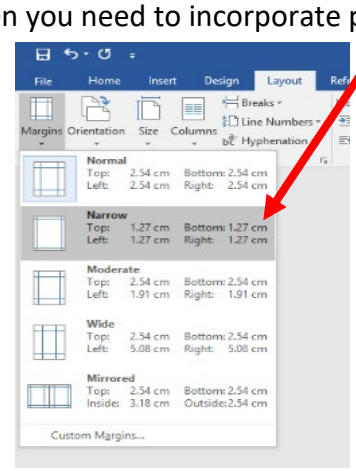
FORMATTING A WORD DOCUMENT

Formatting a Word Document

Have you completed an assessment task and need some help to give it a professional touch? Here are just a few recommendations that will give your work a competitive edge. You may know how to do the following formatting, but the list below will become a great check list when finalising your work.

Margins

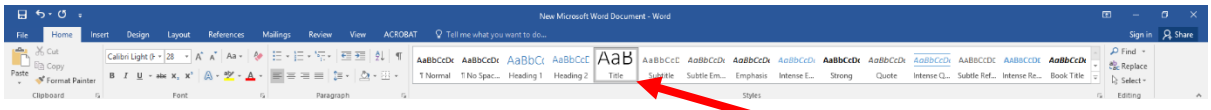
Set you margins to narrow to give your document room to move. This will allow you room to space your work, especially when you need to incorporate pictures.



How to set margins to narrow.

Headings

When creating a heading for a task, a professional look is achieved by using the 'heading and title' options. Headings should be centred. Keep them simple and clear.

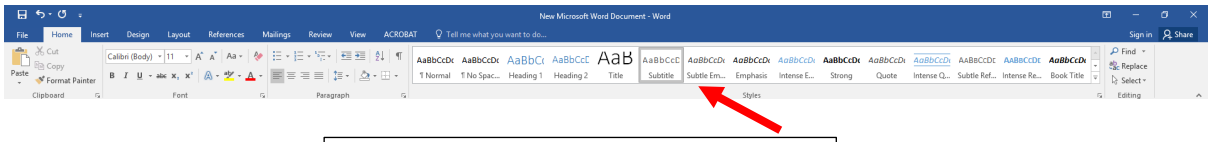


How to create a professional title.

How to create a professional heading.

Subheadings

Subheadings should be slightly different from the body of your work and the heading/title. It is ideal to use your subtitle options in Word. Subheadings do not need to be centred. Keep them simple and clear (as in this document).

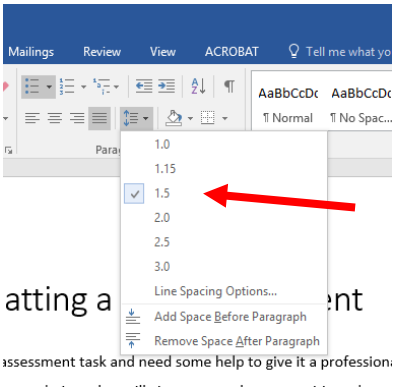


How to create a subheading.

Font

Calibri or Times New Roman 12 are the most suitable fonts to use when creating a professional document.

Consider spacing your assignment to 1.5 to make it easier to read.

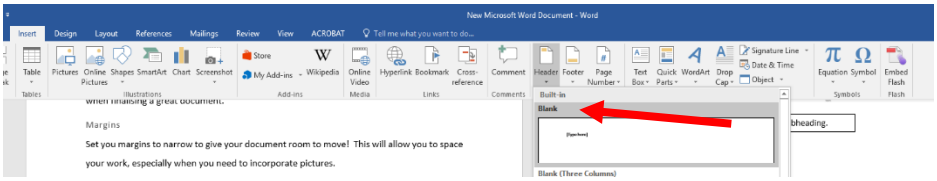


How to adjust spacing.

Headers

Including your name as a header on a document is advisable. Not only does it look professional, but if page happens to get lost they can be identified.

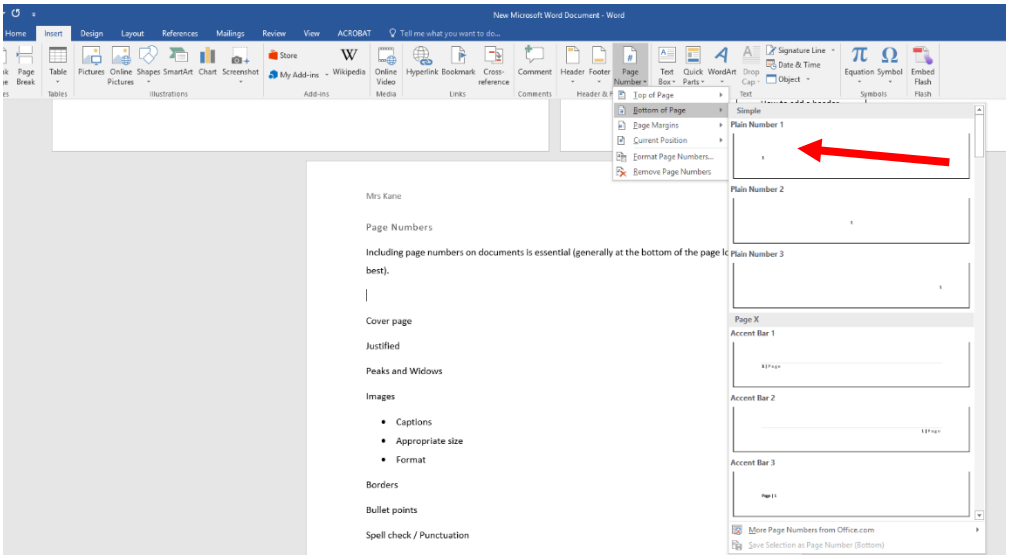
Simply click on the header tab, then choose the top option 'blank'. Type your full name in the 'type here' box. Then click on close header. Your name will now appear on all pages.



How to add a header.

Page Numbers

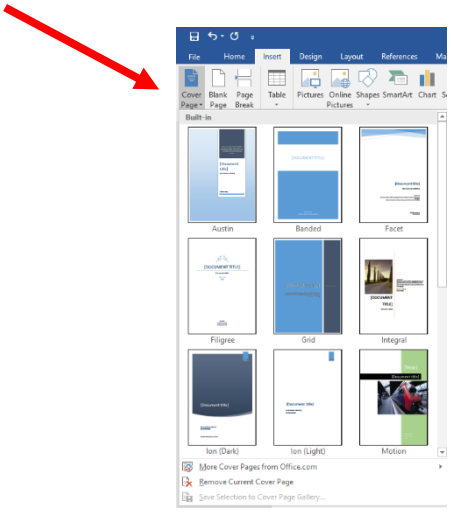
Including page numbers on documents is essential (generally at the bottom of the page looks best).



How to add page numbers.

Cover page

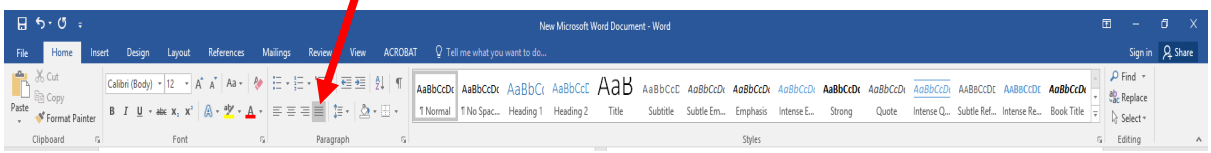
Include a professional cover page. Your cover page should include your full name, your class and the title of the assessment.



How to add a cover page.

Justifying text

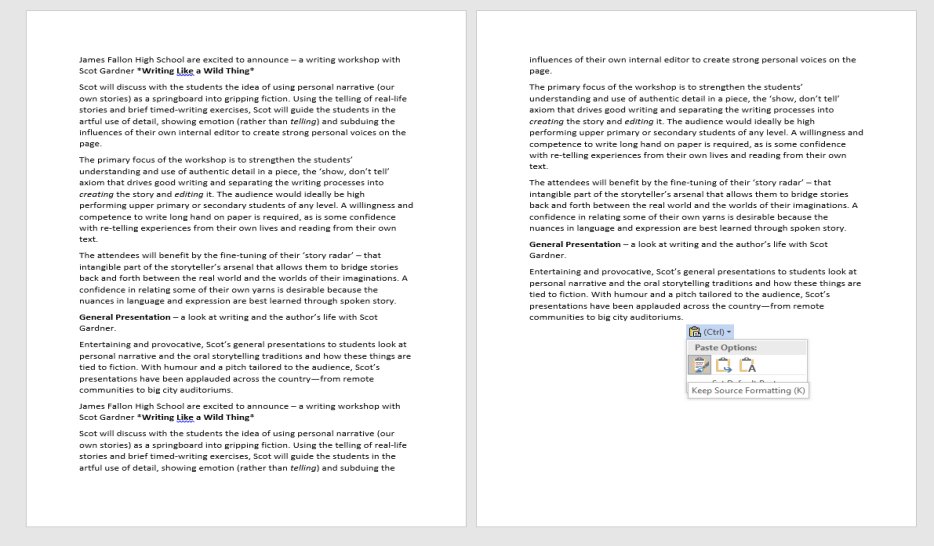
When you have finished your document, make sure that your text is justified. This is the preferred text alignment for report style documents. Make sure that you DO NOT justify your Title/Heading, make sure that it is centered.



Justifying text.

Peaks and Widows

Where possible try not to let paragraphs creep across two pages.



James Fallon High School are excited to announce – a writing workshop with Scot Gardner ***Writing Like a Wild Thing***

Scot will discuss with the students the idea of using personal narrative (our own stories) as a springboard into gripping fiction. Using the telling of real-life stories and brief timed-writing exercises, Scot will guide the students in the artful use of detail, showing emotion (rather than *telling*) and subduing the influences of their own internal editor to create strong personal voices on the page.

The primary focus of the workshop is to strengthen the students' understanding and use of authentic detail in a piece, the 'show, don't tell' axiom that drives good writing and separating the writing processes into *creating* the story and *editing* it. The audience would ideally be high performing upper primary or secondary students of any level. A willingness and competence to write long hand on paper is required, as is some confidence with re-telling experiences from their own lives and reading from their own text.

The attendees will benefit by the fine-tuning of their 'story radar' – that intangible part of the storyteller's arsenal that allows them to bridge stories back and forth between the real world and the worlds of their imaginations. A confidence in relating some of their own yarns is desirable because the nuances in language and expression are best learned through spoken story.

General Presentation – a look at writing and the author's life with Scot Gardner.

Entertaining and provocative, Scot's general presentations to students look at personal narrative and the oral storytelling traditions and how these things are tied to fiction. With humour and a pitch tailored to the audience, Scot's presentations have been applauded across the country—from remote communities to big city auditoriums.

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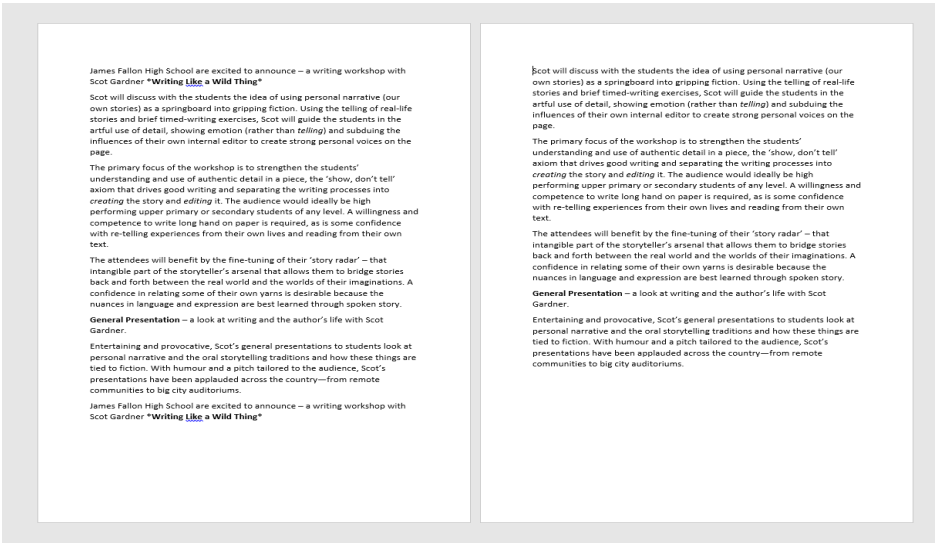
INCORRECT - The final paragraph should be moved to the second page.



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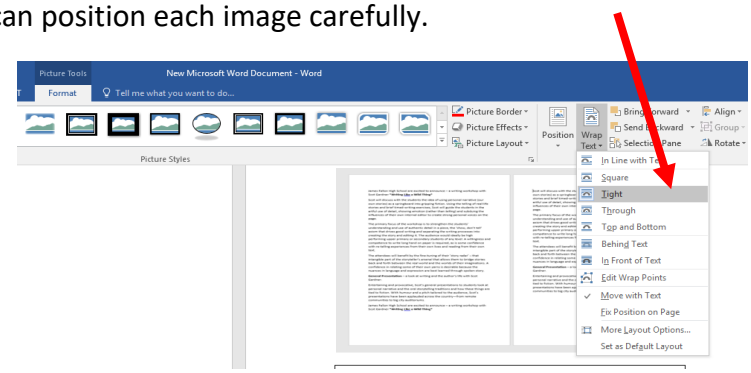
CORRECT - The final paragraph has been moved to the second page.

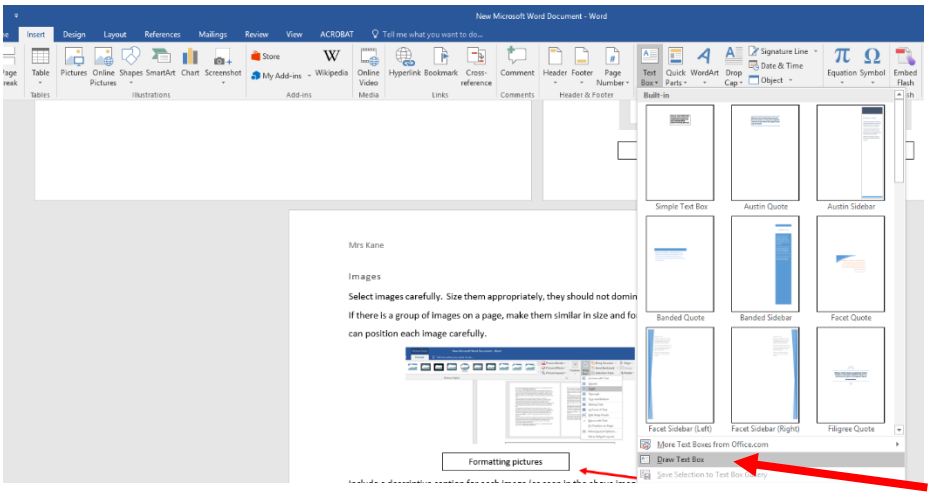
Images

Select images carefully. Size them appropriately, they should not dominate a Word document. If there is a group of images on a page, make them similar in size and format them so that you can position each image carefully.



Formatting pictures

Include a descriptive caption for each image (as seen above). To do this, you just need to draw a textbox and include appropriate text.



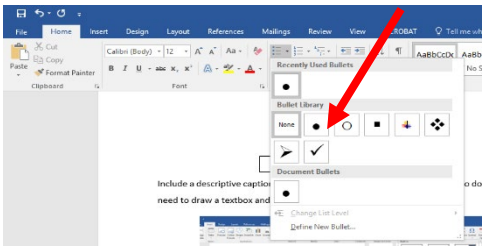
Drawing a text box for a caption.

Borders

Page borders around a report are not essential and often detract from your written work.

Bullet points

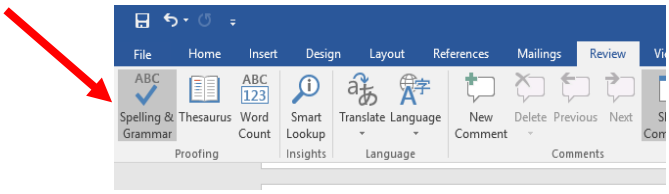
Bullet points are a great way to make lists within a document. Keep them simple.



Inserting SIMPLE bullet points.

Spell Check & Grammar

Make sure that you spell and grammar check your work when you have finished.



Using the spelling and grammar check in Word.

However, if you want to use an amazing tool, consider Grammarly. It is a free attachment to Chrome. Simply download it. Then you will be able to upload your completed document to Grammarly and it will give your work the polished touch.

grammarly

References/ Bibliography

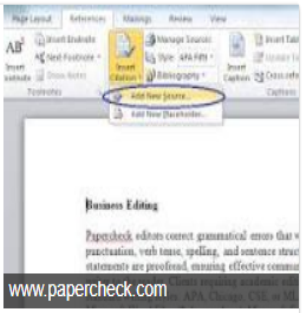
See Mrs Kane for the JFHS Referencing guide,

OR

Follow the instructions below to use the Word referencing tool,

To insert a citation in the text portion of your document:

1. Click the **References** Tab on the Ribbon.
2. Click the Insert **Citation** Button on the Citations & Bibliography Group.
3. If this is a new source, click New Source.
4. If you have already created this source, it will in the drop down list and you can click on it.



Referencing instructions using Word.

OR

Follow the steps below to reference books and web sites.

Bibliography slip for citing Books
Author's surname, (comma) initials. (full stop)
Date, (comma)
Title of book, (italics) (comma)
Publisher, (comma)
Place of publication. (full stop)

Eg. Gregg, G. 2003, *How to Make Jewelry*, Heinemann Books, South Melbourne.
NB: Where there are more than three authors, give the first author followed by "et al" eg. Thomson, P. et al.
Where no author is known, enter the work in your bibliography under the title with the year following.

Bibliography slip: World Wide Web
Author, (comma) - person or organization responsible for the site
Site date, (comma) - the date the site was created or last revised
Title (italics) **[online]** (online in square brackets) (comma)
Name of publisher or sponsor comma)
Place of publisher of sponsor (comma)
Date site was viewed (comma)
URL (underlined)

Angelo, P. 2004, *Ancient Greek Mythology [online]*, British Museum, London, 5/9/04, http://www.british-museum.ac.uk/world/greece/greece.html

Presentation

When you submit your work make sure that it is either stapled, in a plastic folder or plastic sleeve.
But if it is a really important task and you want to be fancy consider binding your work.

Last piece of advice - KISS – KEEP IT SIMPLE STUPID – (not meant to be rude), but this a funny reminder to keep your formatting simple and it will make it look FANTASTIC!