Since you are creating your BDIC proposal week by week, it is important to get into the habit of saving your work often and in an easy-to-find location. Make sure to know *where* you are when saving your documents so that you can check back and make necessary changes if needed.

### To save your Word document:

1. Open a Word document.
2. Click **File** from the ribbon at the top of the screen.
3. Click **Save** from the options on the left-hand side to save your document to your computer.  
OR  
Select **Save As** if you are saving a previously used document to a new location.



4. Choose a location, such as the Documents folder or Desktop, to save your file.
5. Name your file, then click **Save**.

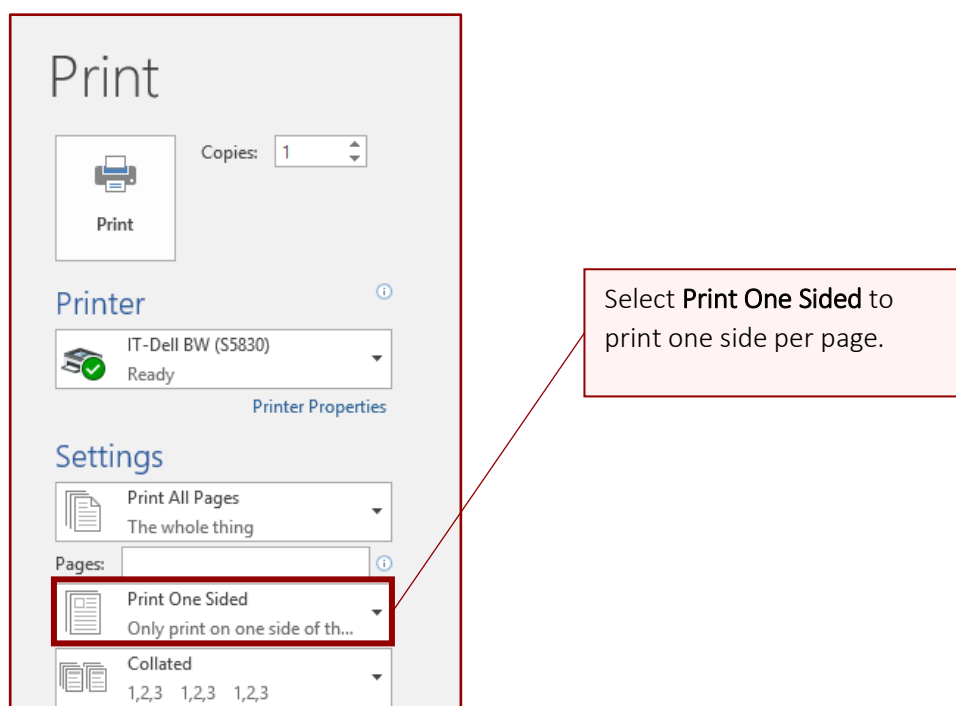
## Print Your Proposal

4.3

Once your proposal is finalized, you need to print it out to be reviewed by your BDIC Peer and Faculty Supervisors.

### To print your Word document:

1. Click **File** from the ribbon at the top of the screen.
2. Click **Print** from the options on the left-hand side. The Print menu appears.
3. Review the default settings on the Print menu and make any necessary changes.



4. Click the **Print** icon at the top of the Print menu. Your document is sent to the selected printer.

**Note:** You may prefer to print your proposal single-sided as opposed to double-sided, which is the default setting on many printers. To ensure that your document has only one printed side per page, select **Print One Sided** on the Print menu.

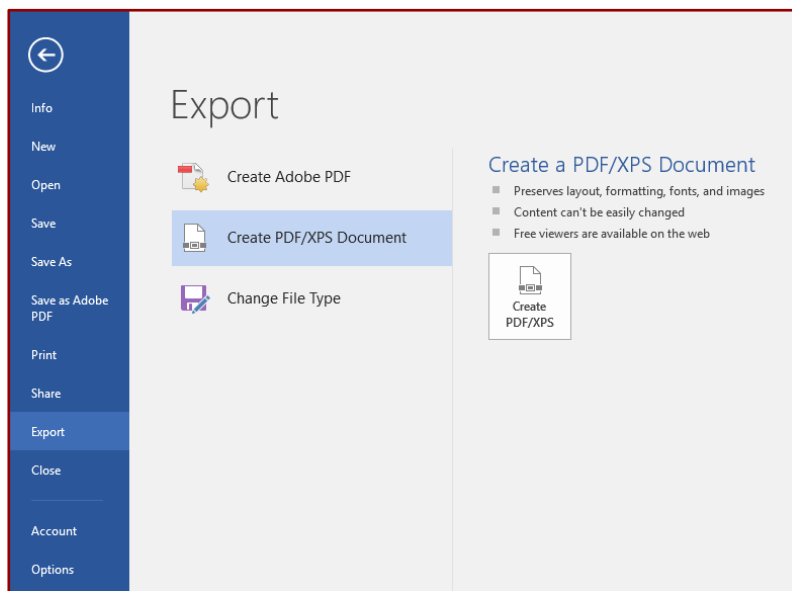
## Export Your Proposal as a PDF

### 4.4

At the end of the semester, you will submit a hard copy and an electronic copy of your BDIC proposal to the office. While you may have the option to email your proposal as a Word document (ending in .doc or .docx), sending it as a PDF ensures that the formatting is kept consistent.

### To export your document as a PDF:

1. Click **File** from the ribbon at the top of the screen.
2. Click **Export** from the options on the left-hand side. The Export menu opens.
3. Select **Create PDF/XPS Document** from the options presented.
4. Click the **Create PDF/XPS Document** icon. A dialog box appears.



5. Choose a location to save your file, name your file, then click **Publish**. Your exported PDF opens in a new window.





# Appendix

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A. BDIC Proposal | Mock Example

Page 24

B. Image Credits

Page 27

## **BDIC Proposal | Mock Example**

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Lorelai Gilmore

Section 01

Peer Advisor: Paris Geller

Faculty Supervisor: Luke Danes

### **Dessert Production & Entrepreneurship**

#### **Educational Goals**

I am a sophomore at the University of Massachusetts Amherst (UMass) pursuing a major in Dessert Production & Entrepreneurship through the University's Bachelor's Degree with Individual Concentration program (BDIC). Through the program, I plan to pursue my goals of becoming a unique dessert maker and, hopefully, one day managing my own innovative bakery. I will be pursuing the completion of my major with classes from the following departments: Marketing, Food Science, Nutrition, and Hospitality and Tourism Management.

#### **Experiential Background**

All my life, I have had a real passion for desserts. It started off fairly simple: I would relish in any cookie, pie, or treat my mom would gift me from grocery stores that I raided as a child. As I grew older, however, my taste buds evolved and I began to extend my realm of desserts into more elaborate tastes from around the world. I went from craving sugar cookies to craving baklava; from longing for overly sweet Cinnabon™ creations to desiring homemade lemon meringue or matcha macarons with chocolate ganache. My love for creative desserts is what ultimately guided me when I entered college. While I originally came in as a Food Science major, I was not happy just pursuing that one specific field. I always knew that I wanted to open up my own dessert shop, and now is the chance for me to go and pursue this dream.

### Continuing Aims

After obtaining my undergraduate degree in Dessert Production & Entrepreneurship from UMass Amherst, I plan on using my newfound knowledge in marketing, food production, and business ethics to open up my own bakery. I will continue to attend yearly seminars and certifications to keep myself up-to-date on food practices and contemporary new baking techniques to keep both my business running and my customers happy, satisfied, and coming back for more.

### Curriculum Proposal

#### Semester I: Fall 2017

| Course Department | Course Number | Course Title  | Course Credits | Exception |
|-------------------|---------------|---|----------------|-----------|
| Food Science      | 391A          | Food Science  | 4              | Yes       |
| Marketing         | 301           | Bakery Ownership                                      | 3              | No        |
| HT-MGT            | 260           | Human Resource Management in the Hospitality Industry | 3              | Yes       |

#### Semester II: Spring 2018

| Course Department | Course Number | Course Title              | Course Credits | Exception |
|-------------------|---------------|---------------------------|----------------|-----------|
| Food Science      | 400           | Advanced Food Science     | 3              | No        |
| Nutrition         | 300           | Sweets and Disease        | 3              | No        |
| HT-MGT            | 450           | Human Resource Management | 3              | No        |

#### Semester III: Fall 2018

| Course Department | Course Number | Course Title      | Course Credits | Exception |
|-------------------|---------------|-------------------|----------------|-----------|
| Food Science      | 389           | Dessert Chemistry | 3              | No        |
| Nutrition         | 480           | Food Composition  | 3              | No        |
| HT-MGT            | 490           | Bakery Management | 3              | No        |

## *Word for BDIC Students*

### **Exceptions**

#### Retroactive Classes

##### *Food-Sci 391A: Food Science*

I took this class last year during the Fall Semester. In the course, we learned about the background of Food Science and the science behind how food is created and produced at the molecular level. Since the course is an upper 300-level class, I would like to include it in my curriculum. This course is also a prerequisite for many of the other upper-level courses in the Food Science department, which is beneficial for my BDIC major.

#### 200-Level Classes

##### HT-MGT 260: Human Resource Management in the Hospitality Industry

I would like to include this course as a part of my curriculum because it was a very informative, yet challenging, class. We learned about human resource management in food service, hotels, and the travel industry as well as leadership motivation, job design, recruitment, wage and salary administration, and performance appraisal. The information I learned in this class will stay with me as I continue my life journey and, one day, open my own business.

### **Sponsor Choice**

I decided to ask Professor Sookie St. James to be my sponsor because she is the best culinary chef in all of New England. Professor St. James has won many awards for not only her cooking over the years, but also for her advancements as a professor here at UMass. She has won the *Best New England Cook* award three years in a row. I believe that, with her advanced knowledge in the field, she will be a great role model for me as I advance my career here at UMass, and she will be able to successfully guide me through my remaining courses in BDIC.

## Image Credits:

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Title Page Background Image (copyright free): [www.pexels.com/photo/tree-72509/](https://www.pexels.com/photo/tree-72509/).

Title Page BDIC Logo: <https://www.bdic.umass.edu/>

Module Border Image (copyright free): [pngtree.com/so/Spring-23-2-0-1](https://pngtree.com/so/Spring-23-2-0-1).