



CSU | Academic
Support Hub

CLEVELAND STATE UNIVERSITY

Microsoft Word Handbook

**Basic Microsoft Word Inquiries:
How-to Guide for Microsoft Word**



For more help and information on Microsoft PowerPoint, please stop by CSU's Academic Support Hub's drop-in software assistance.



For the most updated hours and Software Coaching location, please contact our office:

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A Brief Look at Microsoft Word:

Microsoft Word is a word processing program that allows users to type and save documents. Microsoft Word is equipped with many tools to help with the creation of documents. Some of the tools include:

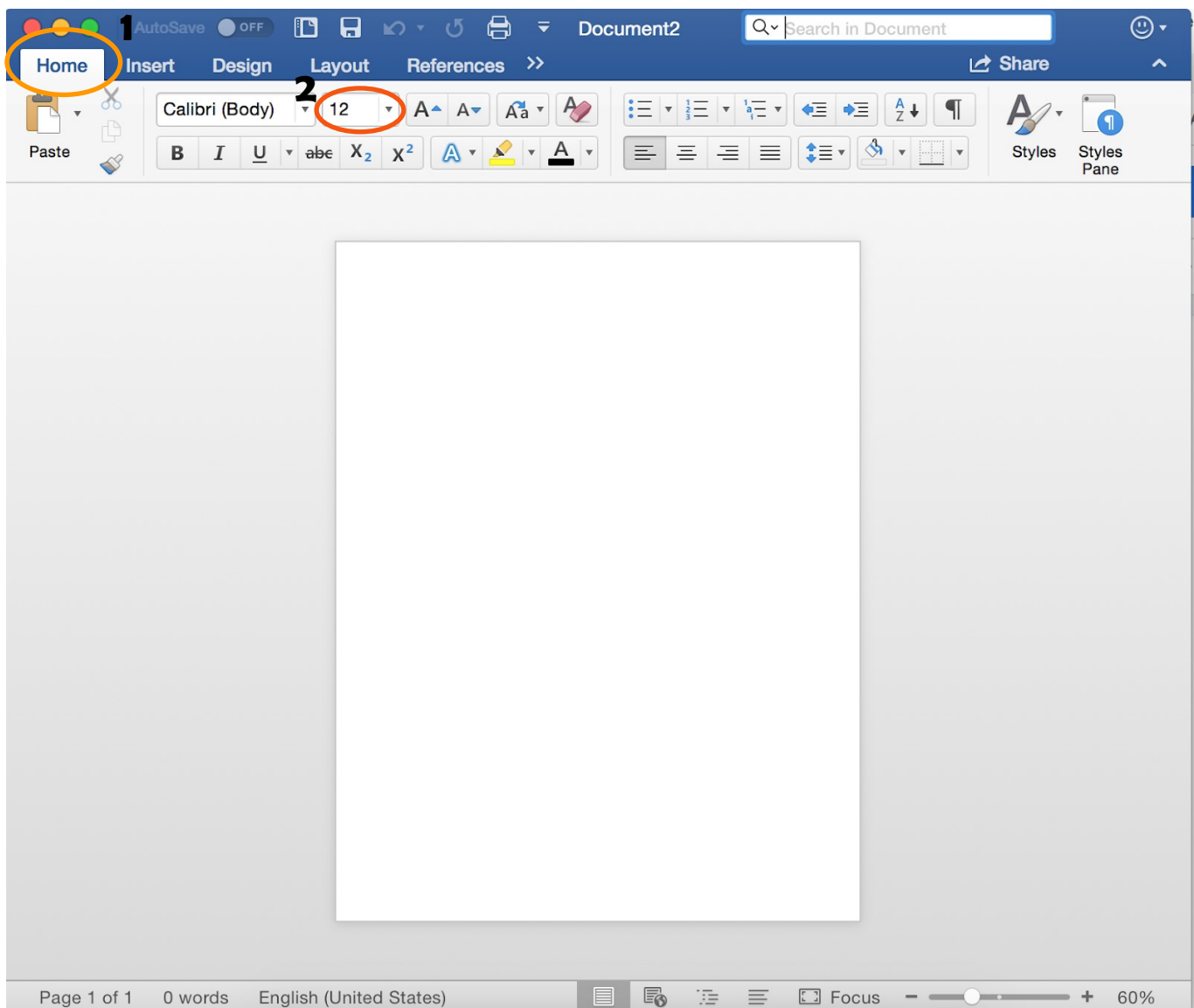
- Spelling and grammar checker
- Word count
- Speech recognition
- Ability to insert pictures in documents
- Special symbols and codes
- Ability to insert graphs and charts
- Create brochures and calendars
- Text-level features such as bold, underline, italic and strike-through
- Page-level features such as indentation, paragraphing and justification

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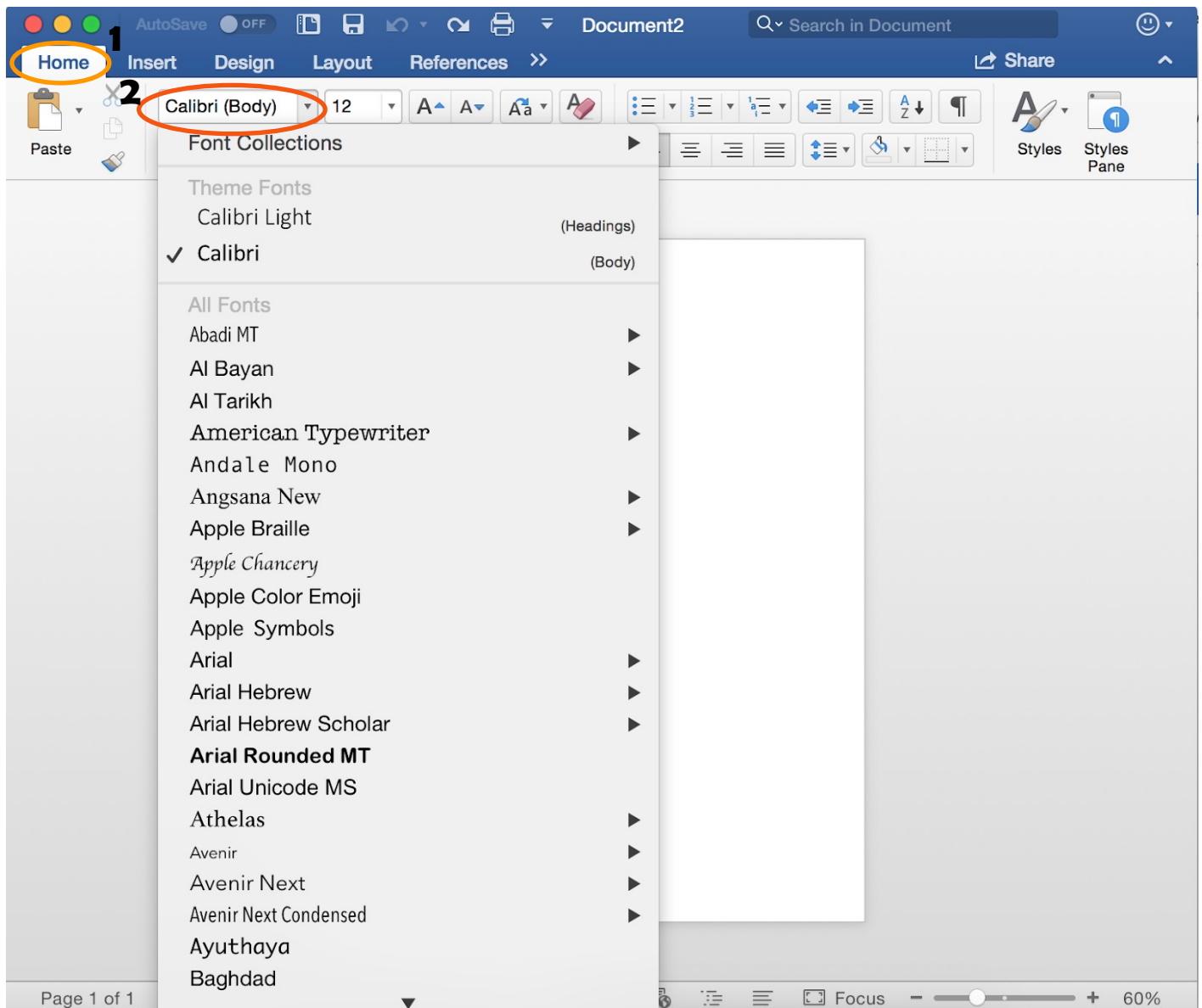
Text Font Size :

1. Go to the “Home” tab at the top of the Word document
2. Under the home tab will be a drop box with a number in it
3. Click the arrow to drop down the box and select the text size desired (standard for most academic papers is 12pt.)



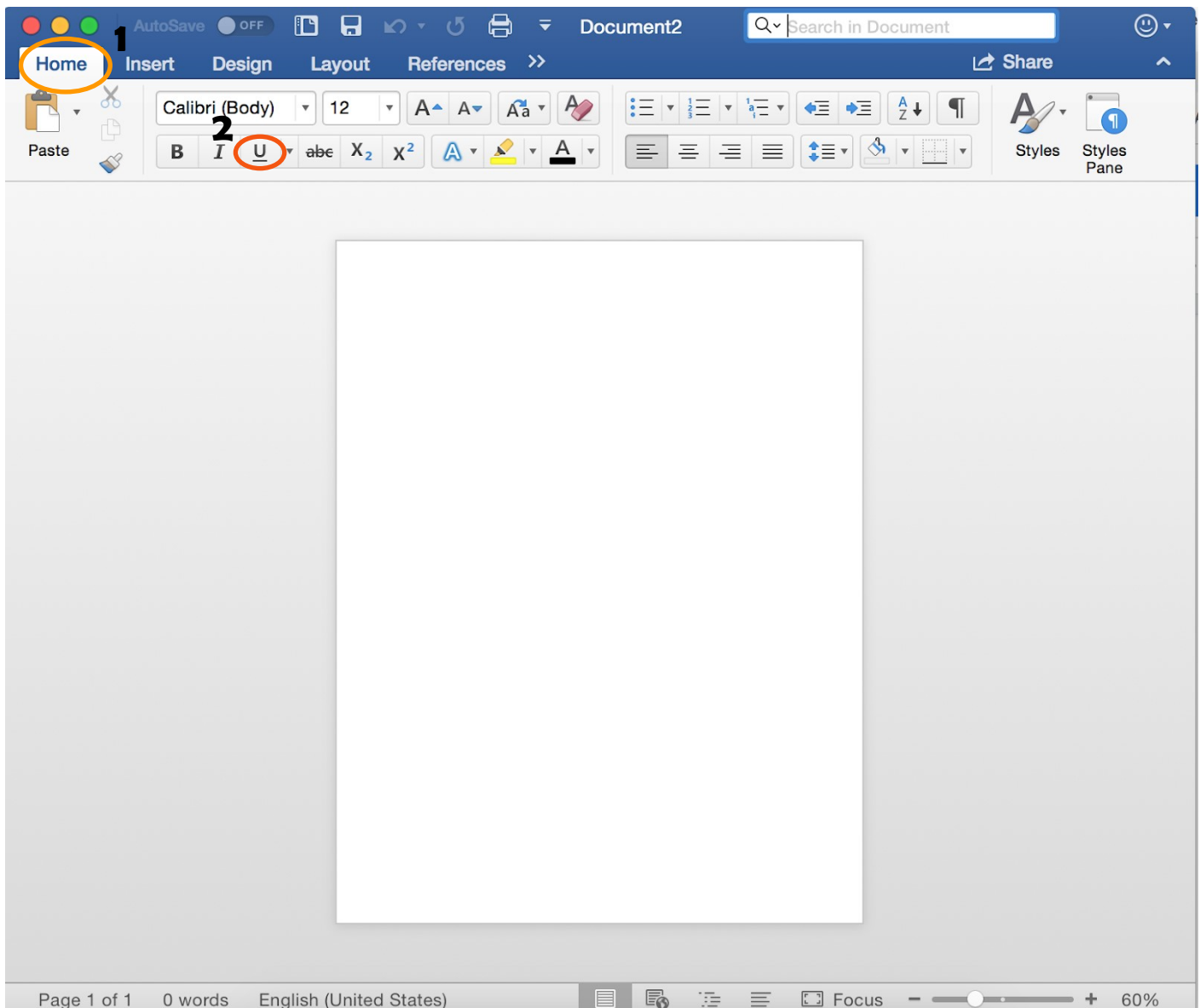
Text Font :

1. Go to the “Home” tab at the top of the Word document
2. Under the Home tab will be a drop down box for Font selection
3. Click on this box for font selections, choose the font desired (standard for most academic papers is Times New Roman)



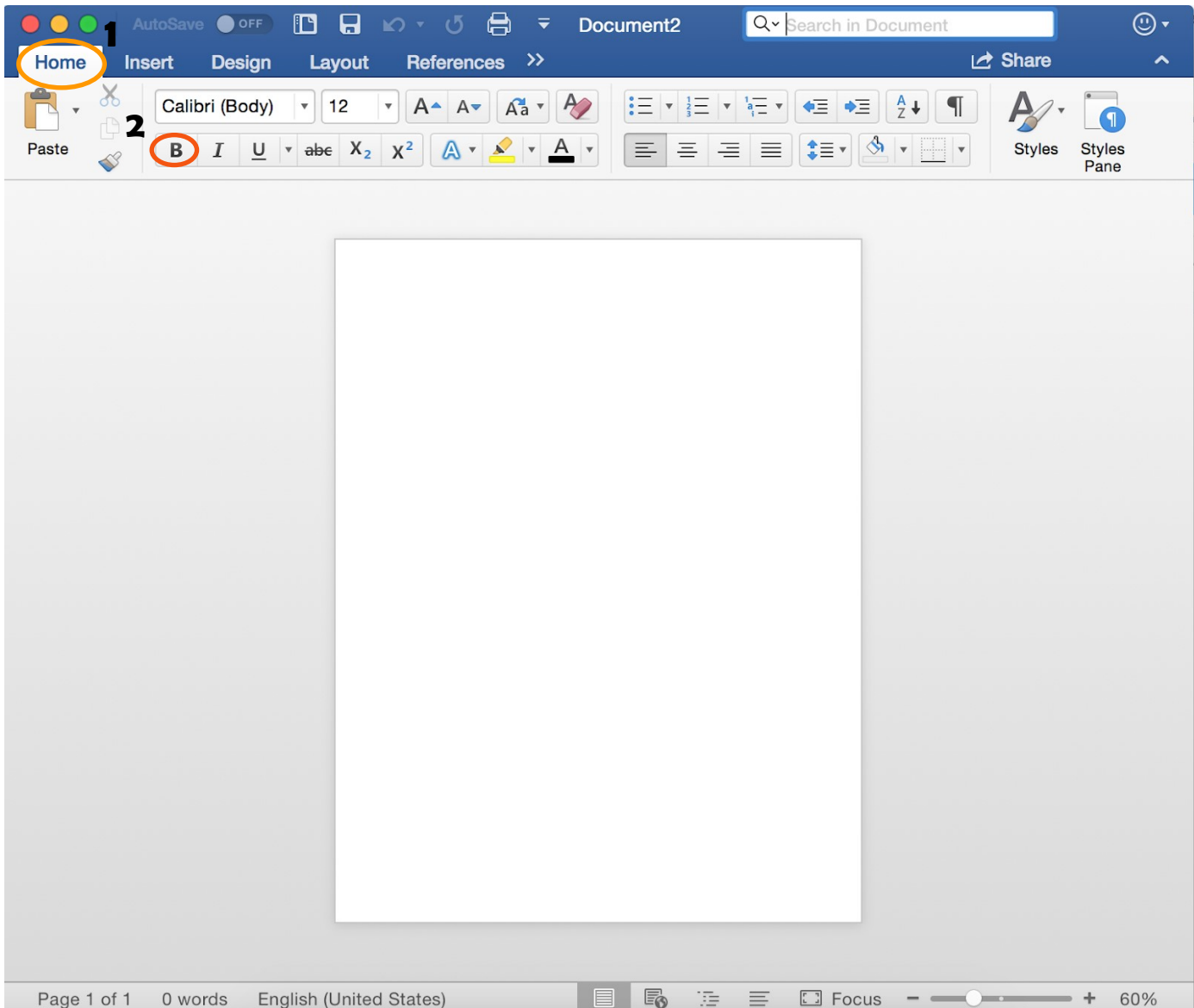
Underlining Text :

1. Go to the “Home” tab on the Word document
2. Under the “Home” tab will be a button with a U on it
3. Highlight text you wish to underline
4. Click this button to underline text in the document



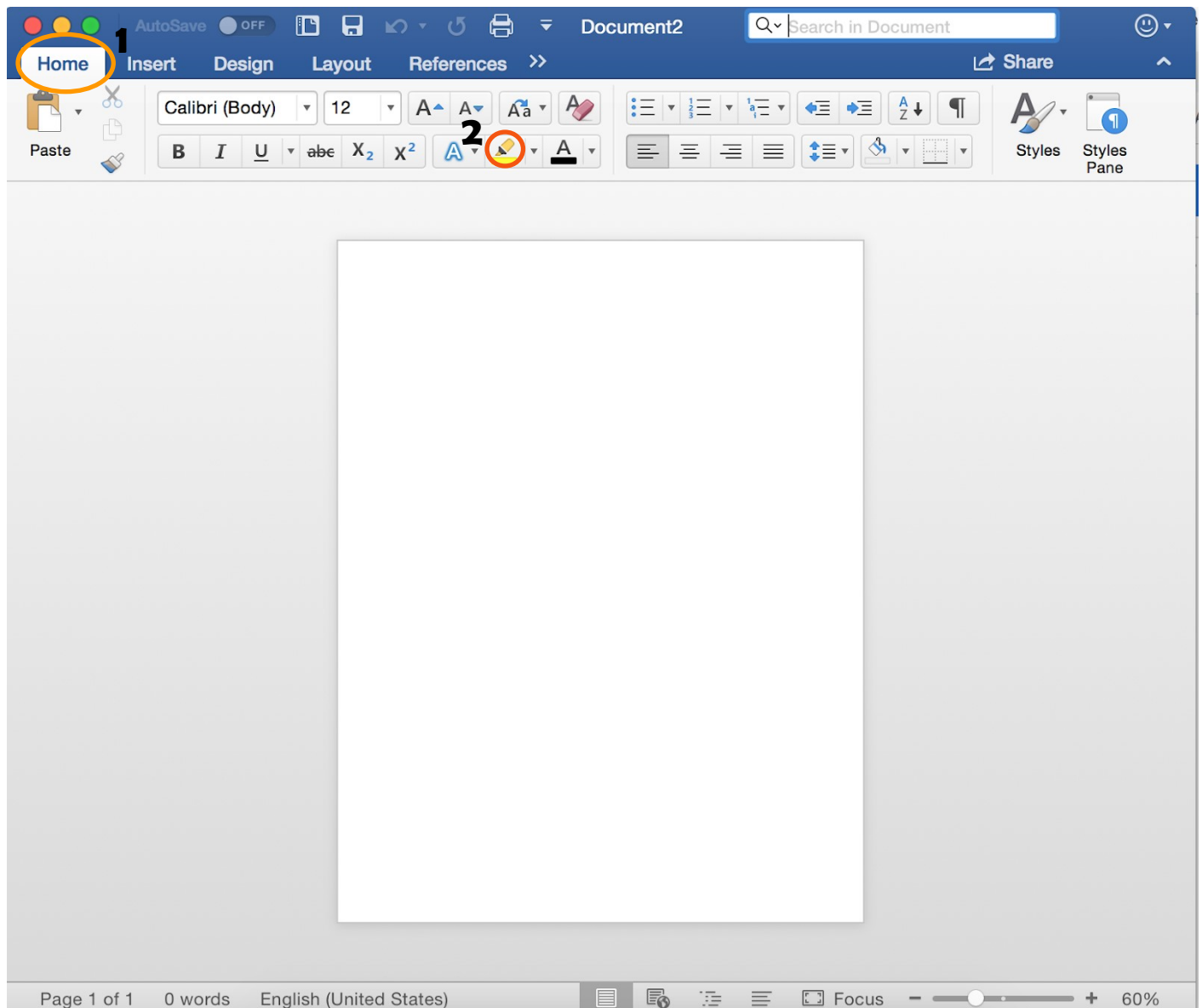
Bolded Text :

1. Go to the “Home” tab on the Word document
2. Under the “Home” tab will be button with “B”
3. Click on this button to bold text in the document



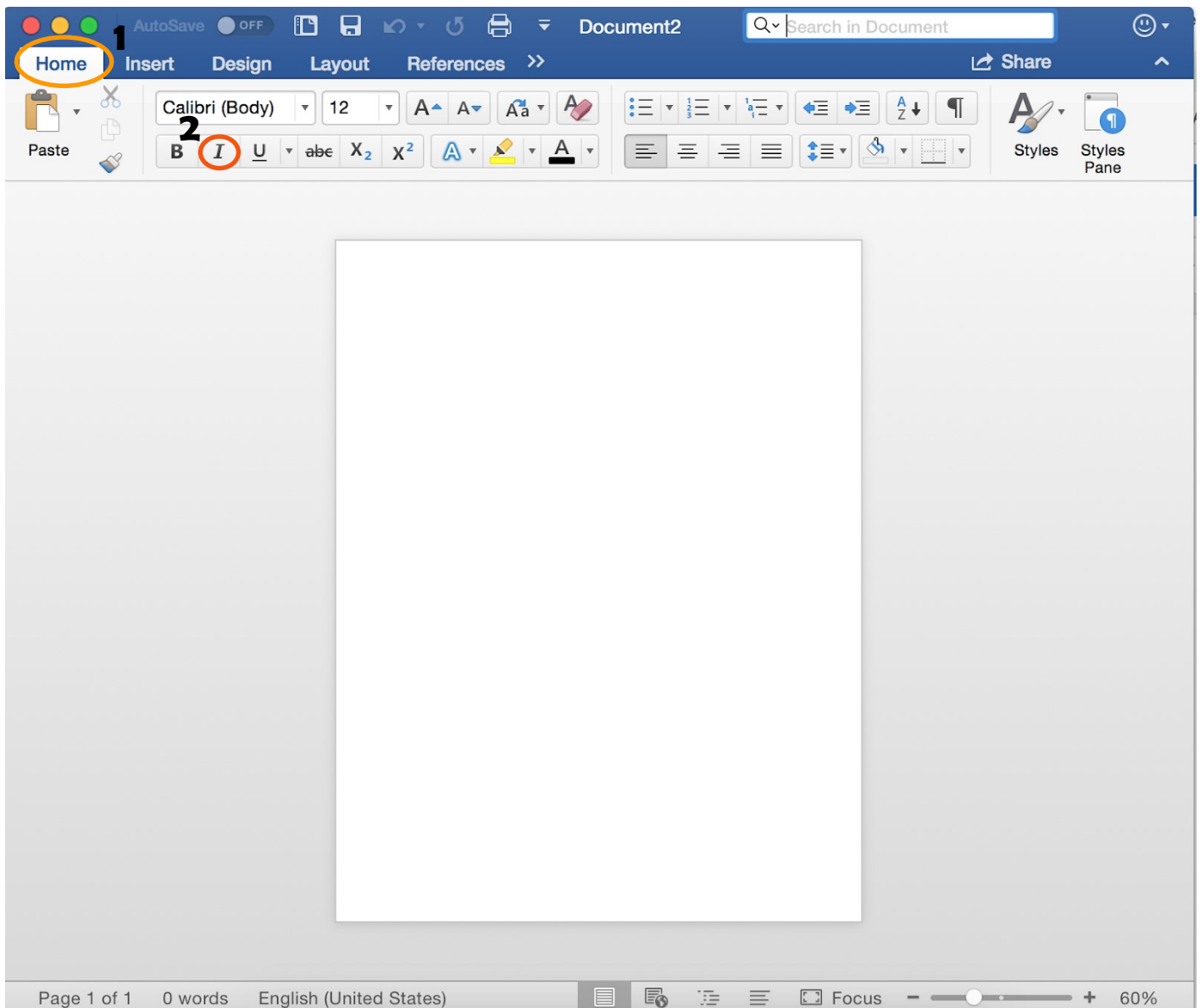
Highlighting Text :

1. Go to the “Home” tab on the Word document
2. Under the “Home” tab will be a button with a marker image on it
3. Click on this button to select the color highlighter desired
4. Use this button as a tool to highlight text in the document



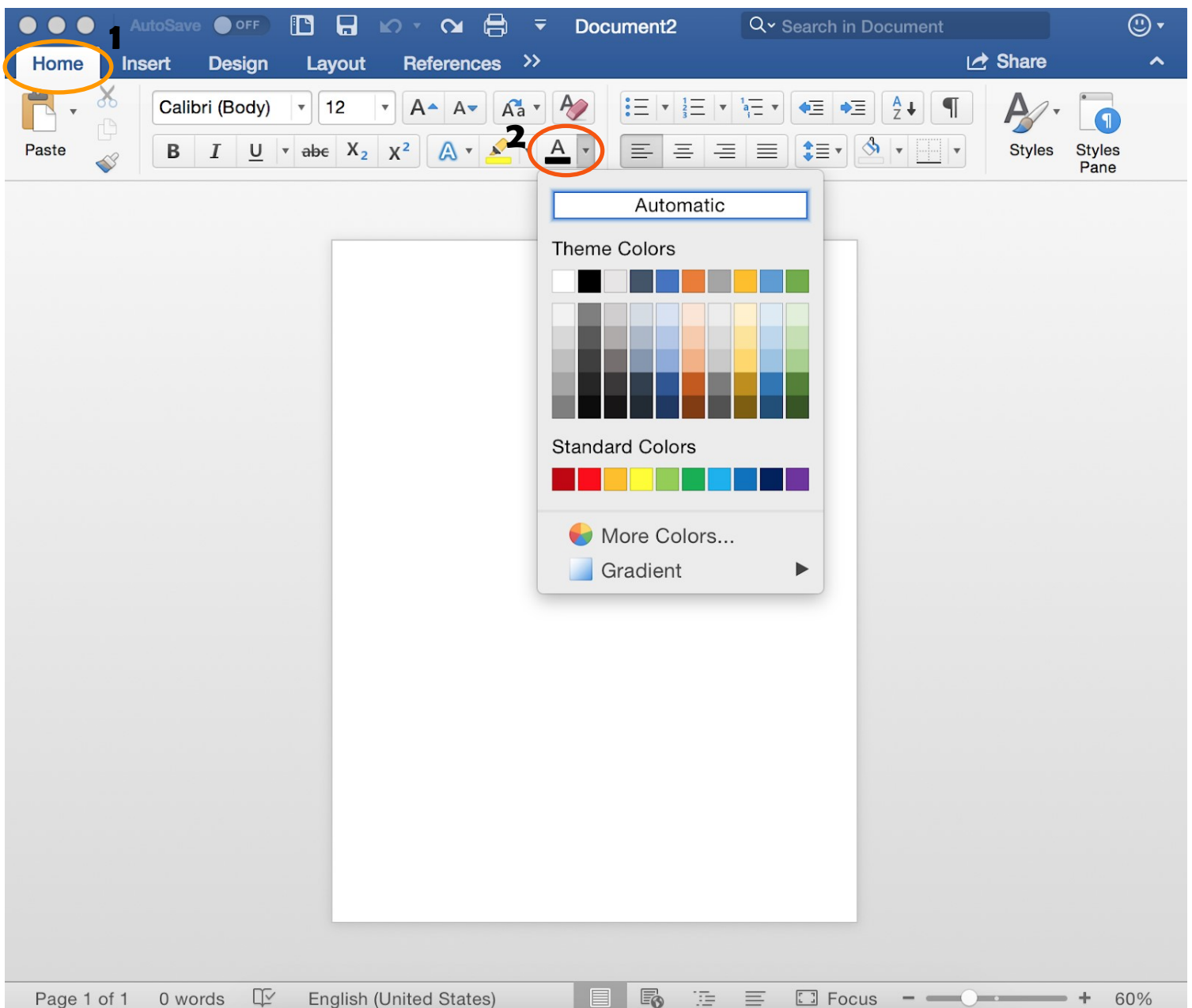
Italicizing Text :

1. Go to the “Home” tab on the Word document
2. Under the “Home” tab will be a button with *I*
3. Click on this button to italicize text in the document



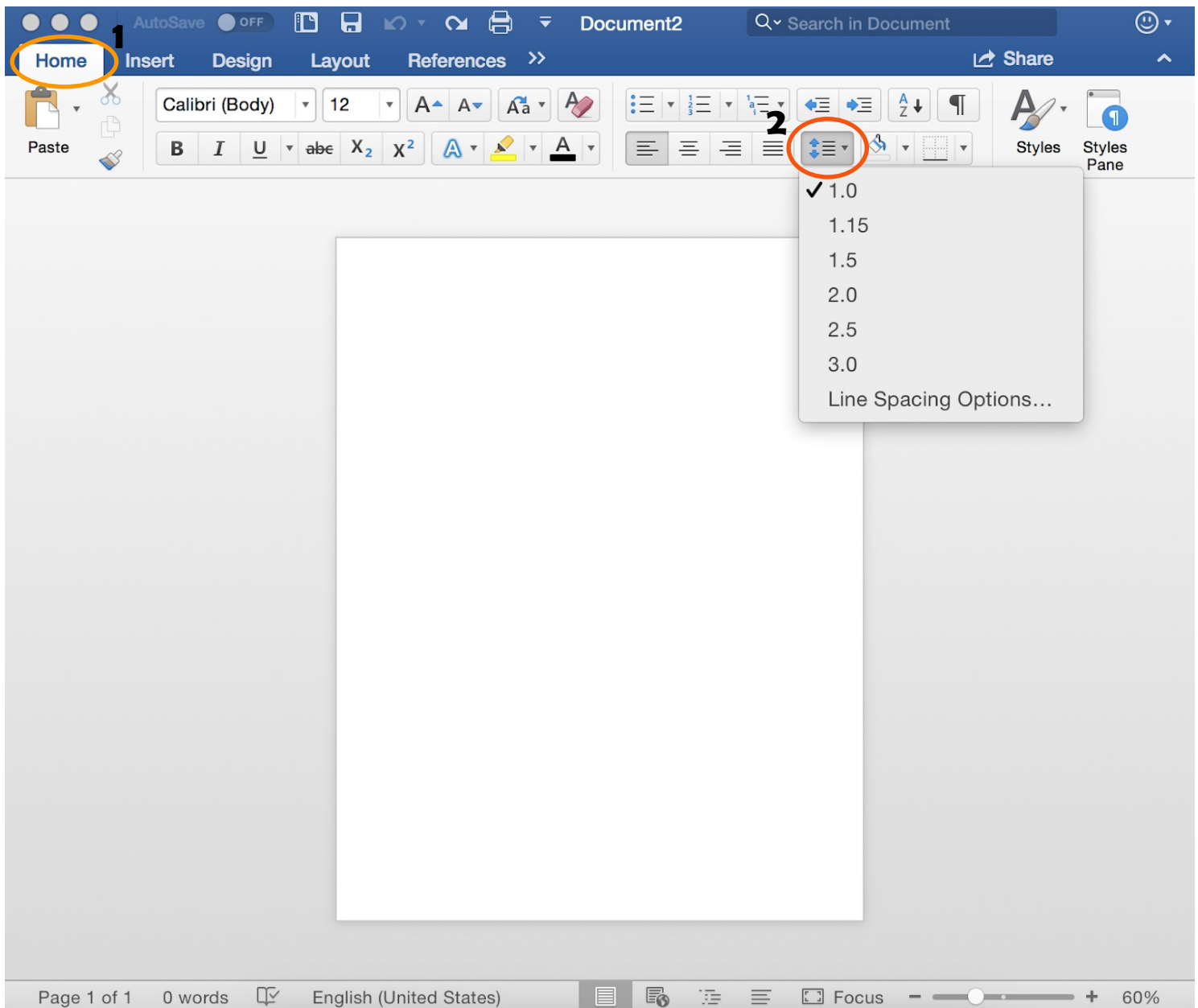
Text Color :

1. Go to the “Home” tab on the Word Document
2. Under the “Home” tab will be a button with an “A” on it with a thick line below it
3. Click on this button to drop down the color menu
4. Select the color desired



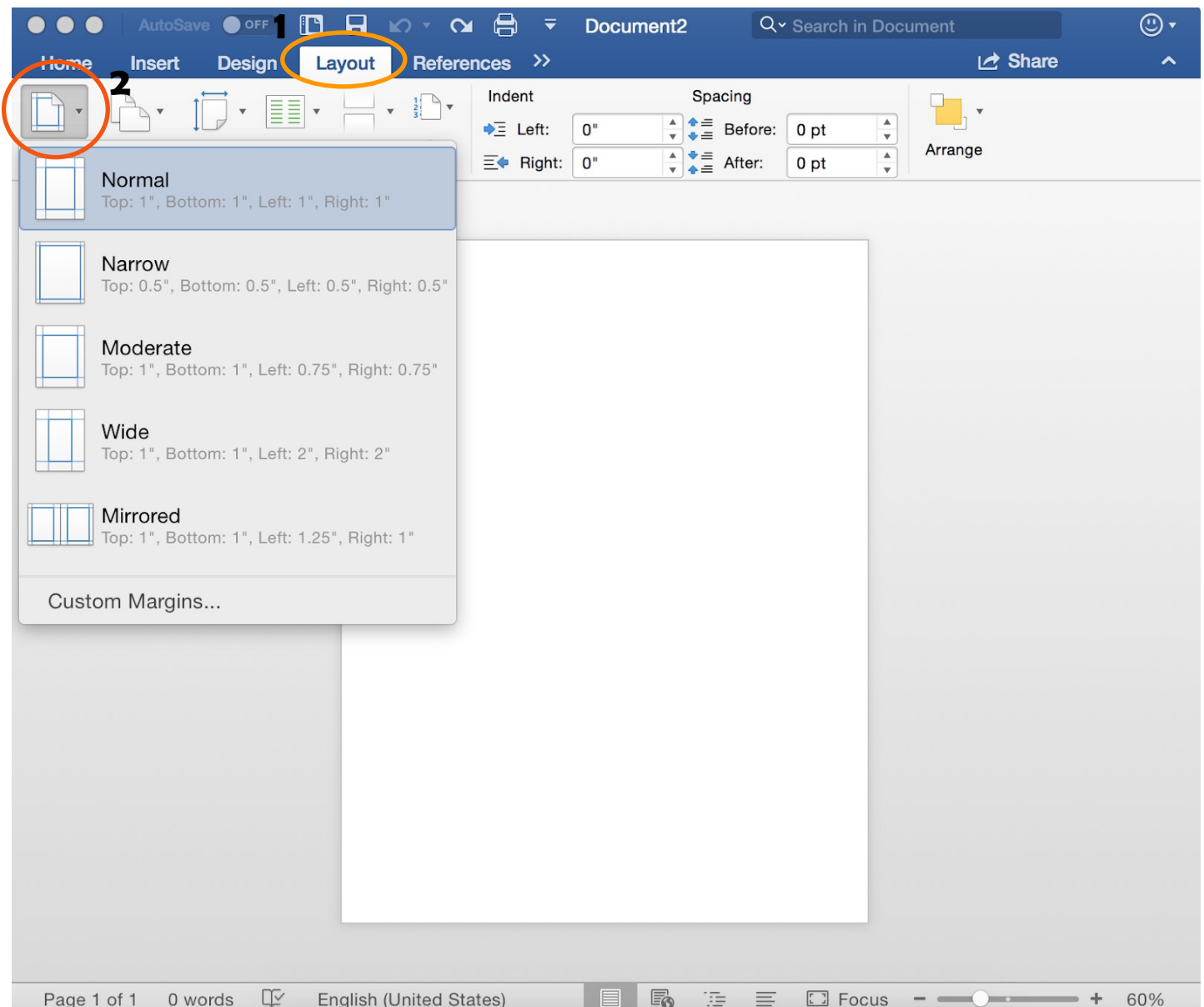
Spacing :

1. Go to the “Home” tab at the top of the Word document
2. Under the “Home” tab there is a drop down box with an arrow pointing upward and downward
3. Click on this box and choose the spacing desired (standard for most academic papers is double space or 2.0)



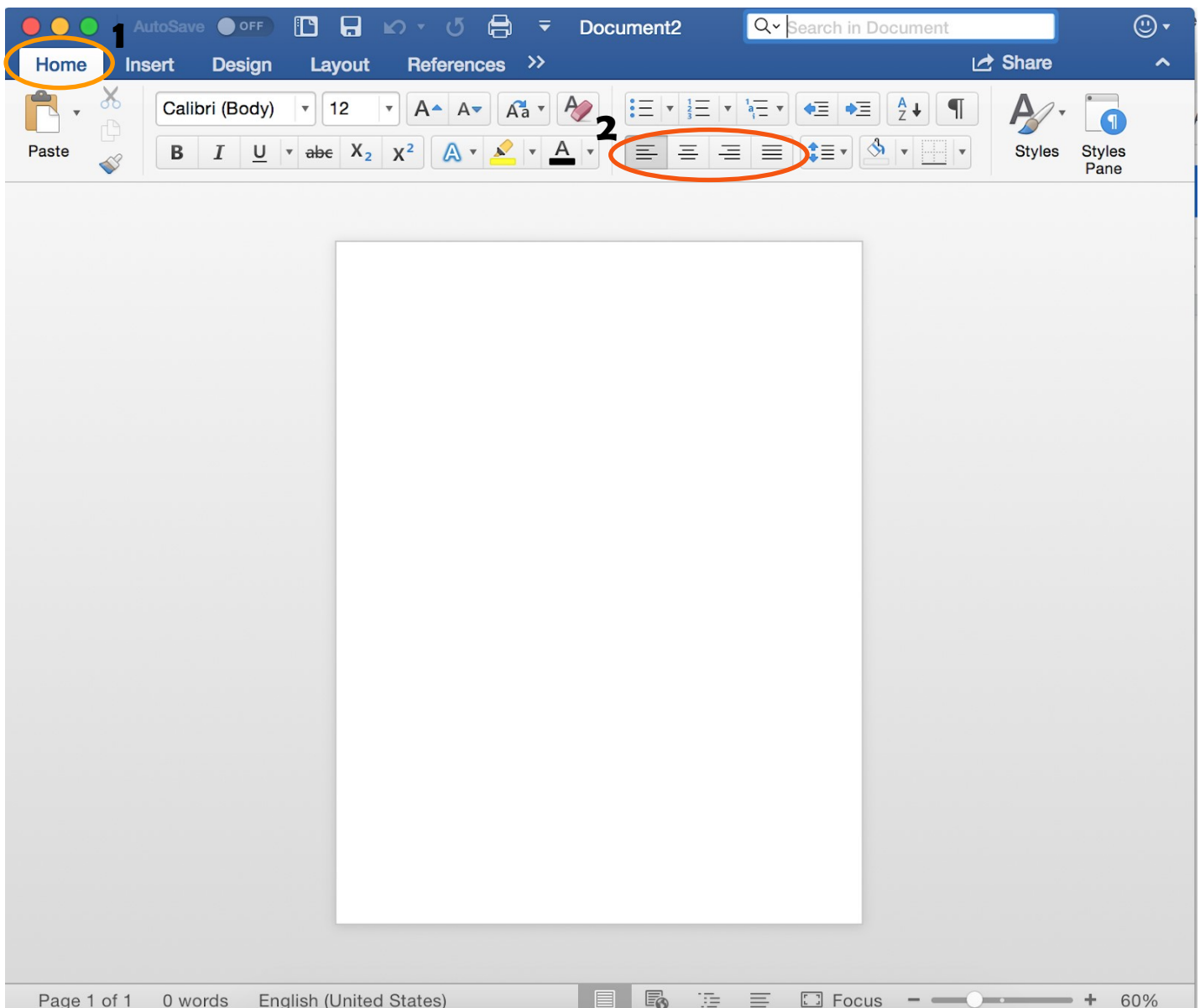
Margins :

1. Go to the “Layout” tab at the top of the Word document
2. Under this tab is a button labeled “Margins”
3. Use this button to select the page margins desired (most academic papers require the “Normal” margin selection)



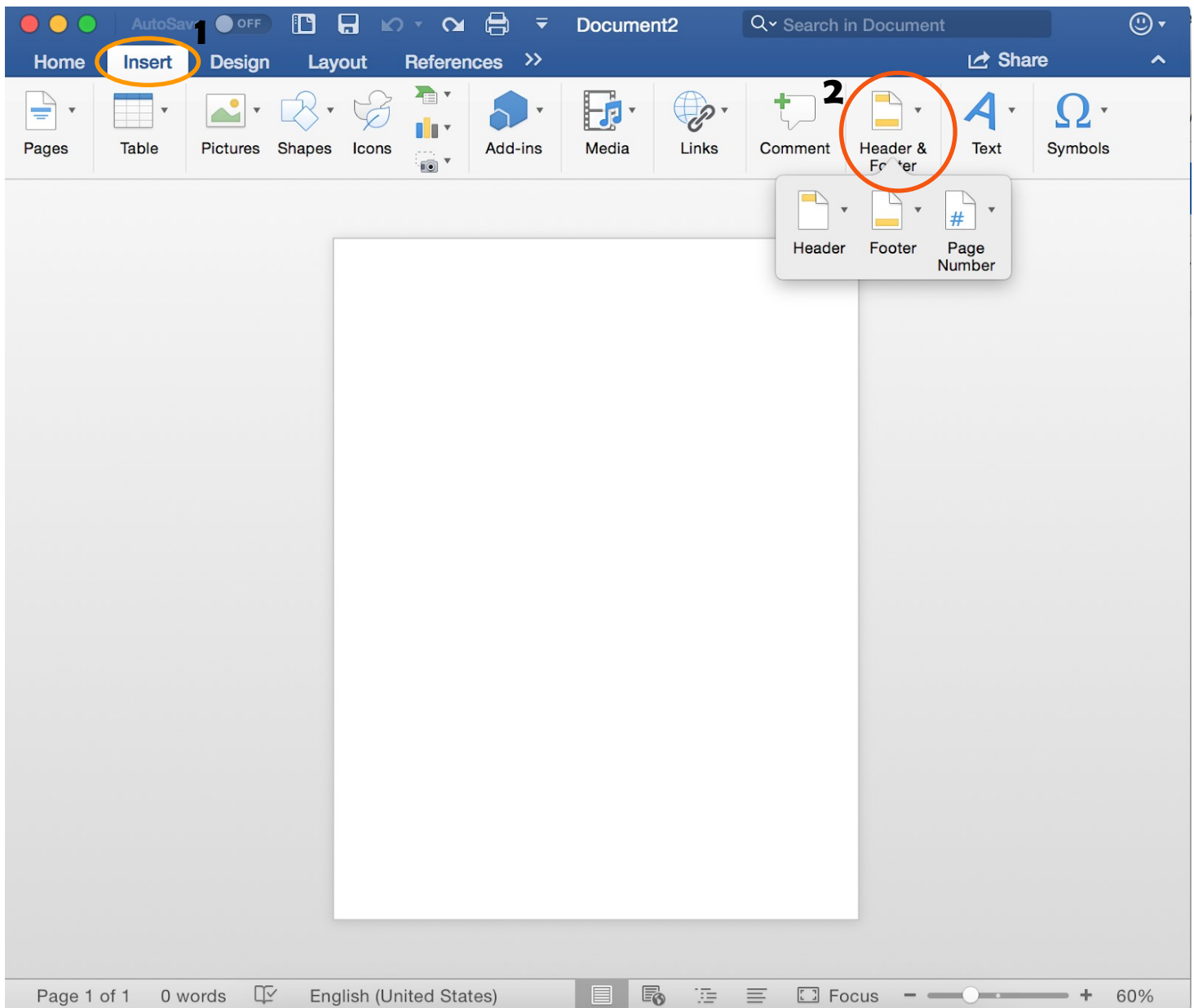
Text Alignment :

1. Go to the “Home” tab at the top of the Word document
2. Under this tab will be four buttons shown below
3. Each button corresponds to a text alignment setting (Align Left, Center Text, Align Right, and Justify)
4. Click the setting for the button desired



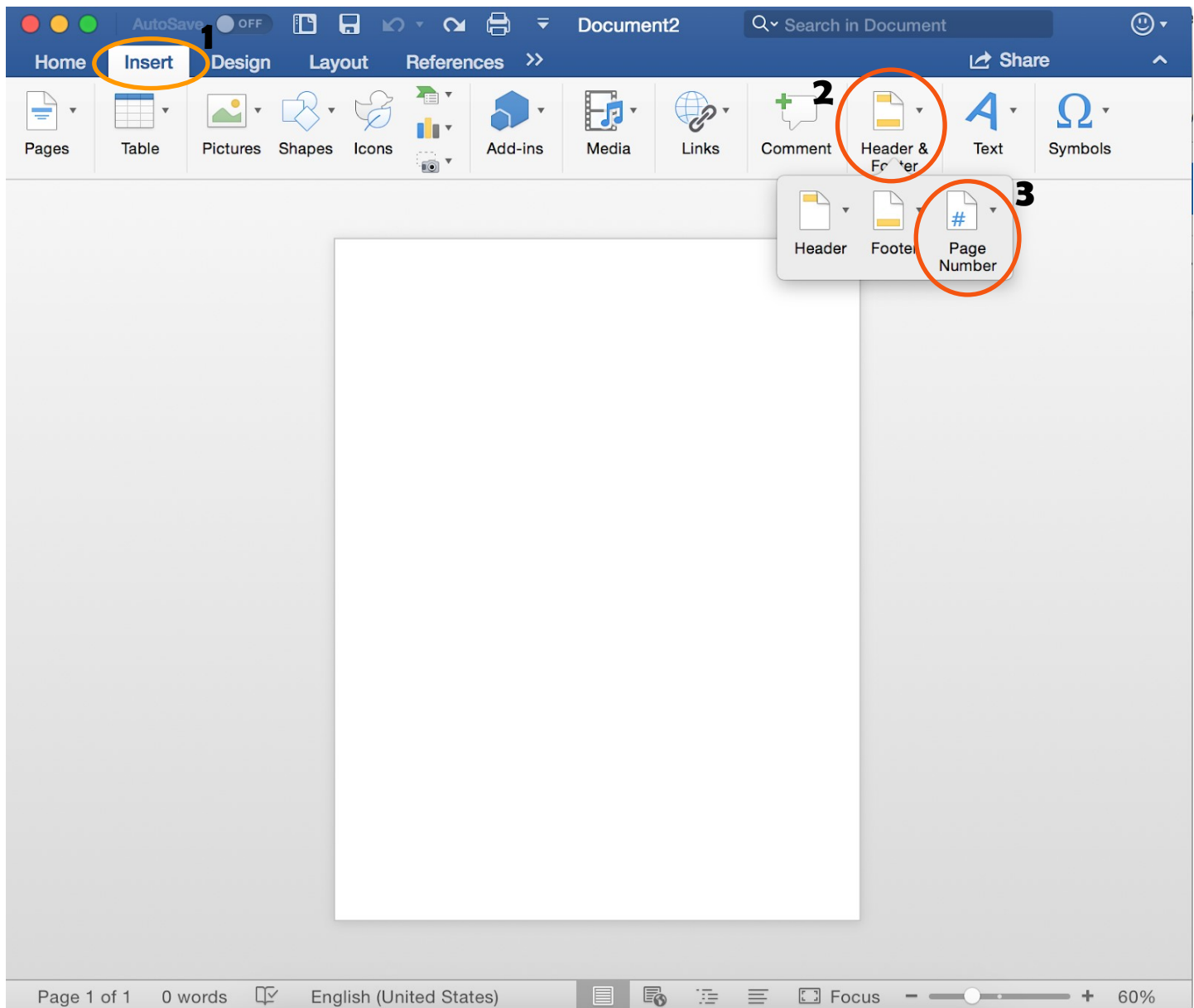
Header and Footer :

1. Go to the “Insert” tab at the top of the Word document
2. Under this tab is a button labeled “Header & Footer”
3. Click on this button to drop down the header and footer selections
4. Click either button to select the design of the header or footer desired



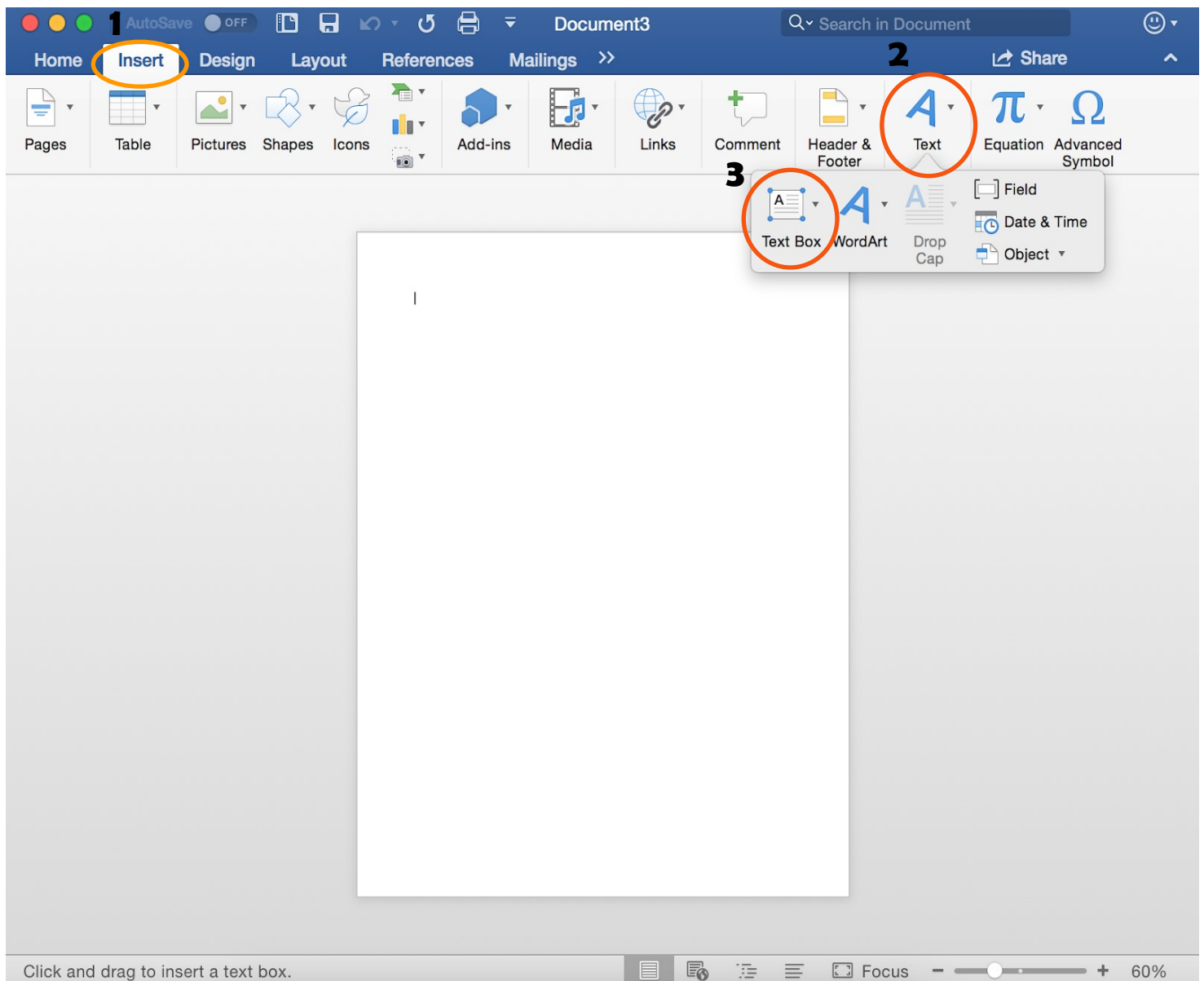
Page Numbers :

1. Go to the “Insert” tab at the top of the Word document
2. Under this tab is a button labeled “Header & Footer”
3. Click on this button to drop down the menu and select “Page Number”



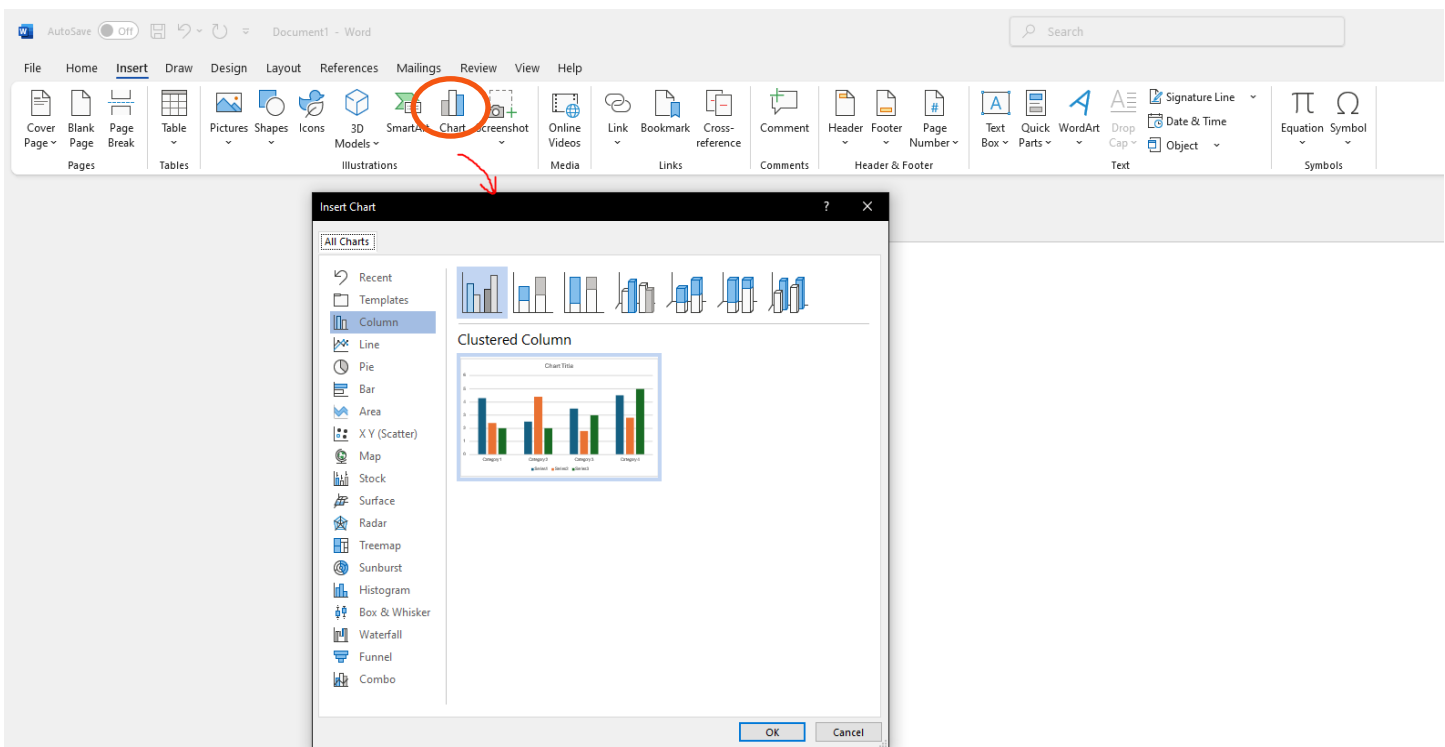
Inserting a Text Box:

1. Go to the “Insert” tab at the top of the Word document
2. Under this tab is a button labeled “Text”
3. Click on this button to drop down the text menu
4. Select “Text Box” and then “Draw Text Box”
5. A “+” will pop up, use this tool to draw the desired size of the text box in the document
6. When text box is draw, click inside to start typing



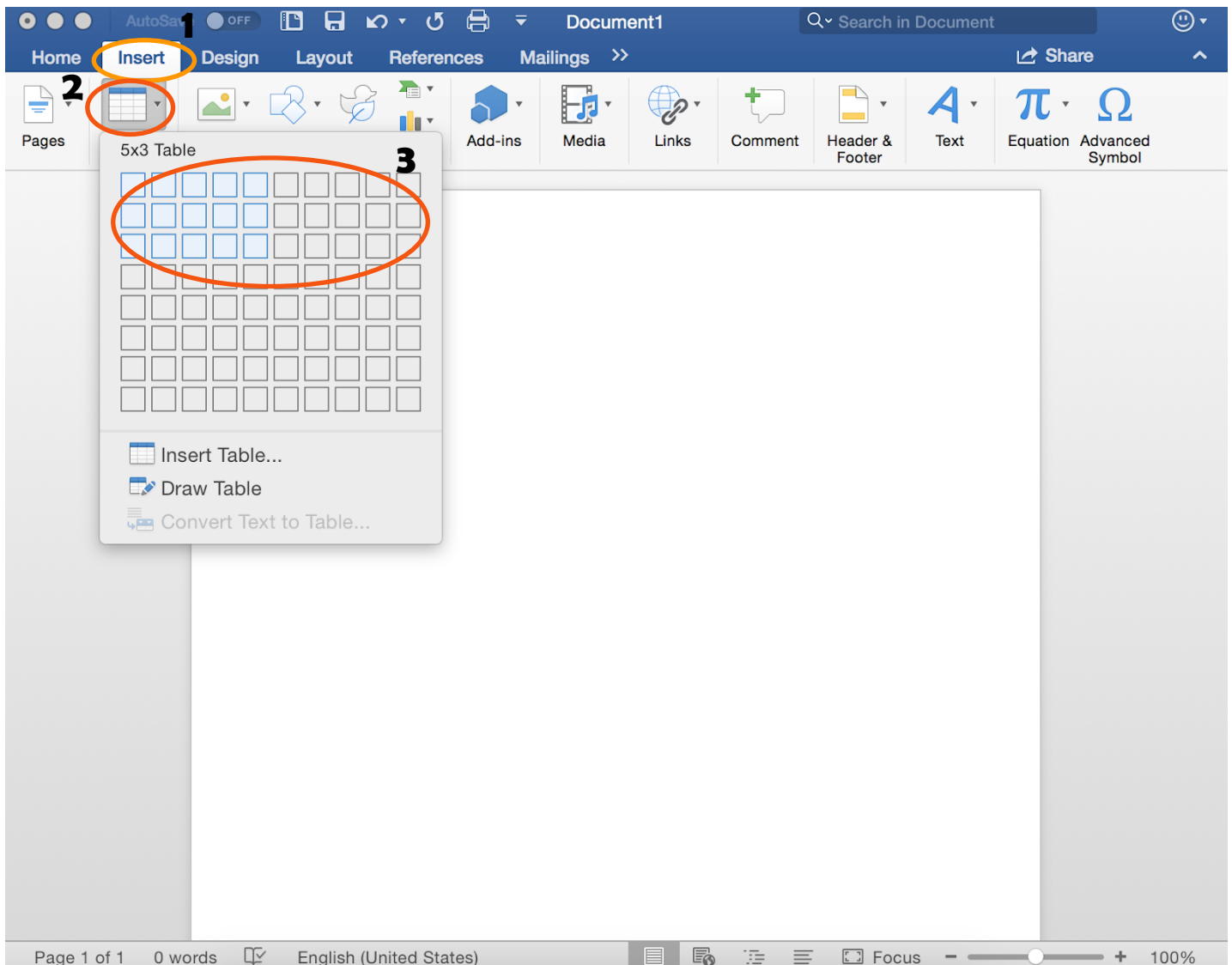
Inserting Graphs and Charts:

1. Go to the “Insert” tab at the top of the Word document
2. Under this tab is a button with a drawing of 3 bars on it
3. Click this button to open up the menu of different charts and graphs offered
4. Select the graph desired



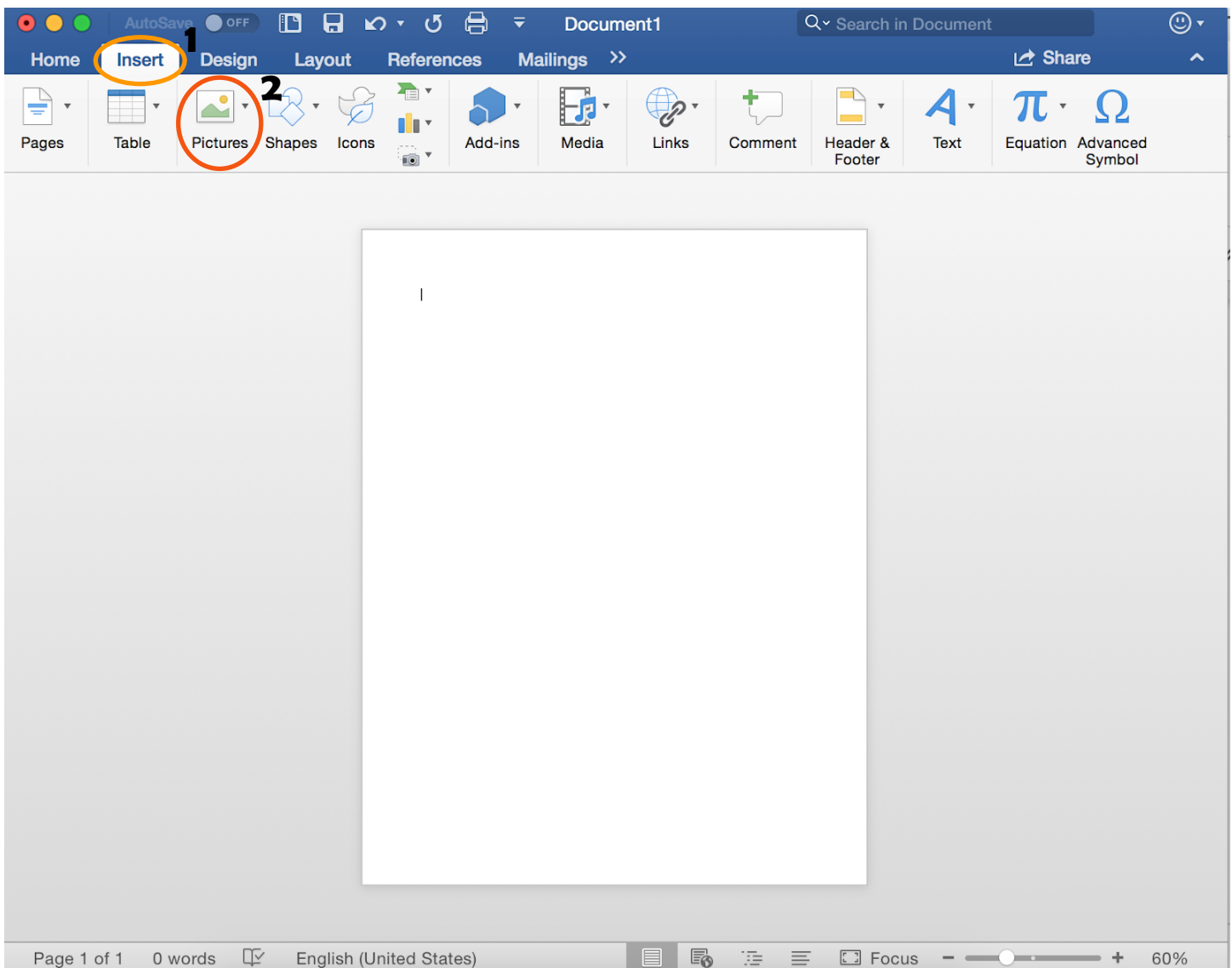
Inserting Tables:

1. Go to the “Insert” tab at the top of the Word document
2. Under this tab is a button labeled “Table”
3. Click on this button to drop down the table menu
4. Drag cursor across the small boxes to select the dimensions of the table desired



Inserting Images:

1. Go to the “Insert” tab at the top of the Word document
2. Under this tab will be a button labeled “Pictures”
3. Click on this button the open the images provided by Microsoft Word or images of your own
4. Click on the image desired to insert it into the document



Saving the Document:

1. At the top of the Word document there are different symbols (printer, arrows, etc.)
2. Click on the second symbol to save the document to your computer
3. Make sure to name your document so it is easier to find later
4. Remember to save after any changes made to the document

