

Standard Operating Procedure (SOP): Using Microsoft Word for Tech Toolkit Course

By: Log Cabin Schoolhouse.

Objective: This SOP provides step by step instructions for students to register for a course, use Microsoft Word focusing on the basic functionalities suitable for beginners, plus some intermediate skills.

Prerequisites:

- Registration for Tech Toolkit 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 for Education account.

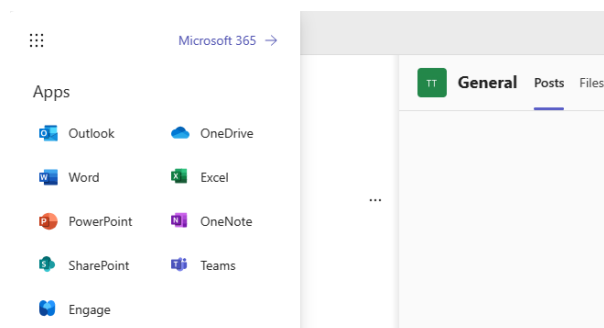
Procedure:

1. Course Registration and License Acquisition:

1. Register for Tech Toolkit course through WV FUE.
2. Email the provided contact with the student's details (first name, last name) to receive a Microsoft license.
3. Receive an email from Microsoft with login information (check junk mail if not received within 24 hours).
4. Change the password for security purposes.

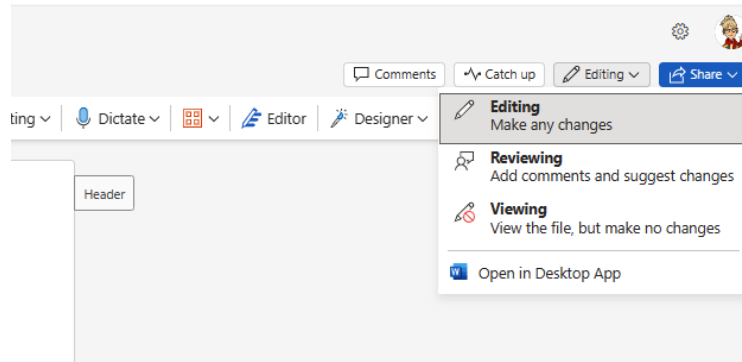
2. Logging into and Accessing Microsoft Word:

1. Open a web browser and go to teams.microsoft.com.
2. Enter your Log Cabin Schoolhouse Microsoft 365 email address and password.
3. Once logged in, click on the nine dots called the waffle in the upper left-hand corner. Then click on the Word application.



4. 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."

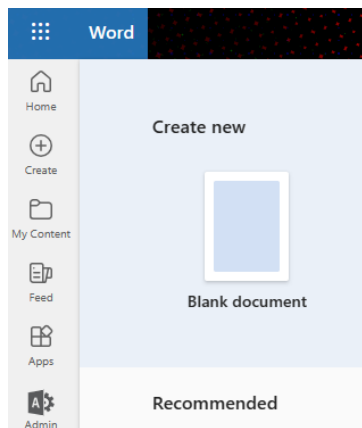
- Click on “Open in Desktop App.” This will download the desktop version on your computer.



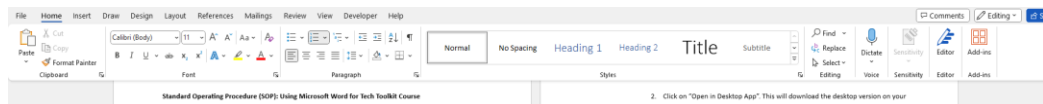
- Installing the mobile app is also a fantastic way to increase productivity during your novel writing process. Find Microsoft Word in the app store. Use your LCSH login to set it up.

3. Creating a New Document:

- Start a new document by selecting 'New' and then 'Blank Document'.

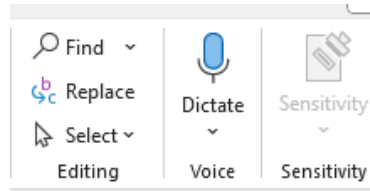


- Familiarize yourself with the Word interface: ribbon, toolbar, and document area.



4. Writing and Formatting Your Document:

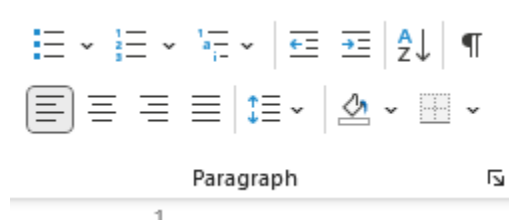
- Begin typing your document.
- Try dictating as well.



- Learn how to use basic formatting tools like font style, size, bold, italics, and underline.



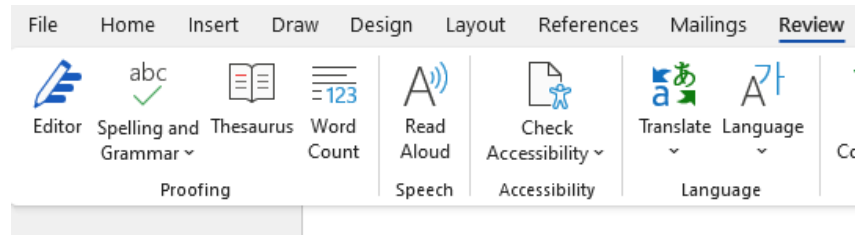
- Explore paragraph settings for indentations and spacing.



5. Editing and reviewing your document:

- Teaching students how to use Microsoft Word's editing and review features can enhance their writing skills. Here is a step-by-step guide tailored for young learners:
- Introduce Spell Check**
 - Open a document in Microsoft Word.
 - Word automatically underlines misspelled words in red.
 - Right-click on a misspelled word. A list of suggestions will appear.
 - Click on the correct suggestion to change the word.
- Using Grammar Tools**
 - Word also underlines grammar mistakes with a blue line.
 - Right-click on a word with a blue underline.
 - Select the grammar fix that will correct the sentence.
- Running a Full Spelling and Grammar Check**
 - Click on the "Review" tab at the top.
 - Select "Spelling & Grammar."

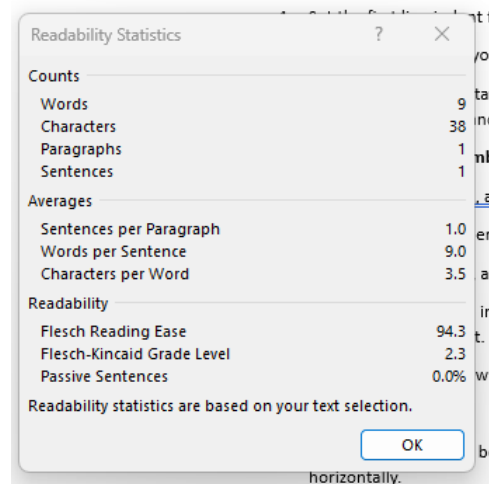
- Word will check the entire document and provide suggestions.



- Accept or ignore suggestions.

5. Understanding Readability Statistics

- First, make sure Readability Statistics are turned on:
- Go to “File,” then “Options.”
- Select “Proofing.”
- Under “When correcting spelling and grammar in Word,” check “Show readability statistics.”
- Run a spell check again (Review > Spelling & Grammar).
- After the check, a box will pop up showing statistics like reading level and passive sentences.



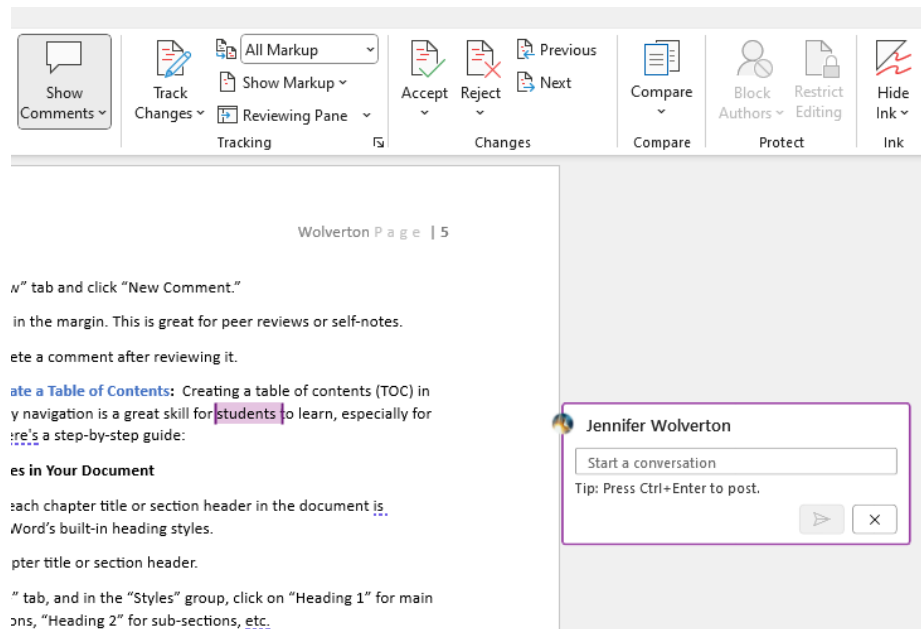
6. Using Thesaurus

- Highlight a word in the document.
- Right-click and select “Synonyms.”
- Find and choose synonyms to improve word choice and variety.

7. Using Comments for Feedback

- Highlight a sentence or word.

2. Go to the “Review” tab and click “New Comment.”
3. Type a comment in the margin. This is great for peer reviews or self-notes.



4. Delete a comment after reviewing it.
6. **Organizing Your Document / Create a Table of Contents:** Creating a table of contents (TOC) in Microsoft Word with links for easy navigation is a great skill for students to learn, especially for managing lengthy documents. Here is a step-by-step guide:
1. **Use Heading Styles in Your Document**
 1. First, make sure each chapter title or section header in the document is formatted using Word’s built-in heading styles.
 2. Highlight the chapter title or section header.
 3. Go to the “Home” tab, and in the “Styles” group, click on “Heading 1” for main chapters or sections, “Heading 2” for sub-sections, etc.
 2. **Place Your Cursor Where You Want the TOC**
 1. Click where you want to insert the table of contents, usually at the beginning of the document.
 3. **Insert the Table of Contents**
 1. Go to the “References” tab.
 2. Click on “Table of Contents” in the Table of Contents group.
 3. Choose a style from the dropdown menu or click on “Custom Table of Contents” to customize its look.

4. **Customizing the TOC (Optional)**
 1. In the “Custom Table of Contents” window, you can choose how many levels of headings to include and whether to show page numbers.
 2. Click “OK” when you are done.
 5. **Updating the TOC**
 1. If you add more content to your document, right-click on the TOC and choose “Update Field.”
 2. Select “Update entire table” and click “OK.”
 6. **Using the TOC to Navigate**
 1. After creating the TOC, each item becomes a hyperlink.
 2. Hold down “Ctrl” and click on any item in the TOC to jump to that section in the document.
 7. **Formatting Tips**
 1. You can change the font or size of your TOC by highlighting it and using the regular Word formatting tools.
 8. **Save Your Document**
 1. Remember to save your document after inserting and updating the TOC.
- 7. Creating a Manuscript Template:**
1. **Open a New Document**
 1. Start by opening Microsoft Word and creating a new blank document.
 2. **Set Page Margins**
 1. Go to the “Layout” or “Page Layout” tab.
 2. Click on “Margins” and select “Custom Margins.”
 3. Set the margins to one inch on all sides (top, bottom, left, and right).
 3. **Choose a Standard Font and Size**
 1. Select the “Home” tab.
 2. Choose a standard font like Times New Roman or Courier New.
 3. Set the font size to 12 pt, which is the standard for most manuscripts.
 4. **Set Line Spacing and Paragraph Formatting**
 1. Still in the “Home” tab, click on the “Line and Paragraph Spacing” button.

2. Select “2.0” for double spacing.
3. Ensure that your paragraphs are aligned left (not justified).
4. Set the first line indent for paragraphs:
 1. Right-click in your document and select “Paragraph.”
 2. Under “Indentation,” choose “First line” from the drop-down menu next to “Special,” and set it to 0.5 inches.

5. **Header with Page Number and Author’s Name**

1. Go to the “Insert” tab and click on “Header.”
2. Choose a simple header style.
3. Align text to the right, and type your last name followed by a space.
4. Go to “Page Number” in the “Insert” tab, select “Current Position,” and choose a simple number format.
5. The header should now have your last name and page number on every page.

6. **Title Page Setup**

1. Your first page should be your title page. Center your text vertically and horizontally.
2. Type the title of your manuscript in all caps, a few spaces down type your name (or pseudonym).
3. At the bottom, include your contact information (aligned left).

7. **Save as a Template**

1. Once you have set up your document, go to “File,” then “Save As.”
2. In the dialog box, choose “Word Template” as the file type.
3. Name your template (e.g., “Manuscript Template”) and save it.

8. **Using the Template**

1. Whenever you start a new manuscript, you can open this template instead of a blank document to ensure consistent formatting.

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

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

9. **Tips and Resources:**

1. Utilize Word’s 'Help' feature for specific queries.

2. Refer to online resources or tutorials for additional guidance.
3. Here is a great “how to video” I found on YouTube. [Beginner's Guide to Microsoft Word \(youtube.com\)](#)

Conclusion: This SOP will guide students in using Microsoft Word effectively, enhancing their writing and organizational skills. It provides a basic framework for students to begin using Microsoft Word, ensuring they are comfortable with the essential features of the program.