

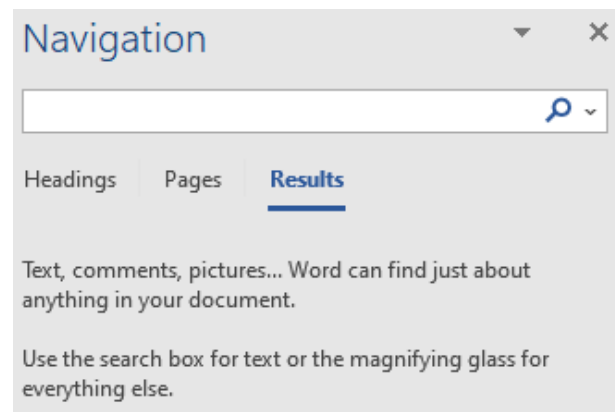
# HOW TO USE MICROSOFT WORD: PART 2

This resource discusses some of Microsoft Word's more advanced functions that are important in formatting your papers properly. Whether you are a new student or have been using Word for years, you can always learn more! Becoming familiar with Word's functions can help make formatting a breeze!

If you are having issues navigating the functions of Word, you can reach out to Regent's IT department, schedule a meeting with an academic coach, or check out Microsoft 365's Word support!

## NAVIGATION OPTIONS

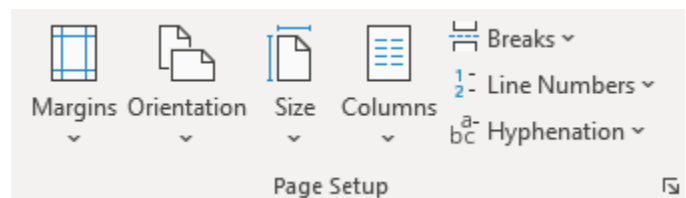
The navigation menu functions as a "word look-up" and will highlight wherever the searched word appears in your paper. You can access the navigation menu by pressing Ctrl and F on your keyboard at the same time (or Command & F for Apple products). It is useful for finding words you want to change or eliminate in your text.



## PAGE SETUP

The page setup section is found in the Layout Tab.

- The **Margins** button can be selected to adjust the amount of empty space at the sides of a page. Margins should be set to 1 inch around the whole page.
- The **Columns** button allows you to split your text vertically into separate columns. This can be helpful for assignments where you are asked to mimic the formatting of a scientific journal or newspaper.
- The **Breaks** button provides options for adding page breaks or section breaks.
  - **Page breaks** make the rest of the page empty and begin text on a new page. This is helpful for separating your title page or your References, Bibliography, or Works Cited pages from the rest of your paper.

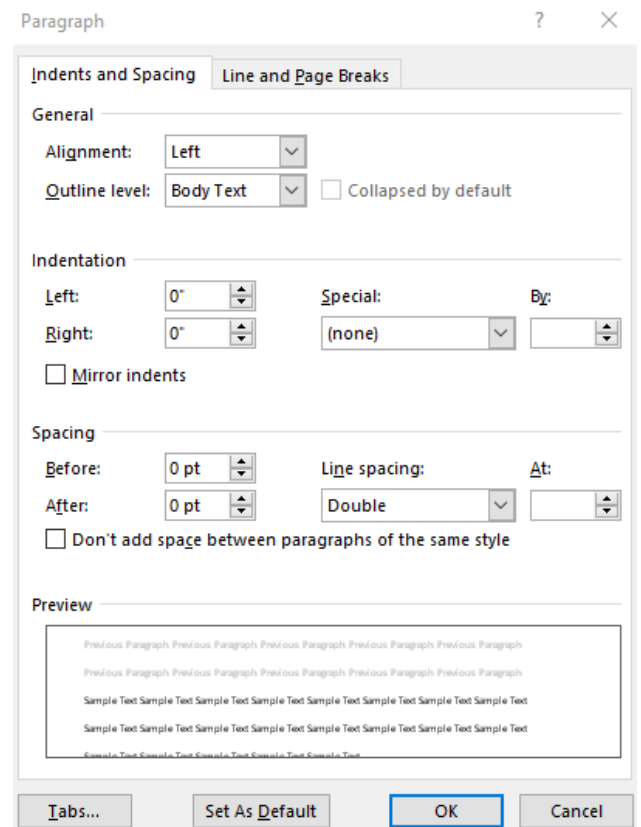
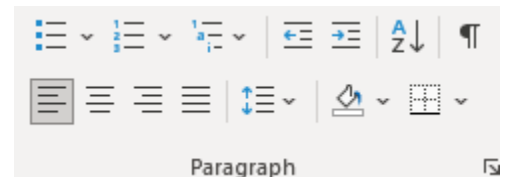


- **Section breaks** separate your formatting so that you can have different headers, footers, or styles of page numbers on different pages. Section breaks are used when you add a table of contents in [Turabian](#) since this section has a different page number style than the rest of the paper. Section breaks are also helpful for separating chapters in a thesis or dissertation.

## SPACING AND INDENTATION

The paragraph section has many functions and can be found in the Home Tab of Word.

- **Adding Lists:** The first button at the top left adds bullet points, the second adds numbered lists, and the third adds complex lists.
- **Indentation:** The buttons with arrows pointing left and right each decrease and increase the indentation of a section, respectively.
- **Alphabetizing:** The A-Z button can alphabetize a section of text that you've selected. This can alphabetize your sources in your Works Cited, References, or Bibliography section.
- **Alignment:** Along the bottom left side of this section, there are four alignment options that move where the text is located on a page. The first three align the text left, middle, or right. The fourth justifies the text, evenly spacing the words across the lines; this is commonly used when using columns.
- **Spacing:** Select the up-and-down arrow button to adjust the spacing between lines. 1.0 adds single spacing, and 2.0 adds double spacing. Most papers are written with double spacing.
- **Advanced settings:** Access the advanced settings by clicking the arrow button at the bottom right side of the paragraph section.
  - **Before and after spacing** are normally set to 0 pt.



- By selecting the drop-down arrow under the **Special** option, you can add **Hanging Indentation**; this indentation style is used for Works Cited, References, and Bibliography pages.
- Under the **Special** option, you can use **First Line Indentation** to add regular indentation to the body of your paper or your footnotes.

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