

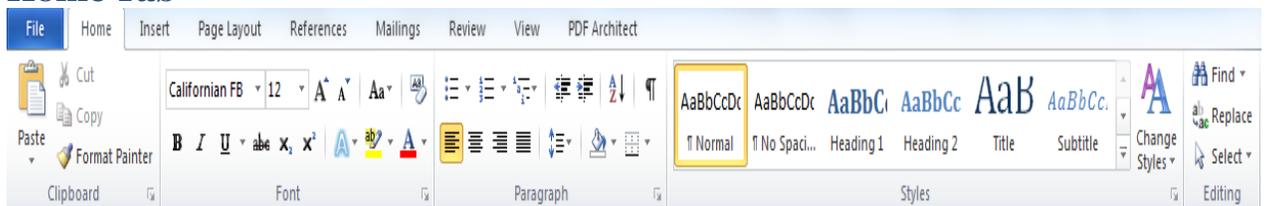
# Microsoft Word

## What can I do with all these Menu tabs?

### ❖ Tab Features

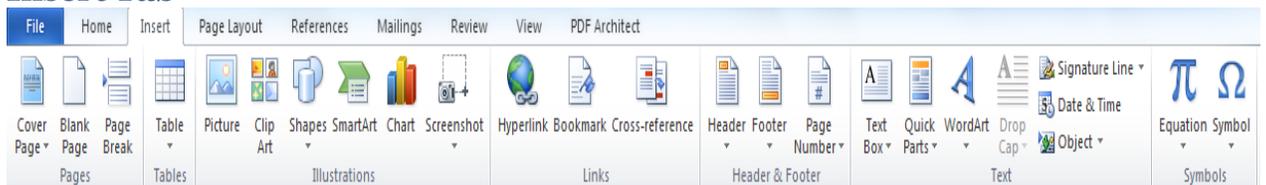
- Each tab manages different Microsoft Word tools.
- Use your mouse to hover over a button to find out more information about a particular function.
- The blue File tab houses printing, saving, and help functions.
- The shortcut button to save your work is located right above the blue File tab – it's that square floppy disk icon.
- See that curvy blue arrow right next to the save icon? That's the “undo” button – use it to erase the last action you performed in Word.
- These are all features for Microsoft 2010, so remember that other versions of Microsoft Word may have different layouts and features.

### ❖ Home Tab



- Control font type, size, and color.
- Underline, italicize, or bold your text.
- Paragraph justification and line spacing settings.
- Input bullets and numbers.

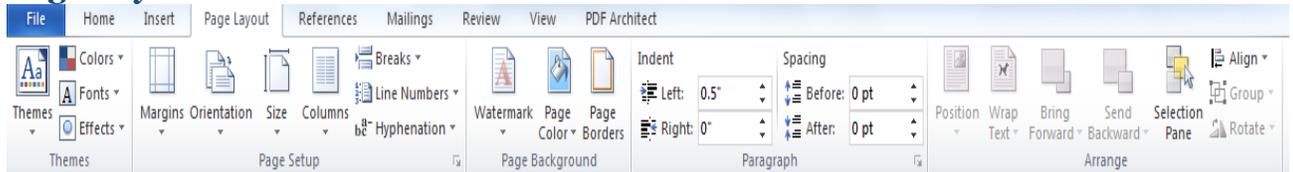
### ❖ Insert Tab



- Add tables, charts, pictures, smartart, and shapes to your paper.
- Create your headers and footers.
- Add page numbers.
- Input date and time, which can be set to update automatically.

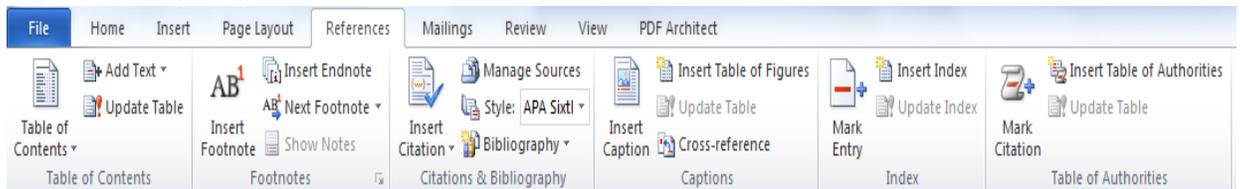
Contact your Campus Library for a more in-depth tutorial on this topic!

## ❖ Page Layout Tab



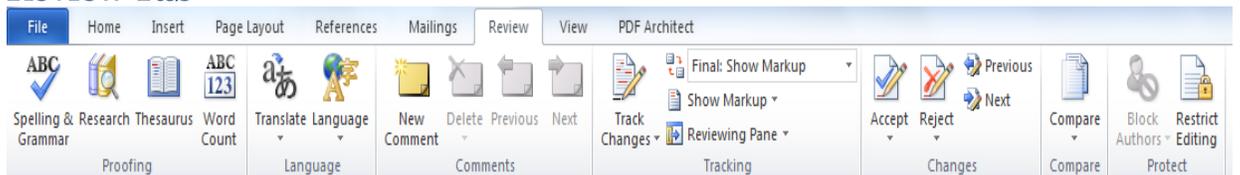
- Adjust margins if necessary. The default is usually set to 1”.
- Add columns to your paper.
- Change the orientation from portrait to landmark.

## ❖ References Tab



- Insert in-text citations and bibliographies.
  - Choose APA 6<sup>th</sup> edition under the “Style” button.
  - Click on “Insert Citation” to enter in the data fields for the information source you are using (i.e. book, journal article, book section).
  - After you place an in-text citation, click on the citation itself, then click on “Edit Citation” to add in the specific page number you are quoting or paraphrasing from.
  - At the end of your paper, click on “Bibliography” to arrange all of the citations you have entered into a Bibliography or Works Cited.

## ❖ Review Tab



- Spelling and grammar check, which are essential to your proofreading process.
- The Thesaurus is very helpful when you are trying not to repeat words, or are looking for a more technical, sophisticated word.
- The Word Count feature is helpful if you need to have a certain amount of words in your paper.
- Translate can be used if you want to write the paper in a more familiar language and then translate to English; be sure to check it over to make sure it translated correctly.
- Comments and tracking changes can be used to visually keep track of edits and revisions; this will be especially helpful if you are ever working on a group paper.

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