# Microsoft Word Instructions

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## Q. How do I use tracked changes in MS Word?

**To edit a document using tracked changes:**

1. **Open a word document you want to edit.**
2. **Click on the REVIEW tab**
3. **Click the Track Changes icon**
4. **Select Track changes**

## Q. How do I create (insert) a table in MS Word?

There are several different ways to create a table in Word including inserting, drawing, and pasting from an excel spreadsheet.

1. Inserting: Click Insert > Tables > Insert Table from the dropdown menu. In the Insert Table dialog box, enter the number of columns and rows you want in this table (four columns and five rows).
2. Drawing: Click Insert> Tables > Draw Table. The cursor turns into a pencil, which you drag down and across to draw a box.
3. Pasting: Click Insert > Tables > Excel Spreadsheet. An Excel spreadsheet inserts at your cursor location.

## Q. How to insert an Excel spreadsheet into a Word document?

You can either insert a spreadsheet or copy and paste the spreadsheet into Word. You can edit the spreadsheet without having to exit Word.

1. Open your Microsoft Word document and locate the area in which you would like to insert an Excel spreadsheet
2. Position your cursor in a blank area
3. Click the INSERT tab
4. Click the TABLE button
5. Click the Excel Spreadsheet option on the TABLE menu.
   1. a floating spreadsheet will insert into the document where you can add text and data directly into the spreadsheet.
6. Press the ESC key to exit the floating window. This will embed the spreadsheet into your document and save your entries. Double click the spreadsheet at any time to return to the floating window to make changes.

## Q. How do you create (insert) a Table of Contents in MS Word?

Word has a variety of Table of Content options you can select to insert into your document. You can either select one of the preformatted Table of Contents options or manual create a Table of Contents. To create a Table of Contents (TOC) follow the steps below.

1. Identify the text you would like to include in the TOC by labeling it with heading styles.
   1. Select the text and click on the particular heading style on the home tab.
2. Place your curser at the beginning of the document where you want your TOC to be.
3. Click on the REFERENCES tab
4. Select Table of Contents
5. Select the AUTOMATIC TABLE 1 (or 2)option on the TABLE OF CONTENTS menu
6. To update a TOC: Right Click on the table and select update entire table (or just page numbers)