

Oh, Word?

A college student's guide for
transitioning to Microsoft Word
365 from Google Docs

Patrick Olszewski

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A college student's guide for transitioning to Microsoft Word 365 from Google Docs

Written and designed by Patrick Olszewski

Acknowledgements:

This manual would not be possible without the support and encouragement from my wonderful peers in my Professional Writing & Technical Communication class. Working with them has been an immense pleasure, and this manual exists because of their feedback and kind words during the manual's development. If you can, I recommend checking out their manuals, too!

A huge thanks to Professor Solberg for guiding this manual in the right direction towards completion. Her encouragement in this project gave the development process life, and I am very grateful for her dedication and critical feedback during our class. This manual wouldn't be the same without her guidance!

I'd also like to thank Sydney Burke and Liza Flandreau for participating in the user-experience study to test this manual's effectiveness. They were both extremely helpful in providing useful feedback and troubleshooting issues when creating this manual. A little bit of their feedback can be seen on each page.

All the screenshots you see in this manual were taken by me, and the project was designed using Microsoft Word 365 on a Windows PC. The cover page uses a background photo from Kostiantyn Li, as found and free to use from Unsplash.com, and the chapter pages use a background photo from "@eberhard 🙌 grossgasteiger," also found and free to use from Unsplash.com

And a last special thanks to you, the reader of this manual. You're the reason this manual exists, and I hope you find the information within these pages useful to your needs!

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Colophon

Introduction:

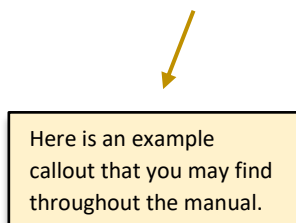
If you have sought out this manual, chances are you might be a bit bored by Google Docs and Google Drive. They're both great applications, and there's nothing wrong with sticking to a classic. But you might be thinking, "I'd like a change of pace when writing my college assignments! I've heard about Microsoft Word and OneDrive. Why don't I try Word?" If this sounds like you, well congratulations! This manual is for you.

Oh, Word? is intended for college students that use a Windows PC and receive Microsoft Office 365 for free from their higher education's institution. This manual will draw similarities between Google Docs and Microsoft Word to help you understand common misunderstandings and troubleshooting issues that occur when switching to Word and OneDrive.

A few examples of what this manual entails includes:

- Solid understandings of page formatting options
- Deep dives into useful essay writing tools offered by Word
- How to make comments on Word documents
- Walkthroughs for OneDrive and its saving and sharing functions
- How to personalize your Microsoft Word

When using this manual, look for the yellow sticky note callouts for information on advanced features and general tips. These callouts look like this.



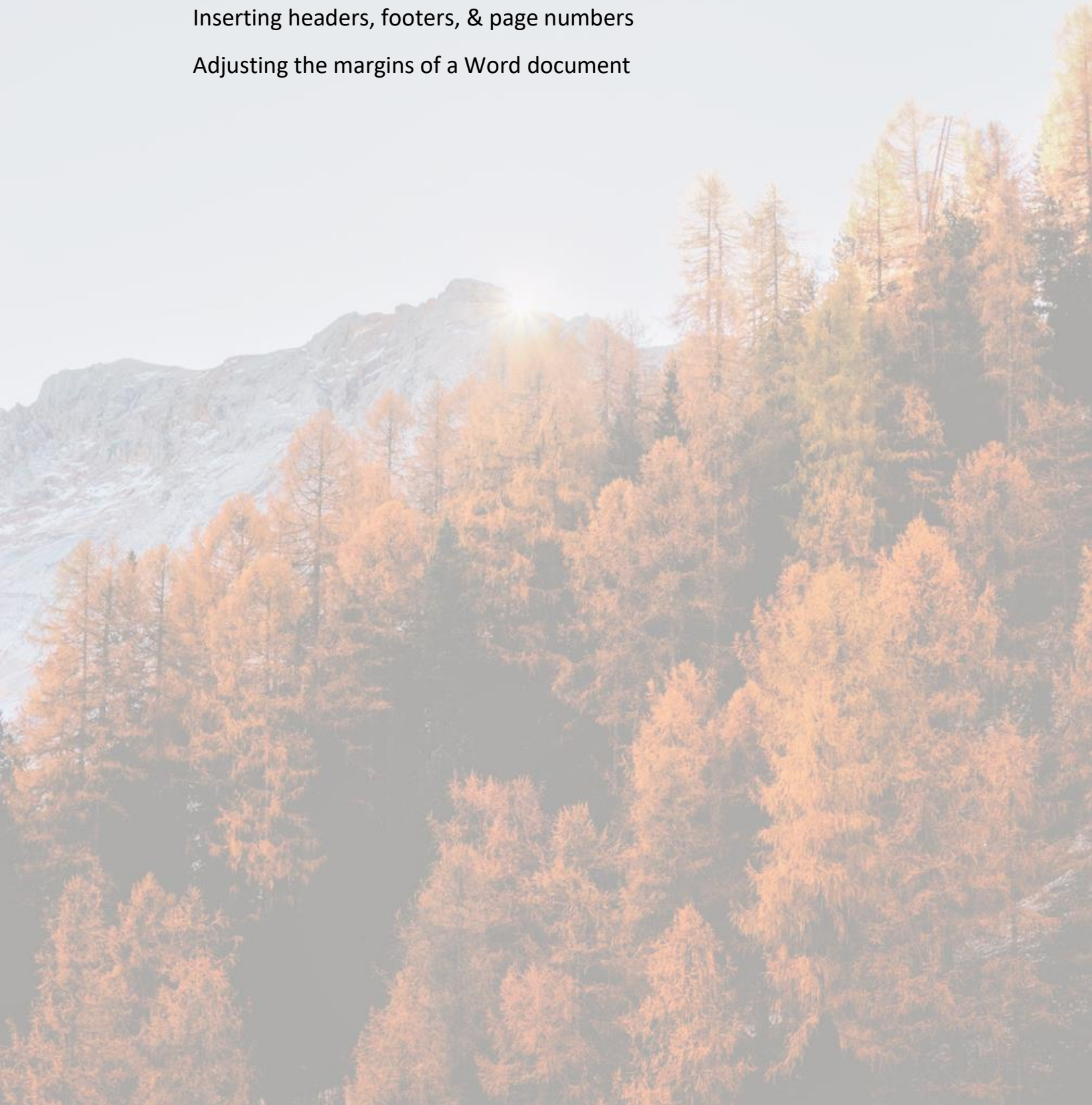
Thank you for choosing this manual to assist you in your journey to using Microsoft Word and OneDrive! I hope you enjoy the switch from Google Docs to Word!

Page formatting

Inserting & editing a list into a Word document

Inserting headers, footers, & page numbers

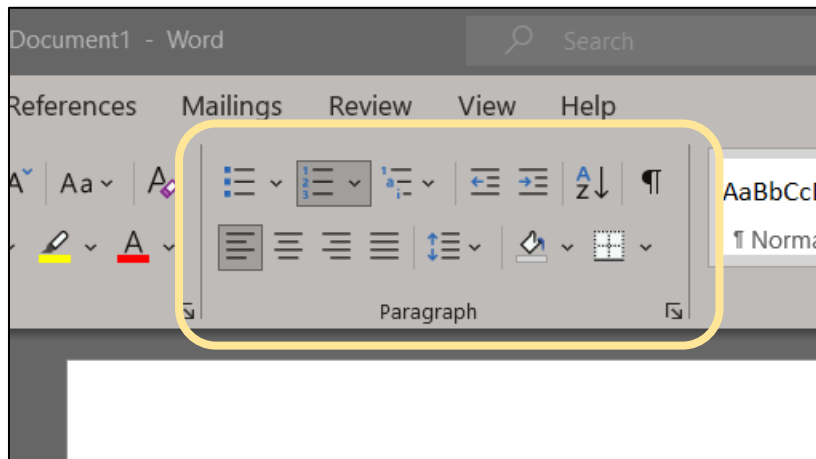
Adjusting the margins of a Word document



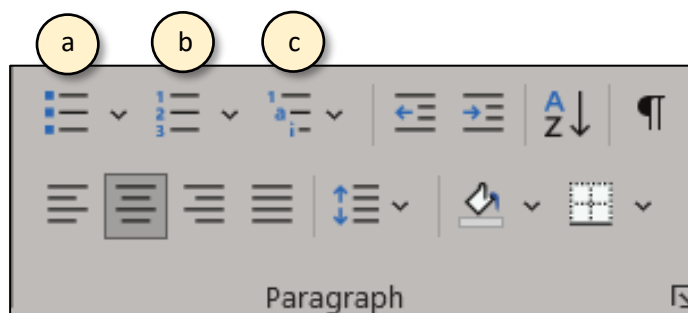
Inserting & editing a list into a Word document:

Inserting and editing lists into a Word document works very similarly to Google Docs' list format. However, Microsoft Word allows you to edit your lists in greater detail and with more focus than in Google Docs. Follow these instructions to use Word's list.

1. Find the **Paragraph** section in your Word toolbar under the **Home** tab.



2. Select which **list** option you want to use, as each list has a special function and use.
 - a) **Bulleted lists** are great for unorganized information that does not need to be in any specific order.
 - b) **Numbered lists** are used for hierarchical, organized information that need to be placed in a particular order.
 - c) **Multilevel lists** are for multiple different sets of information that need to be outlined and organized in specific manners.

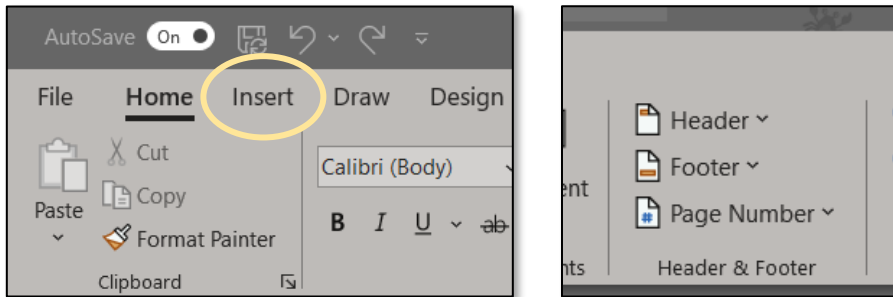


3. Edit your **list options** by clicking the **down arrow** next to each list button. These list options will provide different styles you can apply your lists too, such as changing a numbered list to a letter-based list, or by adjusting the size and shape of a bullet in a bullet list.

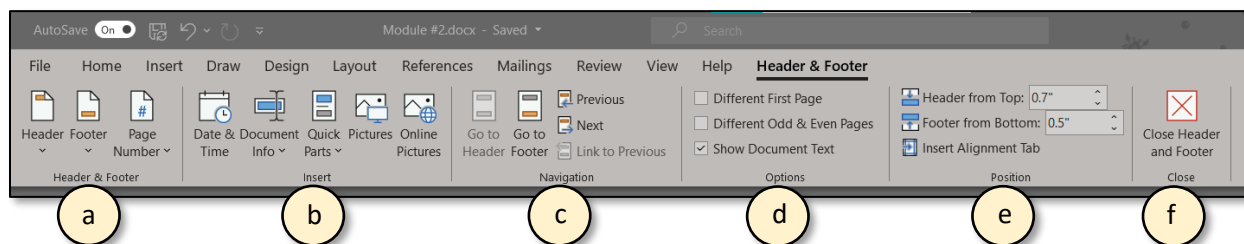
Inserting headers, footers, & page numbers:

Microsoft Word handles headers and footers a little differently than Google Docs. Word has its own personalized tab for header and footer options, and there are more styling options available to you for your headers and footers compared to Google Docs. At first, it can be tricky to navigate and understand, so don't be worried if it looks a little unfamiliar. Here's how it works:

1. Go to the **Insert** tab in your Word toolbar and find the **Header & Footer** section.



2. Select a **Header**, **Footer**, or **Page Number** to add to your document. Headers and footers have the same styling and formatting options, while page numbers are styled differently.
3. Select and edit the options of your header, footer, or page numbers in the **Header & Footer** tab.
 - a) **Header & Footer:** Allows you to select between different headers, footers, and page numbers, with different placements on the page and styling options.
 - b) **Insert:** This section inserts document important information like dates and times of publication into your headers and footers.
 - c) **Navigation:** Navigate between your headers and footers with this section.
 - d) **Options:** To create a different header and footer for your first page, or for odd & even pages, use this section.
 - e) **Position:** Allows you to adjust the position of your headers and footers
 - f) **Close Header and Footer:** Click the red X button to close out of the Header and Footer Options menu.

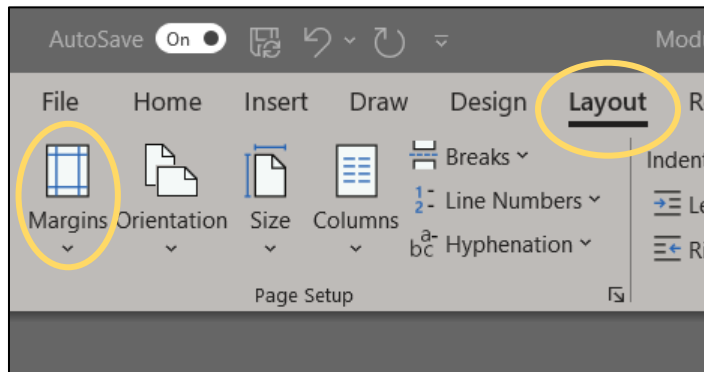


You will not be able to edit the rest of your document unless you click the **Close Header and Footer** button.

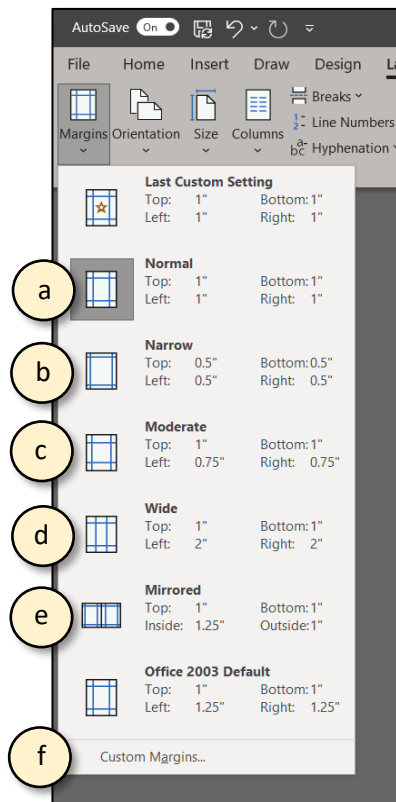
Adjusting the margins of a Word document:

Unlike Google Docs, Microsoft Word has its own set of tools for managing a document's margins. In Google Docs, you edit the page margins by adjusting the file settings or by manipulating the indent ruler. With Microsoft Word, the process is more streamlined to a specific tab with more options to choose from.

- 1) Go to the **Layout** tab in the Word Toolbar and find the **Margins** option, under the **Page Setup** section.



- 2) Pick your **margin layout** from these six choices available, formatted by inches.



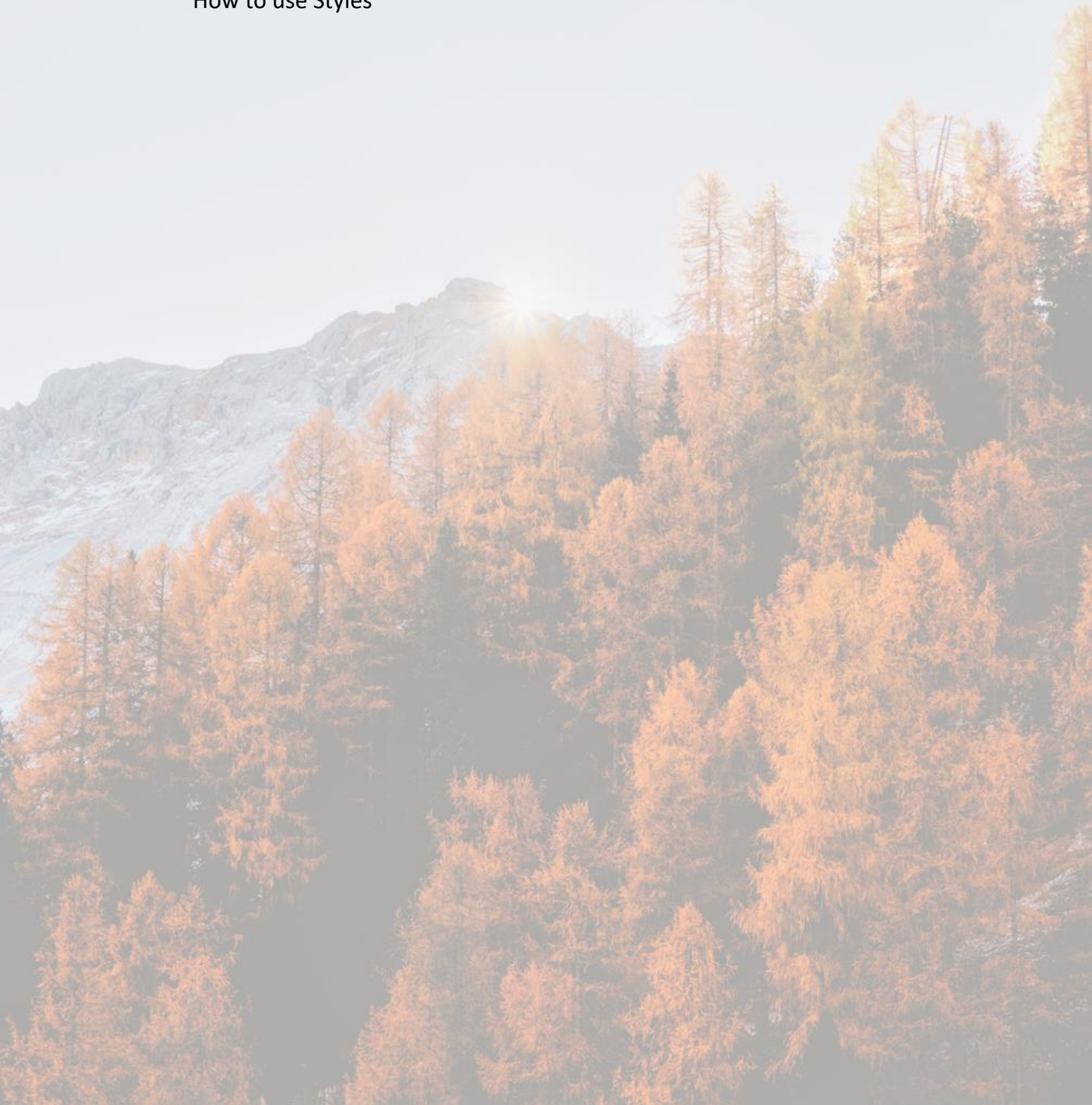
- Normal:** For your regular Letter based formats, typically used on essay-based assignments.
- Narrow:** Decreases the width and height of a document by half an inch.
- Moderate:** A very similar format to the Normal margin setting, but it increases the width of the document by a quarter of an inch.
- Wide:** Creates a narrow window for text by increasing the width of the document's margins by an inch.
- Mirrored:** Used for double sided documents. It makes the inside and outside margins between each page the same.
- Custom Margins:** If none of these presets suit you, you can create your own margins with this option.

For great note-taking practice, use the Narrow margin to increase the space of the page. The Wide margin option is great for prose writing as well.

Essay writing tools in Word

Creating citations & inserting works cited pages

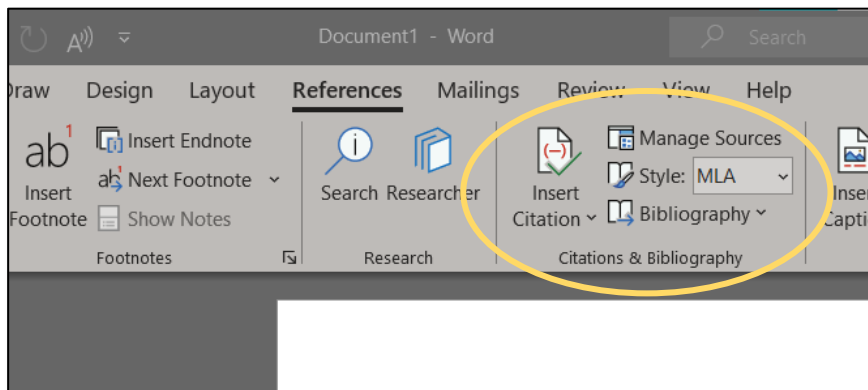
How to use Styles



Creating citations & inserting works cited pages:

Microsoft Word has a feature that allows you to easily create, edit, and save your citations into a simple copy and paste format. Unlike Google Docs, this feature is built into Word. It is very helpful for students who want to write their papers and design their citation formatting all within the same application.

1. Go to the **References** tab in your Word toolbar and find the **Citations & Bibliography** section.



2. Click on the **Style** option in the Citations & Bibliography section and select the citation format you need for your assignment.
3. Click on the **Manage Sources** button to open the Source Manager and select the **New** button. The Source Manager is where you can create, edit, and delete all the citations in your document.
4. Fill out the information for your citation in the **Create Source** pop-up.

 A screenshot of the 'Create Source' dialog box in Microsoft Word. The 'Type of Source' is set to 'Web site' and the 'Language' is 'Default'. The 'Bibliography Fields for MLA' section is expanded, showing fields for Author, Name of Web Page, Year, Month, Day, Year Accessed, Month Accessed, Day Accessed, and Medium. A yellow oval highlights the checkbox labeled 'Show All Bibliography Fields', which is currently unchecked. A yellow callout box with a black border contains the text: 'This is the standard view of the source creation pop-up, and for most purposes, you want to show all Bibliography options for your sources'. The 'OK' and 'Cancel' buttons are at the bottom right.

5. Select the **Show All Bibliography Fields** button to show all publication fields for your citation. If you have used citation generators before, this menu will look very familiar to you. Word’s citation functionality is more accurate than free citation generators with more options available.
6. Add further information from the source you want to cite by filling out the **Create Source** pop-up fully. If your citation has more than one author, editor, or producer, click the edit buttons adjacent to those citation fields to add multiple contributors. Click **OK** once you’re finished.

Use the **Type of Source** section to properly format the citation.

For the most accuracy, completely fill out all the publishing information

7. Click on the **Bibliography** button in the Citations & Bibliography section and select the **Works Cited** option. This inserts a full-length works cited box of all the citations in your managed sources. Make sure you insert your works cited on an empty page at the end of your document.

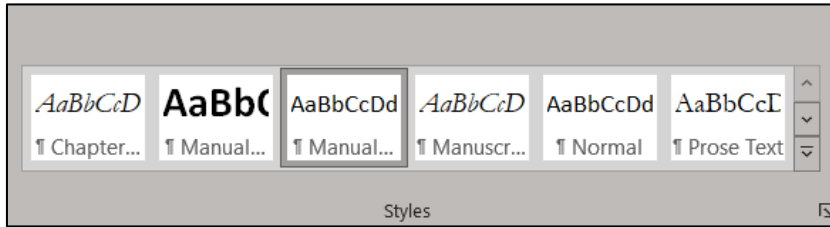
You can also add a **bibliography** instead of a works cited page if your paper requires. A bibliography is meant to explain your sources in further detail, so make sure you add extra notes and explanations to your sources if you decide to insert a bibliography instead.

How to use Styles:

Styles is of the more underutilized and often overlooked functions in Google Drive. It allows the user to style blocks of texts in specific, easy to manipulate formats, instead of having to adjust the fonts and font-sizes manually. Styles is incredibly helpful for long documents that have varying formatting changes between blocks of text. Microsoft Word makes Styles simple, easy, and intuitive to use.

To use Styles:

1. Go to the **Home** tab in your Word Toolbar and find the **Styles** section.

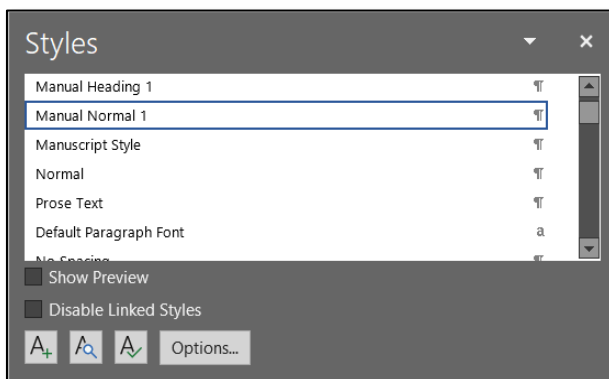


2. Select a piece of text to **apply a Style** and find a style to use from the Styles section.

For additional ways to use Styles, you can also choose the Style first and then type with that Style on your document, or select a piece of text, right click on the text, and click the Styles button to select a style.

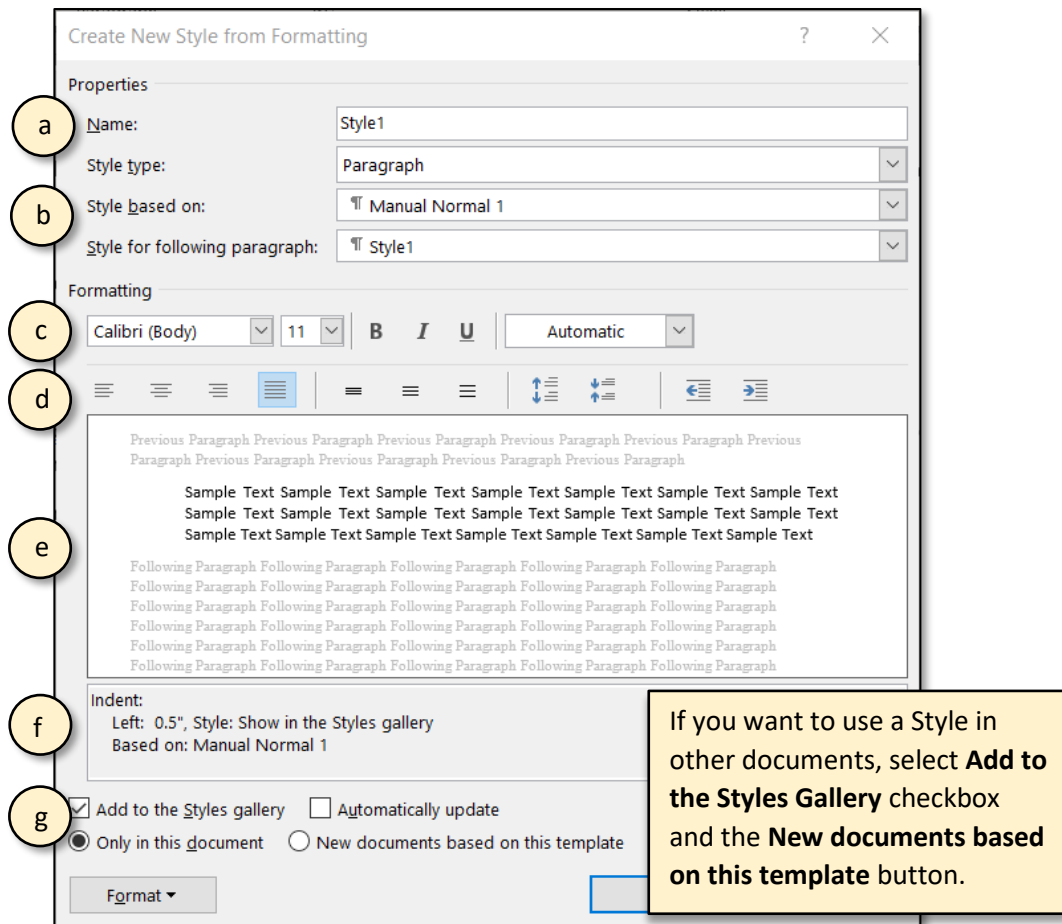
To modify, edit, and create your own Styles:

1. Click on the **small down arrow** in the **Styles** section to open the Styles options. You may have to resize the Styles options menu, which you can do by clicking the down arrow in the top right corner and click **Resize**.



2. Right click on the style you want to edit and click **Modify**, or if you want to create a new style, click on the **New Style** button in the bottom left corner.

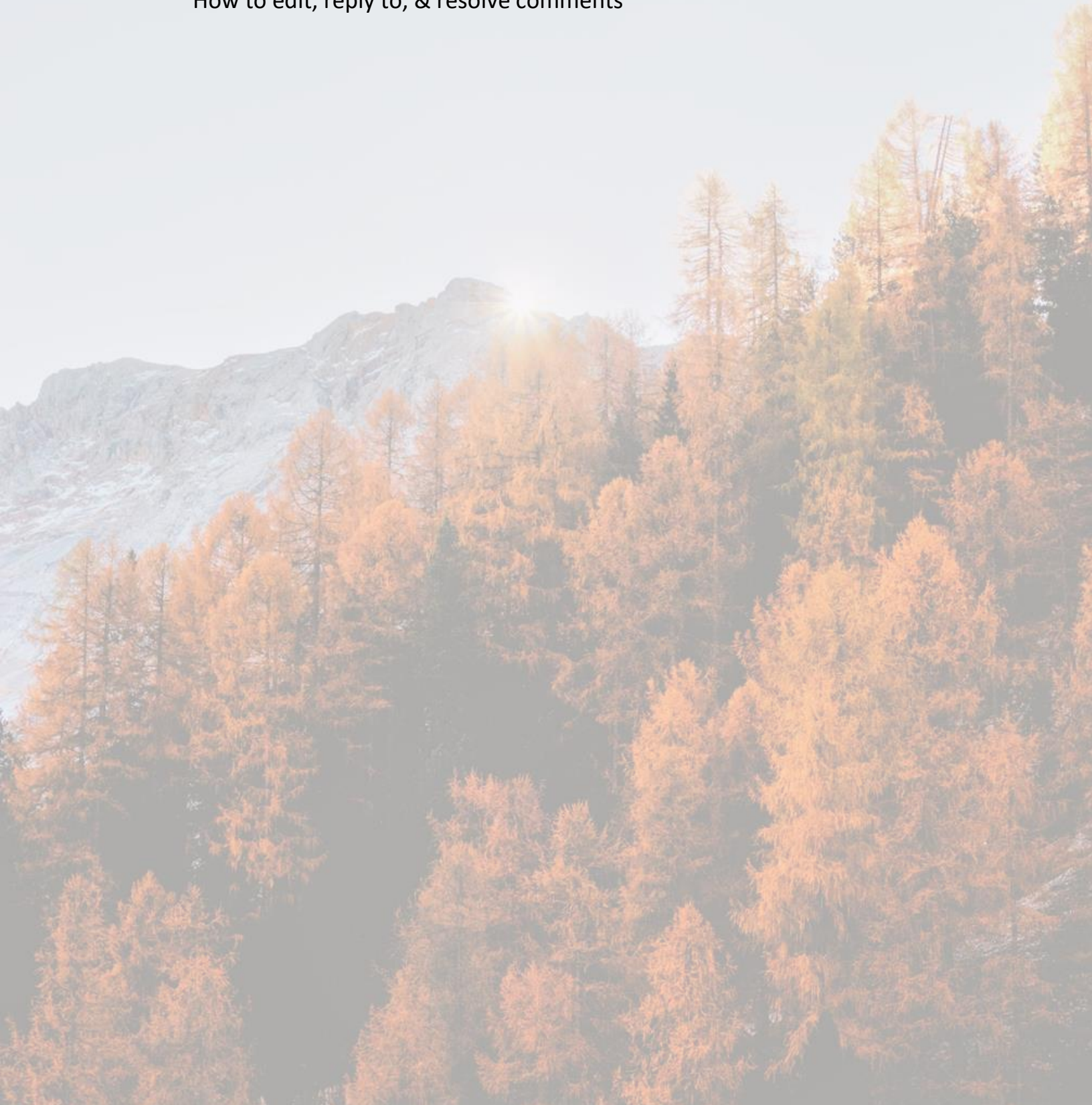
3. Fill in the options for your newly created or edited Style.
 - a) **Name:** Change the Style name with this property.
 - b) **Style types:** Select a Style template that best fits the type of text for your Style. Usually, long blocks of text or titles will use the Paragraph type, while data sets might use the List or Table Style type.
 - c) **Formatting:** Adjust the Font settings of your chosen Style.
 - d) **Paragraph/Indent:** Change the alignment setting of the text from left, center, right, and justified. You can also change the line spacing options.
 - e) **Sample Text Display:** This display box gives you an example of what your text looks like when applied with this Style.
 - f) **Information Display:** Displays the specific information applied to the selected Style.
 - g) **Additional settings:** These four options allow you to customize the default nature of the selected Style.



Comments

Creating & deleting comments

How to edit, reply to, & resolve comments

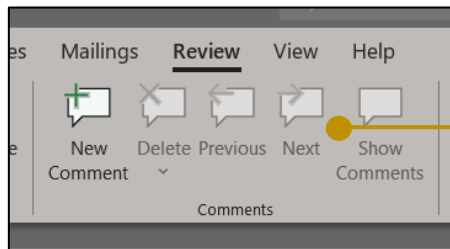


Creating & deleting comments:

Comments work very similarly to Google Docs' version of commenting; simply highlight the text you want to take a note on and click the comment button. Just like in Google Docs, you can create, edit, and reply to preexisting comments.

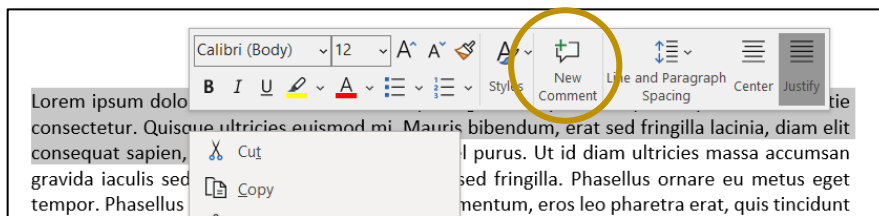
To create a comment:

1. Go to the **Review** tab and find the **Comments** section.



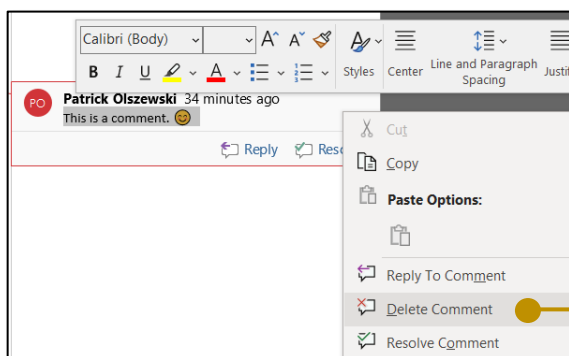
This is where you can manage all your comments. If certain comments are not showing, click the **Show Comments** button.

2. Select the piece of text you want to make a comment on and click **New Comment**. You can find the New Comment button when it appears after selecting a block of text, or by going to the Comments section under the Review tab.



To delete a comment:

1. Go to the **Review** tab and find the **Comments** section.
2. Select the comment you want to delete and click **Delete** in the Comments section.



You can also right click on the comment you want to delete and click the **Delete** button in the pop-up as well.

How to edit, reply to, & resolve comments:

Word has the same functionality as Google Docs for editing, replying to, and resolving comments. However, some comment-oriented tasks operate a little differently in Word, such as replying to comments and resolving them.

- 1) Click on the comment you want to modify. If your comments are not appearing, go to the **Review** tab and find the **Comments** section. Then, click the **Show Comments** button.



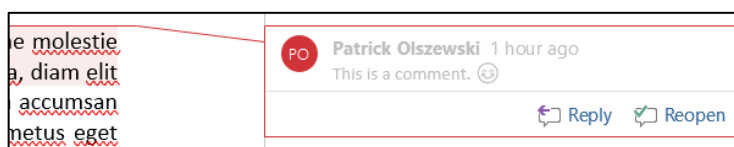
Here is an example of what a document looks like with open, replied to, and resolved comments in Word. It is very similar to Google Docs' comments.

- 2) Choose one of the following options to modify your comment:

- **Edit your comment** by clicking on a comment's text and editing the comment. If you are editing another's document, make sure you have editing permissions from the author.
- **Reply to a comment** by clicking on the comment and selecting the reply option. This will allow you to add a comment to an already existing comment if you want to continue a train of thought or add an additional critique.



- **Resolve a comment** by clicking on the comment and selecting the **resolve** option. This does not delete a comment. Resolving a comment shows the authors of the document that the comment has been fixed but will continue to persist. If you want a comment to disappear from the document, make sure you delete it instead



OneDrive & saving options

Adding OneDrive to your personal computer

Logging in to Word with OneDrive

Sharing documents using OneDrive & Word

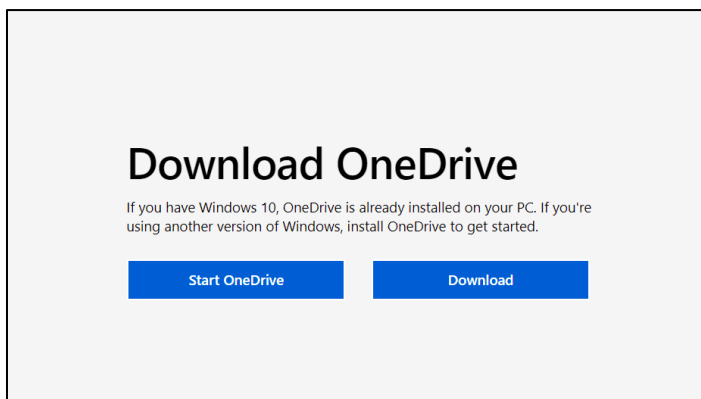
Adjusting the document saving options



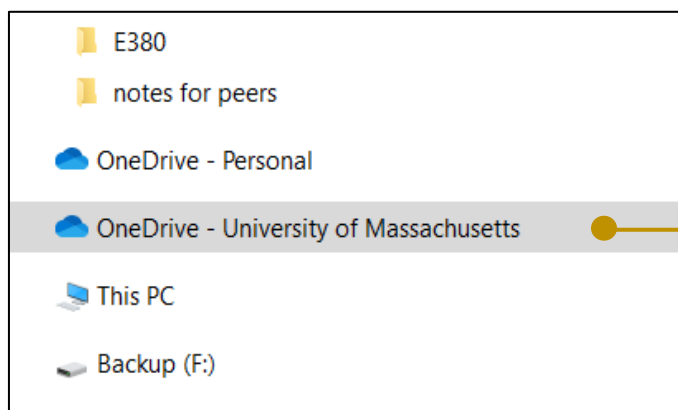
Adding OneDrive to your personal computer:

OneDrive is an excellent alternative to Google Drive, with the ability to save files and documents to your personal computer via a cloud-based storage system. You can also login to OneDrive on a web-browser, which means the items you save on your personal computer using OneDrive are also accessible anywhere.

- 1) Search “**One Drive Download**” in your preferred web browser. Click the link that tells you to download OneDrive, or you can also use this link if you are viewing this manual in a pdf; <https://www.microsoft.com/en-us/microsoft-365/onedrive/download>
- 2) Click **Start OneDrive** if your PC already has OneDrive installed (most PC’s often have it preinstalled). If you do not have it installed, click the **Download** button and follow the steps Microsoft provides for you.



- 3) Log-in to OneDrive using your **academic institution’s email**. Do not create a new account. Simply use your higher education institution’s email, as a OneDrive account will have already been created for you by your school.
- 4) Look for the newly created storage **folder** that will pop up in your **File Explorer**. This will be the folder for your cloud-based storage in OneDrive.

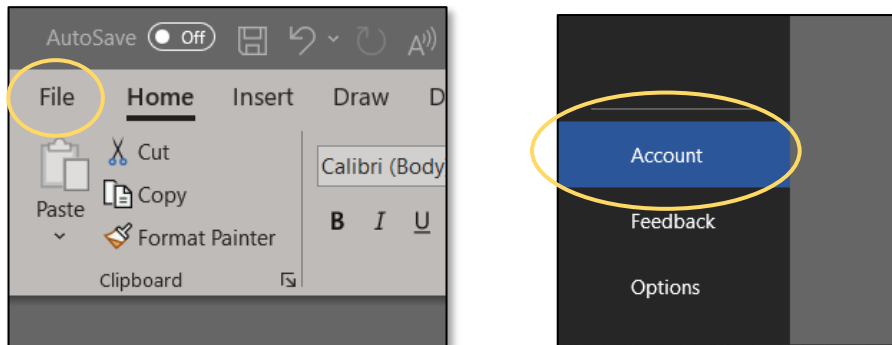


OneDrive will appear with the name of your higher education institution. It will appear in your File Explorer as long as you remain logged into OneDrive. In this folder, you can save all types of files, documents, images, videos, and more.

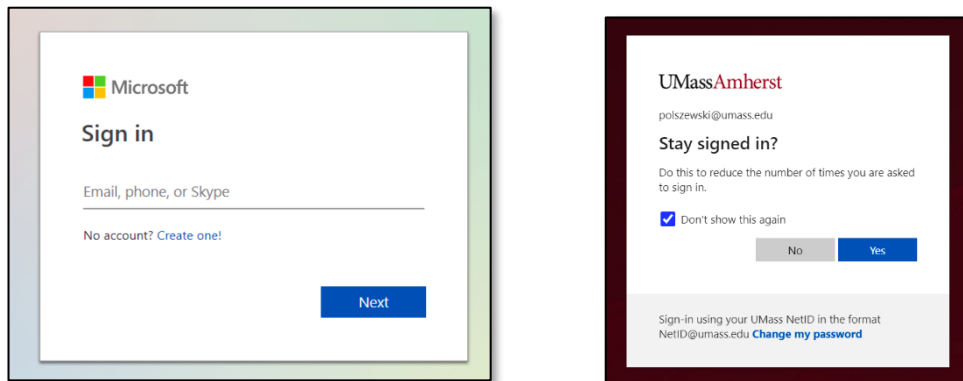
Logging in to Word with OneDrive:

Logging into word with your school's OneDrive account allows you to create, edit, save, and safely store your Word documents through OneDrive. Using your OneDrive account with Word works the same way as using your google account with Google Drive. However, OneDrive allows you to save documents easily offline and online. Here's how to login to your account:

1. Click on the **File** tab on your Word toolbar and select the **Account** option.



2. Click the **Sign in** button and fill in the information to your school email in the "Sign in" pop-up window. You do not need to create a new account or password. Simply use your school email's username and password to login.

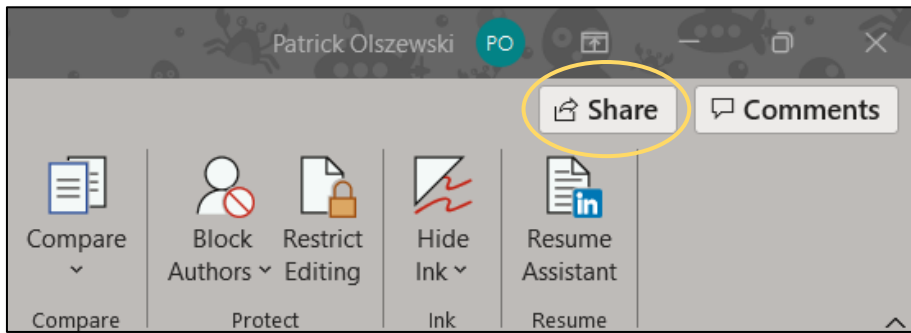


3. Click **Yes** on the "Stay signed in?" pop up if this version of Word is on your personal computer. This allows you to stay signed in to Word with your OneDrive account after closing out of Word.

Sharing documents using OneDrive & Word:

OneDrive offers the same sharing features as Google Drive, and Word allows you to easily share your documents directly to your professors and peers. You can share a document by email, copying the link to your document online, or by directly creating a copy of the document and sending it to whomever.

- 1) Click the **Share** button in your Word toolbar, often found in the top right corner of the screen. You can also click on the **File** tab and use the **Share** button found in-between Print and Export.



- 2) **Share** the document using any of the following methods.

 A screenshot of the 'Send link' dialog box in Microsoft Word. The dialog title is 'Send link' and the document name is 'Module #10.docx'. It shows a sharing permission level: 'People in University of Massachusetts with the link can view'. There is a text input field for 'To: Name, group or email' with a yellow dot and a callout box. Below the input field is a 'Message...' field. A blue 'Send' button is located at the bottom right. At the bottom, there are two options: 'Copy link' (with a link icon) and 'Outlook' (with an Outlook icon), both with yellow dots and callout boxes. At the very bottom, there is a 'Send a copy' option with a dropdown arrow, also with a yellow dot and callout box.

Send link
Module #10.docx

People in University of Massachusetts with the link can view

To: Name, group or email

Message...

Send

Copy link Outlook

Send a copy

Type in the email of the person you want to share your document with.

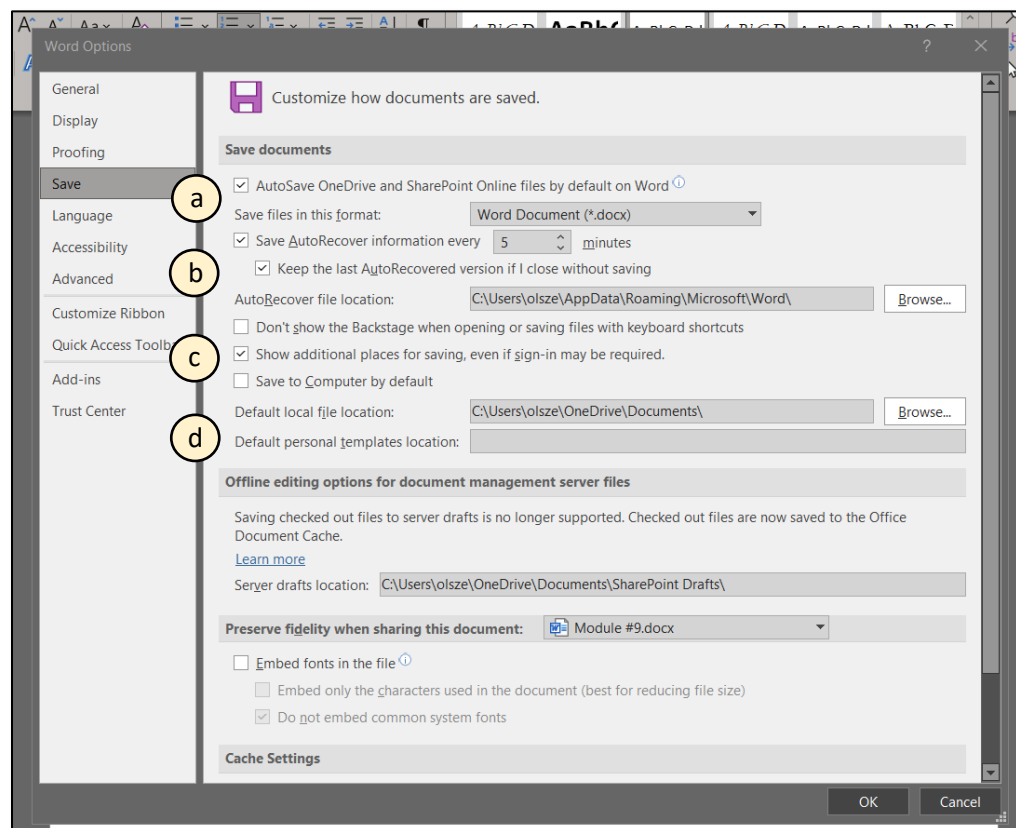
Use the Copy link button to send someone the URL to your document (if it is saved online with OneDrive)

Send a copy of the document with this option.

Adjusting the document saving options:

If you want to adjust how Word will save your documents, you can access the OneDrive and Word saving settings in the Word options menu. You can adjust where documents are saved to by default, how often Word creates an AutoRecover file, and whether you want documents to save to OneDrive by default.

- 1) Click on the **File** tab and go to the **Options** button.
- 2) Click on the **Save** section in the Options menu. The **Save Options** menu is split into four important sections, but for your purposes with Word, the **Save documents** section is where you can find everything you need.
- 3) Select which setting to adjust from these four separate saving options:
 - a) **AutoSave:** Use this function to automatically save your documents while working. You can also save files in particular formats, such as older doc versions and HTML files.
 - b) **AutoRecover:** Keep your files safe by enabling the AutoRecover function, which saves your documents automatically even if you haven't named or saved them yet.
 - c) **Additional saving options:** Use these three options for more flexibility in where documents save to by default, and other fine-tuning saving options.
 - d) **Default local file locations:** Browse your computer's files to find where your documents will save.



Personalize your Word!

Changing the visual background & theme



Changing the visual background & theme:

Unlike Google Docs, Microsoft Word allows you to personalize the look of your workstation, which can be very helpful if you use a word processor often! These optional personalizations do not change the functionality of Word, but instead, they allow you to change the appearance of Word however you like.

- 1) Click on the **File** tab in the Word toolbar and click on the **Options** button.
- 2) Go to **General** options in the Options menu and find the section labeled **Personalize your copy of Microsoft Office**.

Change your User name & Initials using these two features. This will show up on your saved documents.

Office Background & Office Theme change the visual look of your personalized Word.

Personalize your copy of Microsoft Office

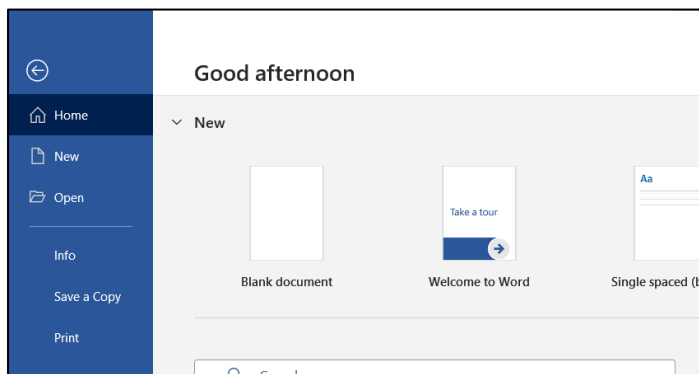
User name:

Initials:

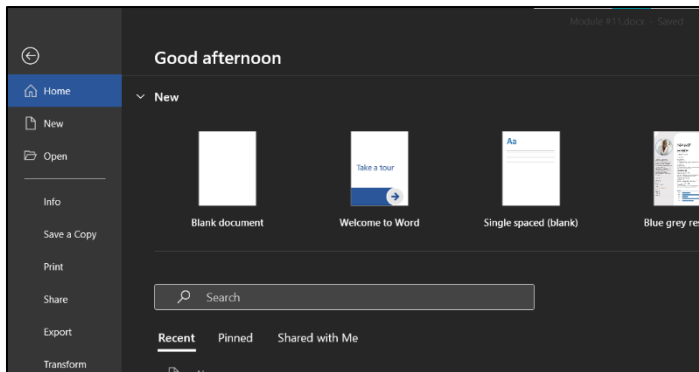
Always use these values regardless of sign in to Office.

Office Background:

Office Theme: Disable dark mode



Colorful Theme



Black Theme

Colophon:

This manual was completed during the Fall semester of 2021 in my English 380 Technical Writing and Professional Communication class.

The fonts used in this manual were Calibri (Body) as is offered in Microsoft Word 365.

Only one manual will be printed, from the suppliers at Staples. Although, there will be another – safe keeping for the constructing creator of the manual's design.

I used to like Google Docs,
but then I found word.

If this manual
is for you,
then you
might like
Word,
too.