



**Document Design w/MS Word | 5 Feb 2010**  
**Led by Melanie Kill and Curt Rode**

# 10 FOR WORD

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1. Fonts & Paragraphs
2. Layout
3. Borders & Shading
4. Text Boxes
5. Lists
6. Tables
7. Charts
8. Images
9. Diagrams
10. Sections

# 1. Fonts and Paragraphs

**Font choice.** Many documents will use just one font, but it is also common to distinguish between headings and body text by using a serif font for one and a sans serif font for the other.

**Font styling.** In addition to basic font settings like **bold** and *italic* (under **Font style**) and **Size**, consider options listed under **Home > Font > Effects** like **SMALL CAPS** and **ALL CAPS**.

**Character spacing.** To expand or narrow the amount of space between letters in a font, consider options at **Home > Font > Character Spacing**.

**Paragraph spacing.** Use the settings under **Home > Paragraph > Spacing > Before:** and **After:** to add space between blocks of text like headings, subheadings, and paragraphs. If you set the spacing here rather than adding extra returns, you'll be able to adjust the spacing more easily and better ensure that it is consistent throughout the document.

**Line spacing.** Use the settings under **Home > Paragraph > Spacing > Line Spacing:** [and] **At:** to add space between lines within a block of text. For much body text, setting **Line Spacing:** to **Exactly** and **At:** to **15 pt** will provide a density of text that is comfortable for reading.

**Indents.** In some cases, you may choose to indicate the start of a new paragraph with an indented first line rather than using paragraph spacing. First line indents can be set at **Home > Paragraph > Indentation > Special > First line**.

**Drop Cap.** A drop cap can be automatically generated by selecting the first word of a paragraph and going to **Insert > Text > Drop Cap**.

# HEADING 1

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## Heading 2

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## 2. Layout

**Margins.** White space around the edges of the page can be made to do both functional and stylistic work. If readers might make notes on your document, give them space. If your goal is stylistic, use the white space to shape and draw attention to your text. Adjust settings at **Page Layout > Margins**.

**Orientation.** You have only two options: **Portrait** (upright) or **Landscape** (lengthwise), but this choice can make all the difference. For example a standard 11 x 8.5 sheet in **Landscape** with text divided into two columns gets much closer to the readability ideal of 35-65 characters per line. Make your choice at **Page Layout > Orientation**

**Columns.** Columns can help to structure a page and move line lengths toward 35-65 characters per line. In a document that will not use columns throughout, you will want to go to **Page Layout > Breaks > Continuous** to insert a continuous break before and after the section to be formatted into columns. You may also want to add a column break (**Page Layout > Breaks > Column**) within that section to specify where in your content a new column should begin.

**Alignment.** Selecting Left, Right, Centered, or Justified alignment will play a significant role in determining the shape of the text on the page. Make selections at **Paragraph > General > Alignment**. Justified alignment may compromise the evenness of spacing between words (resulting in distracting rivers of white space in your text), but this can be addressed to some extent by choosing a smaller font size and/or making use of the hyphenation options at **Page Layout > Page Setup > Hyphenation**.

# HEADING 1

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### 3. Borders & Shading

**Borders.** When white space is not enough or you do not have room for it, try adding borders to one or more sides of a block of text (from **Home** in the **Paragraph** group or **Page Layout > Page Borders > Borders**).

**Shading.** Adding light or dark (and reversing your text color) color behind your text can be a useful way of distinguishing types of text. (from **Home** in the **Paragraph** group or **Page Layout > Page Borders > Shading**)

**Color.** Even if you are not printing in color, using the full range available in grayscale will allow you to play with issues of figure/ground.

## Heading

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For example:

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## HEADING

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## 4. Text Boxes

*Text box.* Text boxes allow you to orient text in any direction and can be formatted and positioned just like images. They are very handy for pull quotes and many other purposes. Word includes a range of preformatted options (all editable) at **Insert > Text Box** or you can start from scratch by inserting a **Simple Text Box**, selecting it, and playing with the options at **Text Box Tools > Format**.

# HEADING

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posuere sapien dignissim vitae.  
Quisque ullamcorper magna id felis.*

*Morbi gravida  
dapibus ante, vitae  
posuere sapien  
dignissim vitae.  
Quisque ullamcorper  
magna id felis.*

## 5. Lists

**Bullets.** In addition to the basic options for bullets, you can choose any symbol, character, or image to use as a bullet. In the **Bullets** drop down menu, choose **Define New Bullet**.

**Numbers.** In addition to the basic options for numbers, you can also double-click list numbers to select them in order to change their font or size.

**Multilevel lists.** Multilevel lists are also fully customizable and can be set to include any mix of bullets and numbers. In the **Multilevel List** drop down menu, select **Define New Multilevel List** or **Define New List Style**.

**List indents.** In tight spaces (e.g. in a table), with custom bullets, and when you style list numbers differently than body text, you may want to adjust the space between the bullet/number and the text. To do so select the list in question >right click > **Adjust List indents**.

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## 6. Tables

***Design.*** Select a table and go to **Table Tools > Design** to find a range of preset design options along with tools to adjust borders and shading on tables to your own specifications

***Layout.*** Select a table and go to **Table Tools > Layout** to find a range of tools for adjusting and building tables. Among the possibilities are to adjust table cell margins and the alignment of text within cells.

## Heading 1

	Goals	Deadlines
<b>January</b>	Quisque congue felis odio, id sodales purus.	Ut id est urna, nec sodales diam.
<b>February</b>	Curabitur sagittis posuere tincidunt.	Ut at tellus eu nisi porta viverra nec eget.
<b>March</b>	Donec ut ipsum nibh.	Donec in tortor nec mi mattis ultrices eu velit.

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## Heading 1

	Goals	Deadlines
<b>Jan</b>	Quisque congue felis odio, id sodales purus.	Ut id est urna, nec sodales diam.
<b>Feb</b>	Curabitur sagittis posuere tincidunt.	Ut at tellus eu nisi porta viverra nec eget.
<b>Mar</b>	Donec ut ipsum nibh.	Donec in tortor nec mi mattis ultrices eu velit.

## 7. Charts

**Data.** When you **Insert > Chart** you will select a chart type and an Excel spreadsheet will open automatically. If you later need to edit the data you have entered, select the chart and go to **Chart Tools > Design > Data**.

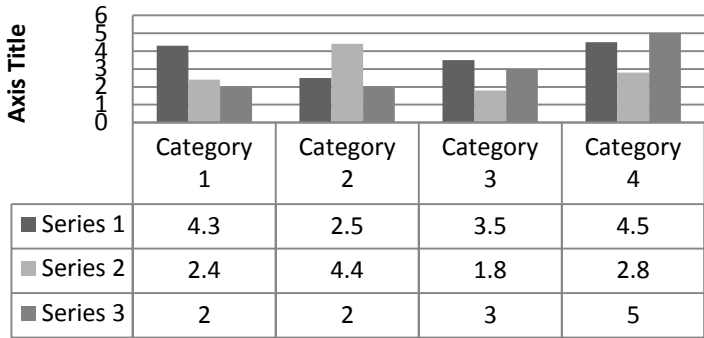
**Chart Layouts.** Under **Chart Tools > Design > Chart Layouts**, you will find a range of preformatted chart layout options.

**Chart Styles.** Under **Chart Tools > Design > Chart Styles**, you will find a range of preformatted chart styling options.

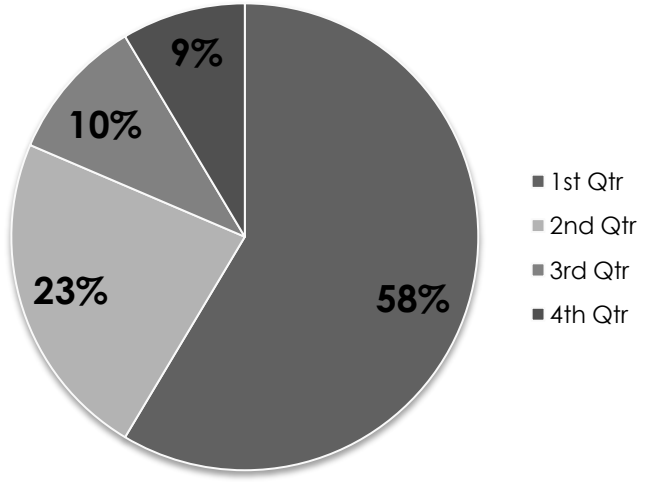
**Layout.** Under **Chart Tools > Layout**, you can adjust individual elements of the chart layout to your exact needs.

**Format.** Under **Chart Tools > Format**, you can position, align, and add effects to the chart just like you can with an image or text box.

# Chart Title



# SALES





## 8. Images

**Adjust.** Under **Picture Tools > Format > Adjust**, you can alter image brightness, color, contrast, and more.

**Picture Style.** Under **Picture Tools > Format > Picture Styles**, you can select from a range of preformatted picture styles and also choose **Picture Shape**, **Picture Border**, and **Picture Effects** to create your own style.

**Arrange.** Under **Picture Tools > Format > Arrange**, you can select **Position**, **Text Wrapping**, and **Alignment** options. You can also position images by selecting and dragging with the mouse or nudging with the keyboard arrows.

**Size.** Under **Picture Tools > Size**, you can crop (cut down) and resize images. You can also resize images by selecting and dragging a corner. Watch image resolution if you resize dramatically.



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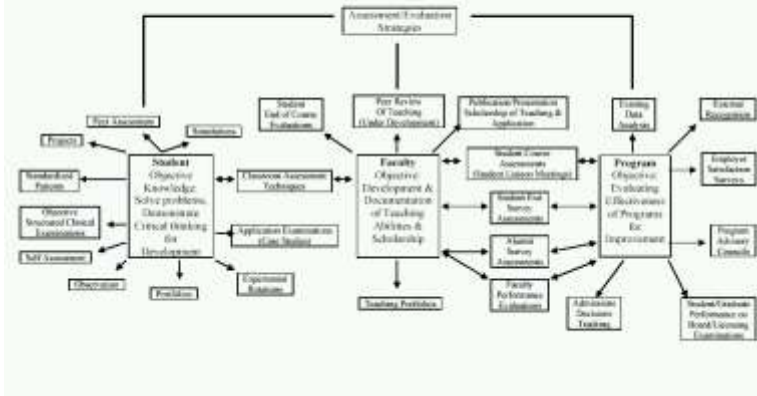


## 9. Diagrams

**Shapes.** It is possible to construct a wide range of diagrams using **Shapes** in Word. Options are at **Insert > Illustrations > Shapes**.

**SmartArt.** SmartArt offers a range of preformatted diagrams that can be adapted to different purposes. Options are at **Insert > Illustrations > SmartArt**

### Assessment Strategies for Program Effectiveness



#### PREPARATION

- Read, reread, and annotate course texts
- Meet with reading or project group
- Respond to reading questions
- Draft writing assignments



#### PARTICIPATION

- Engage in class discussion, small group activities, and writing workshops
- Post/comment on the course blog
- Collaborate
- Present work-in-progress



#### DEMONSTRATION

- Write Annotated Bibliography
- Write Theory Paper
- Revise Theory Paper
- Write Genre Portfolio
- Write Wikipedia Project

## 10. Section Breaks, Headers, & Footers

**Breaks.** In long and heavily formatted documents, the option of breaking a document into multiple sections often becomes a necessity. A variety of break options are at **Page Layout > Page Setup > Breaks**.

**Headers.** The page header is accessible by double clicking the top of a page or navigating to **Insert > Header & Footer > Header**.

**Footer.** The page footer is accessible by double clicking the top of a page or navigating to **Insert > Header & Footer > Footer**.

**Page Numbers.** A range of preformatted page number styles are available at **Insert > Header & Footer > Page Number**.

Header on this section only

## HEADING 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla rutrum metus eu tortor malesuada elementum. Fusce lacinia tellus purus, ac malesuada purus.

## Heading 2

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