



## Chapter 2: Getting Started with Microsoft Word

Now that you've successfully finished the introduction, it's time to begin using Microsoft Word 2016's many features. This chapter will guide you through some of the basics of Word that might make you feel tech-savvy, such as inserting page breaks and page numbers, aligning your margins, and copying and pasting.

Some of our more experienced poets may find information they already know well in this chapter—in that case, it's always good to review. If you feel confident about the following guides, however, feel free to skip to Chapter 3, which focuses on the more creative aspect Microsoft Word can bring to your poetry.

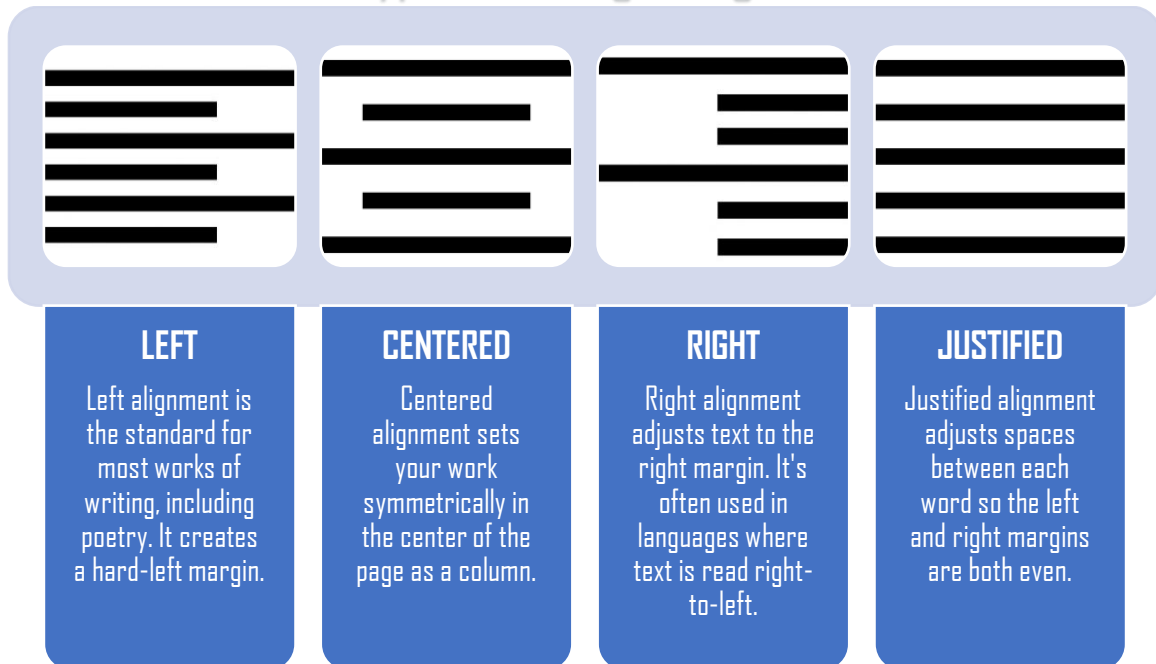
This chapter features steps on the following:

- 2.1: Aligning Your Margins
- 2.2: Inserting New Pages and Page Breaks
- 2.3: Inserting Page Numbers
- 2.4: Cutting, Copying, and Pasting
- 2.5: Saving the Document

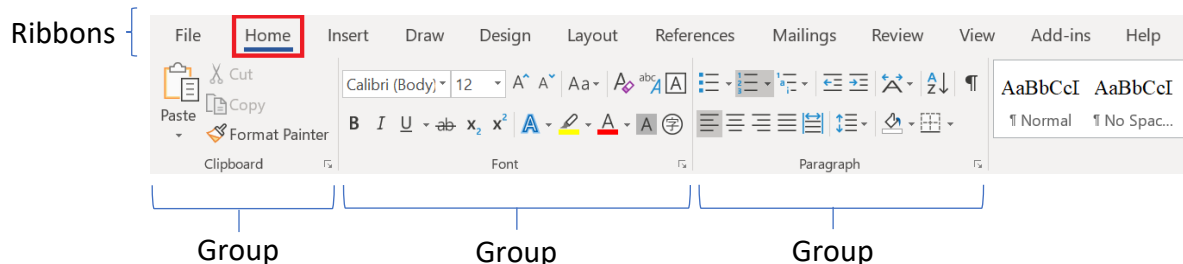
## 2.1 Aligning Your Margins

Margins can be aligned in four ways: left, centered, right, and justified. Each alignment has its own advantages depending on the poetry you are writing—using different types of margin alignments may allow for greater experimentation in formatting in your work.

### The Types of Margin Alignments

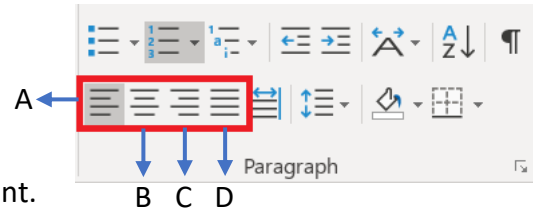


1. **Open** Microsoft Word 2016. (See 1.1: *Opening Microsoft Word* for steps on how to do this.)
2. **Open** a New document or one you have previously worked on.
3. **Navigate** to the Home ribbon. You may be on this ribbon by default.



4. **Choose** one of the following options under the Paragraph group of the Home ribbon:

- **Click** on the **Left** (≡) alignment option to create a hard-left margin in your document. This may already be selected as your default.
- **Click** on the **Centered** (≡) alignment option to set your work into a symmetric column in the middle of the page.
- **Click** on the **Right** (≡) alignment option to create a hard-right margin in your document. This is useful for languages read right-to-left such as Hebrew or for experimentation in the formatting of your poetry.
- **Click** on the **Justified** (≡) alignment option to create hard, even margins on both the left and right sides of your document. This option does adjust the internal spacing between each word, however, so it is uncommonly used within poetry.



**A. Left** alignment (≡)

**B. Centered** alignment (≡)

**C. Right** alignment (≡)

**D. Justified** alignment (≡)

## 2.2: Inserting New Pages and Page Breaks

Inserting new pages manually in Microsoft Word without waiting for the contents of the previous page to carry over is one of the program's most valuable tools. This allows for you to create a blank page immediately after your current page.

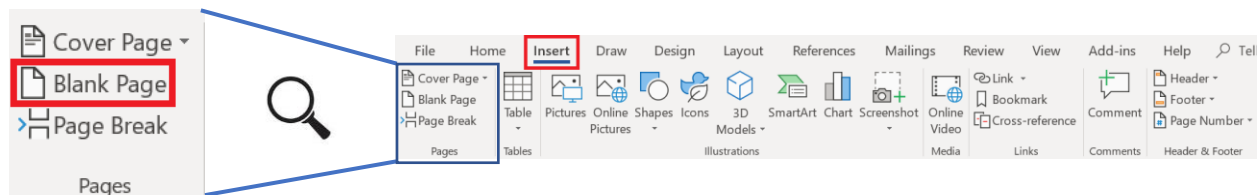
Inserting page breaks is similar but shifts any content you are writing below your text cursor the top of the next page. This is especially useful for poets: you can carry over or change the stylistic choices of the previous page(s) and the document is less likely to lose its formatting integrity if you decide to send it or save it as anything other than a .doc file.

### For Both Inserting New Pages / Inserting Page Breaks:

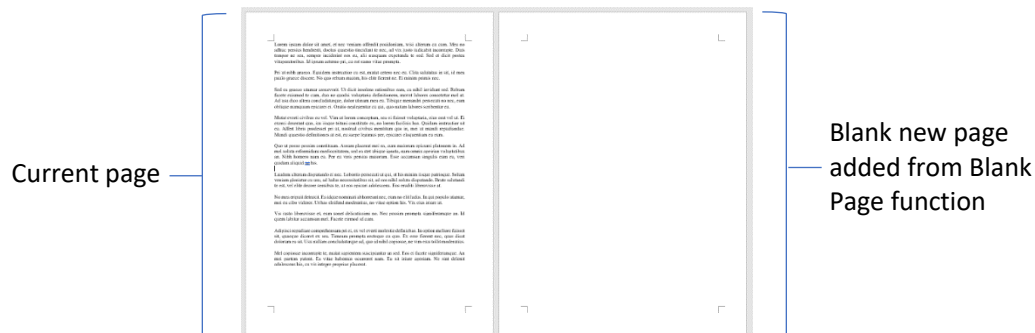
1. **Open** Microsoft Word 2016. (See 1.1: *Opening Microsoft Word* for steps on how to do this.)
2. **Open** a New document or one you have previously worked on.

### Insert New Pages:

3. **Navigate** to the Insert ribbon.



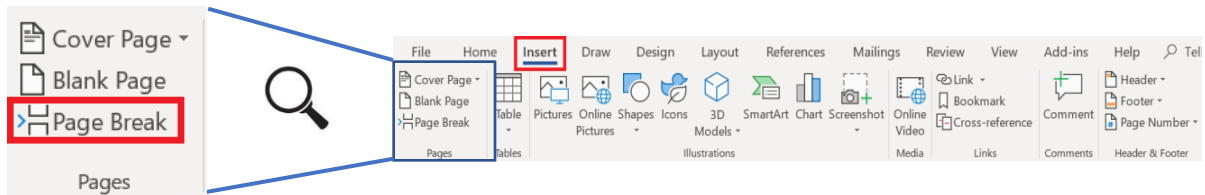
4. **Click** the Blank Page option under the Pages group of the Insert ribbon. You see a blank new page appear below your current page, even if your page has not been filled with text.



## Insert Page Breaks:

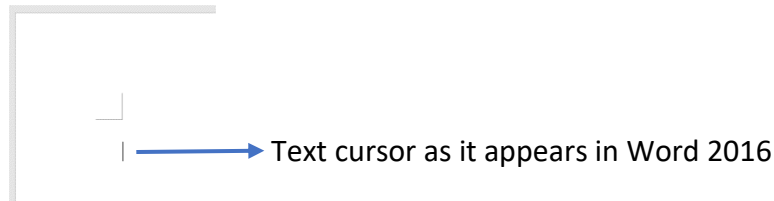
Microsoft Word 2016 automatically adds page breaks when you have reached the end of the document. If you'd like to return to a page to include an image or end a poem and move a section onto a new page, you can add breaks manually through a simple process.

### 3. Navigate to the Insert ribbon.



### 4. Click the Page Break option under the Pages group of the Insert ribbon. You see a new page appear, even if your page has not been filled with text.

Text only appears on this new page if your text cursor has text below it. Otherwise, the Page Break option functions similarly to the Blank Page option previously explained.



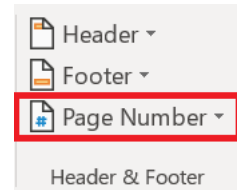
This is the Page Break option selected when the text cursor has no text beneath it. This creates a new blank page similar to the Blank Page option.

This is the Page Break option selected when the text cursor has half a page of text beneath it. The text beneath the cursor is sent to the top of the new page.

## 2.3: Inserting Page Numbers

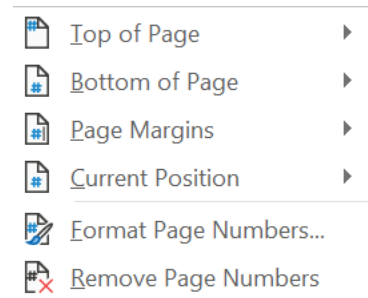
Inserting page numbers is important to poets because it may allow you to be more organized and consistent with your work when compiling it into a larger document.

1. **Navigate** to the Insert tab. **Select** the Page Number option from the Header & Footer group.



2. **Choose** one of the styles that appear through the drop-down menu:

- Top of Page sets your page number in the top left corner, middle, or top right corner of your page.
- Bottom of Page sets your page number in the bottom left corner, middle, or bottom right corner of your page.
- Page Margins sets the page numbers in the side margins of the page.
- Current Position sets your page number directly after your text cursor location.

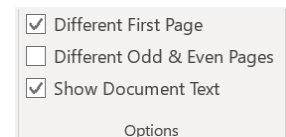


The drop-down menu

### Remove the Page Number from the First Page:

1. **Double-click** on the location of your page number. This sets your text cursor within the header or footer.

2. **Select** the Design tab that appears (you may be on this tab by default).



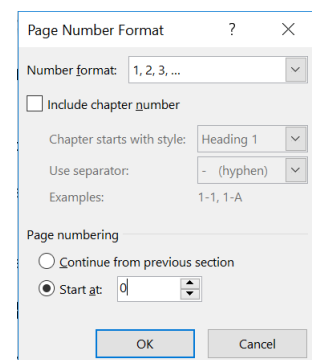
3. **Select** the Different First Page option.

### Begin the Second Page Numbering with 1

1. **Select** the Page Number option from the Header & Footer group of the Insert tab.

2. **Select** the Format Page Numbers option from the drop-down menu.

3. **Type** 0 into the Start at: option under Page numbering.



## 2.4: Copying, Cutting, and Pasting

Copying, cutting, and pasting are useful tools for writers of all genres because they allow you to move your desired items to where you need them to be. By using these techniques, you will be able to quickly and easily carry text or even images across documents. For the purposes of this document, however, we will focus on text.

### Copying, Cutting, and Pasting

#### Copying

- Copying creates a duplicate of the text you are attempting to move across documents. The original text retains its place on the page.

#### Cutting

- Cutting performs the same function as copying but removes the selected text from its original document.

#### Pasting

- Pasting inserts the text you cut/copied into the document you are currently in.

#### For Both Copying and Cutting:

1. **Click** and **hold** over the data you want to transfer, then **drag** your mouse over your intended selection. The result is highlighted, as shown below:

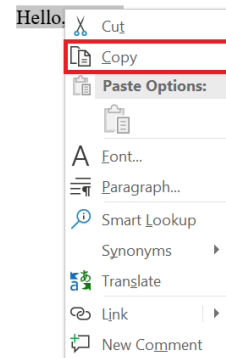
The quick brown fox jumped over the lazy dog. The qu  
The quick brown fox jumped over the lazy dog. The qu  
The quick brown fox jumped over the lazy dog. The qu  
The quick brown fox jumped over the lazy dog. The qu

The gray-highlighted text is what you will cut/copy.

## Copy:

2. **Choose** one of the following options to **copy** your selected text:

- On your keyboard, **press** **Control** and **C** simultaneously. This will transfer content to your Clipboard without removing your selected text from your document.
- or**
- Right-click** on the document and the drop-down menu will appear (right). **Click** the Copy option.



## Cut:

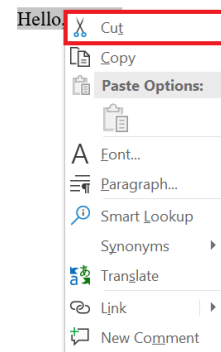
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Remember, cutting does not create a duplicate and removes the original text from the document.

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2. **Choose** one of the following options to **cut** your selected text:

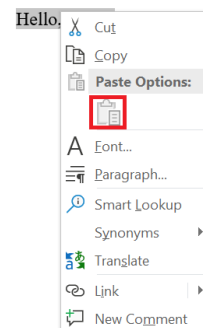
- On your keyboard, **press** **Control** and **X** simultaneously. This will transfer content to your Clipboard and remove the text from your original document.
- or**
- Right-click** on the document and the drop-down menu will appear (right). **Click** the Cut option.



## Paste:

1. **Choose** one of the following options to **paste** your cut/copied text:

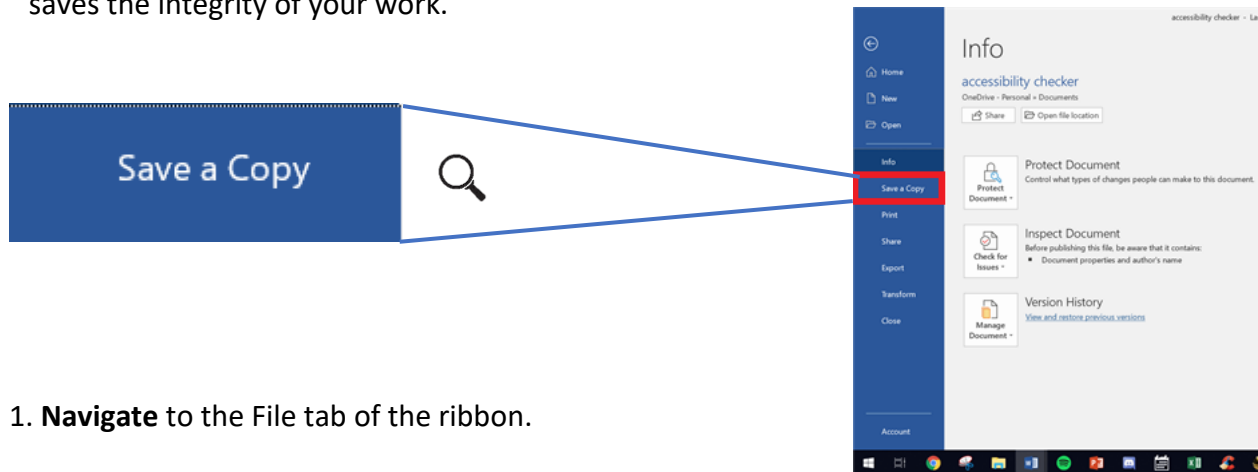
- On your keyboard, **press** **Control** and **V** simultaneously. This will paste your text into the document.
- or**
- Right-click** the area in the document in which you want to paste your cut/copied text and the drop-down menu will appear (right). **Click** the Paste option.





## 2.5: Saving the Document

When you have completed a significant portion of your work or have finished editing, make sure to save your document so you can access it again at any time. Saving your document saves the integrity of your work.



1. **Navigate** to the File tab of the ribbon.
2. **Select** the Save a Copy option from the side bar menu.
3. **Name** your document. **Press** Enter on the keyboard to confirm.

or

1. On your keyboard, **press** **Control** and **S** simultaneously. This will automatically bring you to the menu that allows you to name your document.
2. **Name** your document. Press **Enter** on the keyboard to confirm.

After you have initially named and saved your document, pressing **Control** and **S** simultaneously will no longer bring you to the menu that allows you to name your document. Instead, it will save the most recent changes you have applied to the document so that, when you close and re-open the document next, your changes will be applied and saved.

It's important to save your document often so that your progress will be secured in the case of a power outage or other emergency.