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Factsheet 12: Formatting Microsoft Word documents with headings, using 'cut and paste' to reorganise information, using the 'Read Aloud' tool.

Microsoft Word Headings.

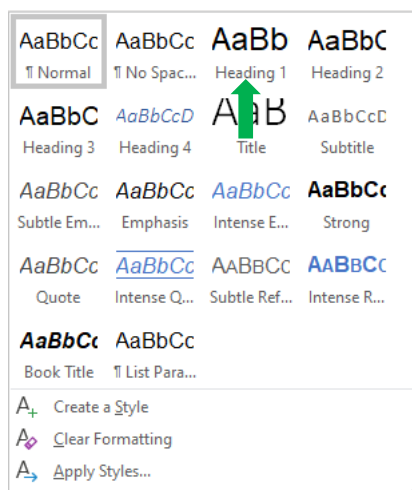
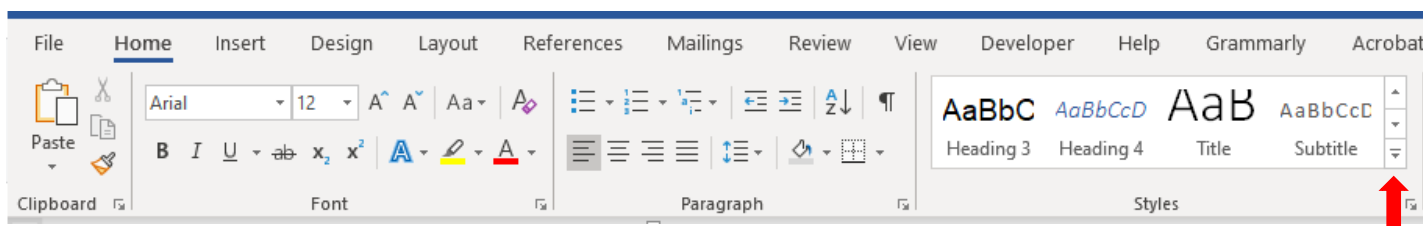
Formatting your document with headings will enable you to review the structure of your writing more easily (using the 'Navigation Pane'). Reviewing the headings that you create will give you an overview of your writing and enable you to ask the questions:

- Does the structure and content of your writing fulfil the assignment / task you have been set?
- Does your structure reflect the plan you have created (which was based upon the research you completed)?

Setting your heading style

Generally, three or four levels of heading are enough. The default heading styles in Microsoft Word may not be appropriate for academic writing, or to your liking. However, it is easy to change these (and / or create new styles):

- Expand the 'Styles' setting on the home menu – click on the small down arrow (red arrow).



- Right click on the heading level that you would like to change – in this case 'Heading 1' (green arrow).

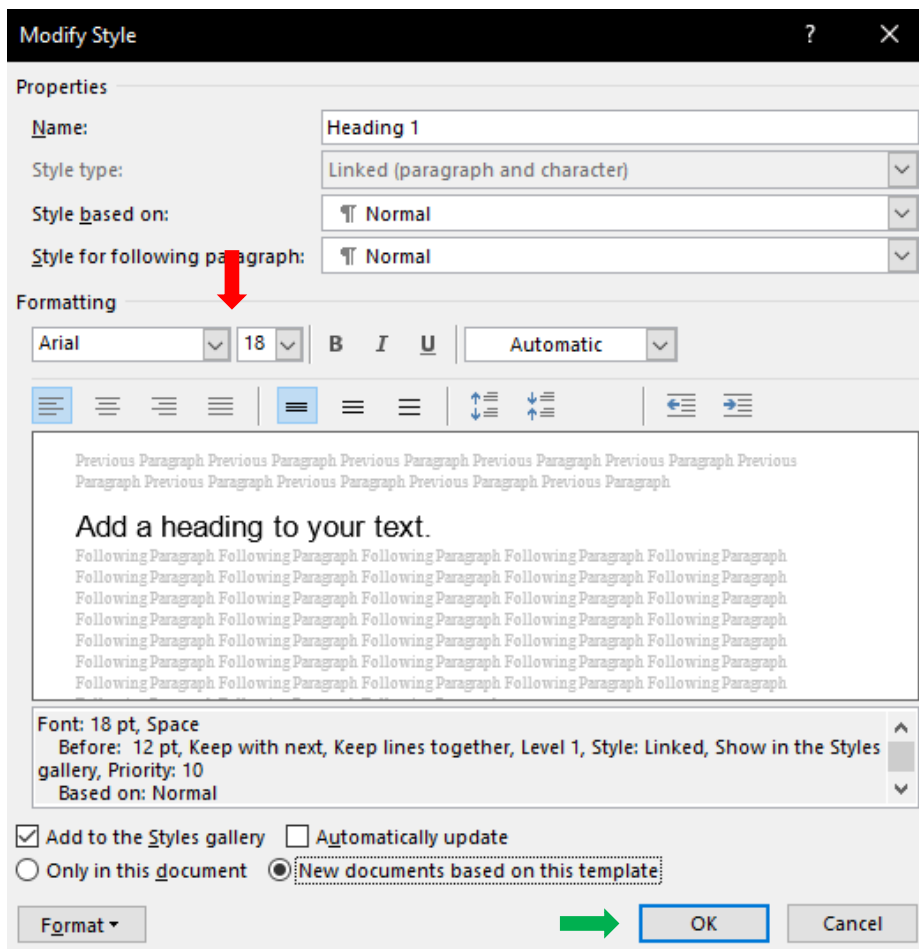
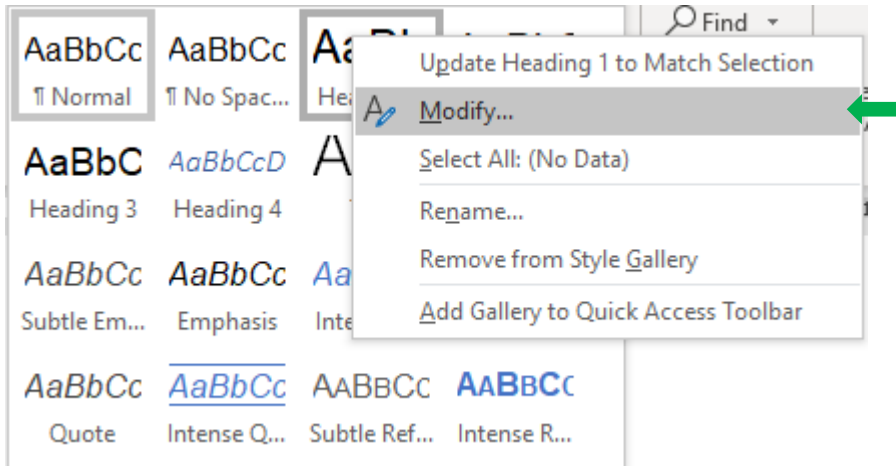
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- Select 'Modify'.



- Change your heading settings (red arrow) – choose a larger font for higher level headings and decrease your font with each heading level

e.g. you might choose:

- 18-point Arial font for level 1 headings
- 16-point Arial font for level 2 headings

....and so on.

- Click 'OK' to complete (green arrow).

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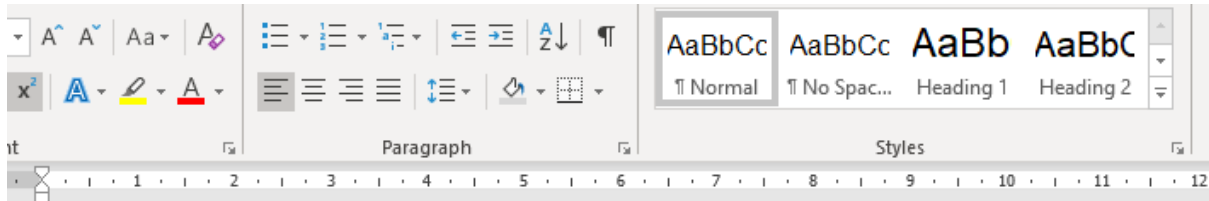


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Add a heading to your text.

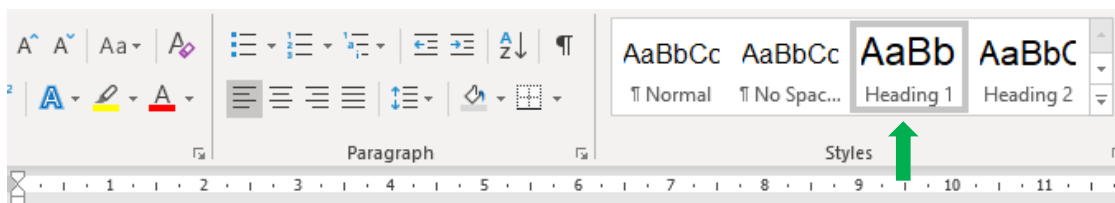
- Select the text in your document that you would like to be a heading (red arrow).



Get Tech Go – Example Text ←

The appearance of the island when I came on deck next morning changed. Although the breeze had now utterly ceased, we had no way during the night and were now lying becalmed about half a mile

- Choose your heading level from the Styles available (green arrow).
- In the example below the selected text is now defined as a 'Heading 1'.



Get Tech Go – Example Text

The appearance of the island when I came on deck next morning changed. Although the breeze had now utterly ceased, we had no way during the night and were now lying becalmed about half a mile east of the low eastern coast. Grey-coloured woods covered a large surface. This even tint was indeed broken up by streaks of yellow

Top tip: Use the 'Navigation Pane' to get an overview of your document structure. For instructions see:

- Factsheet 03 – Finding and identifying useful information within digital documents.

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Using 'cut and paste' to reorganise information in Microsoft Word.

Using cut and paste tools it is easy to move words, sentences or paragraphs within your Microsoft Word documents.

- Select the word, sentence or paragraph you would like to move (red arrow).
- Right mouse click on your selected text and choose 'Cut' (green arrow) or use the keyboard shortcut 'Ctrl' and 'X'.

The screenshot shows a Microsoft Word document with a paragraph of text highlighted in black. A red arrow points to the end of the highlighted text. A context menu is open over the text, with a green arrow pointing to the 'Cut' option. The menu also shows 'Copy', 'Paste Options', 'Font...', 'Paragraph...', 'Smart Lookup', and 'Sunnumc'.

- Position your cursor where you would like to insert your cut text (red arrow).
- Right mouse click and select 'Paste' (green arrow) or use the keyboard shortcut 'Ctrl' and 'V'.

The screenshot shows a Microsoft Word document with a cursor at the beginning of a new line. A red arrow points to the cursor. A context menu is open over the cursor, with a green arrow pointing to the 'Paste' option. The menu also shows 'Cut', 'Copy', 'Paste Options', 'Font...', and 'Paragraph...'. The text 'with an oath, 'it's not forever.' is visible in the background.

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Using the Microsoft Word 'Read Aloud' tool to check for mistakes.

Listening to your text can be a great way to spot mistakes. We tend to see what we expect to see when we proofread our own writing, so errors are easily missed. Use the Microsoft Word 'Read Aloud' tool to have your writing read back to you. Listen to your writing, does it say what you want it to say? Do the sentences sound too long or could they be structured better?

You can also use Microsoft Word 'Learning Tools' to help with proofreading. Make your digital text easier to read by changing the way it is displayed onscreen.

Instructions for these strategies can be found in:

- Factsheet 04 - Use technology to support the reading of digital documents (access information differently)