How to Use MS Word to Format a Document

This tutorial will demonstrate how to create a basic word document using the Microsoft Word Program. You will learn about margin settings, page number settings, fonts size and type, line spacing and page orientation for documents.

➢ In this tutorial you will learn how to format a word document.

Step One: Open Microsoft Word on your computer.

Step Two: To begin you will see a blank document in the center of your computer screen. This is the document you will format to be used.
Step Three: Start with the MARGIN settings of your document.

To access the MARGIN settings go to the PAGE LAYOUT tool ribbon located at the top of your page.

Once you select PAGE LAYOUT you will see several groups and icons to use.

The group you need to use for MARGINS is the PAGE SET UP group.

You will select the MARGINS icon.
A drop down menu will appear with several MARGIN settings.

Select the margins settings for your document.

To customize your MARGIN settings select CUSTOM MARGIN at the bottom of the menu.
A command prompt will appear in the center of the page. You will set the margins according to the specifications you must follow. Set the TOP, LEFT, RIGHT, BOTTOM, and GUTTER, and GUTTER POSITION.

Once you have set your MARGINS you can click OKAY and the setting will be applied.
Step Four: Now you will set the FONT size and type in your document.

Go to the HOME tool ribbon located at the top.

In the FONT group you will adjust FONT size and type.
To set the **FONT** size select the drop down arrow to see a menu appear.

Select the appropriate **FONT** size.
To set the **FONT** types select the drop down arrow to see a menu appear.

Select the appropriate **FONT** type.
Step Five: Now you will set the PAGE NUMBERS in your document.

To begin go to the INSERT tool ribbon at the top of your page.

Go to the HEADER & FOOTER Group.

Select the PAGE NUMBER ICON. A drop down menu will appear.

Select whatever PAGE NUMBER location is appropriate for your document specifications.
Step Six: Now you will set the PAGE ORIENTATION of your document.

To begin select the PAGE LAYOUT tool ribbon at the top of your page.

Go to the PAGE SET UP group.

Select the ORIENTATION icon so that a drop down menu appears.

Select the ORIENTATION that is appropriate for your document specifications. Note this may not have to be altered as all word documents open with page orientation set for PORTRAIT.
Step Seven: Now you will set the LINE SPACING in your document.

To begin go the HOME tool ribbon located at the top of your page.

Go to the PARAGRAPH group.

Select the menu arrow so that a command prompt appears in the center of your screen.

Select this little arrow for command prompt
You will select what type of **LINE SPACING** you need based on the specifications of your document.

**Step Eight**: Once you made the adjustments to your Word document you are ready to begin typing in your word document.

**Step Nine**: The next step is formatting the text on MS Word. Specification are various depending on the type of document you are creating. However for the most part you will use the same MS Word tools and features to format the text of your document. Follow these two tips below for formatting the text of your document.
Tip One: Alignment of text: Make sure your text is aligned properly according to the type of text it is. Title text is usually centered and body text is aligned to the left.
Tip Two: Paragraph Indentation: For paragraphs indentation is specific to the type of document format you are working on. To adjust the indent of your paragraphs you can use the Indentation tool and make adjustments according to the format you are working in. You can access this tool in the PARAGRAPH Group in the commander prompt.

Adjust paragraph indentation here
Select arrow for command prompt
As you continue to work on your MS Word document, you will become familiar with the program, its features, and tools for making professional documents.