



Microsoft 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.

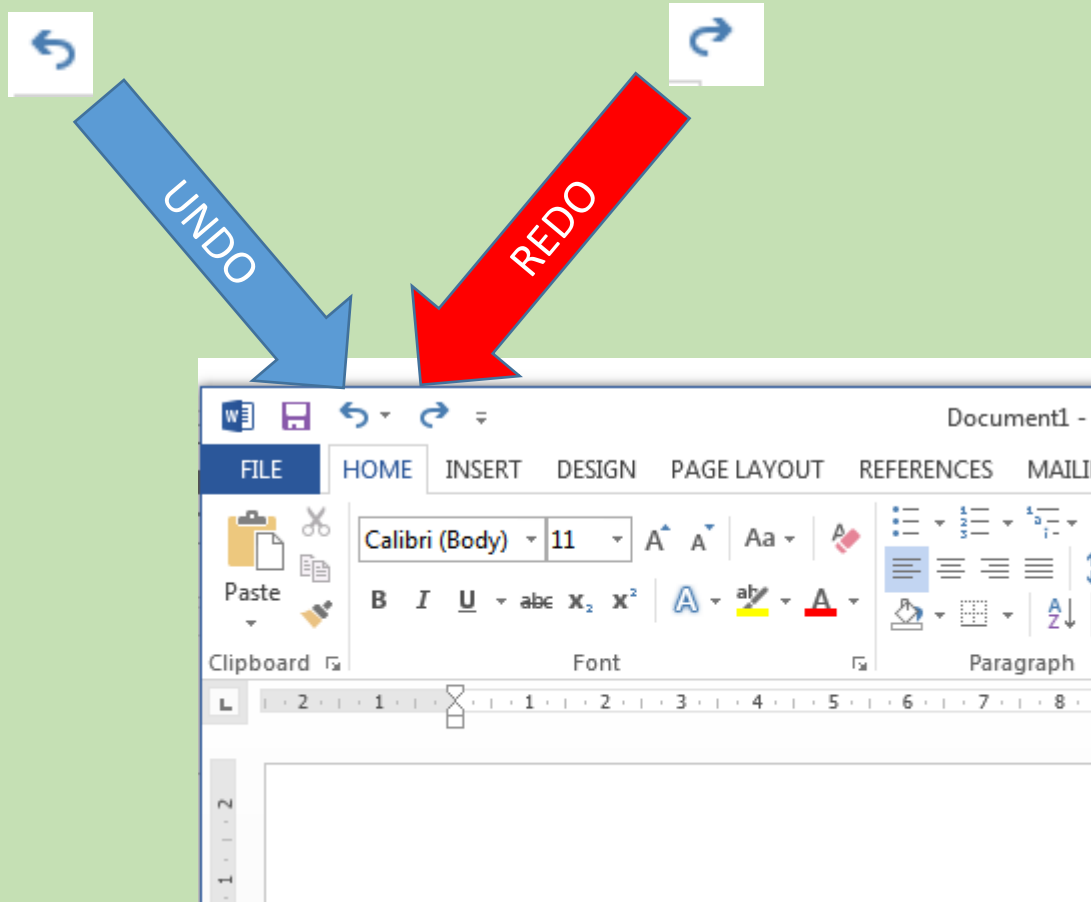
Margin+click

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

Click CTRL and A at the same time.

2. Undo/Redo



To undo an action.

Click **Undo** on the Quick Access Toolbar.

You can press Undo (or CTRL+Z) repeatedly if you want to undo multiple steps.

To redo something you've undone.

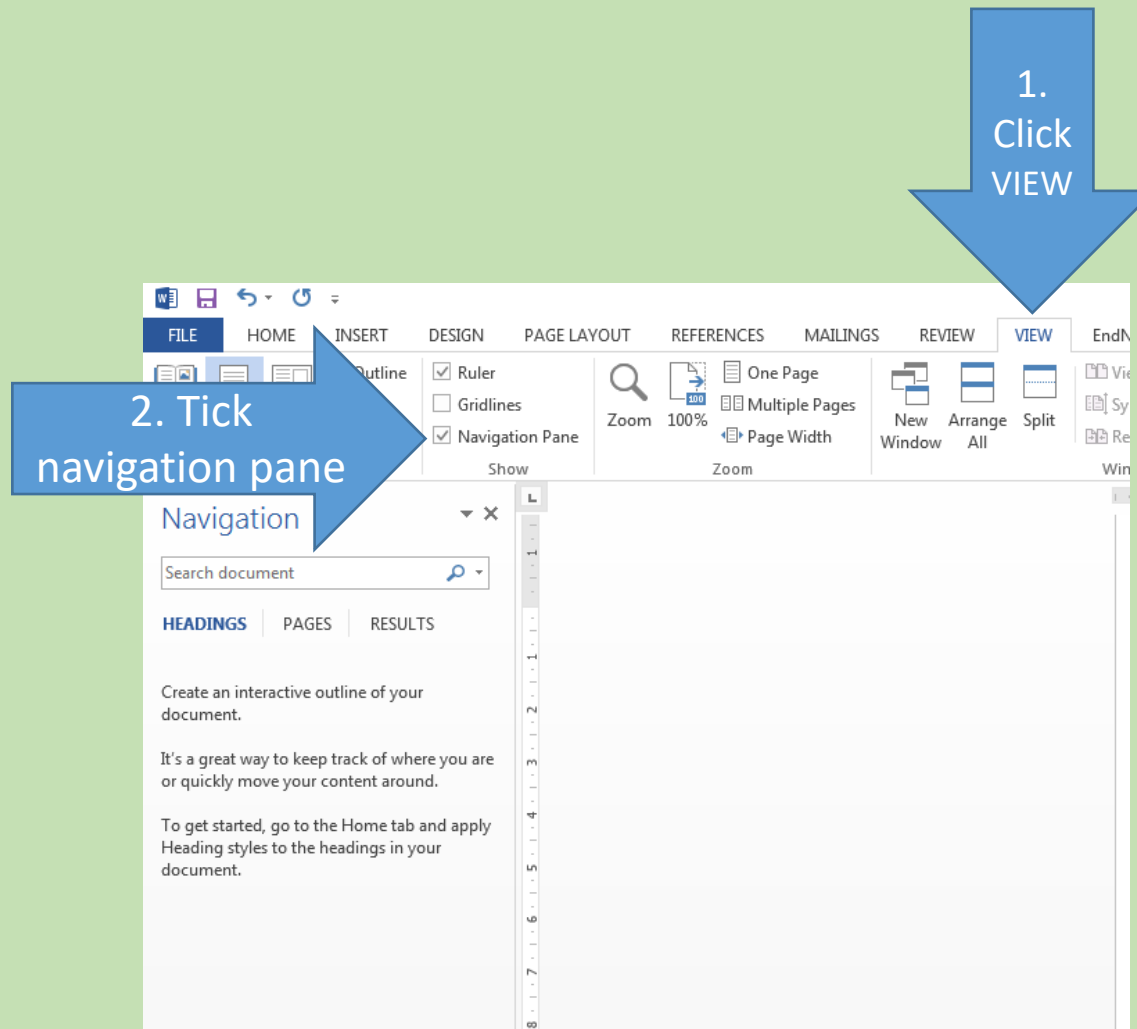
Click **Redo** on the Quick Access toolbar.

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

*****IMPORTANT*****

Once you save and exit you can no longer use these functions.

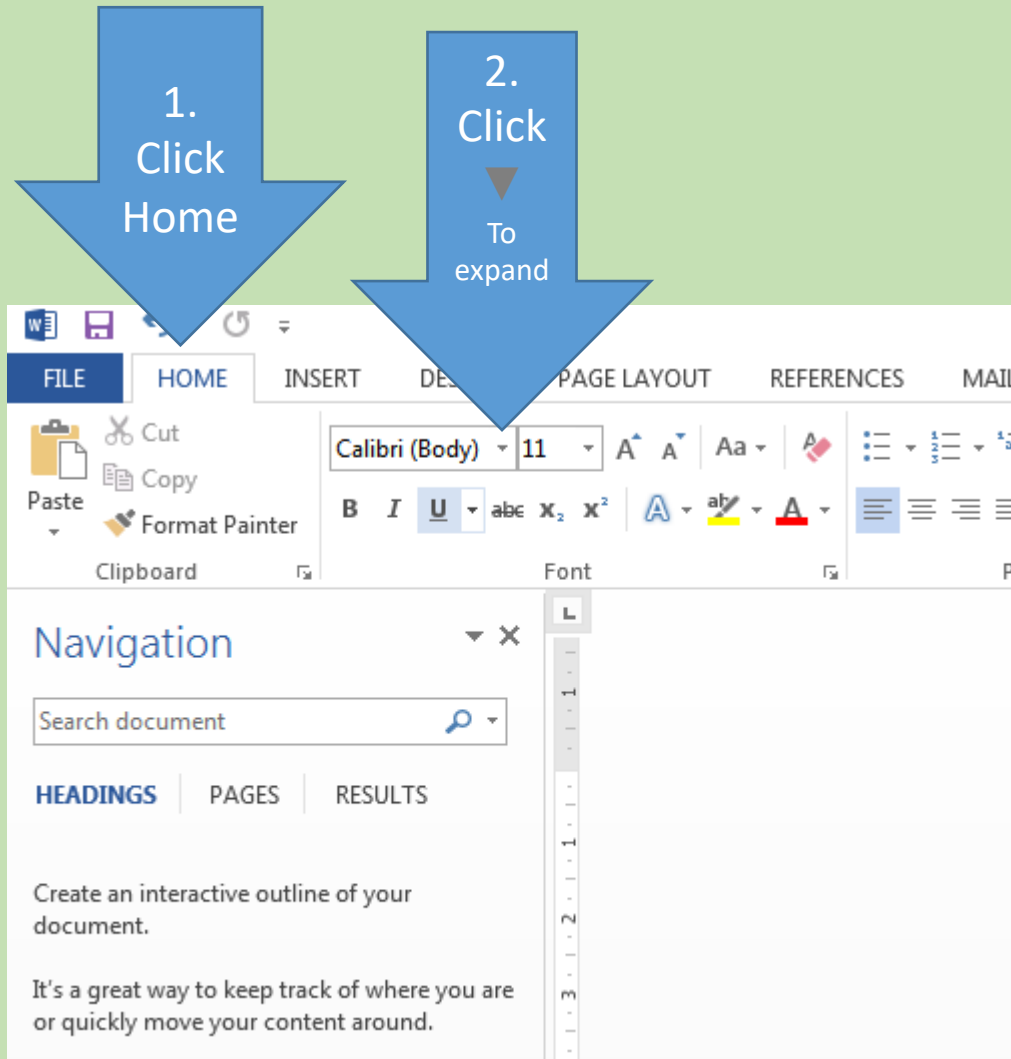
3. Navigation Pane



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



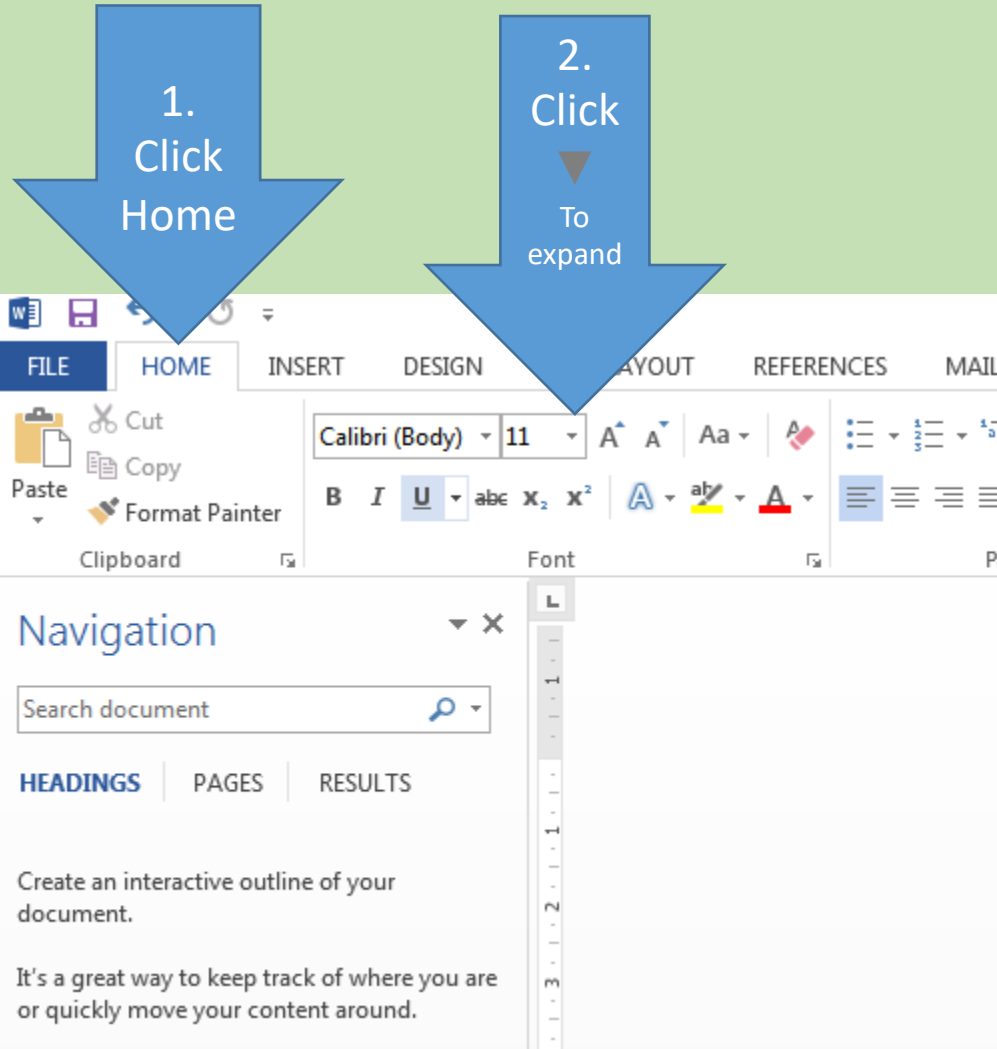
This is where you change your fonts.

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

For this we are using font:

Times New Roman

5. Font size

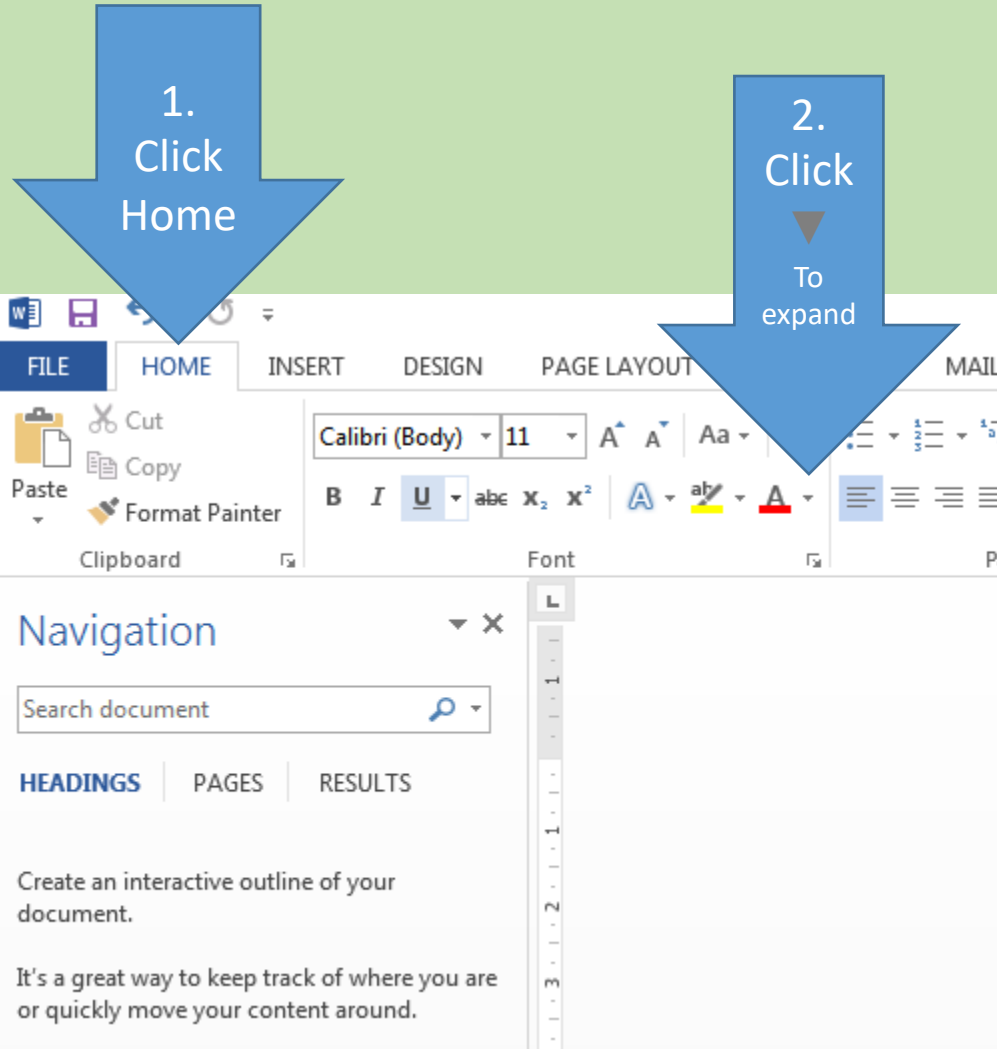


This is where you change your font size.

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

For this we are using font size:
12

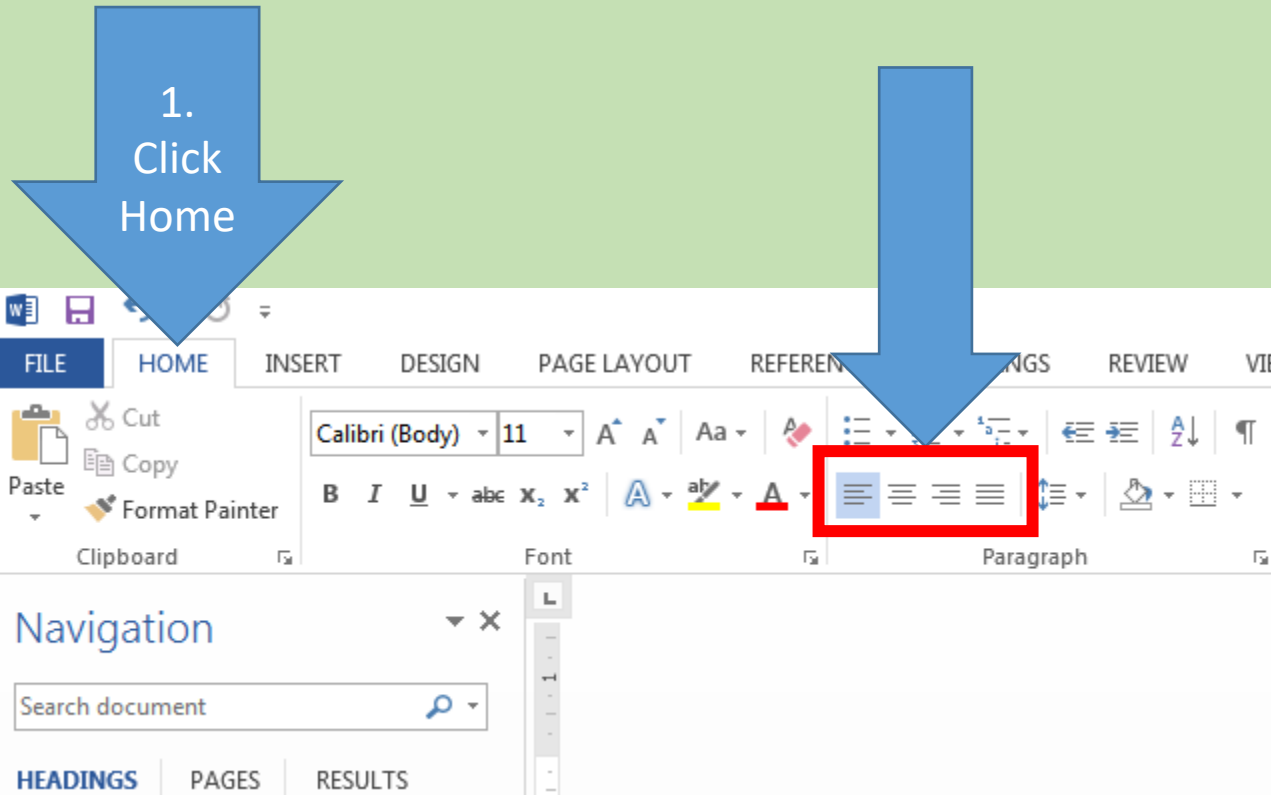
6. Font colour



This is where you change your font colour.

Font colour is **Black**

7. Alignment



Align to LEFT margin



Align to CENTRE



Align to RIGHT margin

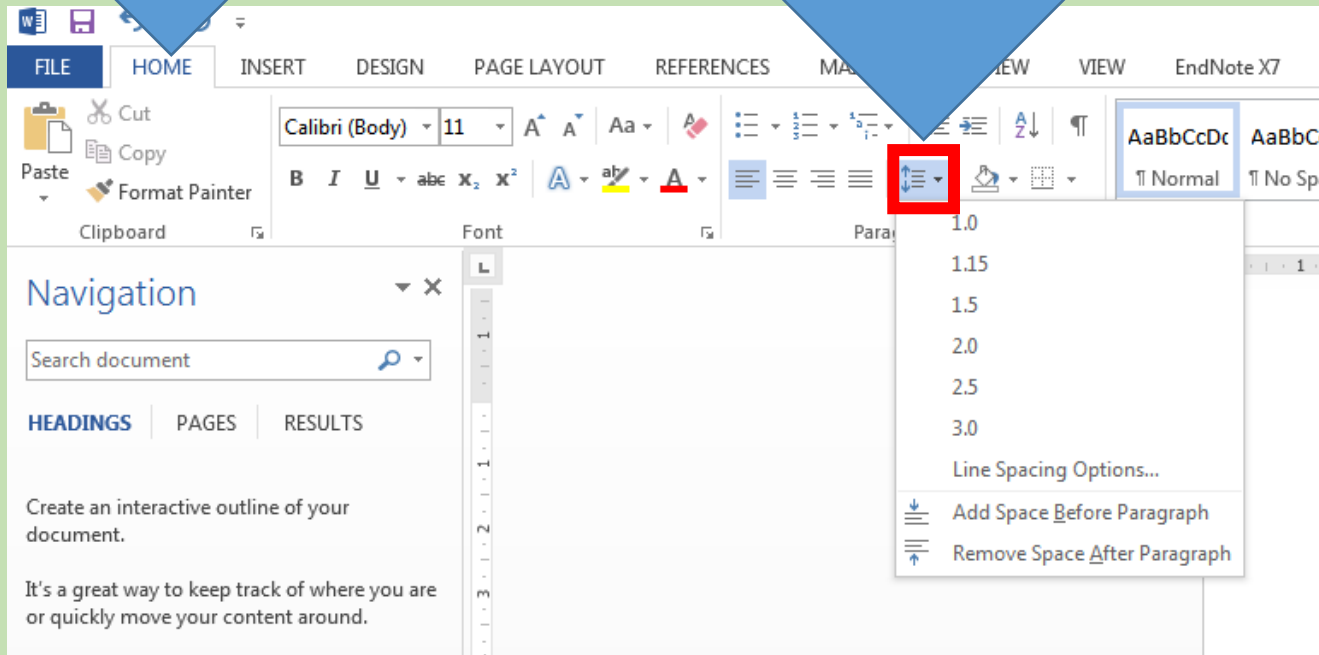


Distribute evenly also used to justify text in order for it to be formatted to both right and left alignments

8. Spacing

1.
Click
Home

2.
Click
To
expand



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.

For this we are going to use:

1.5

9. Numbering

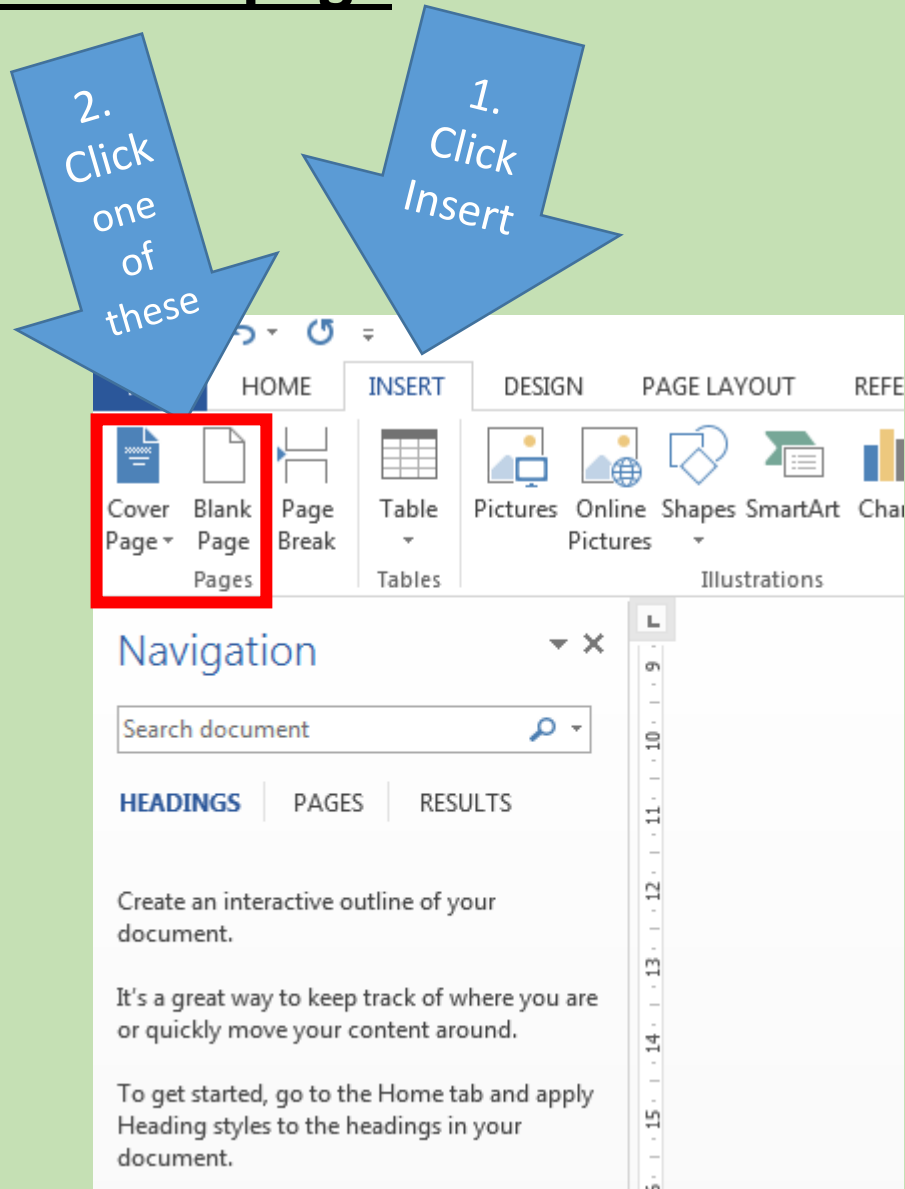
1.
Click
Home

2.
Click
▼
To
expand

The screenshot shows the Microsoft Word interface with the Home tab selected. The ribbon includes FILE, HOME, INSERT, DESIGN, PAGE LAYOUT, REFERENCES, LISTS, REVIEW, and VIEW. The Font section of the ribbon is visible, showing Calibri (Body) font, size 11, and various formatting options. The Numbering Library task pane is open, displaying a grid of numbering styles. The 'None' style is selected. Below the grid are options to 'Change List Level', 'Define New Number Format...', and 'Set Numbering Value...'. The Navigation pane is also visible on the left side of the screen.

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



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.

11. Header/Footer

With your cursor on the first page of your document, go to

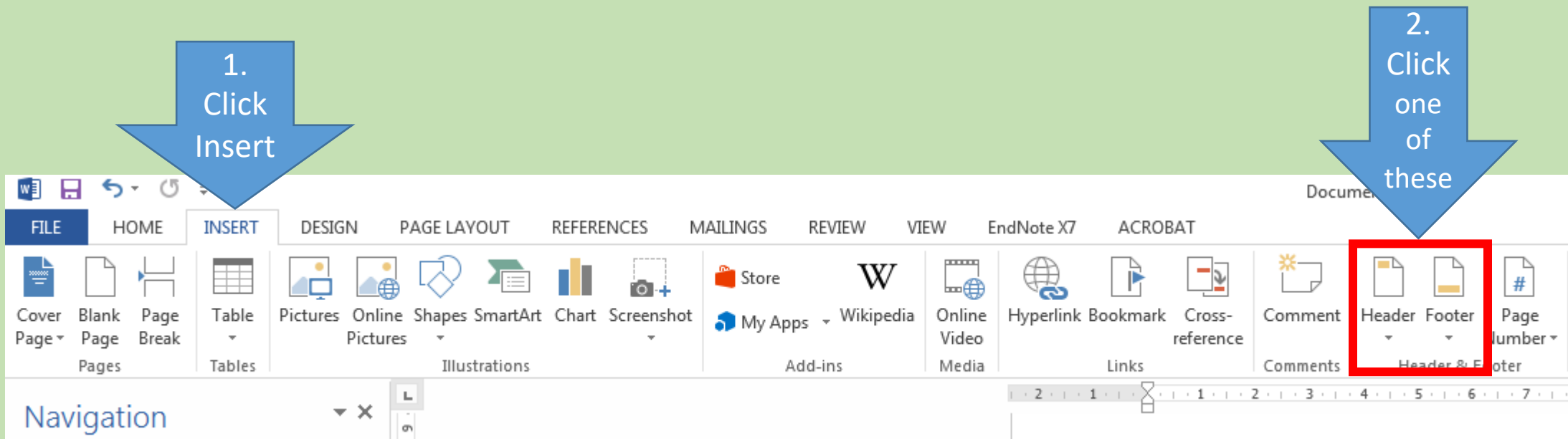
1. Insert

2. Select Header or Footer

Whatever you want repeated on the pages of your document: add it in the header or footer area on the page.

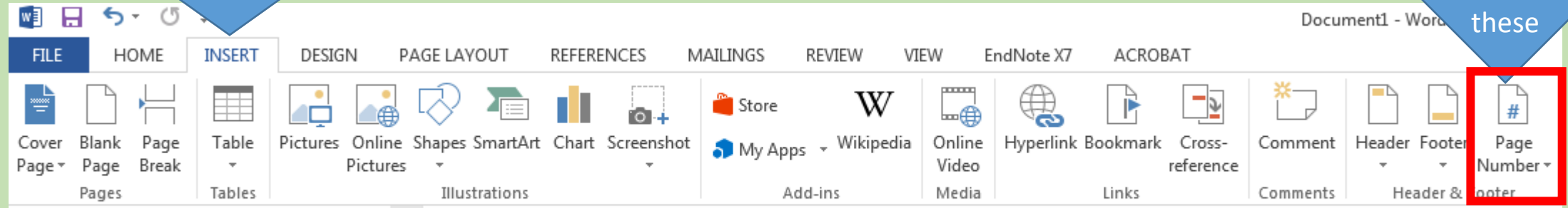
If you don't want the header or footer on the first page, select **Different First Page**.

When you're done, select **Close Header and Footer**.

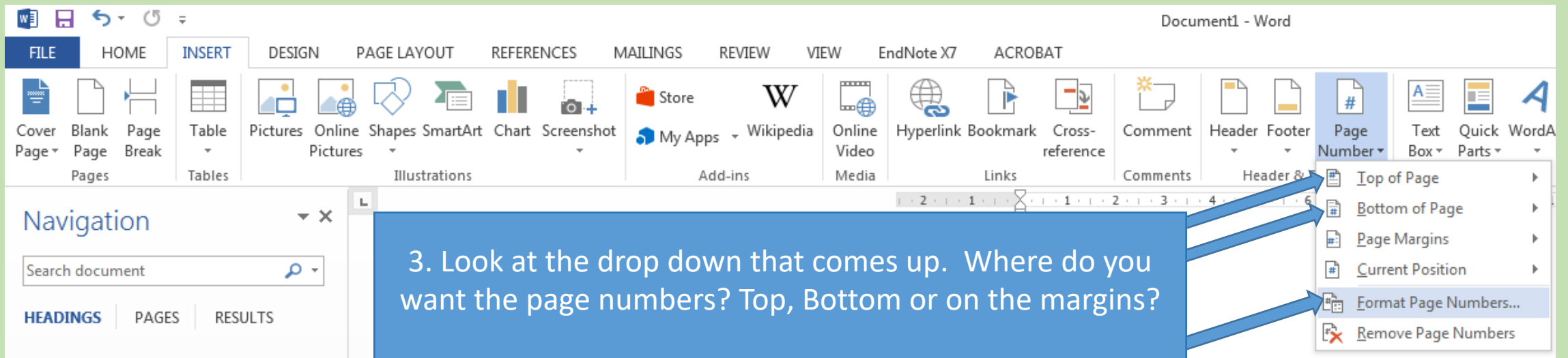


12. Page Numbering: Part 1

1.
Click
Insert



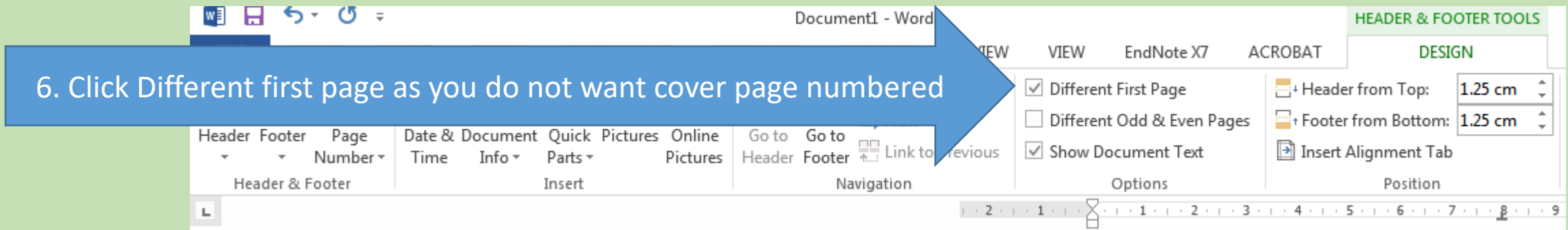
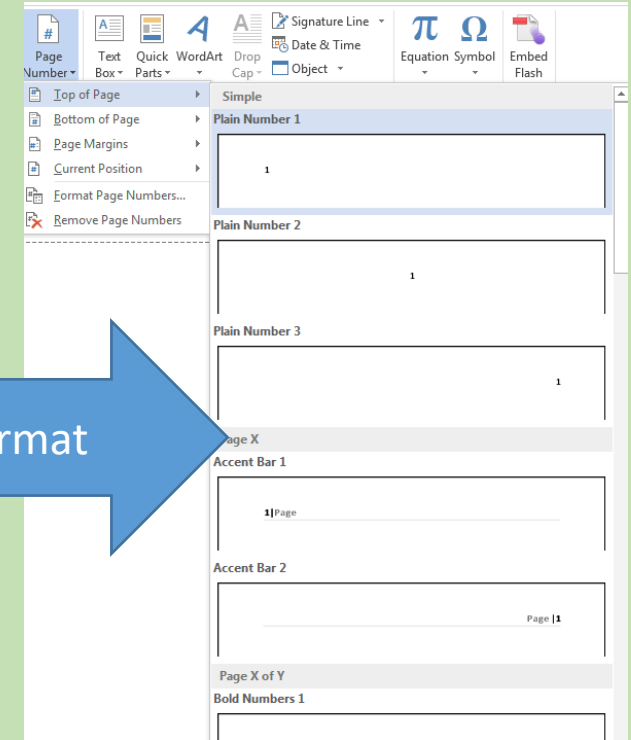
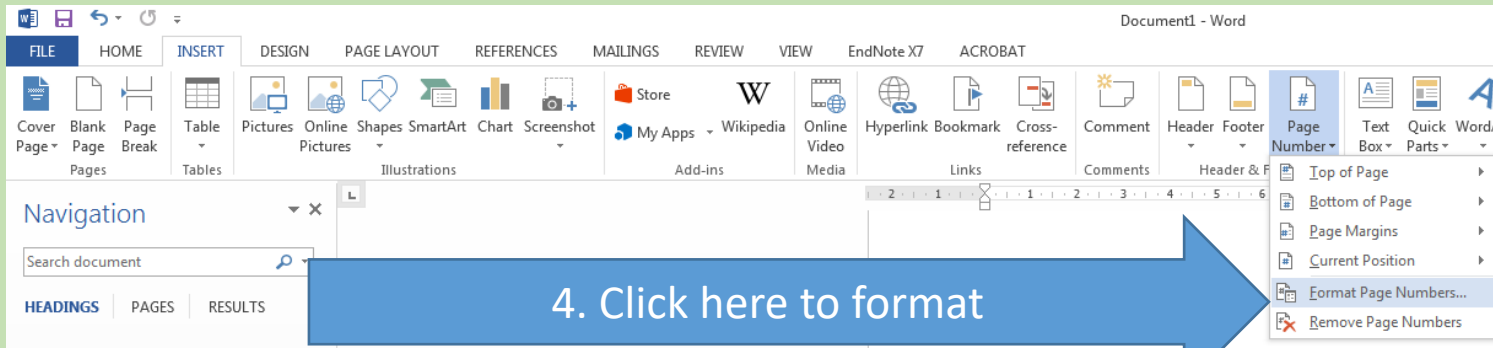
2.
Click
one
of
these



3. Look at the drop down that comes up. Where do you want the page numbers? Top, Bottom or on the margins?

Do you want them from the first page?
If not then Format Page Numbers

13. Page Numbering: Part 2



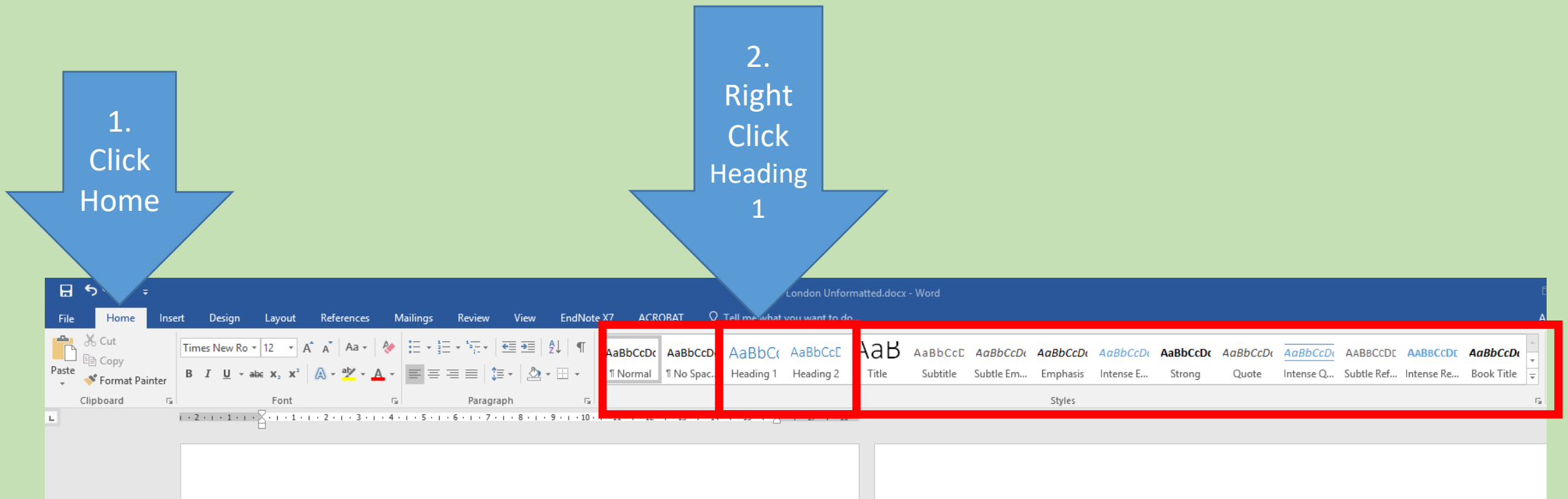
15. Table of contents (TOC) Part 1

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.

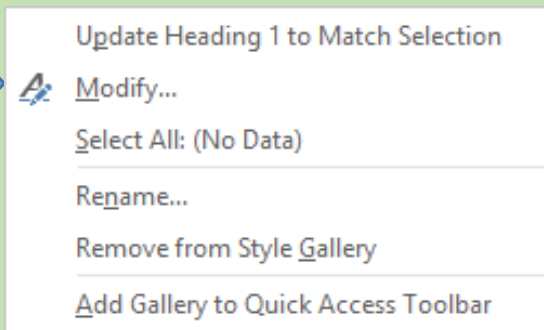
To insert a table of contents, follow these steps

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

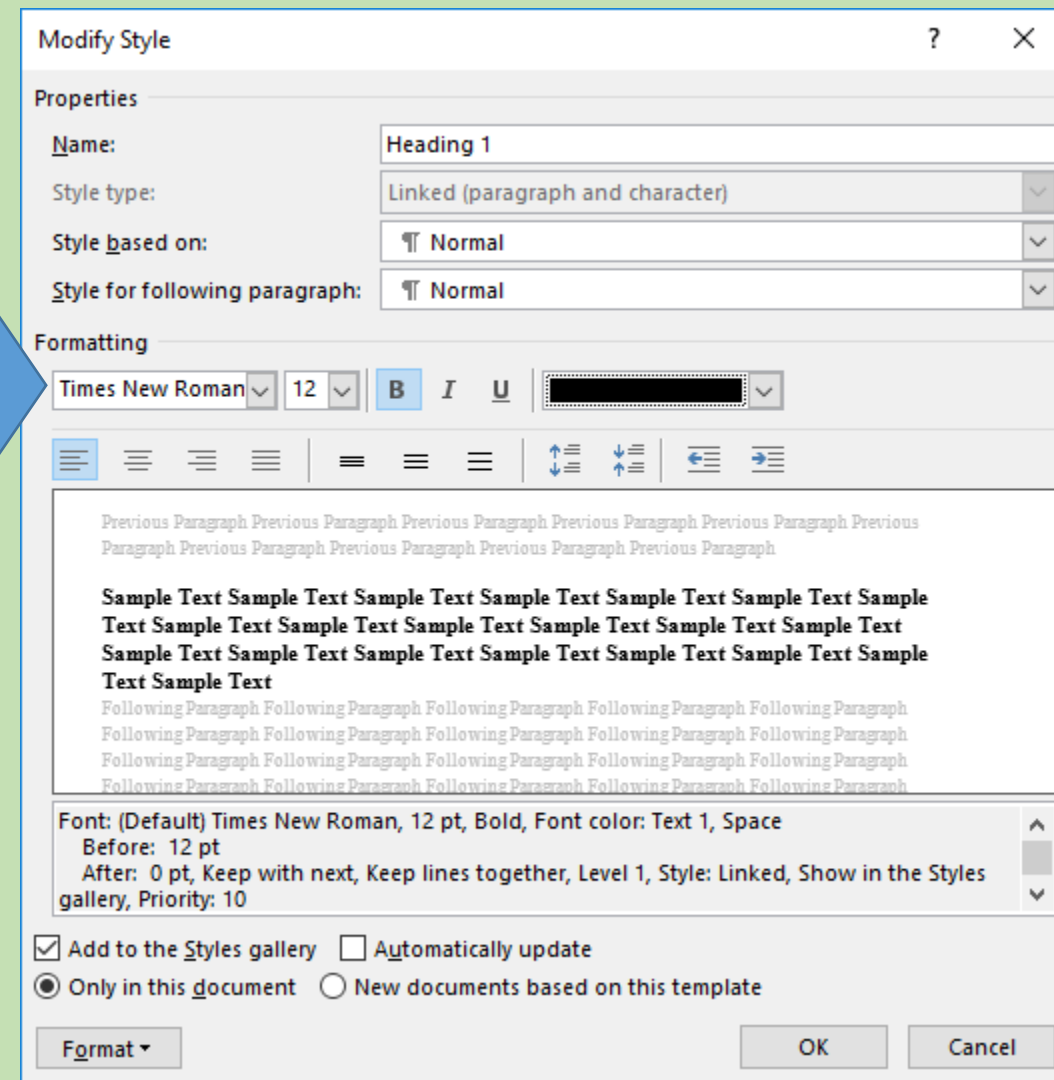


17. Table of contents (TOC) Part 2

3. Select Modify



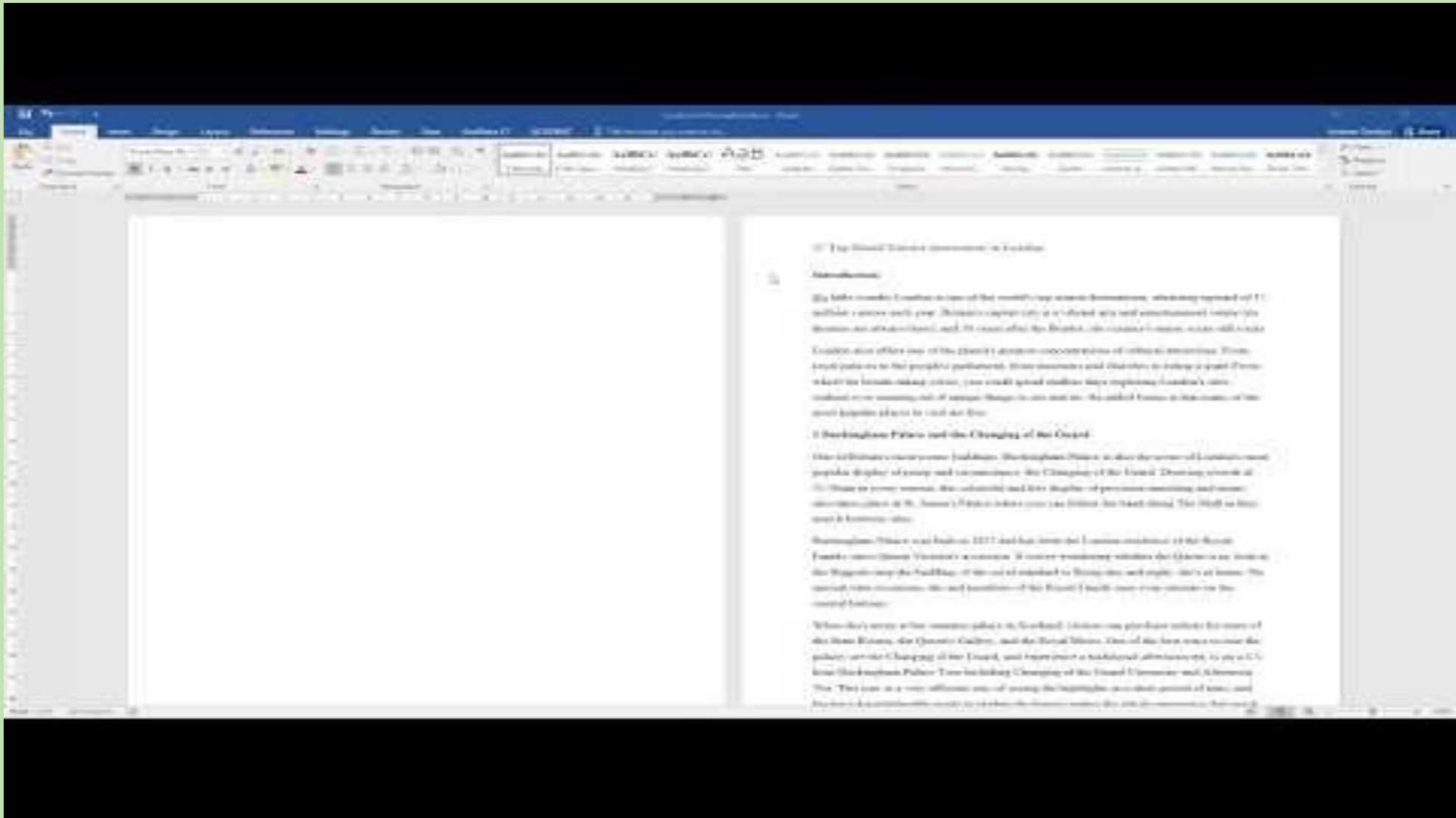
4. Change font/Font Size/Make Bold and Change colour to match these settings then click OK



5. Follow the same steps for Heading 2

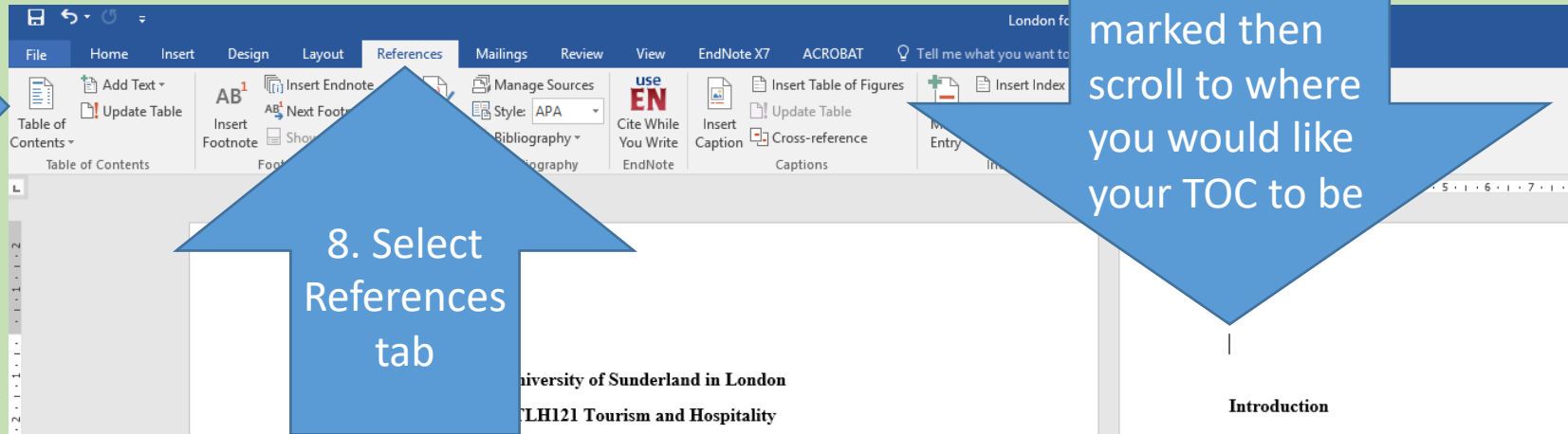
18. Table of contents (TOC) Part 3

6. Watch the video below for next steps



19. Table of contents (TOC) Part 4

9. Select Table of Contents



10. Select Automatic 1 or 2Leo

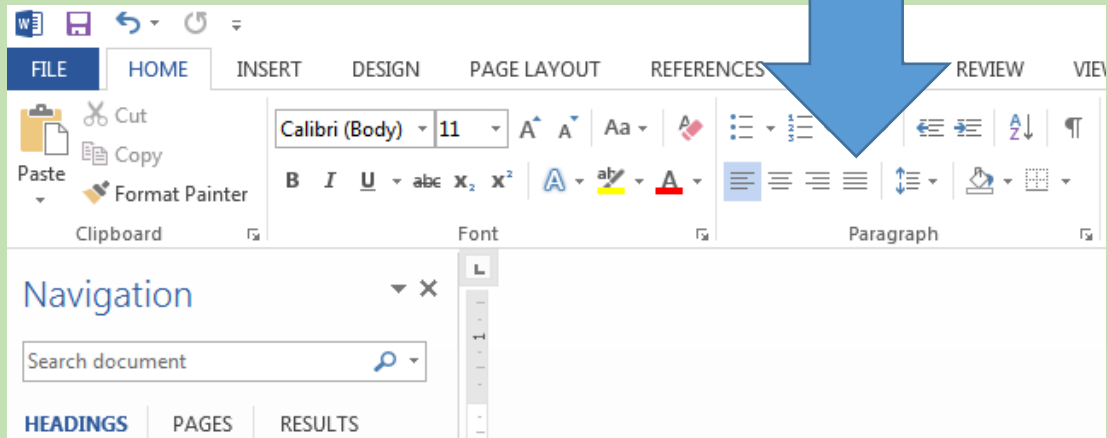


11. You should now have a table of contents.

Remember if you move page numbers or change the heading you will need to update the TOC!

Do this by clicking on the table and selecting Update Table at the top and choose the option you want.

20. Update normal style to justify text



Distribute evenly also used to justify text in order for it to be formatted to both right and left alignments

21. Inserting pictures that you have saved on your computer

The image illustrates the process of inserting a picture from a computer into a Microsoft Word document. It is divided into two main sections with numbered blue arrows indicating the steps:

- 1. Click insert tab**: An arrow points to the 'INSERT' tab in the Microsoft Word ribbon.
- 2. Click pictures**: An arrow points to the 'Pictures' button in the 'INSERT' tab.
- 3. Click Downloads**: An arrow points to the 'Downloads' folder in the Windows file explorer.
- 4. Select photo**: An arrow points to two elephant photos in the 'Downloads' folder.
- 5. Click insert**: An arrow points to the 'Insert' button in the file explorer's toolbar.

The screenshots show the Microsoft Word ribbon with the 'INSERT' tab selected, and the Windows file explorer window showing the 'Downloads' folder with two elephant photos selected. The file name 'elephant' is visible in the file name field.