Make the most of Microsoft Word

Set aside 10 minutes each day for a week to learn how to use Word at the University of Reading – whether you're writing an essay, a report, or any other kind of document, you'll find some useful demonstrations here. Don't worry if you miss a day — you can always catch up tomorrow.

LinkedIn Learning

University of Reading

Monday	Tuesday	Wednesday	Thursday	Friday
Accessing and introducing Microsoft Word Online and Desktop	Understanding fonts, layout, and the styles feature	Working with images and tables	Using tables of contents, word counts, and page numbers	Advanced layout options and collaborative tools
Activity: Activate your LinkedIn Learning account (if you haven't already!)	Write and format text (4m 27s)	Add and format images (4m 35s)	Find the word count in a Word document (33s)	Add page and section breaks in Word (1m)
Activity: Log into your University of Reading Microsoft 365 account	Styles: The basics (3m 27s)	Draw a table (1m 43s)	Insert a word count into your document (1m 1s)	Use portrait and landscape pages in a document (1m 14s)
Optional activity: install Microsoft 365 apps (including Word) on your laptop or desktop PC	**Activity:** Open a file that you have been working on, and use Styles to add appropriate headings	Format text in a table (1m 5s)	Generate a table of contents (3m 56s)	Insert a header or footer in Word (1m 8s)
Work with Word Online (4m 36s)	Properly add space between paragraphs (1m 57s)		Add page numbers (1m 29s)	Track Changes and manage comments (2m 55s)
Work with ribbons and the Backstage view (2m 40s)	**Activity:** Read more about using Styles to make your documents more accessible		Start page numbering later in a document (1m 54s)	**Activity:** Add a comment to your document, share with a classmate and ask them to add comments