

Formatting your assignment using Microsoft Word 2010

This handout provides step-by-step instructions for formatting your assignment using Microsoft Word 2010 / 2007.

You will need the **Home** tab for the following formatting instructions. Alternatively, you can highlight a word and use the formatting palette which becomes visible upon highlighting. Point your mouse at the palette and the formatting options will become available.

It is best to set up the formatting before you start typing. However, you can format your assignment after you have typed it. To do so, select the whole assignment (on the **Editing** menu on the far right of the **Home** tab, by clicking **Select** and then **Select All**, or press **Ctrl+A**) and adjust the formatting as required.

Formatting instructions:

Font (or typeface)

On the **Home** tab, find the **Font** box . Use the arrow to view the available fonts. Select "Times New Roman".

Font size

On the **Home** tab, find the **Font Size** box . Use the arrow to view the font size options.
Select "12" point.

Headings

Headings should be plain, using the same font and font size as your text. Do not bold or underline your headings.

Left align or left justify text

On the **Home** tab, click **Align Left** 

Margins

On the **Page Layout** tab, click **Margins**. Under **Margins**, click custom margins and set the **Left** margin to **4cm**. Click **OK**. All other margins stay as default.

Double line spacing

On the **Home** tab, point to **Line Spacing** . Click the down arrow and then click **2.0**. (Alternatively, on the **Home** tab click on the arrow beside **Paragraph**, and in the **Line spacing** box choose **Double**.)

Indent paragraphs

Indent the first line of every paragraph. (Do not add an extra line between paragraphs). To indent the first line of the paragraph, on the **Home** tab, click the arrow beside **Paragraph**, and in the **Special** box choose **First line**. Click **OK**. (As you type your assignment, the indentation will happen automatically when you press **Enter** to start the next paragraph). Alternatively, use the **tab** key to indent the first line of every paragraph.

Page numbers

On the **Insert** tab, click **Page Number**. Use the dialog box to specify where you want the page number (e.g. at the top of the page (header), on the right). Check if your school/faculty has particular specifications for the placement of the page number. Identify the title page with the page number 1.

Student number

Add your student number to your document's footer (at the bottom of the page). On the **Insert** tab, choose **Footer**. Select one of the options available and type your student number. The formatting palette will become visible, enabling you to change font size. Use **font size 10** for headers and footers.

To put both page number and student number in the same header or footer, follow **Page number** instructions above, type your student number before or after it, then tab it into position.

Word count

Microsoft Word displays counts for words, paragraphs, lines, and characters. The total word count of the document is displayed on the toolbar at the bottom left of the page. Click **Words** to open **Word Count** dialogue box to view counts for paragraphs, lines and characters.

To count words in selected text only, highlight the text you want and **Words** on the bottom toolbar will display the number of words in the highlighted selection. The reference list (or bibliography if you are using Chicago style) is not part of the word count for your assignment.

Hanging indent for reference list (or bibliography if you are using Chicago style)

Select your list. (You can do this by clicking at the beginning of the list, press and hold the **Shift** button on your keyboard, and then click at the end of your list.) On the **Page Layout** tab, click the **Paragraph** arrow to display the Paragraph dialog box. In the **Special** box choose **Hanging**. Click **OK**.

Creating a title page

1. On the **Insert** tab create a title page by clicking **Blank Page**.
2. Your title page should include Assignment Topic, your Student Number, Class Group, Tutor's Name, Due Date and Word Count. *Do **not** include your name.* Identify the title page with the page number 1.
3. Use a new line for each item. Use the font styles of Times New Roman or Courier.
4. The Topic is the main information so should be centred (click  on the Home tab), and use font size 36 or 48.
5. The Paper Number should be centred also, under the topic.
6. Your Student Number, Class Group, Tutor's Name, Due Date and Word Count should be right aligned and in a smaller font size, such as 18.
7. To centre the information vertically on the page go to **Page Layout** tab, click arrow on Page Setup, go to Layout, and under Vertical Alignment [or Vertical Layout (Word 2007)] select Centre.
8. Change the view of your page to Whole Page.
9. Put in some blank lines between the information so that the page appears balanced.
10. Preview your page before printing or e-mailing it.

Saving your document

Save your document *regularly* as you type. Also save the document onto a CD or USB flash memory drive (such as a memory stick). Click Save , specify where you want to **save your** file and then give your file a name. Click Save .

To save a document quickly once you have set up its file name, click Save .