

Microsoft Word for Student Hackathon Organizers

For Mac 2018



Bex Manlove // English 380 // 2018

Microsoft Word for Student Hackathon Organizers

Mac 2018

A Manual by Sarah Manlove

Acknowledgements

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Introduction

Organizing a hackathon is a daunting task. Adding this role onto an already busy college schedule is simply impressive. This manual was created in the hopes that you wouldn't have to spend your time trying to figure out how to format a document when you could be finishing your latest assignment.

What can I use this manual for?

This manual focuses on Microsoft Word functions that are helpful when creating sponsorship packages, marketing materials, or other logistics documents. This manual covers topics such as:

- Styling headings, titles, and paragraph text (1.4)
- Changing the spacing between paragraphs (1.7)
- Adding images to a document (2.5)
- Exporting a document as a PDF (3.1)

What version of Microsoft Word should I use?

This manual utilizes 2018 Microsoft Word for Mac.

Chapter 1

Setting Up Your Document

1.1 Setting the Page Orientation

1.2 Creating the Page Margins

1.3 Adding a Page Background

1.4 Using the Styles Pane

1.5 Creating a New Style

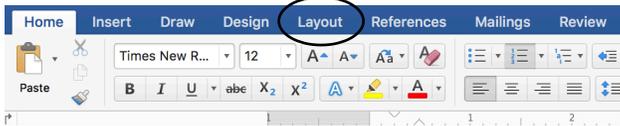
1.6 Changing the Line Spacing

1.7 Changing the Paragraph Spacing

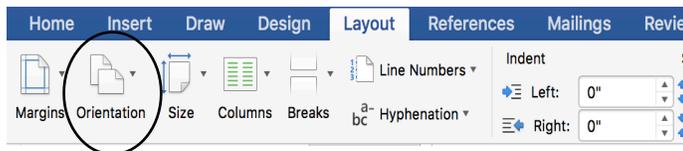
1.1 Setting the Page Orientation

Whether you are creating signs for the hackathon or designing marketing materials, you might decide that you want to orient your page horizontally instead of vertically. If that is the case, then you will need to change the page orientation.

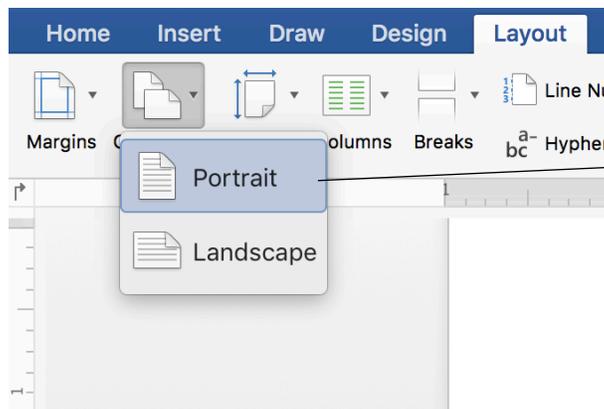
1. Click on the **Layout** tab in the ribbon.



2. Click on **Orientation**. A dropdown menu appears.



3. Choose **Portrait** or **Landscape**. Your page automatically adjusts to your choice.



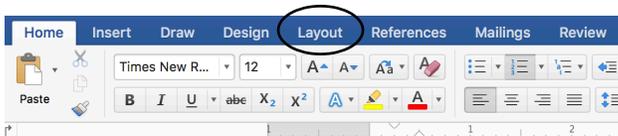
The option highlighted in blue is the current orientation of the page.

* *Note: **Portrait** means that the paper is taller than it is wide. **Landscape** means that the paper is wider than it is tall.*

1.2 Creating the Page Margins

When you have to create marketing materials or signs for the hackathon, you might need to change the page margins in order to fit all of your content. Page margins are an empty border around the edges of a document that dictate how much of a page can hold text. If you decrease the margins, you push the text out further to the edges of the page.

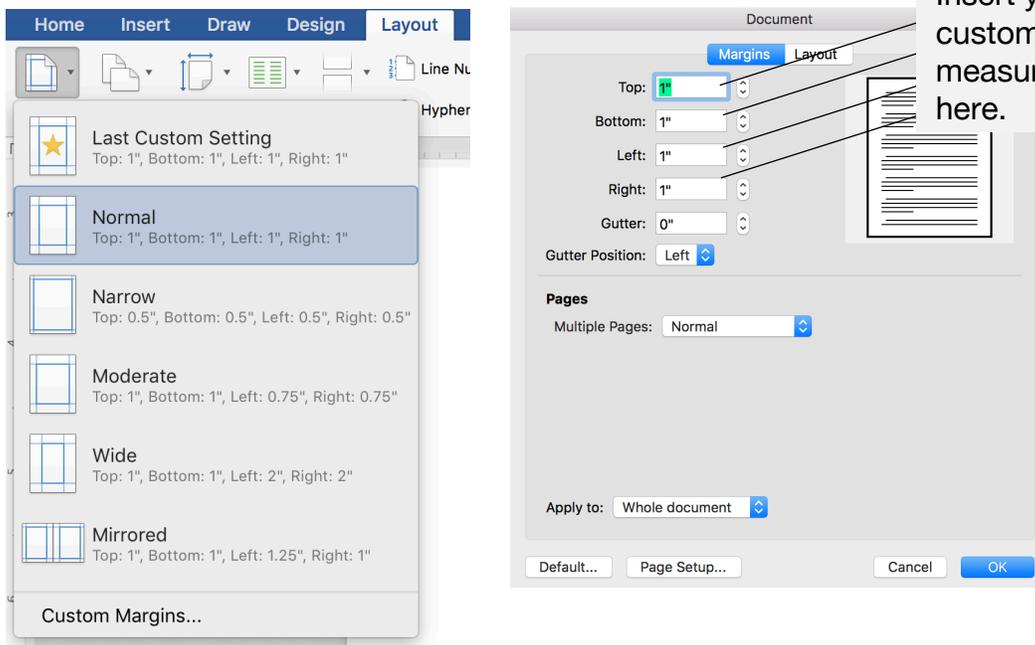
1. Click on the **Layout** tab in the ribbon.



2. Click on **Margins**. A dropdown menu appears.



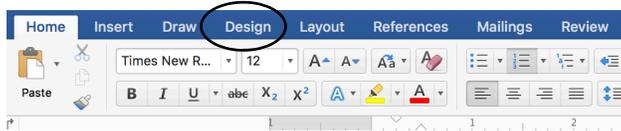
3. Choose one of the preset options (**Normal**, **Narrow**, **Moderate**, **Wide**, or **Mirrored**) or click **Custom Margins** from the dropdown menu. **Custom Margins** brings you to a window where you must type in the values for the margins, then click **OK**.



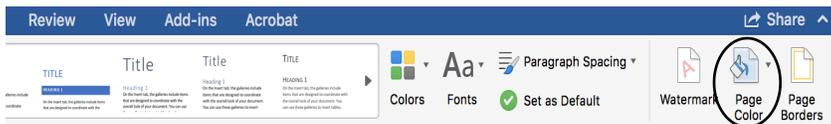
1.3 Adding a Page Background

Page backgrounds help documents like a sponsorship package or marketing materials create or stick with a theme, which aids in branding. You can change the page background to be any color available in the color spectrum.

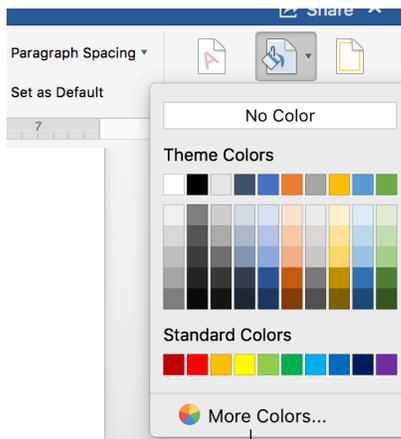
1. Click on the **Design** tab in the ribbon.



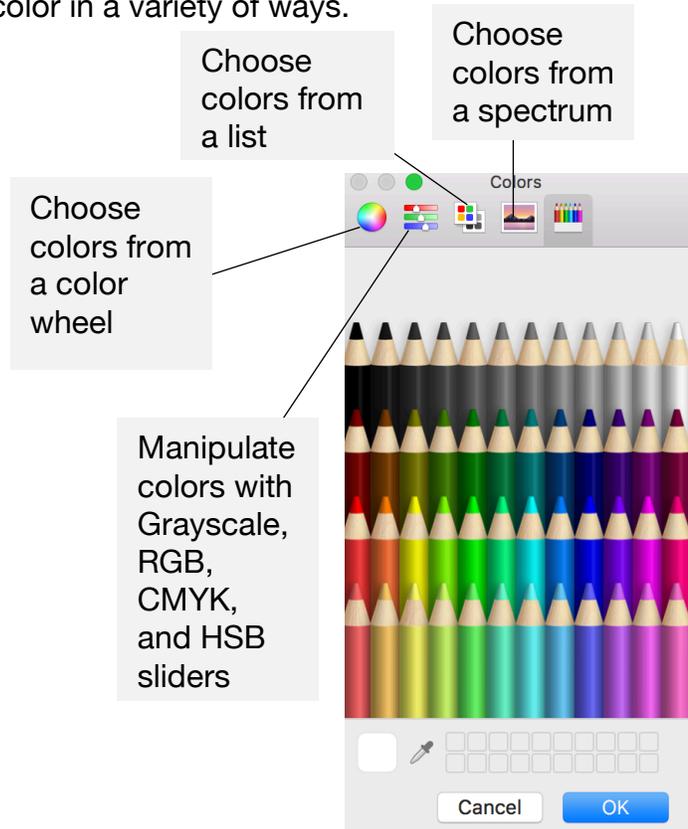
2. Click on **Page Color**. A dropdown menu appears.



3. Choose from the **Theme Colors**, **Standard Colors**, or **More Colors**. **More Colors** allows you to choose a color in a variety of ways.



More Colors opens the menu (seen at the right) in a new window.



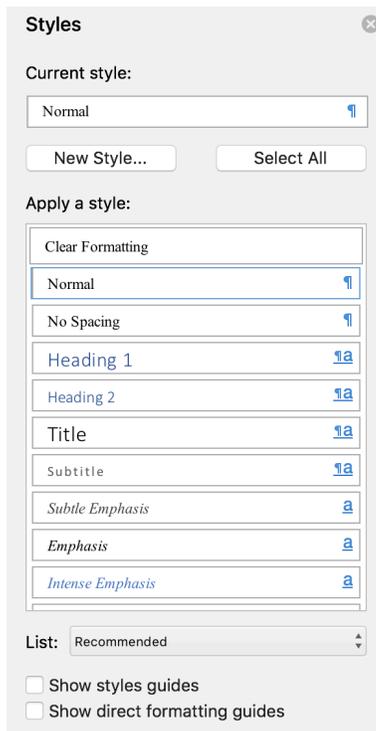
1.4 Using the Styles Pane

Styles are a collection of formatting instructions. They are useful for creating defaults for font, font size, spacing, and color. Styles can be created for headings, lists, paragraphs, and more. Styles promote continuity within a document, so you won't have to manually change the formatting but instead click on the style that you want to implement.

1. Click on the **Home** tab in the ribbon.



2. Click on the **Styles Pane**. A sidebar appears.



3. Click on your chosen style from the list under the **Apply a Style** heading. Scroll for more options. The style you select applies to the current line in your document.

* Note: The symbols on the right side of the list indicate what type of text feature it formats.

Normal	¶
No Spacing	¶
Heading 1	¶a
Heading 2	¶a
Title	¶a
Subtitle	¶a
<i>Subtle Emphasis</i>	a
<i>Emphasis</i>	a
<i>Intense Emphasis</i>	a

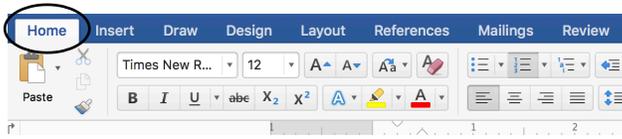
Paragraph style, meaning it treats the text like a paragraph.

Paragraph and font style, meaning it treats the text like a paragraph and changes the font.

Font style, meaning the style changes the font formatting.

Alternate Method

1. Click on the **Home** tab in the ribbon.



2. Choose one of the styles from the scrolling carousel. The style you choose applies to the current line in your document.



Click the arrows to see more styles.

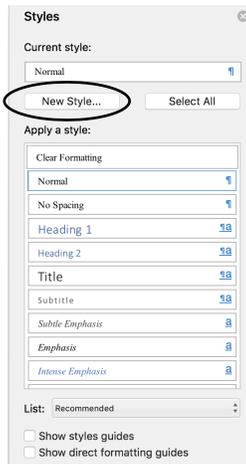
1.5 Creating a New Style

Styles are a collection of formatting instructions. They are useful for creating defaults for font, font size, spacing, and color. Styles can be created for headings, lists, paragraphs, and more. Styles promote continuity within a document, so you won't have to manually change the formatting but instead click on the style that you want to implement.

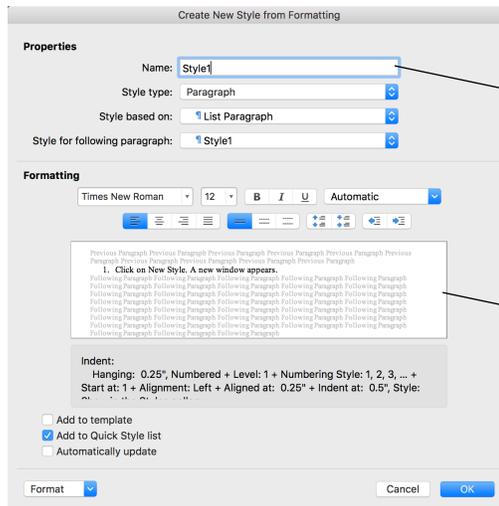
1. Click on the **Home** tab in the ribbon.



2. Click on **Styles Pane**. A sidebar appears.
3. Click on **New Style** in the sidebar. A new window appears.



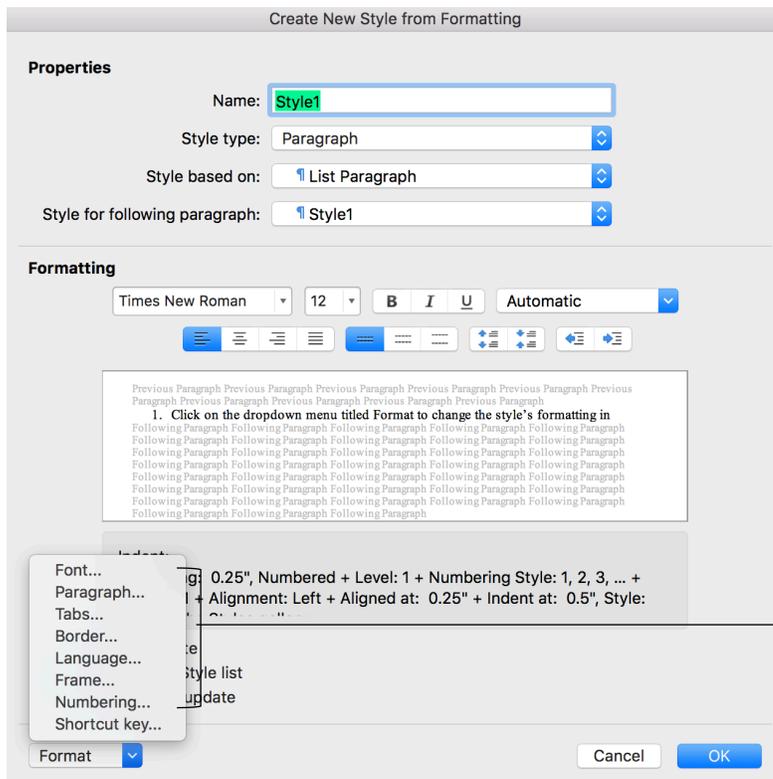
4. Name the new style.



Name your style something descriptive for easy reference.

Your formatting choices appear in this box as a preview.

- Determine the formatting that you want. Your selected formatting appears in the window as a preview.
- Click on the dropdown menu titled **Format** to change the style's formatting using other tools such as **Font**, **Paragraph**, **Tabs**, etc. A new window opens.



These options will open a new window to provide more formatting options. After you close each of the new windows, your selections will show in the preview box.

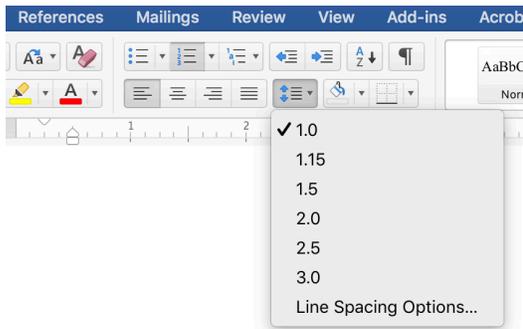
- Click **OK** to close and save your style.

** Note: The above steps create the style for use in this document only. To add the style for use in documents following the same template as your current document, check **Add to template** when creating the style.*

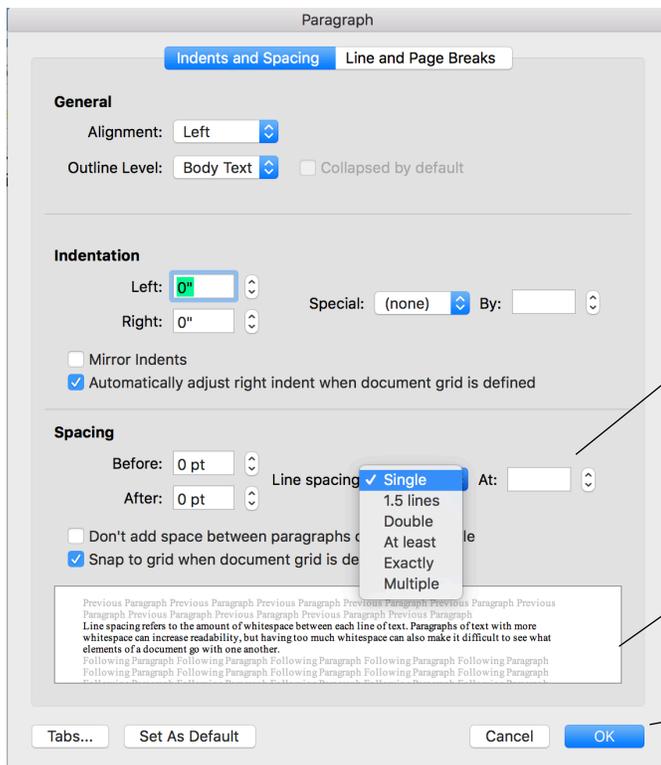
1.6 Changing the Line Spacing

Line spacing refers to the amount of whitespace between each line of text. Paragraphs of text with more whitespace can increase readability but having too much whitespace can also make it difficult to see what elements of a document go with one another.

1. Place your cursor within the paragraph you wish to change.
2. Click the **Line and Paragraph Spacing** tool in the **Home** tab of the ribbon. A dropdown menu appears.



3. Choose one of the line spacing options or click **Line Spacing Options** for custom spacing. If you choose **Line Spacing Options**, a new window appears.



If you choose **At least**, **Exactly**, or **Multiple** from the dropdown menu, write an integer in this box.

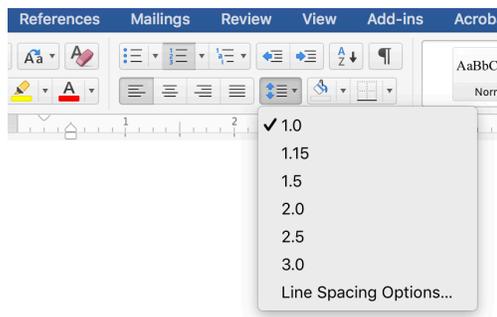
A preview showing the line spacing appears in this box.

Click **OK** when you are satisfied with your changes.

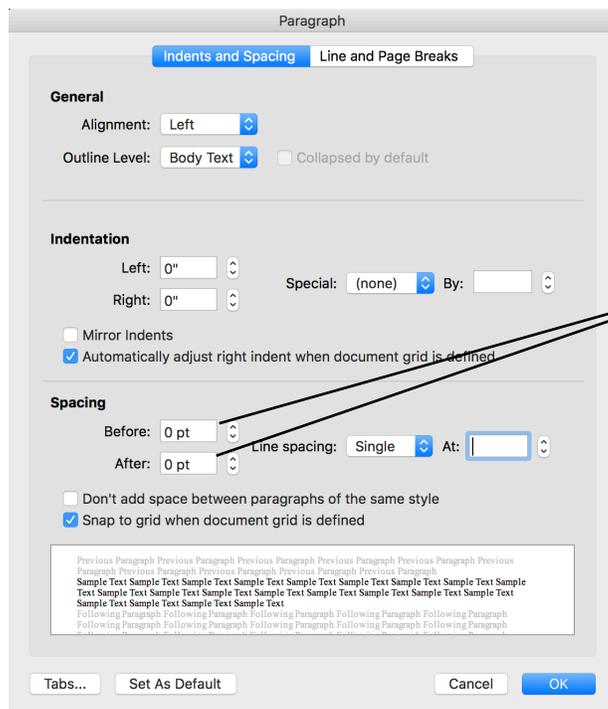
1.7 Changing the Paragraph Spacing

Text spacing can indicate which elements of a document go together. The more whitespace there is between paragraphs, the more separate they seem. This module shows you how to add spaces between paragraphs without using **Enter** to make a new line, as **Enter** provides an unchangeable default space, as opposed to custom spacing.

1. Place your cursor within the paragraph you wish to change.
2. Click the **Line and Paragraph Spacing** tool in the **Home** tab of the ribbon. A dropdown menu appears.



3. Click **Line Spacing Options**. A new window titled **Paragraph** appears.



4. Click **OK** to add your changes to your document.

Chapter 2

Shapes, Tables, & Images

2.1 Inserting Shapes

2.2 Formatting Shapes

2.3 Inserting Tables

2.4 Styling Tables

2.5 Inserting Images from Your Computer

2.6 Formatting Images

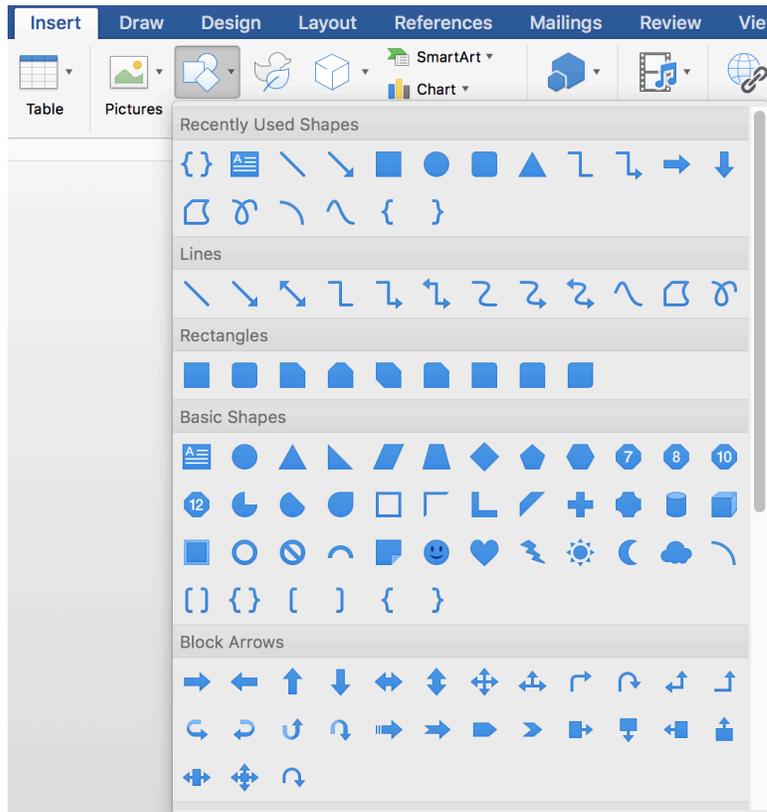
2.1 Inserting Shapes

Shapes, such as lines, arrows, rectangles, circles, or text boxes, can add a new element to a document. Shapes can add character to marketing materials or help style your sponsorship package.

1. Click on the **Insert** tab in the ribbon.
2. Click on **Shapes**. A dropdown menu appears.



3. Click on a shape of your choice. Scroll for more options.



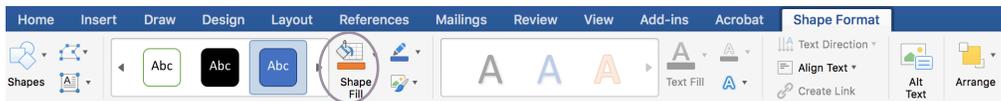
4. Click, drag, and release the click to insert your shape.

2.2 Formatting Shapes

Shapes, such as lines, arrows, rectangles, circles, or text boxes, can add a new element to a document. Shapes can add character to marketing materials or help style your sponsorship package. In order to stick with your color scheme and stay organized, it is important to format your shapes by changing the colors, size, and alignment with the text.

Changing the Shape's Color

1. Click on the shape. **Shape Format** appears in the ribbon.
2. Click on **Shape Format**.



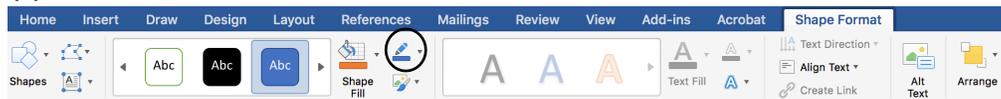
3. Click the downward-pointing arrow next to **Shape Fill**. A dropdown menu appears.



Select a color. The shape changes to the new color.

Choose **More Fill Colors** for more options.

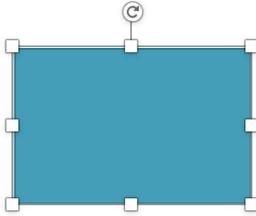
4. Click the downward-pointing arrow next to the pencil icon. A dropdown menu appears.



5. Select a color for the shape border.

Changing the Shape's Size

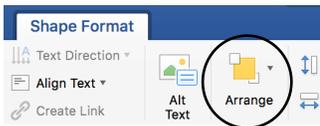
1. Click the shape. An outline appears around the shape.



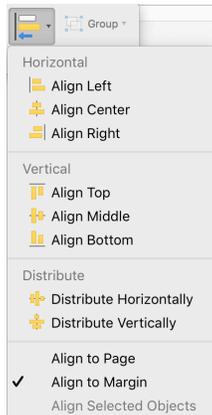
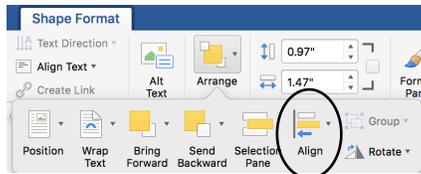
2. Click one of the boxes in the corner of the outline.
3. Drag until the shape is the size you want.
4. Let go of the click.

Changing the Shape's Alignment

1. Click on the shape.
2. Select **Shape Format** from the ribbon.
3. Click **Arrange**. A dropdown menu appears.



4. Click **Align**. A dropdown menu appears.

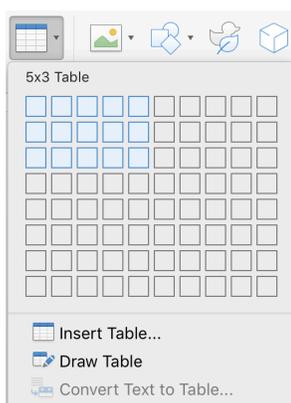
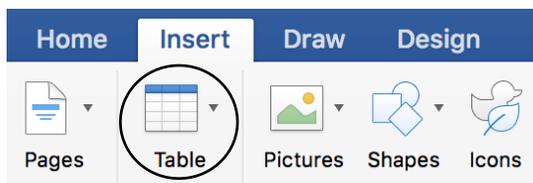


Select an alignment option. The shape displays the change.

2.3 Inserting Tables

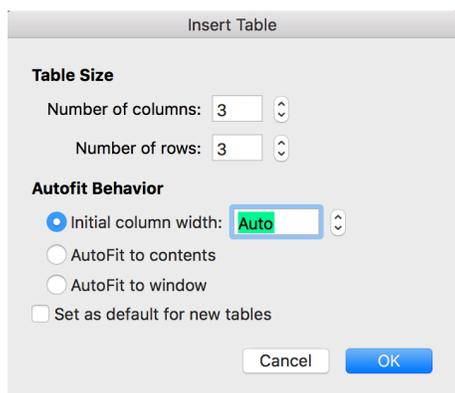
Tables allow you to organize information in rows and columns. This is especially helpful when creating your sponsorship package, as potential sponsors can clearly see what perks they would get for their donation.

1. Click the **Insert** tab in the ribbon.
2. Click **Table**. A dropdown menu appears.



3. Move the cursor until you highlight the number of rows and columns you want and click to insert the table.

** Note: If you want a larger table than possible in the dropdown, click **Insert Table**. A new window appears and allows you to manually input the number of rows and columns. Click **OK**.*



2.4 Styling Tables

Tables allow you to organize information in rows and columns. However, sometimes the default table style doesn't match the theme of your event. In that case, you can change the table's style.

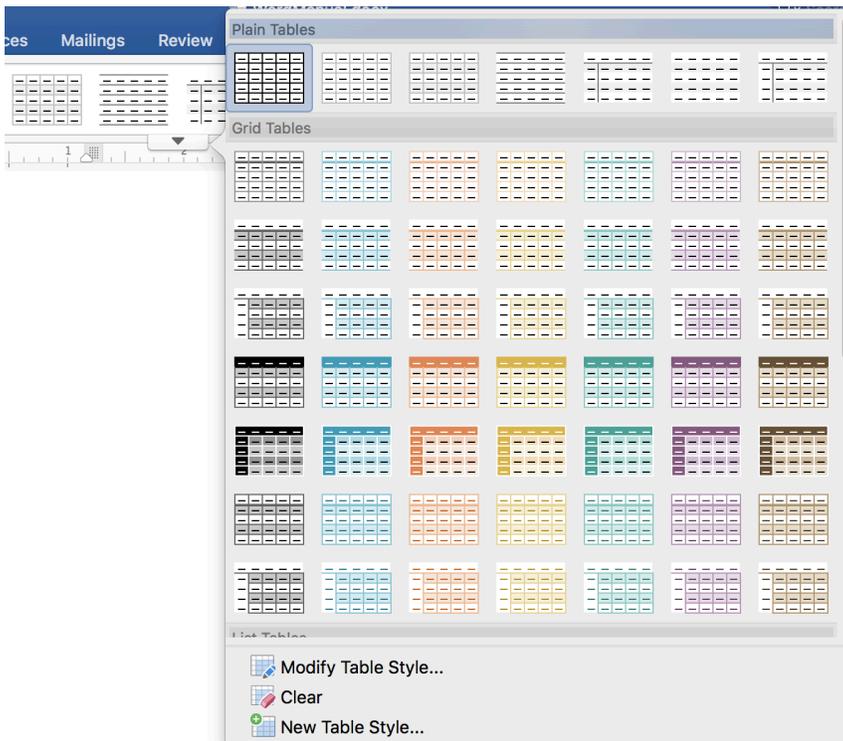
1. Select the table. The **Table Layout** and **Layout** tabs appear in the ribbon.



2. Select **Table Design** from the ribbon.
3. Hover over the different styles and click the downward-facing arrow that appears. A dropdown menu appears.



4. Choose a table style from the list. Scroll for more options. The table changes to the new style.



2.5 Formatting Tables

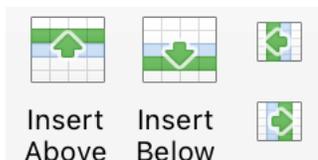
Tables allow you to organize information in rows and columns. Sometimes, after creating a table, you realize that you need to add or remove rows or columns to fit all of your information. Word gives you the option to make these changes without making a brand-new table.

Adding A Row or Column

1. Select the table. The **Table Layout** and **Layout** tabs appear in the ribbon.
2. Navigate to the **Layout** tab (located next to the **Table Design** tab) in the ribbon.



3. Add a row by choosing the **Insert Above** or **Insert Below** icon. Add a column by choosing the **Insert to the Left** or **Insert to the Right** icon. Your table updates to the new size.

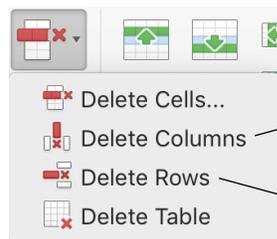
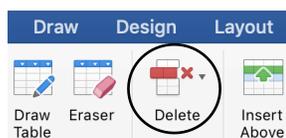


Deleting A Row or Column

1. Select the table. The **Table Layout** and **Layout** tabs appear in the ribbon.
2. Navigate to the **Layout** tab (located next to the **Table Design** tab) in the ribbon.



3. Click the **Delete** icon. A dropdown menu appears.



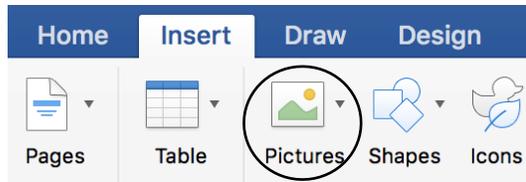
Delete Columns gets rid of the furthest column to the right.

Delete Rows gets rid of the last row in the table.

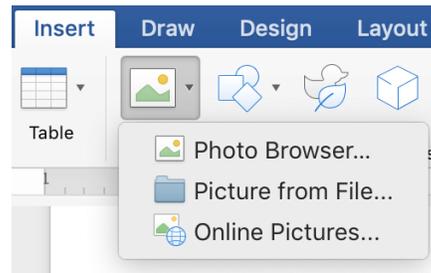
2.6 Inserting Images from Your Computer

Images help make your documents more visual and can help people understand what the document is saying. Images are especially useful in documents like a sponsorship package or marketing materials.

1. Click the **Insert** tab in the ribbon.



2. Click **Pictures**. A dropdown menu appears.



3. Click **Picture from File**. A Finder window appears, showing files saved on your computer.
4. Navigate to where your image is saved.
5. Select the image and click **Insert**. Your image appears on the page.

2.7 Formatting Images

Images help make your documents more visual and can help people understand what the document is saying. However, sometimes images don't look right when you insert them into a document. Sometimes, you have to change the size, crop the image, or change how text wraps around the image.

Changing the Image's Size

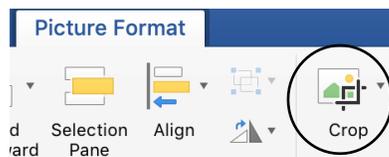
1. Click the image. An outline appears around it.



2. Click one of the boxes in the corner of the outline.
3. Drag until the image is the size you want.
4. Let go of the click.

Cropping an Image

1. Click the image. An outline appears around it.
2. Select **Picture Format** from the ribbon.



3. Click **Crop**. Black angles appear around the image's corners.

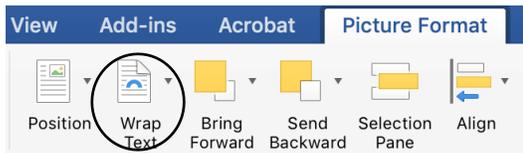
4. Click and drag the black angles to crop the image.



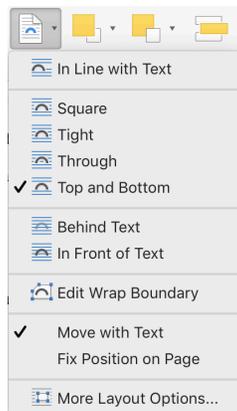
5. Click away from the image. The grayed-out part of the image is cropped out.

Changing the Image's Text Wrapping

1. Click the image. An outline appears around it.
2. Select **Picture Format** from the ribbon.



3. Click **Wrap Text**. A dropdown appears.



Choose an option. The image displays the change.

Chapter 3

Exporting & Printing Your Document

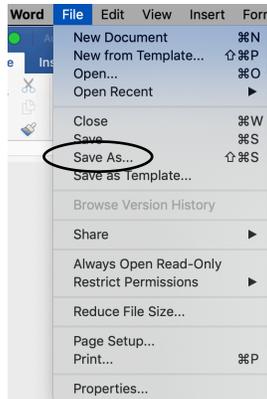
3.1 Exporting as a PDF

3.2 Printing Your Document

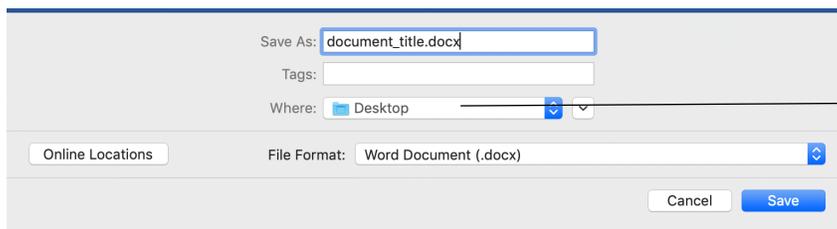
3.1 Exporting as a PDF

Once you have finished your document, you may want to export it as a PDF. A PDF file keeps all of your formatting consistent across computers, while Word documents may lose formatting depending on the program used to open it on another computer.

1. Click the **File** menu in your computer's toolbar. A dropdown menu appears.

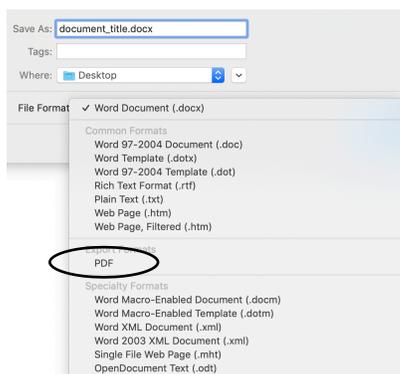


2. Click **Save As**. A popup menu appears.



This is the folder where your document is saved.

3. Click the dropdown menu next to **File Format**. The dropdown menu appears.

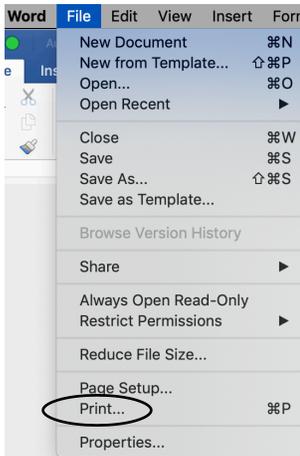


4. Choose **PDF**. The dropdown menu closes.
5. Click **Save**. Your document is saved as a PDF.

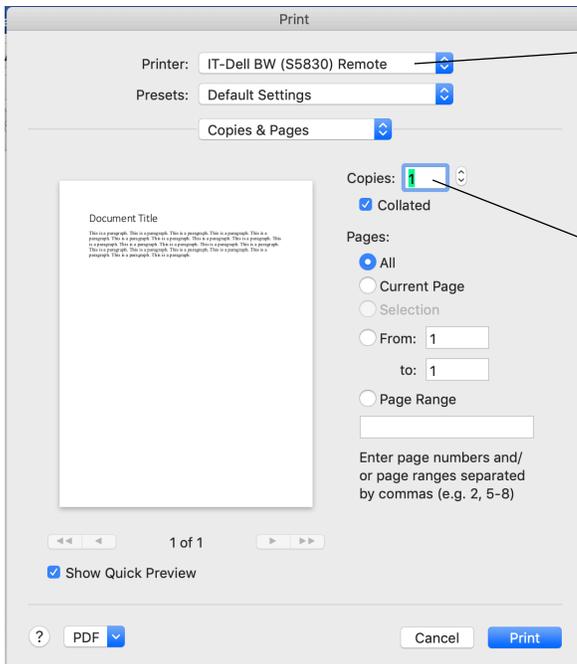
3.2 Printing Your Document

You may need some documents printed for the hackathon, such as signs for the event. You could also garner more interest in your event by printing out marketing materials and distributing it.

1. Click the **File** menu in your computer's toolbar. A dropdown menu appears.



2. Click **Print**. A popup menu appears.



Choose the printer by clicking this dropdown menu.

Change the number of copies printed here.

3. Click **Print**.