This resource discusses some of Microsoft Word’s more advanced functions that are important in formatting your papers properly. Whether you are a new student or have been using Word for years, you can always learn more! Becoming familiar with Word’s functions can help make formatting a breeze!

**Navigation Options**

The navigation menu functions as a "word look-up" and will highlight wherever the searched word appears in your paper. You can access the navigation menu by pressing Ctrl and F on your keyboard at the same time (or Command & F for Apple products). It is useful for finding words you want to change or eliminate in your text.

**Page Setup**

The page setup section is found in the Layout Tab.

- The **Margins** button can be selected to adjust the amount of empty space at the sides of a page. Margins should be set to 1 inch around the whole page.
- The **Columns** button allows you to split your text vertically into separate columns. This can be helpful for assignments where you are asked to mimic the formatting of a scientific journal or newspaper.
- The **Breaks** button provides options for adding page breaks or section breaks.
  - **Page breaks** make the rest of the page empty and begin text on a new page. This is helpful for separating your title page or your References, Bibliography, or Works Cited pages from the rest of your paper.
Section breaks separate your formatting so that you can have different headers, footers, or styles of page numbers on different pages. Section breaks are used when you add a table of contents in *Turabian* since this section has a different page number style than the rest of the paper. Section breaks are also helpful for separating chapters in a thesis or dissertation.

**Spacing and Indentation**

The paragraph section has many functions and can be found in the Home Tab of Word.

- **Adding Lists:** The first button at the top left adds bullet points, the second adds numbered lists, and the third adds complex lists.

- **Indentation:** The buttons with arrows pointing left and right each decrease and increase the indentation of a section, respectively.

- **Alphabetizing:** The A-Z button can alphabetize a section of text that you’ve selected. This can alphabetize your sources in your Works Cited, References, or Bibliography section.

- **Alignment:** Along the bottom left side of this section, there are four alignment options that move where the text is located on a page. The first three align the text left, middle, or right. The fourth justifies the text, evenly spacing the words across the lines; this is commonly used when using columns.

- **Spacing:** Select the up-and-down arrow button to adjust the spacing between lines. 1.0 adds single spacing, and 2.0 adds double spacing. Most papers are written with double spacing.

- **Advanced settings:** Access the advanced settings by clicking the arrow button at the bottom right side of the paragraph section. Here, you can change the spacing before and after paragraphs, the spacing between lines, the amount of indentation, and the indentation style.

  - **Before and after spacing** are normally set to 0 pt.
○ By selecting the drop-down arrow under the **Special** option, you can add **Hanging Indentation;** this indentation style is used for Works Cited, References, and Bibliography pages.

○ Under the **Special** option, you can use **First Line Indentation** to add regular indentation to the body of your paper or your footnotes.