



# Microsoft Word

## What is Word?

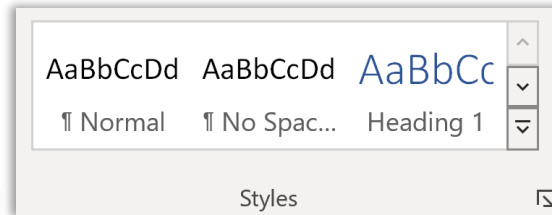
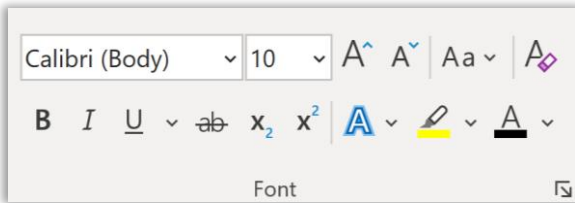
A word processing software that allows you to create documents and collaborate with others, anywhere and anytime.

## Why Word?

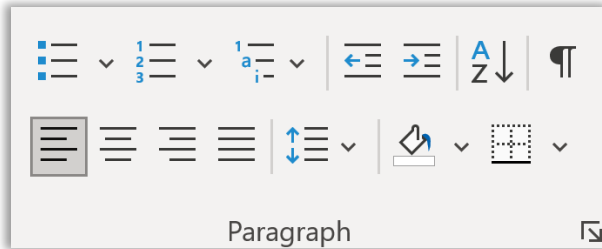
- User-friendly interface
- Personalized customization
- Collaboration and sharing
- Easily accessible
- Use on desktops, laptops, and mobile devices

**Formatting  
and  
Layout**

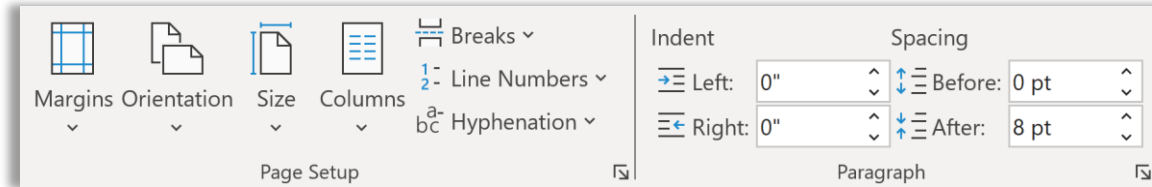
# Tips and Tricks



Use headings, font styles and sizes, line spacing, and margins to format documents using the university guidelines!



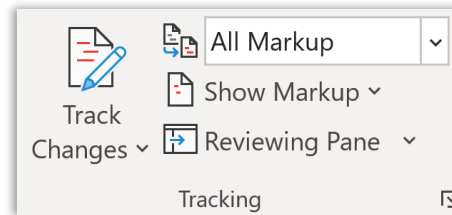
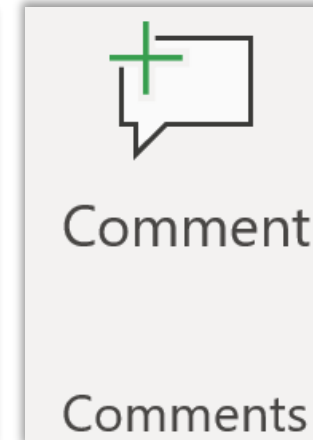
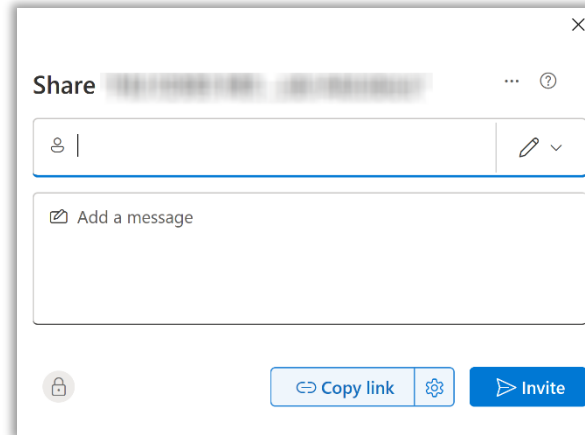
Need to change the layout of your document? Word lets you easily change the page setup, indentation, and spacing between paragraphs!



Sharing  
and  
Tools

# Tips and Tricks

Enhance collaboration with peers, professors, and more by sharing documents. Once shared, add comments to the document and track the changes made by others!

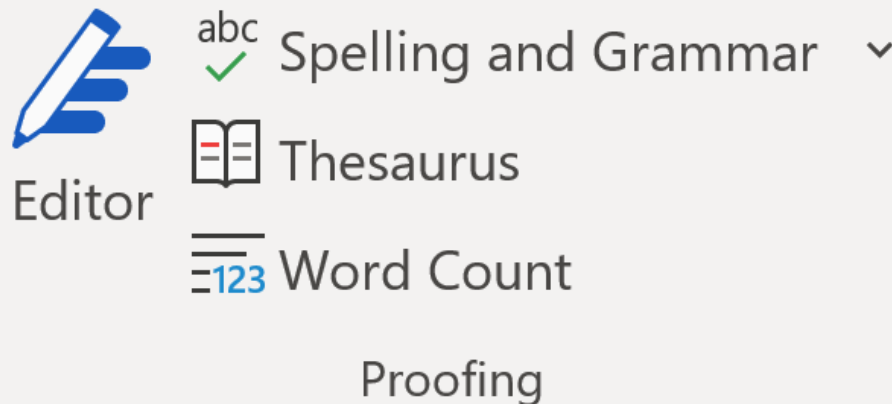
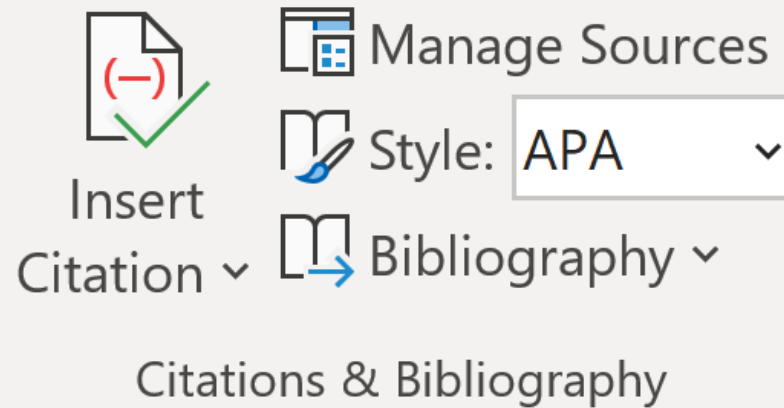


Writing a research paper or essay? Word makes it easy for you to create a Table of Contents and add footnotes so that your readers have all the direction and context they need.

**Writing  
Tools**

## Tips and Tricks

Add citations using different styles, including APA, MLA, and Chicago. Use the built-in reference manager to help manage these citations and references!

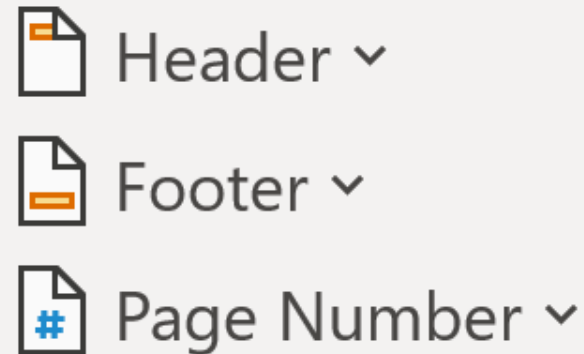


Make mistakes while working on your assignments? Want to be a little more creative with your word choice? Word has you covered with proofing tools including a Spelling and Grammar check, Thesaurus, and Word Count!

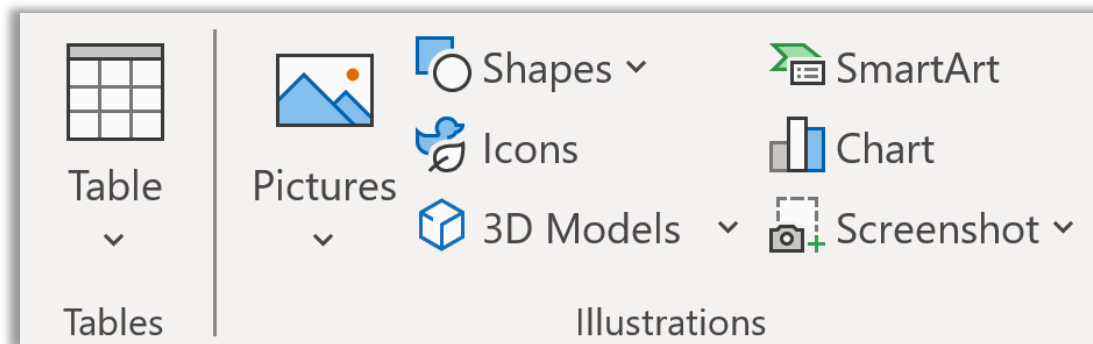
## Header & Footer and Visuals

## Tips and Tricks

Word allows you to add headers, footers, and page numbers to your document, super helpful for research papers and essays!



Header & Footer

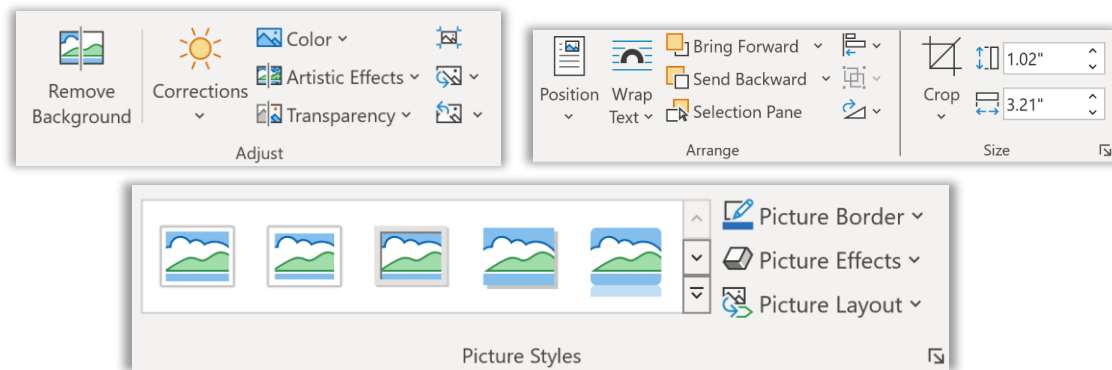


Add visuals to your document, including tables, pictures, shapes, charts and graphics!

**Visuals,  
Autosave  
& OneNote**

## Tips and Tricks

Want to edit your pictures?  
Word has many picture  
formatting features, including  
transparency, positioning, and  
style!



Word's AutoSave feature  
saves your work as you make  
progress, ensuring that your  
work is not lost due to  
unexpected interruptions.

Any notes taken in Word can  
be linked to OneNote to help  
with organization and  
management!

