



## The Whiting Center

resources for planning  
research, writing, editing, publishing

### Using Microsoft Word's Standard Formats

- **Normal text and headings:** These are generally the preferred styles:
  - **Section titles:** Headings are used to organize the document into sections and to help the reader find specific information.
  - **Body text:** This is used for the majority of your document.
  - **Footnotes:** These are used for additional information.
  - **References:** Use this for the references at the end of your document.

### Formatting text using Microsoft Word's standard formats

- **Font:** Microsoft Word uses 12 point Times New Roman font by default, though you can change it to any other font you like.
- **Font size:** You can also change the font size to either 10 or 14 point.

### Formatting text using Microsoft Word's standard formats

- **Line spacing:** You can change the line spacing between lines of text from single to double or more.
- **Text alignment:** You can align text to the left, center, right, or justify.
- **Text orientation:** You can rotate text vertically or horizontally.