MS WORD TRAINING COURSE

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HUMAN SIDE OF TECHNOLOGY

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What you'll learn

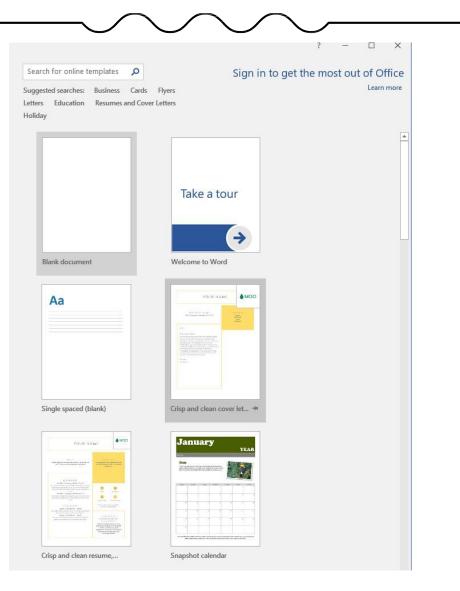
• To learn how to organize MS Word document efficiently.

Content

- Basic settings for text documents: page position, margins, fonts, sizes, styles.
- Automatic table and image list content.
- Automatic content generation (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 Sign in & Share Home **References** RefWorks Q Tell me what you want to do... File Insert Design Layout Mailings Review View 🔎 Find 👻 C - A A Aa -P ∃∃ - ≟∃ - ⁵╦- ⊂≣ ∋≣ | ⊉↓ | ¶ Calibri (Body) + 11 AaBbCcDc AaBbCcDc AaBbCc AaBbCcE Ep ab ac Replace Paste | 三 三 三 | 1= - | 2- - 三 -- abc X, X² A - ab/ - A -¶ Normal 1 No Spac... Heading 1 Heading 2 ÷ Select -Clipboard 🗔 Font E. Paragraph 5 Styles 5 Editina 1 **m** Page Setup ? \times Margins Paper Layout References Mailings Review View Home Design Layout Insert Margins ÷ + Page margin 2 cm Bottom: 2 cm Top: * * Breaks -Indent Spacing Left: 3 cm Right: 1 cm settings ÷ Left Gutter: 0 cm Gutter position: ‡ ‡≡ Before: 0 pt Eleft: Line Numbers 🔻 0 cm Orientation Size Columns Aargins Orientation Page orientation: ‡ ≛ After: 8 pt bc Hyphenation ▼ ۰. Ξ Right: 0 cm $|\mathbf{A}|$ A Ŧ portrait or Page Setup - Gil Paragraph 51 Portrait Landscape landscape Pages \sim Multiple pages: Normal Preview Applying the selected parameters to the entire Apply to: Whole document document Applying the selected parameters Set As Default OK Cancel as default.

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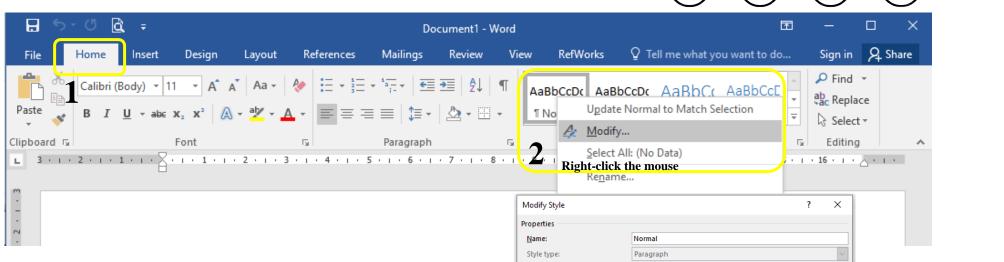
Changing the page layout

• **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 whole document.

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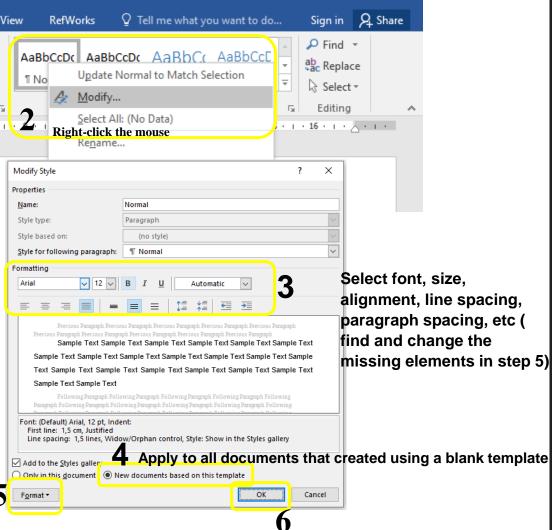
Setting the parameters of the main text



- It is recommended to apply the *Normal style* to the main text: select the desired text and click on the mentioned style.
- Style settings can be changed at any time and customised to suit your needs (see 1-6).

Additional

settings



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Editing Header Styles (Caption)

• Edit the Header styles according to our needs. (*Caption*)

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List of tables and images: automatic generation

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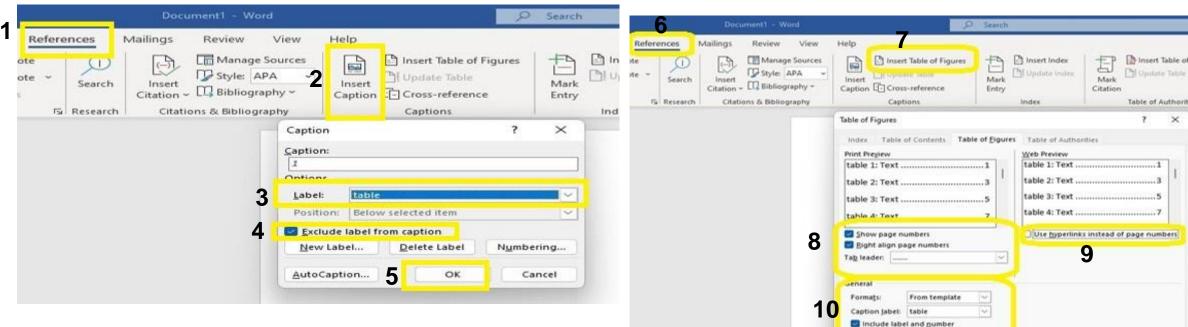
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Table of figures

- 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, 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)

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List of figures



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

Modify.

Cancel

Options.

OK

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Preparation for inserting the main content ktu

• **IMPORTANT!** In order to create an automatic table of contents, the styles in the document need to be properly applied (Heading 1, Heading 2, etc.)

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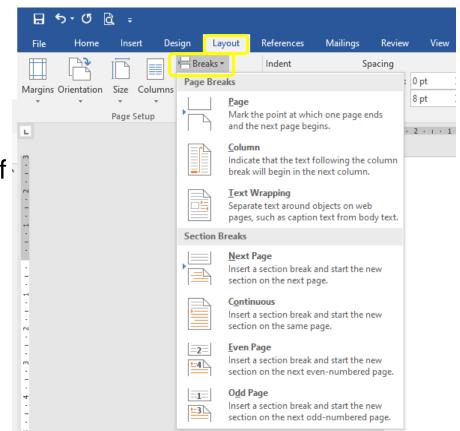
Once we have applied the appropriate styles to all the necessary sections and subsections, we can then insert the content in the desired location (*References – Table of Contents*)

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

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Breaks

- **Break** a point at which a piece of continuous text is split into two sections.
- Different sheet formating may be applied to the the selected pages.
- 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).



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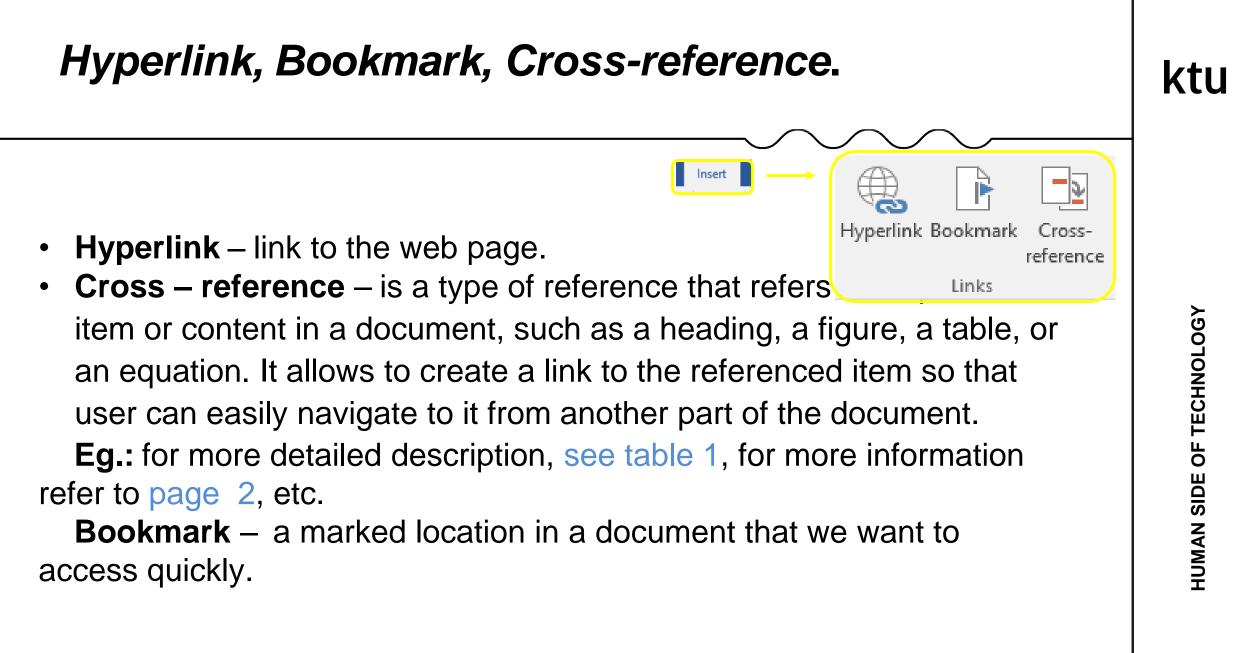
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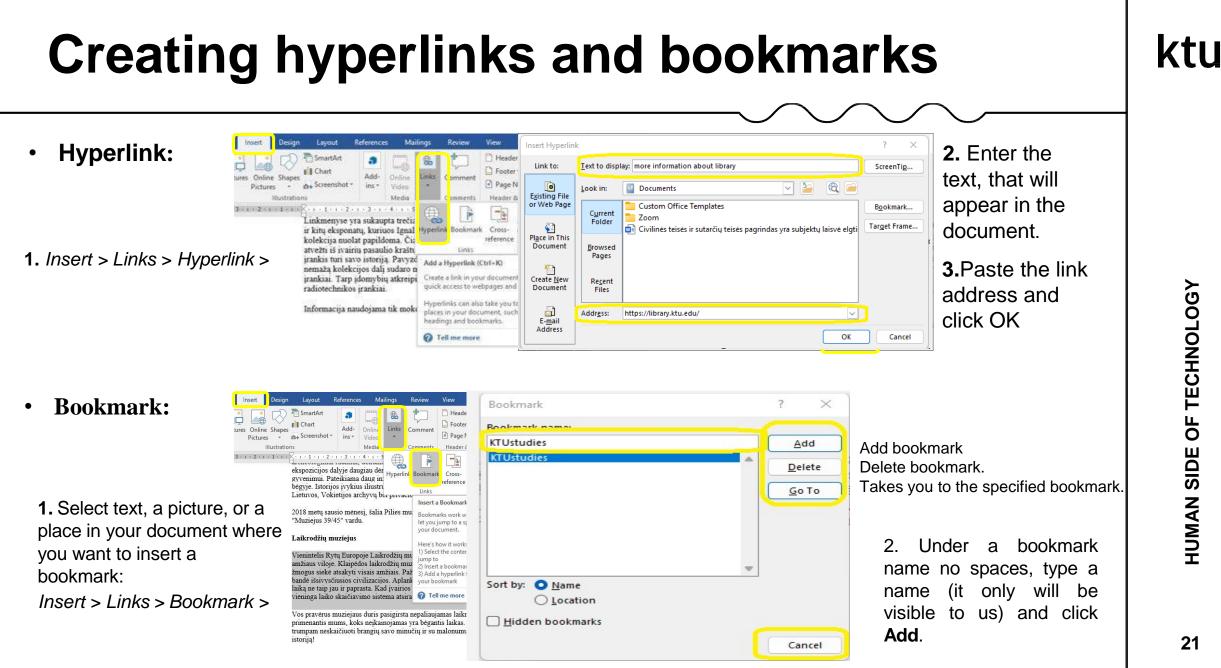
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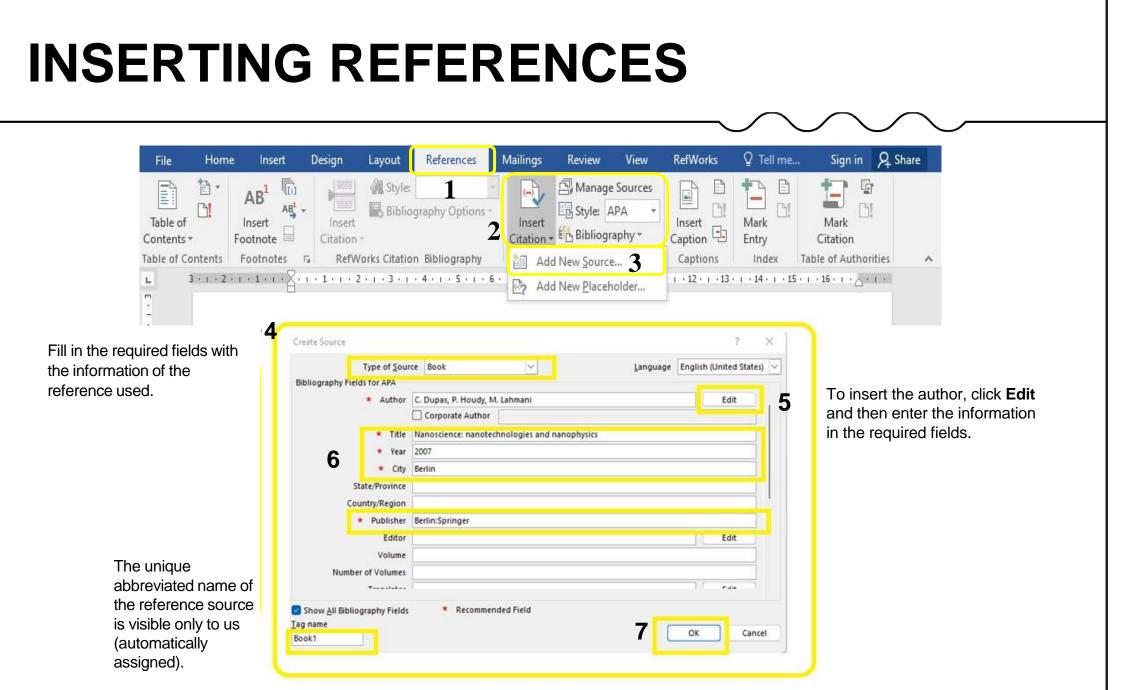




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Bibliographical references management programs

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



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Citing literature sources

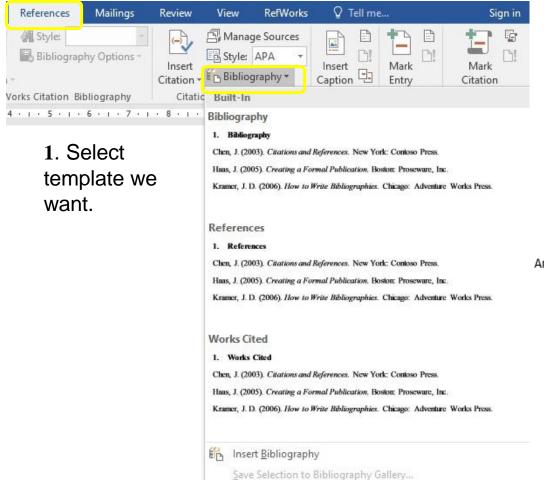
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2. From the list created, select the relevant literature source.

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

3. The chosen source is inserted into the text.

INSERT BIBLIOGRAPHY/LIST OF REFERENCES



Bibliography list

Amelie Ewert, S. S. (2021). Small Electric Vehicles : An International View on Light Three- and Four-Wheelers.

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 list

Amelie Ewert, S. S. (2021). Small Electric Vehicles : An International View on Light Three- and Four-Wheelers.

LET'S TALK!





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