

Formatting with MS Word

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Getting Started

1. Visit justwrite.mst.edu
2. Scroll down the page to the heading “Workshops” (along the right margin)
3. Click on “Sample Formatting Page”
4. Open “Sample Formatting Document.docx”

Creating a Style Sheet

Changing the “Normal” text

1. Locate “Change Styles”
2. Click on the down arrow to open the “Styles” box
3. Click on the indent icon to open “Normal”
4. Click on “Modify”
5. Change the font, spacing, etc.
6. Click “OK” when finished

Changing the headings

1. Reopen “Change Styles”
2. Click on the down arrow to open the “Styles” box
3. Click on the indenta icon next to “Heading 1”
4. Click on “Modify”
5. Change the font, spacing, etc.
6. Click “OK” when finished
7. Scroll down to page 4
8. Highlight “Introduction” with your cursor
9. Click on “Heading 1” in the “Styles” box
10. Do this for the remainder of the major headings

Changing the title

1. Reopen “Change Styles”
2. Click on the down arrow to open the “Styles” box
3. Click on the indenta icon next to “Title”
4. Click on “Modify”
5. Change the font, spacing, etc.



6. Click “OK” when finished
7. Scroll to page 2
8. Highlight “Research of Buell’s Firebolt XB9R Manual” with your cursor
9. Click on “Title” in the “Styles” box

Changing the subtitle

1. Reopen “Change Styles”
2. Click on the down arrow to open the “Styles” box
3. Click on the indenta icon next to “Subtitle”
4. Click on “Modify”
5. Change the font, spacing, etc.
6. Click “OK” when finished
7. Scroll to page 2
8. Highlight “Submitted to” with your cursor
9. Click on “Subtitle” in the “Styles” box
10. Scroll down
11. Highlight “Prepared by” with your cursor
12. Click on “Subtitle” in the “Styles” box

Revising the headings

1. Reopen “Change Styles”
2. Click on the down arrow to open the “Styles” box
3. Click on the indenta icon next to “Heading 1”
4. Click on “Modify”
5. Change the font, spacing, etc.
6. Click “OK” when finished

Creating a Table Title

1. Scroll down to page 6
2. Left-click on the table
3. Click on the arrow at the top right-hand corner of the table
4. Right-click on the table
5. Click on “Insert Caption”
6. Type a title in “Caption” box
7. Click “OK”
8. Follow these steps again for the table on page 8

Generating a Table of Contents

1. Scroll up to page 3
2. Left-click anywhere on the page
3. Click on “References” at the very top of the page
4. Click on the down arrow next to “Table of Contents”
5. Choose any format you like
6. Scroll down to page 4
7. Highlight the heading “Plan”
8. Change to “Plan of Action”
9. Scroll back up to page 3
10. Click on the Table of Contents
11. Click on “Update Table”
12. Click on “Update Entire Table”

Generating a Table of Figures

1. Scroll to page 3
2. Left-click under the “Table of Contents”
3. Click on “Insert Table of Figures”
4. Choose the format you most prefer
5. Click “OK”
6. Place your cursor to the left of “Table 1” on page 3
7. Hit the “Enter” key once to move these down
8. Move your cursor back up above the list
9. Type “Table of Figures”
10. Highlight both “Table of Contents” and “Table of Figures”
11. Click on “Heading 1”
12. Bold “Table of Contents”



Inserting Page Numbers

1. Scroll to page 2
2. Left-click to place the cursor at the beginning of the title “Research of Buell’s Firebolt XB9R Manual”
3. Click on “Page Layout” at the top of the page
4. Click the down arrow next to “Breaks”
5. Click on “Continuous”
6. Scroll up to page 1
7. Left-click anywhere on the page
8. Click on “Insert” at the top of the page
9. Click the down arrow next to “Page Number”

10. Choose a style from “Bottom of Page”
11. Click on the down arrow next to “Page Number”
12. Click on “Format Page Numbers”
13. Change the “Number Format”
14. Click “OK”
15. Click on “Close Header and Footer”

16. Scroll to page 3
17. Left-click to place the cursor at the beginning of your table of contents
18. Click on “Page Layout” at the top of the page
19. Click the down arrow next to “Breaks”
20. Click on “Continuous”
21. Click on “Insert” at the top of the page
22. Click the down arrow next to “Page Number”
23. Choose a style from “Bottom of Page”
24. Click on the down arrow next to “Page Number”
25. Click on “Format Page Numbers”
26. Change the “Number Format”
27. Click “OK”
28. Click on “Close Header and Footer”

Using Track Changes

1. Click on “Review” at the top of your screen
2. Click on the down arrow next to “Track Changes”
3. Click on “Track Changes”
4. Highlight “Mrs. Elizabeth Roberson”
5. Type your name
6. Make several more changes within the document
7. Click on the down arrow under “Accept”
8. Click on “Accept All Changes in Document”
9. Click the “Undo” arrow
10. Click on “Reject All Changes in Document”