Digital Passport Session

UCC
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Skills Centre

ACCESS⁺ UCC
FURTHER EDUCATION SUPPORTS

Workshop Schedule

TIME	ACTIVITY
9:00-9:15	Introductions
9:15-11:15	
11:15-11:30	
11:30-1:00	
1:00-1:30	
1:30-2:15	
2.15-3:15	

Session Overview

Today's objectives

- Learn about Microsoft Word

- Learn how to create and format documents

- Understand how to change the page layout and how to add pictures, shapes, charts

- Learn about Word's accessibility features

- Understand how to save & print your work

What is MS Word?

- Word Processing software used to write essays, reports and other assignments

- Available to all UCC students for free through Mircosoft365

- Has many useful features for college life and beyond

Creating Documents

- When you open Word, you'll see this screen

- On the bar on the left of the screen, select *NEW*

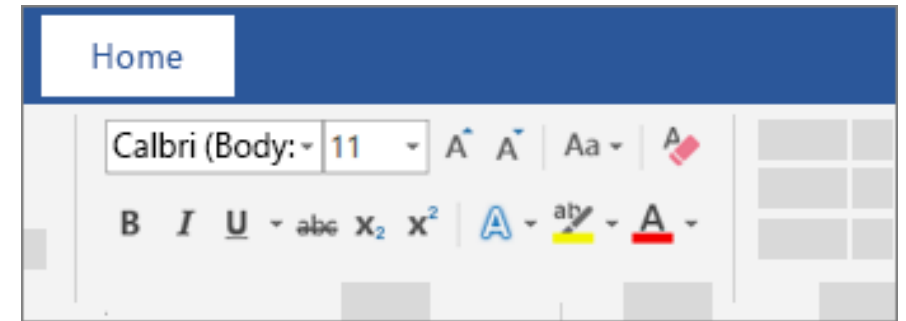- Then, either select *Blank Document* or use the search bar to search for a specific template
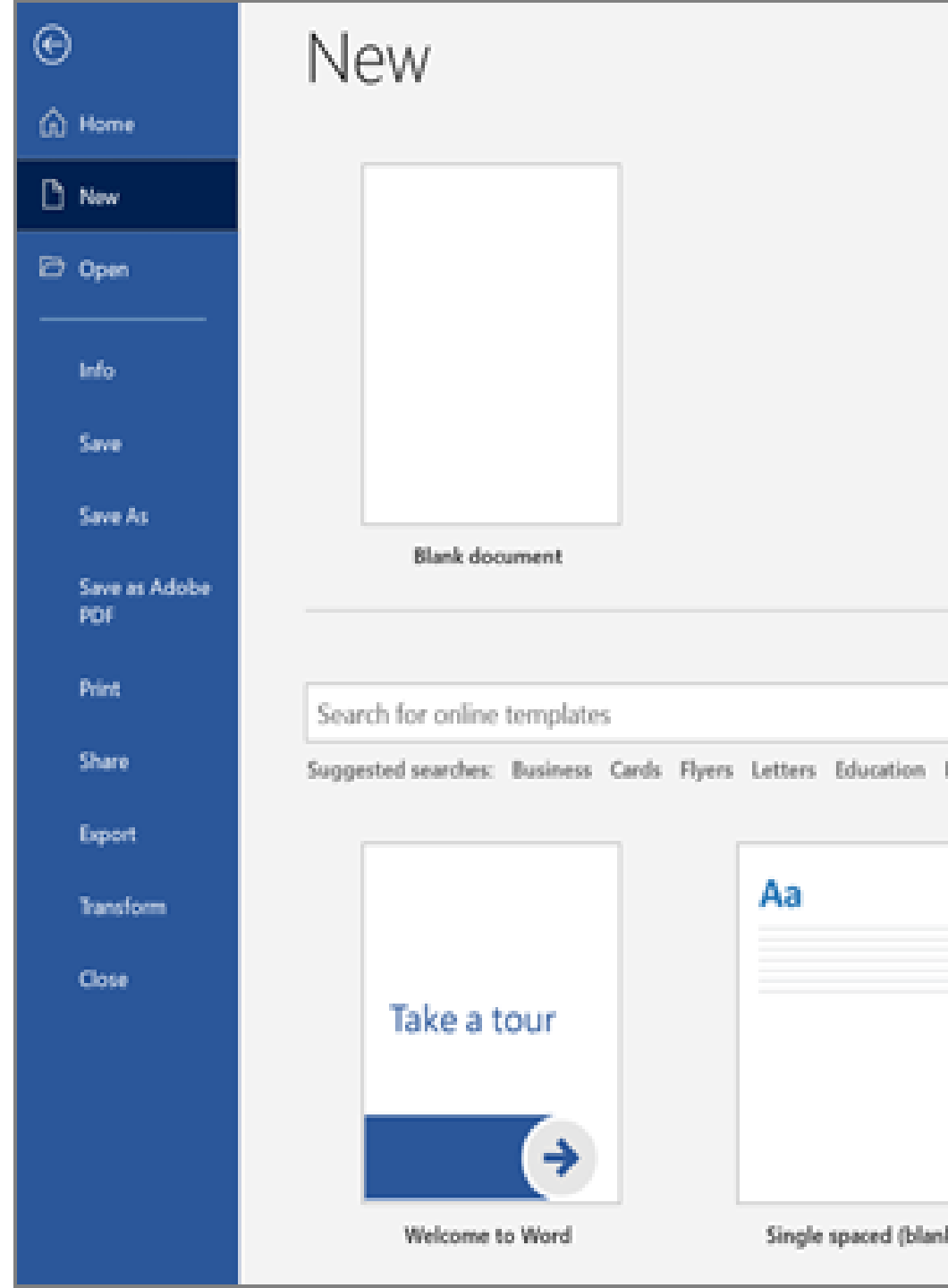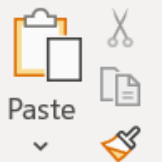
Your New Document

Formatting a Document

Once you've made your new document, you can now start typing!

- Use this box to select things like font, font size, colour and or to make the text **bold**, *italic* or underlined!

- Use this box to add **bullets**, **numbers**, **line spacing** or to **align** and **justify** the text!

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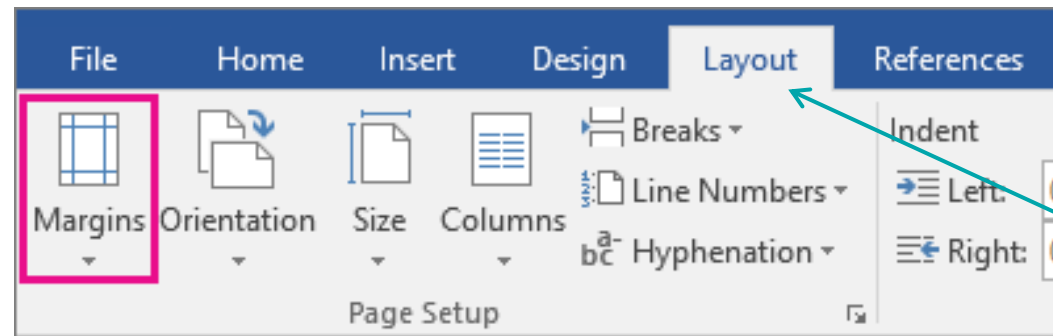University College Cork, Ireland

Pictures, Shapes and Charts

- Navigate to the **INSERT** tab

- Here you can add pictures, shapes, charts, icons or SmartArt

- These can be useful for adding information or statistic to reports
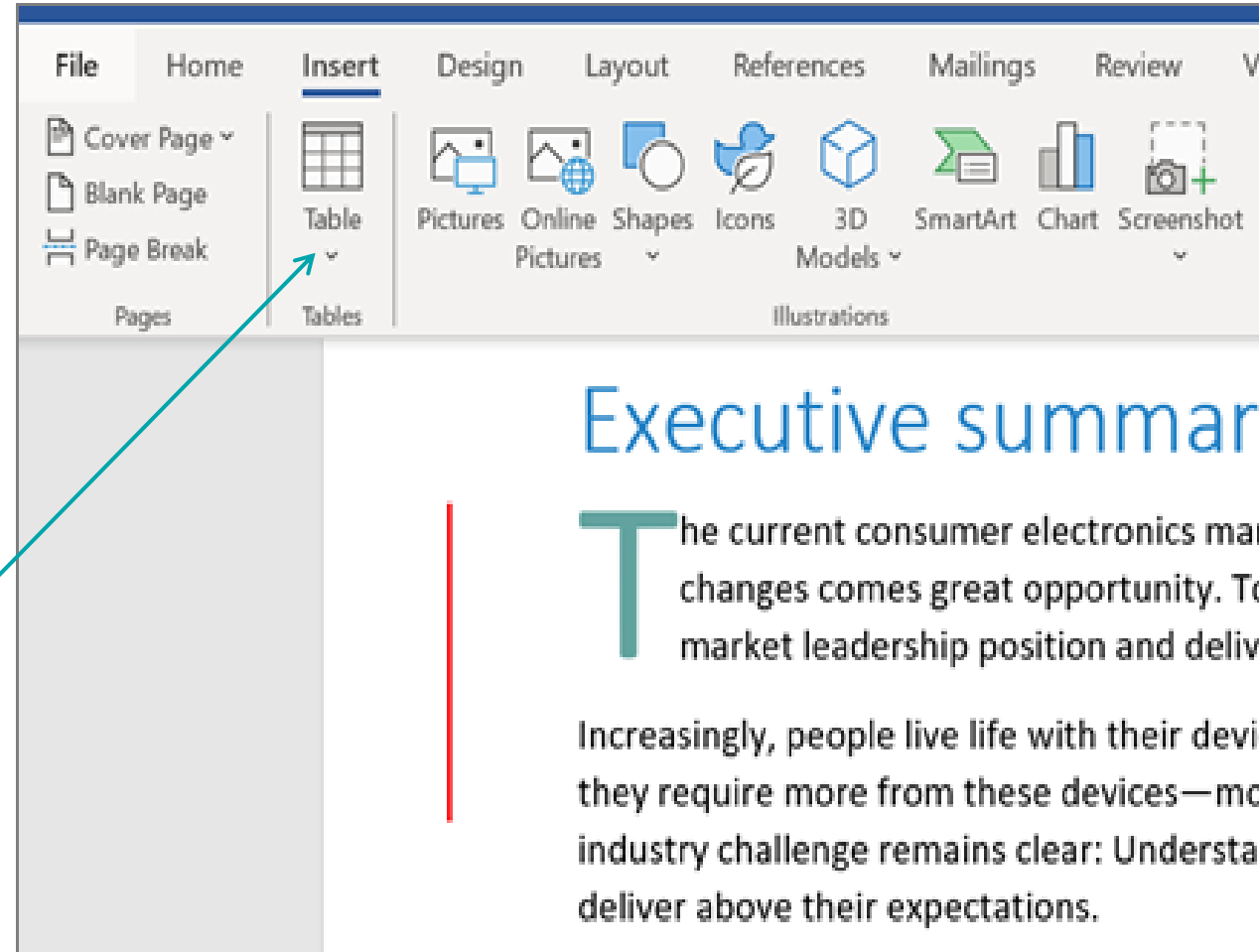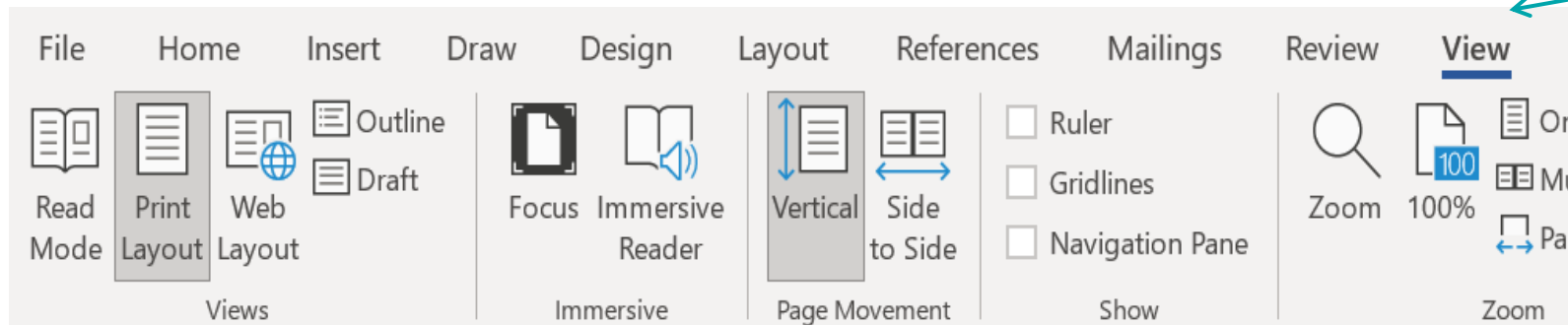
Page Layout

- You can change the page layout and margins easily

- Navigate to the 'Layout' tab along the top

- Change the margin size, the page orientation or whether the text is displayed in separate columns
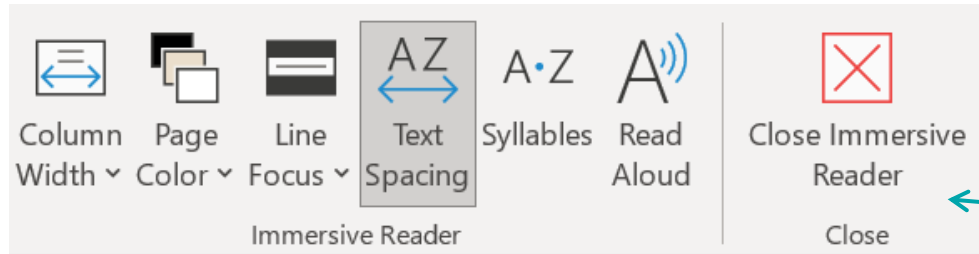
Accessibility

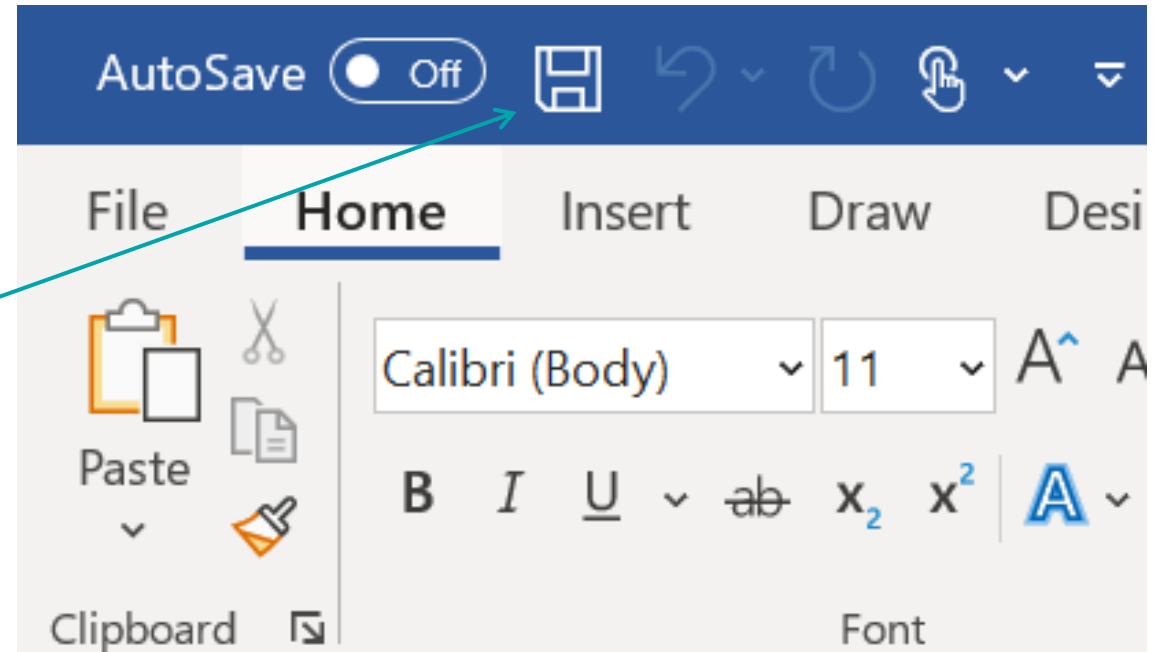All Microsoft 365 programmes come with built-in accessibility features

Navigate to the **VIEW** tab and select the **Immersive Reader**; it'll start reading out your text automatically!
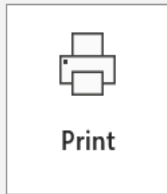
You can customise the reader to suit your own preferences very easily

Saving Your Work

- When you're finished with your document, don't forget to **SAVE**!

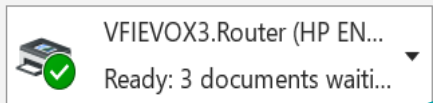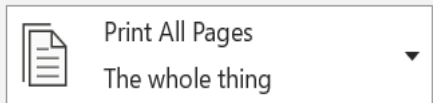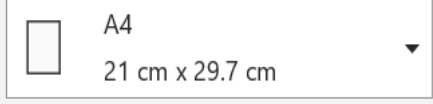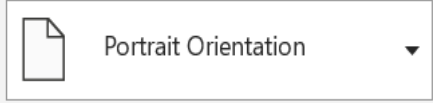- Click on 'File', then choose SAVE or SAVE AS (Ctrl + S)

Print

Copies: 1

[Print]

Printer

VFIEVOX3.Router (HP EN...
Ready: 3 documents waiti...

Printer Properties

Settings

Print All Pages
The whole thing

Pages:

Print One Sided
Only print on one side of...

Collated
1,2,3   1,2,3   1,2,3

Portrait Orientation

A4
21 cm x 29.7 cm

Normal Margins
Top: 2.54 cm Bottom: 2.5...

Home

New

Open

Info

Save

Save As

Print

Share

Export

Transform

Close

Account

More...
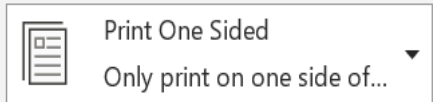
- Print your documents straight from Word
- Select **FILE**, then select **PRINT**
- RIGHT: preview of your document
- LEFT: **PRINT** button & the settings
- Make sure the settings are set up as you intended; don't forget to set whether to print in colour or monochrome!
- Set the number of copies to print and select the printer you want to use
- PRINT!

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Any Questions?

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Contact the Skills Centre if you need any help with your academic communication!

Email: skillscentre@ucc.ie