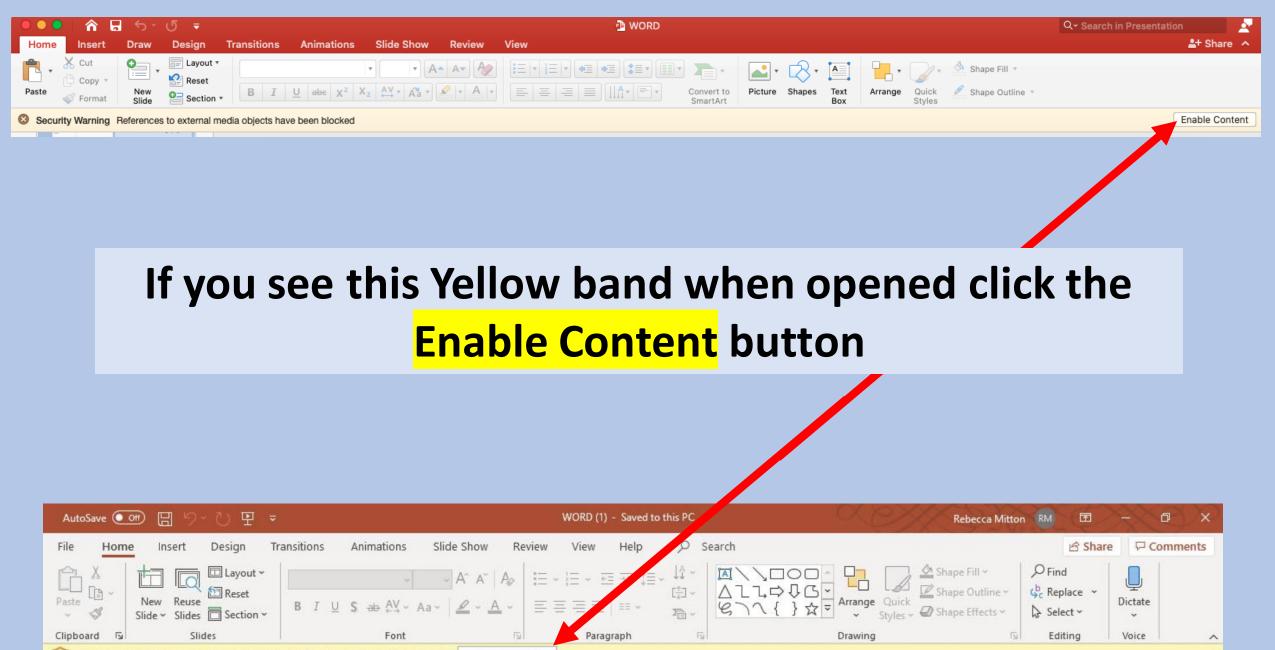
Microsoft **Office:** Word (Assignment Formatting)





1. Selecting Text

Single-click

This will move the cursor to the area you want it to be in.

Double-click

To select a word, double-click it. Word will select to the left and right of the cursor, until it encounters a space character.

Triple-click

A triple-click selects the current paragraph.

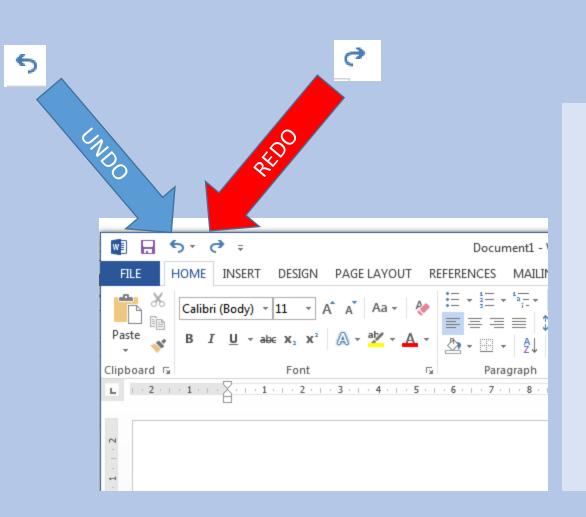
Margin+click

To select an entire line, move the cursor into the left margin. When you see the insertion pointer turn into an arrow pointer, click. Doing so will select the current line.

All Text

Press CTRL and A at the same time.

2. Undo/Redo

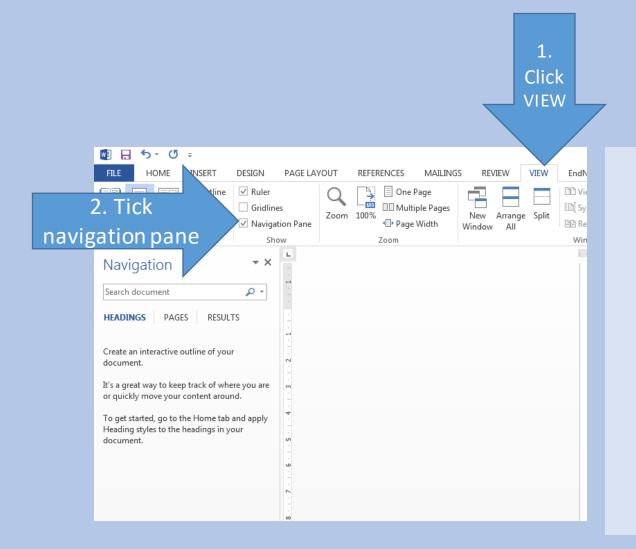


To undo an action. Click Undo on the Quick Access Toolbar. You can click Undo (or press both CTRL and Z) repeatedly if you want to undo multiple steps.

> **To redo something you've undone.** Click **Redo** on the Quick Access toolbar.

(The Redo button only appears after you've undone an action.)

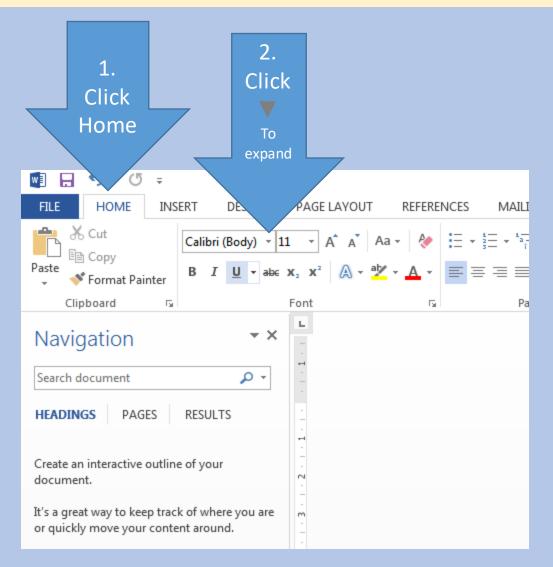
3. Navigation Pane



Always open this when doing work on assignments.

- The Navigation pane in Word lets you navigate through your document.
- You can also use the Navigation Pane in Word to search your document.
- You can also use the Navigation Pane in Word to select and move text that has a "Heading" style applied.
 - The first item in the Navigation pane is the "Search document" search field.

4. Fonts



This is where you change your fonts.

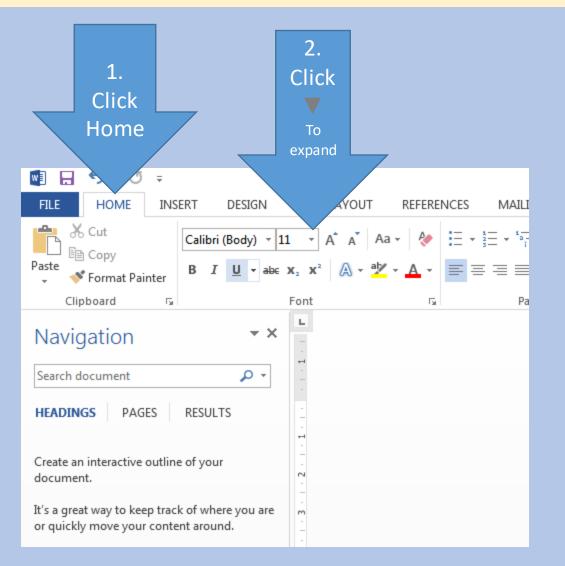
Be sure that when submitting assignments the academic staff may ask for the submission to be in a certain font.

Press both CTRL and A to select all text.

For this we are using font:

Times New Roman

5. Font size



This is where you change your font size.

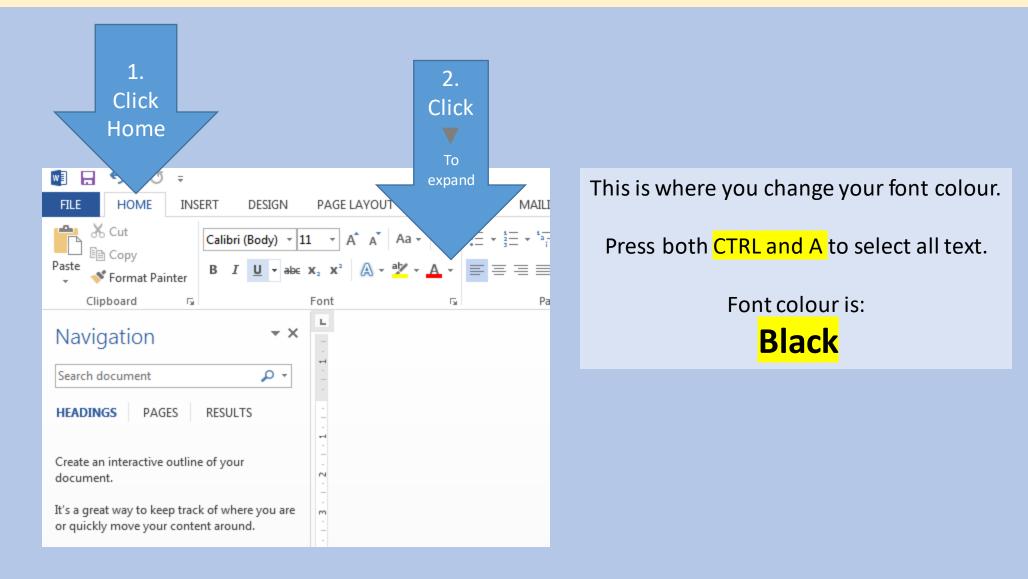
Be sure that when submitting assignments the academic staff may ask for the submission to be in a certain font size.

Press both CTRL and A to select all text.

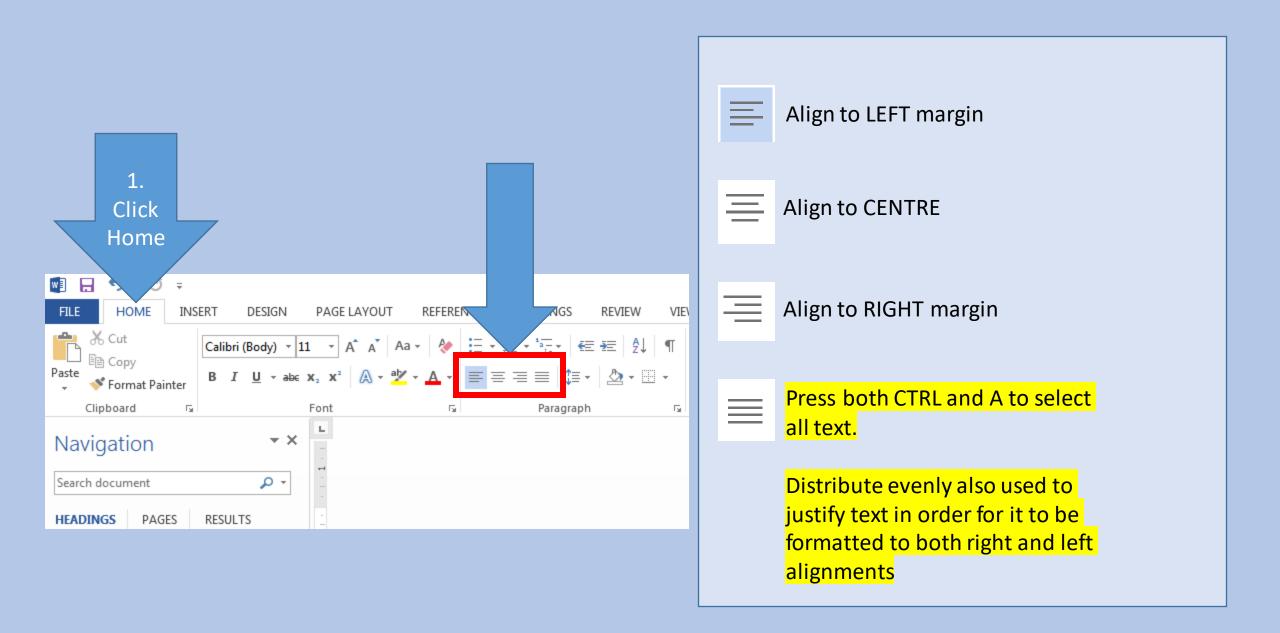
For this we are using font size:

12

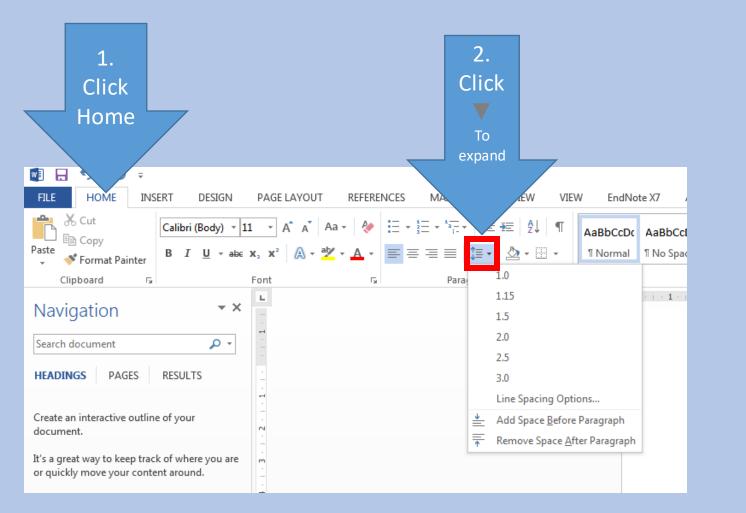
6. Font colour



7. Alignment



8. Line Spacing



Select the paragraphs for which you want to change the line spacing.

On the Home tab, in the Paragraph group, click Line Spacing

Do one of the following: Click the number of line spaces that you want.

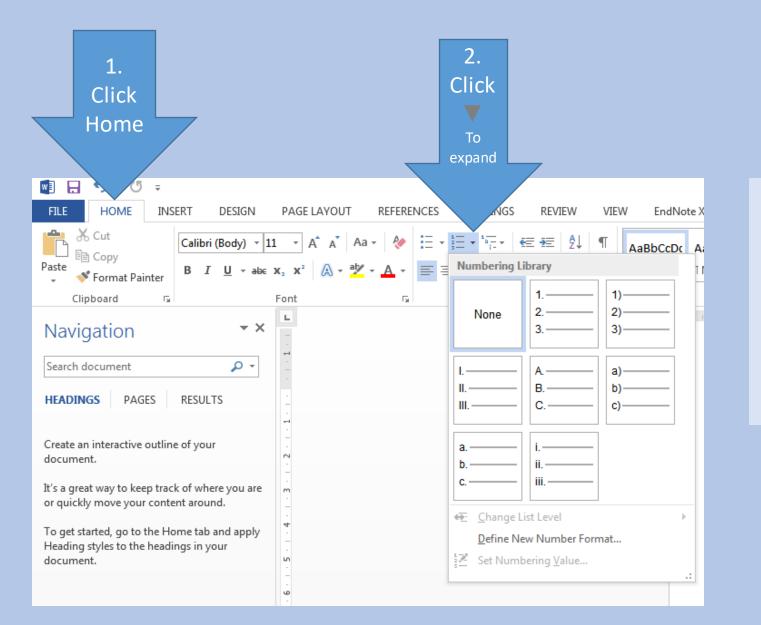
For example, click 2.0, to double-space the selected paragraph.

Press both CTRL and A to select all text.

For this we are going to use:

1.5

9. Numbering



Unlike line numbering, there's no direct way to number paragraphs in Word.

To number the paragraphs in a document or automatically number them as you type, use numbered lists or multilevel lists.

10. Cover page

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	Create an interactive outline of your document. It's a great way to keep track of where you are or quickly move your content around. To get started, go to the Home tab and apply Heading styles to the headings in your document.					- 12		
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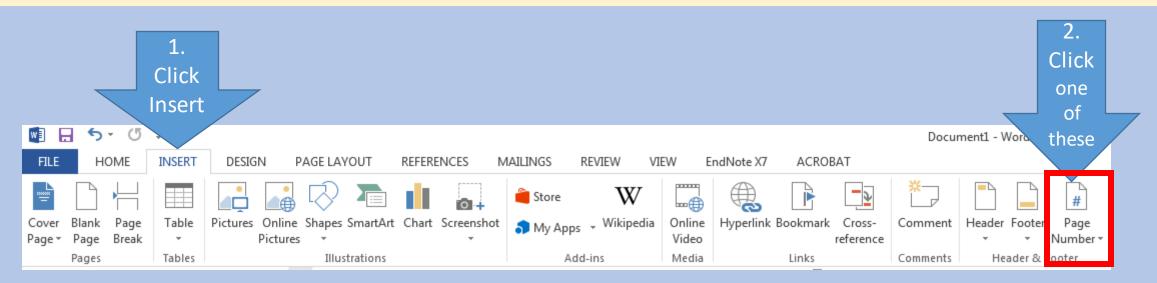
Click where you want to insert a new page in a document.

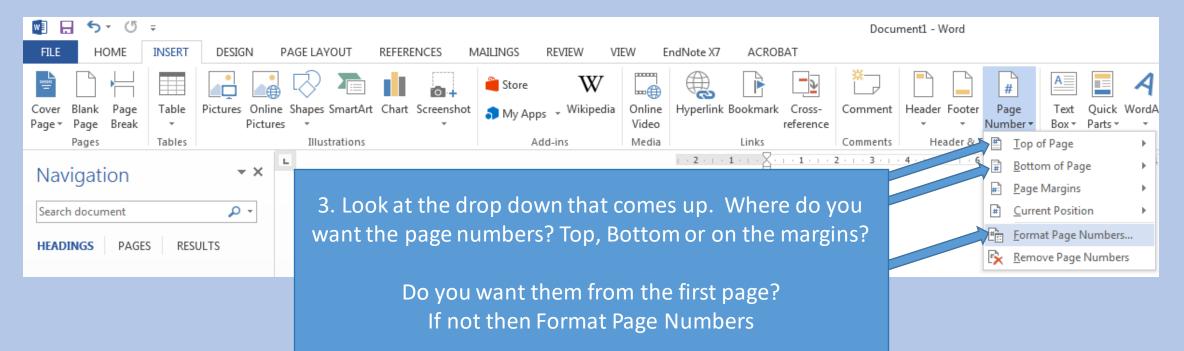
The page you insert will appear before your cursor location.

- 1. Insert tab, in the Pages group,
 - 2. Click Blank Page.

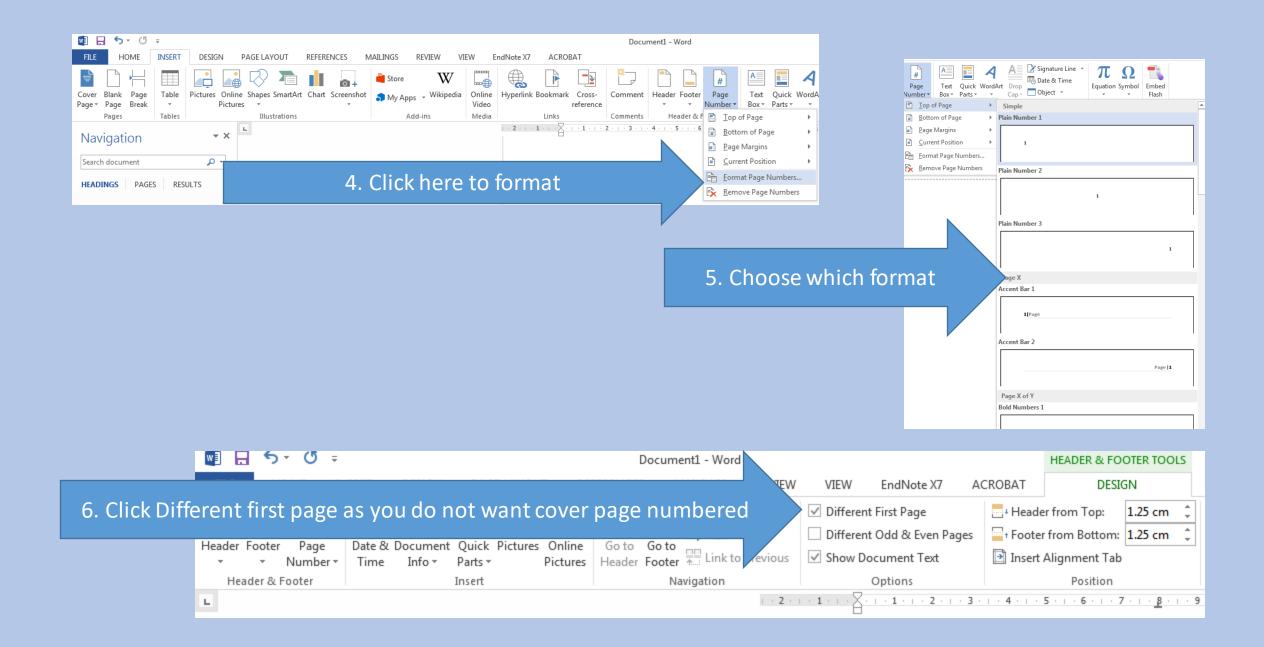
Type your text, such as the title and the author, and modify the page as you want (details on slide 19)

11. Page Numbering: Part 1



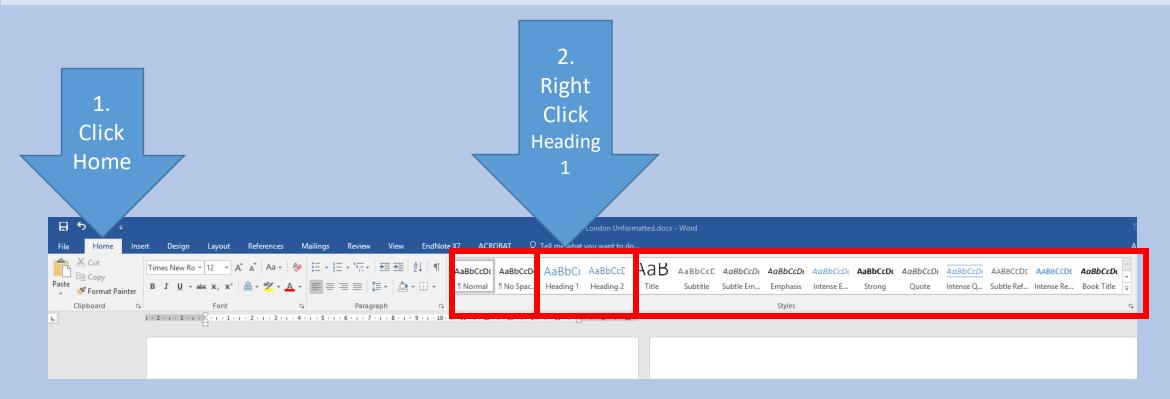


12. Page Numbering: Part 2



In Word, you can create a TOC based on a portion of the text in a paragraph without including the whole paragraph. You can mark text by using the Lead-in Emphasis feature with heading styles to include the text in a TOC. To insert a table of contents, follow these steps

1. Mark up your headings using Styles in the home tab



3. Select Modify

Update Heading 1 to Match Selection

Select All: (No Data)

Rename...

Remove from Style Gallery

Add Gallery to Quick Access Toolbar

4. Change font/Font Size/Make Bold and Change colour to match these settings then click OK

5. Follow the same steps for Heading 2

Modify Style	?	\times				
Properties						
<u>N</u> ame:	Heading 1					
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Style <u>b</u> ased on:	¶ Normal					
Style for following paragraph:	T Normal	~				
Formatting Times New Roman 12 1						
Paragraph Previous Paragraph Previous Sample Text Sample Text Sa Text Sample Text Sample Text Sa Sample Text Sample Text Sa Text Sample Text Following Paragraph Following Par Following Paragraph Following Par Following Paragraph Following Par	aph Previous Paragraph Previous Paragraph Previous Paragraph Previous ous Paragraph Previous Paragraph Previous Paragraph ample Text Sample Text Sample Text Sample Text Sample ext Sample Text Sample Text Sample Text Sample Text ample Text Sample Text Sample Text Sample Text Sample ragraph Following Paragraph Following Paragraph Following Paragraph ragraph Following Paragraph Following Paragraph Following Paragraph					
Before: 12 pt	an, 12 pt, Bold, Font color: Text 1, Space Keep lines together, Level 1, Style: Linked, Show in the Styles	^				
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Format •

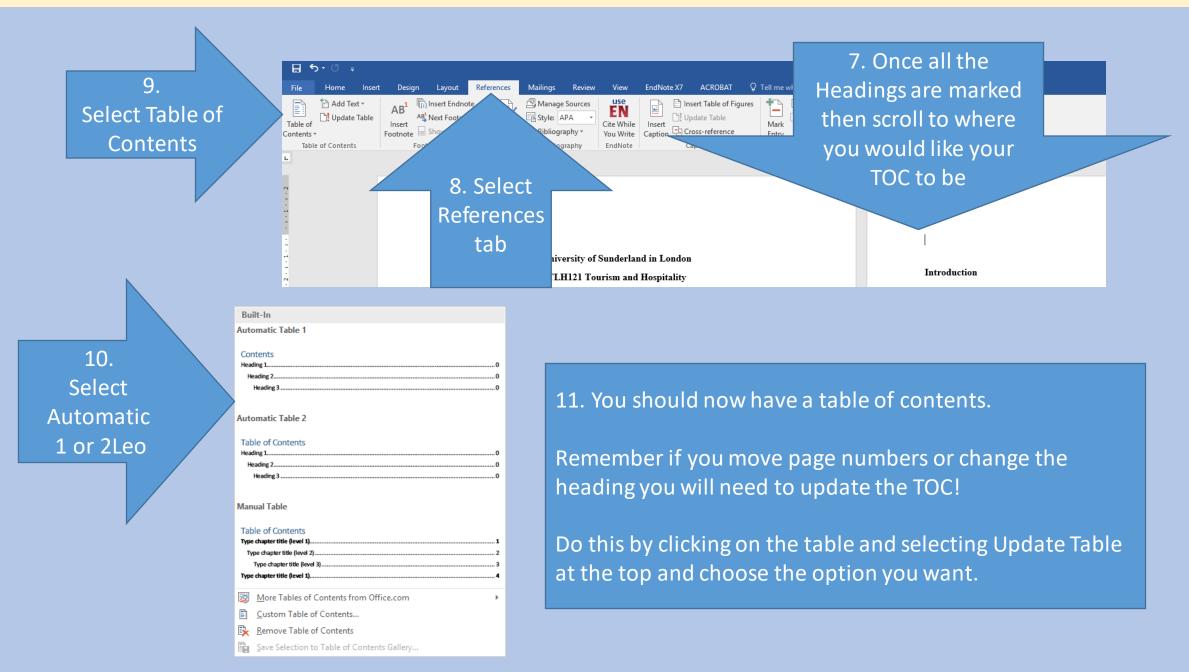
Cancel

OK

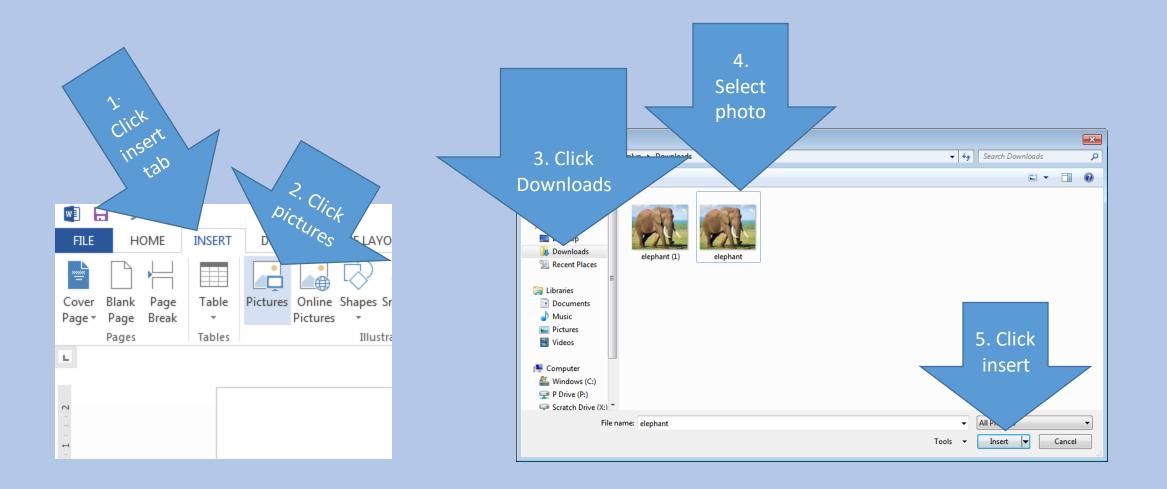
6. Watch the video below for next steps (a yellow band may open above with a button to enable, please click enable to watch the video)

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If the video is not working, please go to: <u>https://www.youtube.com/watch?v=LIO0ih2Xr0s</u>



17. Inserting pictures that you have saved on your computer



18. Cover page details

University of Sunderland in London TLH121 Tourism and Hospitality 17 Top Rated tourism attractions in London Bryan Dearsley BH**** Lecturer: Travel London

This is an example of how it should look, but your assignment brief should have full details, we have inserted:

- University name
- Module code and module title
- Title of the work
- Student name
- Student ID number
- Lecturer name