

# Microsoft Word Tutorial Reference Guide

This document is intended to be a supplemental aid to the Word Tutorial videos and be a quick reference to come back to. Click on the quick links below to go the desired topic. It is highly recommended that this document is not the sole tutorial that is used, as the vides will provide a more comprehensive visual aid.

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**Applying a Style:**

Highlight the text, then go to the **Styles group** in the **Home** tab and select the desired style. This method can be used to apply styles to headings and other text. To preview a style, highlight the text then hover the cursor over the style. The style will be temporarily applied to the highlighted text until the cursor is moved.

**Add a Page Break:**

After adding text, click **<Enter>** to start a new line. In the **Insert** tab under *Pages*, select **Page Break**. This can also be achieved by pressing **<Ctrl>** and **<Enter>** simultaneously.

**Adding a Section Break:**

After adding text, click **<Enter>** to start a new line. In the **Page Layout** tab under **Page Setup**, select the **Breaks** dropdown menu and choose **Next Page**. This action creates a section break on the next page, and formatting for the next section can be done independently from previous sections. Adding a next page section break automatically adds a page break. It is essential to add a next page section break when changing page number formatting within a document.

**Deleting a Break:**

Place the cursor after the last word before the break, then press the **<Delete>** key.

**Adding Page Numbers to a Document:**

In the **Header & Footer** group of the **Insert** tab, select the **Page Number** drop down menu and select **Top of Page > Plain Number 3**. This will place Arabic numbers in the top right-hand corner of every page starting at 1 on the first page of the document.

**Adding Roman Numerals to a Section:**

**Double click** the header of the first page of the section to select it. This causes the **Header & Footer Tools** tab to open. **Right-click** on the number and click **Format Page Numbers**. In the window that opens, use the **Number Format** drop down menu to select Roman numerals. Make sure 'Include Chapter Numbers' is **unchecked**, select **'Start at:'** and type **i** in the **'Start at:'** box.

**Removing Number from the Title Page:**

**Double click** on the title page header. In the **Header & Footer Tools** tab under **Options**, check the box next to **Different First Page**. This will leave the header blank on the first page only. Different first page will apply to any first page of a section, making it important to ensure other page numbers are still visible on their respective first pages.

**Adding Text Next to Numbers:**

**Double click** the header and type next to the number. In headers with right aligned page numbers, text will automatically appear to the left of the number such that the number is always right aligned. Changes to one header will appear on every page, regardless of section breaks, except for the first page if the **Different First Page** box is checked.

**Inserting a Caption:**

Under the **Captions** group of the **References** tab, click the **Insert Caption** button. In the resultant pop-up menu, type out the caption in the textbox, and change the caption style to either **Figure or Table**. Figure captions go **below** the figure and table captions go **above** the table. If the whole caption does not fit in the textbox, hit enter to create the caption, then click on the end of the caption to continue writing.

**Inserting a Table of Contents:**

In the **References** tab under **Table of Contents** select **Table of Contents > Automatic Table 2**.

**Inserting a Table of Figures or List of Tables:**

In the **Captions** group of the **References** tab select **Insert Table of Figures**. Make sure the following boxes are **checked**: Show Page Numbers, Right Align Page Numbers, Include Label and Number. To create a Table of Figures, select **Figure** from the **Caption Label** drop down menu. For a List of Tables, select **Table** instead.

**Creating a New Equation:**

In the **Symbols** group of **Insert** tab, select the **Equation** drop-down menu and select **Insert new Equation**. Type the equation in the box that appears. This can also be completed by pressing the **<Alt>** and **<=>** keys simultaneously. Helpful equations have been provided in Table 1 below, where the commands in the left column produce the results in the right.

*Table 1: Helpful Microsoft Word Equation Commands*

Command	Result
<code>\sqrt</code>	$\sqrt{\quad}$
<code>\degree</code>	$\circ$
<code>\lowercase Greek letter</code>	$\alpha \beta \delta \sigma \mu \lambda \rho \phi$
<code>\uppercase Greek letter</code>	$A B \Delta \Sigma M \Lambda P \Phi$
<code>^</code>	$e^7$
<code>-</code>	$H_2O$
<code>+-</code>	$\pm$
<code>-&gt;</code>	$\rightarrow$
<code>\therefore</code>	$\therefore$

**Adding Sources to the Source Manager:**

In the **References** tab under **Citations and Bibliography** select **Insert Citation > Add New Source** to immediately add a citation to the document or click **Manage Sources > New** to store the citation for later use. In the new window, select the type of source in the drop-down menu and fill in as much information as possible. Select OK to add to the current list of sources.

**Adding Citations to Text:**

Place the cursor in the text where the citation needs to be placed. In the **References** tab under **Citations and Bibliography** select **Insert Citation**, then select the citation from the **drop-down menu**. Sources must be in the **Source Manager** to be in the drop-down menu.

**Adding a List of References to a Document:**

In the **References** tab under **Citations and Bibliography** select **Bibliography > References**. This will automatically insert a list of References into the document.

**Adding a Cross Reference:**

Place the cursor in the desired location for the cross reference. In the **Captions** group of the **References** tab, click **Cross-reference**. In the window under **Reference type** select the item type (usually either table or figure) and change **Insert Reference** to **Only Label or Number**. Select **OK** and the reference will be placed.