

Microsoft Guide

APSU Writing Center Handout

Headers and Footers

A header or footer can contain text, information about the document, or even images. You can create one header or footer for the whole document or have a different header or footer for the first page, odd. and even pages, or even multiple sections.

How to Insert a Header or Footer to Word Documents

Go to Insert > Header or Footer.

Choose the header style you want to use.

Tip: Some built-in header and footer designs include page numbers.

You can add or change the text in the header or footer. To edit an existing header or footer, double-click it. For more information on things you can do with headers, go to Edit your existing headers and footers.

To eliminate a header, for example, deleting the header on a title page, select it and then check the Different First Page box.

Select Close Header and Footer or press Esc to exit.

To delete, select Insert > Header (or Footer) > Remove Header (or Remove Footer).

Page Numbers

A header or footer can contain text, information about the document, or even images. However, the most common elements in a header or footer are page numbers. Page numbers can be continuous though a document, all but the first page, or start over in each section.

How to Insert a Page Number to Word Documents

On the Insert tab, select Page Number, and then choose the location and style you want.

If you don't want a page number to appear on the first page, select Different First Page.

If you want numbering to start with 1 on the second page, go to Page Number > Format Page Numbers, and set Start at to 0.

When you're done, select Close Header and Footer or press Esc.

Tip: To get back to a header or footer to make changes, double-click in the header or footer area.

Change Margins

In Word, each page automatically has a one-inch margin. You can customize or choose predefined margin settings, set margins for facing pages, allow extra margin space to allow for document binding, and change how margins are measured.

Select **Layout > Margins**.

Select the margin configuration you want, or select **Custom Margins** to define your own margins.

Page Breaks

Put your cursor where you want one page to end and the next to begin.

Go to Insert > Page Break.

Tip: If Word puts a new page in your document unexpectedly, it might be because of a page break. To view page breaks so that you can select and delete them, go to **Home > Show/Hide**

Newsletter Columns

To lay out the whole document in columns, select **Layout > Columns**.

Choose the option you want or choose **More Columns** to set your own column format.

Make part of your document into columns

Select the paragraphs you want to lay out in columns.

Select **Layout > Columns** and then choose the options you want.

Insert a Column Break

If you format a document with columns (as in some newsletter layouts), the text will automatically flow from one column to the other. You can insert your own column breaks for more control over the document format.

Place your cursor where you want the column to break.

Click **Layout > Breaks**.

A menu with options will appear. Click **Column**.

A column break is inserted. Click **Home > Show/Hide** to see it.

Tip: The keyboard shortcut **Ctrl+Shift+Enter** also inserts a column break where you've placed your cursor.

How to Insert a Table of Contents

Put your cursor where you want to add the table of contents.

Go to **References > Table of Contents**, and choose an automatic style.

If you make changes to your document that affect the table of contents, update the table of contents by right-clicking the table of contents and choosing **Update Field**.

If you have missing entries

Missing entries often happen because headings aren't formatted as headings.

For each heading that you want in the table of contents, select the heading text.

Go to **Home > Styles**, and then choose **Heading 1**.

Update your table of contents.

Update a table of contents

On the **References tab**, select **Update Table**.

Select one of the following:

Update page numbers only This only updates the pages that the headings are on and ignores any changes to the heading text.

Update entire table This will reflect any updates to the heading text, as well as any page changes.

Changing the Default Line Spacing Settings in Microsoft Word

In Microsoft Word you need to manually adjust the default line spacing settings to ensure proper formatting.

If not modified, documents may not reflect true double-spacing, which is required for most academic formats (MLA, APA, Chicago, etc.).

Follow these steps to adjust the default line spacing:

Changing Default Line Spacing Before Typing

Open Microsoft Word.

Create a New Document or open an existing one.

Click on the Home tab.

Locate the Paragraph group.

Click on the Line Spacing button.

(represented by multiple horizontal lines with arrows).

Select 2.0 (Double Spacing) from the dropdown menu.

Changing Default Line Spacing Before Typing

Open Microsoft Word on your Mac.

Create a New Document or open an existing one.

To double space the entire document, click Edit in the top menu bar and select **Select All**.

Click Format in the top menu bar and select Paragraph.

In the Paragraph window, find the Line Spacing dropdown menu and select Double.

Other spacing options, such as 1.5 lines, are also available.

Click OK to apply the changes.

To make this setting the default for all future documents:

Click on the small dialog box launcher in the bottom-right corner of the Paragraph group.

In the Paragraph settings window, find the Spacing section.

Set Line Spacing to Double.

Click Set as Default at the bottom left of the window.

Choose All documents based on the Normal template and click OK.

Close and reopen Word to apply changes permanently.

Here are some shortcuts when using Microsoft word that will speed up the typing process.

Depending on the type of Word you are using including online, mobile, or 365 will depend on if these work.

Ctrl + A = Select all

Ctrl + B = Bold

Ctrl + C = Copy

Ctrl + D = Change character formatting

Ctrl + E = Align center

Ctrl + F = Find

Ctrl + G = Go to

Ctrl + H = Replace

Ctrl + I = Italics

Ctrl + J = Justify

Ctrl + K = Insert hyperlink

Ctrl + L = Left align

Ctrl + M = Indent

Ctrl + N = New document

Ctrl + O = Open document

Ctrl + P = Print

Ctrl + Q = Remove paragraph formatting

Ctrl + R = Right justify

Ctrl + S = Save

Ctrl + T = Create hanging indent (tab)

Ctrl + U = Underline

Ctrl + V = Paste

Ctrl + W = Close document

Ctrl + X = Cut

Ctrl + Y = Redo previously undone action

Ctrl + Z = Undo an action

Ctrl + 1 = Single-space lines

Ctrl + 2 = Double-space lines

Ctrl + 5 = 1.5-line spacing

Ctrl + Left Bracket [= decrease font size by 1 point

Ctrl + Right Bracket] = increase font size by 1 point

Ctrl + Shift + A = selected text to all capital letters

Ctrl + Shift + D = double underline to the selected text

Ctrl + Shift + E = enable or disable revision tracking

Ctrl + Shift + F = open font window

Ctrl + Shift + L = create a bullet point

Ctrl + Shift + * = view or hide nonprinting characters

Ctrl + Shift + > = increase font size

Ctrl + Shift + < = decrease font size

Ctrl +] = increase font size

Ctrl + [= decrease font size

Ctrl + / + C = insert a cent sign (¢)

Ctrl + Del = delete word right of cursor

Ctrl + Backspace = delete word left of cursor

Ctrl + End = move the cursor to the end of the document

Ctrl + Home = Move the cursor to the beginning of the document

Ctrl + Spacebar = Reset highlighted text to the default font

Ctrl + Enter = Insert a page break

Alt + F, A = save the document under a new name

Alt + X = show the Unicode code of a highlighted character

Shift + Enter = Create a soft break instead of a new paragraph