

Quick Essay Tips in Microsoft® Word 2007

Always check your department's regulations regarding page layout, eg font size and typeface, line spacing, footnotes, etc.

FONT SIZE AND STYLE

To modify, select the text, click the **Home** tab, then select the size or font in the **Font** group.

Alternatively, use the mini toolbar. Select the text, point at the "faded" toolbar then click the command.



LINE SPACING

To change, select the text, click the **Home** tab. In the **Paragraph** group, click the **Line spacing** button and choose the option.



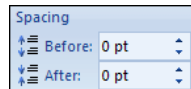
ENTER KEY

Do NOT press the [Enter] key at the end of every line - only press it when you need to start a new paragraph.

PARAGRAPH SPACING

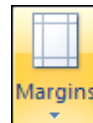
Do not use the [Enter] key to create white space between paragraphs. Click in the paragraph, and select the **Page Layout** tab.

In the **Paragraph** group, enter values in the **Before:** and **After:** Spacing boxes.



MARGINS

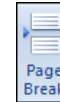
To adjust the margins, click the **Page Layout** tab. In the **Page Setup** group, click the **Margins** button.



(For Header and Footer margins, click **Custom Margins**, then **Layout** tab.)

PAGE BREAKS

Do not press the [Enter] key repeatedly to create a page break. Position the cursor, then select the **Insert** tab, **Pages** group, **Page Break**.



PAGE NUMBERS

Click the **Insert** tab. In the **Header & Footer** group, click **Page Number**, choose an option (eg Bottom of Page) and then choose a design.

Click **Close Header & Footer** button to return to document.

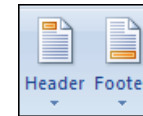


HEADERS AND FOOTERS

Use Headers and Footers to add text, which needs repeating on every page, eg the document title, date, or page numbers.

Click the **Insert** tab and choose the **Header & Footer** group.

Click the appropriate button, select a design and then add the relevant text. (To change an existing header or footer, click on **Edit** button at the foot of the menu.)



FOOTNOTES/ENDNOTES

Footnotes and endnotes provide references for text within a document. In the text, click where the note reference mark is to go, then on the **References** tab, **Footnotes** group, click **Insert Footnote** (or Insert Endnote). Type the note text at the flashing insertion point, and then click back in the document to continue typing.

To remove a footnote, select the note in the body of the text and press **Delete**.

STYLES

Used logically, styles give a document structure and save you time. Use "heading" styles for the headings in your document (eg **Heading 1** style for the most important heading, **Heading 2** for sub headings, etc) and "normal" for the body text.


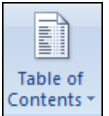
To apply a style from the Quick Style gallery, select the text, click the **Home** tab, then in the **Styles** group "hover" the mouse pointer over a style to see the effect. To apply the style, click it with the mouse. (To see more style options click the **More**  button).



TABLE OF CONTENTS

A TOC is quickly created from heading styles. Position the cursor, then click the **References** tab.

In the **Table of Contents** group, click on **Table of Contents**, then choose from the list.



BULLETS & NUMBERING

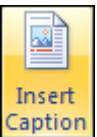
When creating lists, use the bullets and numbering facility. Select the paragraph(s) then click the **Home** tab. In the **Paragraph** group, click the **Bullets**  icon, or the **Numbering**  icon.

(To remove a bullet, click in the paragraph, then click the icon again.)

CAPTIONS

Use Word's caption facility to add a label or figure number to diagrams, tables, figures, etc.

Select the item, then click the **References** tab, **Captions** group. Select the **Insert Caption** icon. Choose an option from the label list, or click on the **New Label** button and type an alternative name.



CITATION AND REFERENCING

In general, the University of Bradford uses the Harvard reference style. Full information on this and other Bibliographic Referencing systems is available at:

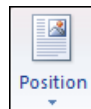
<http://www.brad.ac.uk/library/elecinfo/cite.php>

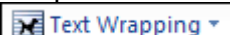
IMAGES

To insert an image, select the **Insert tab, Illustrations group**. Click the **Picture** icon to insert an image from file.



To position, click the image, then on the **Picture Tools tab**, select the **Position icon**. Hover the mouse over the options to see the effect, then click to apply.



More advanced layout options are available on the Text Wrapping  button.


To add Alternate (ALT) text, or resize an image, right click and choose the **Size** option.

To add a border, select the image, and click the **Picture Tools tab**. Click on **Picture Border**



and choose from the list.

INDENTED TEXT

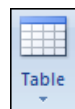
Do not indent text with the space bar. On the **Home tab, Paragraph Group**, click the **Increase Indent** button  to indent a complete paragraph.

To indent just the first line, select the paragraph, and then drag the **First Line Indent** on the ruler.



TABLES

To create, on the **Insert tab, Tables group**, click the **Table** icon. Drag over the grid to select cells, or click on **Quick Tables** and choose from the list.



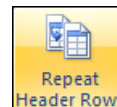
When you click in a table, many options become available on the **Table Tools tab**, in either the **Layout** or **Design group**.

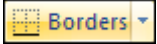
To prevent a row from breaking across a page, click **Properties** in the **Layout group**.



Choose the **Row tab**, and deselect the **Allow row to break across pages** option.

To have the header row repeated at the top of each page (in tables which span more than one page), select the header row, select the **Layout tab, Data group**, and click **Repeat Header Rows**.



To add colour or borders, select the table, and click the **Design group**. Choose a table style, or click the Borders  arrow and choose from the list.

TABS

Instead of using a table, you can use tab stops to line up small columns of text. Select the paragraph, and then click the **Home tab**. Click the arrow in the bottom right corner of the **Paragraph group**, then select the **Tabs** button.

Enter the measurement under Tab Stop Position, choose an alignment, and if required a leader and then click **Set**. Repeat for additional tab stops. In the document, press the Tab key to move to the new tab stop.

BORDERS



To add a border to text, select the item, and then click the **Home tab**. In the **Paragraph group**, click the **Borders and Shading** icon, and select an option from the list.



MULTILEVEL LISTS

To show list items at different levels, select the **Home tab, Paragraph group** and click the **Multilevel List** button.



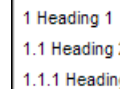
Select a style from the List Gallery, and then type the items. To change the levels, click the **Increase Indent**  or **Decrease Indent**  icons in the same group.

NUMBERED HEADINGS

To create numbered headings automatically, select the **Home tab, Paragraph group** and click the **Multilevel List** button.



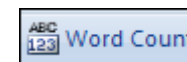
Select a style in the List Library.



Type the first heading text, then press **Enter**. When you want the next numbered heading, click the relevant style on the **Home tab, Styles group** (eg for a sub-heading click Heading 2.)

WORD COUNT

On the **Review tab, Proofing group**, select **Word Count**.

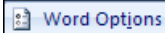


Be sure to check the **Include textboxes, footnotes and endnotes** option if your document contains these.


SPELLING AND GRAMMAR CHECKER

To check spelling and grammar automatically as you type, click the **Office Button**.



Click the **Word Options** button,  and then select **Proofing**. Ensure the **Check Spelling as you type** and **Check Grammar with spelling** options are both selected. Right click words underlined with red (spelling) or green (grammar) wavy lines, then choose the appropriate suggestion.

SHOW/HIDE ICON

Click on the Show/Hide  icon on the **Home tab, Paragraph group** to view non-printing characters such as spaces, paragraph marks, and tabs. These can often explain why text is out of alignment, or why there are unexplained spaces in the body of the document.