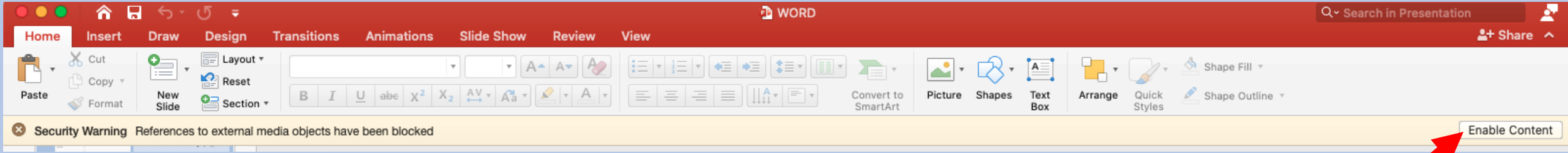
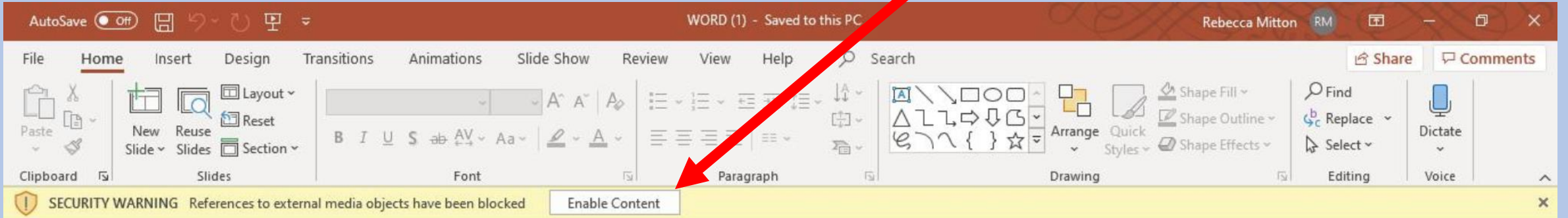


**Microsoft
Office:
Word
(Assignment
Formatting)**





If you see this Yellow band when opened click the **Enable Content** button



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.

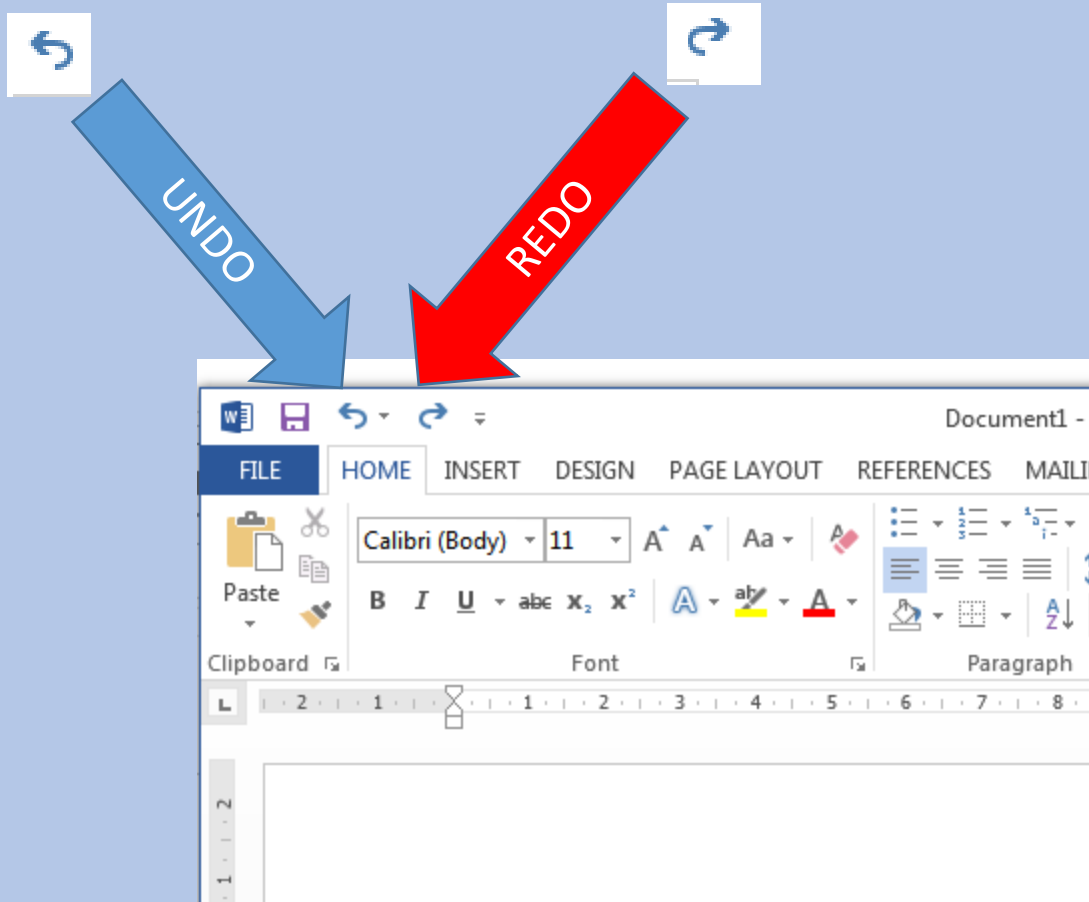
Margin+click

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.)

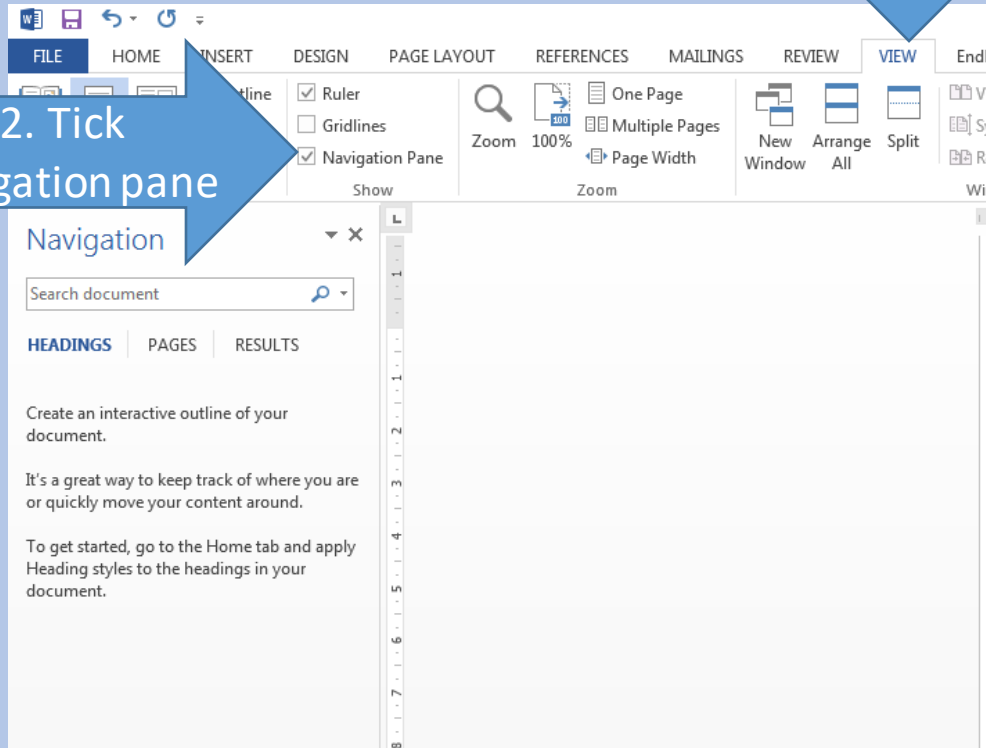
*****IMPORTANT*****

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

3. Navigation Pane

1.
Click
VIEW

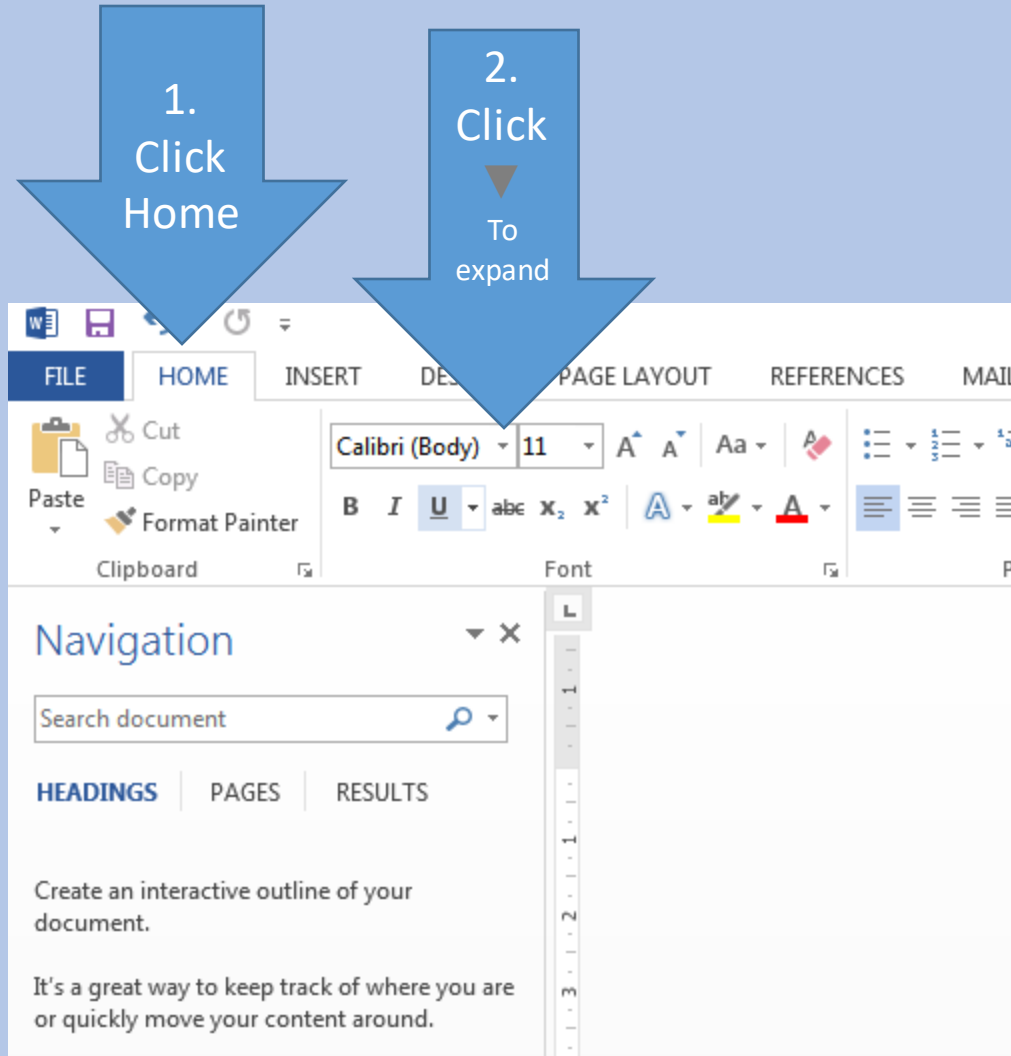
2. Tick
navigation pane



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.

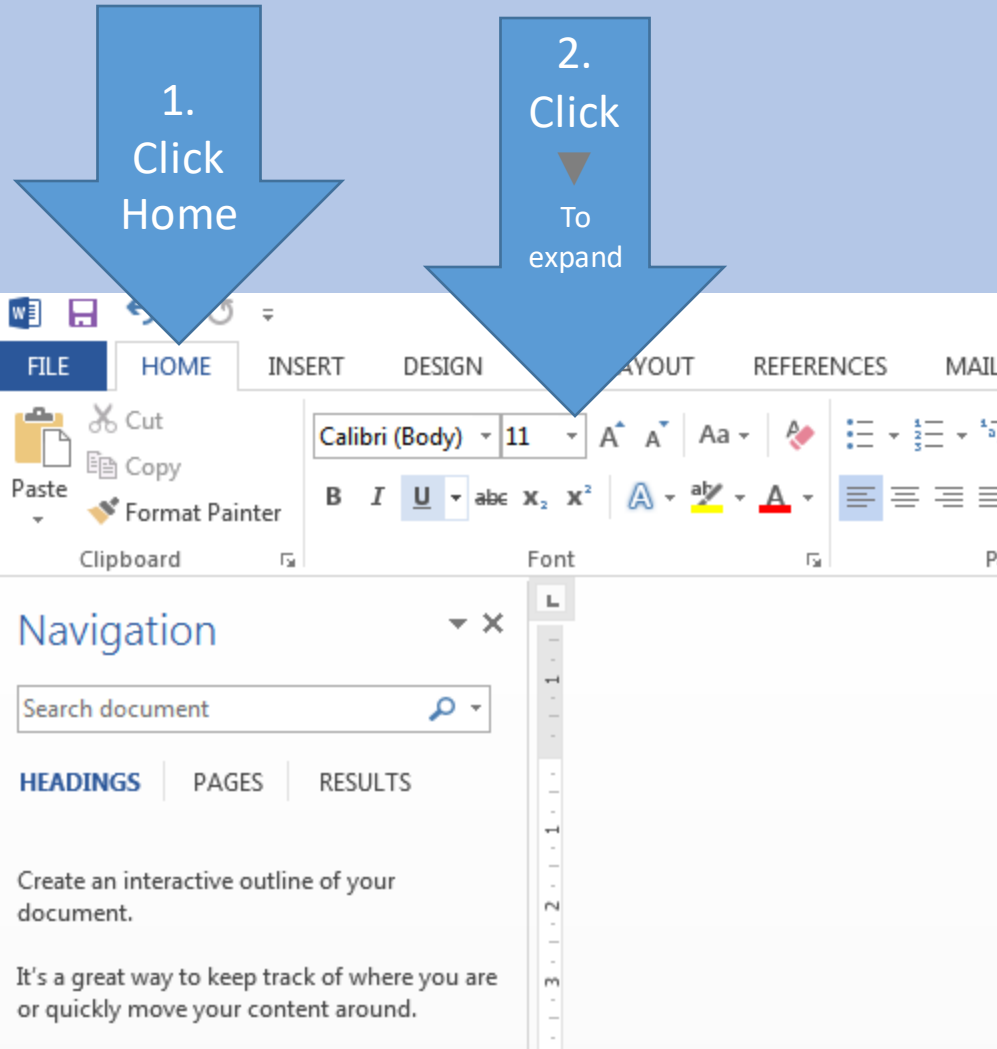
Be sure that when submitting assignments the academic staff may ask for the submission to be in a certain font.

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.

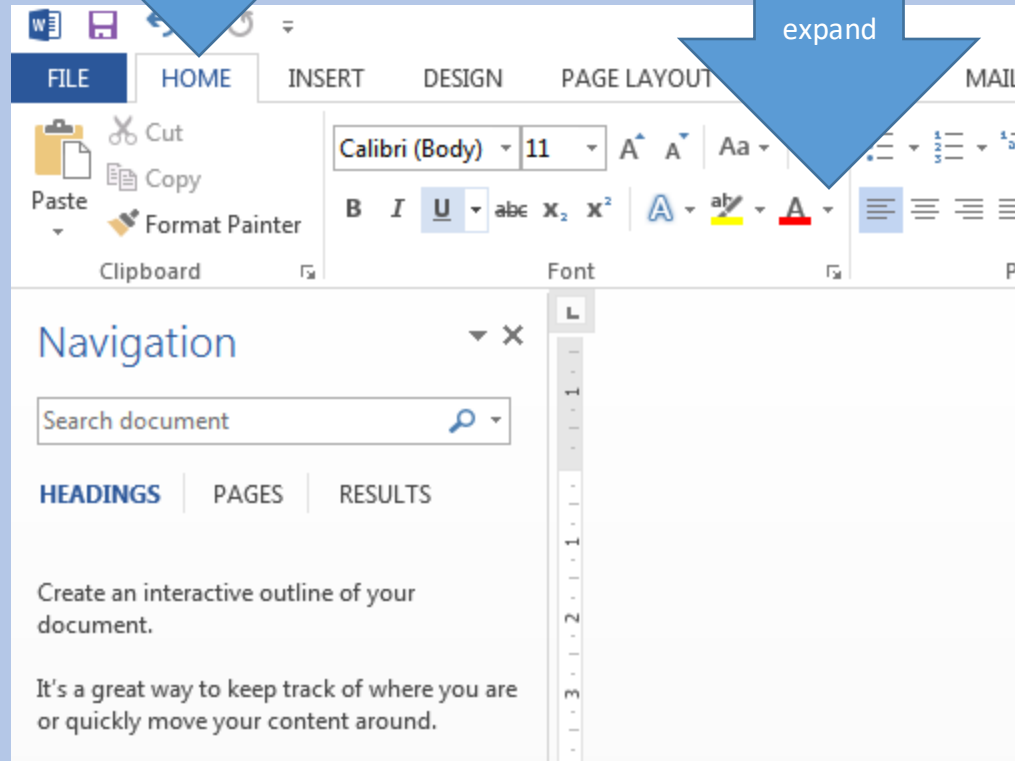
For this we are using font size:

12

6. Font colour

1.
Click
Home

2.
Click
▼
To
expand



This is where you change your font colour.

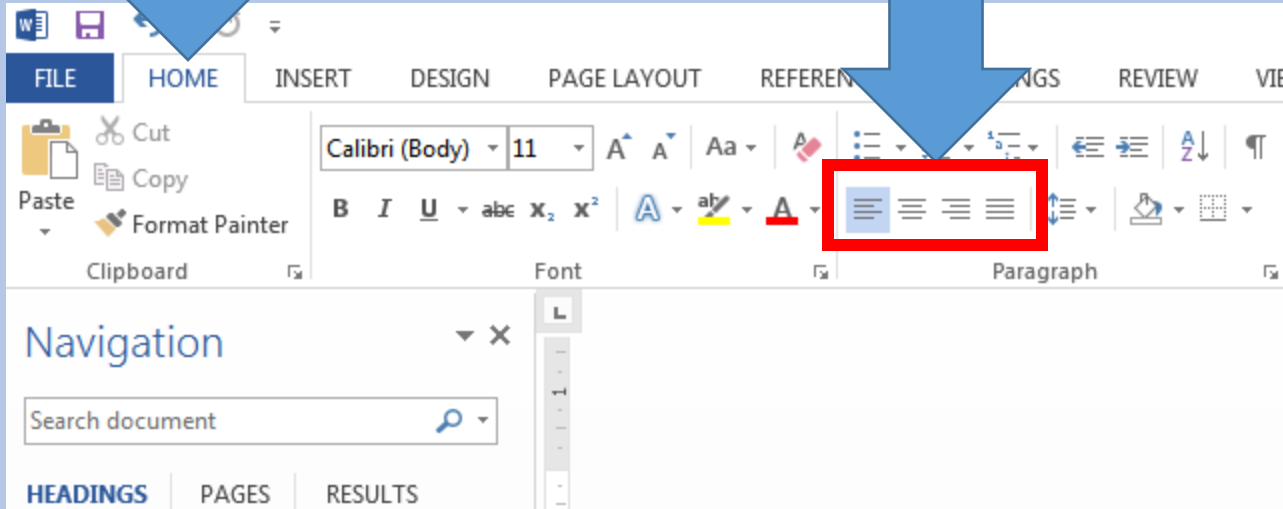
Press both **CTRL and A** to select all text.

Font colour is:

Black

7. Alignment

1.
Click
Home



Align to LEFT margin



Align to CENTRE



Align to RIGHT margin



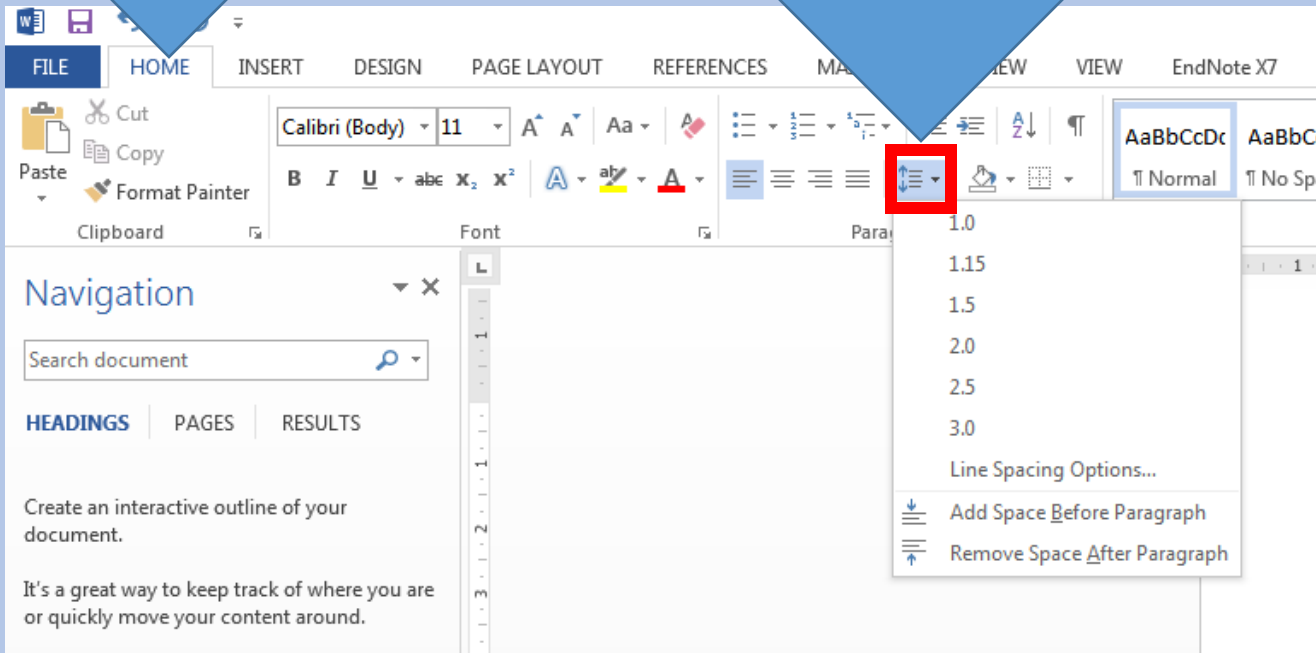
Press both CTRL and A to select all text.

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

8. Line 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.

Press both **CTRL and A** to select all text.

For this we are going to use:

1.5

9. Numbering

1.
Click
Home

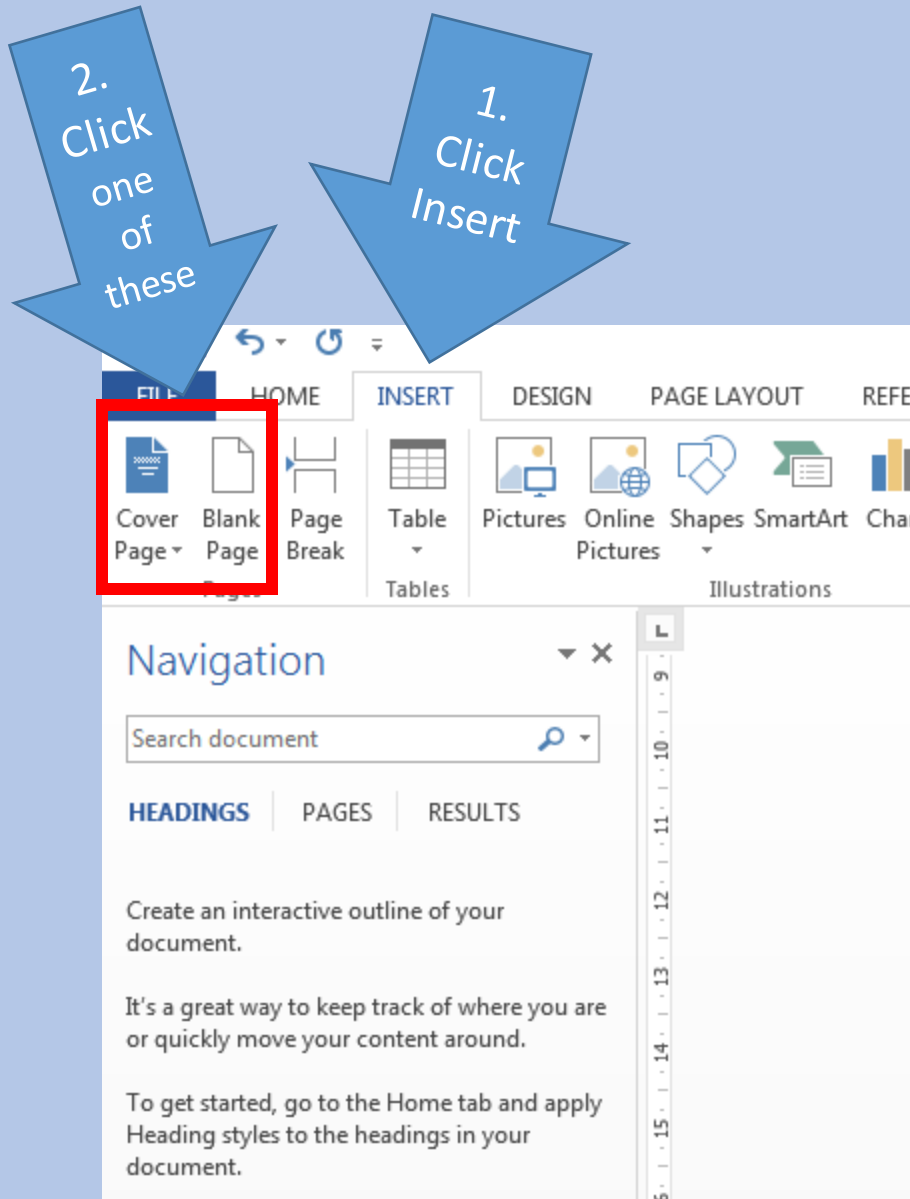
2.
Click
▼
To
expand

The screenshot shows the Microsoft Word interface. The ribbon is set to the 'HOME' tab. The 'Numbering' group on the ribbon is expanded, showing the 'Numbering Library' task pane. The task pane contains various numbering styles, including 'None', '1.', '2.', '3.', '1)', '2)', '3)', 'I.', 'II.', 'III.', 'A.', 'B.', 'C.', 'a.', 'b.', 'c.', 'i.', 'ii.', 'iii.'. The 'None' option is currently selected. Below the task pane, there are options to 'Change List Level', 'Define New Number Format...', and 'Set Numbering Value...'. The background shows the 'Navigation' pane on the left and the 'Font' pane at the top.

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.

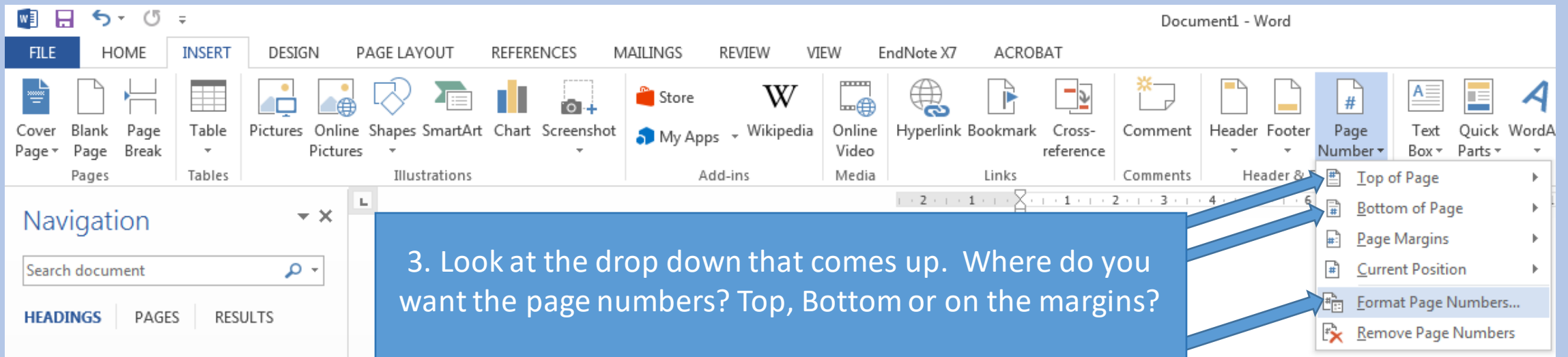
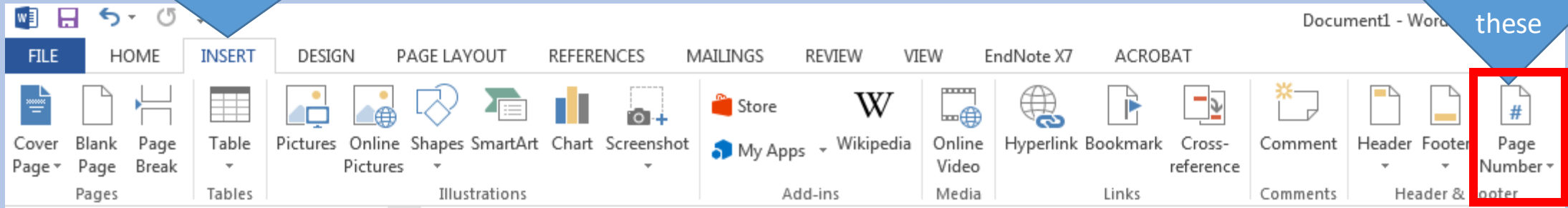
1. **Insert** tab, in the Pages group,
2. Click **Blank Page**.

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

11. Page Numbering: Part 1

1.
Click
Insert

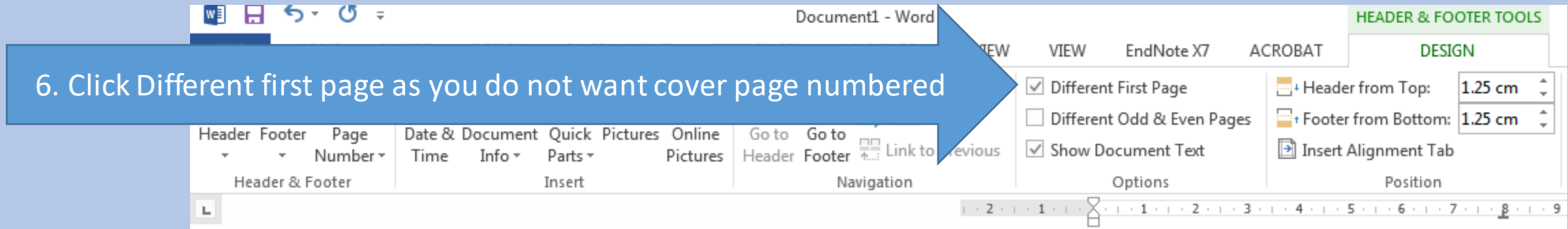
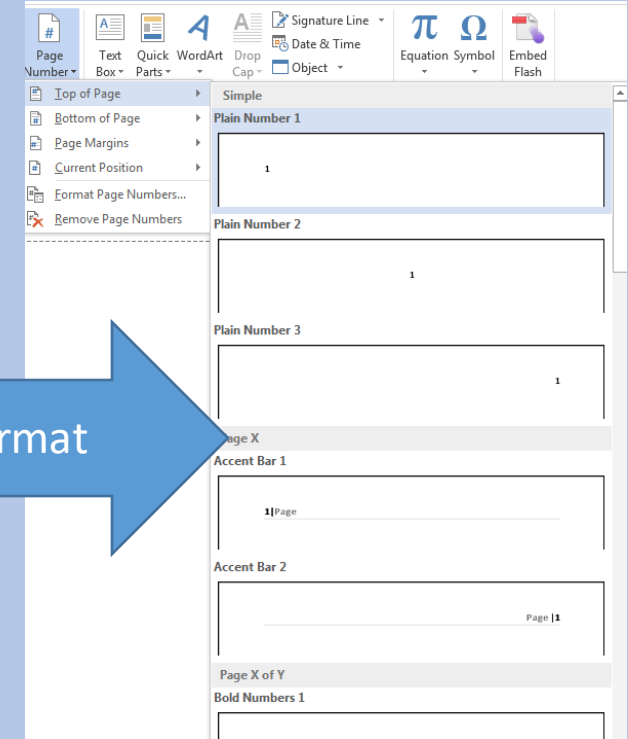
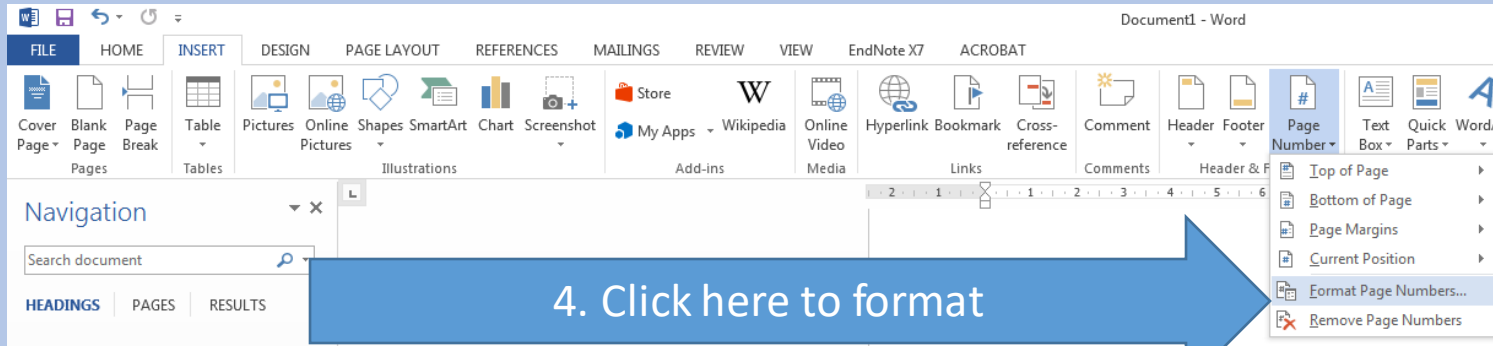
2.
Click
one
of
these



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

12. Page Numbering: Part 2

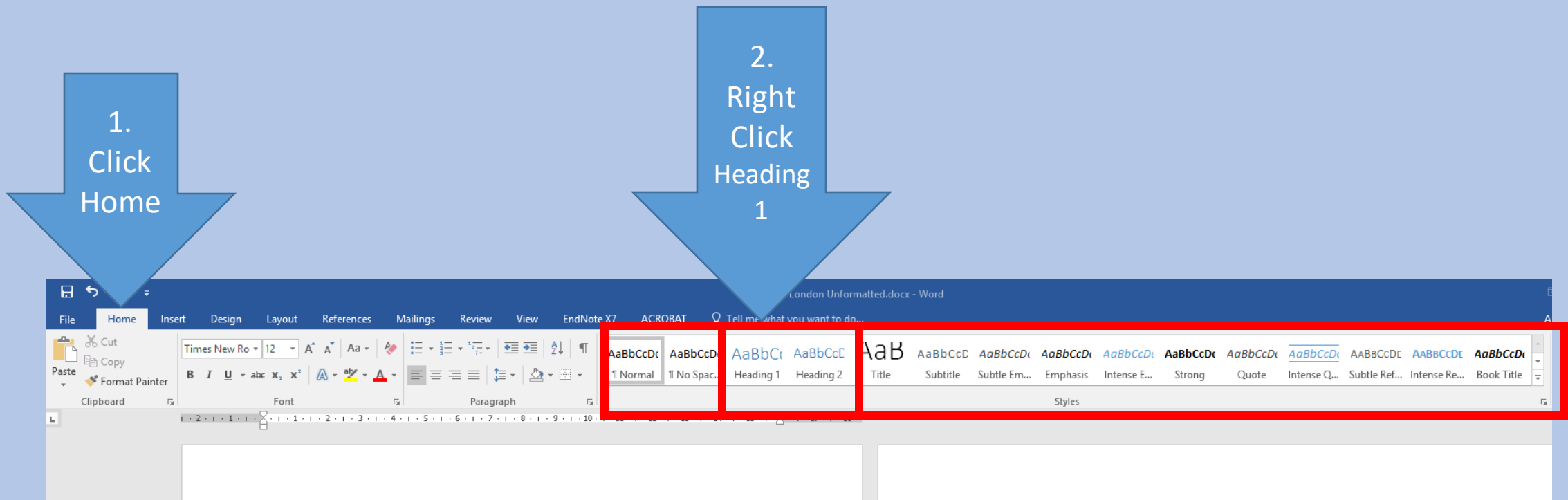


13. Table of contents (TOC) Part 1

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.

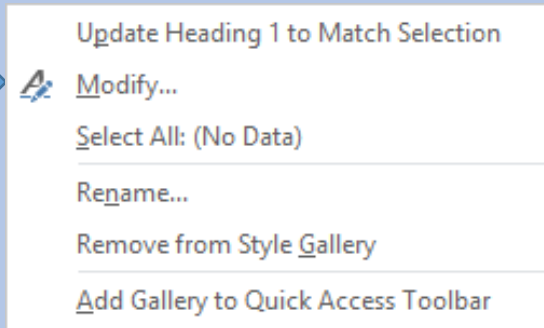
To insert a table of contents, follow these steps

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

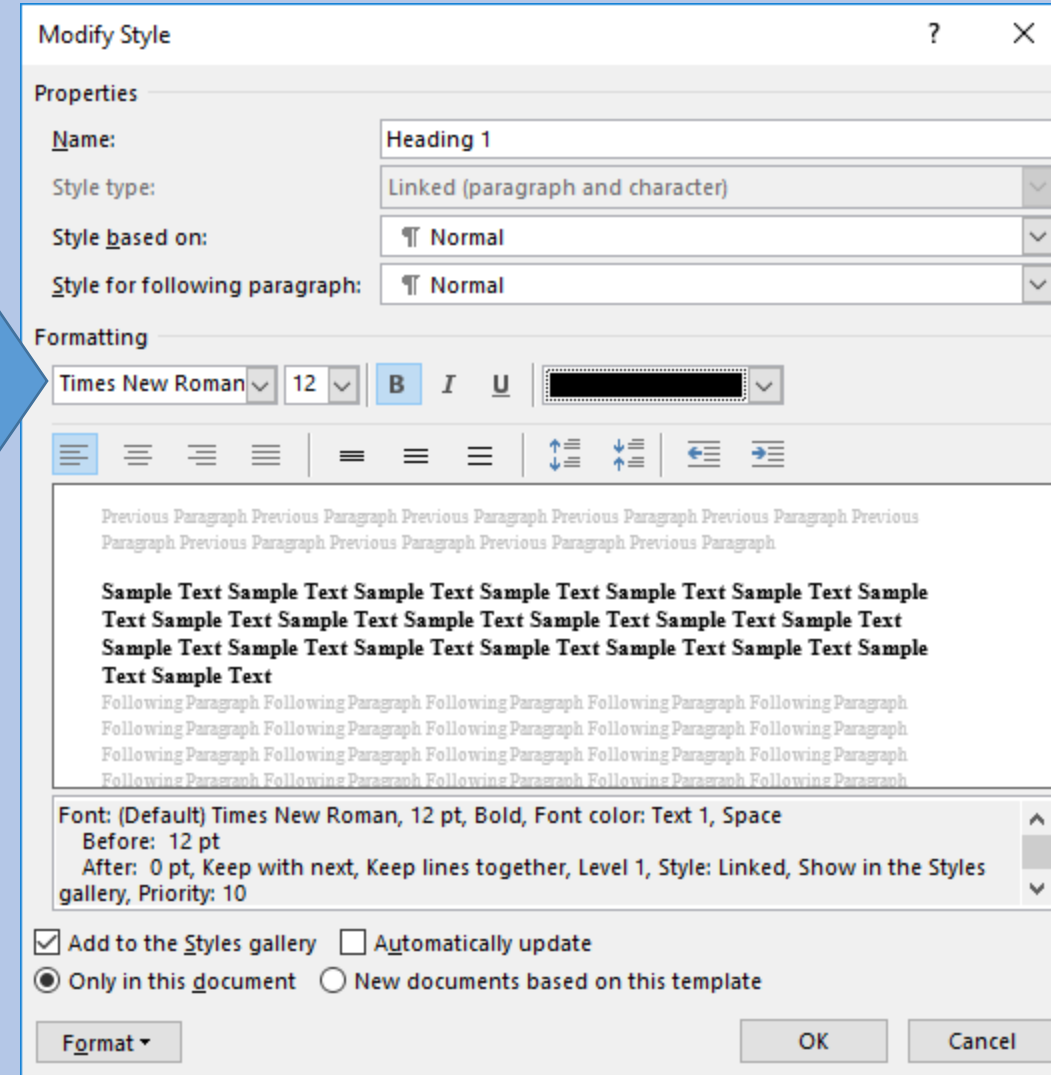


14. Table of contents (TOC) Part 2

3. Select Modify



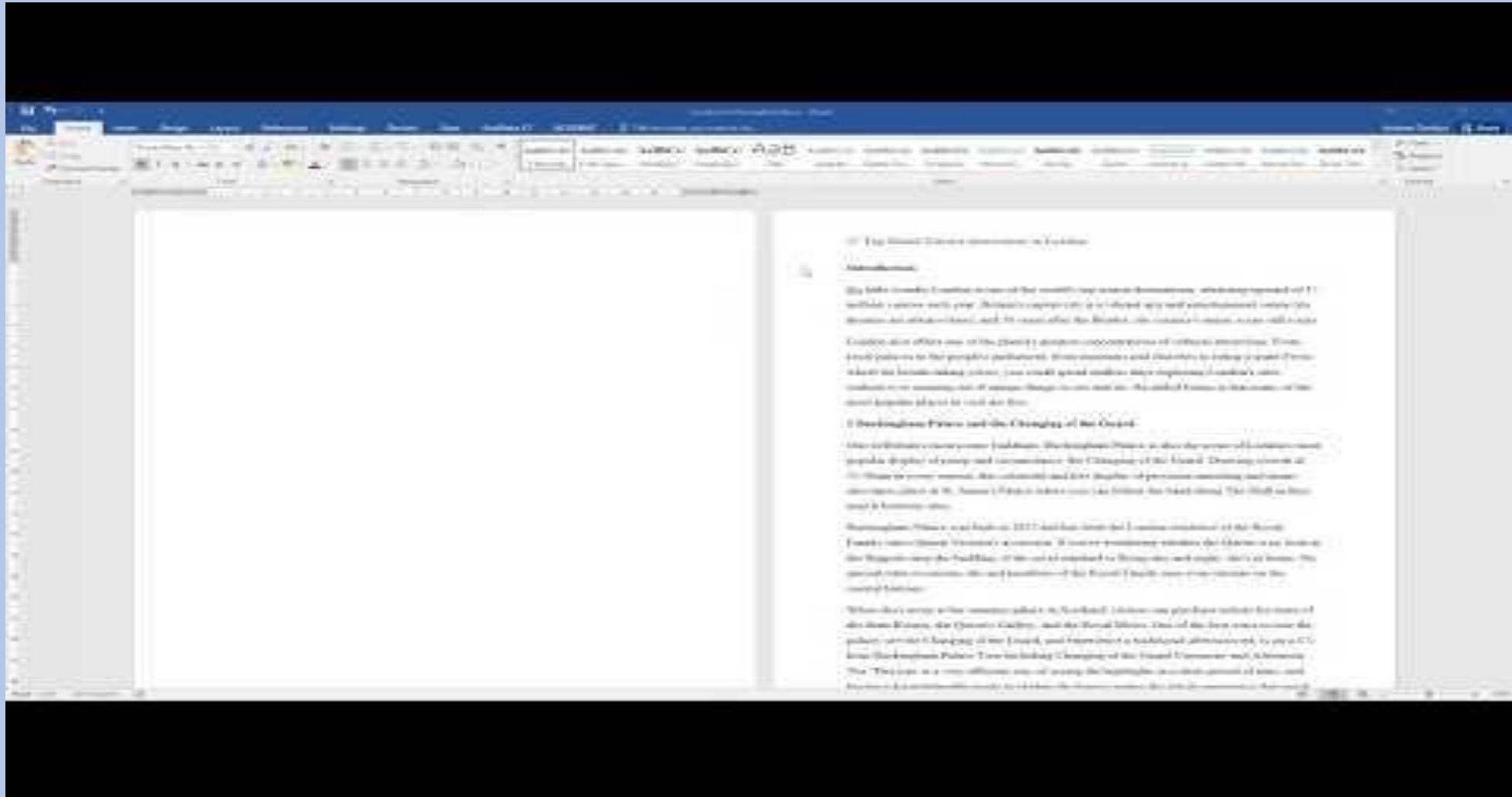
4. Change font/Font Size/Make Bold and Change colour to match these settings then click OK



5. Follow the same steps for Heading 2

15. Table of contents (TOC) Part 3

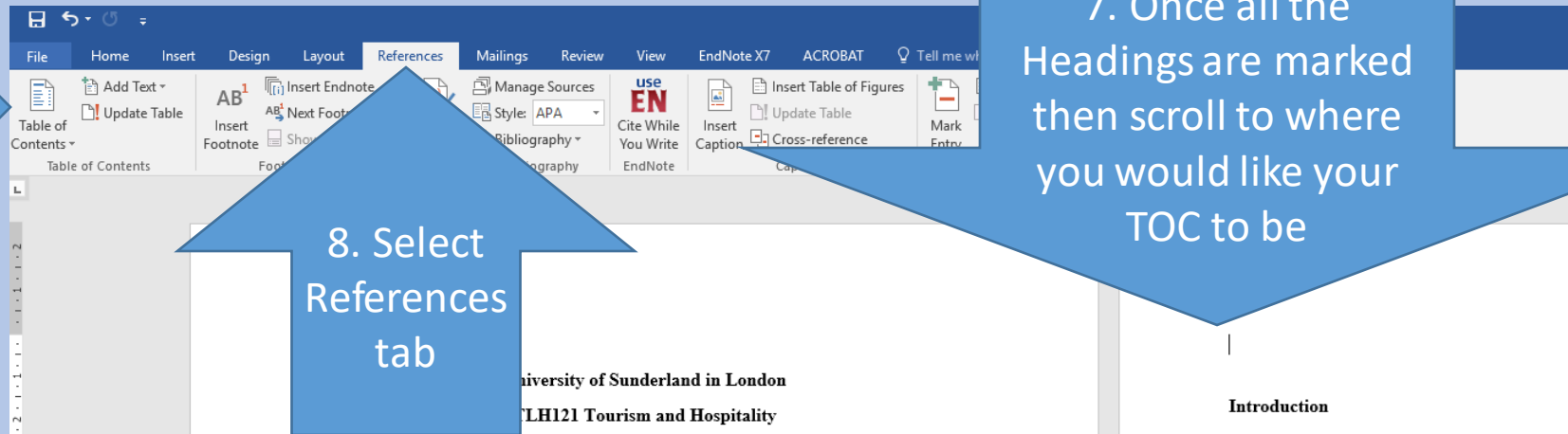
6. Watch the video below for next steps (a yellow band may open above with a button to enable, please click enable to watch the video)



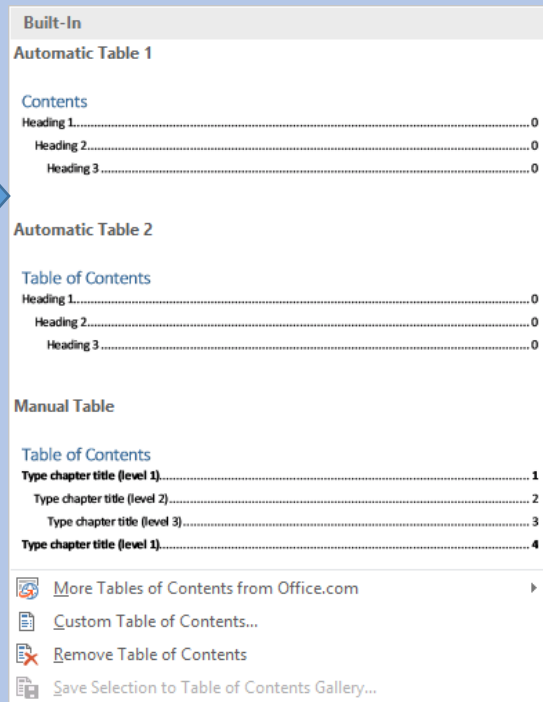
If the video is not working, please go to:
<https://www.youtube.com/watch?v=LIO0ih2Xr0s>

16. Table of contents (TOC) Part 4

9. Select Table of Contents



10. Select Automatic 1 or 2Leo

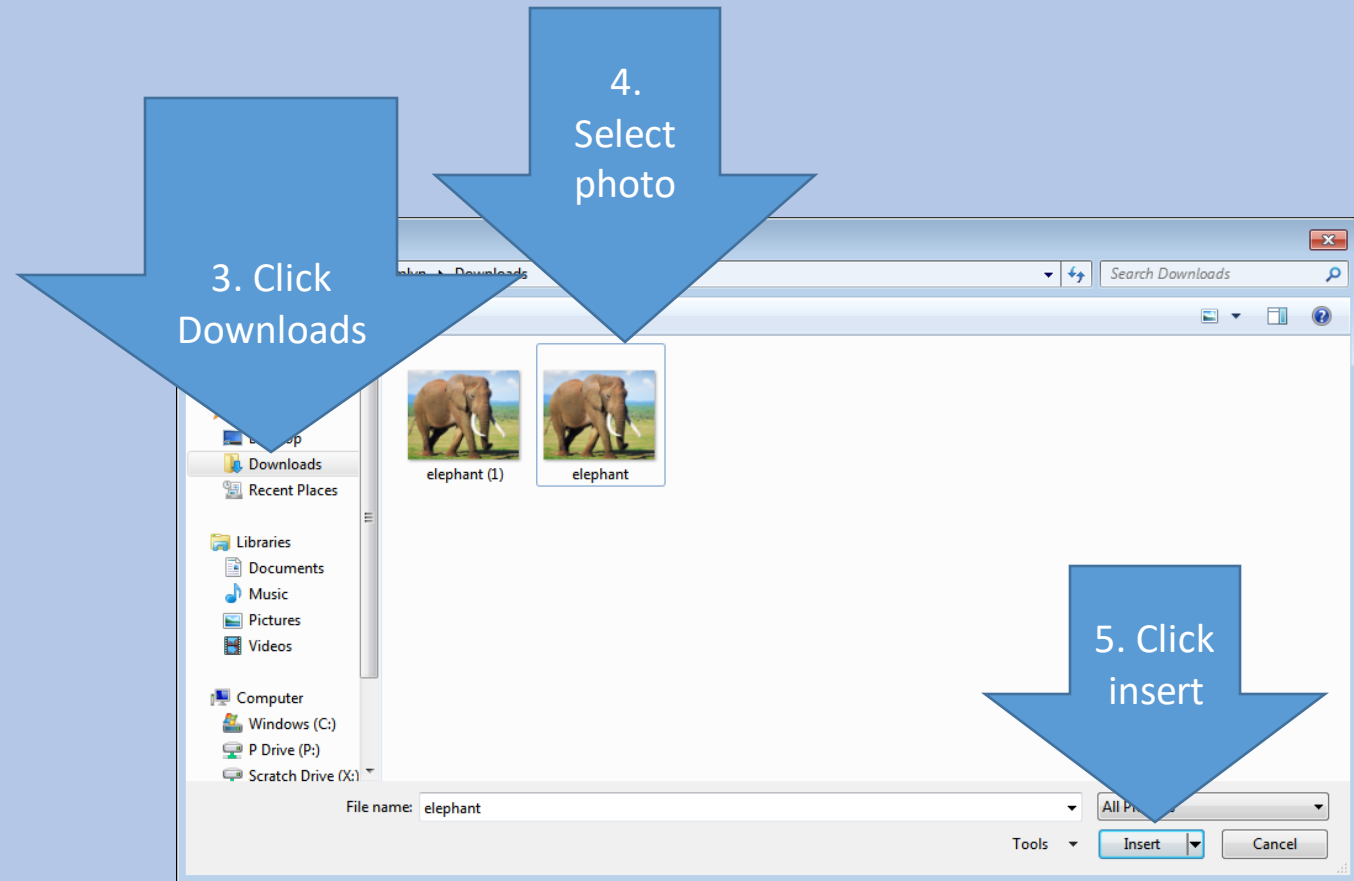
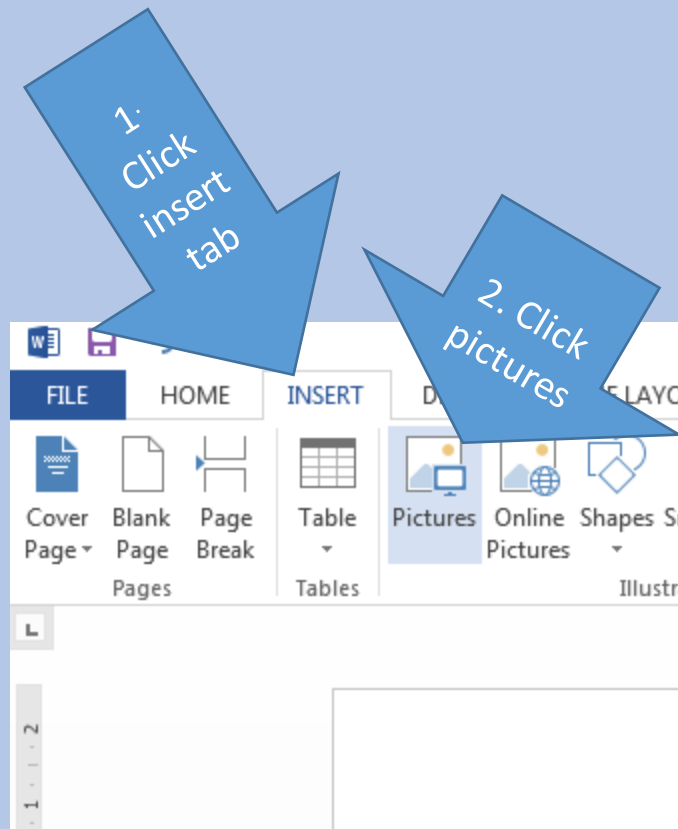


11. You should now have a table of contents.

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.

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**