

TECHNICAL ASPECTS

A Brief Introduction for Word Processing
The following is a short tutorial for users of Microsoft Word 2003
UNIVERSITY LIBRARY
Southwestern Christian University
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How to set margins in Microsoft Word

Online help:

<http://office.microsoft.com/en-us/word/HP012264921033.aspx>

How to add ‘Headers’ and ‘Footers’

Online help:

<http://office.microsoft.com/training/training.aspx?AssetID=RC010216611033&pid=CH010267751033>

Add a basic table to your document

Online help:

<http://office.microsoft.com/training/training.aspx?AssetID=RC012006821033>

How to create a table of contents in your document

Online help:

<http://office.microsoft.com/training/training.aspx?AssetID=RC011356771033>

Add graphics when and where you want them

Online help:

<http://office.microsoft.com/training/training.aspx?AssetID=RC010264821033>