In a universe defined by The Next Big Thing in tech...

...there is one constant in the lives of every procrastinating writer: MICROSOFT WORD!

This handy feature will show you the ins and outs of Word, so you can get closer to formatting your papers like a pro!

As we begin, make sure to keep the menu below in mind!

From the top: saving a document!

Modern versions of Word will auto-save documents, but you can personalize your essay under the “File > Save as…” menu!

Watch out for those file extensions! These will allow you, or others, to open your documents in different programs. Make sure you save with the appropriate extension before opening your document elsewhere...

If you save your document as “.docx”, it can only be opened in versions of Word that are 2007 or later!

Using “.doc” or “.rtf” allows all versions of Word to open your document, which is preferable if you’re submitting copies to "technologically challenged" instructors...

In addition!

"What d'you mean, .docx?!”

Use keyboard shortcuts! Spend 50% fewer clicks to open your document by pressing “Ctrl” and “O”.

Printing is just as easy* with “Ctrl” and “P”!

Now let’s talk format. Indenting and paragraph spacing is very important for a clear and professional paper! The easiest way to indent is to press “Tab” — for more efficient than pressing spacebar fifty times, guaranteed!

SCAA

(510) 885-3674
www.csueastbay.edu/scaa
scaa@csueastbay.edu
And, Word can automatically double-space your paragraphs using this menu. Most teachers don't want the extra space after a paragraph, so make sure to remove it!

![Line Spacing Options...](image)

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MS Word also has an option to adjust the alignment of your essay! Be your own professional editor with Justify (“Ctrl” and “J”)...

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**INTRODUCING RULERS**

(For help, Right here.)

(The top triangle dictates indent distance. The bottom triangle affects the entire body. Try moving them around!)

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**Need to “indent” something one inch to the left? No problem!**

The Tragedy of King Richard the Second may politically charged work. Of the Henriad plays, it is the most daunting questions of divine right and legitimacy to the throne. Be the spelling of royal blood. In Richard II, these answer of the play's namesake king, who makes the ultimately fate of lineage would be enough to deter Henry Bolingbroke from ins...Indeed, the stuff of Shakespearean drama: with the rise nearly two hundred years of Plantagenet main line rule would Lancastrian leadership only just began to realize the consequences on his coup d'etat, Henry the Fourth would, by example, sanction him. In spite of his oratory skills and tactical brilliance, he was who replaced his own cousin as king.

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**How about an entire paragraph to the left? Not an issue!**

The phenomenon of jazz—and its depiction into three themes: race, sexuality, and space—than any other music genre, jazz has been spiced in and subsequent spread into America. well-documented: the United States has had against African Americans, and it is altogether should crop up in popular deceptions of “their...Weather (1943) is an excellent example; thou...time that dared to cast black actors in hardly subtle about how it presents the persona (Emmett Wallace) “tribal” orchestra, for insta...nearly all of the performers are semi-nude, semi-improvised. Patterns of jazz...and ne...and nearly all of the performers are semi-nude, semi-improvised. Patterns of jazz...and ne...

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**Just the body? Sure thing!**

The Joads' fascination with the West begins and ends in California. Last of their savings as well as the lives of Grandpa (Jeffie Tilbury) and Ed, led them to a migrant labor provided within its grounds. A mere day after the nd goal...a county sheriff—alongside a family back onto the road again. As night falls, To...Rose-of-Sharon Rivers (Doris Doreen) find themselves Ford’s uncompleted directional signs asserts itself in the darkness of the truck's headlights—the march to steel pipe and similarly black with violent anger, racks and as not for his mother’s desperate update...cuts down the pipe just as the...the date...not black...next.

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Good for block quotes, annotated bibliographies, or just plain fun!

Definitions of “Inch” will vary.
For example: headers and footers! Yes, no longer will you have to manually split pages to insert a little text at the top. Modern versions of Word allow you to double-click the top or bottom of any page to add headers and footers to all of them!

But wait: there’s more! Under the “Insert” menu, you can click on “Page Number” to — you guessed it — add page numbers! Simply choose a style and watch the numbers automatically show up in your header or footer!

And there you have it: our short expose on some of the wonders of Microsoft Word!

So the next time you find yourself in front of an essay at 3 in the morning, remember Smart Alex! Or you’ll probably end up with this:

Word can also make your Works Cited page as professional as any published appendix. Let’s start by inserting a new page break.

…but check out the “References” menu! All of these options allow you to place fully-formatted citations in MLA, APA, or Chicago Style. Too soon for a references page? No problem — there are in-text and footnote options, too!

(You can also insert a table of contents, image caption, or index!)