

Timesaving Microsoft Word Tips for Basic Computer Users

Basic computer users sometimes forget to use these Word features. These features make creating, formatting, and editing a thesis and dissertation document much easier for the student, advisor, and TAD Services.

- Tab Key** - Press the Tab key (on the left hand side of your keyboard) at the beginning of each paragraph. Do not use space bar to indent the first line of a paragraph.
- Word Wrap** - always use the word wrap feature. Do not press the enter key at the end of each line of text in a paragraph. “When you fill one line with text, the word processor automatically jumps to the next line so that you are not required to keep track of line lengths” or press the Enter key (www.webopedia.com, Word Wrap, ¶ 1). Also, when you edit text this allows the lines of text to automatically readjust to a smaller or larger paragraph size as you edit text. See **Double Spacing** to format the paragraph into double space mode.
- Double Spacing** - Turn the double space mode on (In Word 2003, select Format/Paragraph/Line Spacing: Double. In Word 2007, select the Home tab and select the Line Spacing icon directly above the word "Paragraph" in the Paragraph block.) You may need to turn this feature on and off many times to set a paragraph to double space mode, and to align the spacing before and after tables and figures.
- Remove additional line spacing** – Microsoft Word has a feature that allows extra spaces to be added before/after headings and after paragraphs. To remove any extra line spacing, select the lines of text that have additional spacing between lines and select Format/Paragraph/Set the Before: and After: to zero (0). (In Word 2007, you can check the box under the Before: and After: textboxes called “Don’t add space between paragraphs of the same style” to keep Word from adding an extra space after each paragraph).
- Spacing after headings** - always double space all text in thesis and dissertation documents. Do not add additional double spaces after heading levels. (Single spacing is encouraged for table titles and figure captions and long block quotes. Single spacing is also encouraged in tables that run over onto a second page and when the table including columns of long text statements.)