Experiment with Headers and footers (see above). You can have the same header/footer for every page, a different first page, or different ones for different sections (see below). Headers are great places to put images like company logos!

**Sections** are a way to organize a document. The second page of this document is a “new section” with a different header/footer and page style. To insert a new section use the **Page Layout 🡪 Breaks 🡪 Next Page** option and choose the break you want (in this case a new section). Sections can be used for chapters or to prevent chunks of the document from being shifted out of format when you modify an earlier section.

**Bookmarks** are a good way to remember a specific location in a large document, such as the beginning of a chapter. To use a bookmark you need to insert a bookmark and then link to it (see hyperlinks below). To insert place the curser where you want the bookmark to be and use the **Insert/Bookmark** option:



Your other bookmarks will show up here

Give it a name (one that you’ll remember or recognize)

**Hyperlinks** are useful for groups of documents or for large documents you can insert a hyperlink to point to a new document, webpage or to a point within a document to a bookmark:

To move to a new document or bookmark, highlight a word and **Insert/Hyperlink** the following window appears:

Highlighted Text in your document

Browse for either a file on your PC or the Internet for a web page

Use this to find a spot in the document. The bookmark must already exist!

Link to a document

Link within a document

Type the name or use the browse feature

In your document the link will now appear blue and underlined like this link to [page 2](#page2)

Create a document on your own with:

* Your name in the header
* Automatic page numbers in the footer
* A section break to a new page
* A bookmark and link to the new page
* Just cut and paste some text from the web for your document

Page 2

This page is landscape oriented rather than the normal portrait orientation.

**Equations**, as we write in math class, can be easily done with the word equation editor (may need to install as an add on) and lets you create great looking equations like this:



To insert an equation go to Insert 🡪 Equation

Try adding the quadratic formula equation in your document, then add a custom equation that matches the format of the quadratic equation but uses different letters. (Insert 🡪 Equation 🡪 Insert new equation then put the script in that matches – this will take some time to figure out)

**References** (bibliography) can be a huge pain to add to a paper you have written, but Word has a neat tool that helps you enter them in the correct format. Go to the References tab and choose Insert Citation 🡪 Add new source.

Results Now by Mike Schmoker

Published by Association for Supervision and Curriculum Development in Alexandria, Virginia © 2006

Insert the citation for the above book in APA 5th ed. and Chicago 15th ed.

You can indent an individual paragraph by using the Page Layout 🡪 Indent.

You can indent the entire page by using the Page Layout 🡪 Margins

Increase the size of your left / right margins on the page to 7 cm

Increase the left / right indent of one paragraph to 10 cm