

MS Word – Getting started

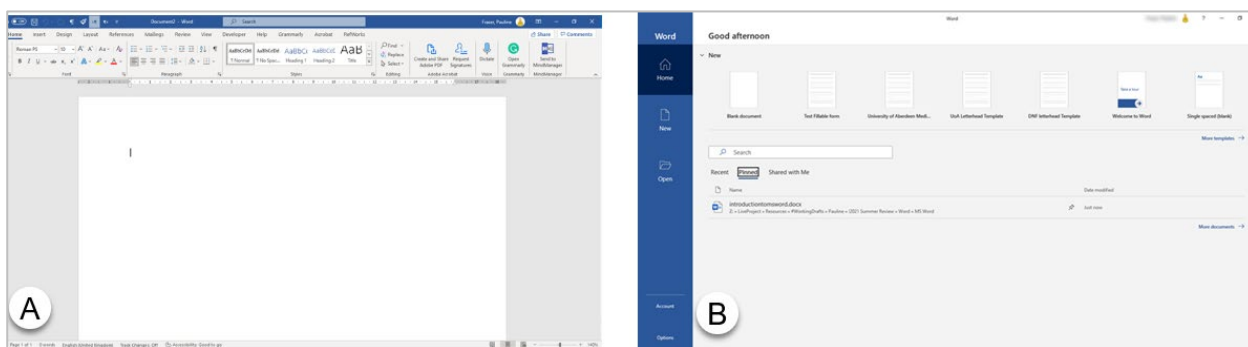
Use this quick guide to help you to format essays using Word. You can use *Word* on any classroom PC, or [download a free copy](#) to your own device as part of the University's *Microsoft Office 365* agreement. See [the agreement](#) for more info.

Opening Word

- **On a classroom PC** - Open the *Common Applications* folder (on the *Desktop*), and then open the *Microsoft Office* folder to locate *Word 2016* or later.
- **On your own device** – Once installed, open *Word* from your programs/apps list.

Creating a new document

1. Depending on your settings, Word will open with **either** a blank document (a), **or** a start screen from which you can choose a template (b).

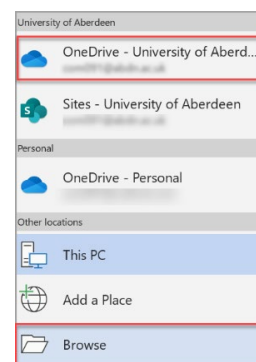


Saving a document

Save your workbook regularly so you don't risk losing any work.

To save for the first time:

1. Click **File** (top left), then click **Save As**.
2. Click **This PC**, and then **Browse**.
3. Go to your University **UserID** drive (**H:**) to name and save your document.



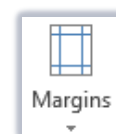
You can use *OneDrive for Business* as an alternative to your (H:). It is shown as '*OneDrive – University of Aberdeen*' when saving from Office 365 apps and you can access it via the web or via an app on a personal device as long as you have an internet connection. Find out more on our [StaffNet](#) or [IT for Students](#)

After this, you can click the **Save** icon on the **Quick Access Toolbar** (top left) to save further changes.

Resizing page margins

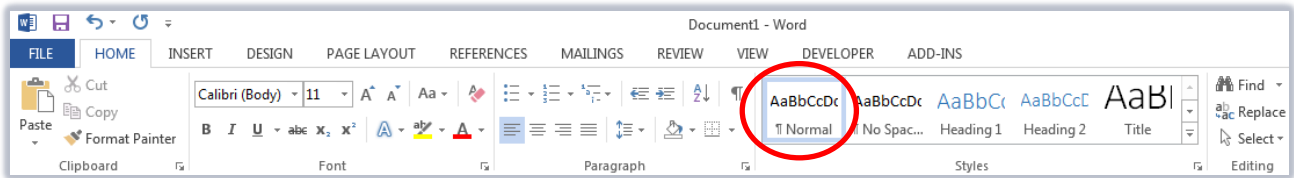
You can resize your page margins if required – some Schools may specify a size.

1. Click the **Page Layout** tab, then click **Margins**.
2. Click **Custom Margins...** and set your top, bottom, left and right margins, then click **OK**.



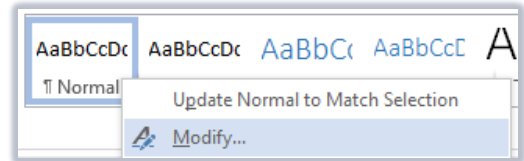
Changing default font and line spacing

When you start typing in a new blank document, the default font and line spacing is controlled by the *Normal* style, located in the *Styles* gallery.

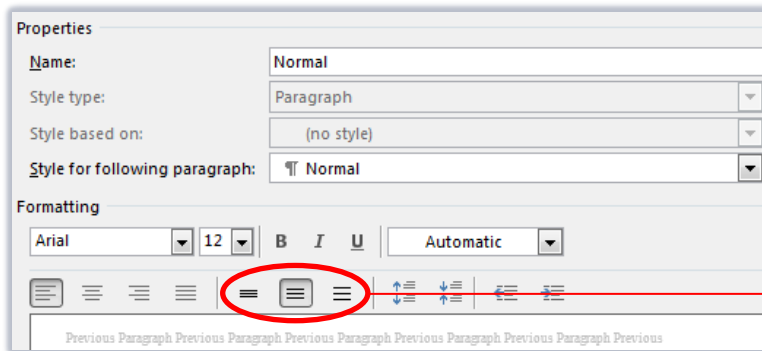


1. To change the formatting of *Normal*:

- Click the **Home** tab.
- Right-click **Normal** in the **Styles** gallery.
- Then click **Modify...**



2. Make your formatting changes, eg *Arial* size 12 with 1.5 line spacing, and click **OK**.



Line spacing icons
(L-R: single, 1.5, double)

3. The *Normal* style will update throughout your essay.

Formatting headings

Apply *Heading* styles within your essay for consistent formatting and to use the *Navigation pane*.

1. Click on a heading in your essay.

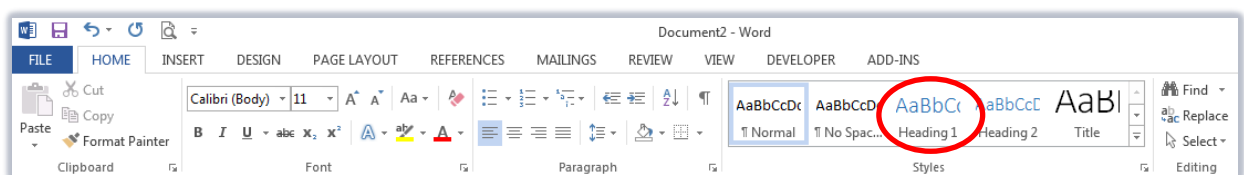
- You don't need to select the text, as long as your cursor is flashing within the paragraph.

A main heading
Nunc viverra imperdiet enim. Fusce est. Vivamus

2. Think of *Heading* styles in a hierarchy from 1 to 9 – you are unlikely to ever use them all!

- **Heading 1** For the most important headings in your essay.
- **Heading 2** Optional, for any subheadings in your essay.
- **Heading 3** Optional, for any sub-subheadings in your essay.

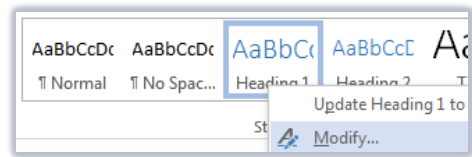
3. Click the **Home** tab, then click the style you want to apply eg **Heading 1**.



4. Repeat this process for any other headings in your essay.

Tip – If you apply a style by mistake, just click to apply a different style, eg *Normal*.

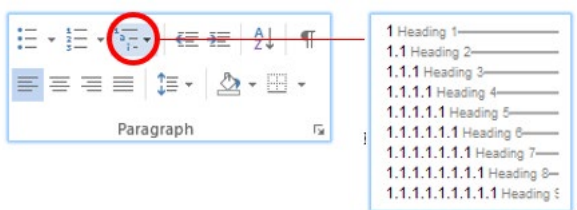
- To change the default formatting of a heading, right-click on its style in the **Styles** gallery and click **Modify...**
 - Make your formatting changes, eg *font colour*.



Tip – Once you have applied *Heading* styles, click **View**, then tick **Navigation Pane**. You can then use the Navigation pane (left of window) to go directly to a specific heading within your essay.

Numbering headings

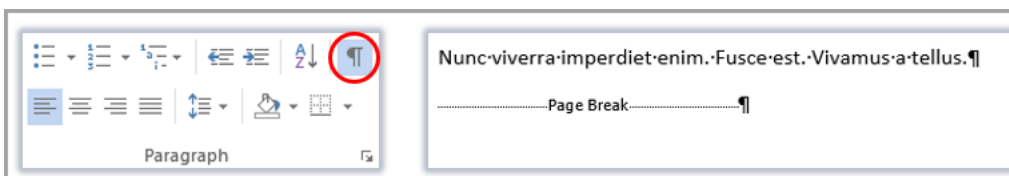
- If you want to number your headings, first apply *Heading* styles (see **Formatting headings – page 2**).
- Click **Home**, then **Multilevel list**.
- Choose an option that includes *Heading* styles.



Starting a new page

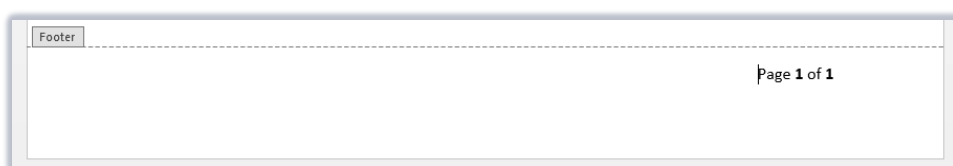
You can control where your document moves onto a new page by inserting page breaks.

- Click where you want to start a new page.
 - Click the **Insert** tab, then click **Page Break**.
- The new page will start after the page break. To see it, click the **Home** tab and then click **Show/Hide**.



Inserting page numbers

- To insert automatic page numbering, click the **Insert** tab and then click **Page Number**.
 - From the menus, choose where to insert page numbering (*top or bottom of page*).
 - Then choose what you want your page numbering to look like (*simple, page x, page x of y* etc).
- Depending on your choice, automatic page numbers will appear in the header or footer of every page.

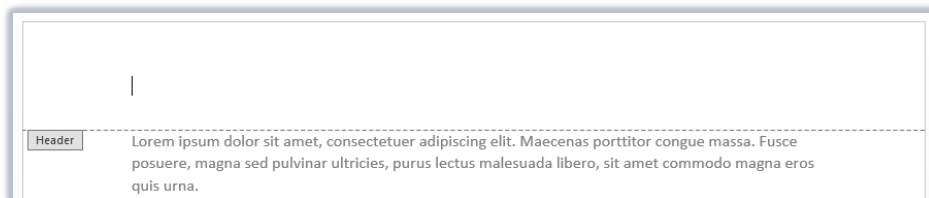


- To close *Header and Footer* view, double-click elsewhere on the page.

Editing headers and footers

Need to include your student number at the top or bottom of every page? Add it to the header or footer.

1. To open the header or footer, double-click at the top or bottom of a page.



2. Type the text you want to appear on every page, eg your *course code* or *student number*, then close the header or footer again by double-clicking elsewhere on the page.

Checking word count

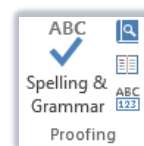
1. Have you been set a word limit? Keep an eye on your word count on the status bar (bottom left).

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Checking spelling and grammar

1. Save paper (and print credit) by proofing your document using Word.

- Click the **Review** tab.
- Then click **Spelling and Grammar**.



2. Work through the suggested errors, clicking **Add to Dictionary**, **Change** or **Ignore** as you do so.

Printing a document

1. To print your essay, click the **File** tab and then click **Print**.
2. When you are happy with your settings, select a print queue (click **Printer** for options), and click **Print**.

Converting a document to PDF

If you are asked to submit your essay as a PDF, you can save a copy using Word.

1. Click the **File** tab, then click **Save As**.
2. Click **Browse** to your University **UserID** drive (**H:**).
3. Change the **Save as type** to PDF (*.pdf) and click **Save**.

File name: Lorem ipsum dolor sit amet.pdf
Save as type: PDF (*.pdf)

Further information and help

- For essay formatting requirements, eg margins and line spacing, please check with your School.
- For help using Word click **File** and the **question mark** (top right) or press **F1**. Search for keywords, eg *page number*.
- You can find detailed [user guides and video tutorials online](#).



You can also use MyIT to log calls with [the University's IT Service Desk](#)