

MS Word Hacks

Making MS Word Work for You!

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Chapter 1: Introduction

History

Microsoft Word is a word-processor software that was launched in 1983 by the Microsoft Corporation. ⁱ Since then, MS Word has become one of the top, if not THE top desktop publishing tool. People use it for schoolwork and in their day-to-day jobs.

The Sad Reality

The unfortunate and sad reality is that despite people using MS Word on a daily basis, most do not know about the multitude of features the program has to offer. Accordingly, they have no idea of how to make it work for THEM! It is shocking how much time people lose because they are doing extra and unnecessary work.

What this Guide Will Do for You

I put this guide together because during the course of my career as an editor, I have run into so many people who have asked me to teach them how to use MS Word; how to make their life and job easier. I only wish someone had written something like this when I was in college or early in my career. It would have saved me so many hours of work and the endless frustration.

My hope is that you find that nugget of information that will help you navigate around MS Word, using the awesome tools and features they built into it. I believe that after you read this guide and apply the tips and tricks in it, you will be able to produce high-quality academic and professional documents in the least amount of time and with the least amount of frustration.

This guide is broken down into eight chapters that will cover the most common questions I have received over the years. The following are the hacks I will teach you in this guide. You will learn how to--

- Set up your documents properly so you can let MS Word work for you.
- Build an automated table of contents.
- Work with figures and tables.
- Create sections.
- Cite your sources.
- Proof your document.
- Export your document to PDF.



Sit back in your comfortable desk chair, grab a nice hot cup of coffee, and enjoy!