



Basic Formatting for Word Documents

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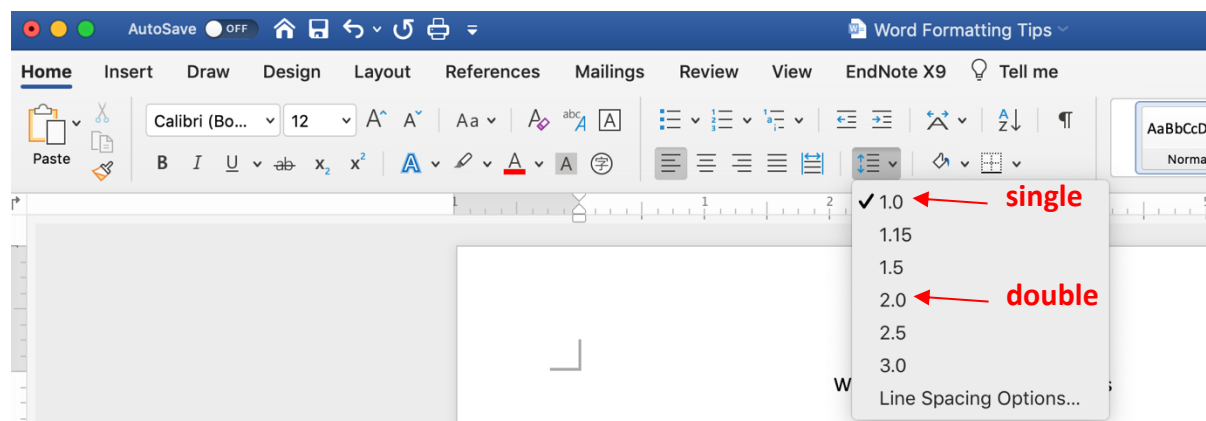
Basic Formatting for Word Documents

This document was created with screenshots from a Mac using MS Word for Mac 16.4. and screenshots from a PC using MS Word 365 for Windows. In most cases the formatting menus are similar on Mac and PC; when the differences are substantial, instructions and screenshots are provided for both systems.

NOTE: You can download and install MS Office by signing into <https://portal.office.com> with netid@duke.edu. Activate your office software by signing in with netid@duke.edu. Visit an IT office if you need help.

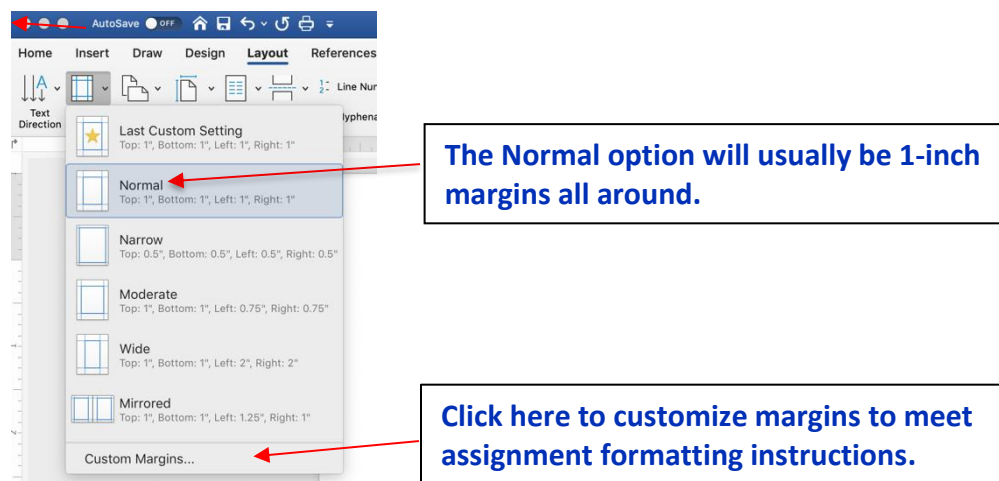
Line Spacing (Home > Paragraph Ribbon)

Adjust spacing based on document style (APA, MLA, Chicago, etc.) or assignment specifications.

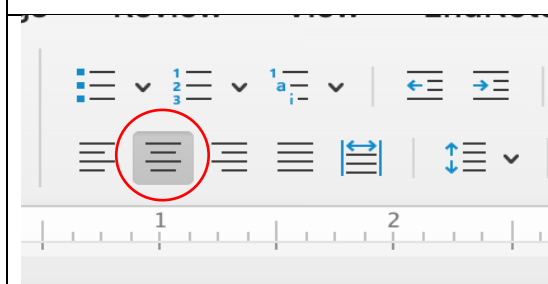
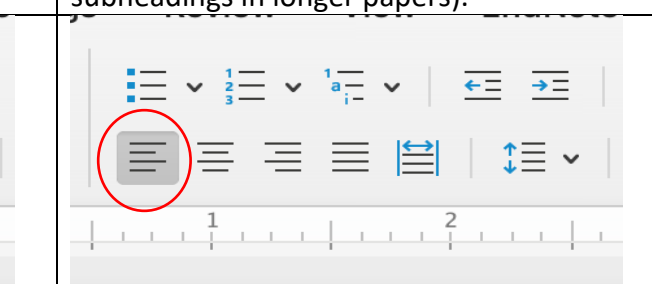


Margins (Layout > Margins)

Generally, use 1-inch margins on left, right, top, and bottom (1 inch $\cong$ 2.5cm).

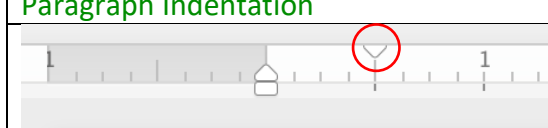
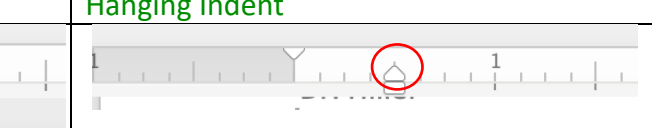
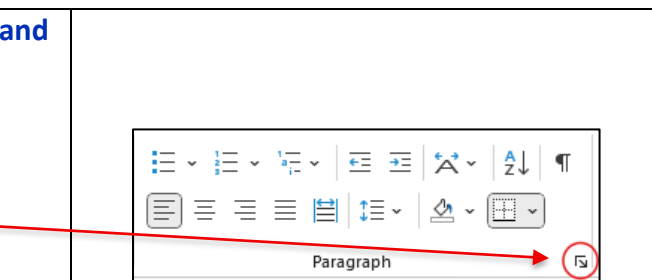


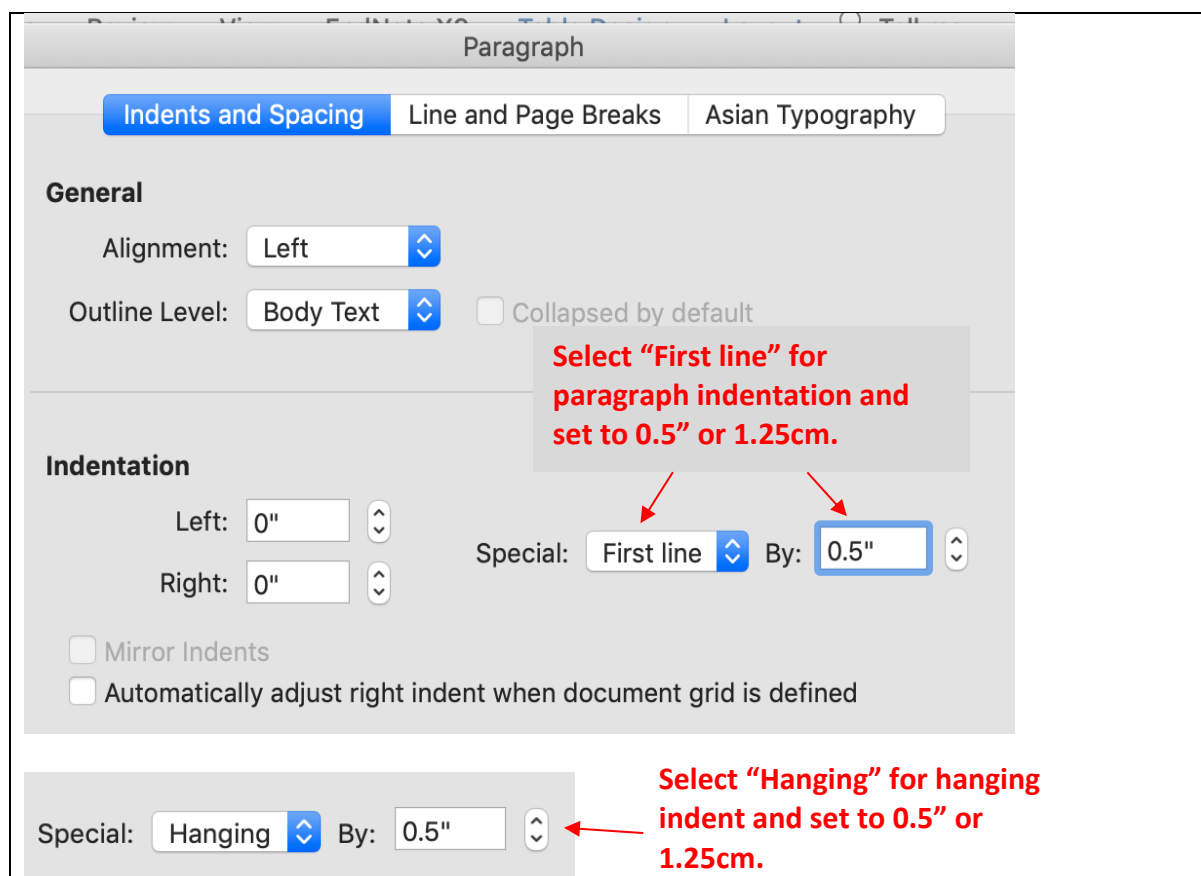
Alignment (Home > Paragraph Ribbon)

Use <i>center alignment</i> for your title.	Use <i>left alignment</i> for the rest of your paper (but check requirements for headings and subheadings in longer papers).
	

Indentation

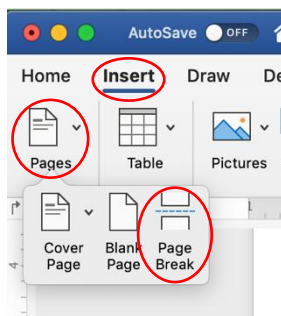
- **Paragraph (first line) indentation:** This is blank space at the beginning of the first line of each paragraph in your paper. The fastest way to create indentation is by pressing the **Tab key**, usually on the upper left of the keyboard. Correct tab spacing can be set using the menu as shown below.
- **Hanging indent:** Use in your APA-format reference list when the first line starts at the margin and following lines are indented.

Set with the ruler	
Paragraph Indentation	Hanging Indent
	
Put the cursor where you want the indentation in your text and then drag the <i>top</i> triangle 0.5 inch to the right for paragraph indentation.	Put the cursor on the first line where you want the hanging indent and then drag the <i>bottom</i> triangle (not the box below it) 0.5 inch to the right for hanging indent.
Set using menus	
For Mac: Format > Paragraph > Indents and Spacing to open Paragraph Settings window.	
For PC: Home > Paragraph Setting (Click this button to open Paragraph Settings window)	

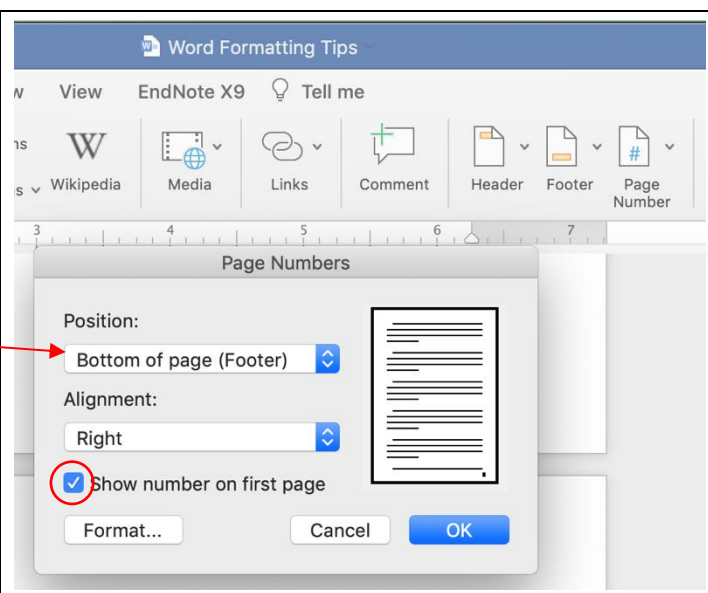


Page Breaks (Insert > Pages > Page Break)

Insert a page break at the end of your paper (after your conclusion) to ensure that your reference list begins on a new page.

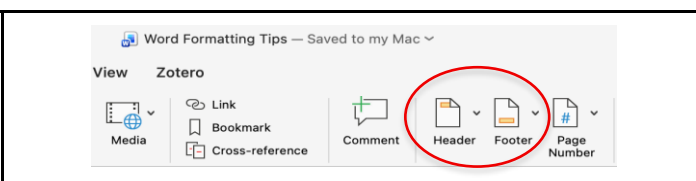
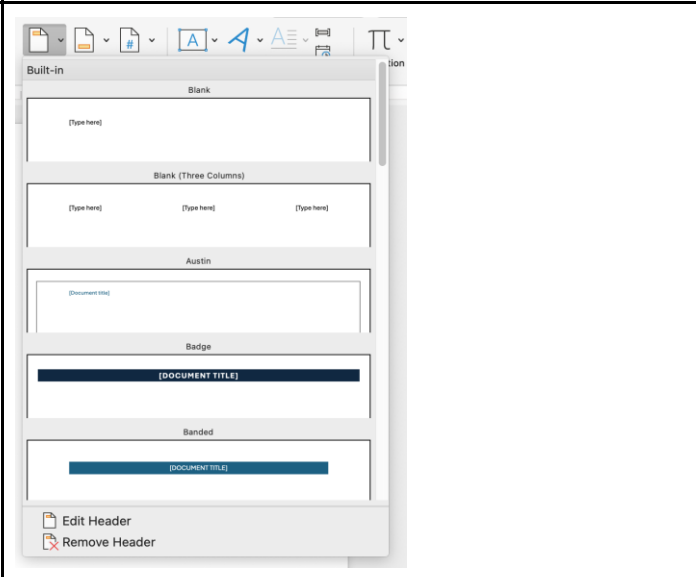


Page Numbers (Insert > Page number)

Select bottom or top of page and left, right, or center as specified in assignment instructions. Uncheck this box if you don't want a page number to appear on the first page (e.g., when you have a title page).	
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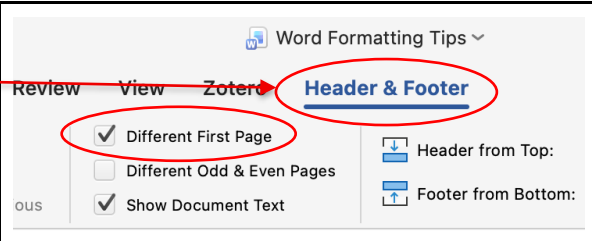
Headers and Footers (Insert > Header/Footer)

The header is the text that appears in the top margins on all pages. The footer appears in the bottom margins.

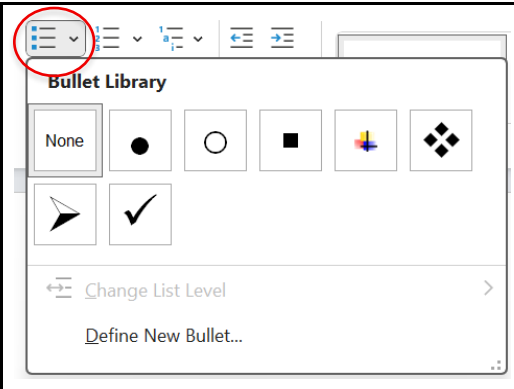
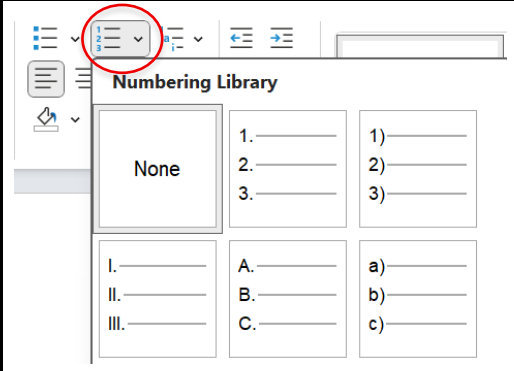
Click to add header and/or footer.	
Select type of header/footer from the options provided as specified in assignment instructions or citation style manual.	

Different First Page (Header & Footer > Different First Page)

- The *Header & Footer* tab only appears once a header and/or footer has been added. It can also be brought up by double-clicking the area where the header or footer would be.
- The most common different first page formats are:
 - Headers on all pages except the first
 - Page numbers on all pages except the first

Double-click in the header or footer area to bring up the options tab. Check this box if you want a different first page header/footer.	
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Bulleted and Numbered Lists (Home > Paragraph Ribbon)

Bulleted lists are for items that don't need to be in order. You can customize the style.	
Numbered lists are for steps or items that must go in sequence. You can choose between number and letter options.	

Making a list:

- Click on the line where you want the list to start.
- Click Bullet or Numbering (shown above)

3. Type your first item, then press Enter to add the next one.
4. Press Enter twice to end the list.

To turn existing text into a list:

1. Select the lines of text.
2. Click Bullet or Numbering.

To create a sub-point, press Tab at the start of a list item.

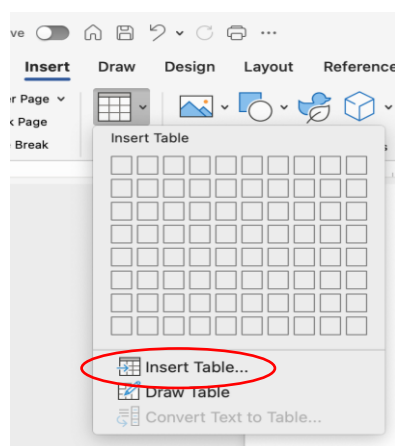
To move a sub-point back to a main point, press Shift + Tab.

- Main point
 - Sub-point 1
 - Sub-sub-point
 - Sub-point 2

Table Creation (Insert > Table)

Hover over the boxes to set the number of rows and columns.

Click on Insert Table to add more rows or columns than the default options.



Adjust the number of rows and columns as per your need.

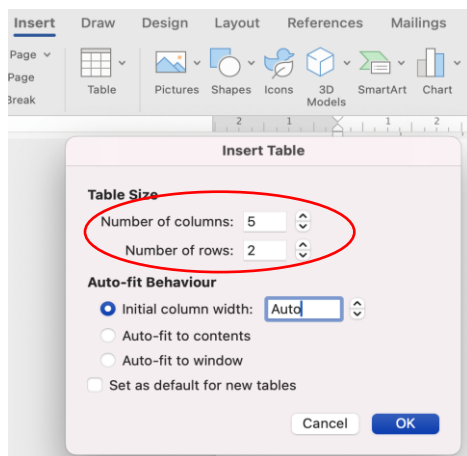
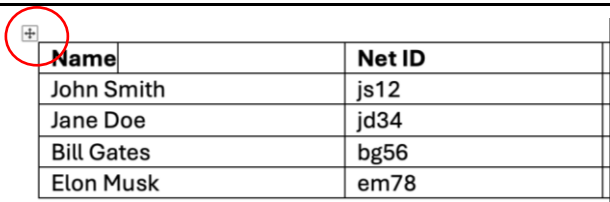
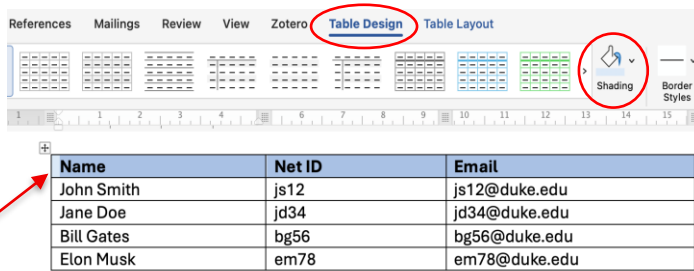


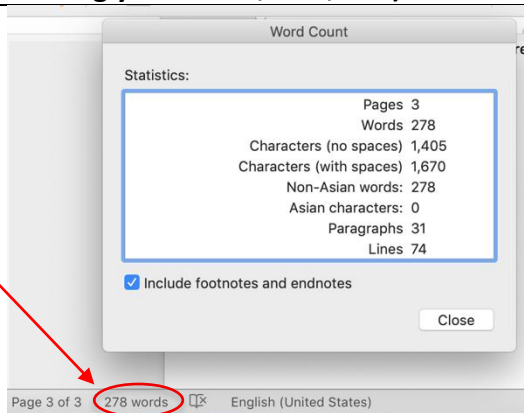
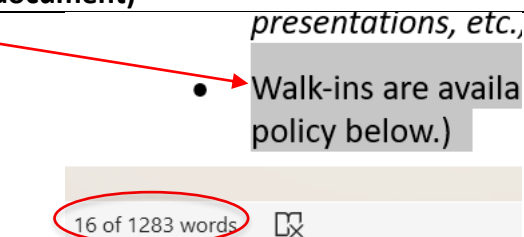
Table Styles (Select Table > Table Design)

You can quickly add a pre-set style to your table to make it more visually appealing.

Click the four-headed arrow to select the entire table.	
Click Table Design and choose one of the existing Word table pre-set styles. You can also select cells, rows, or columns to customize colors then click on Table Design and choose Shading to add a background color.	

Word Count (Status bar at the bottom left of Word window)

This allows you to view the number of words in an entire document or a selected part of the document.

Total word count (for the entire document, including your name, title, etc.)	
Document word count is shown on the bottom left of the window in the status bar. Click on the number of words in the status bar to see details.	
Selection word count (for specific parts of a document)	
Hold down the left mouse button to select text. The number of words in the selected text are shown in the status bar.	

Configure English Proofing Language (PC: File > Options > Language)(Mac: Tools > Language)

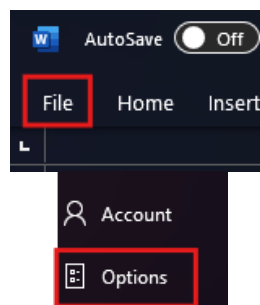
To access options related to proofing your documents, you may need to download the proofing tools first.

On a PC, first click on File at the top left of the ribbon.
Then click Options at the bottom of the list.

NOTE: There may be three dots at the bottom. Click this to see options.

On a Mac, click on Tools.

PC:



Click on the language option.

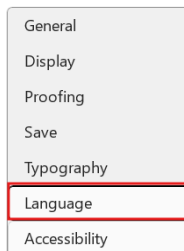
The bottom box of this option window shows the proofing languages.

If English isn't an option in your language list, select "Add a Language" and install the proofing tools.

If English is an option but it shows "Proofing available," click this text to install proofing tools.

PC:

Word Options

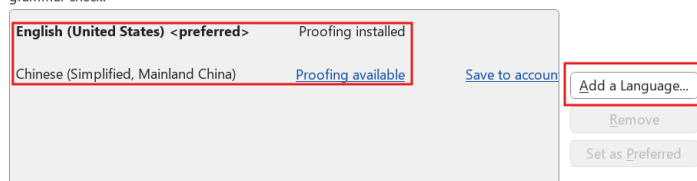


Mac:



Office authoring languages and proofing

Manage languages used for creating and editing documents, including proofing tools such as spelling and grammar check.



Change Proofing Language (Status bar > Language > select proofing language)

If your system language is not English, changing this setting will help to identify grammar, spelling, and mechanics issues that may need correction.

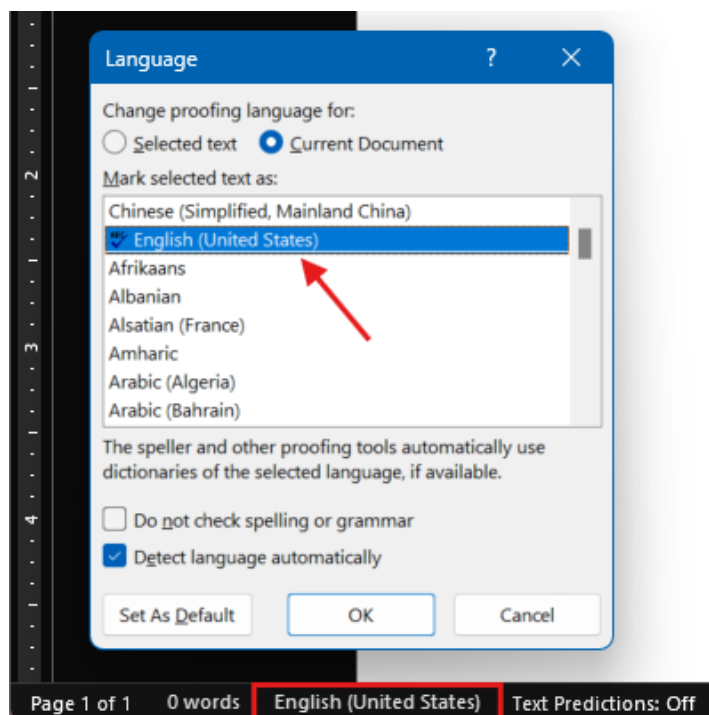
Right click the language at the bottom of the window in the status bar. Language options will appear in a new window.

Select English or a different language to enable proofing.

NOTE: See *Configuring English Proofing Language* above to ensure proofing tools for English are installed.

Select “Detect language automatically” if you want Word to automatically adjust the proofing language.

If you want to change Word’s proofing language for all documents, click the “Set As Default” button.



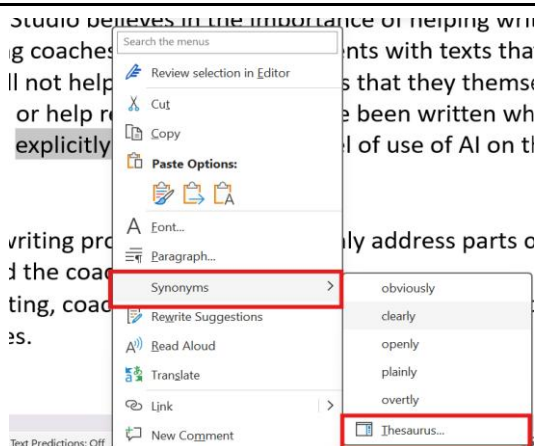
Synonyms (Right click word > Synonyms)

This gives you suggestions for words with similar meanings.

Right-click on the word you want synonyms for.

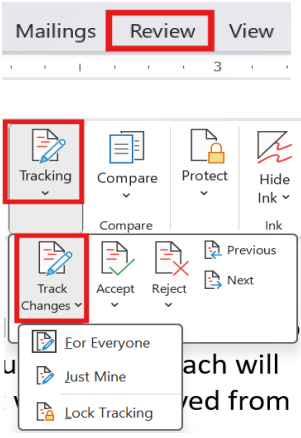
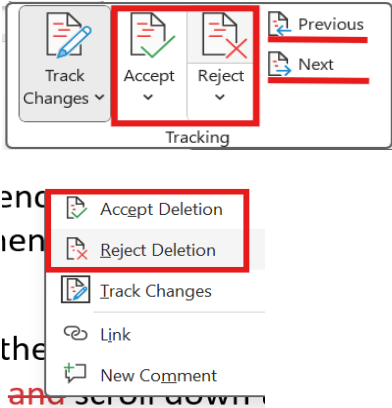
Choose “Synonyms” from the menu. A list of similar words will appear.

You can choose “Thesaurus” at the bottom of the list of synonyms to see more.



Track Changes (Review > Tracking > Track Changes)

This option allows any changes made in the document to be seen by you and others viewing the document. This feature is often helpful when working on a document with multiple team members. Additionally, professors may ask you to track changes in your documents to better understand how the writing developed.

Click Review on the toolbar. Click Tracking and then click the dropdown menu arrow to select Track Changes for everyone editing the document or only your changes.	
You can quickly view suggested changes in a document by selecting previous or next. After review, changes will need to be accepted or rejected by clicking the appropriate option. Alternatively, you can right-click on the change in the document and select accept or reject.	

For more details about the features mentioned here or information on other features, visit the Microsoft Support website at <https://support.microsoft.com/en-us>.