# What You Should Be Able to Do in a Word Processor

Here’s a **checklist of Microsoft Word features** that students in higher education should know.

### Formatting Text and Paragraphs

Home tab > Font & Paragraph sections

* Bold / Italics / Underline
* Font type and size
* Line spacing and paragraph spacing
* Alignment (left, center, right, justify)

### Setting Margins and Page Layout

Layout tab > Page Setup tab

* Apply 1” Margin
* Set paper size

### Using Styles for Consistent Formatting

Home tab > Styles

* Apply **Heading styles** (e.g., Heading 1, Heading 2)
* Use **Normal** style for body text

### Creating a Table of Contents

* You must use at least one **Heading style** first
* Insert: References > Table of Contents

### Inserting and Formatting Citations & Bibliography

* Use built-in citation tool:
References > Insert Citation > Add New Source
* Choose citation style (APA, MLA, etc.)

### Track Changes and Comments

Useful for group editing or receiving feedback

* Review > Track Changes and Review > New Comment

### Insert Page Numbers, Headers & Footers

* Add page numbers: Insert > Page Number
* Add headers/footers (in the document margins): Insert > Header & Footer tab

### Use Section Breaks to Create Different Headers/Footers Per Section

Layout > Breaks > Section Break

### Creating and Formatting Tables

Useful for organizing data or schedules

* Insert > Table, then use Table Design tools

### Spell Check, Grammar, and Readability

* Review > Spelling & Grammar
* Also use the **Editor** for style suggestions

### Saving and Exporting as PDF

Good for submitting final documents

* File > Save As > Choose "PDF"

### 📝 Bonus

* **Word Count:** Review > Word Count.
* **Navigation Pane**: View your document before printing it using View > Navigation Pane.