

Microsoft Word Tutorial Reference Guide

This document is intended to be a supplemental aid to the Word Tutorial videos and be a quick reference to come back to. Click on the quick links below to go the desired topic. It is highly recommended that this document is not the sole tutorial that is used, as the videos will provide a more comprehensive visual aid.

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Applying a Style

Highlight the text, then in the **Home** tab go to the **Styles** group, as seen in Figure 1, and select the desired style. This method can be used to apply styles to headings and other text. To preview a style, highlight the text then hover the cursor over the style. The style will be temporarily applied to the highlighted text until the cursor is moved.

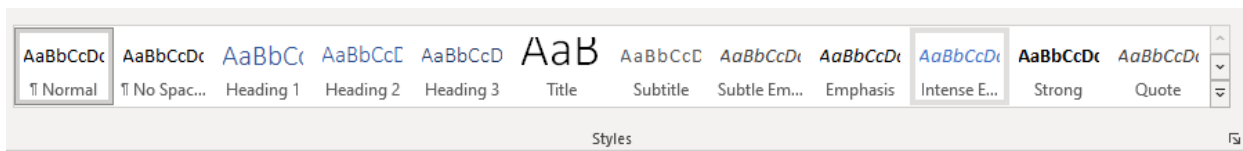


Figure 1: **Styles** group in the **Home** tab

Add a Page Break

After adding text, click **<Enter>** to start a new line. In the **Insert** tab in the **Pages** group, select **Page Break**. This can also be achieved by pressing **<Ctrl>** and **<Enter>** simultaneously.

Adding a Section Break

After adding text, click **<Enter>** to start a new line. In the **Layout** tab in the **Page Setup** group, select the **Breaks** dropdown menu, as seen in Figure 2, and choose **Next Page** in the **Section Breaks** menu. This action creates a section break on the next page, and formatting for the next section can be done independently from previous sections. Adding a next page section break automatically adds a page break. It is essential to add a next page section break when changing page number formatting within a document.

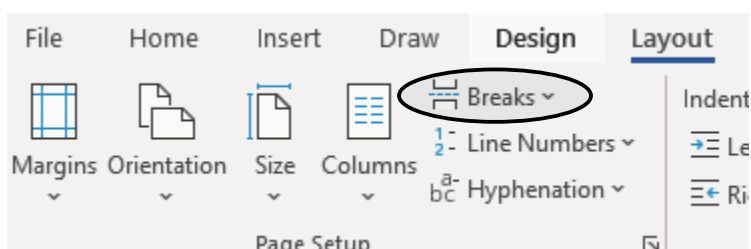


Figure 2: **Page Setup** group in the **Layout** tab with **Breaks** dropdown menu circled

Deleting a Break

Place the cursor after the last word before the break, then press the **<Delete>** key.

Inserting a Table of Contents

In the **References** tab in the **Table of Contents** group select **Table of Contents > Automatic Table 2**.

Inserting a Table of Figures or List of Tables

Place the cursor where the table needs to be placed, then in the **References** tab in the **Captions** group select **Insert Table of Figures** as seen in Figure 3. Make sure the following boxes are **checked**: Show Page Numbers, Right Align Page Numbers, Include Label and Number. To create a Table of Figures, select **Figure** from the **Caption Label** drop down menu. For a List of Tables, select **Table** instead.

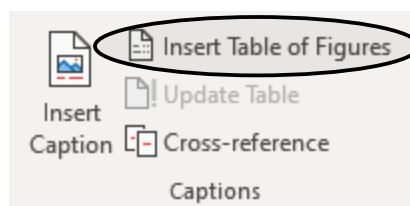


Figure 3: *Captions* group in the *References* tab with *Insert Table of Figures* button circled

Adding Page Numbers to a Document

In the **Insert** tab in the **Header & Footer** group, select the **Page Number** drop down menu and select **Top of Page > Plain Number 3**. This will place Arabic numbers in the top right-hand corner of every page starting at 1 on the first page of the document.

Adding Roman Numerals to a Section

Double click the header (top inch area of page) of the first page of the section to select it. This causes the **Header & Footer Tools** tab to open. Select the **Page Number** drop down menu and select **Format Page Numbers**. In the window that opens, as seen in Figure 4, use the **Number Format** drop down menu to select Roman numerals. Make sure 'Include Chapter Numbers' is **unchecked**, select 'Start at:' and type i in the 'Start at:' box, then click the OK box to apply the formatting. Refer to the **Adding a Section Break** section above when using more than one type of **Number Format** within the same document.

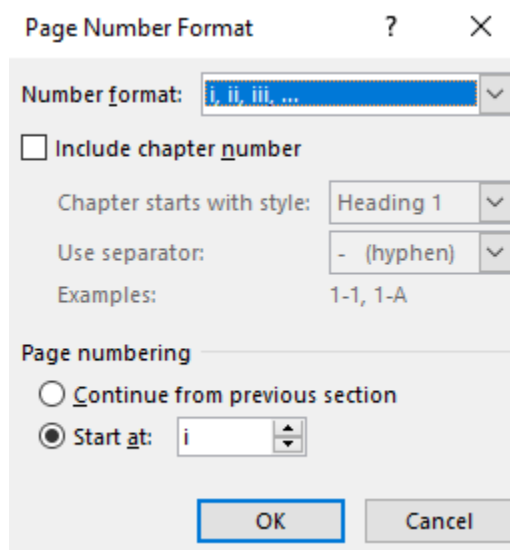


Figure 4: *Page Number Format* window with Roman numerals selected in the *Number format* menu

Removing Number from the Title Page

Double click on the title page header. In the **Header & Footer** tab in the **Options** group, **check** the box next to **Different First Page**. This will leave the header blank on the first page only. Different First Page will apply to any first page of a section, making it important to ensure other page numbers are still visible on their respective first section pages.

Creating a New Equation

Place the cursor where the equation needs to be placed, then in the **Insert** tab in the **Symbols** group, select the **Equation** drop-down menu and select **Insert new Equation**. Type the equation in the box that appears, then press enter. This can also be completed by pressing the **<Alt>** and **<=>** keys simultaneously. Helpful equations have been provided in Table 1 below, where the commands in the left column produce the results in the right. To insert an equation number type “#(E)” after your equation where E is the desired equation number.

Table 1: Helpful Microsoft Word Equation Commands

Command	Result
\sqrt	$\sqrt{}$
\degree	\circ
\lowercase Greek letter	$\alpha \beta \delta \sigma \mu \lambda \rho \phi$
\uppercase Greek letter	$A B \Delta \Sigma M \Lambda P \Phi$
e^7	e^7
H_2O	H_2O
+-	\pm
->	\rightarrow
\therefore	\therefore

$\sigma = E\varepsilon\#(1)$

$\sigma = E\varepsilon$

(1)

Adding Sources to the Source Manager

In the **References** tab in the **Citations and Bibliography** group make sure the **Style** is set to IEEE as seen in Figure 5.

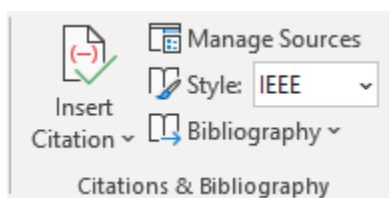


Figure 5: Citations & Bibliography group in the References tab with IEEE selected in the Style menu

Select **Insert Citation > Add New Source** to add a citation to the document where the cursor is placed or click **Manage Sources > New** to store a citation for later use. In the new window, select the type of source in the drop-down menu and fill in as much information as possible. Select OK to add to the current list of sources.

Adding Citations to Text

Place the cursor in the text where the citation needs to be placed. In the **References** tab in the **Citations and Bibliography** group, select **Insert Citation**, then select the citation from the drop-down menu. Sources must be in the **Source Manager** to be in the drop-down menu.

Adding a List of References to a Document

Place the cursor where the references list needs to be placed, then in the **References** tab in the **Citations and Bibliography** group select **Bibliography > References**. This will automatically insert a list of References into the document.

Inserting a Caption

In the **References** tab in the **Captions** group click the **Insert Caption** button. In the resultant pop-up menu, type out the caption in the textbox, and change the caption style to either **Figure** or **Table**. Figure captions go **below** the figure and table captions go **above** the table. If the whole caption does not fit in the textbox, hit enter to create the caption, then click on the end of the caption to continue writing.

Adding a Cross Reference

Place the cursor in the desired location for the cross reference. In the **References** tab in the **Captions** group click **Cross-reference**. In the window in the **Reference type** select the item type (usually either table or figure) and change **Insert Reference** to **Only Label or Number**. Select **Insert** and the reference will be placed.