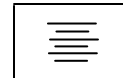


Step-by-Step Instructions for Microsoft Word Workshop

Business & Technical Writing

1. Launch Microsoft Word and open a new document.
2. Go to top menu, File > Page Setup. In the dialog box that appears, set margins to 1" on all sides
3. In the Formatting menu, set typeface to Times New Roman, 12 pt. If the Formatting menu is not visible at the top of your screen, go to: View > Toolbars and select Formatting.
4. In upper left corner of the document, enter your name, course + number, project number, date
5. Triple space
6. Copy and paste from Raw Text (or type in) the words "Communication Analysis."
Triple space.

7. Move your cursor behind "Communication Analysis" and click centering option in the formatting menu.



8. Left click and drag across "Communication Analysis" to highlight it. Go to top menu and select Format > Font. In dialog box that appears, first click the **Font** tab.
9. In the **Font:** box, select Tahoma. In the **Font style:** box, select Bold. In the **Size:** box, select 18.
10. Click on the **Character Spacing** tab in the Font dialog box. In the **Spacing:** drop-down menu, select Expanded. In the **By:** drop-down menu, check to see if it says 1 pt. If it does not, use the up arrow to select 1 pt.
11. Click OK to return to your document.

Note: *Why did you put your title in the Tahoma font? One rule of document formatting is that text copy should be in a serif font like Times New Roman, and display copy (titles, headings, subheadings, etc.) should be in a sans serif font like Tahoma. The difference is: Serif fonts have diagonal lines at the ends of each letter. Sans serif fonts have smooth letters.*

12. Use your arrow key (or mouse) to position your cursor 3 spaces below the title **Communication Analysis**.
13. Copy and paste (or type in) "Part I: Background," then double space.

14. Use the Formatting toolbar to change “Part I: Background” to 14 pt. Tahoma Bold.

11. Cut and paste provided the two paragraphs of text for Part I. Check that body copy is 12 pt. Times New Roman. To do this, click anywhere in the text under and look at the Formatting toolbar. The selection boxes should say Times New Roman and 12.

12. Place your cursor after the last word of the first paragraph. Hit Enter once to double space between block paragraphs.

Note: *Today, block paragraphs (no indentation with extra space between paragraphs) are more common than indented paragraphs. You should always use block paragraphs in emails.*

13. Place your cursor after the last word of the last paragraph of Part I. Triple space.


Note: *You should now have noticed that we are placing triple space between major sections of the paper, and double space between items in a section.*

14. Type or copy/paste from Raw Text, “Part II: Communication Inhibitors.” Double space.

15. Change “Part II: Communication Inhibitors” to 14 pt. Tahoma Bold.

20. Copy and paste Raw Text, the items beginning with “Personal Censors:” and ending with the paragraph after “Nonverbal Barriers.”

21. Place your cursor before the first item, “Personal Censors.” Left click and drag to highlight the entire list.

22. In Formatting toolbar, click the bullets icon 

23. In the top menu, go to Format > Bullets and Numbering > . Select the **B**ullets tab if it is not selected.

24. Look for the bullet format that is the same as the one in the finished document (crossbars with red, blue, yellow colors). If you do not see this bullet, click on Pictures to find it. Select the correct bullet and click OK.

25. In the next box also click OK to insert the new bullets into your document.

26. Use your cursor to highlight first communication inhibitor in the list: “Personal Filters.”

27. In the top menu, go to Format > Font . In dialog box that appears, select the **Font** tab if it is not selected. In the **Font Style** selection box, click on Bold. In the **Effects** selection box, click in the box next to Small Caps. Click OK.

28. Repeat this step for each communication inhibitor in the bullet list.

29. Place your cursor after the last item in the bullet list. Triple Space.

30. Copy and paste from Raw Text (or type in), “Part III: Application of Inhibitors.” Double space.

31. Highlight “Part III: Application of Inhibitors” and change to 14 pt. Bold Tahoma.

32. Use the arrow keys or mouse to place your cursor two spaces below “Part III: Application of Inhibitors.”

33. In the top menu, click on Table > Insert > Table then release

34. In the dialog box that appears, enter columns=3 and rows=5, select fixed column width if it is not selected, check Auto if it is not checked.

35. Click OK.

36. In the table that appears in your document, copy/paste from Raw Text or type in the column titles for the left, center and right columns: “Communication,” “Inhibitors,” “Explanation.”

37. Click in top row of the table.

38. Go to top menu, Table > Select > Row and release.

39. Go to Format > Borders & Shading > . If the Shading tab is not selected, click on it. Select 62.5% gray. Click OK.

Note: *When selecting colors for a document, always keep the audience in mind.*

40. In the table, use your cursor to left click then drag to highlight all three column headings (Communication, Inhibitor, Application).

41. Go to Drawing menu at bottom of screen, select **A** ▼ pull-down menu. Change color of type to white. If the Drawing menu is not visible at the bottom of your screen, go to View > Toolbars and select “Drawing.”

42. Copy and paste left column text into left column. Repeat for center column text and right column text.

43. Use arrow keys or your mouse to place your cursor to the left of the words “A new” at the upper left corner of the left column.

44. Starting beneath the top row, left click and drag down to highlight the entire left column, including the empty cells.

45. Go to Format > Borders and Shading > Shading and select Light Yellow for column background. Click OK. Repeat steps 43-45 to insert the same color for the table’s right column.

45. Highlight middle column starting beneath top row by placing your cursor to the left of the word “Personal Censor.” Left click and drag to the end of the table, including the empty cells.

46. Go to Format > Borders and Shading > Shading and choose 12.5% Gray for the middle column background color. Click OK.

47. Bring cursor down below table. Triple space.

48. Type or copy/paste “Part IV: Assessment of Communication Effectiveness” and change to 14 pt. bold Tahoma.

49. At the top menu, click on Insert > Page Numbers. In the dialog box that appears, under the **Position:** pull-down menu, select “Top of Page (Header)”. Under **Alignment:** select “Right.” Uncheck “Show number on first page” if it is checked. Click OK to exit.

50. Go to the top menu, click on View > Header & Footer.

51. In the dotted-line box that appears at the top of your page, type your last name in left corner.

52. Hold down Control key and tap the letter A. [Ctrl + A]. This selects text and page number in the header.

53. Go to the Formatting menu, and select Tahoma 9 pt.

Note: *The header you have created is also considered Display copy and must also be in a sans serif font – Tahoma.*

54. In the Header/Footer toolbox, click on the word “Close.” Then click again on your document page.

55. Go to File > Save As. Title your document using your last name. In dialog box save as RTF file.

56. Submit your finished document if you are required to do so.