Microsoft Word Manual for College Level Creative Writers

By: Vanan Phan



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Introduction

Being a pen and paper type of person is cool and everything, but you might not get the best grade if you turn in a 70+ page manuscript written in barely legible handwriting (regardless of whether or not your manuscript is the next best story since Harry Potter). Even if your handwriting isn't awful, it would be impossible to use spell check and word count on a physical piece of paper. With the help of this Microsoft Word Manual for College Level Creative Writers, you'll be ready to submit your manuscript to every publishing house, or at least to your professor.

This manual is specifically designed to help college level students with an intense focus on creative writing. From the initial spark of inspiration to the drafting process to peer editing workshops, to finally handing in the manuscript to your professor, the instructions cover effective ways to draft a manuscript at any stage.

In this manual, you will learn ways to build off the skills you already have in Microsoft Word. In addition, the instructions in this manual provide you with the essentials to keep you organized as you draft and revise your manuscript.

You will learn how to:

- Create an outline
- Insert new pages and page breaks
- Create line breaks
- Make bookmarks
- And more!

Regardless if you intend to become a professional writer or are just writing for fun, this manual will teach you how to properly format your manuscript that even your professor will be impressed by.

Chapter 1: Formatting the Page

This chapter features instructions on how to perform the following:

- 1.1 Creating an Outline
- 1.2 Inserting New Pages and Page Breaks
- 1.3 Inserting Page Numbers
- 1.4 Aligning Your Margins
- 1.5 Inserting Symbols

1.1 CREATING AN OUTLINE

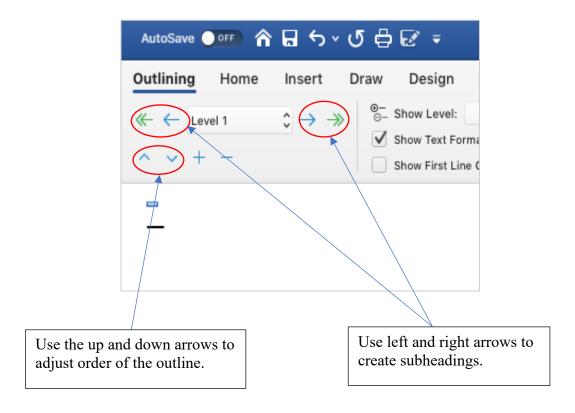
Using an outline can be helpful when mapping out longer manuscripts, stories or more detail orientated projects. Outlines can also be helpful in the brainstorming process and can be used to help you keep on track of your deadlines and goals.

HOW TO CREATE AN OUTLINE:

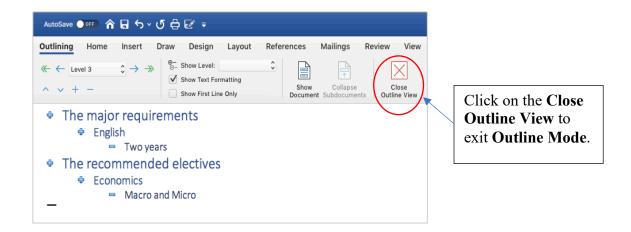
- 1. Create a blank document in Microsoft Word.
- 2. Locate the **Outline tab**, in the bottom right-hand corner.



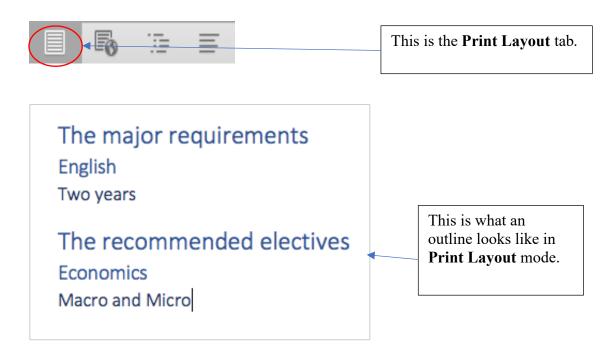
- 3. Click on the **Outline tab** and the screen changes into **Outline mode**.
- 4. Type in a heading and press **Enter** to create new section headings.
- 5. Create subheadings by using the left and right arrow keys found at the top of the outline tab. To add or change the order of the headings by clicking on the up and down arrow keys.
- 6. Repeat these steps until you have included all the necessary information for your outline.



Chapter 1: Formatting the Page



7. Exit Outline mode by choosing one of the two options. Click on the Close Outline View option located at the top right-hand corner of the ribbon or click on the Print Layout tab at the bottom right-hand corner to expand the outline into a document.



1.2 INSERTING NEW PAGES AND PAGE BREAKS

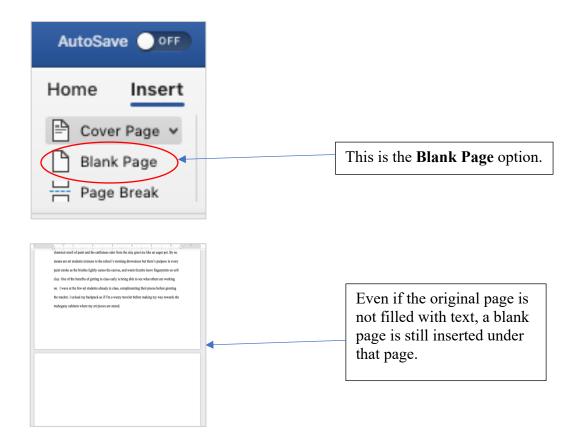
Inserting new pages allows you to create a blank page immediately after your current one without having to continue pressing the enter/return key. Inserting page breaks allows you to shift any text below your cursor to the top of the text page. Both can be used to insert chapter pages, table of contents, inserting images in any document.

HOW TO INSERT NEW PAGES:

- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Click on the **Insert** tab located to the right of the **Home** tab.



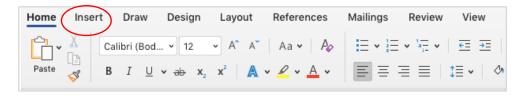
3. Click on the **Blank Page** option which is located at the left of the ribbon. A new page appears right below your current one.



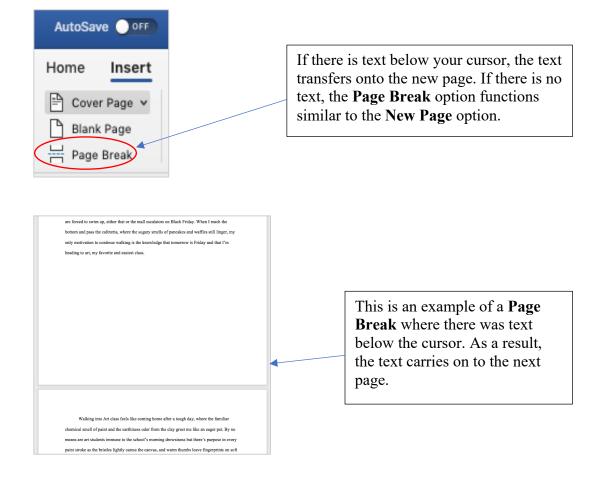
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HOW TO INSERT PAGE BREAKS:

- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Click on the **Insert** tab located to the right of the **Home** tab.



3. Click on the Page Break option which is located on the left of the ribbon. A new page appears below your current one.

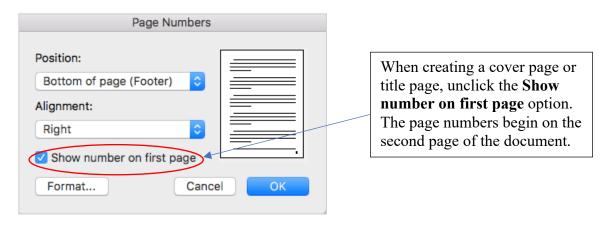


1.3 INSERTING PAGE NUMBERS

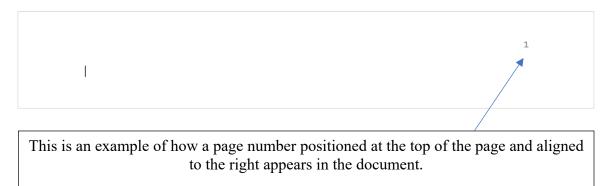
A Page Number is a number assigned to a specific page in a document. You can position page numbers at the top or bottom, and aligned them to the left, right, center, inside, or outside of a page. Using page numbers can help you navigate your document easier and understand how long each chapter of a story is.

HOW TO INSERT PAGE NUMBERS:

- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Click on the **Insert** tab.
- 3. Select the **Page Number** option and a menu drops down.
- 4. Click on the **Page Number** option and a window appears.
- 5. Choose a position and alignment for your page number to appear.

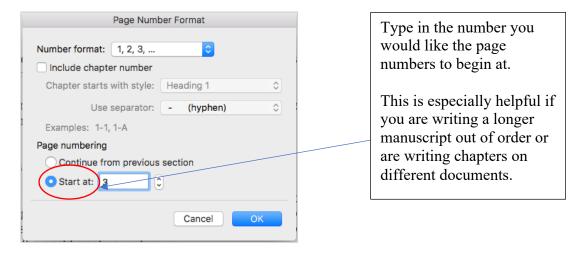


6. Click **Ok** and the **Page Number** appears in the location selected.



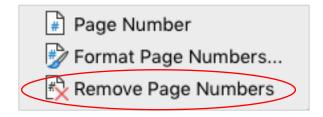
HOW TO CHANGE PAGE NUMBERS:

- 1. Click on the **Insert** tab.
- 2. Select the **Page Number** option and a menu drops down.
- 3. Click on Format Page Numbers option. A window appears.
- 4. Click Start at option under Page Numbering.
- 5. Insert the number you want your pages to begin with and click **OK**.



HOW TO REMOVE PAGE NUMBERS:

- 1. Click on the **Insert** tab
- 2. Select the **Page Number** option. A menu appears.
- 3. Click on the **Remove Page Numbers** option.

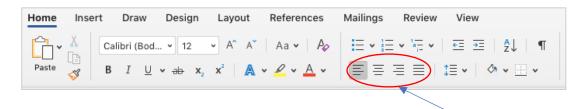


1.4 ALIGNING YOUR MARGINS

Aligning your margins creates uniformity in the document and helps separate different sections such as chapter titles or character perspectives. There are four ways to align the margins in Microsoft Word. They are left, center, right, and justified.

How to Align Your Margins:

- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Click on the **Home** tab.
- 3. Select the text you want to align.
- 4. Choose one of the four options located under the **Home** tab.



- Align Left creates a hard-left margin.
- Center Text places the text symmetrical to the middle.
- Align Right create as hard-right margin.
- **Justify** adjusts the margins so that the space is equal from the left and from the right.

These are the four ways to align your margins.

Quick Tip:

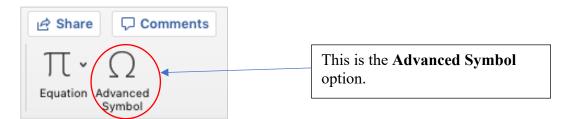
To align all the text with one specific margin, select the contents of the entire document by holding and dragging your cursor over the text and then select the preferred option. To align certain passages with a specific margin, only highlight the desired areas and then select the preferred option.

1.5 Inserting Symbols

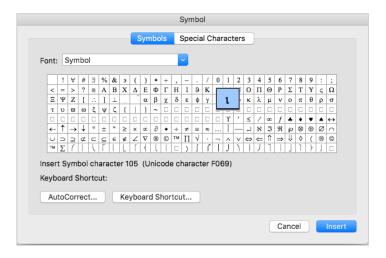
Inserting special symbols into your creative piece, whether it be in the name of an item, location, or character, can help give your story a distinct voice. In addition, the punctuation marks located in special symbols option can enhance the pacing and mood of your story.

HOW TO INSERT SYMBOLS:

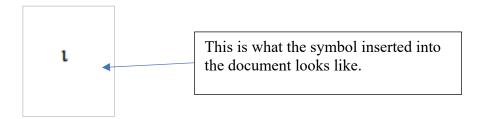
- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Click on the **Insert** tab.
- 3. Click on the **Advanced Symbol** option located at the far right of the ribbon. A window appears.



4. Choose the desired symbol.



5. Click **Insert** and the symbol is inserted into the document.



Chapter 2: Style Choices

This chapter features instructions on how to perform the following:

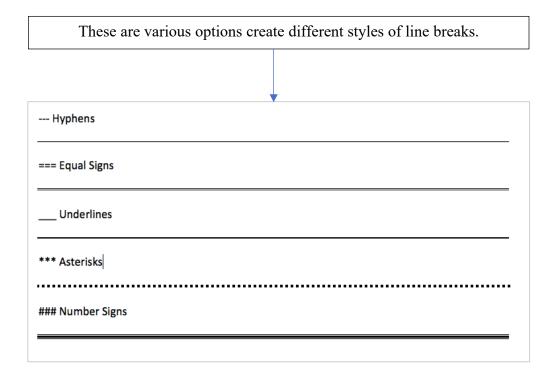
- 2.1 Creating Line Breaks
- 2.2 Creating Headers, Footers, and Footnotes
- 2.3 Using Styles

2.1 CREATING LINE BREAKS

Line Breaks are an effective and subtle break to show a transition in time, location, or perspective in the story without having to explicitly state the change. They appear very clean in the document and does not avert or distract from the flow of the story.

HOW TO CREATE LINE BREAKS:

- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Position your cursor where you want to insert the line break.
- 3. Type in three hyphens and press **Enter**. The horizontal line appears in the document.



HOW TO DELETE LINE BREAKS:

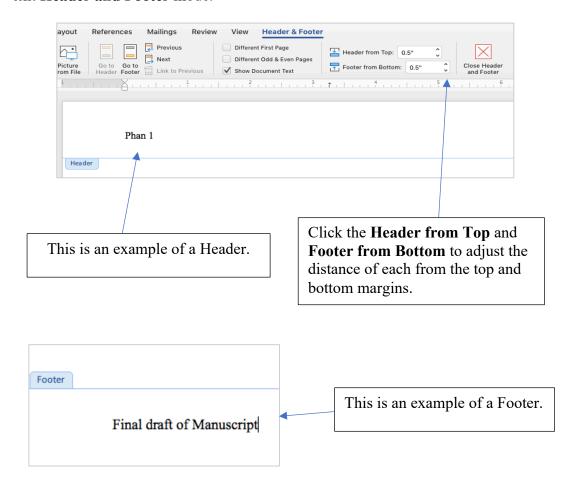
- 1. Click on the **Design** tab.
- 2. Click on the **Page Borders** option. A window appears.
- 3. Select **None** and click **OK**. The line break disappears.

2.2 CREATING HEADERS, FOOTERS, AND FOOTNOTES

Headers and footers are beneficial in helping your reader navigate and position themselves at various sections in the story while preventing any possible confusion. Footnotes are essential in creative pieces where many words are made up and clarification is needed to understand the story.

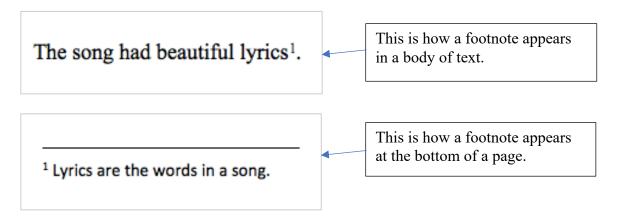
HOW TO CREATE HEADERS AND FOOTERS:

- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Click on the **Insert** tab located to the right of the **Home** tab.
- 3. Click on the **Header** option. Select an option from the menu and the header appears at the top of the page.
- 4. Click on the **Footer** option. Select an option from the menu and the footer appears at the bottom of the page.
- 5. Click on Close Header and Footer option or double click anywhere in the document to exit Header and Footer mode.



HOW TO CREATE FOOTNOTES:

- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Position your cursor after the word you want to insert a footnote for.
- 3. Click on the **References** tab located in the ribbon.
- 4. Select the Insert Footnote option. A number appears next to the word and at the bottom of the page.
- 5. Type in the information for the footnote that corresponds with the number on the page.

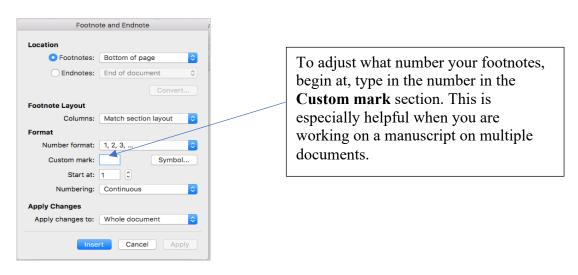


HOW TO EDIT FOOTNOTES:

- 1. Position your cursor at the top of the screen. The ribbon menu for your Mac appears.
- 2. Click the **Insert** tab of your Mac.



- 3. Select **Footnotes** and a window appears.
- 4. Type in the number you want in the **Custom mark** section.



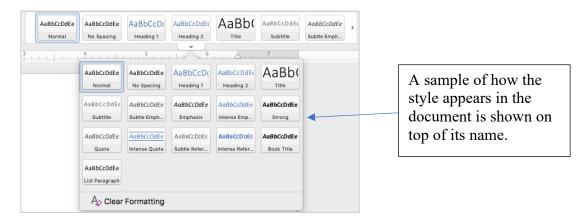
5. Click **Insert** and the changes are saved.

2.3 USING STYLES

Using Styles allows you to create a cohesive document easily which is essential if you are writing a longer manuscript. Styles offers a variety of choices, and the option to create your own. Once you have applied or created a style, you can apply it anywhere in your document.

HOW TO USE STYLES:

- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Click on the **Home** tab.
- 3. Click the **Styles** option.
- 4. Select the bottom arrow to view available **Styles** options.



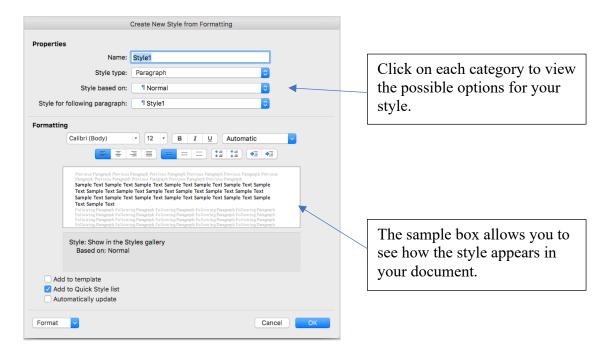
5. Select an option and begin typing. The text appears in the style format. To alter existing text, select the desired section and click on an option. The selected text changes.

Quick Tip:

Another way to access the **Styles** menu is by clicking on the **Styles Pane** option. Using this method, the menu appears on the right side of the screen.

HOW TO CREATE A NEW STYLE:

- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 3. Click on the **Home** tab.
- 4. Click on the Styles Pane located on the far right under the Home tab. A menu appears.
- 5. Click on the **New Style** option. A window appears.



6. Click **OK** and the Style appears under your **Styles** option.

Chapter 3: Editing

This chapter features instructions on how to perform the following:

- 3.1 Using the Thesaurus
- 3.2 Using Spellcheck and Word Count
- 3.3 Making Comments on a Document
- 3.4 Bookmarking the Document

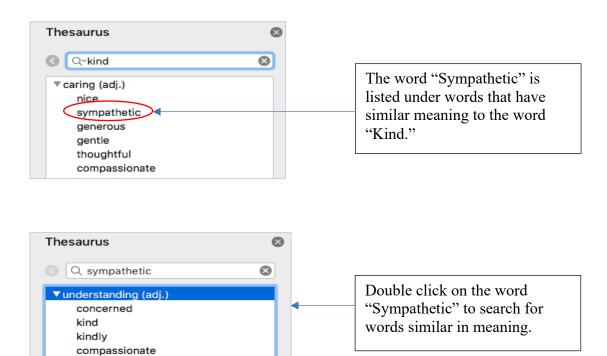
3.1 Using the thesaurus

In most creative writing, there are multiple characters, and each has their own individual voice. Using the thesaurus allows you to create distinct voices for each character and bring your story to life.

HOW TO USE THE THESAURUS:

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- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Click on the **Review** tab located in the ribbon.
- 3. Click on the **Thesaurus** option. A menu appears on the right of the screen.
- 4. Type in a word. Various words appear that are similar in definition and meaning to the word entered.

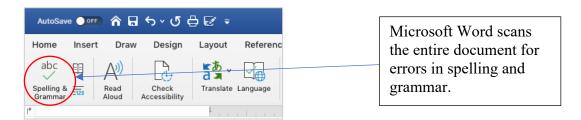


3.2 Using spellcheck and word count

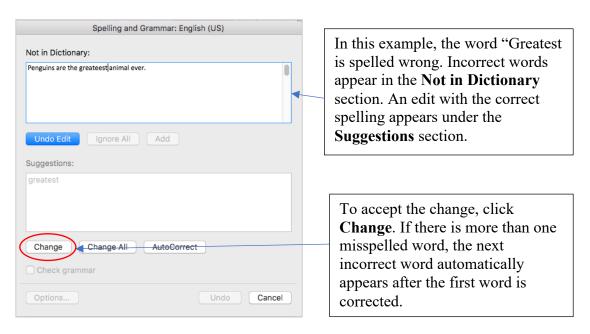
Using spellcheck ensures an error free document, with the option to accept or deny suggested changes. The word count option allows you to see how many words and lines are in your document. This can be especially helpful if you have a strict word limit.

HOW TO USE SPELLCHECK:

- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Click on the **Review** tab located in the ribbon.
- 3. Click on the **Spelling & Grammar** option. A window appears if there are errors in the document.

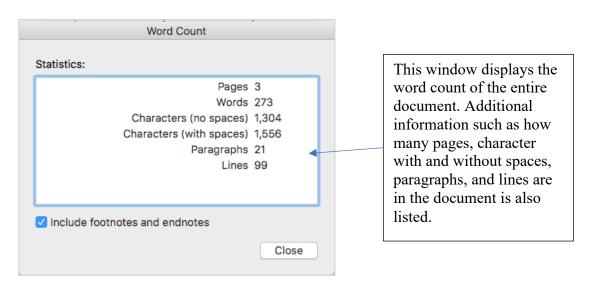


4. Review the changes.



HOW TO USE WORD COUNT:

- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Click on the **Review** tab located in the ribbon.
- 3. Click on the Word Count option located near the Spelling & Grammar option. A window appears.



Quick Tip:

To check the word count of a particular section, select the text and then navigate to the Word Count option located under the Review tab.

3.3 MAKING COMMENTS ON A DOCUMENT

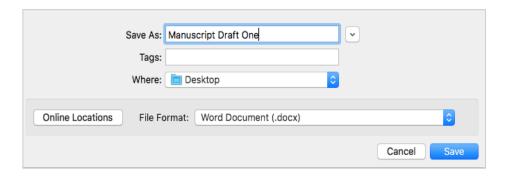
Peer editing is essential in creative writing. It is vital that you are able to make and review comments in order to produce the most polished manuscript possible.

HOW TO MAKE COMMENTS:

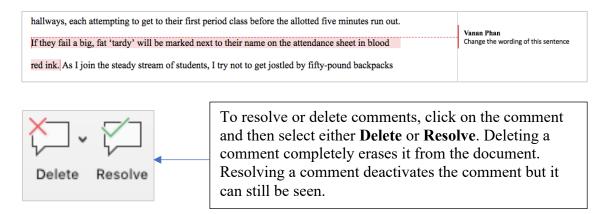
- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Save your document by clicking on the **Save** option located on the blue menu bar. A window appears.



3. Title your document and choose where to store it. Then click Save.



- 4. Attach and send the file to your peer editor through email. To make comments on their Word document, make sure to download the document onto your laptop.
- 5. Click on the **Review** tab.
- 6. Select the text that you want to comment on.
- 7. Click on the **New Comment** option.
- 8. Type the comment. Once done, click on the document to save the comment.

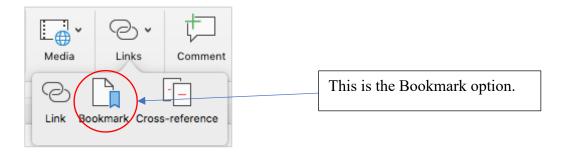


3.4 BOOKMARKING THE DOCUMENT

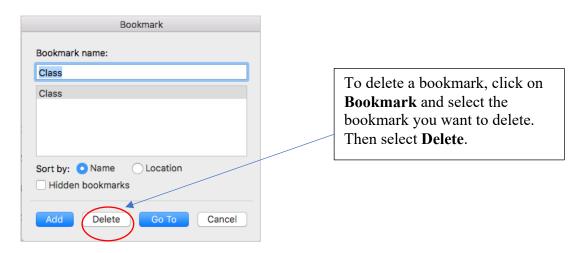
Creating bookmarks is a great alternative to pressing Control+F. A bookmark allows you to save your spot in a document, and quickly refer to back to it when needed. It is very useful in the drafting and revision process.

HOW TO CREATE BOOKMARKS:

- 1. Create a blank document or open a pre-existing document in Microsoft Word.
- 2. Select the text that you want to place a bookmark at.
- 3. Click on the **Insert** tab.
- 4. Click on **Links** and a menu appears.



- 5. Click on Bookmark. A window appears.
- 6. Title your bookmark and then click **Add**.



Quick Tip:

To access the bookmarks in the document, click on the **Insert** tab and select the **Bookmark** option under **Links**. A window appears with the bookmarks that have been placed in the document.