

USING WORD: FORMATTING, PARAGRAPHS, AND KEYBOARD SHORTCUTS

Font and Size

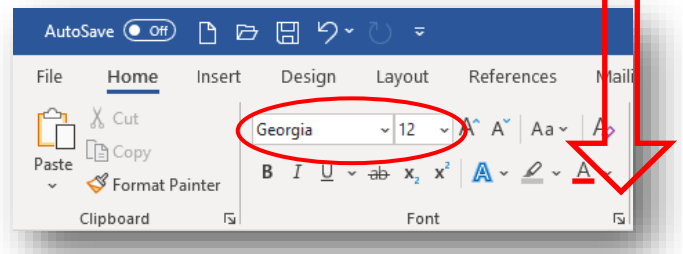
1. Highlight the text you want to change by clicking and dragging over the text.
2. Click the “Home” tab.
3. Click the arrows to the right of the font and size dropdowns. Either scroll to find your desired font and size or type them in using your keyboard.
 - Note: To keep these settings as the default formatting, click the box/arrow button in the right corner of the “Font” section. Then click “Set as Default” and click the “All documents based on the Normal template?” option.

Indenting

NOTE: In academic papers, you should indent the first sentence of every paragraph.

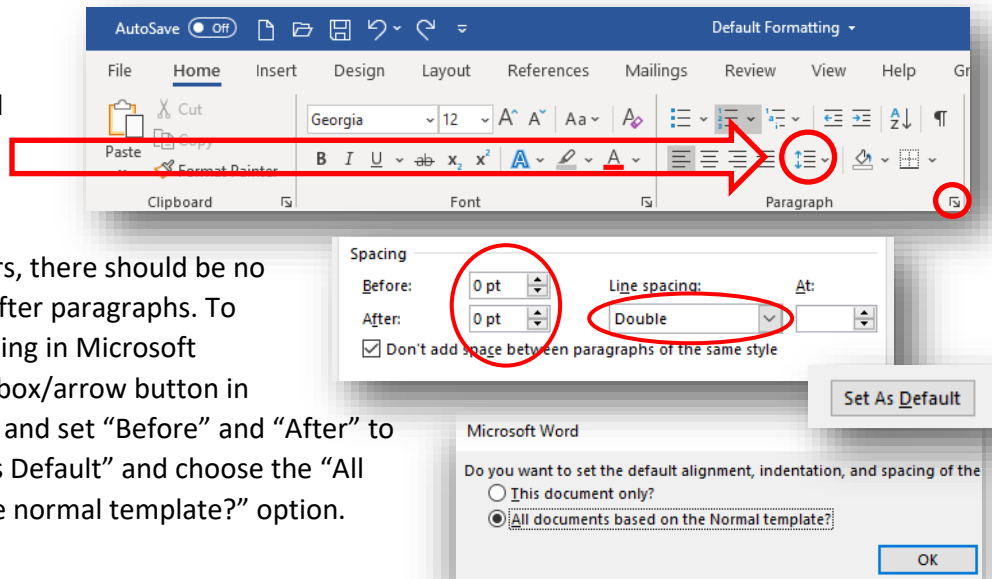
1. Click immediately before the first word of the sentence you want to indent.
2. Press the “Tab” key on your keyboard to indent.
3. Do NOT leave a blank line between paragraphs.

Your spacing should be consistent throughout your paper. The indent shows that you have started a new paragraph.



Line Spacing and Spacing after Paragraphs

1. Click the “Home” tab.
2. Click the spacing button and choose your desired spacing. 2.0 (double) spacing is standard for most papers.
3. Note: In academic papers, there should be no additional line spacing after paragraphs. To remove the default spacing in Microsoft Word, click on the little box/arrow button in the “Paragraph” section and set “Before” and “After” to “0 pt.” Then click “Set as Default” and choose the “All documents based on the normal template?” option.



Common Keyboard Shortcuts

Function	PC	Mac	Function	PC	Mac
Copy	Ctrl + C	Command + C	Bold	Ctrl + B	Command + B
Cut	Ctrl + X	Command + X	Italics	Ctrl + I	Command + I
Paste	Ctrl + V	Command + V	Find	Ctrl + F	Command + F
Undo	Ctrl + Z	Command + Z	Save	Ctrl + S	Command + S
Select All	Ctrl + A	Command + A	Print	Ctrl + P	Command + P