



University Information
Technology Services

Using Word 2011® at Kennesaw State University

Creating Reports

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Introduction

Office 2011® has been designed specifically for the Mac® computer. Each Mac at Kennesaw State University includes the following *Office 2011* products: *Word*®, *Excel*®, and *PowerPoint*®. These packages will help you to develop useful documents, manage data, and create powerful presentations. This booklet, recommended for intermediate-level Macintosh® users, has been developed to help you write a report using Word 2011.

Learning Objectives

The learning objectives in this document include:

- Having the ability to insert a cover page
- Knowing how to place and edit photos in a report
- Being able to adjust the spacing within a document
- Understanding how to adjust the margins
- Knowing how to use *Styles* in Word 2011
- Having the ability to add page numbers to a document
- Being able to insert a table of contents
- Knowing how to work with headers and footers
- Being able to place footnotes and endnotes in a document
- Having the ability to place citations and a bibliography in a document

Inserting a Blank Page

The following instructions explain how to insert a blank page in your document.

1. Place your cursor where you want to insert the new page.
2. Click the *Document Elements* tab on the ribbon.
3. In the *Insert Pages* section, click *Blank* (see *Figure 1*).

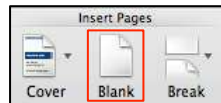


Figure 1 – Inserting a Blank Page

Inserting a Cover Page

Word 2011 has many cover pages that have been designed for you so that you can use them in your reports. The following explains how to add a cover page to your document.

1. Click the *Document Elements* tab on the ribbon.
2. Next, in the *Insert Pages* group, click *Cover* (see *Figure 2*).
3. Click to select the cover page of your choice.
4. The cover page will be included as the first page in your document.

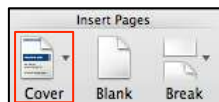


Figure 2 – Inserting a Cover Page

Adjusting the Spacing

The following explains how to adjust the line spacing within your document.

1. Select the text where the spacing will be modified (To select the entire document, click *Edit* in the upper-left area of the screen and then click *Select All*).
2. Click the *Home* tab on the ribbon.
3. Click the *Line Spacing* button (see *Figure 3*).



Figure 3 – Line Spacing

Inserting Photos

The following explains how to insert photos into your document.

1. Place your cursor where you want the image to appear in your document.
2. From the *Home* tab on the ribbon, click the *Picture* button (see *Figure 4*).

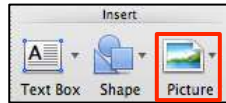


Figure 4 – Picture Button on the Home Tab

3. In the menu that appears, click *Picture from File*.
4. The *Choose a picture window* will appear on your screen. Use this window to locate the picture on your computer. When you find the picture, select the file name, and click the *Insert* button.
5. The picture will appear in your document.

Picture Formatting Tools

The *Format Picture* tab (see *Figure 5* and *Figure 6*) appears when you select a graphic within your document. The tools contained on this tab will allow you to greatly enhance the picture.

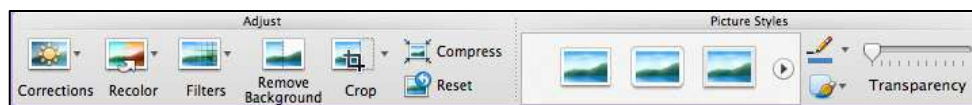


Figure 5 – The Left Side of the Format Picture Tab



Figure 6 – The Right Side of the Format Picture Tab

NOTE: You may need to expand your Word 2011 window to see all of the options on the toolbar.

Setting the Margins

Below are two ways that you can set margins within your document.

Preset Option

Follow the steps below to apply preset margins to your document.

1. Click the *Layout* tab on the ribbon.
2. Click the *Margins* button (see *Figure 7*).

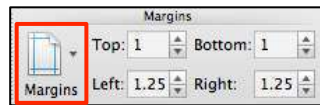


Figure 7 – Margins

3. In the menu that appears, select the option of your choice.

Set Your Own Margins

Follow the steps below to set your own margins.

1. Click the *Layout* tab.
2. Click the *Margins* button (see *Figure 8*).
3. Enter your choices for the *Top*, *Left*, *Bottom*, and *Right* margins (see *Figure 8*).

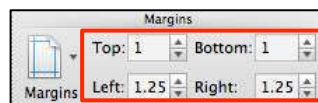


Figure 8 – Margins

Styles

The use of Styles is an effective way to format your document. The following explains how to apply a Style in Word.

1. Select the text where you want to apply the Style.
2. From the *Home* tab, allow your mouse pointer to hover over the box for Styles (see *Figure 9*).



Figure 9 – Styles

3. As your mouse pointer hovers over this box for Styles, a small, downward pointing arrow will appear at the bottom of the box. Click on this downward pointing arrow once.
4. A window will appear showing all of the available styles. Click the style of your choice.
5. The style will be applied to the selected text.

Defining Your Own Style

Word gives you the ability to create your own style and add it to the Styles directory. The following explains how to define your own style.

1. Select the text that contains the style that you want to add to the directory.
2. From the *Home* tab, click the *Manage Styles* button indicated in *Figure 10*.



Figure 10 – Manage Styles Button

3. The Styles window will appear on your screen. Click the *New Style* button (see *Figure 11*).

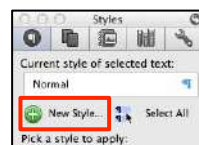


Figure 11 – New Style Button

4. The *New Style* window will appear on your screen. Under the *Properties* category for *Name*, enter a meaningful name for the style.
5. Be sure to select *Add to Template* in the lower-left corner so that the Style will be available in other documents.
6. Click the *OK* button.
7. The style will be added to the Styles list.
8. To apply this style, follow steps 1-5 in the section *Styles* at the top of this page.

Removing a Style

The following explains how to remove a style from the *Styles* directory.

1. From the *Home* tab, click the *Manage Styles* button indicated in *Figure 12*.



Figure 12 – Styles

2. The *Styles* window will appear on your screen.
3. Allow your mouse pointer to hover over the style that you want to delete from the list. For example, if in *Figure 13* you wanted to remove *Report Style* from the list, you would allow your mouse pointer to hover over this category.

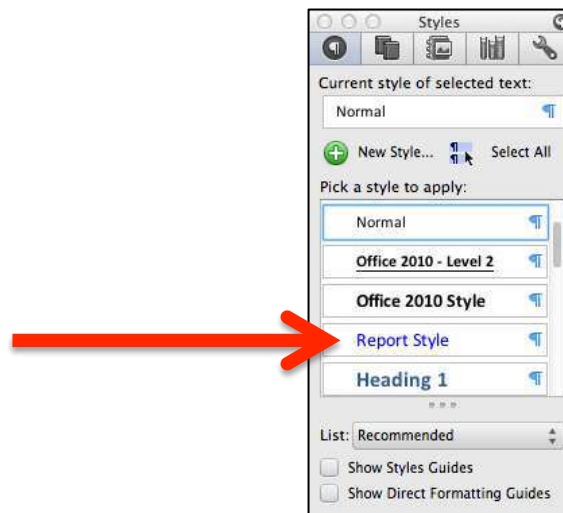


Figure 13 – Styles

- As your mouse pointer hovers over the style, a downward pointing arrow will appear (see *Figure 14*). Click this arrow.



Figure 14 – Styles

- In the menu that appears, click *Delete*.
- The style will be removed from the list.

Table of Contents

The following explains how to insert a table of contents into the document.

- Place your cursor where you want to insert the table of contents.
- Click to select the *Document Elements* tab on the ribbon.
- In the *Table of Contents* group, click the *Insert* button indicated in *Figure 15*.

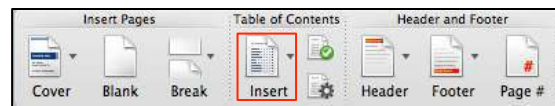


Figure 15 – Table of Contents

- In the menu that appears on your screen, select one of the choices under *Automatic Table of Contents* (see *Figure 16*).

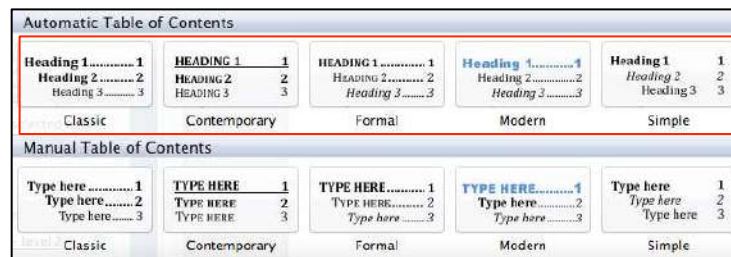


Figure 16 – Table of Contents

5. To determine which headings will be included in the Table of Contents, click the *Document Elements* tab on the ribbon.
6. Then, in the *Table of Contents* category, click the *Options* button (see *Figure 17*).

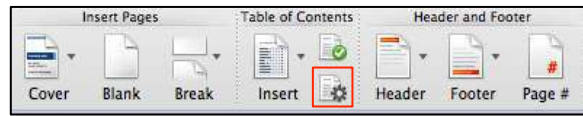


Figure 17 – Table of Contents

7. In the window that appears, click the *Options* button.
8. The *Table of Contents Options* window will appear on your screen. Select *Styles* in the upper-left corner of the window.
9. Then, under the *TOC level* (see *Figure 18*), remove the TOC level of any heading style that you do not want to appear in the Table of Contents.
10. Next, enter TOC level numbers in the *TOC level* column (see *Figure 18*) for any available style that you want to include in the Table of Contents.
11. Click *OK*.

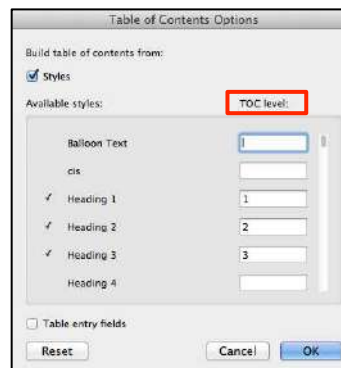


Figure 18 – Table of Contents Options

12. In the *Table of Contents* window, click *OK*.
13. A window will appear on the screen asking you if you want to replace the current table of contents. Click *Yes* to replace the current table of contents.

IMPORTANT: If you change the document after you have added the table of contents, be sure to click *Update Table* in the *Table of Contents* group to make certain that the Table of Contents is accurate (see *Figure 19*).

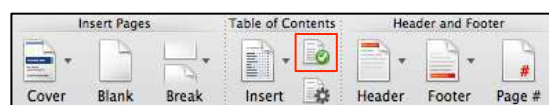


Figure 19 – Update Table

Adding Page Numbers

The following explains how to add page numbers to your document.

1. Click to select the *Document Elements* tab on the ribbon.
2. In the *Header and Footer* section, click the *Page #* button (see *Figure 20*).



Figure 20 – Inserting Page Numbers

3. In the window that appears, you can determine the position, alignment, and if you want to show the number on the first page.
4. If you click the *Format* button, another window will open allowing you to change the number format and change the starting number.
5. Click the *OK* button on each window that was opened to apply page numbering in the document so that each open window closes.

Removing Page Numbers

The following explains how to remove page numbers from your document.

1. Allow your mouse pointer to hover over any page number and double-click.
2. Allow your mouse pointer to hover over the same page number and click the left mouse button once. Upon doing this, a border will appear around the page number.
3. Allow your mouse pointer to hover over the border around the page number. When you see your mouse pointer change to an “arrow” press the left mouse button once.
4. The border will become selected. Press the *Delete* key once and the page number will be removed throughout the document.
5. To exit the Footer or Header area, click the *Close* button (see *Figure 21*).



Figure 21 – The Close Button for the Header Area

Headers and Footers

The following explains how to include headers and footers within your document.

1. Click the *Document Elements* tab on the ribbon.
2. Click either the *Header* or *Footer* button (see *Figure 22*).

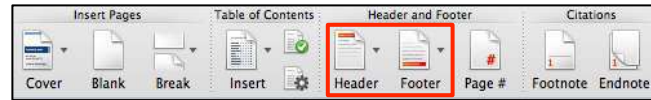


Figure 22 – Header and Footer Button

3. In the menu that appears, select the header/footer of your choice. *Figure 23* shows an example of the header menu.

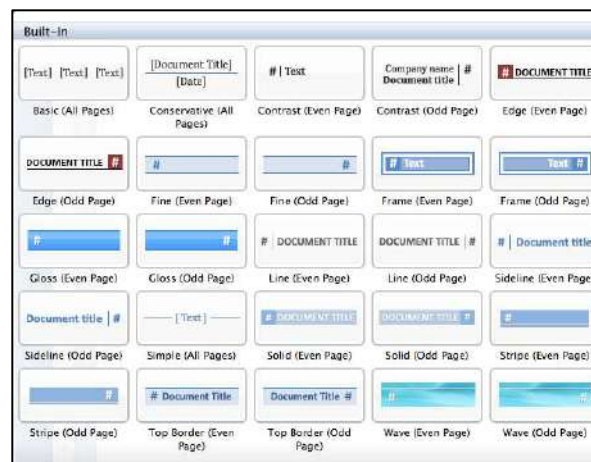


Figure 23 – Header Menu

4. Some of the headers and footers that you select will give you the option to type your own text. If you have chosen such an option, enter your text. For example, *Figure 24* contains three text boxes for you to place text in the header.

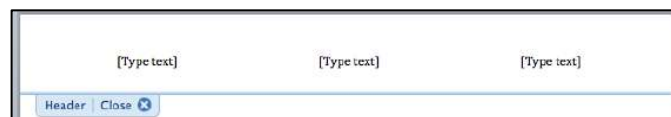


Figure 24 – Text Boxes in the Header

5. When you are finished working with the header or footer, click the *Close* button (see *Figure 25*).

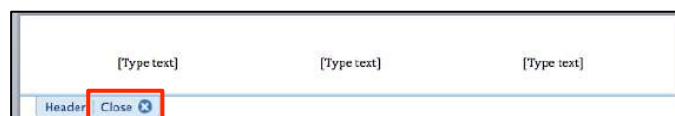


Figure 25 – Close Button in Header

Creating Headers and Footers for Different Sections

The following explains how to create headers and footers for different sections within your document.

1. Insert the header or footer for the first section of your document (see *Pages 13 – 14*).
2. Insert the page number within the document (see *Page 12*).
3. Type the text for the first section of your document.
4. Place your cursor after the text at the end of the section.
5. From the menu options at the top-left area of your screen, click *Insert*.
6. In the menu that appears, click *Break*.
7. In the next menu that appears, click *Section Break (Next Page)*.
8. Your cursor will move to the next page. Allow your mouse pointer to hover over the header or footer of this new page and double-click. This will allow the header or footer to become the active area of the document.
9. Click the *Header and Footer* tab on the toolbar (see *Figure 26*). **NOTE:** The *Header and Footer* tab will only appear when the header or footer area is the active area of the document as indicated in *Step 8* above.



Figure 26 – Header and Footer Tab

10. Under *Options*, click *Link to Previous* to remove the check-mark (see *Figure 27*).

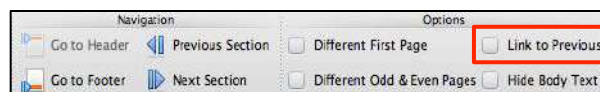


Figure 27 – Link to Previous

13. At this point, you can change the text in the header or footer and the change will only be applied to this section of your document.
14. To exit the header or footer area, click the *Close* button at the top or bottom of the page (see *Figure 28*).

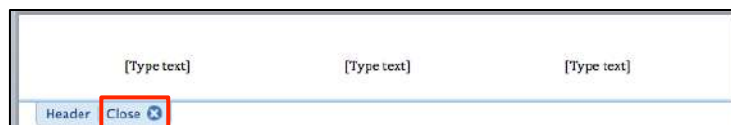


Figure 28 – Close Button in Header

11. You can type the text for the next section of your document.
12. To create another header or footer, start again with *Step 4* on *Page 14*.

Inserting Footnotes and Endnotes

The following explains how to place a footnote or endnote in your document.

1. Place your cursor where you want the reference mark to appear.
2. On the ribbon, click the *Document Elements* tab.
3. In the *Citations* section, click either the *Footnote* or *Endnote* button (see *Figure 29*).

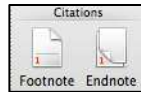


Figure 29 – Footnote and Endnote Button

4. Your cursor will move to the bottom of the page or end of the document.
5. Enter the text for the note.

Editing Footnotes and Endnotes

The following explains how to edit footnotes and endnotes.

1. From the menu options at the top-left area of the screen, click *Insert*.
2. In the menu that appears, click *Footnote*.
3. The *Footnote and Endnote* window (see *Figure 30*) will appear on your screen allowing you to adjust the appearance of your footnotes and endnotes.



Figure 30 – Footnote and Endnote

Citations and a Bibliography

Citations and a bibliography can be easily added to your document to assist you with writing reports.

Citations

The following explains how to add a citation to your document.

1. On the ribbon, click *Document Elements*.
2. Click the button indicated in *Figure 31* to determine the bibliography style (APA, MLA, etc.)

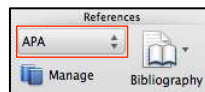


Figure 31 – Bibliography Style

3. Click to place your cursor where the citation will appear within the document.
4. Click the *Manage* button to enter a new source (see *Figure 32*).

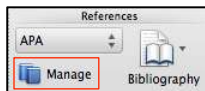


Figure 32 – Manage Button

5. The *Citations* window will appear on your screen (see *Figure 33*). To enter a new source, click the + symbol in the lower-left area of the window.



Figure 33 – Entering a New Source

6. The *Create a New Source* window will appear on the screen (see *Figure 34*). Select the type of source, enter the requested information, and click the *OK* button.

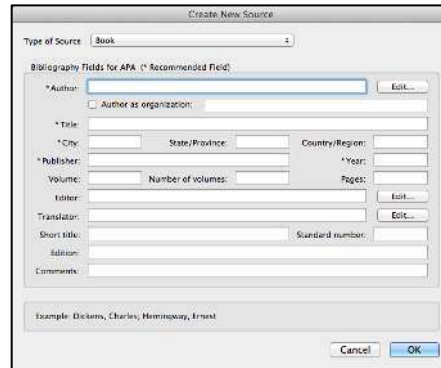


Figure 34 – Create a New Source

7. To insert a source into the document, place the cursor where you want the citation to appear in the document and then double-click the source name in the *Citations* window (see *Figure 35*).

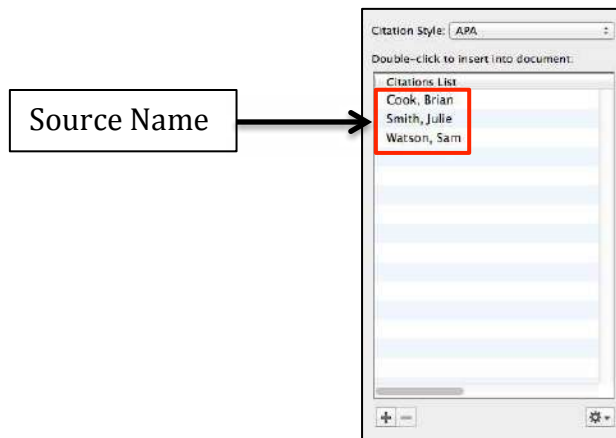


Figure 35 – Create a New Source

8. To edit information about the source, select the name of the source to be edited in the *Citations* window (see *Figure 35*).
9. Then click the gear icon shown in *Figure 36*.

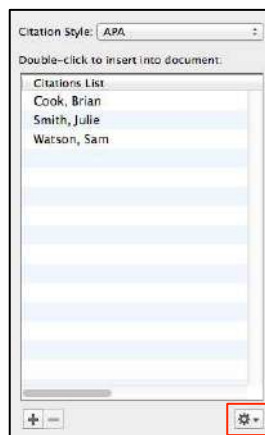


Figure 36 – Editing a Source

10. The *Edit Source* window will appear. Make the necessary adjustments and click the *OK* button.

Bibliography

The following explains how to add a bibliography to your document.

1. Place your cursor where you want the bibliography to be placed.
2. On the ribbon, click *Document Elements*.
3. In the *References* area, click the *Bibliography* button (see *Figure 37*).

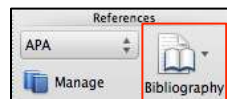


Figure 37 – Bibliography Button

4. In the menu that appears, click to select the style of your choice.
5. The bibliography will be added to the document.

Additional Support

If you have questions that arise as you work with the Mail Merge feature, the UITS department at KSU has a service desk that will provide you with technical support. The KSU Service Desk may be contacted in the following ways:

Telephone for Staff: 470 578-6999

Telephone for Students: 470 499-3555

Email Support: *service@kennesaw.edu*

Additional information about the KSU Service Desk can be found at the following website:

<http://uits.kennesaw.edu/helpdesk/index.htm>