

MS WORD TRAINING COURSE

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Aim

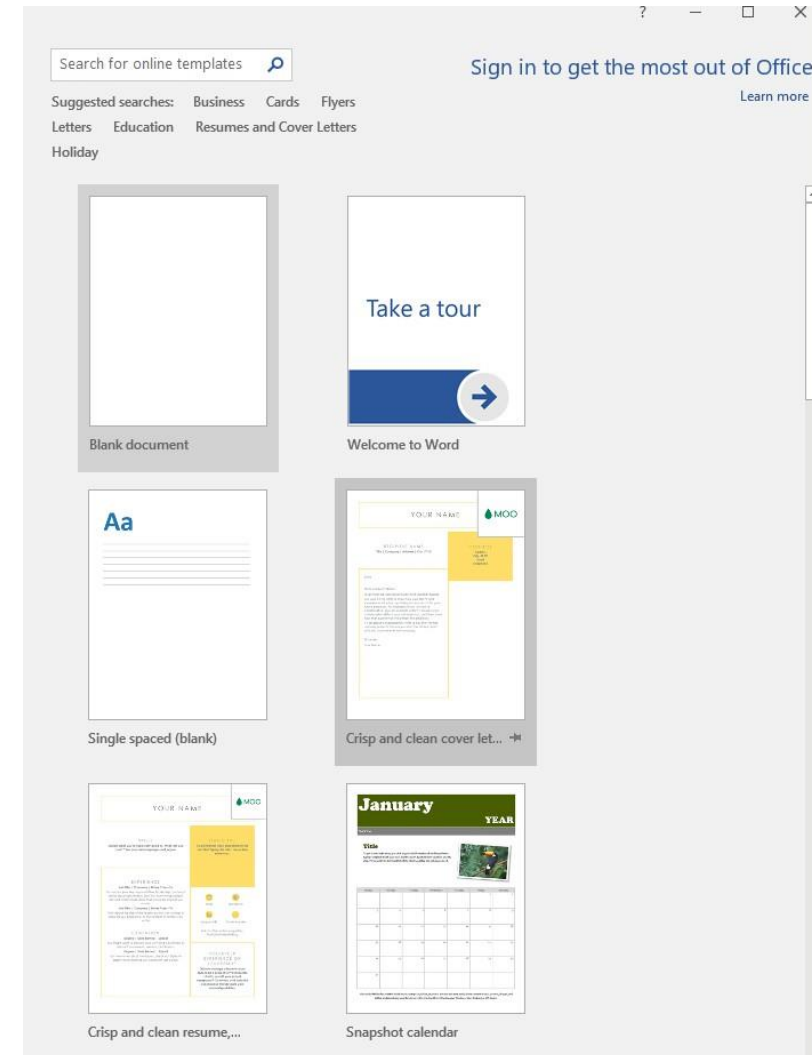
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- To learn how organize MS Word document efficiently.

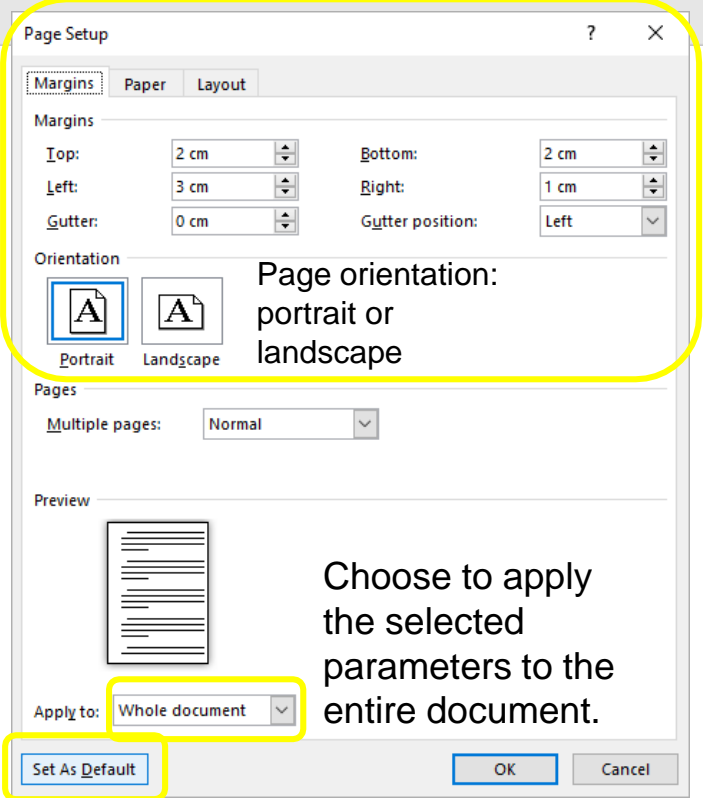
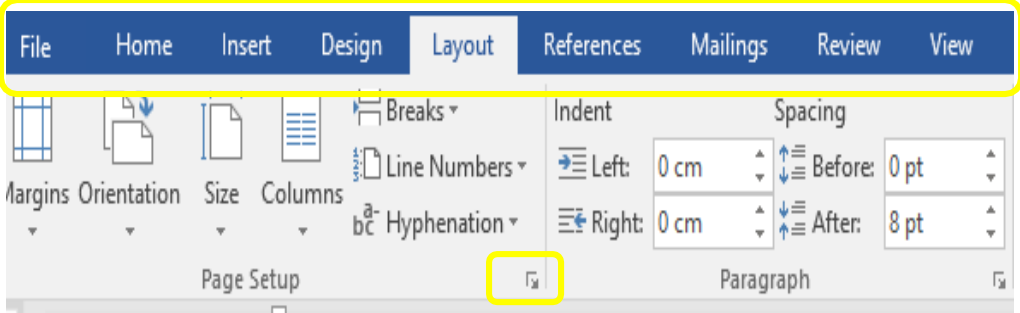
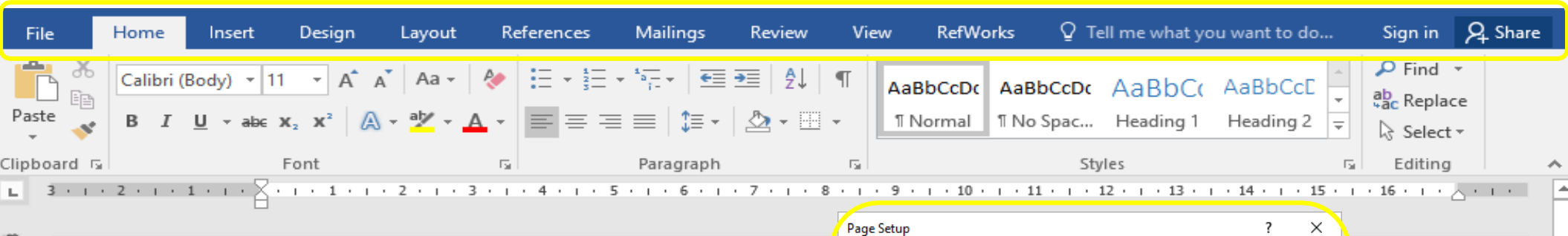
- Basic settings for text documents: page position, margins, fonts, sizes, styles.
- Automatic table and image list content.
- Automatic content creation (style editing, and customization, content composition and organization).
- Breaks.
- Links, bookmarks and cross-references.
- Inserting references.

Template

- **Template**—a document format based on which a new document is created.
- The template includes elements that need to be repeated in other documents, such as text, graphic elements, etc. When creating a new document, the Word program automatically uses a blank document template.
- A new document can be created with Word program templates designed for various themes (reports, letters, newsletters, etc.)



Page Setup



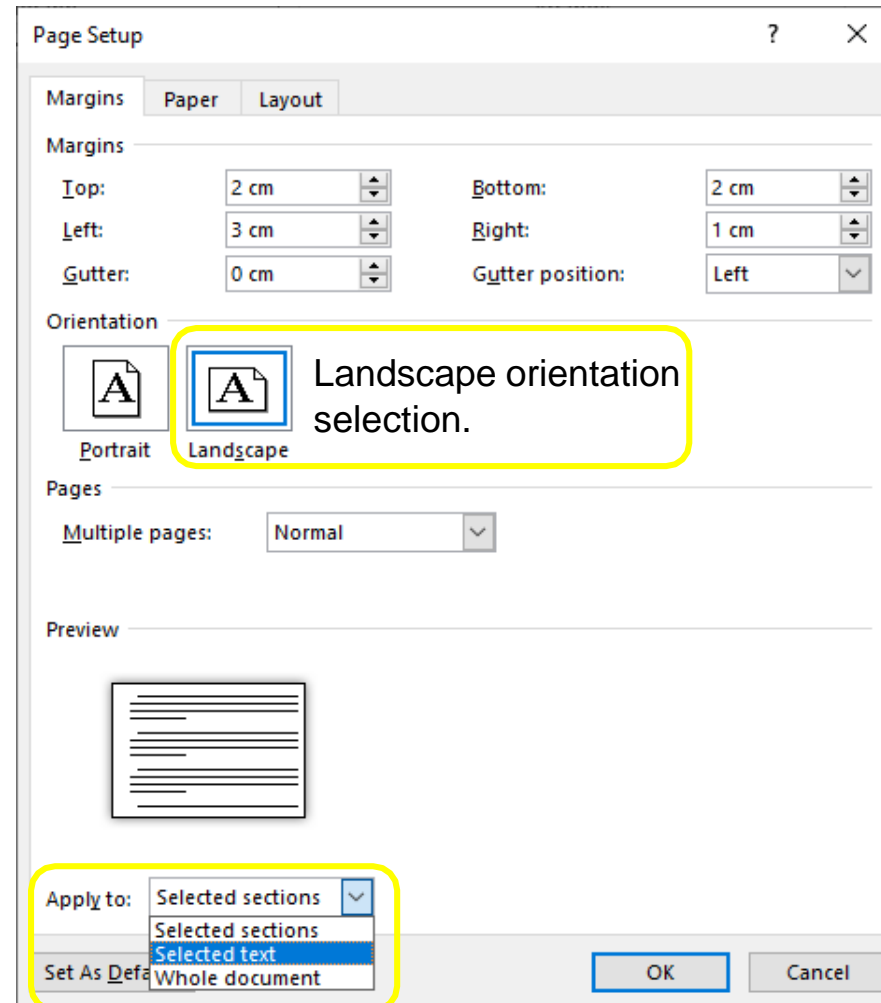
Page margin settings

Apply the selected parameters as default.

Changing the page layout

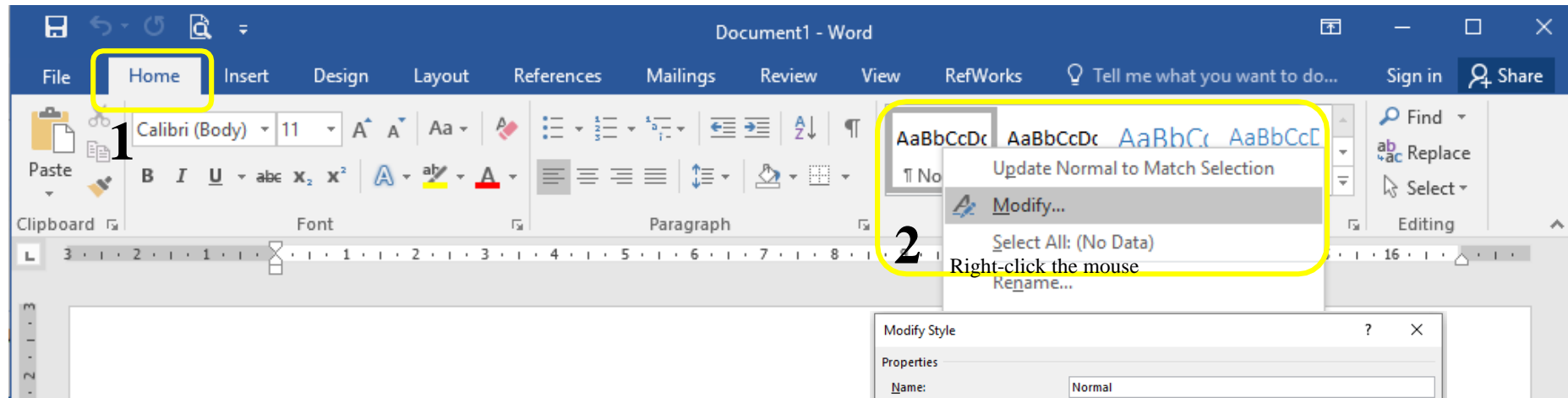
- **IMPORTANT!** In order to change the page layout for a specific section of the document, select the desired location or leave the cursor in the section where you want to change the page layout, then make the changes accordingly.

We can set the landscape orientation for a selected sections, selected text or the entire document.

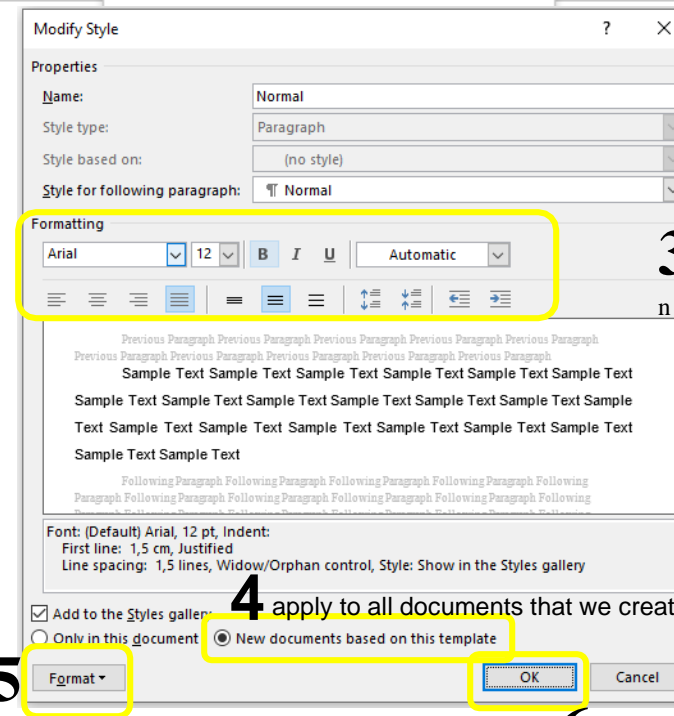


Setting the parameters of the main text

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- It is recommended to apply the Normal style to the main text: select the desired text and click on the mentioned style.
- We can change and customize the settings of this style according to our needs at any time (see 1-6).



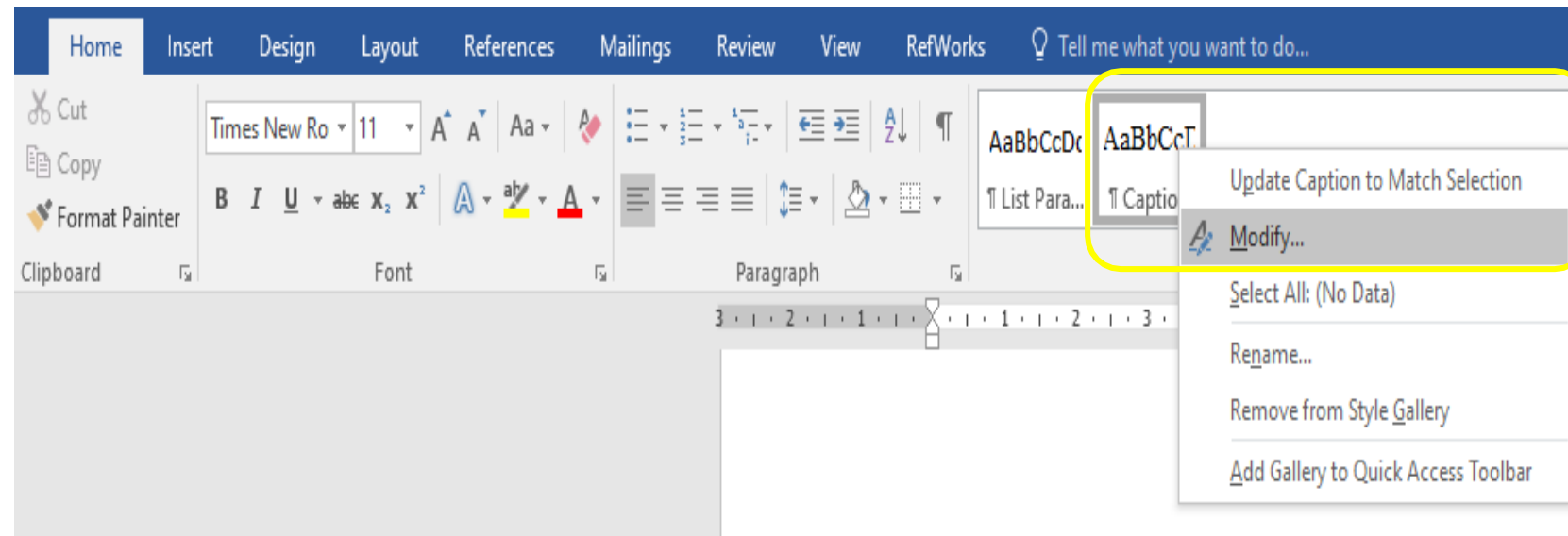
3 Select font, size, Alignment, line spacing, paragraphs and etc (if Required settings are not available we can find them and apply changes we want (see 5))

5 Additional settings and change them.

4 apply to all documents that we create using blank template.

Editing Header Styles (*Caption*)

- We edit the Header styles according to our needs. (*Caption*)



Automatic creation of table of figures

- **IMPORTANT!** In order to change the page layout for a specific section of the document, select the desired location or leave the cursor in the section where you want to change the page layout, then make the changes accordingly. (*References – Insert Caption*).

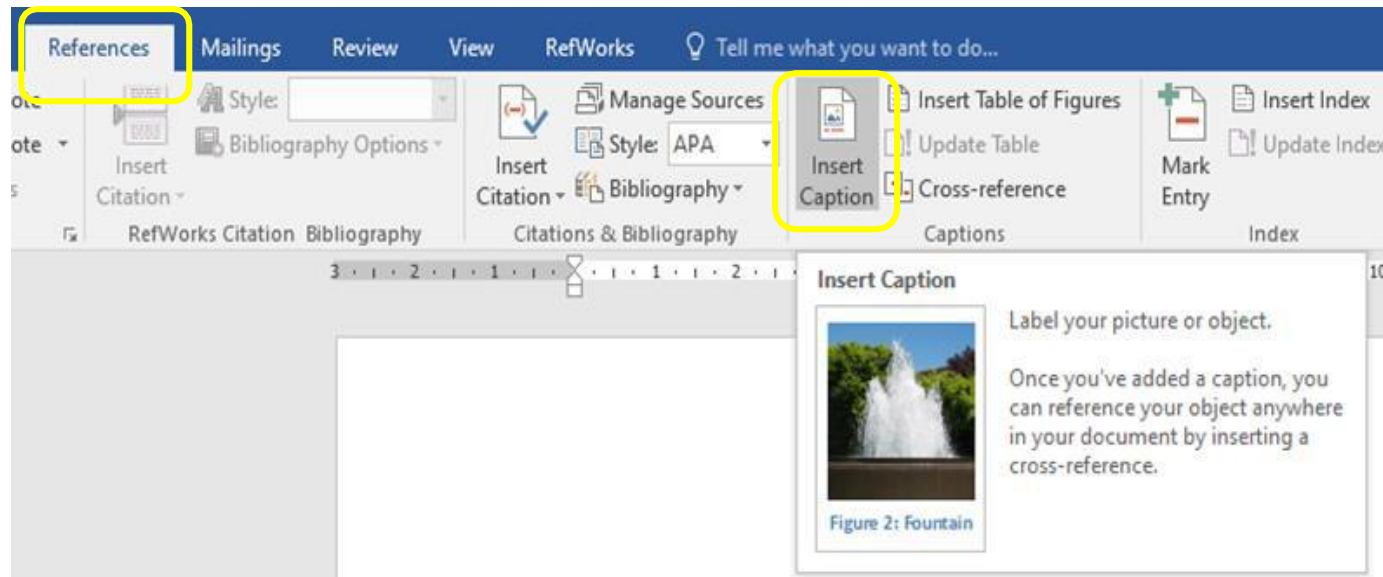
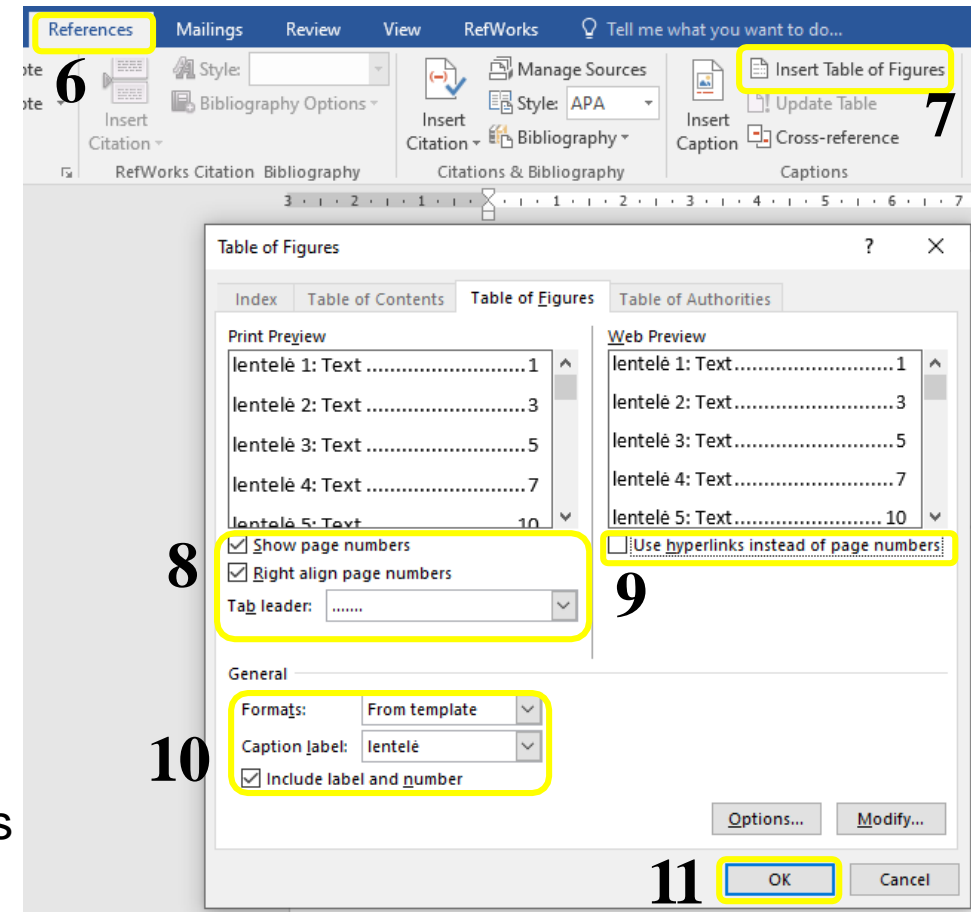
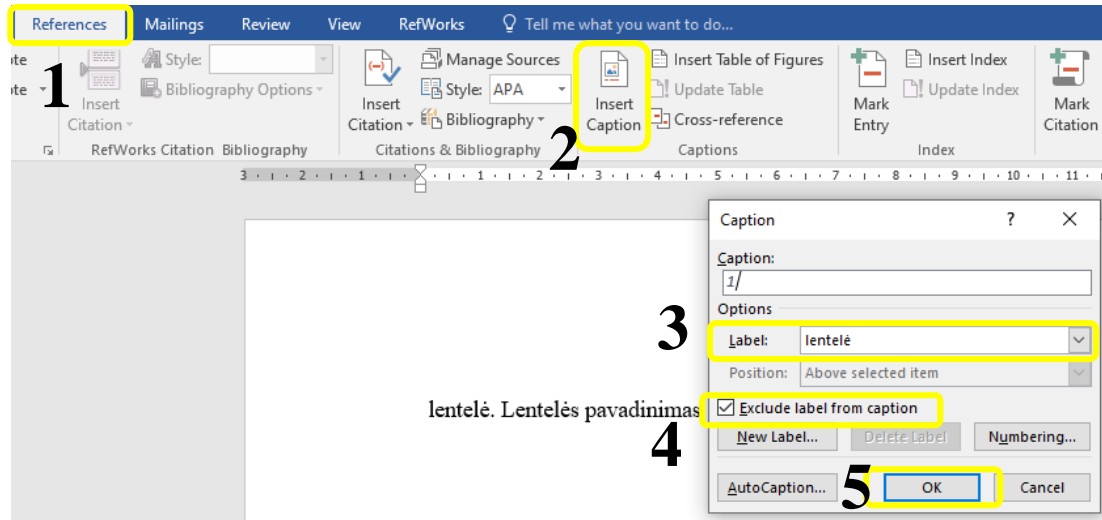


Table of figures

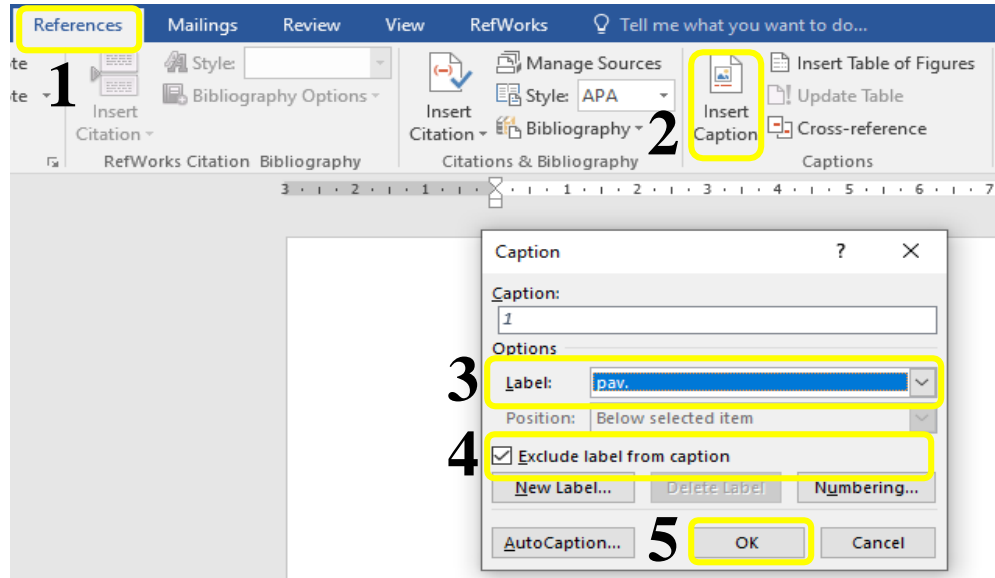
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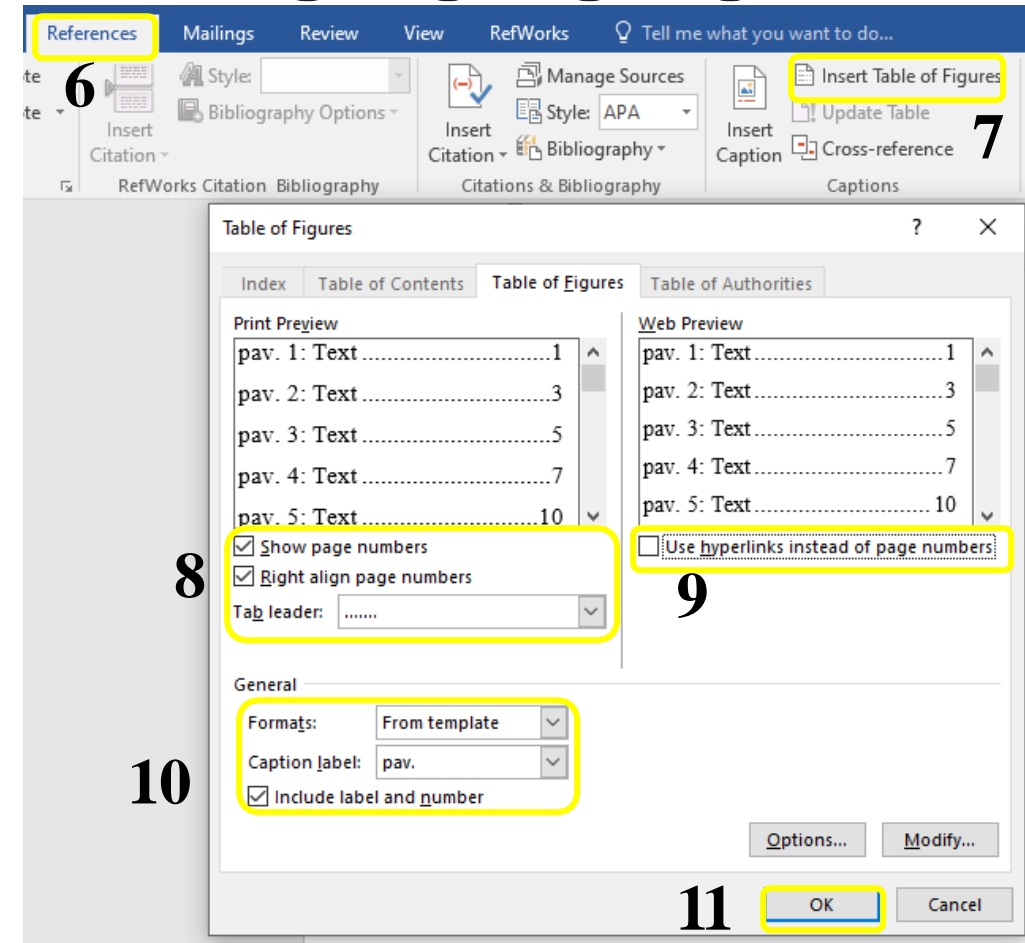
- To automatically number tables, place the cursor where you want the number to appear and follow these steps (see 1 – 5).
- When we have automatically numbered tables, we then insert the content of the tables: we leave the mouse cursor where we want the content to be, and then perform the steps shown in the pictures (see 6-11).

List of images

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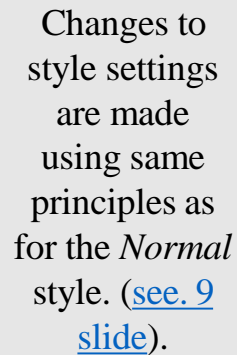


- To add automatic numbering to images, place the mouse cursor where you the number to appear, then follow the steps shown in images (see. 1 – 5)
- Once we have automatically numbered images, we insert the content of images: we leave mouse cursor where we want the content to be, then follow the steps shown in images 6-11.



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- ## HUMAN SIDE OF TECHNOLOGY

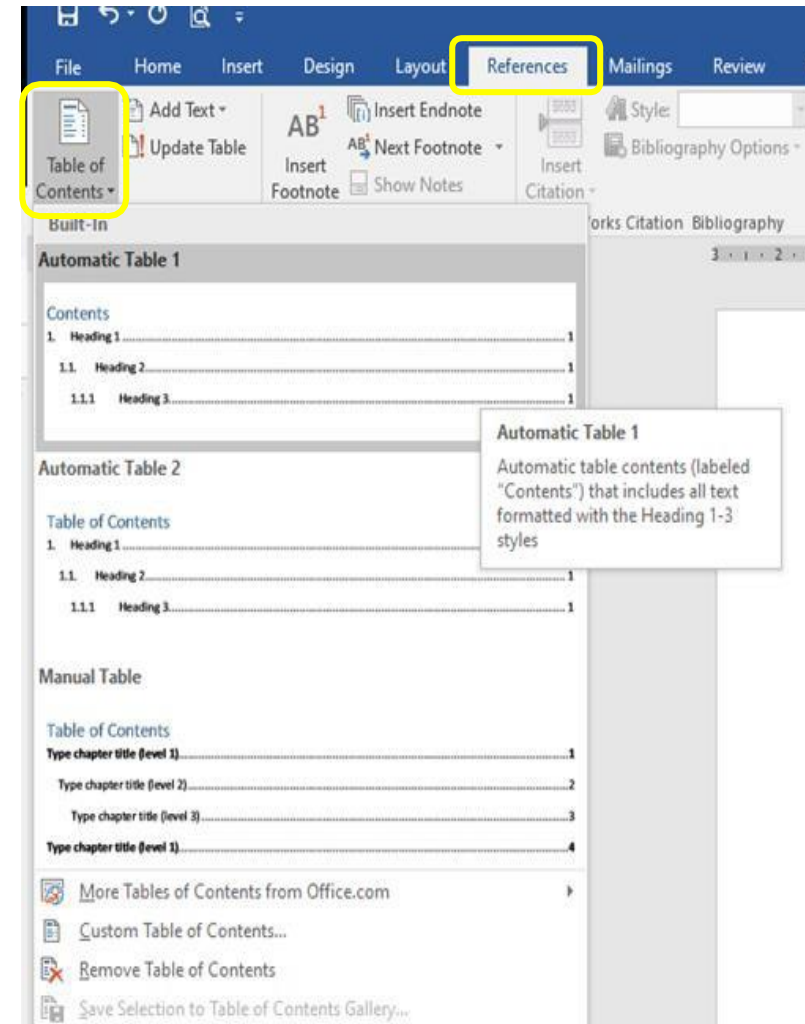


- For each heading, we apply appropriate modified style: select the heading and click on the desired style.

Inserting the main content

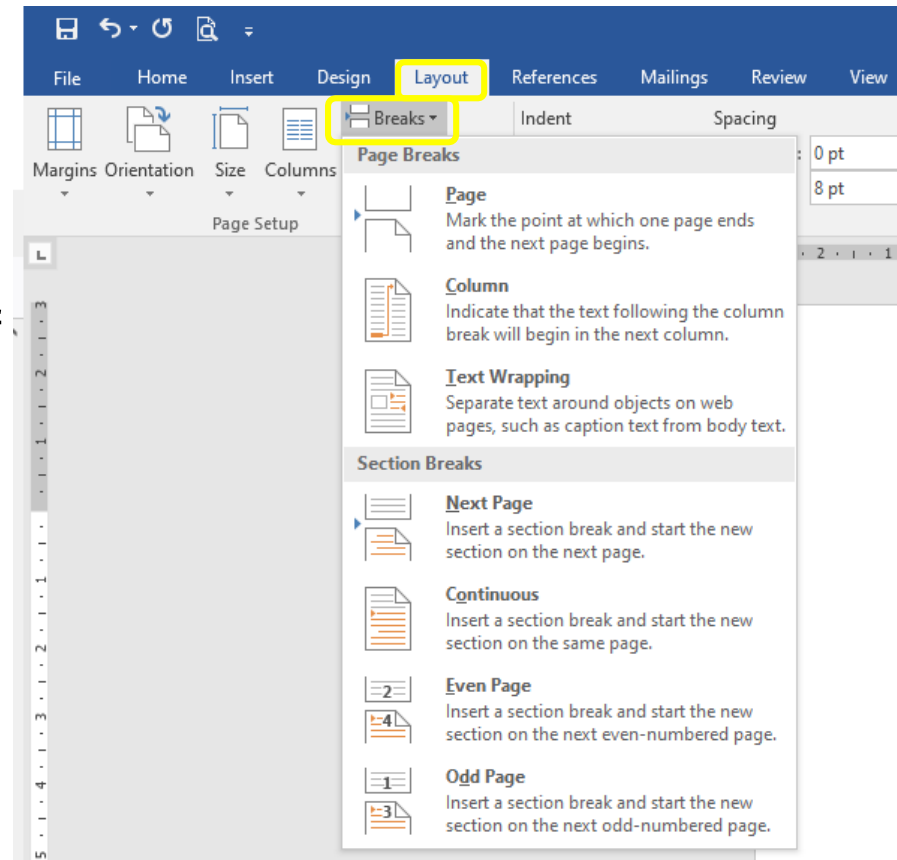
- Once we have applied the appropriate styles to all the necessary sections and subsections, we can then insert the content in the desired location (*References – Table of Contents*)

P. S. Before inserting the content, we leave the mouse cursor where we want to have the content.



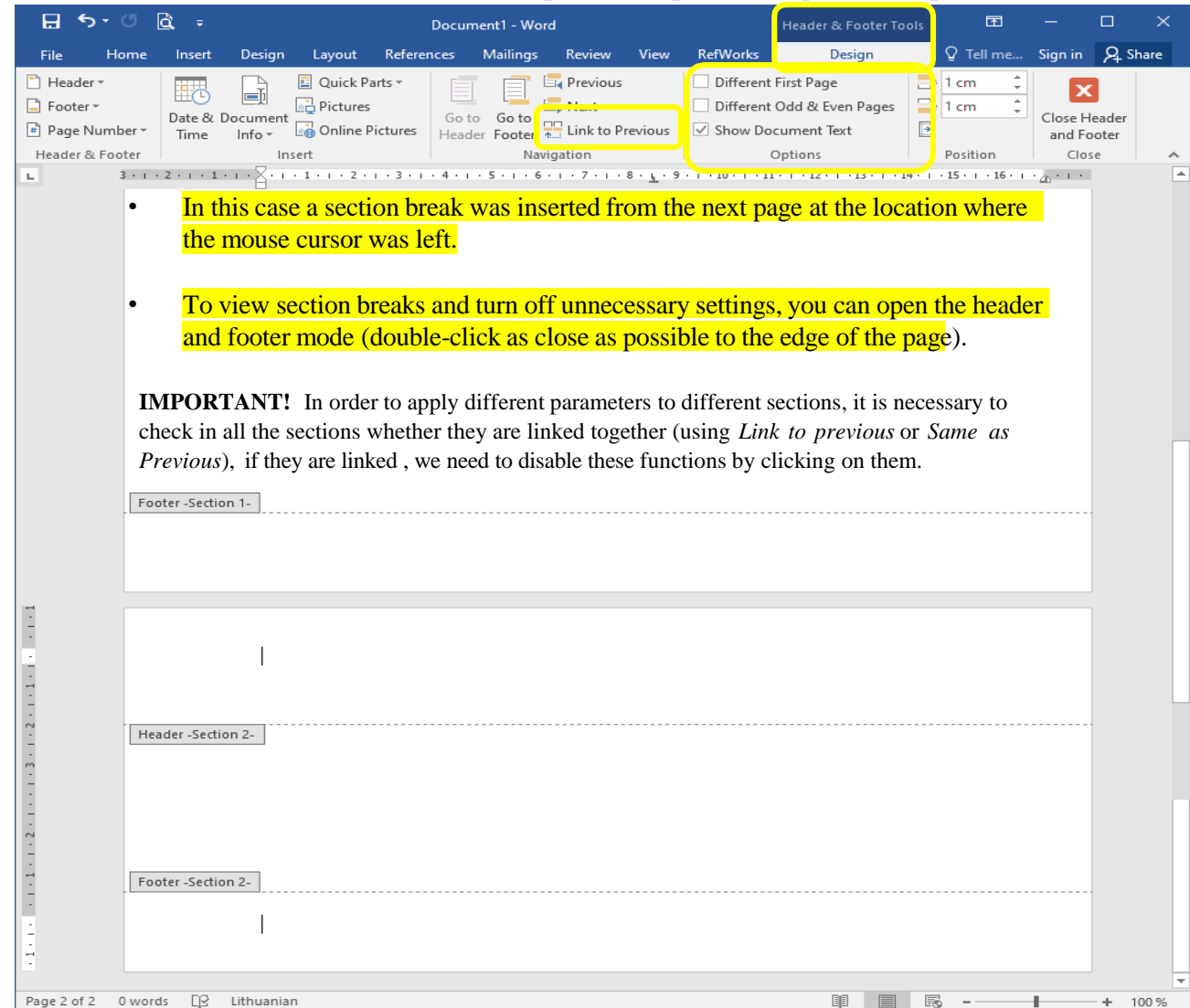
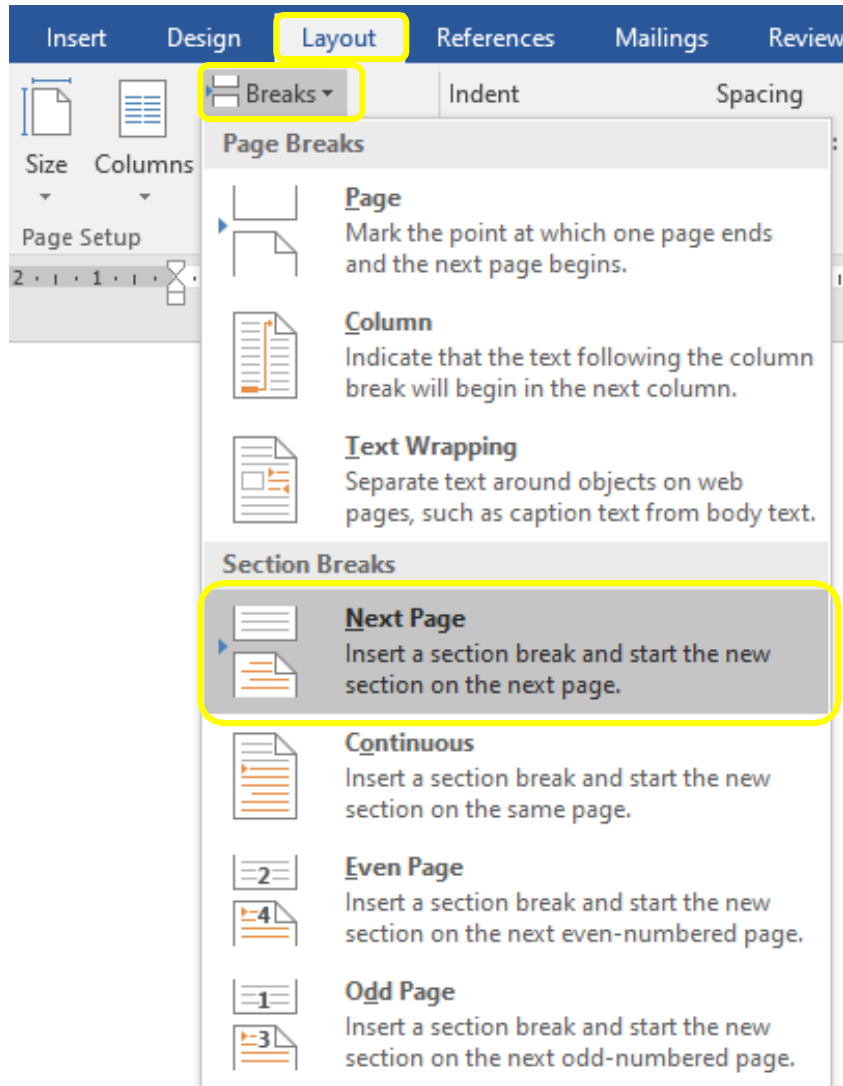
Breaks

- **Break** – a point at which a piece of continuous text is split into two sections.
- Different sheet formatting may be applied to the the required sheets.
- E.g.: pages are not numbered before the insertion of a break, but are numbered after the insertion of a section break.
- We choose the type of break that suits us best to separate the document into different parts (depending on this, the mouse cursor should be where we want to break from).



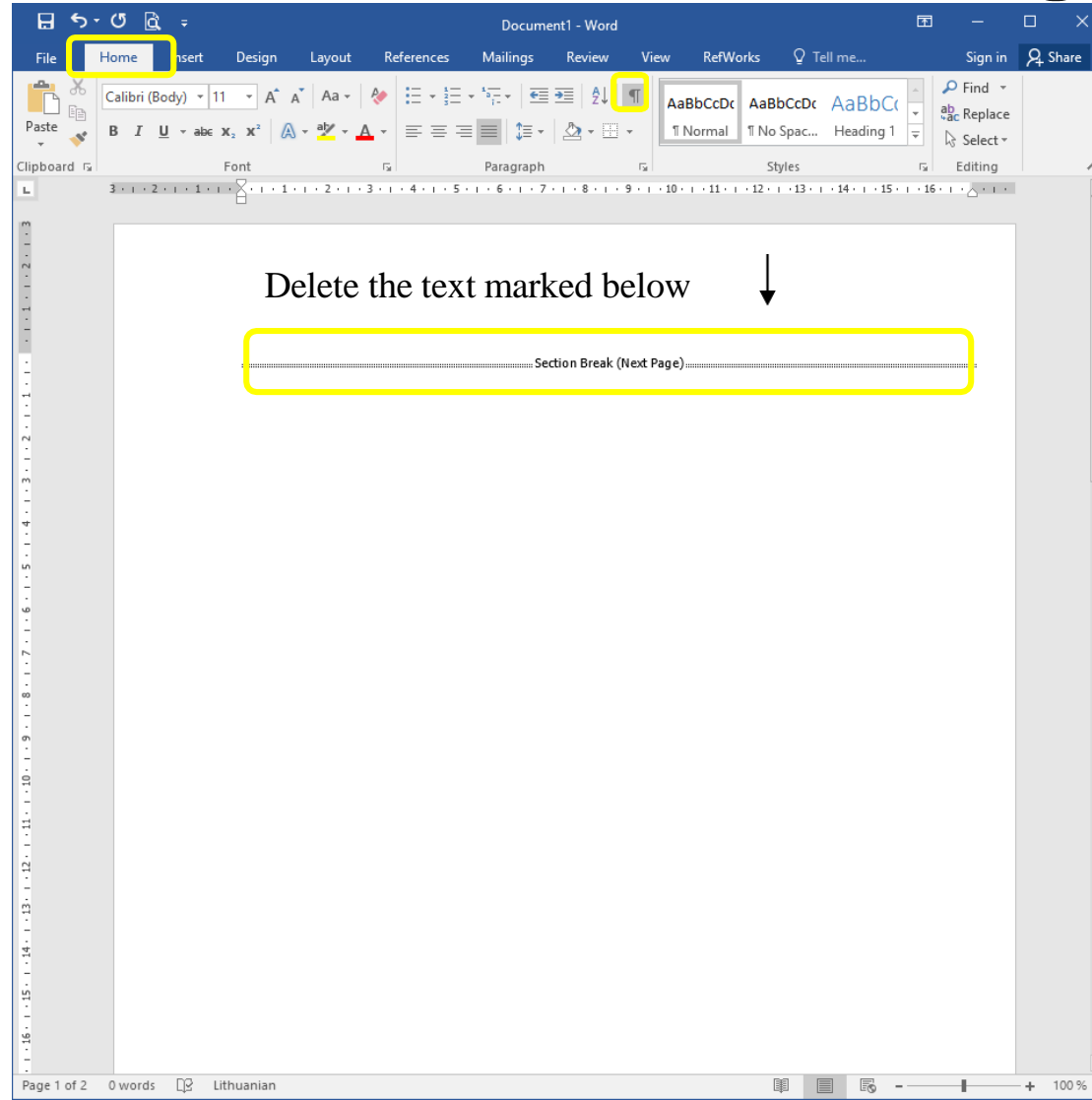
Section breaks

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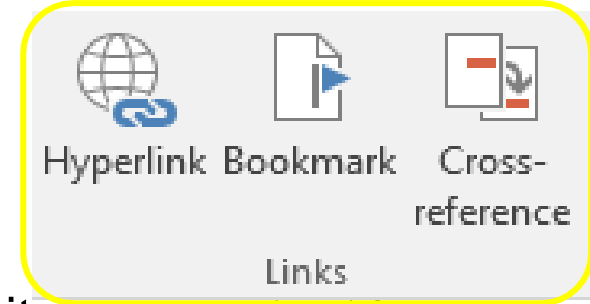


Deleting the break

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Hyperlink, Bookmark, Cross-reference



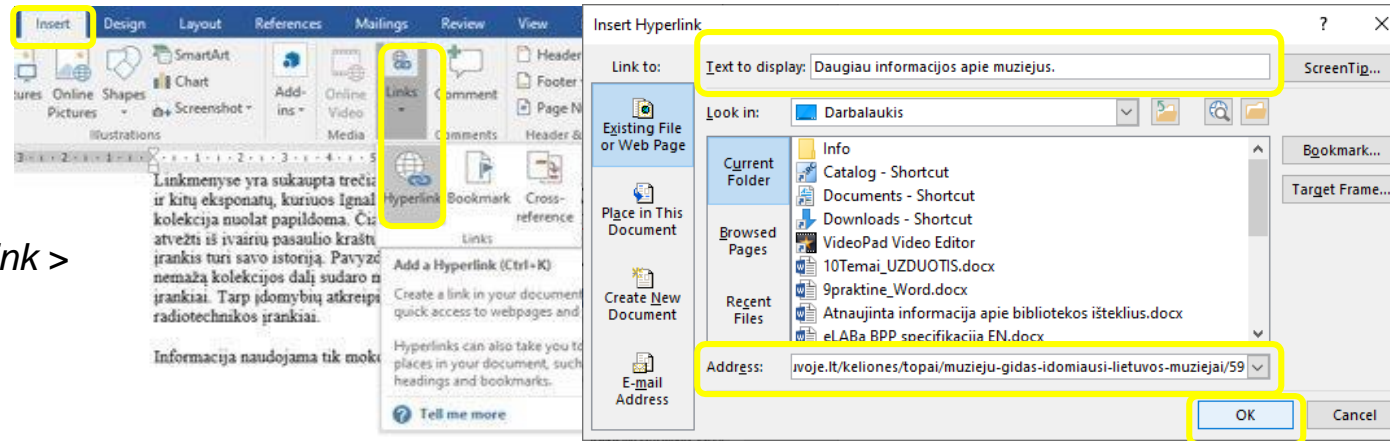
- **Hyperlink** – link to the web page.
- **Cross – reference** – is a type of reference that refers to a specific item or content in a document, such as a heading, a figure, a table, or an equation. It allows you to create a link to the referenced item so that you can easily navigate to it from another part of the document.
Eg.: for more detailed description, [see table 1](#), for more information refer to [page 2](#), [etc.](#)
- **Bookmark** – a marked location in a document that we want to access quickly.

Creating hyperlinks and bookmarks

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- **Hyperlink:**

1. *Insert > Links > Hyperlink >*



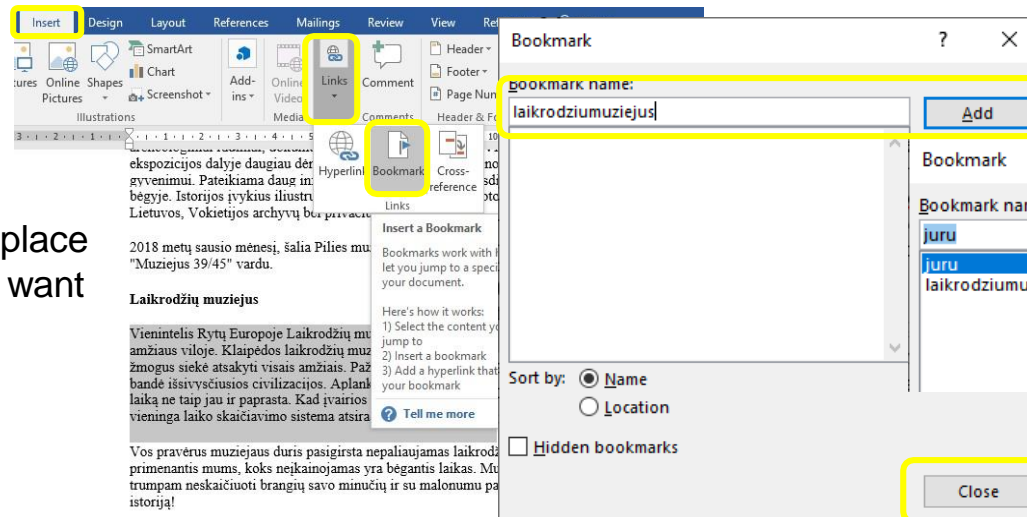
2. Enter the text, that will appear in the document.

3. Paste the link address and click OK.

- **Bookmark:**

1. Select text, a picture, or a place in your document where you want to insert a bookmark:

Insert > Links > Bookmark >



2. Under a bookmark name, type a name (he only we will be visible to us) and click **Add**.

Adds bookmark.

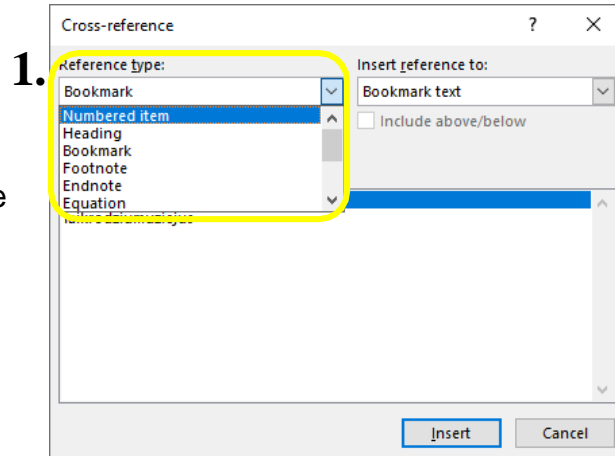
Delete bookmark.

This will take you to the specified bookmark.

Create cross - reference

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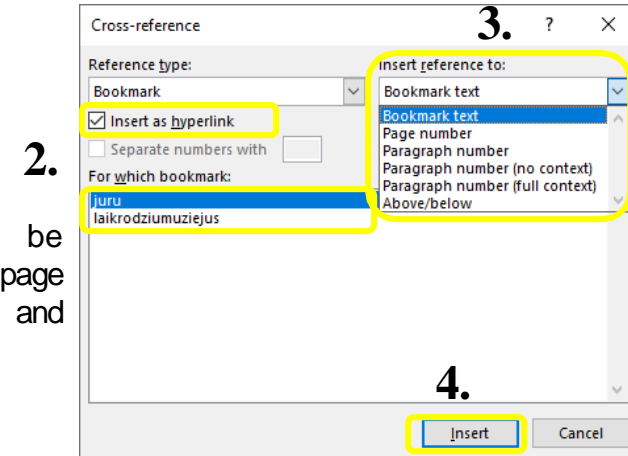
1. Insert > Cross-reference > Select type (Reference type) the part from which the required element will be taken..



2. From the list of created elements, select the one you need.

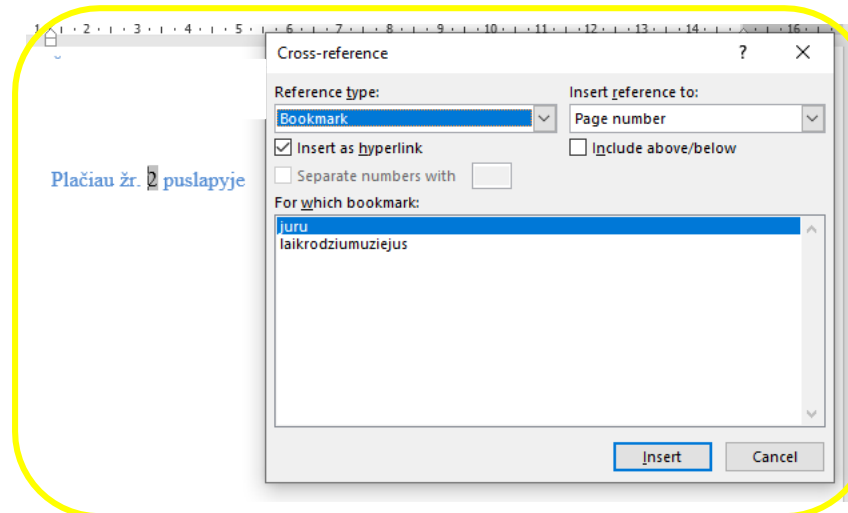
3. Choose how the link will be presented in the document (as page no. paragraph no., element name and etc).

4. Click *Insert* and *Cancel*.



4.

- **IMPORTANT!** Element, which cross – referenced link is being created, must be in document.

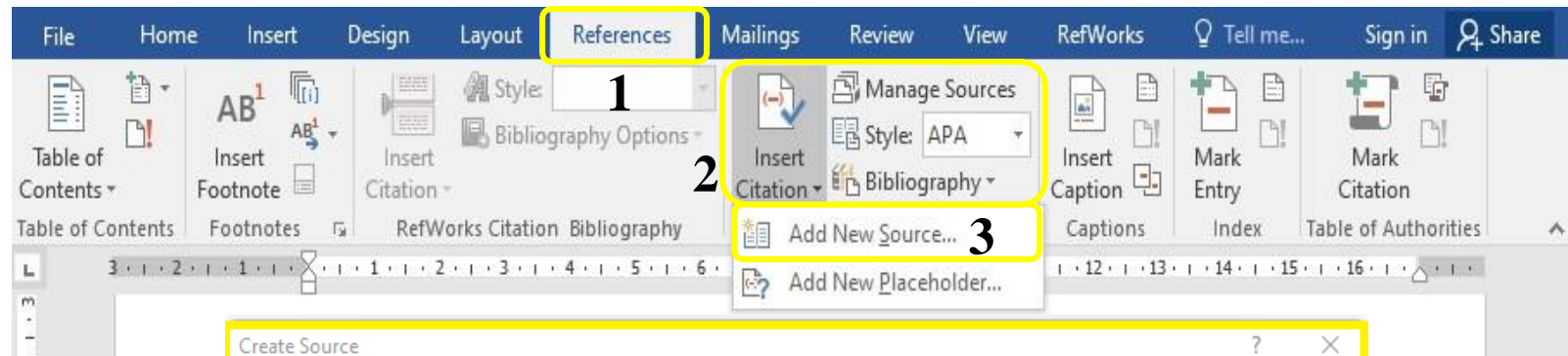


Bibliographical references management programs

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- *It's easier and quicker to insert cited sources into the text and to prepare a reference list.*
- Subscribed:
 - RefWorks – <http://www.refworks.com>
 - EndNoteWeb – <http://myendnoteweb.com>
- Free:
 - Mendeley – <https://www.mendeley.com>
 - Zotero – <http://www.zotero.org>
 - MS Word plugin – Citations & Bibliography

Inserting references MS Word



Fill in the required fields with the information of the reference used.

To insert the author, click **Edit** and then enter the information in the required fields.

The unique abbreviated name of the reference source is visible only to us (automatically assigned).

Editing literature sources

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1

2

3

We can delete the selected source.

We can create a new entry. ->

Source Manager

Search: Sort by Author

Sources available in: Master List

Adomavičius, Vytautas: Mažosios atsinaujinančiųjų išteklių energijos sistemos: mokomoji knyga. Kaunas: Technologija. Paimta 2022 m. 10 6 d. iš https://www.ebooks.ktu.lt/eb/1224/mazosios_atsinaujinanciuju_istekliu_energijos_sistemos/

Current List

Adomavičius, Vytautas: Mažosios atsinaujinančiųjų išteklių energijos sistemos: mokomoji knyga. Kaunas: Technologija. Paimta 2022 m. 10 6 d. iš https://www.ebooks.ktu.lt/eb/1224/mazosios_atsinaujinanciuju_istekliu_energijos_sistemos/

✓ cited source
? placeholder source

Preview (APA):

Citation: (Adomavičius, 2013)

Bibliography Entry:

Adomavičius, V. (2013). Mažosios atsinaujinančiųjų išteklių energijos sistemos: mokomoji knyga. Kaunas: Technologija. Paimta 2022 m. 10 6 d. iš https://www.ebooks.ktu.lt/eb/1224/mazosios_atsinaujinanciuju_istekliu_energijos_sistemos/

3 Edit the required information for the selected source.

Edit Source

Type of Source: Electronic Source Language: Lithuanian

Bibliography Fields for APA

* Author: Adomavičius, Vytautas Edit

☐ Corporate Author

* Title: Mažosios atsinaujinančiųjų išteklių energijos sistemos: mokomoji knyga.

Publication Title

* City: Kaunas

* State/Province

* Country/Region

Editor Edit

Producer Name Edit

Production Company

Compiler Edit

☒ Show All Bibliography Fields * Recommended Field

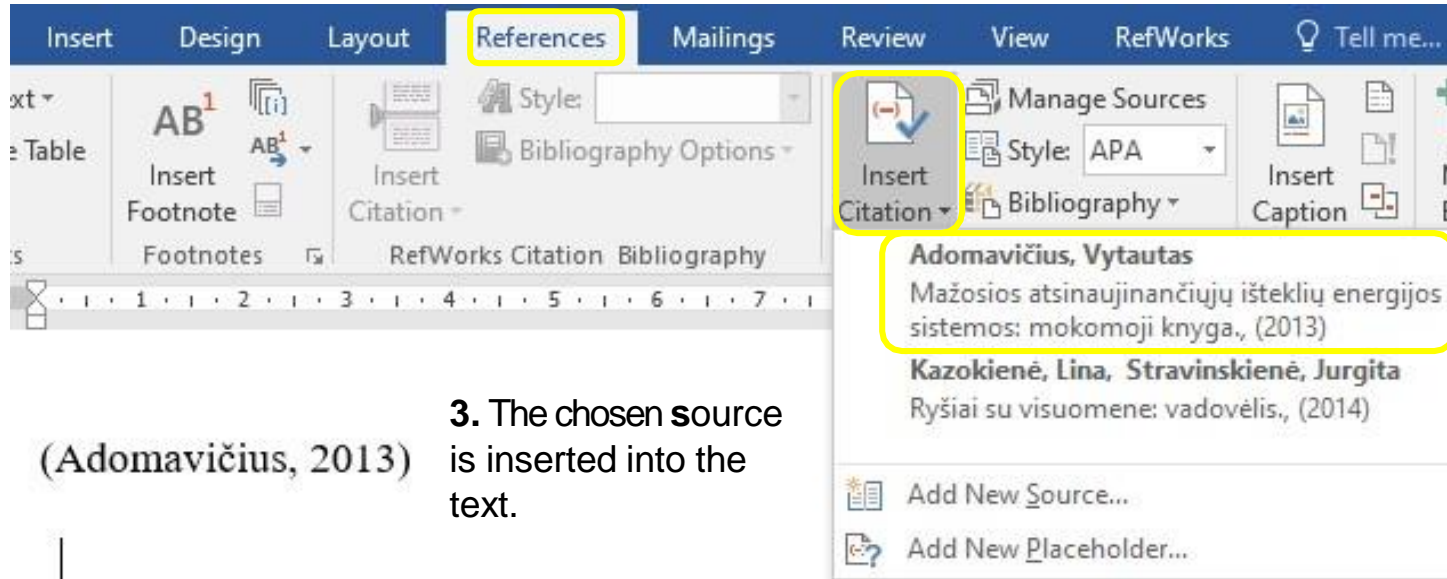
Tag name

Ado13

OK Cancel

Citing literature sources

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(Adomavičius, 2013)

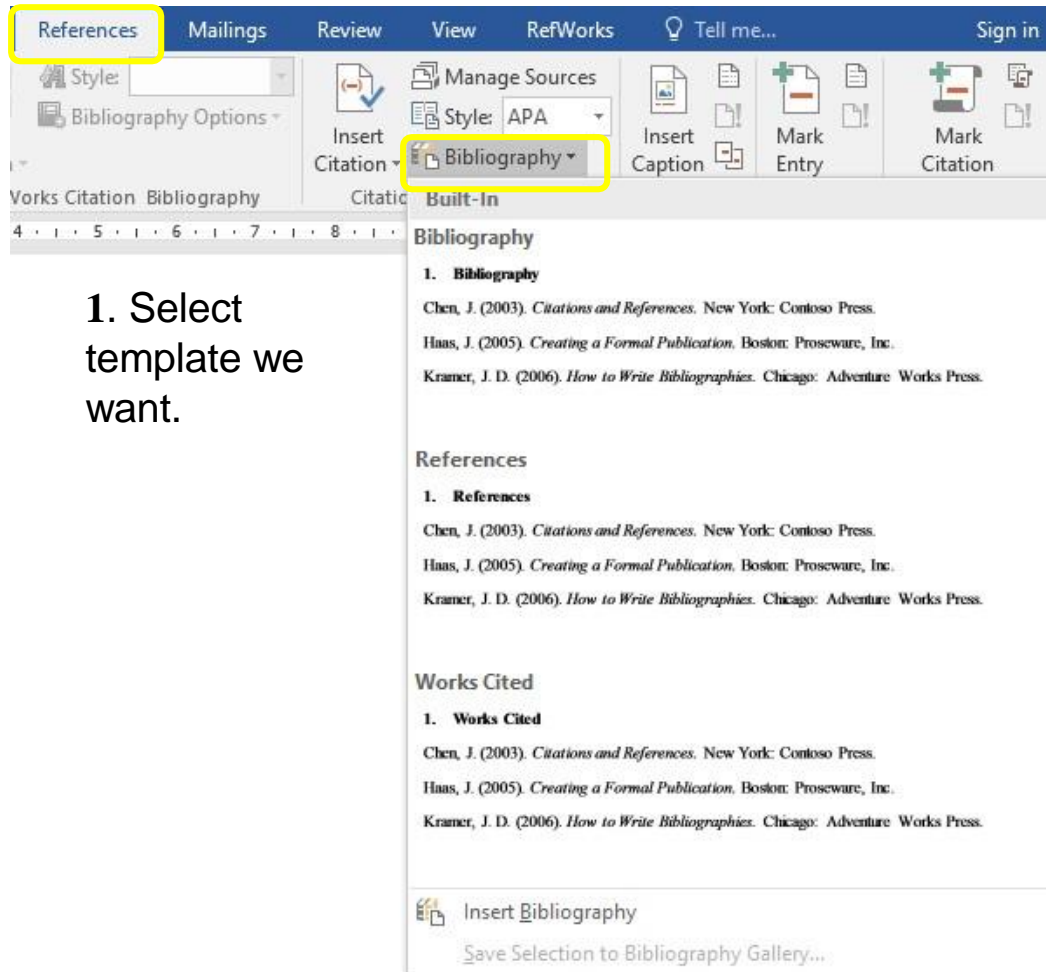
3. The chosen source is inserted into the text.

1. Leave the mouse cursor where you want to insert the cited source.

2. From the list created, select the relevant literature source.

INSERT BIBLIOGRAPHY/REFERENCE LIST

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1. Select template we want.

Literatūros sąrašas

1. Adomavičius, V. (2013). *Mažosios atsinaujinančiųjų išteklių energijos sistemos: mokomoji knyga*. Kaunas: Technologija [žiūrėta 2022-10-06]. Prieiga per internetą: https://www.ebooks.ktu.lt/eb/1224/mazosios_atginaujinanciuju_istekliu_energijos_sistemas/
2. Kazokienė, L. ir Stravinskienė, J. (2014). *Ryšiai su visuomene: vadovėlis*. Kaunas: Technologija.

2. A list of references is automatically inserted, and we organise it according to the necessary rules. The above example is sorted according to the APA standard

Bibliography

Adomavičius, V. (2013). *Mažosios atsinaujinančiųjų išteklių energijos sistemos: mokomoji knyga*. Paimta 2022 m. 10 6 d. iš https://www.ebooks.ktu.lt/eb/1224/mazosios_atginaujinanciuju_istekliu_energijos_sistemas/

Kazokienė, L., & Stravinskienė, J. (2014). *Ryšiai su visuomene: vadovėlis*. Kaunas: Technologija.

LET'S TALK!

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