Kennesaw State UNIVERSITY
University Information Technology Services

Using Word 2011®
at
Kennesaw State University

Creating Reports

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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Published by Kennesaw State University

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Introduction

Office 2011® has been designed specifically for the Mac® computer. Each Mac at Kennesaw State University includes the following *Office 2011* products: *Word®, Excel®,* and *PowerPoint®*. These packages will help you to develop useful documents, manage data, and create powerful presentations. This booklet, recommended for intermediate-level Macintosh® users, has been developed to help you write a report using Word 2011.

Learning Objectives

The learning objectives in this document include:

- Having the ability to insert a cover page
- Knowing how to place and edit photos in a report
- Being able to adjust the spacing within a document
- Understanding how to adjust the margins
- Knowing how to use *Styles* in Word 2011
- Having the ability to add page numbers to a document
- Being able to insert a table of contents
- Knowing how to work with headers and footers
- Being able to place footnotes and endnotes in a document
- Having the ability to place citations and a bibliography in a document

Inserting a Blank Page

The following instructions explain how to insert a blank page in your document.

1. Place your cursor where you want to insert the new page.
2. Click the *Document Elements* tab on the ribbon.
3. In the *Insert Pages* section, click *Blank* (see *Figure 1*).

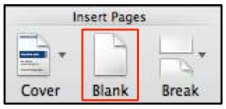

Figure 1 – Inserting a Blank Page

Inserting a Cover Page

Word 2011 has many cover pages that have been designed for you so that you can use them in your reports. The following explains how to add a cover page to your document.

1. Click the *Document Elements* tab on the ribbon.
2. Next, in the *Insert Pages* group, click *Cover* (see *Figure 2*).
3. Click to select the cover page of your choice.
4. The cover page will be included as the first page in your document.

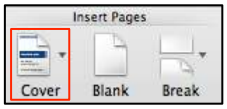

Figure 2 – Inserting a Cover Page

Adjusting the Spacing

The following explains how to adjust the line spacing within your document.

1. Select the text where the spacing will be modified (To select the entire document, click *Edit* in the upper-left area of the screen and then click *Select All*).
2. Click the *Home* tab on the ribbon.
3. Click the *Line Spacing* button (see *Figure 3*).

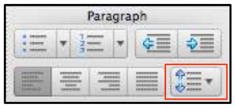

Figure 3 – Line Spacing

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