

Standard Operating Procedure (SOP): Using Microsoft Word for AI Writers Guild Course

By: Log Cabin Schoolhouse.

Objective: This SOP provides step by step instructions for middle school students to register for a course, use Microsoft Word for novel writing, and focusing on the basic functionalities suitable for beginners.

Prerequisites:

- Registration for AI Writers Guild with Log Cabin Schoolhouse.
- Basic familiarity with a computer or device with internet connectivity.
- Access to Microsoft Word, preferably through a Log Cabin Schoolhouse Microsoft 365 account.

Procedure:

1. Course Registration and License Acquisition:

- Register for AI Writers Guild course through Log Cabin Schoolhouse.
- Email the provided contact with the student's details (first name, last name) to receive a Microsoft license.
- Receive an email from Microsoft with login information (check junk mail if not received within 24 hours).
- Change the password for security purposes.

2. Logging into and Accessing Microsoft Word:

- Open a web browser and go to teams.microsoft.com.
- Enter your Log Cabin Schoolhouse Microsoft 365 email address and password.
- Once logged in, click on the nine dots called the waffle in the upper left-hand corner. Then click on the Word application.
- Download the desktop app as well as utilizing the online version. The desktop app has more functionality.
 1. In the top right corner, click on "editing".
 2. Click on "Open in Desktop App". This will download the desktop version on your computer.
- Installing the mobile app is also a great way to increase productivity during your novel writing process. Find Microsoft Word in the app store. Use your LCSH login to set it up.

3. Creating a New Document:

- Start a new document by selecting 'New' and then 'Blank Document'.
- Familiarize yourself with the Word interface: ribbon, toolbar, and document area.

4. **Writing and Formatting Your Novel:**

- Begin typing your novel. Learn how to use basic formatting tools like font style, size, bold, italics, and underline.
- Explore paragraph settings for indentations and spacing.

5. **Organizing Your Document:**

- Use headings and subheadings to organize chapters and sections.
- Learn how to create a table of contents for easy navigation.

6. **Saving and Sharing Your Work:**

- Regularly save your work by clicking 'File' and then 'Save As'. Choose a location and name your document.

7. **Tips and Resources:**

- Utilize Word's 'Help' feature for specific queries.
- Refer to online resources or tutorials for additional guidance.
- Here's a great "how to video" I found on YouTube. [Beginner's Guide to Microsoft Word \(youtube.com\)](https://www.youtube.com/watch?v=...)

Conclusion: This SOP will guide middle school students in using Microsoft Word effectively for novel writing, enhancing their writing and organizational skills.

This SOP provides a basic framework for middle school students to begin using Microsoft Word for novel writing, ensuring they are comfortable with the essential features of the program.