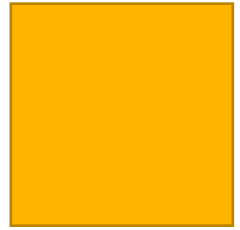




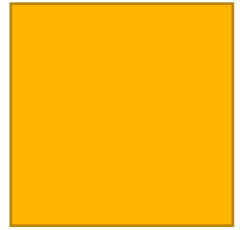
Microsoft Word



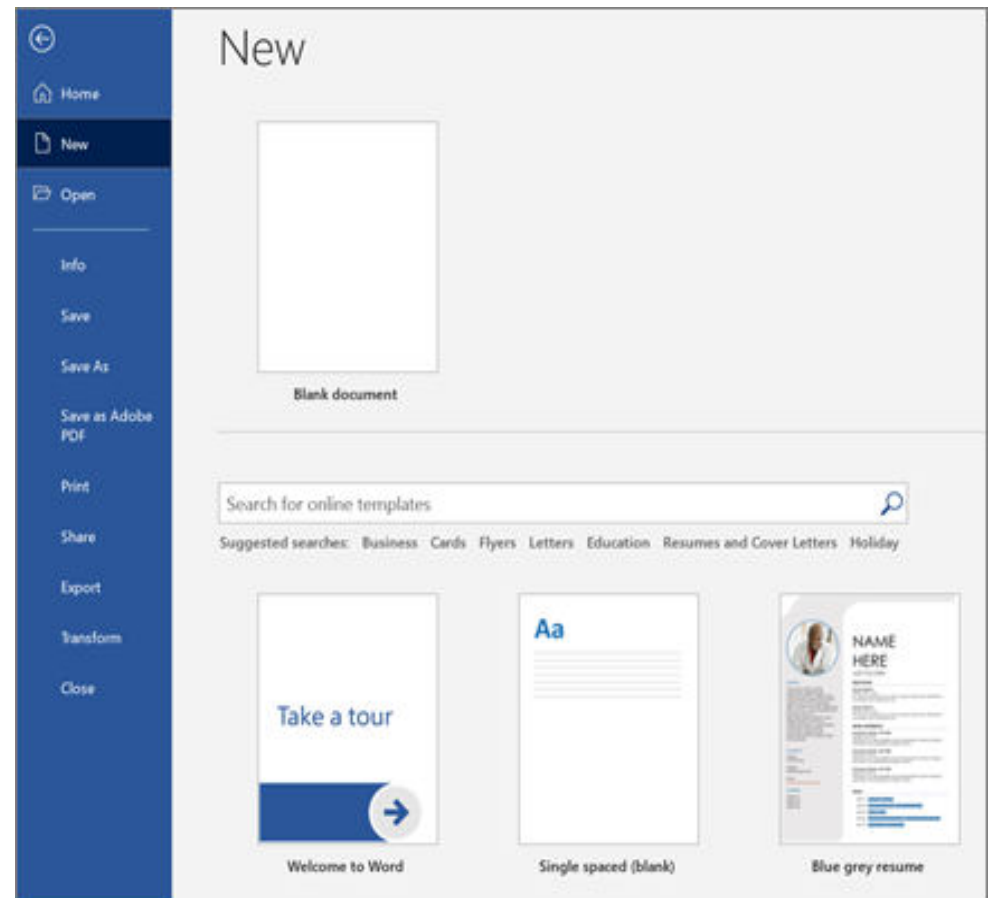
- Microsoft Word is a **Word Processing** software used to write essays, reports and other academic assignments.
- MSWord is available to all UCC students for free through Microsoft365 – you just need to log in using your student IT username and password.
- Word has a lot of features that can seem daunting and confusing, but they're really useful once you come to terms with them!



Creating Documents



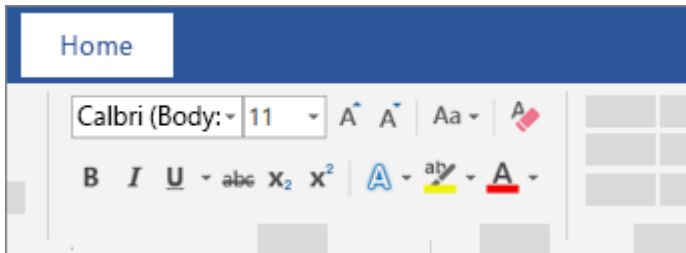
- When you open Word, you'll see this screen.
- On the bar on the left of the screen, select **New**.
- Then, either select **Blank Document** or use the search bar to search for a specific template.



Formatting



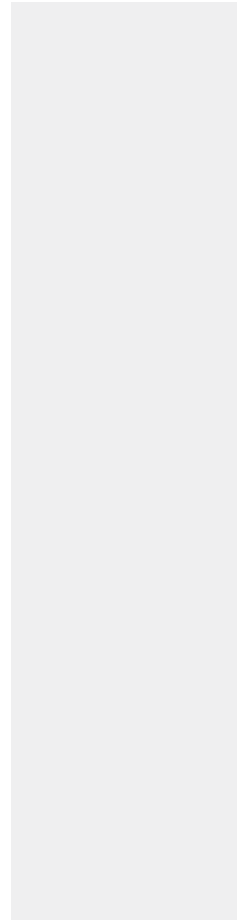
Once you've made your new document, you can now start typing!



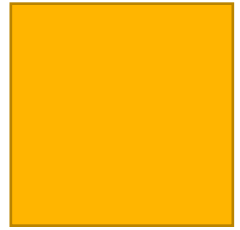
Use this box to select things like font, font size, **colour** and or to make the text **bold**, *italic* or underlined!



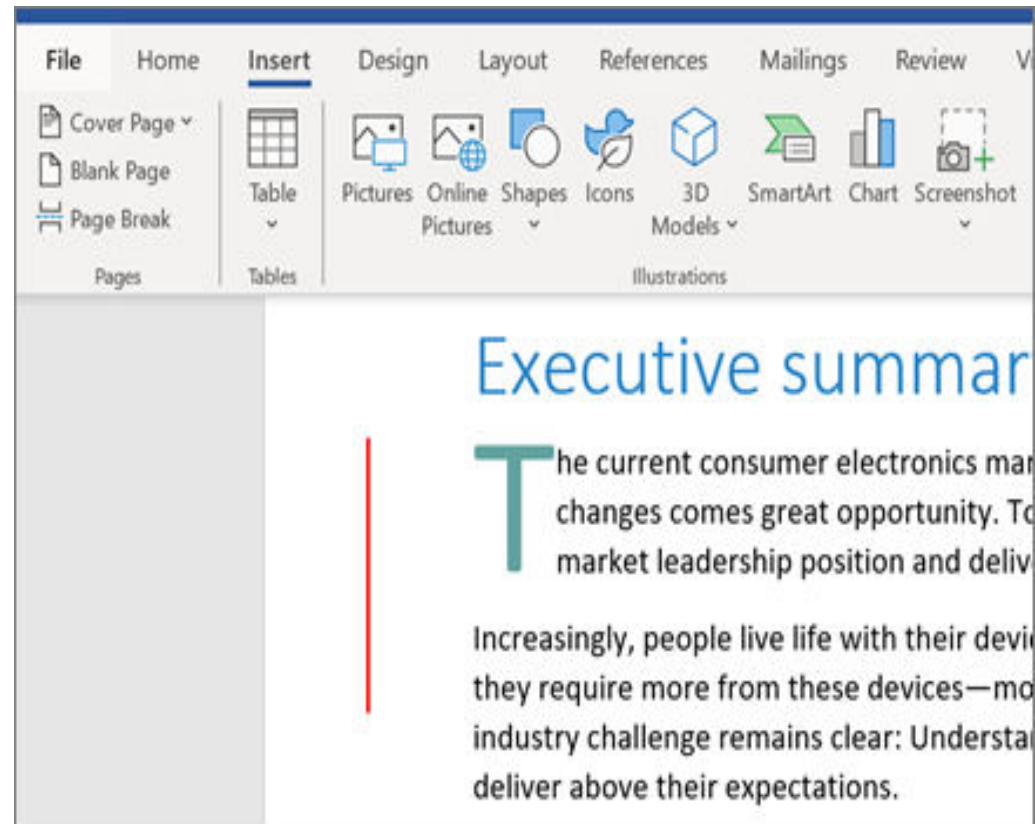
Use this box to add **bullets**, **numbers**, **line spacing** or to **align** and **justify** the text!



Pictures, Shapes and Charts



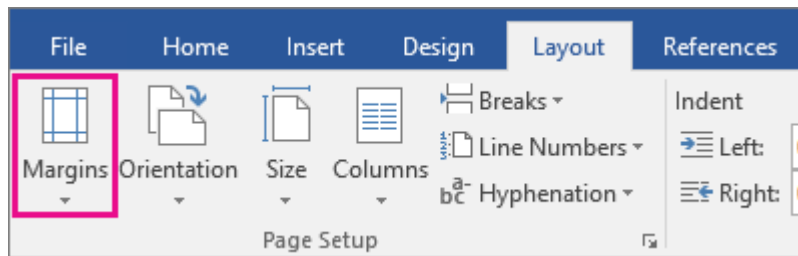
- Navigate to the **Insert** tab along the top of the programme.
- Here you can add **pictures, shapes, charts** or **SmartArt**!
- These can be really useful for adding information or statistic to reports.



Page Layout

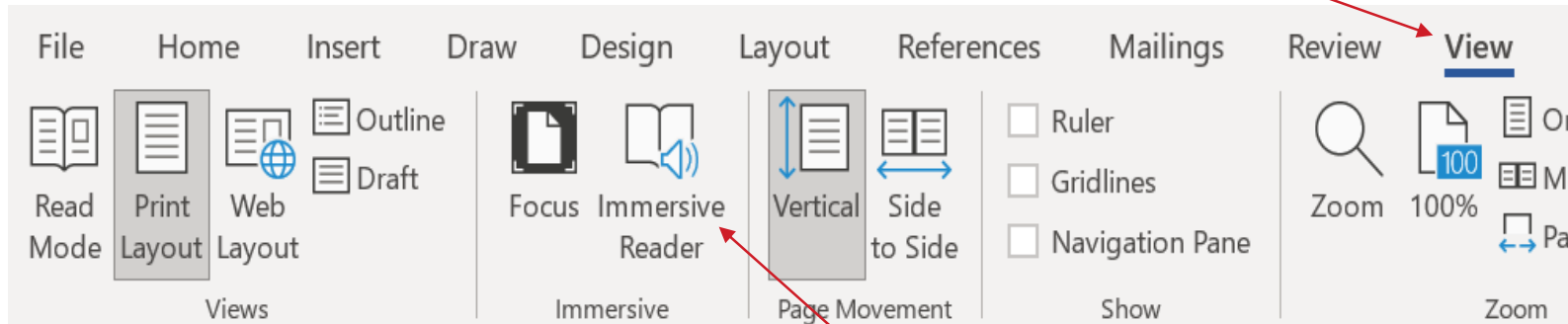


You can also change the page layout and margins easily!

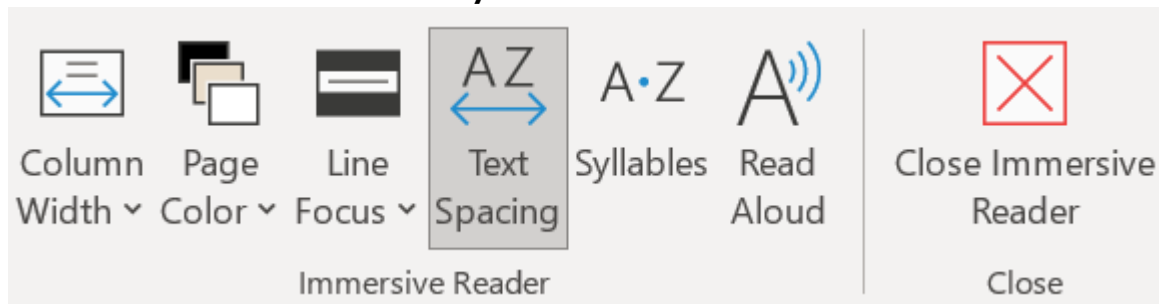


Navigate to the 'Layout' tab along the top. Here you can change the **margin size**, the **page orientation** or whether the text is displayed in separate **columns**.

Accessibility



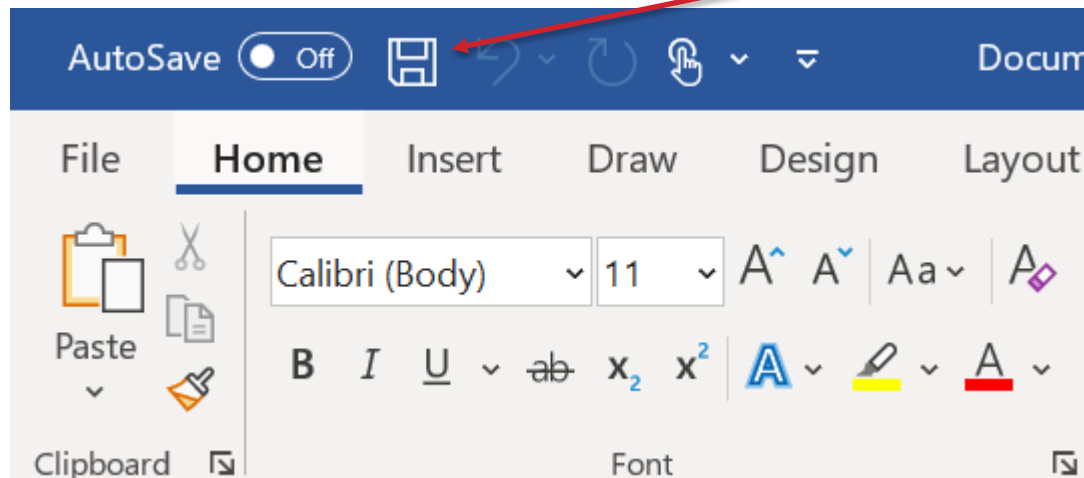
- All Microsoft365 programmes come with built-in accessibility features like **Immersive Reader**.
- Navigate to the **View** tab and select the Immersive Reader; it'll start reading out your text automatically!



- You can customise the reader to suit your own preferences very easily.

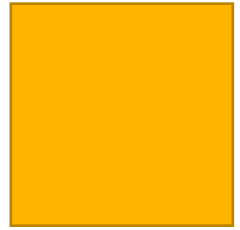
Saving

- When you're finished with your document, don't forget to **save**!
- Save a document by clicking on 'File', then choosing Save or Save As. Alternatively, you can use Ctrl + S, or click on the save icon in the top left.



- Make sure you save your file somewhere you know! File management is very important!!

Printing



- You can **print** your documents straight from Word.
- Select **File**, then select **Print**. On the right, you'll see a preview of your document. On the left, you'll see the **Print** button and the configurable **Settings**.
- Make sure the settings are set up as you intend; don't forget to set whether to print in **colour** or **monochrome**!
- Set the number of copies to print and select the printer you're using.
- Then all that's left is to hit print!



Home

New

Open

Info

Save

Save As

Print

Share

Export

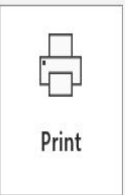
Transform

Close

Account

More...

Print



Copies: 1

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

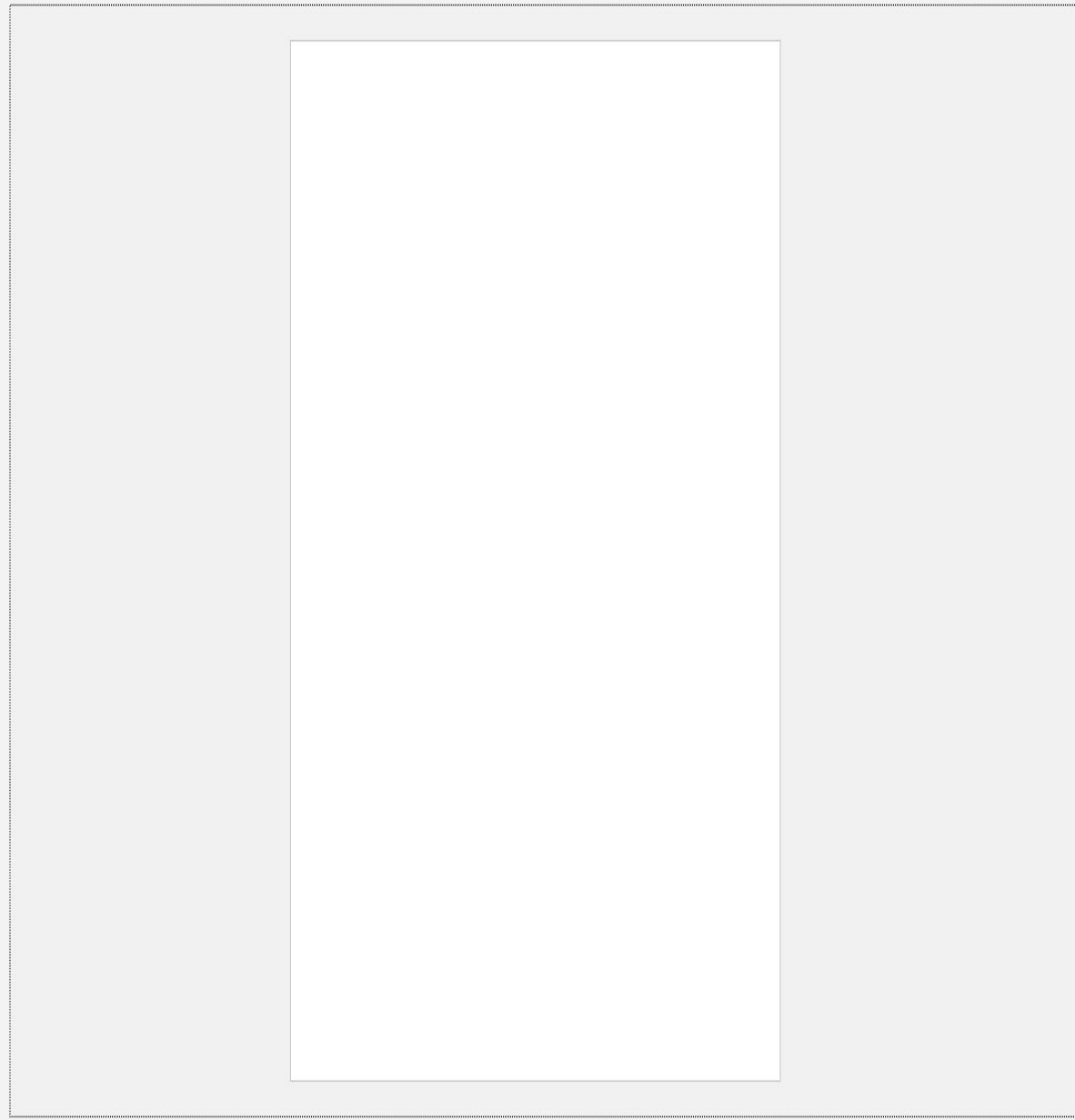
Portrait Orientation

A4

21 cm x 29.7 cm

Normal Margins

Top: 2.54 cm Bottom: 2.5...



Questions?

