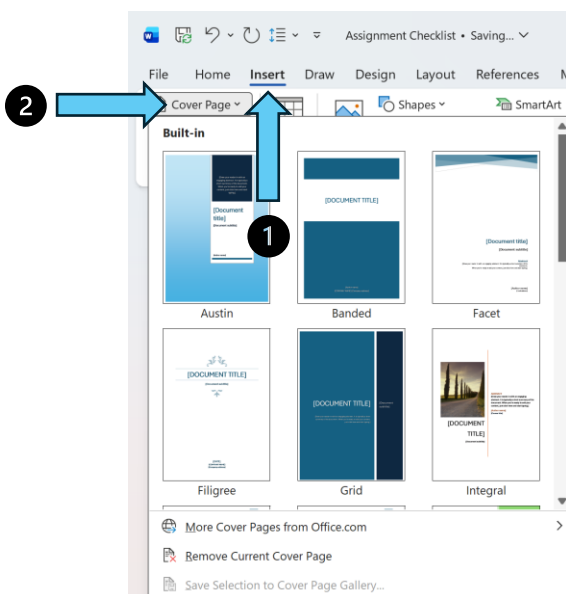


Microsoft Word Formatting – A Step-by-Step Guide

Presenting your work in a clear, professional, and academically appropriate format is an important part of assignment submission. Poorly formatted assignments can make your work difficult to read and may result in marks being lost if presentation requirements have not been followed. This step-by-step guide explains how to complete common formatting tasks in Microsoft Word, helping you ensure your assignment meets the required academic standards before submission.

Add a Cover Page

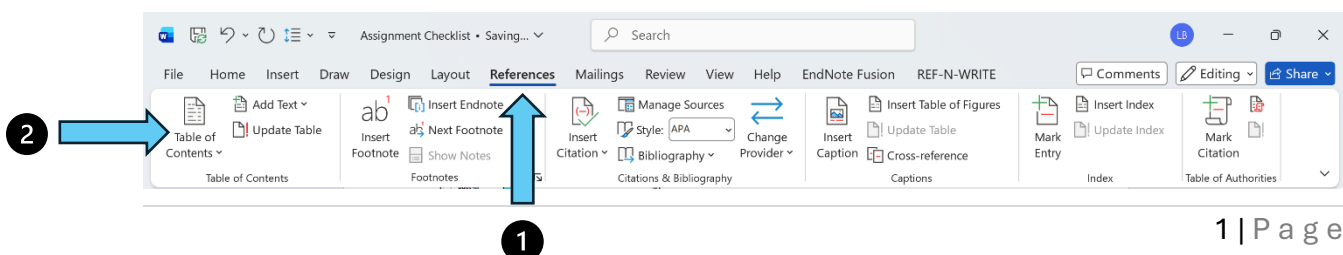
1. Go to the *Insert* tab on the ribbon.
2. Select *Cover Page*.
3. Choose a professional design.



Add a Table of Contents

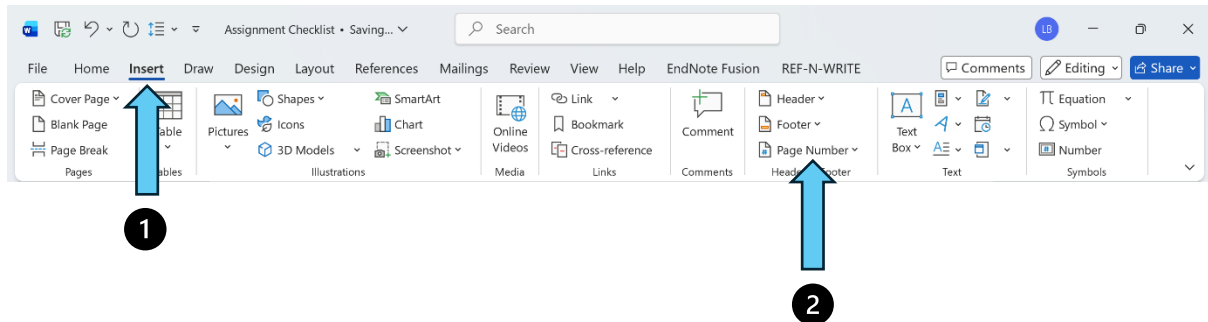
(only relevant for reports, not essays)

1. Go to the *References* tab on the ribbon.
2. Select *Table of Contents*.
3. Choose a professional template.



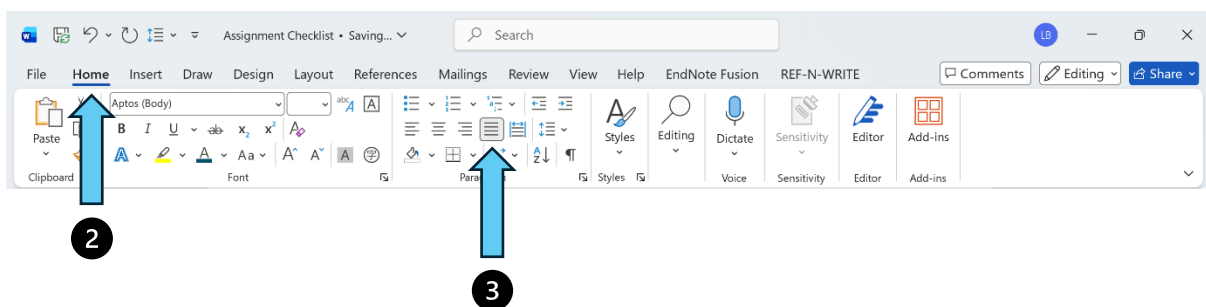
Add Page Numbers

1. Go to the *Insert* tab on the ribbon.
2. Select *Page Number*.
3. Choose a professional design.



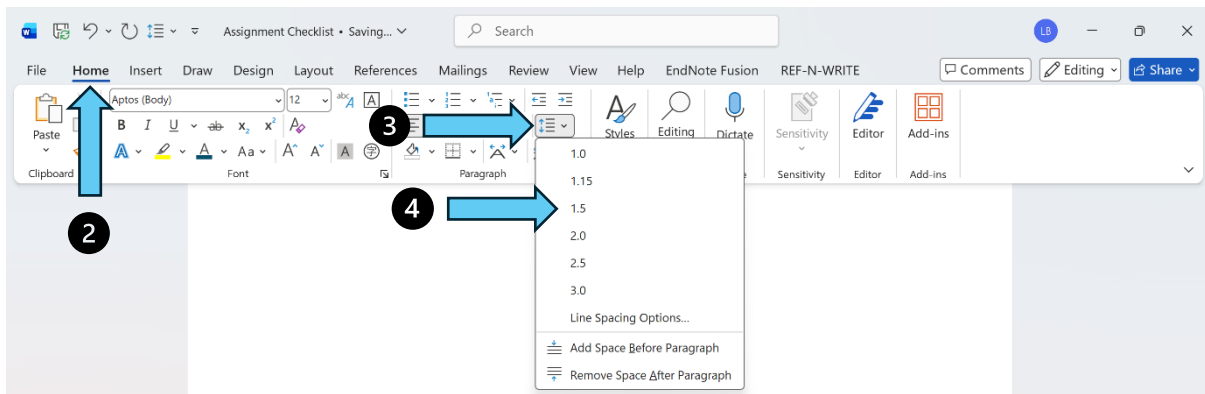
Justify Text

1. Highlight the text you want to justify.
2. Go to the *Home* tab on the ribbon.
3. In the Paragraph section, click the *Justify* button (four lines of equal length).
4. Your text will now align evenly along both the left and right margins.



Add Line Spacing

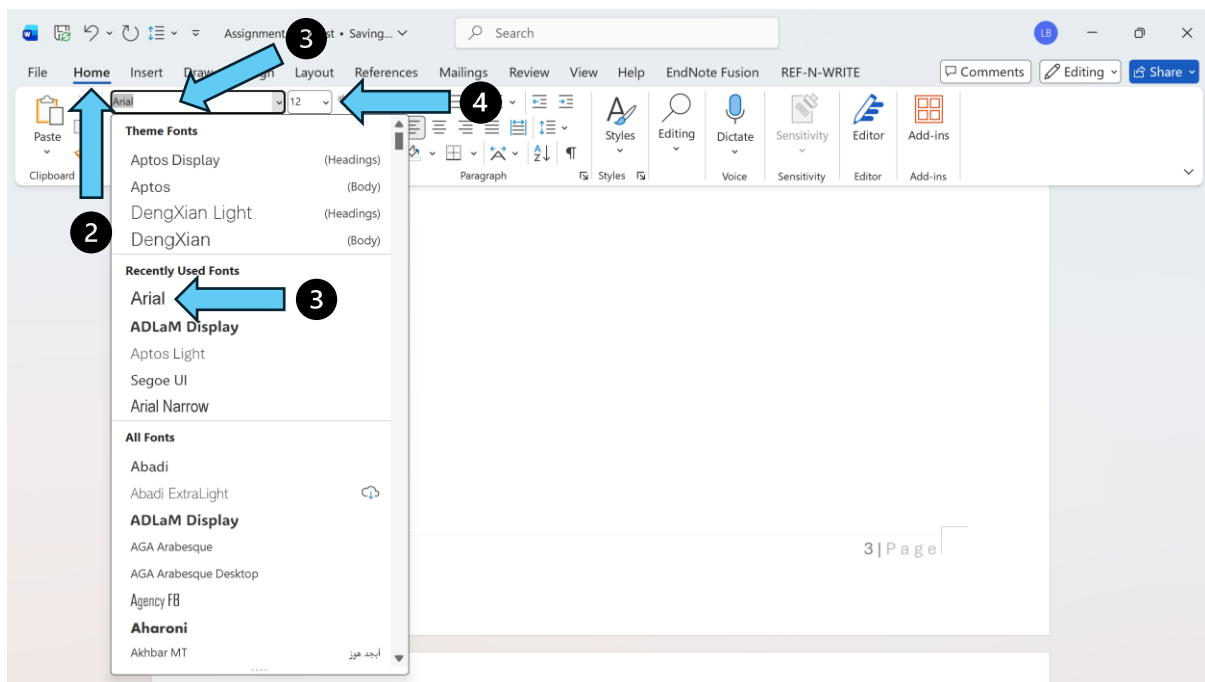
1. Highlight the text you want to format, or press **Ctrl + A** to select the entire document.
2. Go to the *Home* tab on the ribbon.
3. In the Paragraph section, click the *Line and Paragraph Spacing* button (the icon with horizontal lines and up/down arrows).
4. Select your preferred line spacing option:
 - **1.0** = Single spacing
 - **1.15** = Default Word spacing
 - **1.5** = Commonly used for assignments
 - **2.0** = Double spacing
5. The selected line spacing will be applied immediately.



Adjust the Font and Font Size

1. Highlight the text you want to change.
2. Select the *Home* tab.
3. In the Font section, choose a font from the drop-down menu.
4. Select the desired font size from the size drop-down menu.
5. The changes will be applied automatically.

For most academic assignments, use a clear, professional font (e.g. Arial or Times New Roman) in size 11 or 12, unless otherwise specified in your assignment guidelines.



- ✓ **Remember to always check the formatting requirements outlined in your assignment brief and follow any specific guidance provided by your lecturer.**