

## **A Few Microsoft Word Pointers**

### **(1) Tables of Contents:**

If you want to have the page numbers line up correctly and have “leader” dots, use a right tab with a leader rather than just typing repeated periods.

In MS Word before Office 2007: Format menu/tabs option – this brings up a dialog box; set a right tab with a dot leader just short of the right margin.

In MS Word Office 2007: Place the right tab using the tab icon near the ruler. Then right click on the tab (in the ruler) – this brings up a dialog box; set a right tab with a dot leader just short of the right margin.

You could also use the table of contents generator tool.

### **(2) Spelling and grammar checking:**

While MS Word will often find things that are correct, it pays to go through with both spelling and grammar checking turned on. Besides misspellings, this check will find disagreement between subjects and verbs, and in many cases, nouns and pronouns.

### **(3) References:**

Want to be sure your references are in alphabetical order? Put them in a table (one column and as many rows as needed). MS Word has the ability to sort information stored in tables. Then “convert table to text.”

MS Word can also handle references for you automatically; in the new 2007 version the “Reference” tab has both table of contents and reference formatting tools.

### **(4) Page Breaks:**

Need a page break to fix a widow or orphan? Use a page break rather than carriage returns. The pagination on screen and the pagination on a printer are not necessarily the same, and you may have too many or too few returns on the printed version.