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 to the desired topic. It is highly recommended that this document is not the sole tutorial that is used, as the videos will provide a more comprehensive visual aid.

DIRECTORY

Adding a Table Page .................................................................................................................. 2
Applying a Style .......................................................................................................................... 2
Add a Page Break .......................................................................................................................... 2
Adding a Section Break .............................................................................................................. 2
Deleting a Break .......................................................................................................................... 2
Inserting a Table of Contents .................................................................................................... 3
Inserting a Table of Figures or List of Tables ........................................................................... 3
Adding Page Numbers to a Document ...................................................................................... 3
Adding Roman Numerals to a Section ...................................................................................... 3
Removing Number from the Title Page ..................................................................................... 4
Adding Text Next to Page Numbers .......................................................................................... 4
Creating a New Equation ......................................................................................................... 4
Adding Sources to the Source Manager .................................................................................... 4
Adding Citations to Text .......................................................................................................... 5
Adding a List of References to a Document ................................................................................ 5
Inserting a Caption .................................................................................................................... 5
Adding a Cross Reference ......................................................................................................... 5
Adding a Table Page

Go to the Insert tab and click the Cover Page drop-down menu, as seen in Figure 1. Select a simple design from the drop-down menu.

![Figure 1: Pages group in the Insert tab with the Cover Page drop-down menu button circled](image1)

Applying a Style

Highlight the text, then in the Home tab go to the Styles group, as seen in Figure 2, 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.

![Figure 2: Styles group in the Home tab](image2)

Add a Page Break

After adding text, click <Enter> to start a new line. In the Insert tab in the Pages group, 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 Layout tab in the Page Setup group, select the Breaks dropdown menu, as seen in Figure 3, and choose Next Page in the Section Breaks menu. 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.

![Figure 3: Page Setup group in the Layout tab with Breaks dropdown menu circled](image3)

Deleting a Break

Place the cursor after the last word before the break, then press the <Delete> key.
Inserting a Table of Contents
In the References tab in the Table of Contents group select Table of Contents > Automatic Table 2.

Inserting a Table of Figures or List of Tables
Place the cursor where the table needs to be placed, then in the References tab in the Captions group select Insert Table of Figures as seen in Figure 4. 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.

Adding Page Numbers to a Document
In the Insert tab in the Header & Footer group, 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 (top inch area of page) of the first page of the section to select it. This causes the Header & Footer Tools tab to open. Select the Page Number drop down menu and select Format Page Numbers. In the window that opens, as seen in Figure 5, 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, then click the OK box to apply the formatting. Refer to the Adding a Section Break section above when using more than one type of Number Format within the same document.

Figure 4: Captions group in the References tab with Insert Table of Figures button circled

Figure 5: Page Number Format window with Roman numerals selected in the Number format menu
Removing Number from the Title Page

Double click on the title page header. In the Header & Footer tab in the Options group, 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 section pages.

Adding Text Next to Page 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.

Creating a New Equation

Place the cursor where the equation needs to be placed, then in the Insert tab in the Symbols group, select the Equation drop-down menu and select Insert new Equation. Type the equation in the box that appears, then press enter. 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. To insert an equation number type “#(E)” after your equation where E is the desired equation number.

### Table 1: Helpful Microsoft Word Equation Commands

<table>
<thead>
<tr>
<th>Command</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>\sqrt</td>
<td>\sqrt</td>
</tr>
<tr>
<td>\degree</td>
<td>°</td>
</tr>
<tr>
<td>\lowercase Greek letter</td>
<td>𝛼 β δ σ μ λ ρ φ</td>
</tr>
<tr>
<td>\uppercase Greek letter</td>
<td>Α Β Δ Σ Μ Λ Ρ Φ</td>
</tr>
<tr>
<td>e^7</td>
<td>e^7</td>
</tr>
<tr>
<td>H_2 O</td>
<td>H_2 O</td>
</tr>
<tr>
<td>+</td>
<td>±</td>
</tr>
<tr>
<td>-&gt;</td>
<td>→</td>
</tr>
<tr>
<td>\therefore</td>
<td>\therefore</td>
</tr>
</tbody>
</table>

\[ \sigma = E\varepsilon (1) \]

Adding Sources to the Source Manager

In the References tab in the Citations and Bibliography group make sure the Style is set to IEEE as seen in Figure 6.

Select Insert Citation > Add New Source to add a citation to the document where the cursor is placed or click Manage Sources > New to store a 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 in the Citations and Bibliography group 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
Place the cursor where the references list needs to be placed, then in the References tab in the Citations and Bibliography group select Bibliography > References. This will automatically insert a list of References into the document.

Inserting a Caption
In the References tab in the Captions group 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.

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