Open Microsoft Word

Step 1: Click “EN”
Step 2: check “Chinese (PRC)”

Step 3: show the bar
How to type pinyin with tones:

Step 4: check “pinyininput”

Step 5: first, second, third, and fourth tones

In Chinese input those numbers “1,2,3,4” are the tones for pinyin as:

“first ( ), second ( ), third ( ), and fourth ( )”

For example: ā á ǎ à
How to type Characters (字 zì)

Step 6: click “Chinese (simplified)”

Type “ni3” then click on “enter” became “nǐ”

For example: 你 (ni3 + enter/ space bar)

Step 7: different characters that you want, click “→” on the keyboard

For example: 学生 (xue2sheng1 + space bar) “student”