

# Microsoft Word 2019 for College English Majors



Jackie Lutz



# Microsoft Word for College English Majors

Jackie Lutz  
December 8<sup>th</sup> 2022



# ACKNOWLEDGEMENTS

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I would like to thank Professor Solberg for her guidance throughout this project and the PWTC program.

I would also like to thank Matthew Velzis, who has supported me with advice and consistent feedback throughout the semester.

And finally, thank you to my mom, Laura Lutz, and my sister Briana Lutz. For encouraging me and giving me great feedback on this project.

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# INTRODUCTION

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## Who is this manual for?

*Microsoft Word for College English Majors* is intended for undergraduate English majors who want to become more familiar to the features of MS Word 2019 version 2211, and gives tips and tricks on how to use the software.

## What is covered in this manual?

This manual offers guidance for the aspects of Word that are helpful for assignments that an English major may encounter in their journey through college. It does not cover everything in Word but focuses on a few main topics. These are writing an essay in MLA format, creating a bibliography in MLA format, note taking tips using MS Word, and using MS Word to edit your work. This manual can be read both in and out of order.





# CHAPTER 1 | Writing an Essay in MLA Format

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Every college student writes an occasional essay, especially English majors. This chapter contains instructions on how to use Word to put together an essay in MLA format.



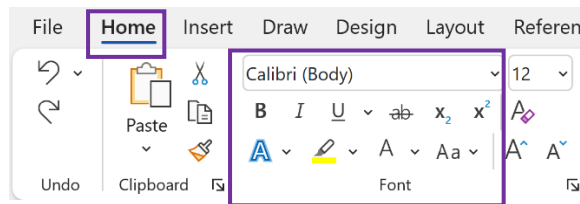
## 1.1 | Changing Text Size, Color, and Font

When using Word, you should know the basics of how to alter your text. For essays in MLA format, the text must be Times New Roman size 12 pt. with the default color black.

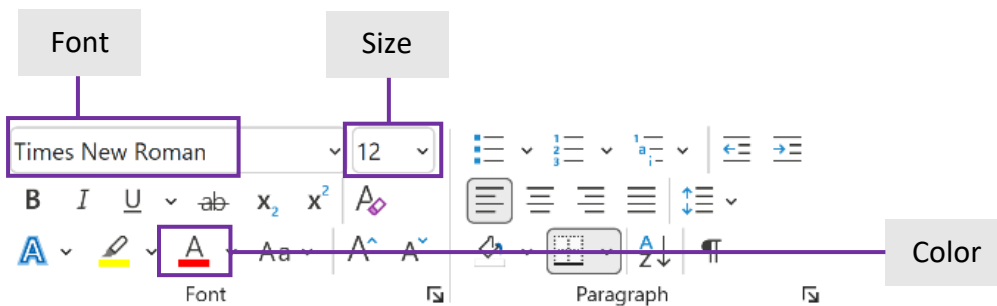
### 1. Select the text that you want to change.

Both forms of FOTR work together to put the magic of the world into place. The more detailed gatherings of the novel gives more insight into the characters, and the movie gives the watcher an idea of how vast the world is through powerful visuals. The movie gives the watcher

### 2. Click **Home** and locate the **Font** section.



### 3. Click **Font** to change the font of the text, **Font Size** to change the size, and **Font Color** to change the color.



Font and size also have keyboard shortcuts.

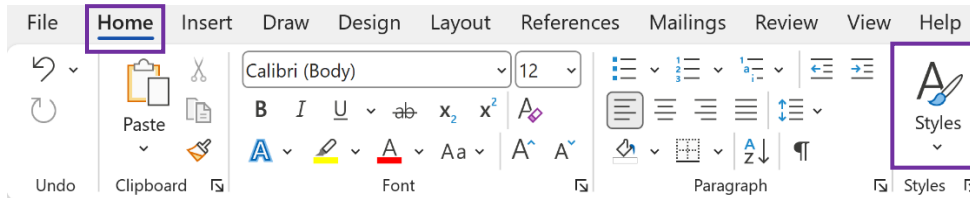
- Font: **Ctrl+Shift+F**
- Size: **Ctrl+Shift+P**

This opens a new menu with a variety of options to alter font, size, and much more.

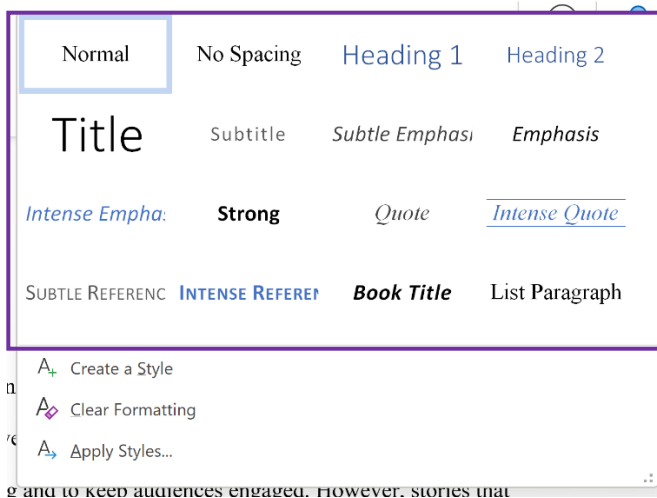
## 1.2 | Using Styles

Many students don't take advantage of styles. They can be an easy method to keep your papers looking consistent and can save you time when editing.

1. Click **Home** then click **Styles**. This shows all the style options.



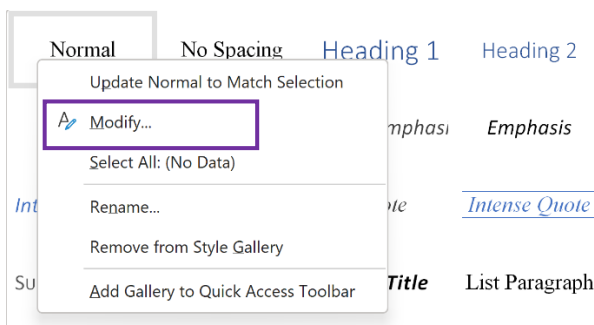
2. Click on one of the options to select it and use it in your document.



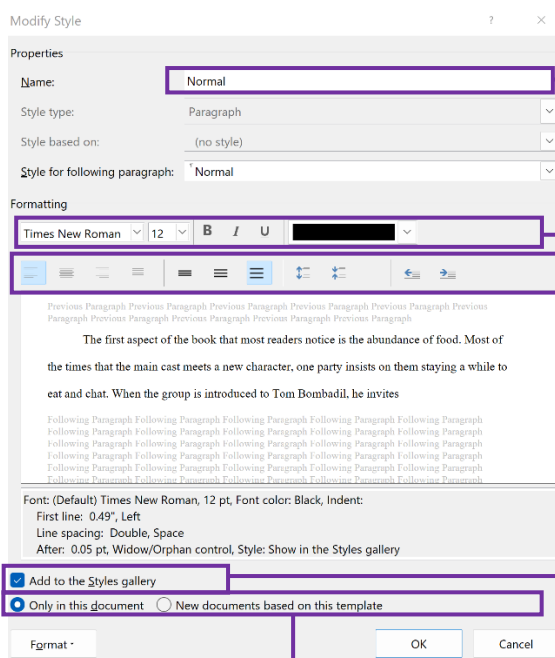
## 1.3 | Editing Styles

You can edit the existing styles to fit your preference. For example, to make writing in MLA format easier, you can modify the **Normal** style to be in Times New Roman 12 pt. font.

1. Follow the steps in 1.2 | Using Styles.
2. Right click on one of the style options then click **Modify**.



2. Change the style to match your preference.



Change the name of the style if needed.

Change **Font, Font Size, Bold, Italic, Underline, Font Color.**

Change text alignment, paragraph spacing, and paragraph indentation.

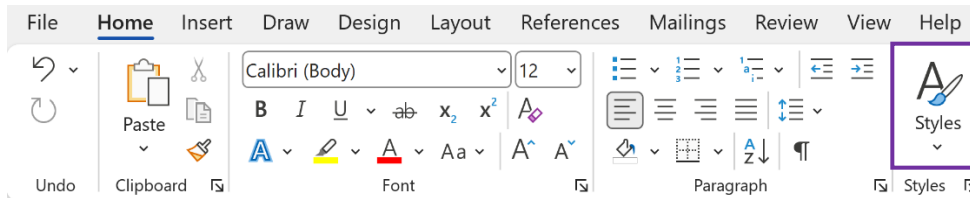
Click **Add to the Styles gallery** to show the style in the gallery.

Click **New documents based on this template** to save the updated style to the gallery for documents created in the future.

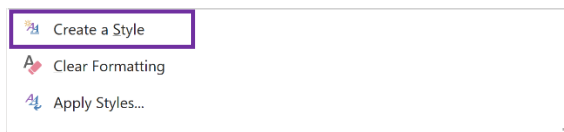
## 1.4 | Creating a Custom Style

You can create a custom style and save it permanently to the styles gallery for future use. This method allows you to not worry about deleting existing styles.

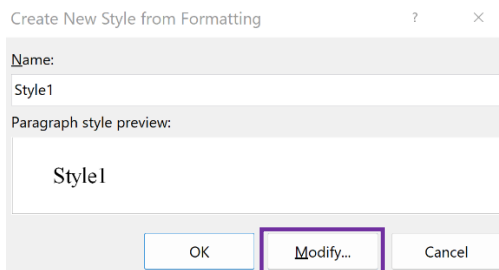
1. Click **Home** then click **Styles**. This shows all the style options.



2. Click **Create a Style**.



3. Type a name for the custom style, then click **Modify**. This brings you to the **Modify Style** menu, and gives you the options to choose font, font size, font color, and more. (See 1.3 | Editing Styles).



4. Click **Add to the Styles gallery** then click **OK** to save the new style to your document.



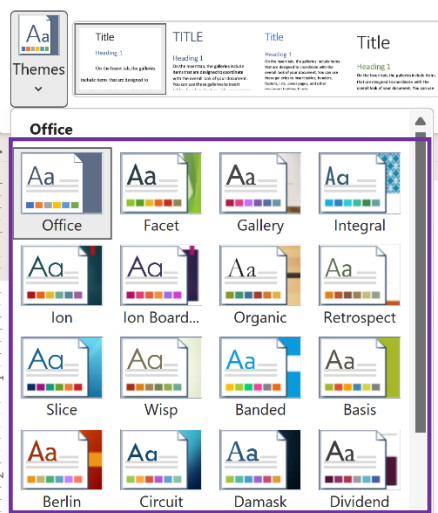
## 1.5 | Creating Themes

Themes allow you to use preset templates to change the design of your document. It can be useful for creating title pages, research papers, or for any design-based general education classes you may be taking.

1. Click **Design** then click **Themes**.

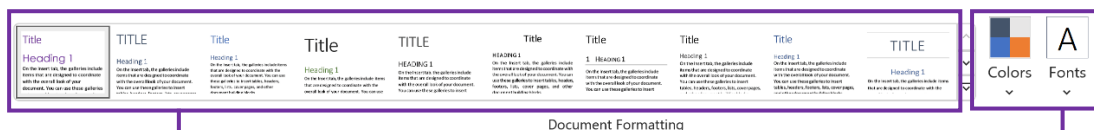


2. Click a design option.



When you alter any aspect of the theme, it automatically updates any styles you included in the document.

3. Edit the chosen design's formatting, color, and font.



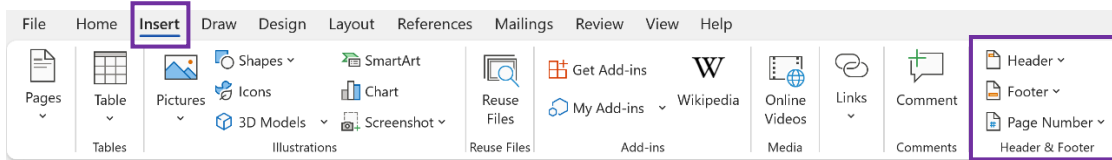
Change the formatting of the theme.

Change the color palette and font of the theme.

# 1.6 | Adding Headers, Footers, and Page Numbers

Headers and footers are used to add extra notes to a document. Page numbers are required for MLA format and are in the top right corner of each page in an essay.

1. Click the **Insert** tab then locate the **Header & Footer** section.



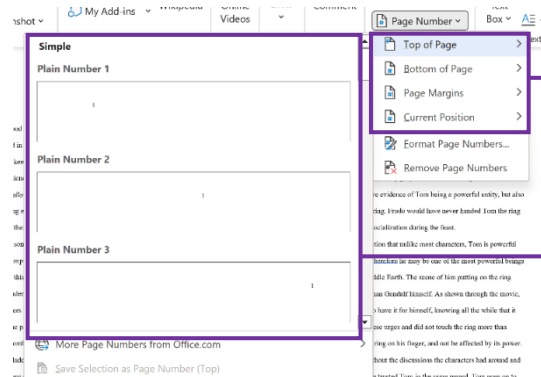
## Adding Headers & Footers

1. Click **Header** or **Footer**.
2. Choose from the preset options.
3. Type your header or footer.



## Adding Page Numbers

1. Click **Page Number**.
2. Choose **Top of Page**, **Bottom of Page**, **Page Margins**, or **Current Position**. This determines the location of the page numbers.
3. Choose from the preset options.



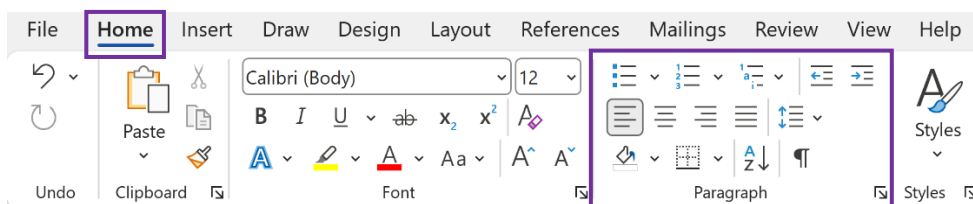
Choose the location of the page numbers.

Choose a preset option for the exact location of the page numbers.

## 1.7 | Changing Alignment, Indentation, and Spacing

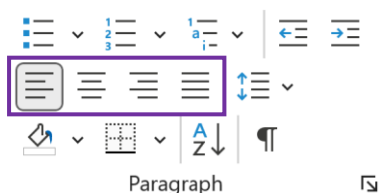
An important part of writing a standard essay in MLA is formatting your paragraph. This includes alignment, indentation, and spacing.

1. Click the **Home** tab then locate the **Paragraph** section.



### Editing Alignment

1. Select the text you want to change.
2. Click **Align Left**, **Center**, **Align Right**, or **Justify** to change the alignment of a specific paragraph.

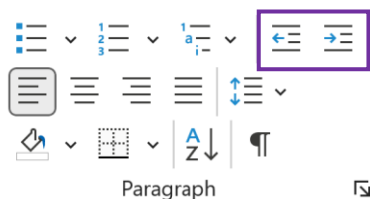


Alignments also have keyboard shortcuts.

- Align Left: **Ctrl+L**
- Center: **Ctrl+E**
- Align Right: **Ctrl+R**
- Justify: **Ctrl+J**

### Editing Indentation

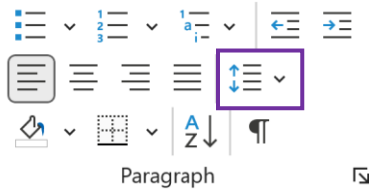
1. Select the text you want to change.
2. Click **Decrease Indent** to move your paragraph closer to the margin. Click **Increase Indent** to move your paragraph farther away from the margin.



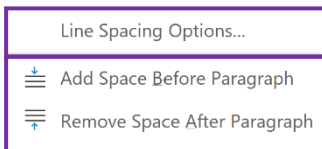


## Editing Spacing

1. Select the text you want to change.
2. Click **Line and Paragraph Spacing**.
3. Choose an option between **1.0** and **3.0** or click **Line Spacing Options** to customize the spacing.



- 1.0
- ☒ 1.15
- 1.5
- 2.0
- 2.5
- 3.0



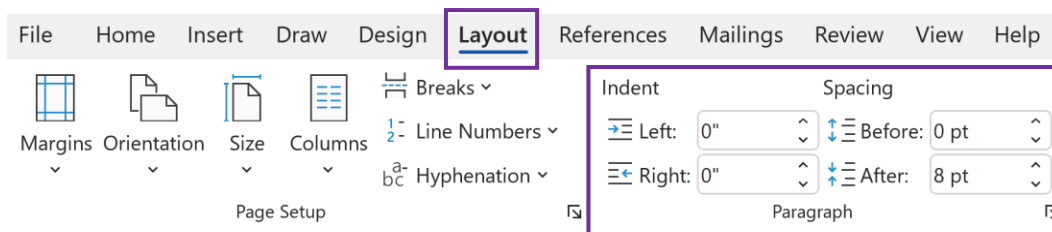
Click **Line Spacing Options** to customize the spacing in more detail.

You can also **Add Space Before Paragraph** or **Remove Space After Paragraph**.

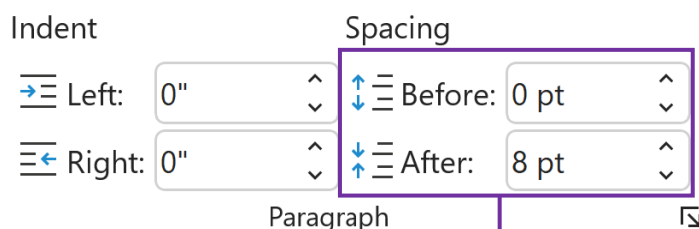
## 1.8 | Changing the Spacing Between Paragraphs

There are a few ways to alter the spacing of your document. This is different from 1.7 | Changing Alignment, Indentation, and Spacing because it applies to the spacing above or below the paragraph instead of the entire selection of text.

1. Click the **Layout** tab then locate the **Paragraph** section.



2. Select the text that you want to change.
3. Click the arrows next to either **Spacing Before** or **Spacing After**. This increases the spacing above or below the selected text.



You can also manually type in the dimensions needed into the box next to each option.

## CHAPTER 2 | Crediting Your Sources

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Most professors require a bibliography to go along with a research paper to credit your sources. Some papers require footnotes with links to specific sources as well as in-text citations. This chapter has recommendations and tips on how to correctly cite your sources.

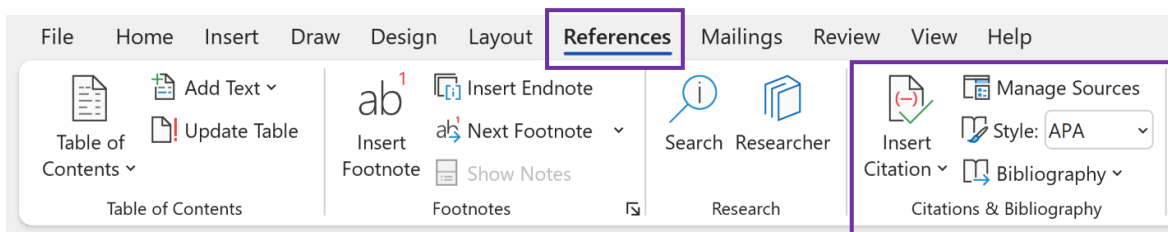


## 2.1 | Creating and Using Citations in MLA Format

Citations are a vital part of creating a valid and professional paper. When you use a source, you must credit it to avoid plagiarism and recognize the person that originally produced the idea.

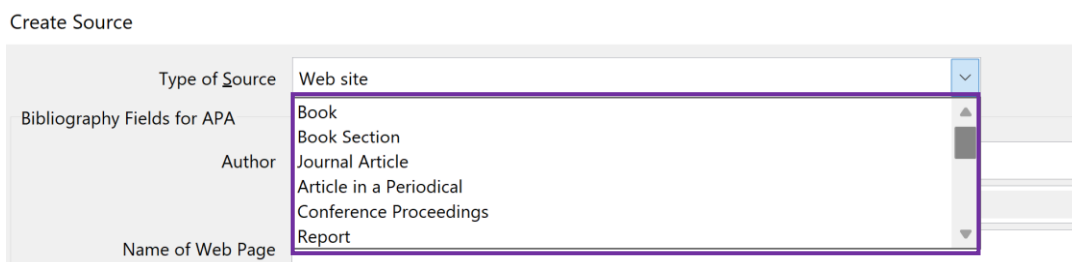
### Creating Citations

1. Click **References** then locate the **Citations & Bibliography** section.

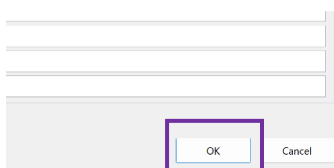


2. Click **Insert Citation** then click **Add New Source**.

3. Click the **Type of Source** from the dropdown list.

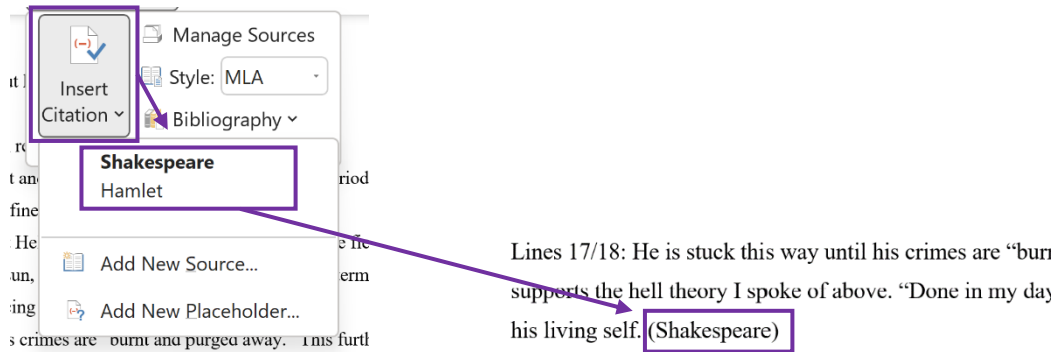


4. Fill in the information for your source.
5. Click **OK**. This saves the source to MS Word. Repeat this process for each new source.



## Using Citations in your Text

1. Follow the steps in the Creating Citations section.
2. Click a location in your text where you want the citation to go.
3. Locate **References** then click the **Style** dropdown menu and choose **MLA**.
4. Click **Insert Citation** then choose a saved source to add it to your text. This creates an in-text citation. Repeat as necessary.



## 2.2 | Creating a Bibliography in MLA Format

Most MLA papers require a bibliography to cite your sources. Word has a few features to make this process easier. You first need to add your sources to the document using the citation tools (see 2.1 | Creating Citations) before you can create a bibliography.

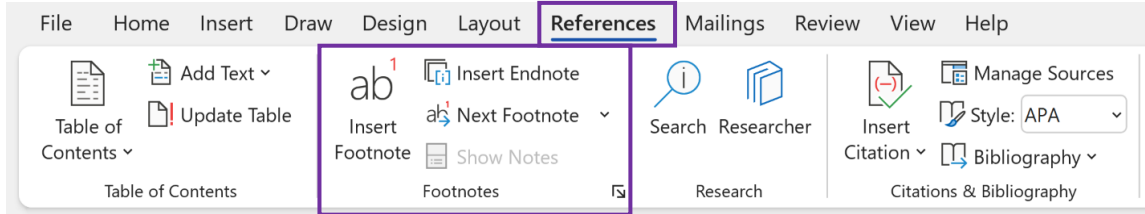
1. Follow the steps in 2.1 | Creating Citations.
2. Click a location in your text where you want the bibliography to go.
2. Click **Bibliography** then choose an option. This takes your inserted citations and inserts them in your document using the chosen format.



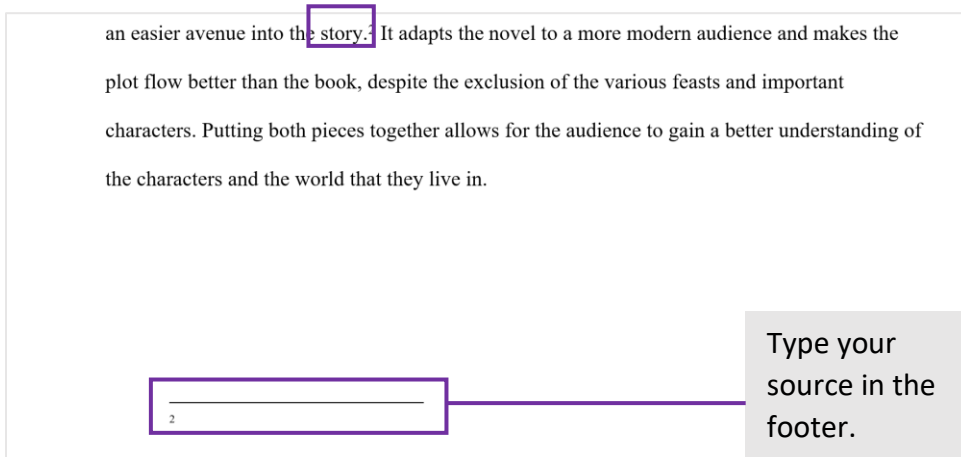
## 2.3 | Adding Footnotes

Footnotes are used to cite sources within the text, oftentimes in scientific and research papers.

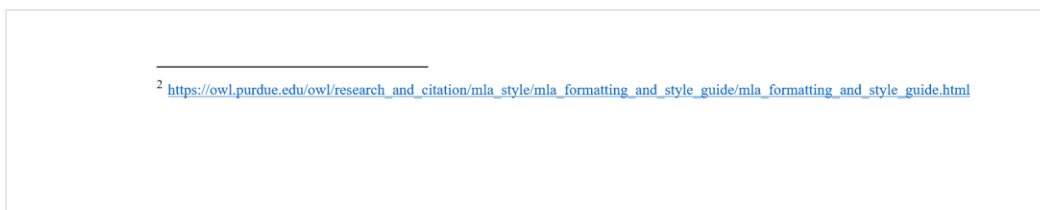
1. Click **References** then locate the **Footnotes** section.



2. Click within the text then click **Insert Footnote**. This adds a number where your cursor is, and an option to type in your source.



3. Type your source in the footer. This adds the footnote to your document.

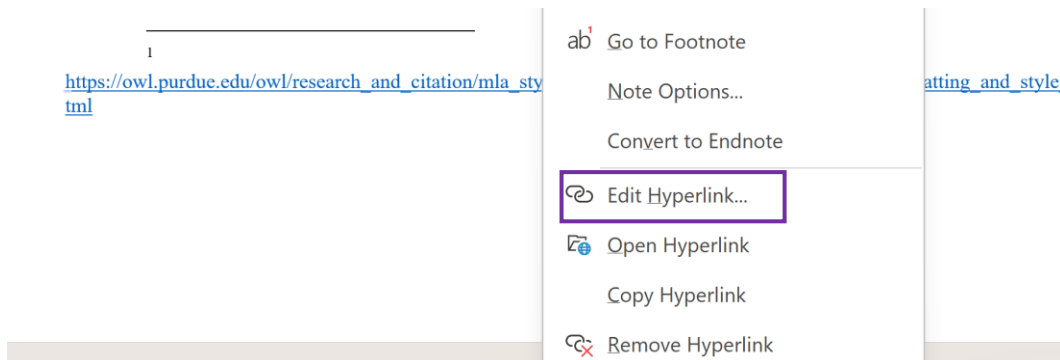


You can switch between multiple footnotes easily by clicking **Next Footnote**

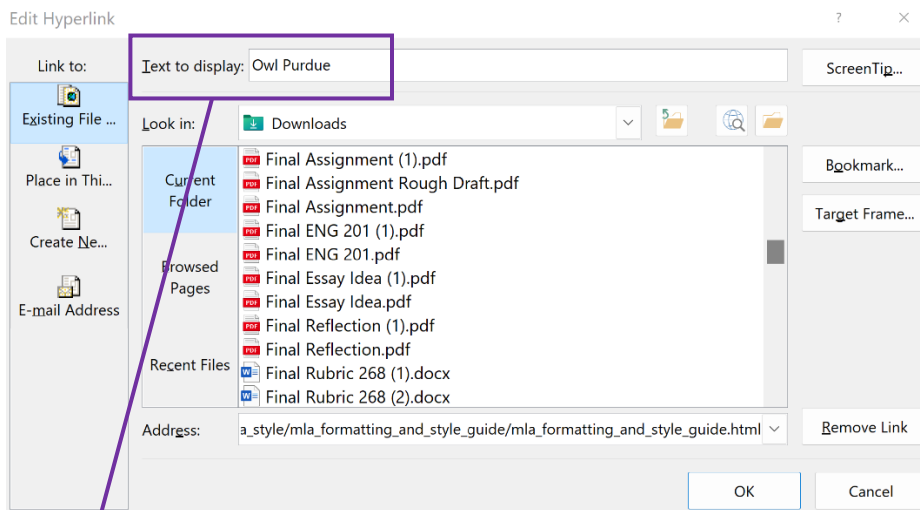
## 2.4 | Editing Links

Links are often used in research papers. They are usually located in the footnotes of a document, to provide sources to potential readers.

1. **Paste** a link into the document. Right click the link and click **Edit Hyperlink**.



2. Change the text in **Text to display** to what you want to display in the document.



The result of  
**Text to display**

[Owl Purdue](#)



## CHAPTER 3 | Note Taking and Editing Using MS Word

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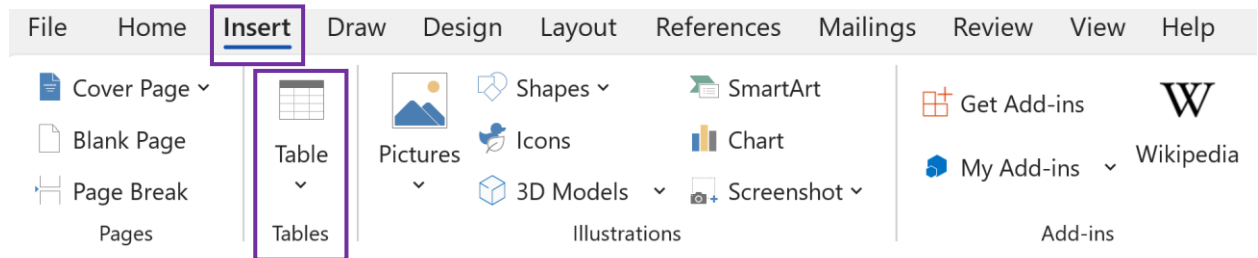
MS Word contains many features that make note taking and editing easier for college students. This chapter contains tips and tricks on how to utilize these tools.



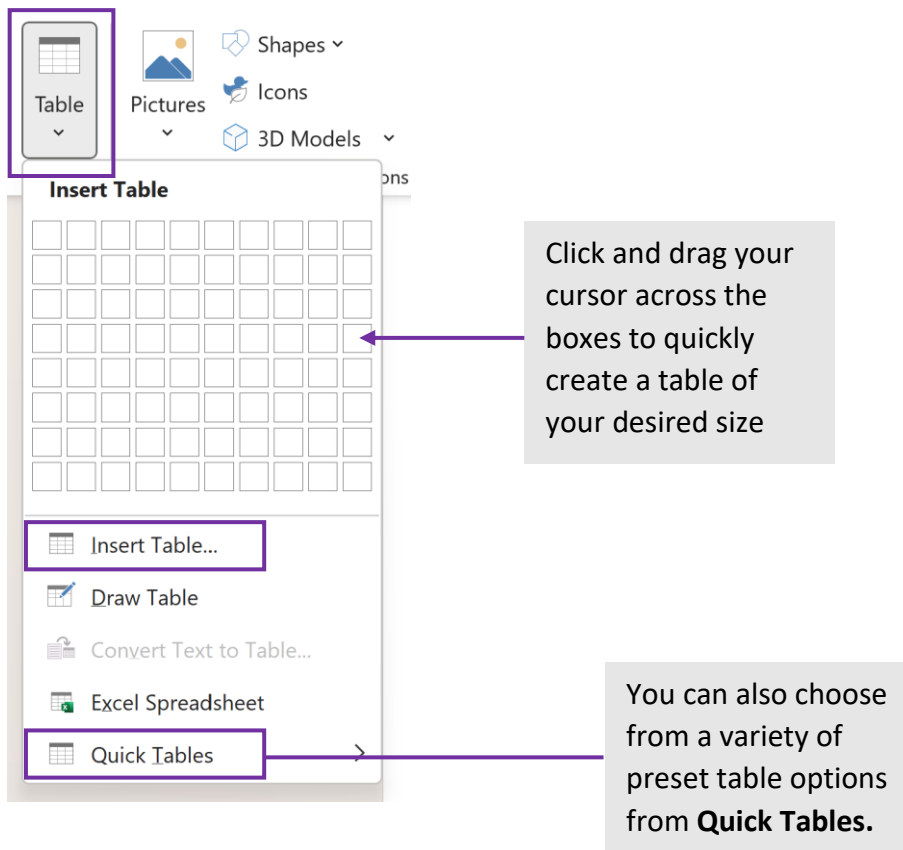
## 3.1 | Using Tables

Tables are a useful tool for taking notes and organizing information. They can be added into a document to assist with note taking and presenting your research findings.

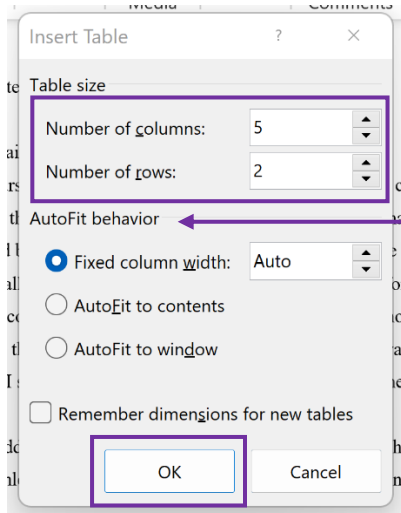
1. Click the **Insert** tab then locate the **Tables** section.



2. Click **Table** then click **Insert Table**.

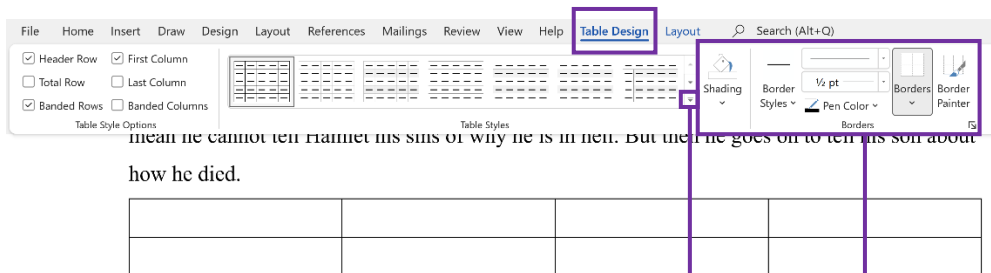


- Fill in the desired **Number of columns** and **Number of rows**, then click **OK**. This inserts the table into your document.



You can change the autofit settings, but it is simpler to keep the preset options.

- Click on the inserted table, then click **Table Design**. This gives you the options to choose a preset table option, or manually change style, shading, border width, and border color.



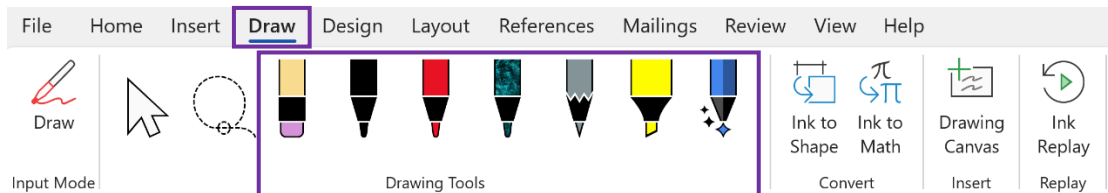
Click **More** to see all the preset table options.

Change the **Shading, Border Styles, Pen Color, Line Style, and Line Weight**.

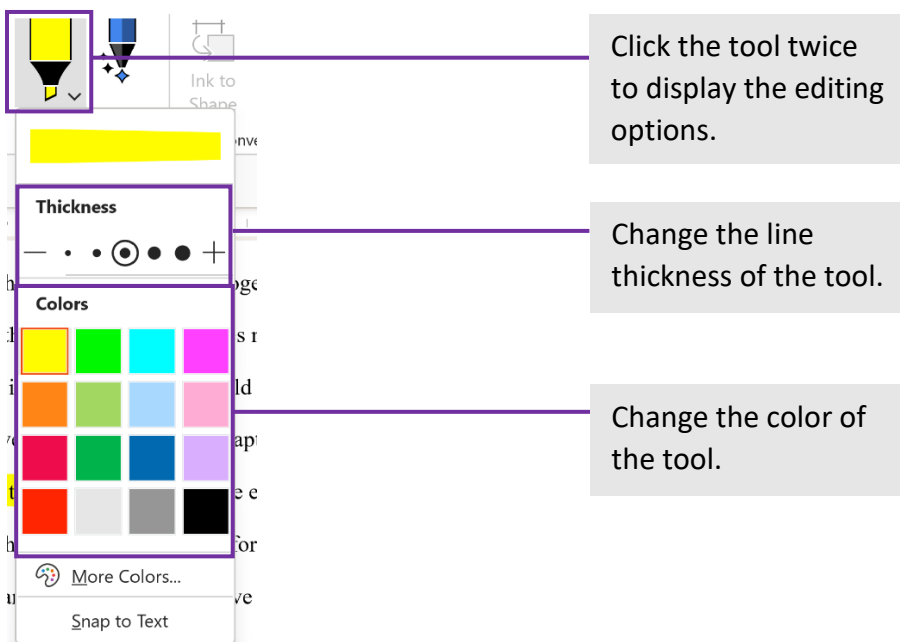
## 3.2 | Using the Drawing Tools

Word's drawing tools can help you organize your notes. You can write on top of the document and highlight valuable information.

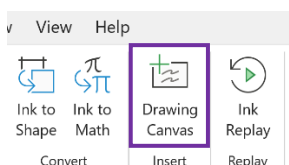
1. Click **Draw** tab then click on an option in **Drawing Tools**.



2. Click your chosen option a second time to display the editing options.



3. Either draw directly on the text or click **Drawing Canvas**.

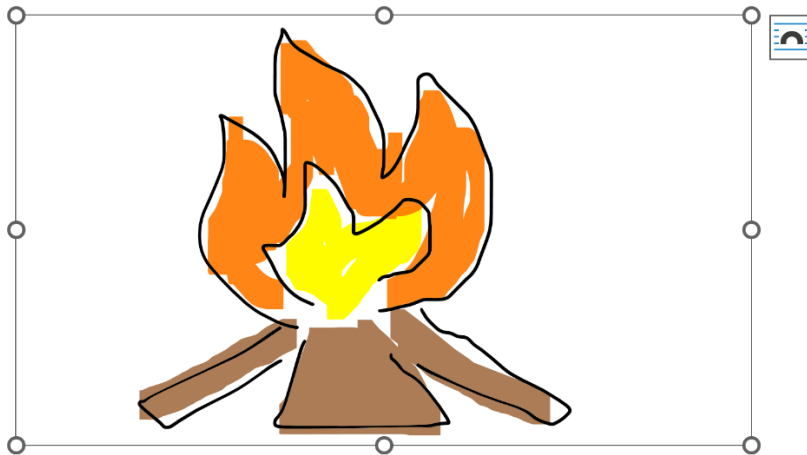


#### 4. Draw on the document or canvas.

watcher an idea of how vast the world is through powerful visuals. The movie gives the watcher an easier avenue into the story. It adapts the novel **to a more modern audience** and **makes the plot flow better than the book**, despite the exclusion of the various feasts and important characters.

Putting both pieces together allows for the audience to gain a better understanding of the characters and the world that they live in.

conversation during the feast allowed for the plot to flow smoothly into the next point, and emphasizes Frodo's deep love for Bilbo.



Frodo then goes into a new room full of singing and warm fire. It has a similar vibe to the

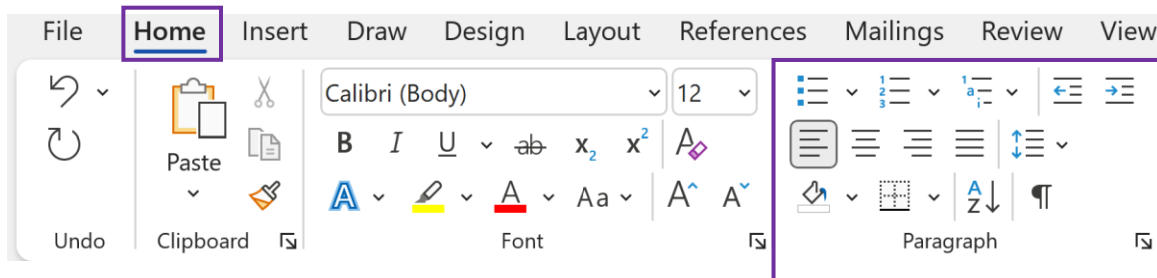
You can use the **Highlighter** or **Pen** tools to emphasize important parts of your document.

**Drawing Canvas** gives you a space to draw without worrying about the surrounding text.

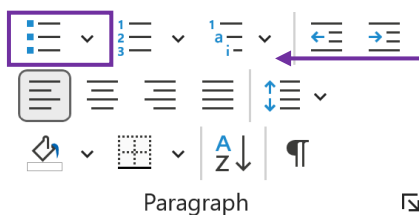
## 3.3 | Using Bullet Points

You can use bullet points to organize your information in a neat and straightforward way.

1. Click the **Home** tab then locate the **Paragraph** section.

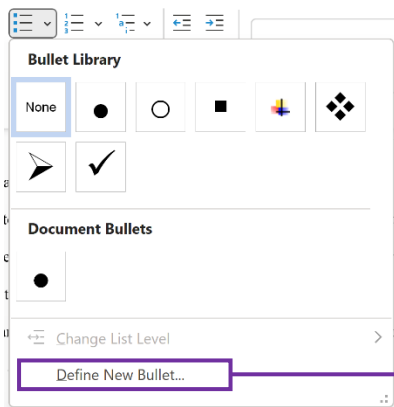


2. Click **Bullets**.



You can also create numbered lists and multilevel lists. These function very similarly to bulleted lists, but they have different icon options.

3. Choose an option from **Bullet Library** to apply it to your document.

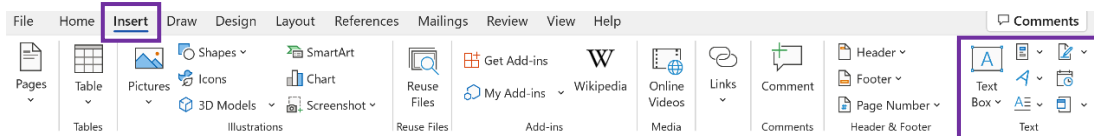


Click **Define New Bullet** to create a list with custom bullet point icons and alignment

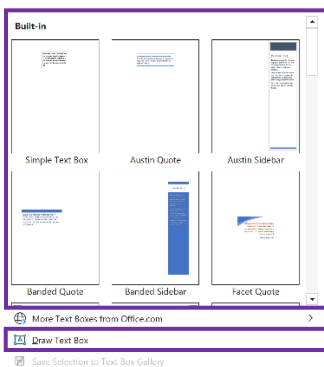
## 3.4 | Adding Text Boxes

Text boxes can help you organize your thoughts and point out specific aspects of the text for a reader or for your own future reference.

1. Click the **Insert** tab then locate the **Text** section.



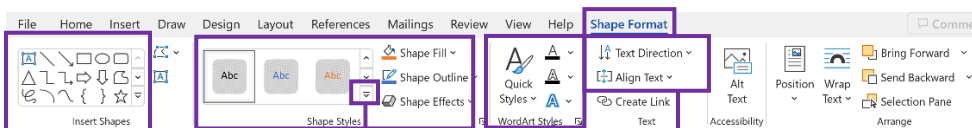
2. Click **Text Box**.
3. Choose either a **Built-in** template or click **Draw Text Box** to create a custom size text box. This opens a new menu called **Shape Format**.



Choose a **Built-in** template from this menu.

Click **Draw Text Box** to create a custom text box.

4. Edit the text box to match your preference.



Insert a new premade shape.

Click **More** to view all the style options.

Change the direction and alignment of the text.

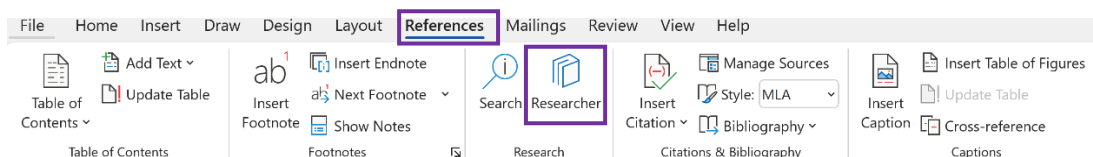
Change the **Style, Shape Fill, Shape Outline, and Shape Effects** of the text box.

Choose a **Quick Style**, then edit **Text Fill, Text Outline, and Text Effects**.

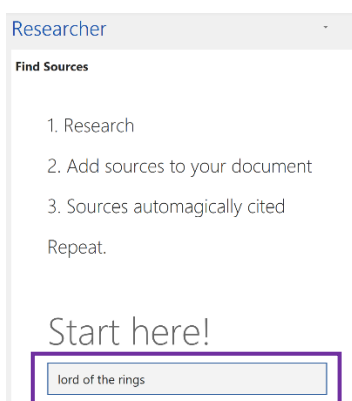
## 3.5 | Using the Researcher Tool

The researcher tool allows you to search through a database on Word instead of opening a new tab in your browser. You can use it to quickly find answers to questions you have, or even to find sources for a paper you are writing.

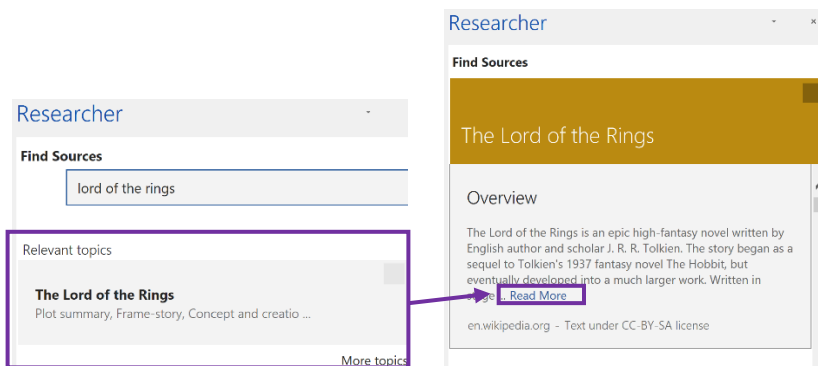
### 1. Click **References** then click **Researcher**.



### 2. Click the search bar then type your research topic. Press **Enter**.



### 3. Click on an option in **Relevant Topics** to receive more details on your research topic. Then click **Read More** to receive a brief overview of the topic and options to research it further.

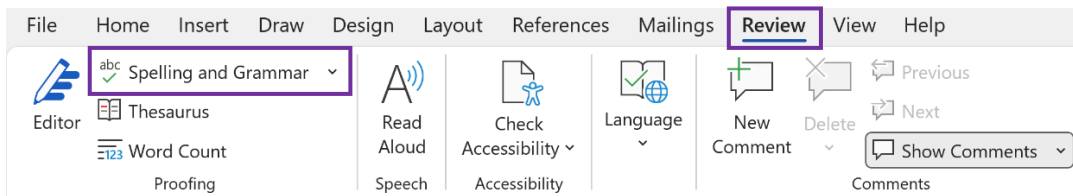




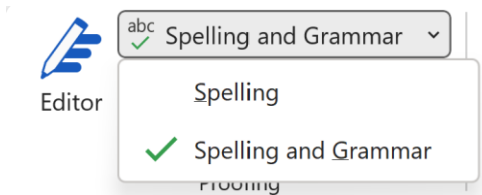
## 3.6 | Using the Spelling and Grammar Tools

The spelling and grammar tools can help you efficiently edit your document.

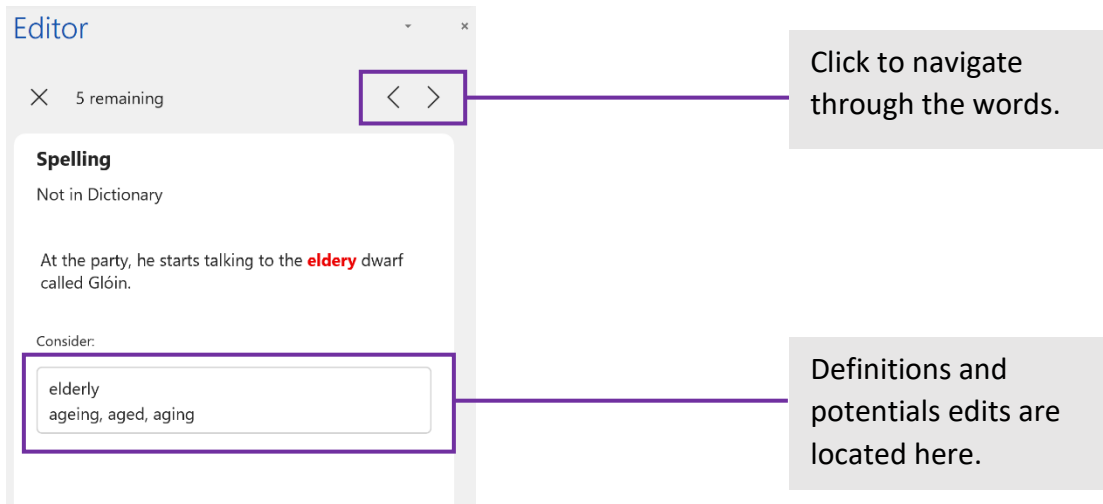
1. Click **Review** then hover over **Spelling and Grammar**.



2. Click either **Spelling** or **Spelling and Grammar**.



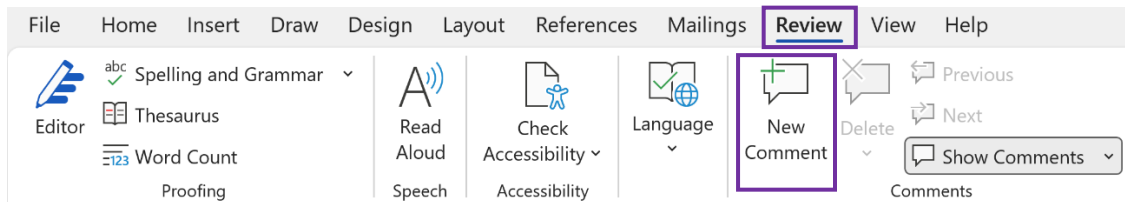
3. Navigate through the **Editor** to see what words and phrases need editing.



## 3.7 | Using the Comment Tool

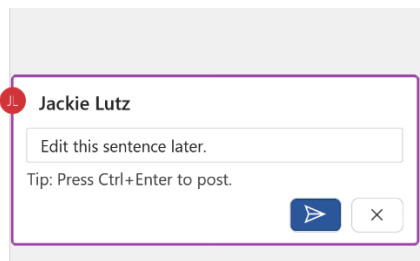
The comment tool allows you to quickly add a note to your document so you can remember specific details.

1. Click **Review** then click **New Comment**.

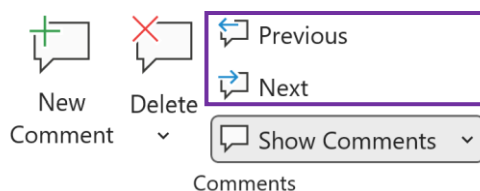


2. Type in your comment, then click **Post comment**.

birthday party, rather than an  
ted to eat. Bilbo used this event  
along with him. Frodo inherited  
parture and the plot.  
enes surrounding the Council of



3. Click **Previous** or **Next** to navigate through all comments in the document.



## COLOPHON

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*Microsoft Word for College English Majors* was created using Microsoft Word Version 2211. The typefaces used are Calibri (Body) and Century Gothic. This manual was printed at Staples.

The cover image and the book clipart are both from the Microsoft 365 Subscriber Stock Image Library of creative content.

