

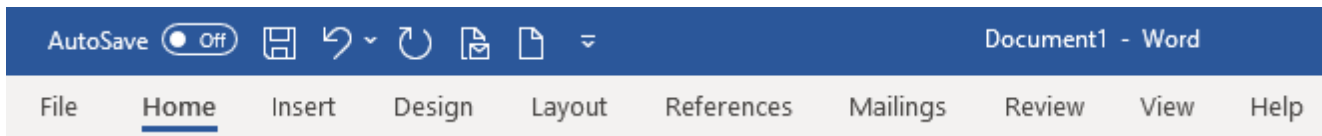
HOW TO USE MICROSOFT WORD: PART 1

Learning to use Microsoft Word can be daunting as you write your first papers. If you are a Regent Student, you have [free access to Microsoft Office](#), which includes Microsoft Word. This guide will lead you through some of Word's most commonly used functions.

While some students use other programs like Google Docs or Pages to write their assignments, Microsoft Word has the most formatting capabilities.

SECTIONS OF WORD

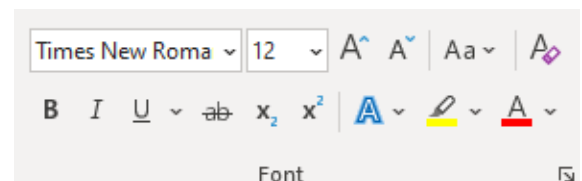
In Word, there are **ten** basic tabs, each with different functions:



1. **File:** prints, makes new documents, opens old documents, and saves documents
2. **Home:** selects font, indentation, spacing, and style options
3. **Insert:** adds tables, pictures, page breaks, and page numbers
4. **Design:** formats the document's theme (*generally not used*)
5. **Layout:** sets up the page's margins and orientation
6. **References:** structures footnotes and tables of contents
7. **Mailings:** links with one's email to send documents (*generally not used*)
8. **Review:** reads paper aloud, provides settings for automatic proofing, and adds comments
9. **View:** changes the display of the document (*generally not used*)
10. **Help:** allows users to gain help for common issues and links users to Word's support team

CHANGING FONTS

The font section is found in the Home Tab. The font and its size can be selected here. Most academic papers use Times New Roman 12-point font. Select the text you want to change by clicking and scrolling across the desired text to highlight it. To alter the font, select the text and click the **B**, *I*, or U button. These font changes can be reversed by reselecting the text and pressing the button again.

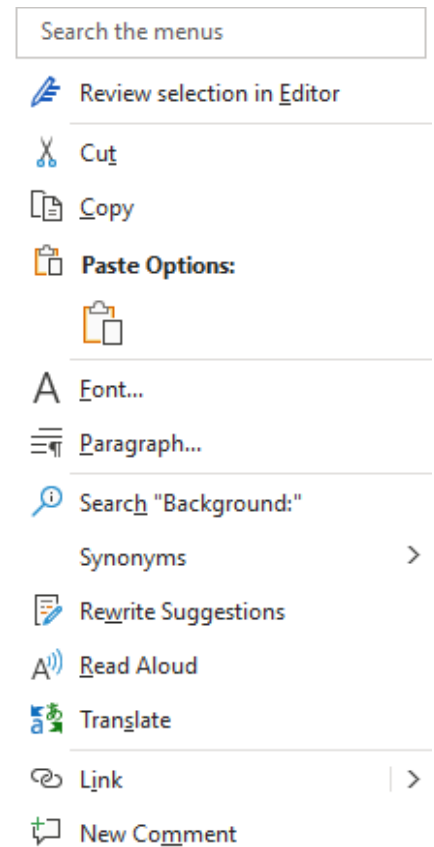


- The "B" option makes the text **bold**.
- The "I" option *italicizes* the text.
- The "U" option underlines it.

RIGHT-CLICK OPTIONS

If you select an area of text, you can right-click it to reveal more options. Here are some of the most important options:

- **Cut:** Deletes text and copies it to your clipboard to be pasted somewhere else.
- **Copy:** Copies selected text to your clipboard so that it can be pasted.
- **Paste:** Adds the text that you previously cut or copied. Pasting can also be done by right-clicking a spot in the text rather than selecting and right-clicking a section of text.
- **Synonyms:** Provides a list of words with similar meanings. This can only be used if you have selected one word.
- **Read Aloud:** Word will read the selected text to you. This can be helpful for proofreading.
- **New Comment:** Allows you to leave notes on a Word document. This can be helpful when reviewing your paper or a peer's paper. Make sure you delete all comments before turning in your assignment. This can be done by clicking the 'X' button on the comment.

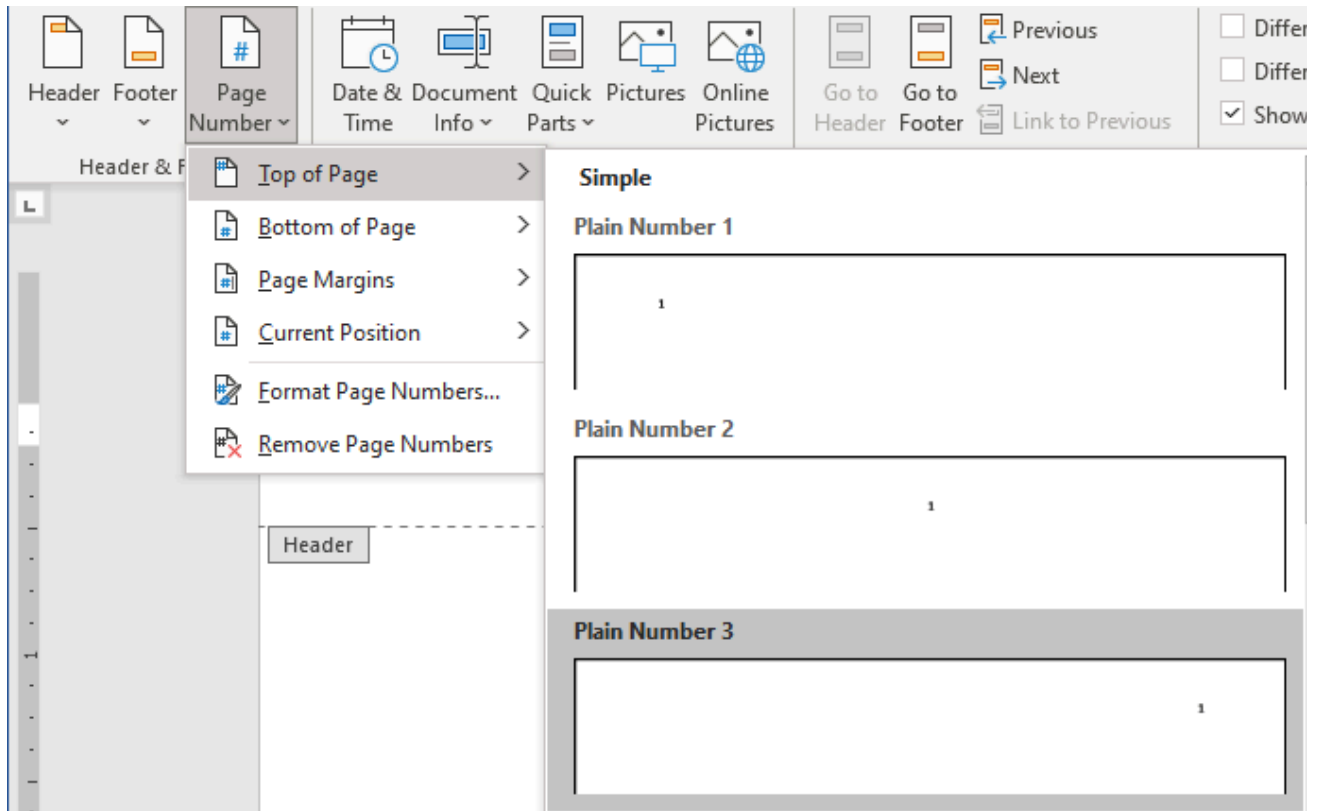


PAGE NUMBERS, HEADERS, AND FOOTERS

The page numbers, headers, and footer options can be found in two areas. Double-clicking the top or bottom inch of a page opens the header and footer sections and adds a new tab to the top of the screen, the Header & Footer Tab. You can also access these options in the Insert Tab.

- **Headers and footers** are extra spaces for text at the top and bottom inch of the page, respectively. The text in a header or footer repeats on every page of a section in a paper. You can click the header or footer button, select Blank, and begin typing, or you can double-click the top or bottom inch of the page to open the header or footer and begin typing.
 - To escape the header or footer, double-click somewhere outside the header or footer, such as the middle of the page.
 - **Section breaks** can be used to have different headers and footers in different sections.
 - See our “How to Use Microsoft Word: Part 2” guide for advice on section breaks.
- **Page numbers** can be added by clicking the Page Numbers button, selecting the location, and choosing the number type. Papers usually use **Plain Number 3** style to align the page numbers to the top right corner. The page numbers will populate sequentially on all pages after that.

- To change the starting number of your page numbers, use the Format Page Numbers option.
- If you do not want a number on your first page, select the Different First Page box and add page numbers to your second page.
- You can use **section breaks** to have sections with different styles of page numbers.



PRACTICE NOW