

# MS Word – Getting started

Use this quick guide to help you to create and format documents. You can use Microsoft 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.

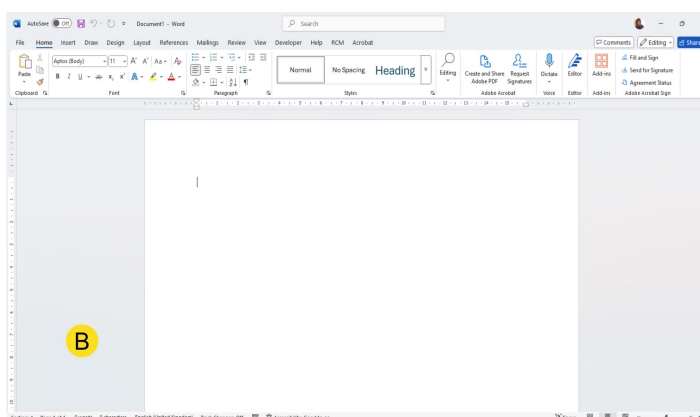
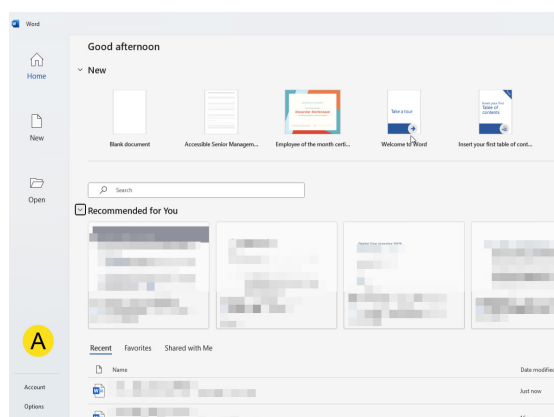
## Opening Word

- **On a classroom PC** – Double-click the Word shortcut on the desktop.
- **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. a start screen from which you can choose a template or existing document
  - B. a blank document.

**Note:** you can set this behaviour by going to **File > Options > General > Start up options** and selecting/deselecting **Show the Start screen when this application starts**

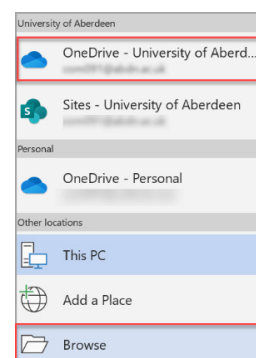


## Saving a document

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. Navigate to the folder where you want to save the file
3. Enter a file name and click **Save**



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](#)

Once you have named and saved the file, you can click the **Save** icon on the **Quick Access Toolbar** (top left) to save further changes.

## Resizing page margins

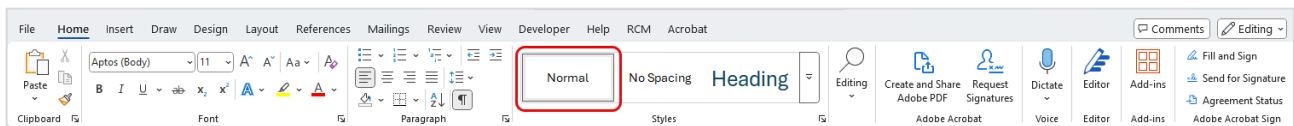
You can resize your page margins if required – some Schools may specify a size.

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



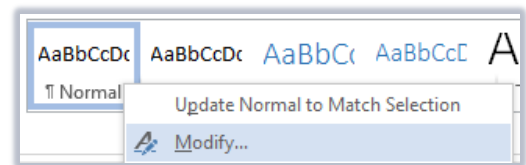
## Changing default font and line spacing

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.

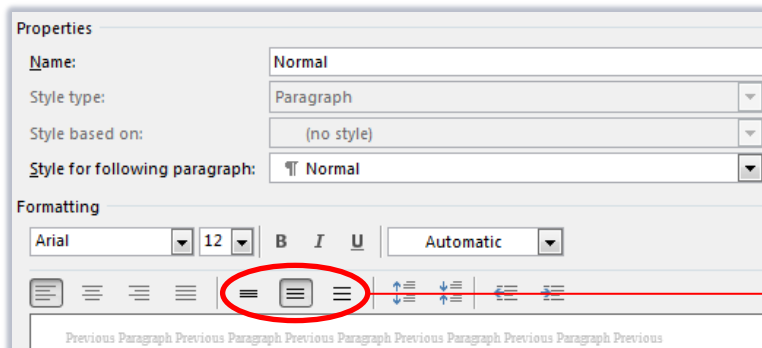


1. To change the formatting of *Normal*:

- 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 document.

## Formatting headings

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

1. Click on a heading in your document.

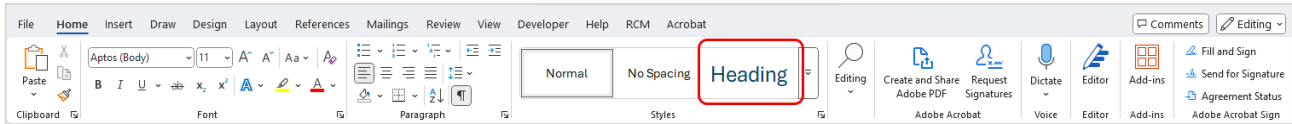
- You don't need to select the text, as long as your cursor is flashing within the paragraph.

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 document.
- **Heading 2** Optional, for any subheadings in your document.
- **Heading 3** Optional, for any sub-subheadings in your document.

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

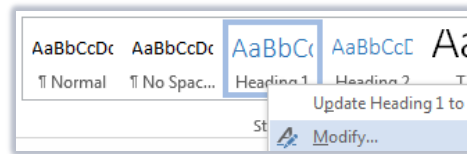


4. Repeat this process for any other headings in your document.

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

5. To change the default formatting of a heading, right-click on its style in the **Styles** gallery and click **Modify...**

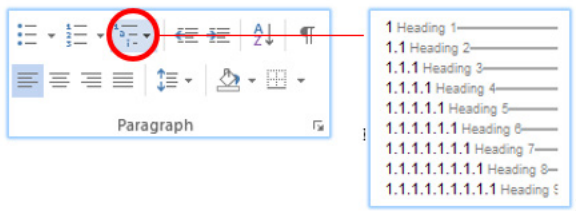
– Make your formatting changes, eg *font colour*.



**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 document.

## Numbering headings

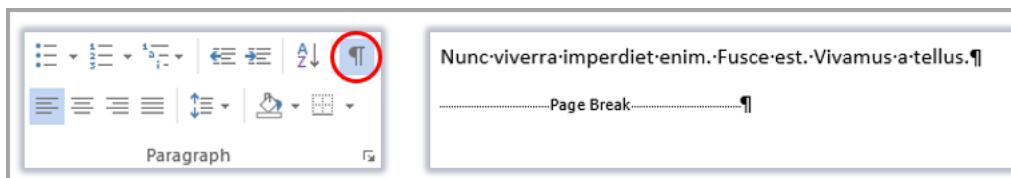
1. If you want to number your headings, first apply *Heading* styles (see **Formatting headings – page 2**).
2. Click **Home**, then **Multilevel list**.
3. Choose an option that includes *Heading* styles.



## Starting a new page

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

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



## Inserting page numbers

1. To insert automatic page numbering, click the **Insert** tab and then click **Page Number** (in the Header & Footer group).
  - 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).



- Automatic page numbers will appear in the header or footer of every page (depending on your choice).

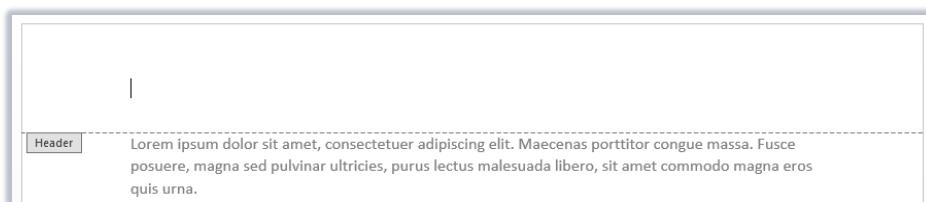


- To close *Header and Footer* view, double-click elsewhere on the page.

## Editing headers and footers

Need to include additional information at the top or bottom of every page? Add it to the header or footer.

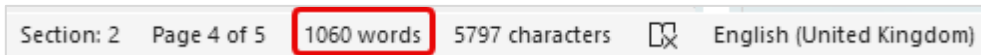
- To open the header or footer, **double-click** at the top or bottom of a page.



- Type the text you want to appear on every page then close the header or footer again by double-clicking elsewhere on the page.

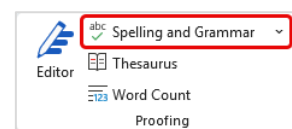
## Checking the word count

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



## Checking spelling and grammar

- Save paper (and print credit) by proofing your document using Word.
  - Click the **Review** tab.
  - Then click **Spelling and Grammar**.
- Work through the suggested errors, clicking **Add to Dictionary**, **Change** or **Ignore** as you do so.



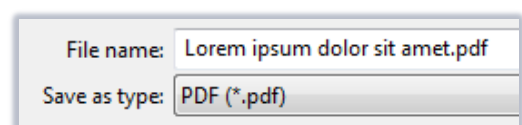
## Printing a document

- To print your document, click the **File** tab and then click **Print**.
- 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 document as a PDF, you can save a copy using Word.

- Click the **File** tab, then click **Save As**.
- Choose the location to save your file.
- Change the **Save as type** to PDF (\*.pdf) and click **Save**.



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## Further information and help

- For help using Word, click **File** and the **question mark** (top right) or press **F1**. Search for keywords, eg *page number*.
- If you want to learn about any Microsoft product in more detail you can use [Microsoft 365 help and learning](#) for tutorials, videos and helpful hints
- You can also use MyIT to log calls with [the University's IT Service Desk](#)

