

This plan describes the proposal content and work plan for:

## ***How to use Microsoft Word as a College English Major***

Date: September 28, 2022

Issued by: Jackie Lutz

English 380: Intermediate Technical Writing

University of Massachusetts Amherst

## **I. Summary**

This plan describes my ideas and formatting for my manual. It goes over each important component of it in detail. The software being documented is Microsoft Word on a Windows PC. This manual will be around ~25 pages long. My audience is Undergraduate College English Majors. The deliverable will be handed in on December 8th, 2022.

## **II. User Analysis**

My MS Word manual is geared towards an audience of Undergraduate College English majors. I interviewed a friend who falls into this category, Alex. Through my interview with him, I learned that he does not often use MS Word, and instead uses Google Docs. But he seemed open to learning more about Word, and I asked him a few questions to gauge what would make a transition to Word easier. One of my questions was what sort of work he does as an English major. He answered “Mostly essays and short responses, but I do take a lot of notes for my gen eds.” Based on this, and other responses, I decided to have two focuses for my manual: general essays in MLA, and hope to use MS Word to take notes for general education (or English) classes. I went with the second focus as well due to my personal exploration of all the research options that Word offers.

My interview and research led me to conclude that I should focus on the specific aspects of Word that a college English major may use. This includes margins, page formatting, font options, and much more. I put together a list of what the most important aspects of the manual are, this can be found in the TOC section. I split it up based on what tab each option is in, and I hand picked what would be useful from each section for an English major.

## **III. Deliverables and Table of Contents (TOC)**

HOME:

1. Text options (style, size, color, font). Submodules.
2. Paragraph options (left, right, center). Submodules.
3. Bullet point / List options. Submodules.

INSERT:

1. Page options.
2. Table options.
3. Pictures (adding, editing)
4. Links
5. Comments
6. Header, footer, page numbers
7. Text boxes

DRAW:

1. Pen tools

2. Eraser tool
3. Selection tool

LAYOUT:

1. Margins
2. Orientation
3. Size
4. Columns
5. Indent
6. Spacing

REFERENCE:

1. Table of Contents
2. Footnotes
3. Research
4. Citations & Bibliography

REVIEW:

1. Abc proofing
2. Read aloud
3. Check accessibility
4. Language
5. Comments

#### IV. Project Schedule

Event	Due Date	People
Assign #2: Doc Plan	Tues Oct 4	Jackie Lutz
1 Complete Module	Thurs Oct 6	Jackie Lutz
Developed Draft - Assign #3	Thurs Oct 13	Jackie Lutz
Assign #3: First Third + Transmittal Memo	Tues Oct 18	Jackie Lutz
TBA		

#### V. Tools, Resources, Receivables

To complete this project, I will need my laptop, school computer, and obviously Microsoft Word. I already have someone who I can interview, (Freshman English major). I will spend about 3 hours of my time per page, which adds up to roughly 60-75 hours overall. Estimated costs only include printing (\$10-\$20).