

## Intro to Word Guide

### Suitable for Word 2013

Last Update: 2 April 2020

#### Comments

- Click the “review tab”. Select the “show comments” tab to make all comments visible at the same time.
- To comment, highlight the selection you want to comment on and click “new comment”. You can click “new comment” again to make a sub-comment.
- If you would like to change your comment name:
  - Click the small icon in the bottom right of the toolbar section “Tracking”.
  - Select “Change User Name”. Adjust the name and initials, then click “ok” to save.

#### Hanging Indent

<p>Method 1:</p> <ul style="list-style-type: none"><li>● Highlight your source(s).</li><li>● Right click the source(s) and select “paragraph”.</li><li>● Under “Indentation”, click the drop-down menu that says “Special”. Select “Hanging”.</li><li>● Click “OK”.</li></ul>	<p>Method 2:</p> <ul style="list-style-type: none"><li>● Highlight your source(s).</li><li>● Go to the “View” tab and make sure the “Ruler” box is checked.</li><li>● On the ruler at the top of the page, drag the bottom arrow to 0.5”.</li><li>● Drag the top bar back to 0”.</li></ul>
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#### Cover Page and Page Numbers

- Click the “Insert” tab and select “Page number”. Most papers should have the page number in the top right hand corner. Make sure to add the page number BEFORE any other information in your header.
- For MLA, add your last name to the left of the page number.
- The most recent version of APA requires the same header on every page. However, if you need a different header on your cover page, double-click on the top of the page and check the box “different first page”.
- For APA, format a running head. The header of all pages should say the short version of your title at the top left corner and the page number on the right corner.

#### Footnotes and Endnotes (Chicago)

- Click where you want a superscript number.
- Under the reference tab, select “insert footnote” or “insert endnote”.
- The superscript should appear and automatically link to the note. Put your citation in the note.
  - Footnotes will be located at the bottom of the page.
  - Endnotes will be located at the bottom of the entire paper.

#### Find and Replace

- On the keyboard, hold “Control” and “f” to search.
- To find and replace, click the “home” tab, then click “Replace” in the hotbar.
- “Find” formatting cheatsheet:
  - Enter spaces: ^p
  - Double spaces: ^p^p
  - Tab: ^t
  - Digits: ^#
  - Letters: ^\$
  - White spaces: ^w

### **Word Count**

- Click on the “review” tab and click “word count” to see a quick overview of the pages, words, characters, paragraphs, and lines in the document.

### **Tables**

- Click the “Insert” tab.
- Under “table”, drag to your desired table size.
- To add rows or columns, right click and select “Insert -> Insert rows/columns left/right”.
- To adjust borders, click on a table and go to the “design” tab. Select your table.
  - The hotbar has a dropdown menu where you can change to “all borders”, “no borders”, etc. You can also adjust the border style (i.e. dashes) or border weight (line thickness).
- You can insert images into single 1x1 tables and erase the border to help with image formatting issues.

### **Special Characters**

- Under the “insert” tab, click “symbol”.
- Click the “subset” dropdown if you know you need a certain type of character, i.e. Arabic lettering or Mathematical Operators.
  - Click on your symbol and select “insert”.
- Click the “special characters” tab to view a cheatsheet of keyboard shortcuts.