MICROSOFT WORD TOOLS & TECHNIQUES

Wherever you end up after Sixth Form, you will almost certainly product documents of one sort of another, and your employer or education setting will expect you to be competent in Microsoft Word.

FORMATTING STANDARDS

Every organisation has their own writing style house guide which state what formatting standards are to be used. Some are more formal than others for example:

Bristol University:

"Text should be in double or 1.5 line spacing, and font size should be chosen to ensure clarity and legibility for the main text and for any quotations and footnotes."

Sheffield is much more specific:

Format

You must use this downloadable coversheet as the first page for your written assignments. It is already set up according to the settings required.
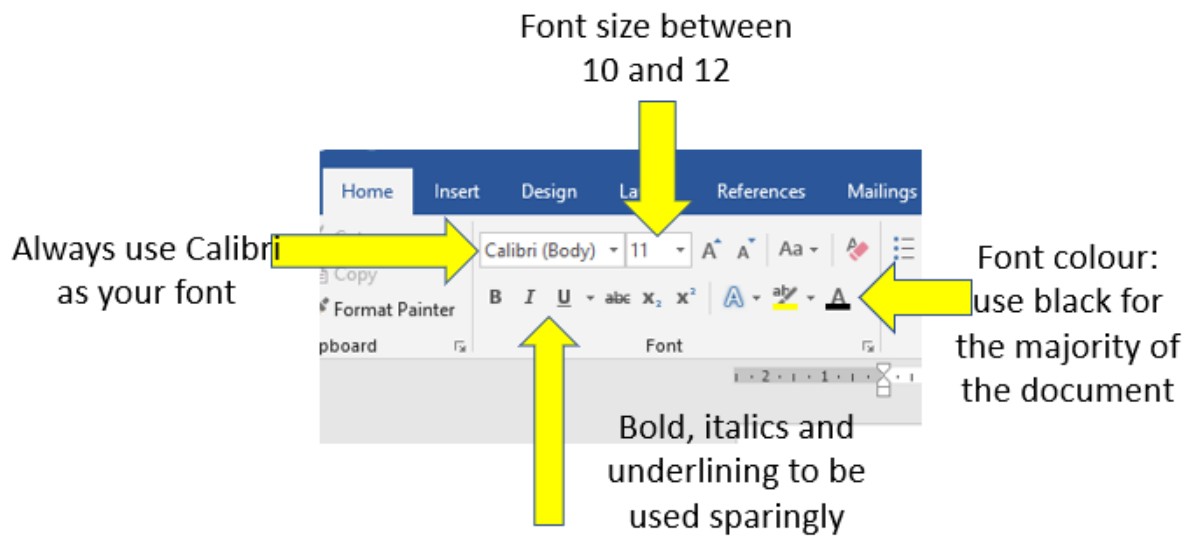
- **Font:** Use either Arial or Times New Roman
- **Font size:** 11 or 12 point size
- **Line spacing:** Use 2.0 or no less than 1.5
- **Margins:** Use default margin or no less than 2.5 cm
- Preferably use left and right **justified text**
- All pages should be **numbered**

Enter the following information onto the coversheet:

- Module code and title:
- Essay title:
- Student registration number
- Word count

When you start somewhere new, find this out.

At Ridgeway, if you are not told otherwise:

Font size between 10 and 12

Always use Calibri as your font

Font colour: use black for the majority of the document

Bold, italics and underlining to be used sparingly

THINGS TO CONSIDER

PAGE LAYOUT

White space is important – it gives your reader 'breathing space' and is less intimidating than densely packed text. Consider using double or 1.5 line spacing and a further space between paragraphs. Leave more line space before a sub-heading than after it. Sentences should be separated by a single space.

HEADERS & FOOTERS

Every page should have a header (author, title, candidate and centre numbers) and footer (page numbers, which can be added automatically in most word-processing software). Font size should be two points smaller than the main body text, and lines can be single spaced.

SAVE YOUR WORK

Save your work regularly. And back it up. Regularly. In two places.

FONT

Use one font only, preferably one which is easy to read. Sans serif fonts such as Helvetica are a good choice. Arial and Verdana are sans serif fonts designed for reading on-screen. Traditionalists may prefer a serif font such as Times New Roman. Don't use Comic Sans: it looks childish. Body text should be 10 to 12 point. Dark font on a light background is easier to read than the opposite. Do not use clashing colours; mix bright with subtle to avoid headaches. Bold is better than italics for emphasis, but use with restraint. Use italics for titles and indented quotations.

To set this as your default, simply RIGHT CLICK in the text body to access and select "FONT" to access the font menu. Alternatively, click the Font dialogue box launcher. To do this, select the Home tab on the ribbon bar, then click the small arrow icon in the bottom right-hand corner of the Font section.
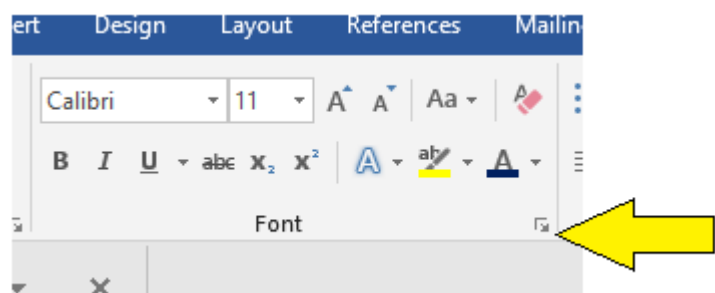
Once the dialog box opens, you can choose the font that you wish to use. As well as changing the font itself, you can also change the style, size, and colour of your text. Then click the Set as Default button. This will set the font you've selected as the default font for all future documents.

QUOTATIONS

Quotations should normally be in single quotation marks. If the quotation is longer than forty words or so and does not fit into the preceding sentence it should be set as a separate indented paragraph. In this case, use either italicised text or quotation marks – not both.

Titles should be italicised rather than put in quotation marks. Reference quotations fully, giving page numbers smaller than the main body text, and lines can be single spaced.

PROOF READING

Proof-read each draft section after you complete it. You need to check for sense, meaning and fluency of the writing as well as spelling, punctuation and grammar. Check through the whole project for formatting consistency and flow of ideas between paragraphs and sections.

Don't just spell-check, because spell-checkers don't tell you when you have used a correct spelling of a word in an incorrect context. 'There spelling was appalling' looks fine to a spell-checker. Spell check your work manually, and if spelling is a problem for you, ask someone to check that for you. If you must use a spell-checker, please make sure it is set to UK English rather than US English spellings. Grammar checkers have some strange ideas, but can be useful for spotting errors such as multiple spaces, a sentence which isn't complete or a verb form which doesn't match the noun

TRACK CHANGES

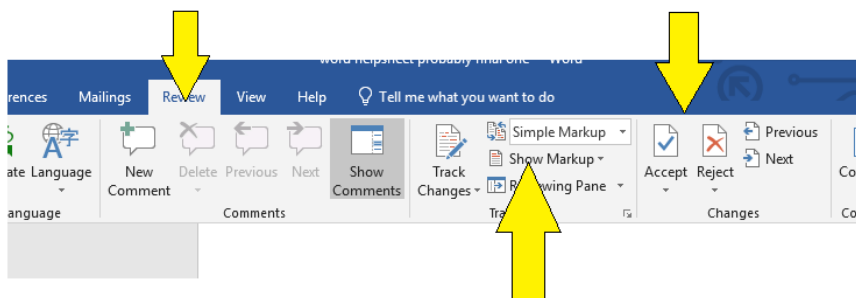While editing and proofreading your document:
Review>Track Changes

You can change how many alterations you see.
Try each of the different settings, starting with **All Markup** and see which you prefer.
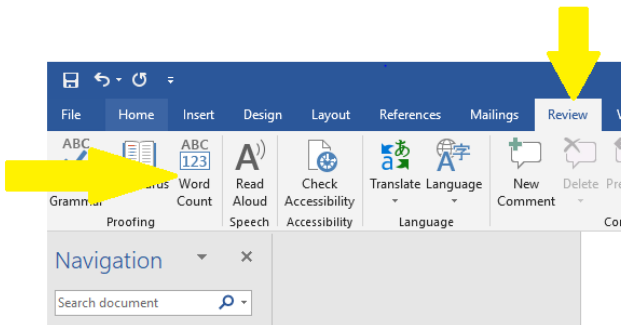
To accept or reject a change:
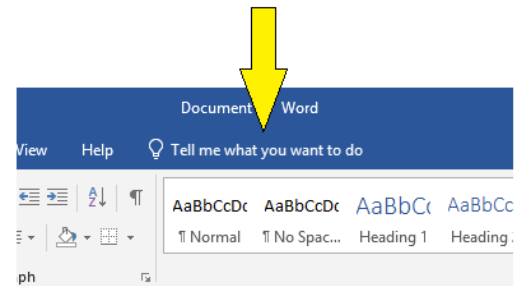**Right click word>Accept Insertion** OR **Reject insertion**.

WORD COUNT

To check your word count, highlight/select the text you want to measure: Review tab>Word Count

To quickly get the entire document's word count, don't highlight/select any text.

ASK IT HOW!

If you don't know how to do something, the "Tell me what you want to do" works brilliantly!

KEYBOARD SHORTCUTS

Ctrl + A   =   All select
Ctrl + B   =   Bold
Ctrl + C   =   Copy
Ctrl + D   =   Difficult font set
Ctrl + E   =   Centre
Ctrl + F   =   Find
Ctrl + G   = Go to
Ctrl + H   = Replace
Ctrl + I   = Italic

Ctrl + J   =   Justify
Ctrl + K   =   Hyperlink
Ctrl + L   =   Align text left
Ctrl + M   =   Hanging indent
Ctrl + N   =   New document
Ctrl + O   =   Open other document
Ctrl + P   =   Print
Ctrl + Q   =   Add space before paragraph
Ctrl + R   =   Align text right

Ctrl + S   =   save as
Ctrl + T   =   left indent
Ctrl + U   =   Underline
Ctrl + V   =   paste
Ctrl + W   =   Close document
Ctrl + X   =   Cut
Ctrl + Y   =   Repeat
Ctrl + Z   =   Undo

References

Bristol, U. of (n.d.). *Writing house style guide*. [online] www.bristol.ac.uk. Available at: http://www.bristol.ac.uk/style-guides/writing/ [Accessed 14 Oct. 2021].

Sheffield, U. of (2020). *Formatting and referencing - Postgraduate Taught Students - Current Students - ScHARR - The University of Sheffield*. [online] www.sheffield.ac.uk. Available at: https://www.sheffield.ac.uk/scharr/current/pgt/writing_style [Accessed 15 Oct. 2021].

Philip, M. (2021). *Subject Guides: IT Essentials: a Practical Guide: Microsoft Office Essentials*. [online] subjectguides.york.ac.uk. Available at: https://subjectguides.york.ac.uk/it-essentials/office [Accessed 15 Oct. 2021].