

# Microsoft Word Tips

## Formatting a CV, thesis, etc.

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### Create right-justified (or left-justified) tabs

It is common in a CV to right-justify text (line it up along the right side of the paper), such as dates, your name in the header, page number in the footer, etc. This gives a very clean look to your document.

To create a right-justified tab:

1. You should see a ruler along the top of your Word document. If you do not see a ruler, go to pull-down menu: **View... Ruler**
2. Click on the line of text where you want the right-justified tab to be.
3. Pull-down menu: **Format... Tabs**
  - a. In the space labeled "Tab stop position", type in the location (a number given in inches; see ruler) for the tab you want to create
  - b. Click **Right** for alignment setting [or **Left** for left-justified tab]
  - c. Click **OK**
4. You will now see a black arrow has appeared in the ruler, representing this new Tab. The direction the arrow is pointing indicates the direction that text will flow as you type. If you want to move the tab to another location, you can click and hold down the mouse on the arrow, and drag it along the ruler.

*It turns out that when you create a tab like this, the default tabs (which occur every 0.5 inches) are erased. If you lose important left-justified default tabs, then simply create them manually (under **Format... Tabs**, or by simply clicking on the ruler where you want the left-justified tabs created).*

### Remove email/http automatic formatting

Word's preferences are typically set to automatically create a hyperlink when you type in an email or web address ([blue text and underlined](#)). This will end up looking funny when you print your document. You can go to the preferences (or **Tools... AutoCorrect... AutoFormat**) for Word and change this. Or, you can simply remove the hyperlink formatting for the few places where it occurs in your document.

To remove hyperlink formatting:

1. Hold down the right-click mouse button over the email or web address text
2. In the menu that appears, select "**Hyperlink... Edit hyperlink**".
3. Click on "**Remove hyperlink**"

### Define a style

If you want some formatting that you've created (such as right-justified tabs, other tabs, bold, indenting, etc.) to be applied to other lines in your Word document automatically, you can create a style. When formatting your CV or thesis, styles may be your best friend!!

**\*\*The style pull-down menu** is the little menu in the Formatting toolbar (the toolbar that is across the top of your screen) on the far left. It typically says "Normal". It is often found next to the Font pull-down menu.

To define a style:

1. Format your line of text (format tabs, select a font, etc.)
2. Highlight the line of text (make sure you highlight the whole line; you can do this by placing your mouse just beyond the left edge of the line and clicking)
3. Highlight the word "Normal" in the style pull-down menu
  - a. Type the name of your new style (I recommend including your initials first so you know it's what you created, such as "CF heading")
  - b. Press **return** → your style will be defined! If you click anywhere in your document, it'll still be "Normal" style. But if you click anywhere in that line of text, it'll be "CF heading" style (or whatever you called it)

To apply your style to another line of text:

1. Highlight the line of text you want to apply the style to (make sure you highlight the entire line)
2. In the styles pull-down menu, select the style you just created (eg, "CF heading")
3. → The formatting should be applied to this line!

Let's say you defined all headings in your CV as the style, "CF heading". Then you decide that you want every heading to be followed with a 6-point line spacer. You could go through your document and change the paragraph spacing of each heading to 6-pt after-the-paragraph (using **Format... Paragraph**). This would be a lot of work!! And what if you change your mind and want 12-point spacing instead??!? No... All you have to do is change how the style "CF heading" is **defined**, and then the paragraph spacing will be applied to ALL LINES that are defined as "CF heading" style.

To change how your style is defined (and then update all appropriate lines in your document with this change):

1. Make your desired change to a line of text (which has already been defined as your style of interest)
2. Highlight the entire line of text, by placing the mouse to the far left of the line and clicking.
3. In the style pull-down menu, highlight the name of the style (eg, "CF heading").
  - c. Press **return**
  - d. A box will pop up... Choose "Update the style to reflect recent changes." If you change your mind and instead want to revert your text back to the original formatting for that style, then click that option instead in this box.
  - e. Once you click the "update style" choice, all other lines in your document that have been defined as part of that style will be updated with your formatting change.

## **Create a Table of Contents or Table of Figures**

When you write your thesis, you'll be required to include a Table of Contents (hereafter called ToC). If you have set up "styles" (see above), then a ToC is a breeze to create!

**\*\*The key to understanding how to create and manipulate a Table of Contents is to realize that Word recognizes lines that should be included in the ToC *only if they have a unique style*.** So, be sure you are familiar with working with **styles!** (see above)

To insert a Table of Contents:

1. Be sure that every heading that you want included in your ToC is defined by a unique style (ex, "CF heading"). This is how Word will know to include that line in your Table of Contents.
2. Pull-down menu: **Insert ... Index and Tables**
3. Click on the tab "**Table of Contents**"
4. In the "**preview**" window, you'll see which styles will be selected for particular levels of your ToC. If you used your own style (ex, "CF heading"), then you'll need to change this so that Word will define that as the style of choice. To do so, click "**Options**", then add the desired level number ("1" if you only have one level of detail in your ToC) next to your desired style. Remember to delete the automatic "Heading 1", "Heading 2", etc. if these are not supposed to be levels in your ToC!
5. Click "OK", then "OK" to create your ToC.

#### To change the formatting of your ToC:

The lines in your ToC are each defined by a standard Word style called "TOC 1", "TOC 2", etc. This is typically Times font, 12-point. If you want your ToC to have different formatting (ex, different font, size of font, or even to make it double-spacing), then follow these steps:

1. Highlight the entire ToC.
2. Pull-down menu: **Insert ... Index and Tables**
3. Click on the tab "**Table of Contents**" (should go there automatically)
4. Click on "**Modify**".
5. Select the style you want to change. If you have only one level of detail in your ToC, you'll only need to modify the first level ("TOC 1")
6. Click on "**Modify**".
7. Now, you have the typical options available to you. Select the font, paragraph spacing, etc. that you want.
8. Click "OK", then "OK".

#### To insert a List of Figures:

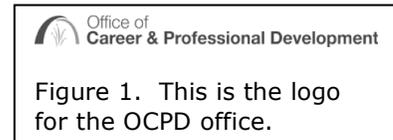
1. Be sure that every Figure title that you want included in your ToC is defined by a unique style (ex, "CF figure"). This is how Word will know to include that line in your Table of Figures (and not in your ToC).
2. Follow the steps above for creating a ToC, but this time under "Options," select your Figure style (ex, "CF figure").

#### To update the page numbers or headings in a Table of Contents:

1. Click to place your mouse cursor just to the left of the first line in your ToC. Keeping your mouse in that position, hold down the right-click mouse button.
2. In the menu that appears, select "**Update field**".
3. Select on "**Update entire table**". This will update the page numbers as well as the heading names (and add new headings that you have defined with that same style).

### **Insert a Figure/Picture into your document**

You may want to insert a picture or figure into your document, such as the logo to the right. But, how do you do this, and achieve the professional look of your text automatically fitting around the figure (to the left of it in this case)?



#### To insert a figure or picture:

1. Drag the .jpg file name into your Word document. Or, select the picture in another program (ex, PowerPoint), click your mouse where you want the picture to go (approximately), and use "paste" to insert it into your Word document. Or, use the menus: **Insert... Picture... From file**.
2. Double-click on the picture/figure to get the Format menu. Or, hold down the right-mouse button over the picture and select "**Format picture**" from the menu that appears.
3. Click on the tab "**Layout**".
4. Select "**Square**", then "**Okay**".
5. Drag the picture to the location in your Word document where you want it to be.
6. Your text should automatically adjust.

#### To add a caption:

1. Be sure that your Drawing toolbar is open (if not, go to **View... Toolbars... Drawing**).
2. Click on the "text box" tool. Click below your figure (or wherever you want your caption to be). A text box should appear.
3. Type in the text of your caption. Remember to highlight all text, then format it to match the rest of your document. Also, double-click on the grey line surrounding the text box to get its Formatting options, and select the "**Colors and Lines**" tab, then under "Lines", for "color" select "**No line**" (instead of a color). Click "Okay."



4. Now, you'll need to group the caption and figure together, then give them a "square" layout as a single entity (as you did above). To group two objects together, you need the handy "group" tool. If this is not already in your Drawing toolbar, then you can add it by going to "**View... Toolbars... Customize Toolbars/Menus**". Click on **Commands**, then "**Drawing**". Find the "Group" icon, and drag it into your Drawing toolbar.
5. Highlight the picture/figure and the text box (caption) (you can highlight them at the same time by holding down **shift** continually while you click on each). Click on the Group tool (see step #4) in the Drawing toolbar to group these 2 objects together.
6. Now, double-click on this new group to bring up the group's formatting menu. As you did above, click on the tab "**Layout**", then select "**Square**", then "**Okay**".

Note: If you insert a caption using this method, then you won't be able to make an automated List of Figures (see "Create a Table of Contents", above). This is because Word can't search text boxes for certain styles.