Microsoft 365: Word

Microsoft Word puts a wide range of tools and methods in the hands of users. While Word may appear simple at first, it is critical to understand how to use Word correctly. In this guide, we will show you how to use key elements of Microsoft Word in order to enhance your usage experience.
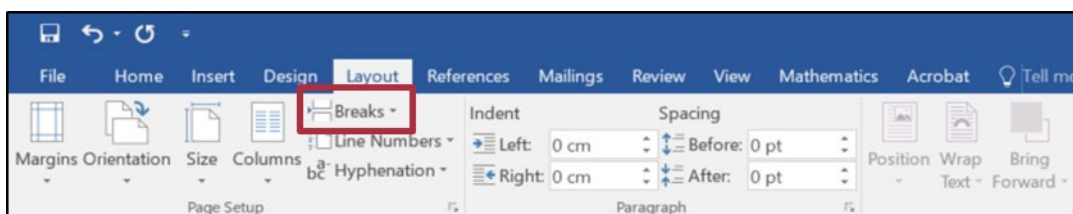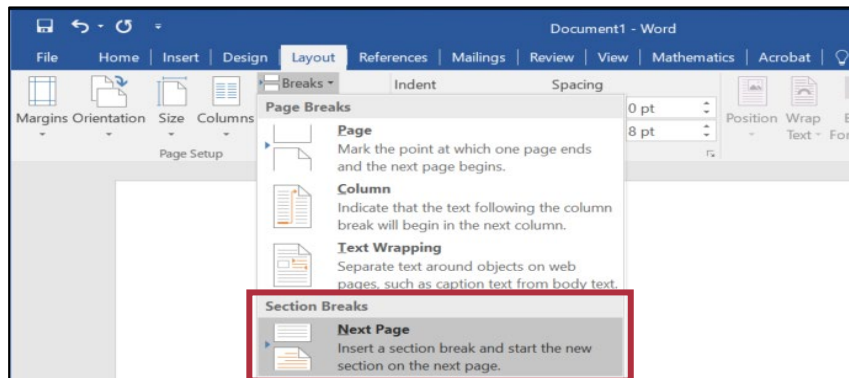
This document will focus on **How To**...

How To... Page Setups (Next Page)

This step is crucial to get right. If implemented incorrectly, it can lead to many issues regarding flexibility and customisations of pages. This is ideal for all Word documents that will exceed page
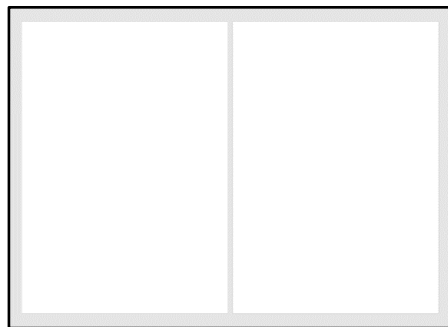
1. Click on the **Layout tab** and select **Breaks**

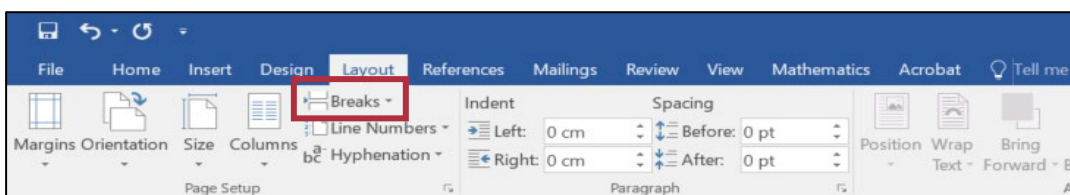2. Scroll down to **Sections Breaks** and select **Next Page**

3. A new page (**Page 2**) has now been created using **Next Page.** Page setup successfully completed.
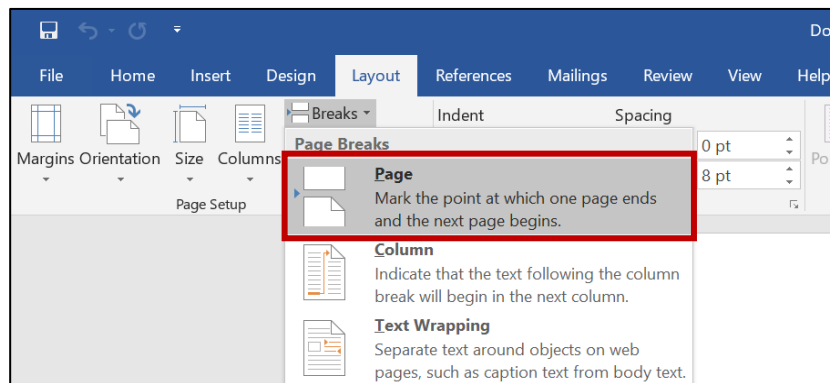

How to... Page Setups (Page/Page Break)

1. Click the **Layout** tab and select **Breaks**

2. Scroll down to **Sections Breaks** and select **Page**

3. A new page (**Page 2)** has now been created using **Page** Break
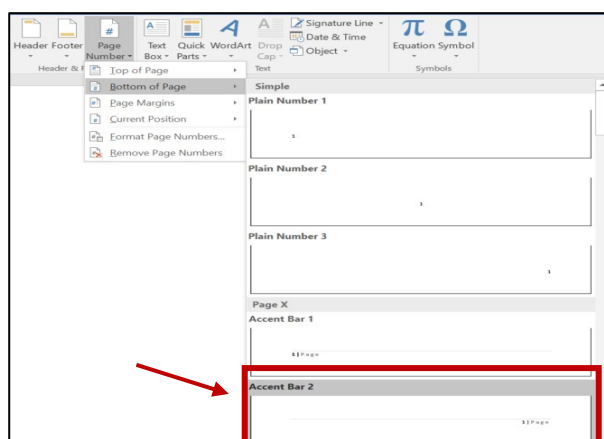
How to... Page Number – Footer

Page numbering is a common practise in documentation. It's a great method to present any document (short or lengthy), and numbering makes it easier for the reader or writer to navigate and reference any material within the page. Although numbering pages is simple, it can be difficult if wrongly executed.

Follow the instructions below to correctly number your pages.

1. Click on the **Insert tab.** Select **Page Number**
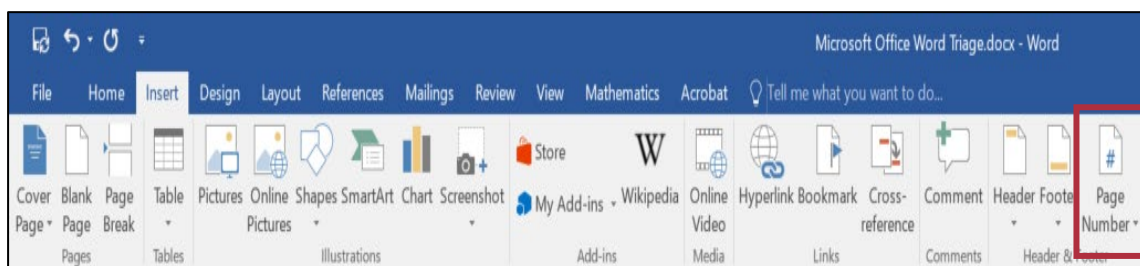
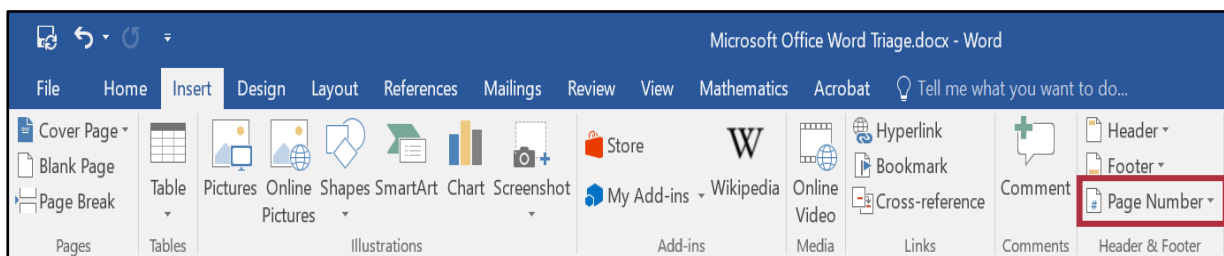2. Scroll down to **Bottom of Page.** Scroll to **Page X** and select **Accent Bar 2.**

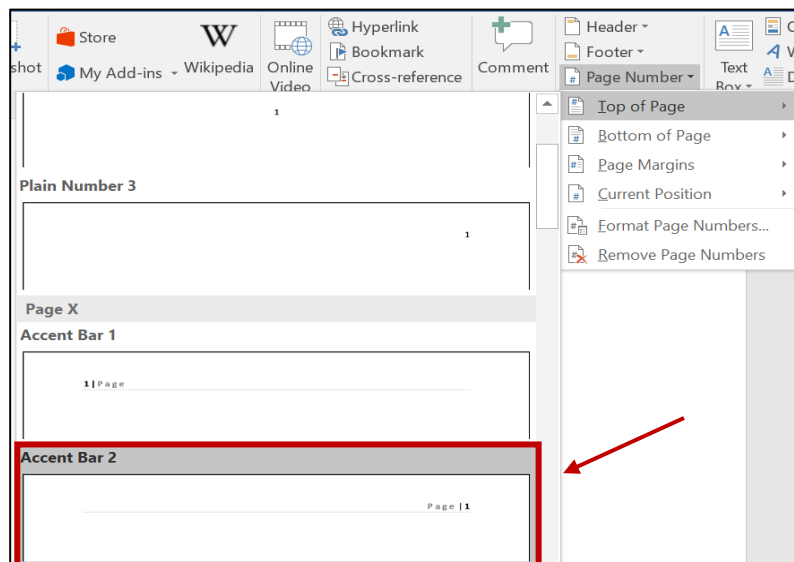2. Congratulations you have now successfully added page numbering system on your document.

How to... Page Number – Header

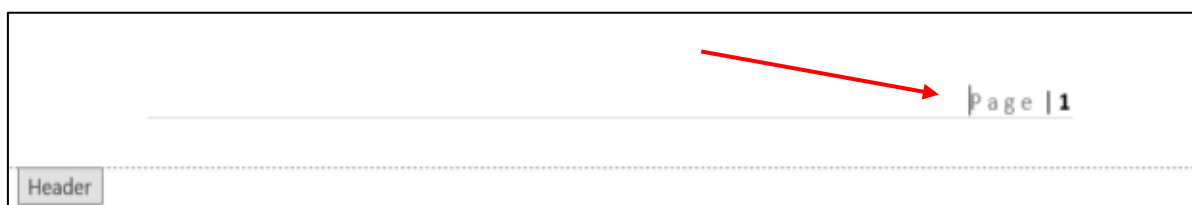Alternative to footer is header. This example shows how to use the header for page numbering.

1.Click on the **Insert tab** and select **Page Number**

2. Scroll down to **Top of Page.** Go to **Page X** and select **Accent Bar 2**

3. Congratulations, you have now successfully added page numbering system on your document.

# How to...   Page Number – Labelling 1 on a different page

In some instances, individuals might prefer to add number 1 on Page 3 instead of Page 1.

For this to happen, you will need to ensure you are sectioning your document by using "Next Page" feature when paging your documents.

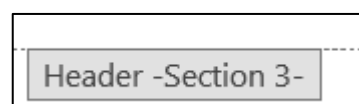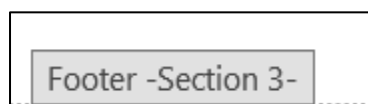1. Select the **Layout Tab** and select **Breaks**
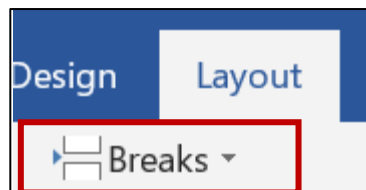
2. Click the down arrow button on **Breaks**, scroll to **Section Breaks** and select **Next Page**
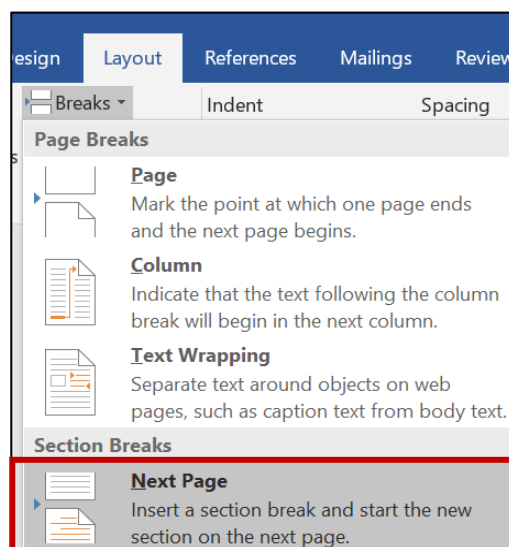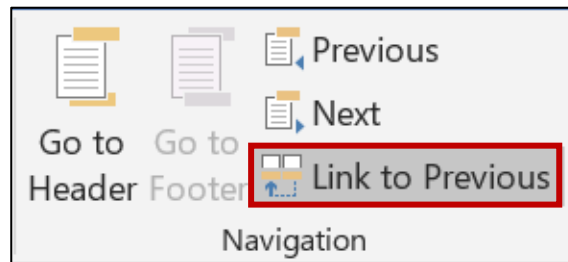

3. Double click the page footer (or header). This will activate the Header & Footer Tools
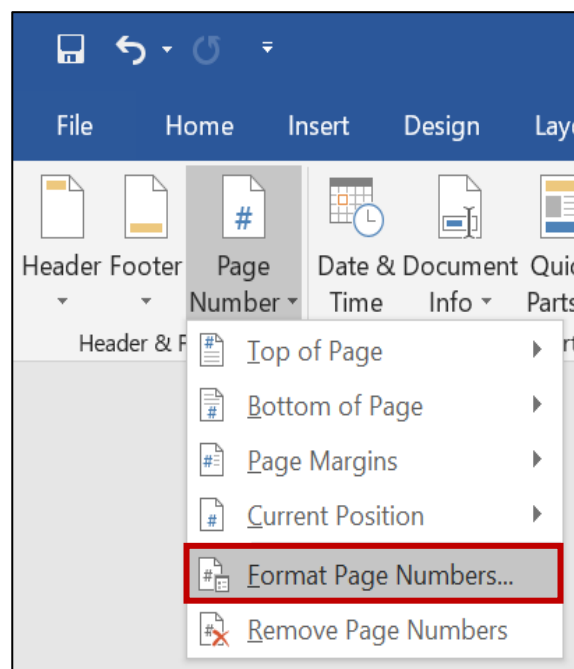
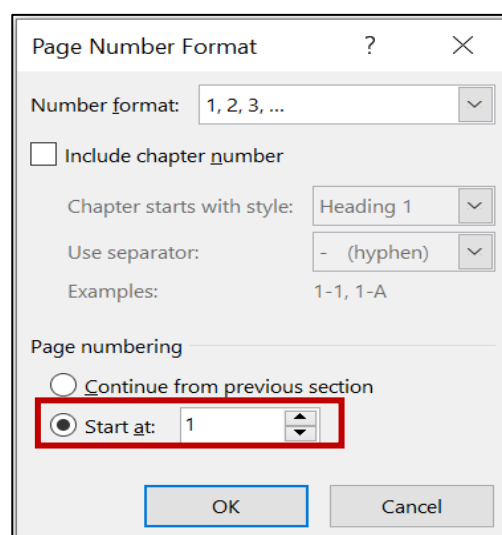   The Page will now be indicated with **Footer** and **Header** sections

4. Click on Section 2 and 3 (either on Header or Footer) and untick/highlight **Link to Previous**

5. Place your mouse curser on desired page, select **Page Number** and click on **Format Page Numbers**

6. A small window will appear. Go to **Page Numbering** section and select **Start at:** Enter the value **1**

7. Go to **Page Number**. Select either **Bottom of Page/Top of Page** and select desired style

8. Page number 1 will now appear on desired page

9. To continue the sequence (i.e. 1, 2, 3) go to **Breaks** and select **Page**

    Visit **Page 2** on how to Page documents.

10. If you wish to have 1 appearing consistently on all pages, select **Next Page** through **Breaks**

How to... Table of Contents
This section of the document will show you how to make a Table of Contents.

A Table of Contents is a fantastic addition to any document. It provides a tool for the reader to navigate to certain portions of the document and acts as a structural element.

It all begins with the title. Microsoft Word comes with three different heading styles that correlate to the Table of Contents
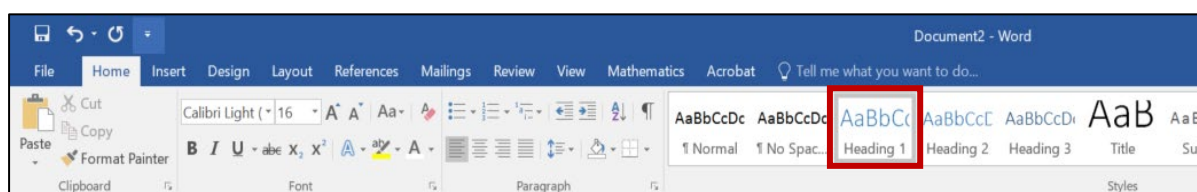

Heading style text can be changed in style i.e. colour, just highlight the text and select your desired text colour.   This will not affect the functionality of the feature.

1. Type a word out (e.g. Title, Sub-Title, Sub Heading etc.), Highlight the word or leave the cursor icon at the end of the text.
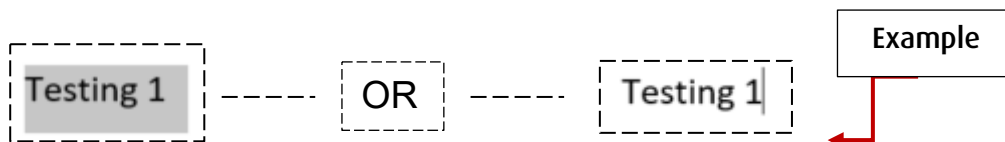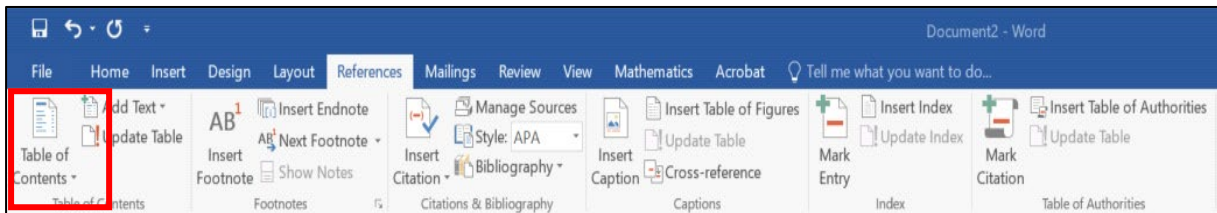

2. Click on the **Home tab** and select **Heading 1** in the **styles section**
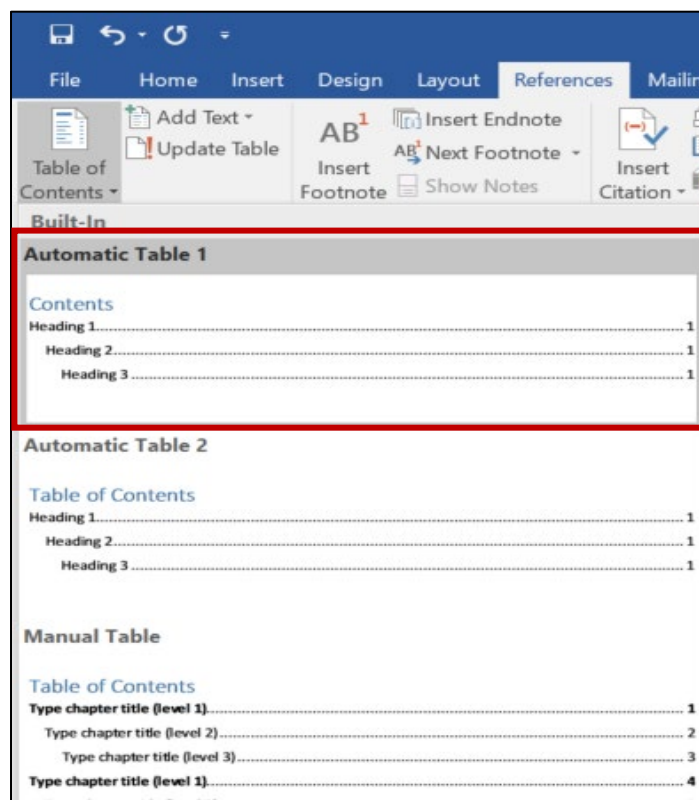
Important

This process can also be done for Heading 2 but keep in mind heading 3 will not show up at first. To add Heading 3, create either Heading 1 or 2 first.

3. Select the **Reference** tab and click on **Table of Contents**

4. Scroll down to **Built-In** and select **Automatic Table 1**

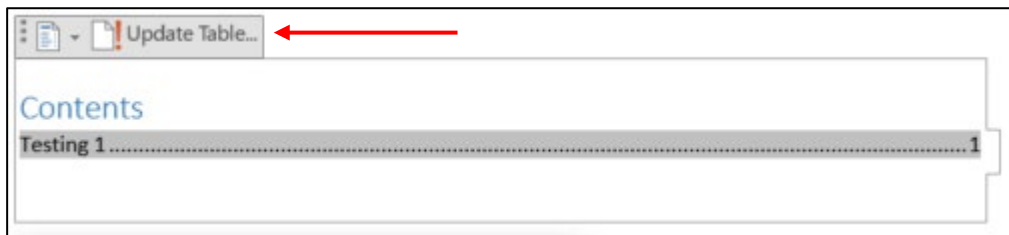5. Congratulations, you have successfully created your table reference

How to...   Updating Table of Contents

As explained earlier, there are about 3 heading styles that work with the table. Headings 2 and 3 can be onto the table.

1. Highlight desired text and go to **Home tab**. Select **Heading 2** under the styles section .

2. Click on the option **Update Table** and select **Update entire table**
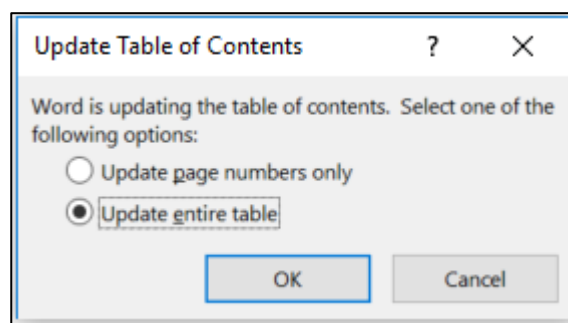
Important

Update page numbers only – Will update all contents in each page of the document so long as the been set a heading style. This option will only be activated if there is more than 1 page.

Update entire table – This page updates everything within the document so long as the contents have been set a heading style.

3. The table has now successfully updated.

This approach is applied the same for heading 3 titles.

How to... Add a Table

We will now add a table to the document. This part of the guide will show you how to correctly create a table and add some styles/designs to the table.

A table adds more style and a neater approach when displaying data in a tabular format. It provides a great way to read data and input data without it feeling cluttered.
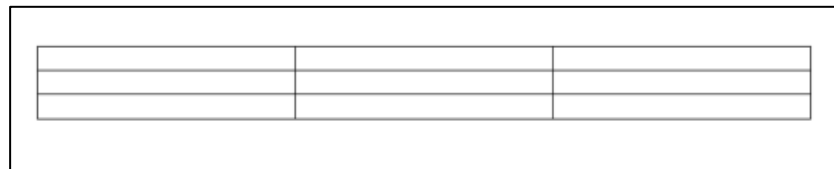
1. Select the **Insert Tab** and **click on Table**
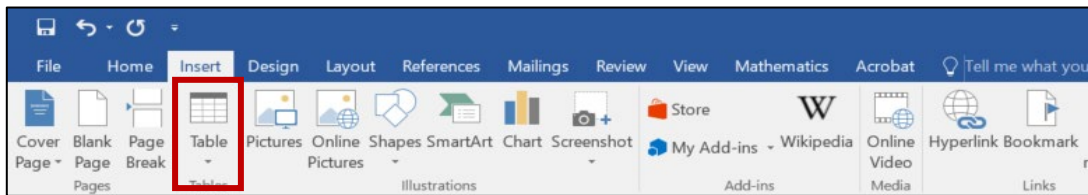
2. Highlight the number of boxes in a row and column that you wish to create for your table. A preview of the table will be displayed on the document.
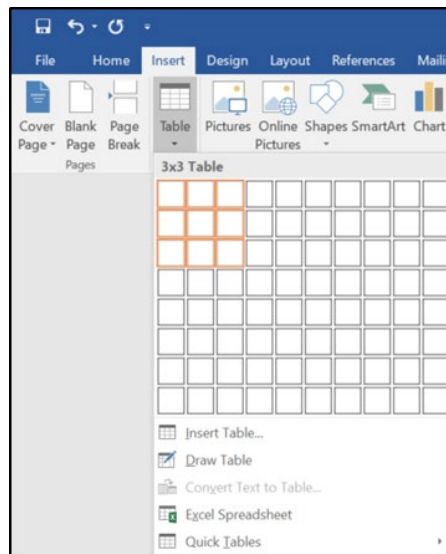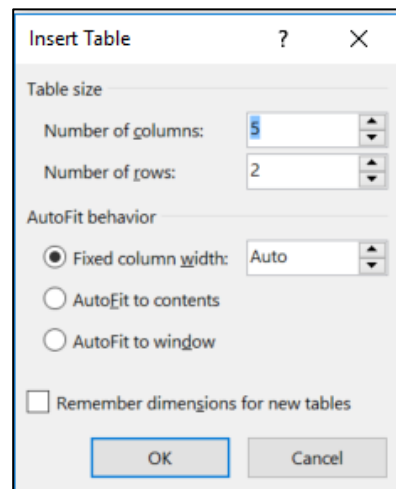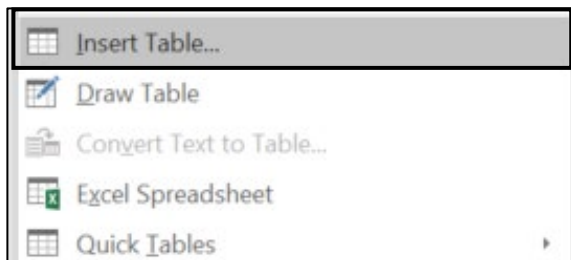

3. To insert the table, click on the **left button on your mouse**

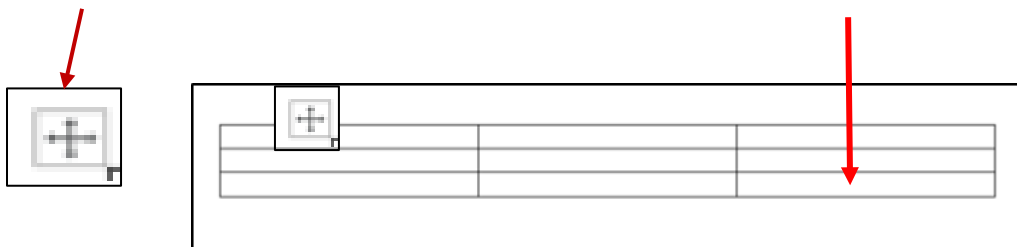4. Your table is now successfully added onto your document.

Alternatively, you can manually add the number of rows and columns by clicking on **Insert Table** under the Table option.
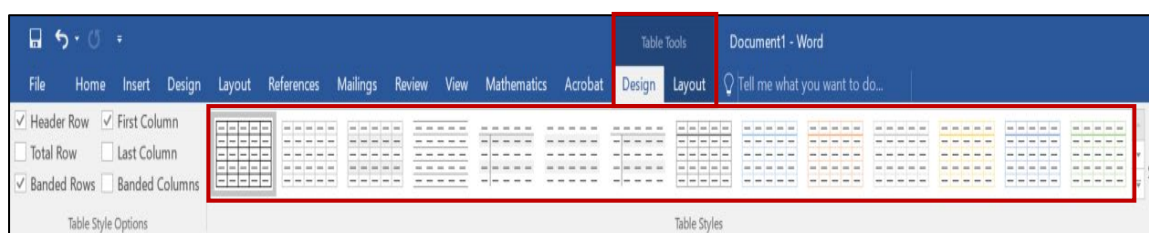

5. Select the **OK** button and the table will be inserted within the document

How to... Style a Table

1. Click the **square icon** on the top left-hand corner of the table to highlight it

2. Go the **Design Tab** and select **Table Tools** (highlighted in dark blue)

3. Go to **Plain Tables** and select **Table Grid**

4. Word offers a wide range of stylings for tables

How to... Change Line Spacing (Entire Document)

Line spacing can assist with the written proportions of a document and will help to maintain consistency with paragraph spacing and style. However, before this change can be completed, we will show you how to carry out line spacing for your entire document.

1. Go to Design tab and select Paragraph Spacing
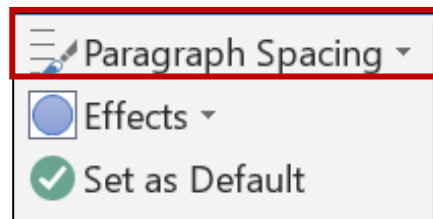
2. Select one of the desired options. To single space your word document, select **No Paragraph Space**
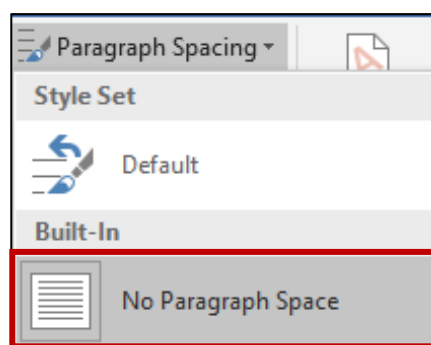
3. Your document will now have no paragraph space in between each paragraph. This will run consistently throughout your entire document

4. If you would like to return to the original line spacing option, go to **Design,** select **Paragraph Spacing** and under **Style Set**, select **Default**
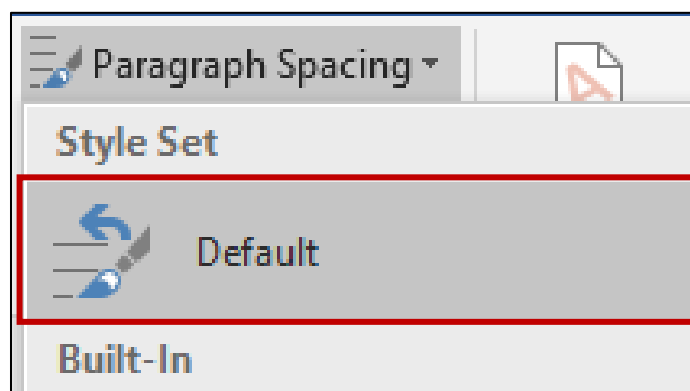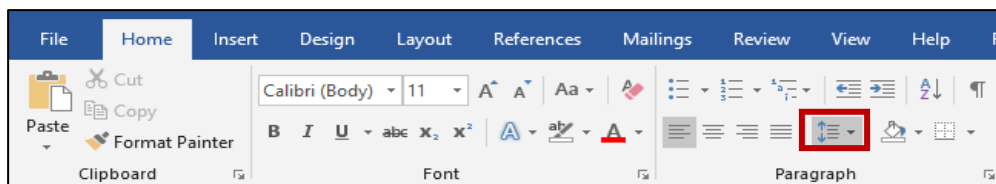
How to... Change Line Spacing (Portion of the Document)

To change a particular paragraph, highlight the entire paragraph.

To change all paragraphs in the document, select Ctrl + A together to highlight all text.

1. Go to Home and select **Line & Paragraph** Spacing

2. Click on **Line Spacing Options.** Select preferred option in the **Line spacing drop-down menu box**

3. To make paragraph spacing adjustments, go to **Spacing** and use the **Before and After** feature.

4. You can see how the changes will affect your paragraphs by using the **Preview box**

5. Once you are satisfied with the changes, select **OK** to set the new changes