MS WORD TRAINING COURSE

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HUMAN SIDE OF TECHNOLOGY

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.

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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.)
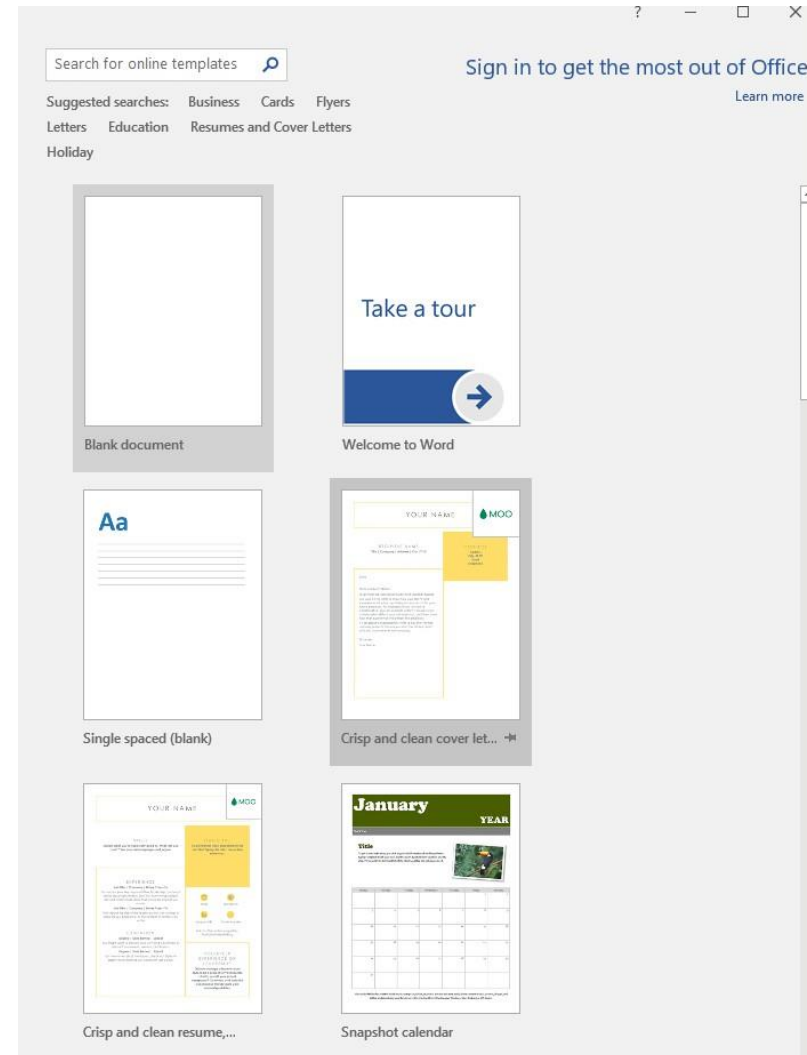
Page Setup
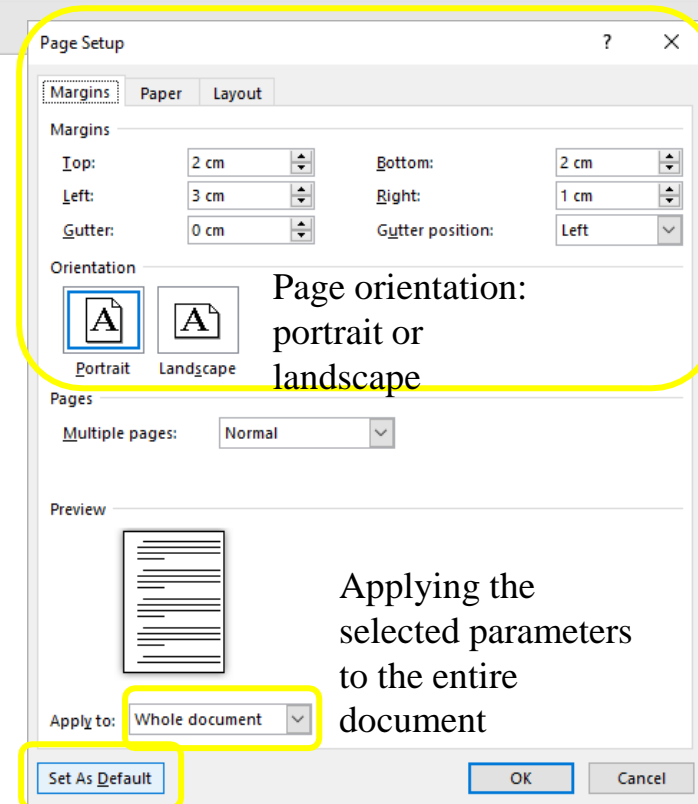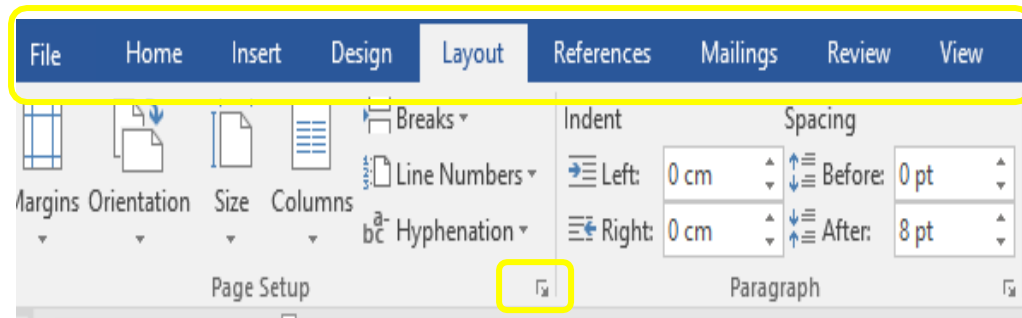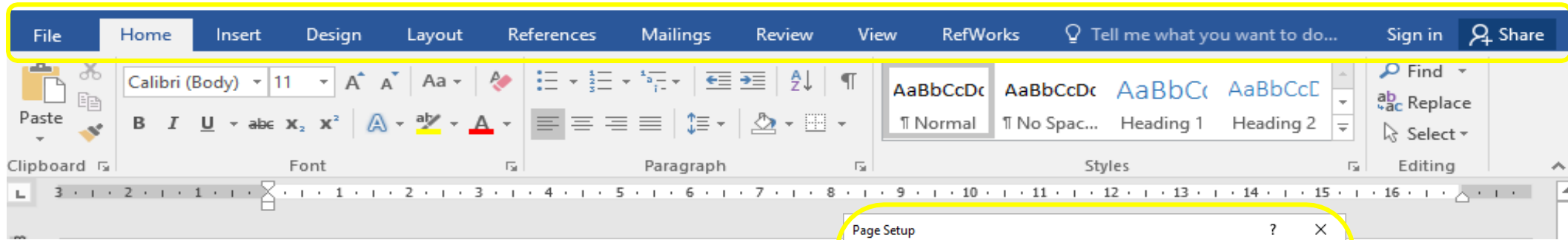
Page margin settings

Page orientation: portrait or landscape

Applying the selected parameters to the entire document

Applying the selected parameters as default.
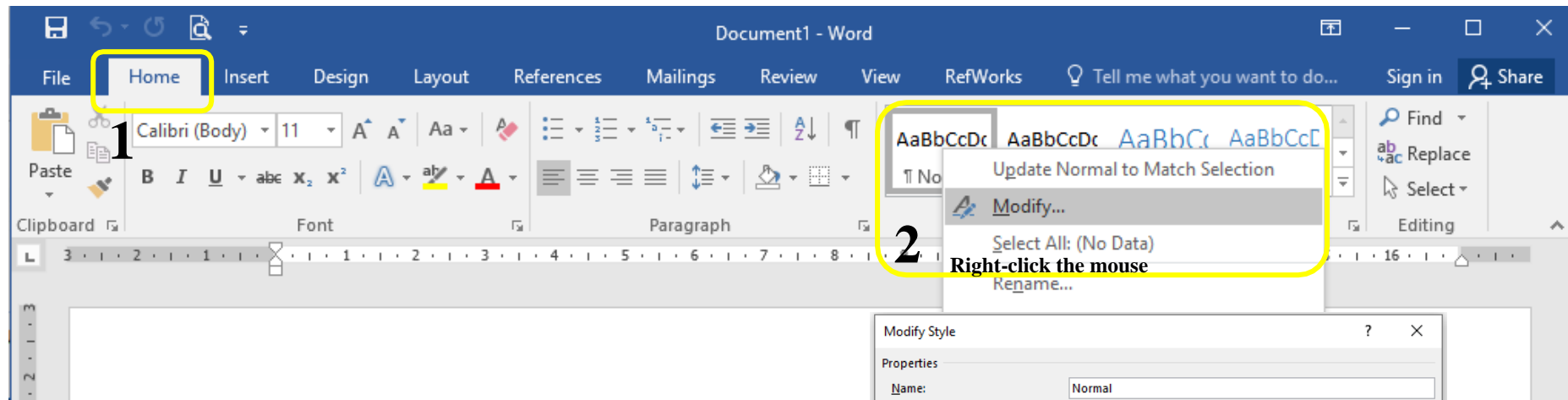
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Changing the page layout

- **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.

Landscape orientation selection

7
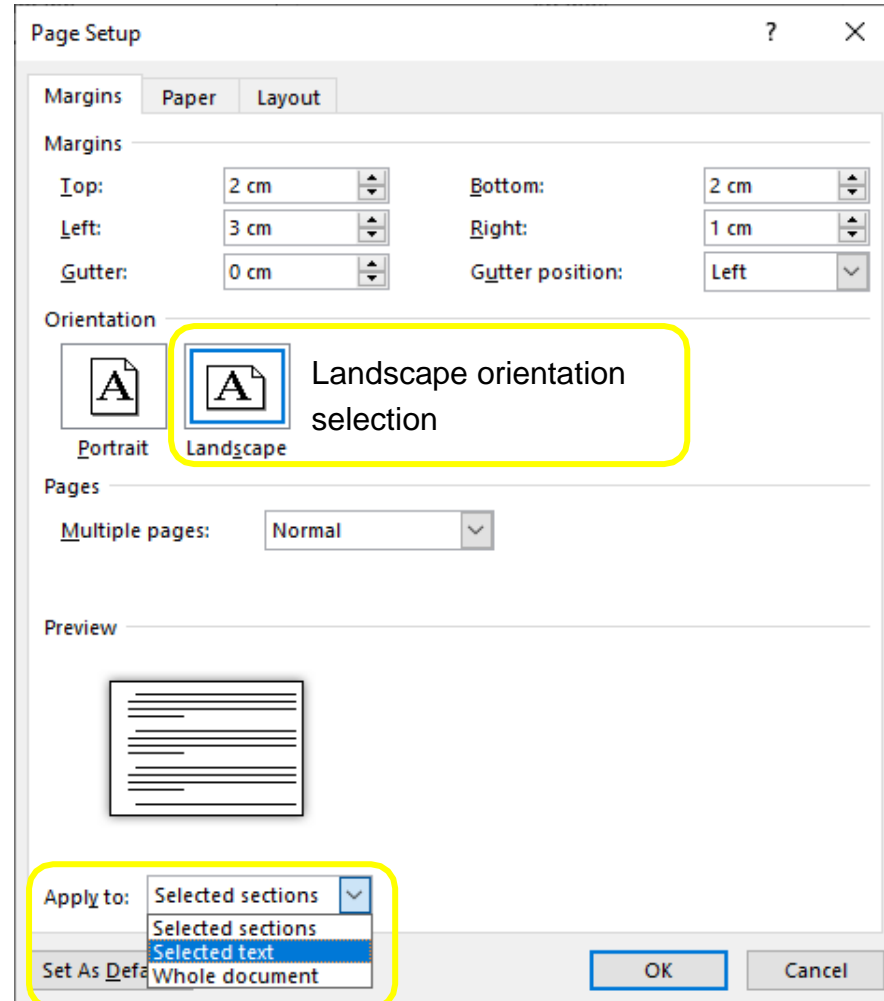
Setting the parameters of the main text

- **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).**
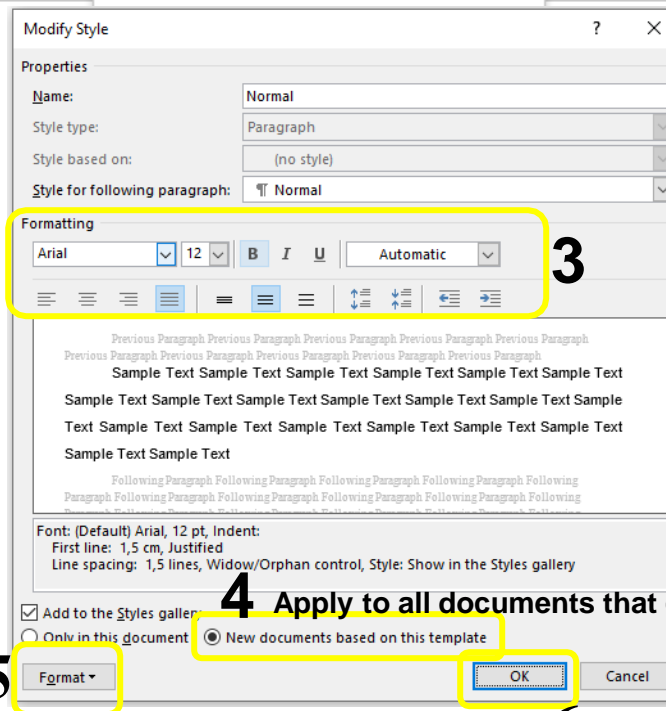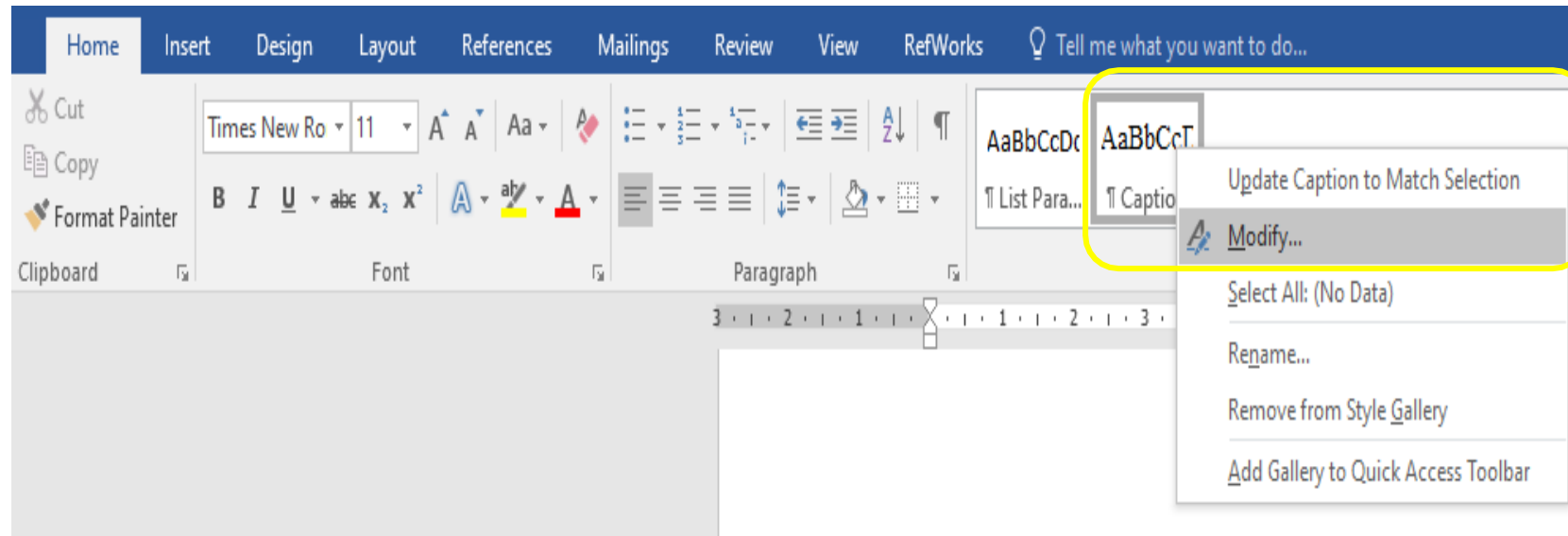
Select font, size, alignment, line spacing, paragraph spacing, etc (find and change the missing elements in step 5)

Additional settings

Editing Header Styles (*Caption*)

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

List of tables and images: automatic generation

- **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*).
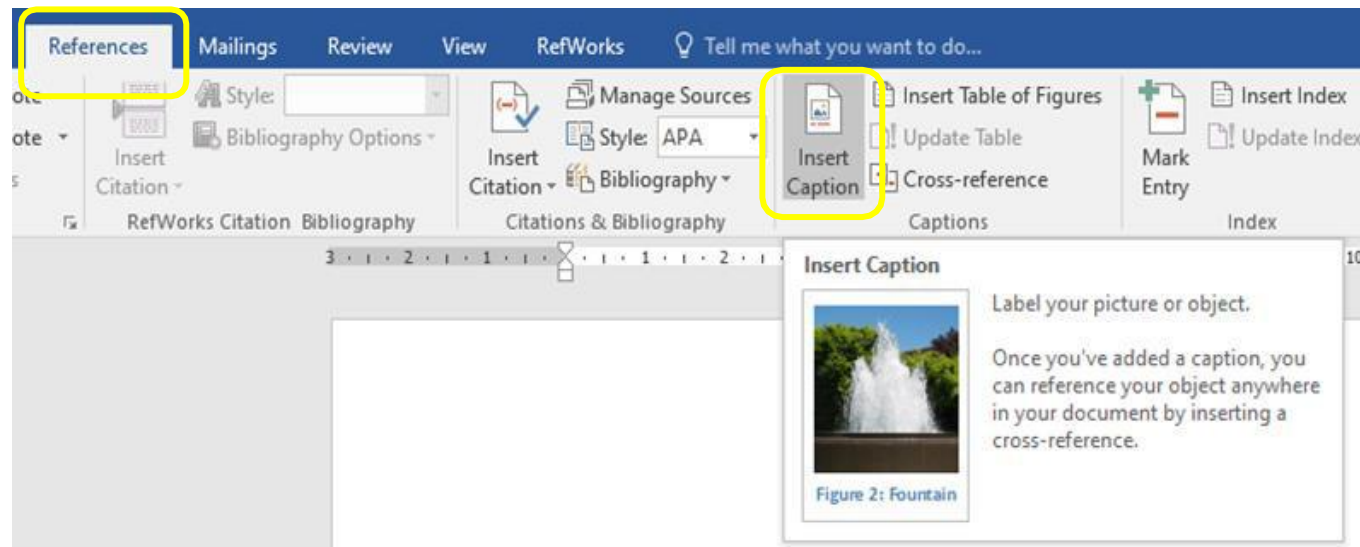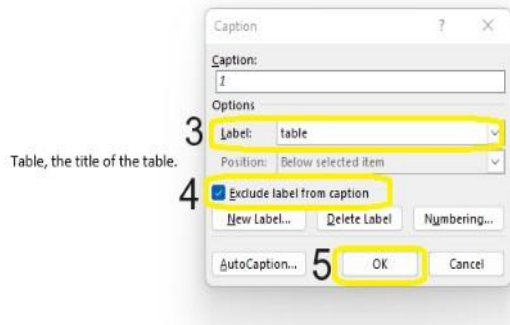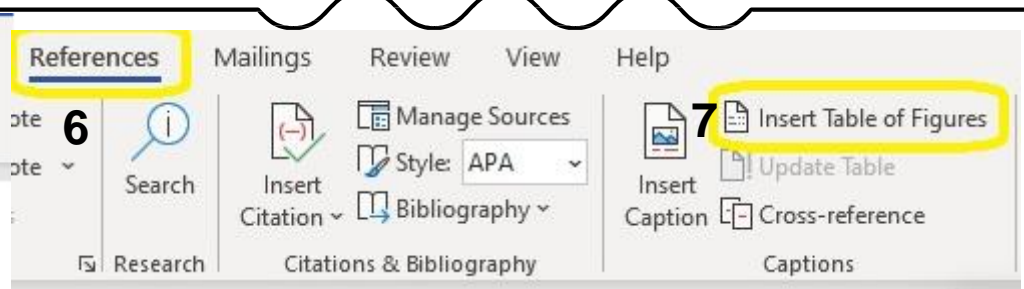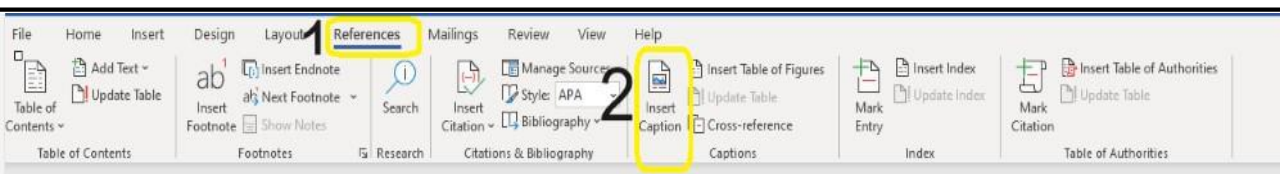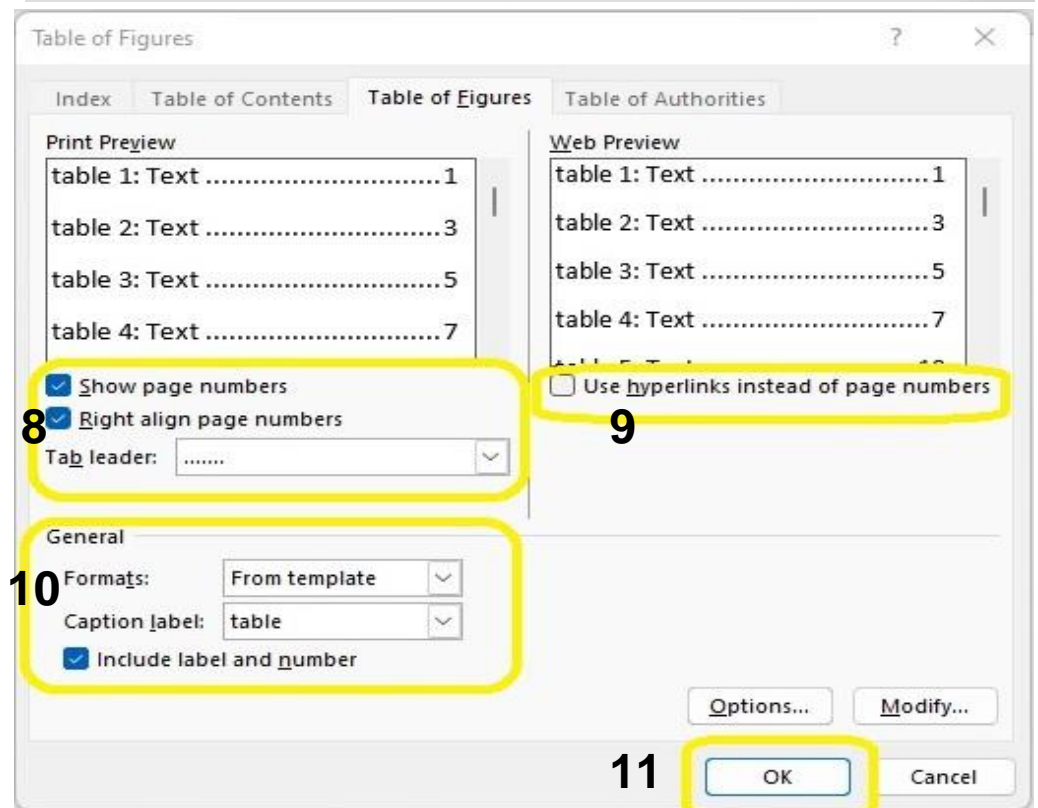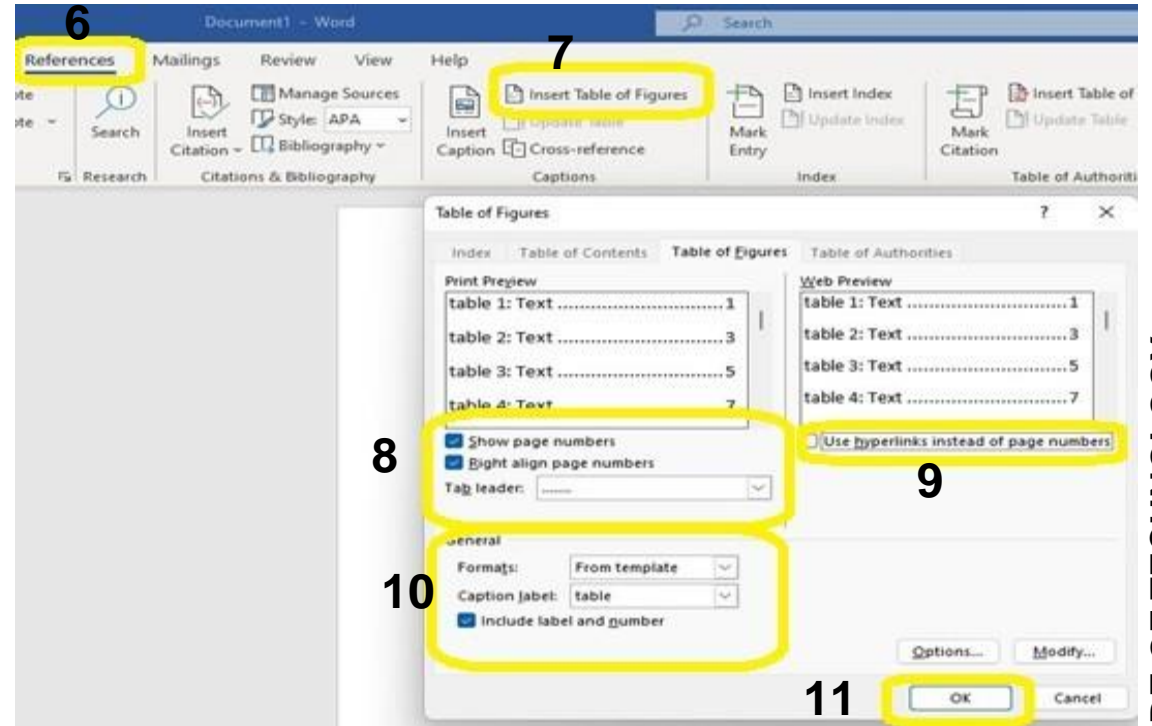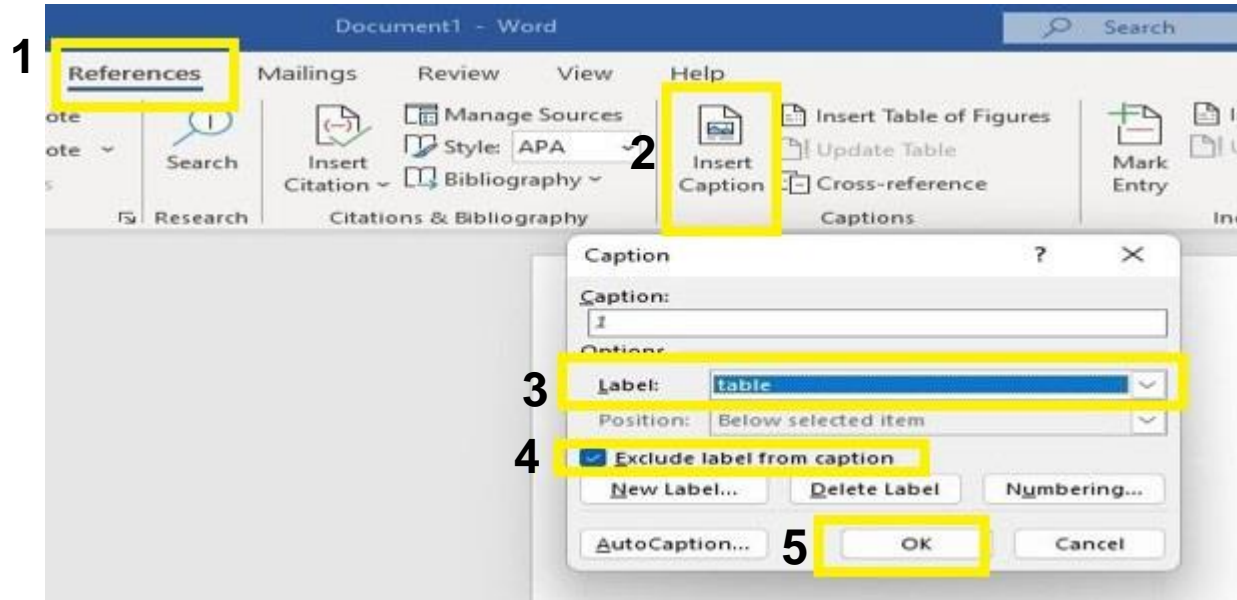
Table of figures

- 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)

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.

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Preparation for inserting the main content

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- **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.)
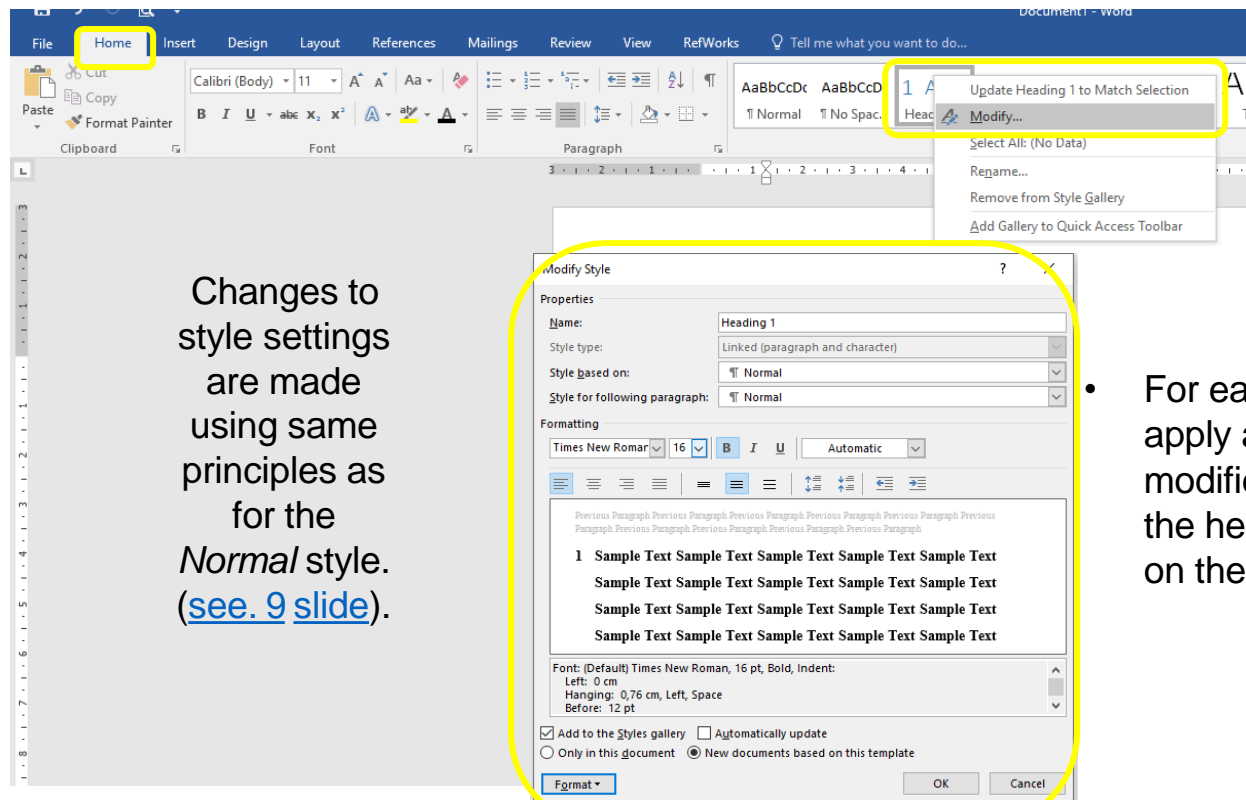
Changes to style settings are made using same principles as for the *Normal* style. ([see. 9](#) [slide](#)).

Header numbering

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

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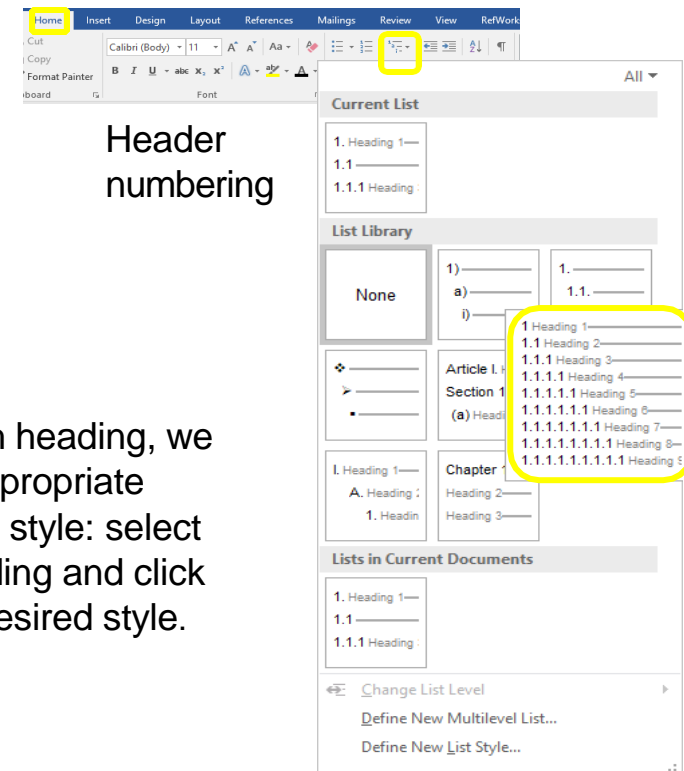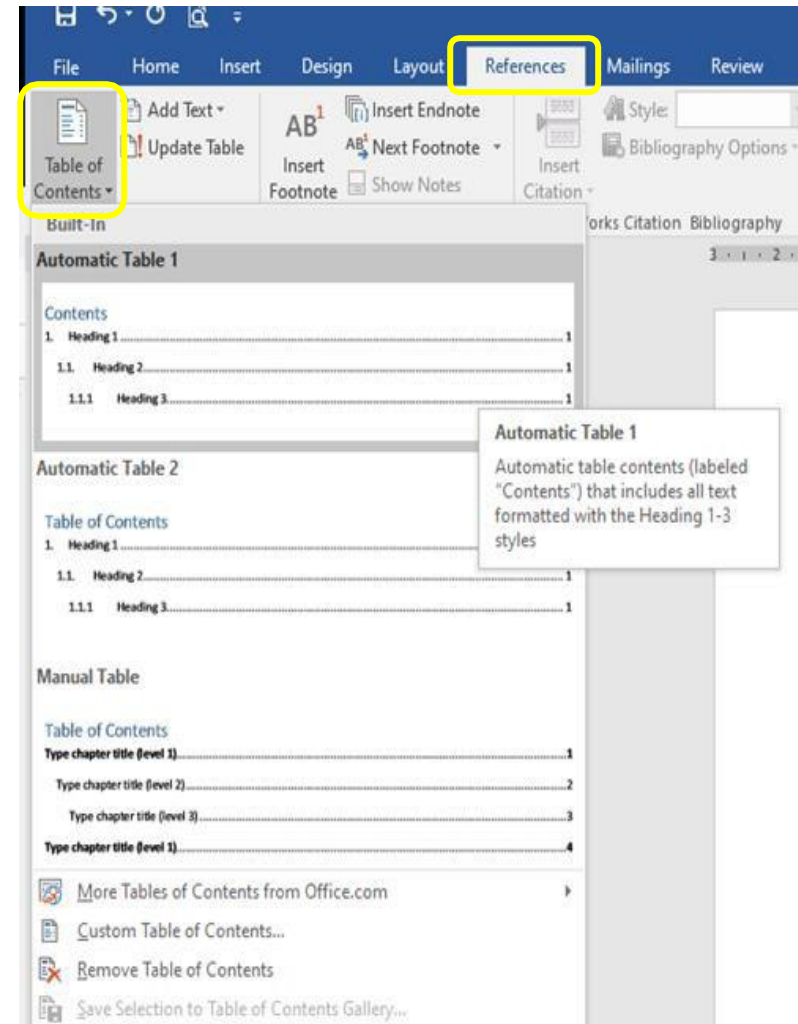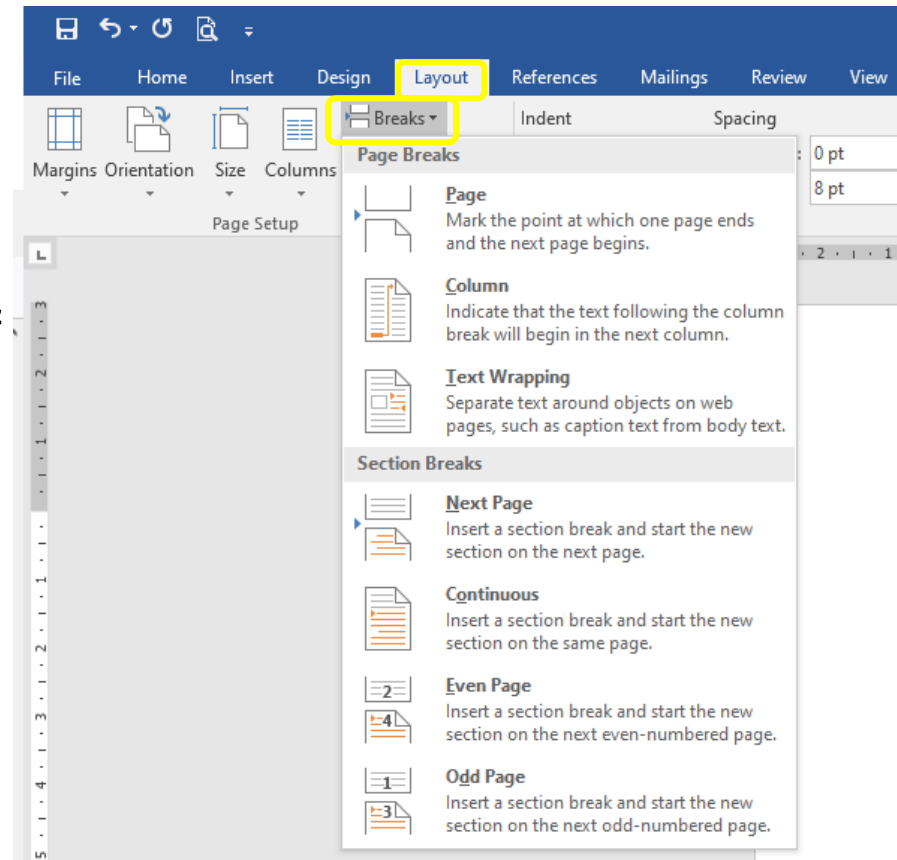
Inserting the main content

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)*

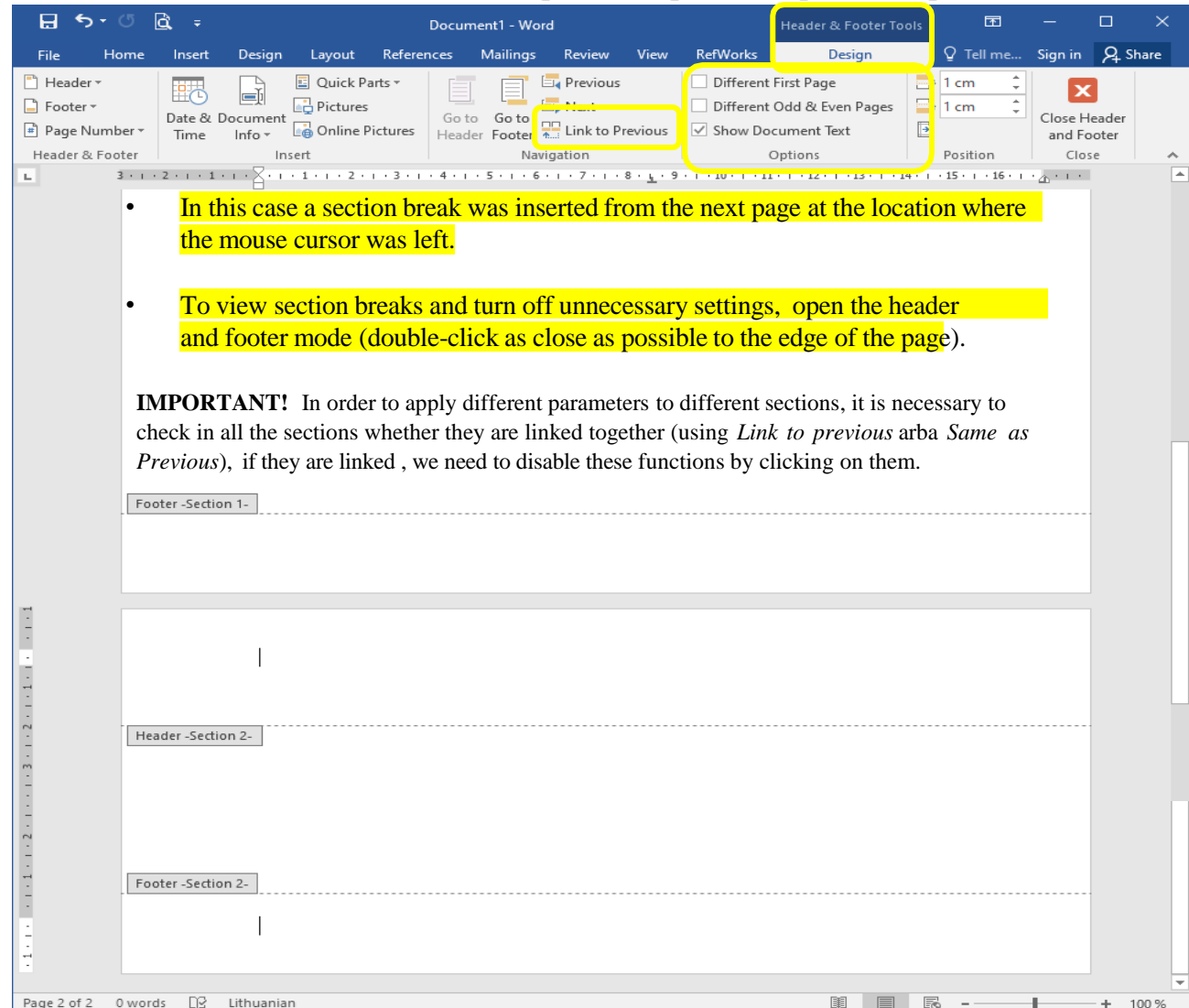**P. S.** Before inserting the content, we leave the mouse cursor where we want to have the content.
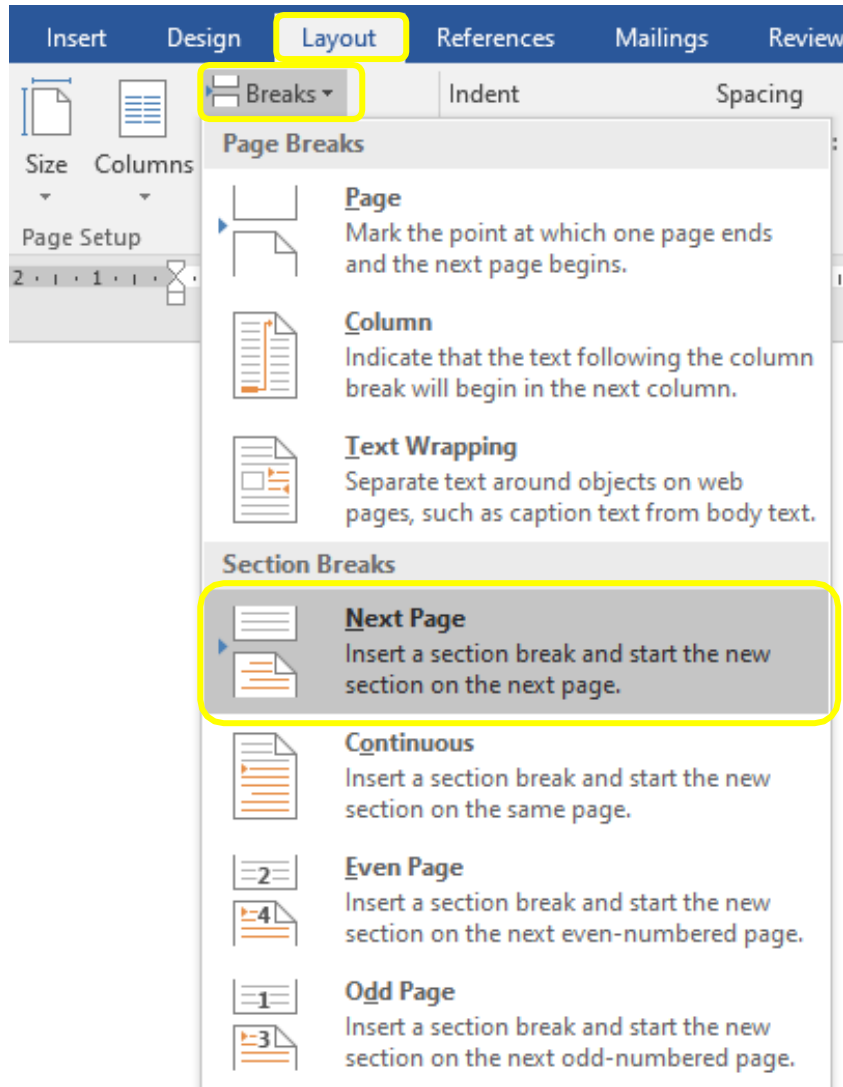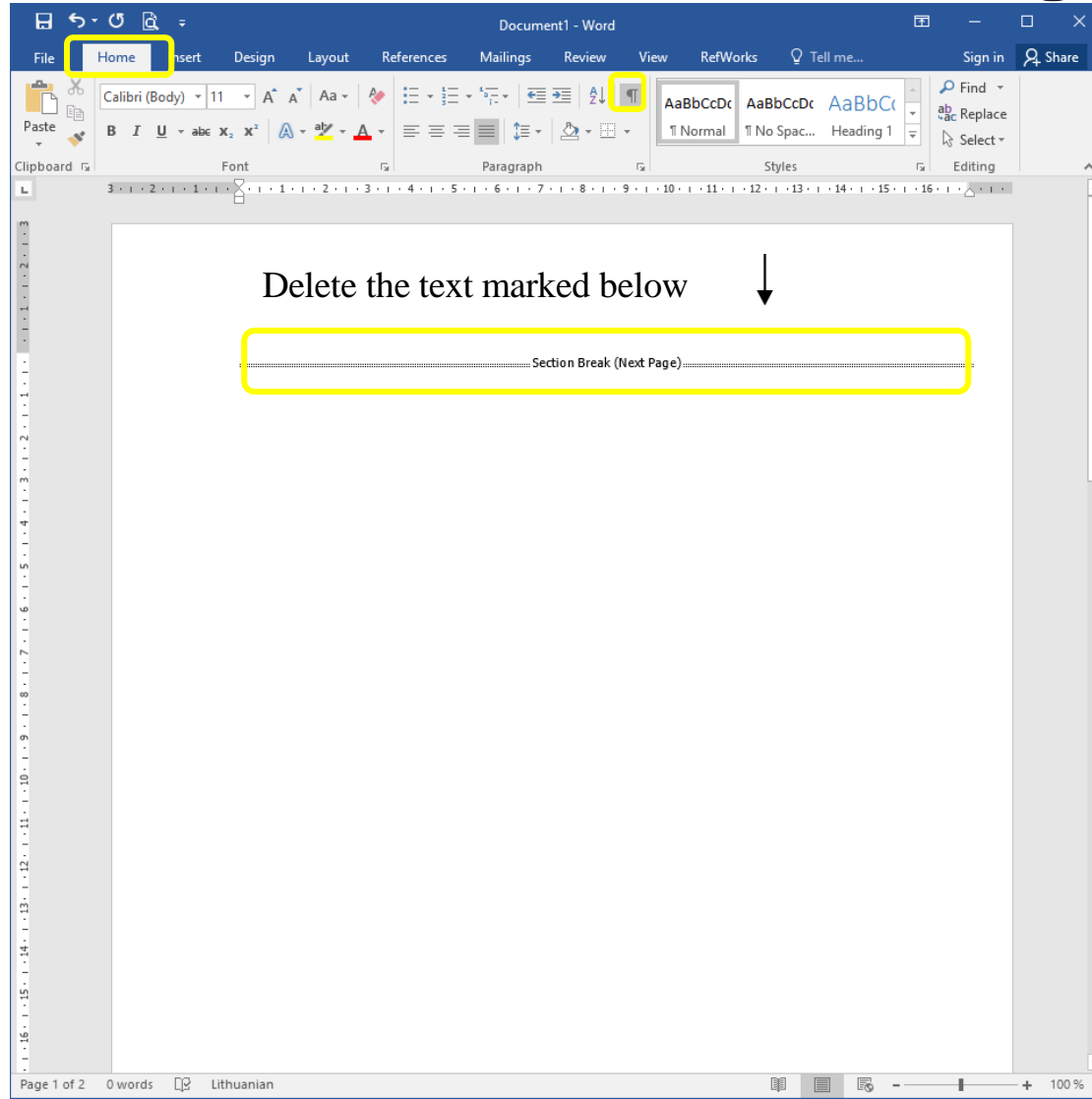
Breaks

- **Break** – a point at which a piece of continuous text is split into two sections.
- Different sheet 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).
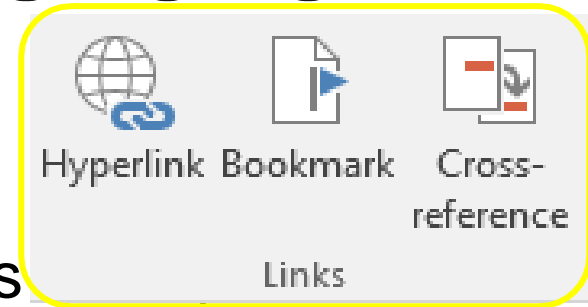
Section breaks

- In this case a section break was inserted from the next page at the location where the mouse cursor was left.

- To view section breaks and turn off unnecessary settings, open the header and footer mode (double-click as close as possible to the edge of the page).

IMPORTANT! In order to apply different parameters to different sections, it is necessary to check in all the sections whether they are linked together (using *Link to previous* arba *Same as Previous*), if they are linked , we need to disable these functions by clicking on them.

Deleting the break

Hyperlink, Bookmark, Cross-reference.

Insert →

Hyperlink Bookmark Cross-reference

Links

- **Hyperlink** – link to the web page.
- **Cross – reference** – is a type of reference that refers item or content in a document, such as a heading, a figure, a table, or an equation. It allows to create a link to the referenced item so that user can easily navigate to it from another part of the document.
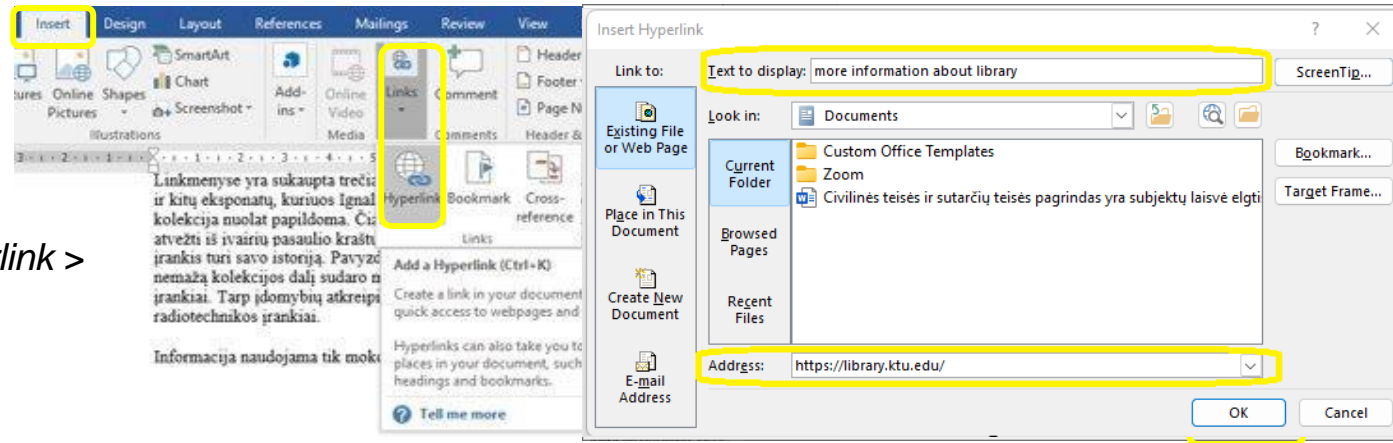
  Eg.: for more detailed description, see table 1, for more information refer to page 2, etc.

  Bookmark – a marked location in a document that we want to access quickly.

Creating hyperlinks and bookmarks

- **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 >
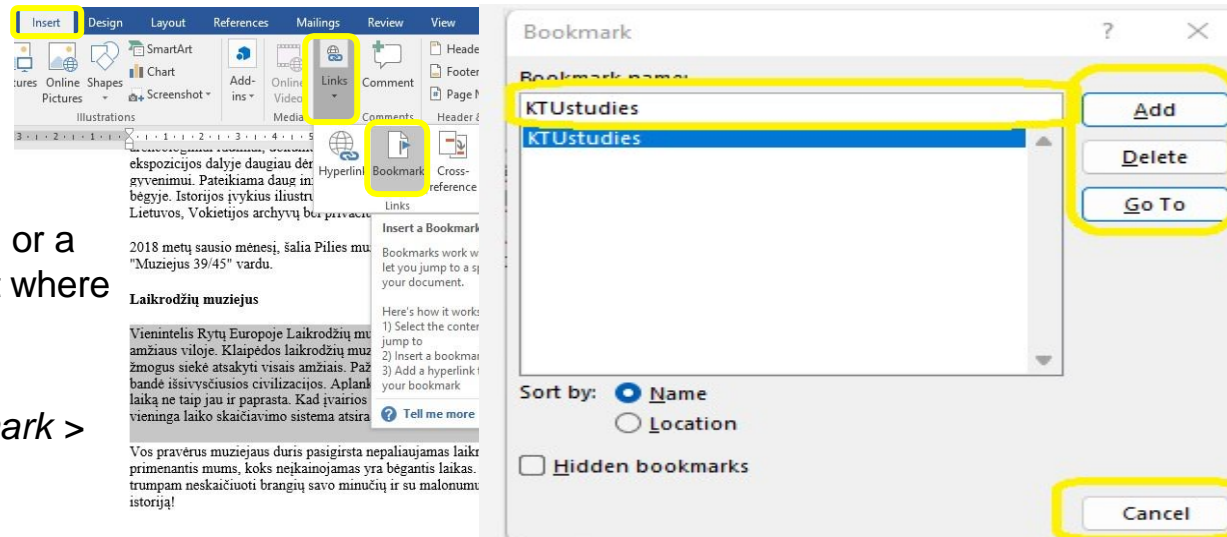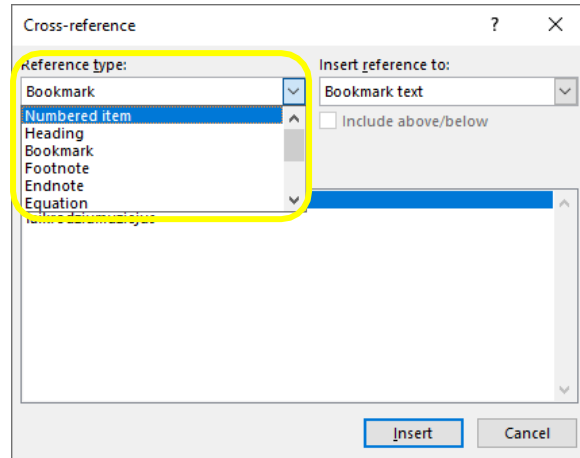
Add bookmark
Delete bookmark.
Takes you to the specified bookmark.

2. Under a bookmark name no spaces, type a name (it only will be visible to us) and click **Add**.

Create cross - reference

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

1.

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).
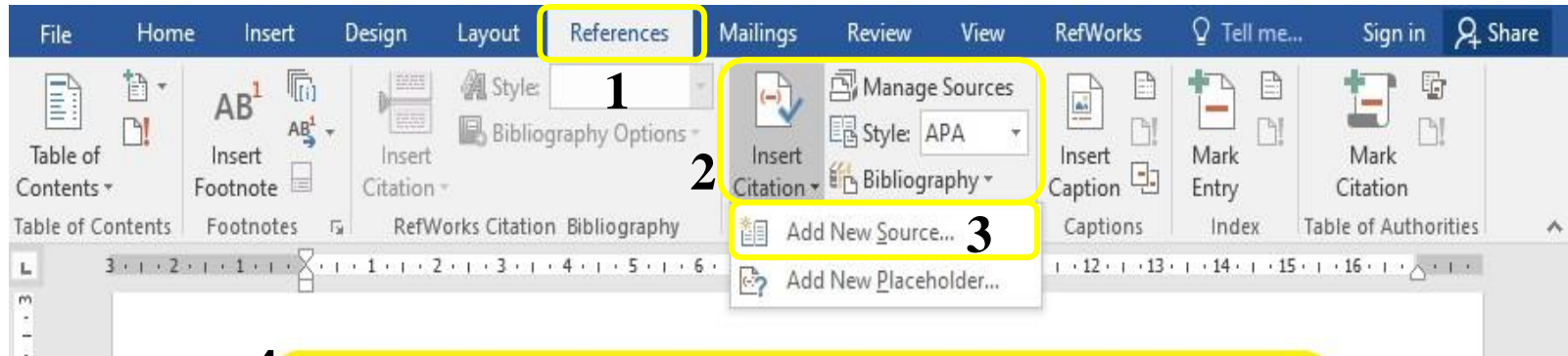
4. Click *Insert* and *Cancel*.

2.

3.

4
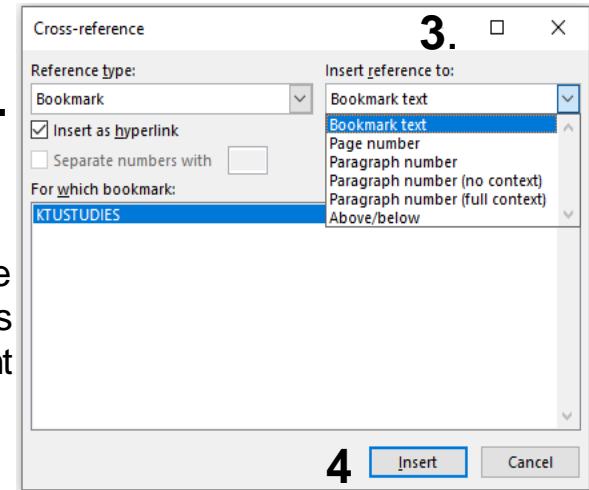
- **IMPORTANT!** Element, which cross – referenced link is being created, must be in document.
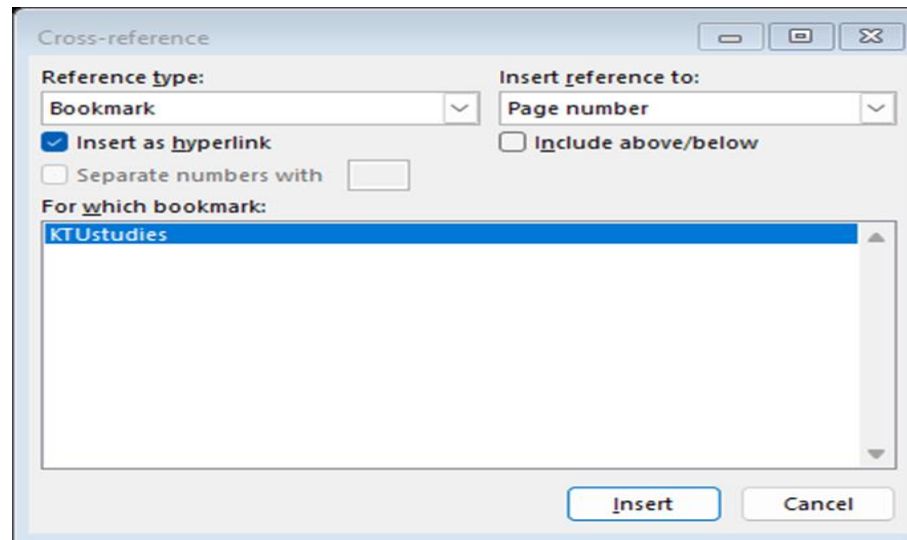
Bibliographical references management programs

- *It's easier and quicker to insert cited sources into the text and to prepare a list of references.*

- Subscribed:
    - *RefWorks* – http://www.refworks.com
    - *EndNoteWeb* – http://myendnoteweb.com

- Free:
    - *Mendeley* – https://www.mendeley.com
    - *Zotero* – http://www.zotero.org
    - *MS Word* plugin – *Citations & Bibliography*

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INSERTING REFERENCES

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

3 Edit the required information for the selected source.
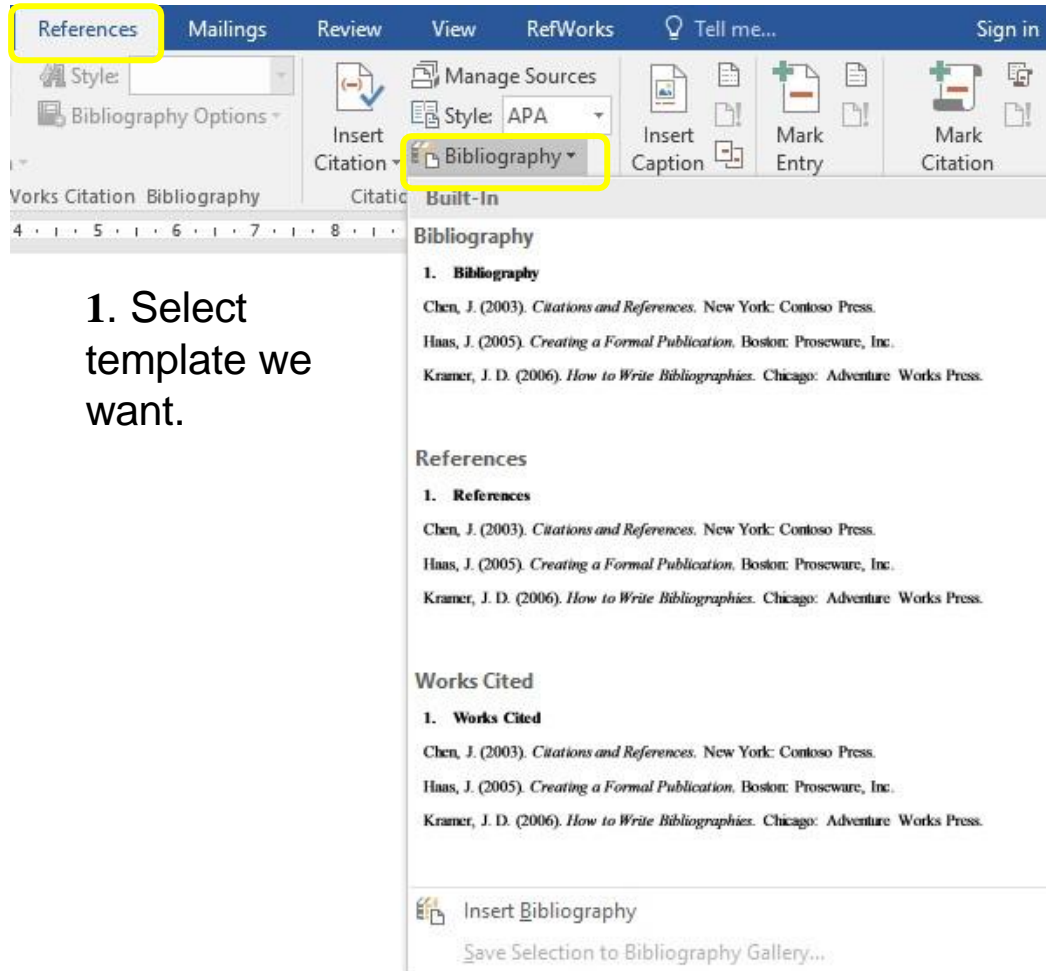
Citing literature sources
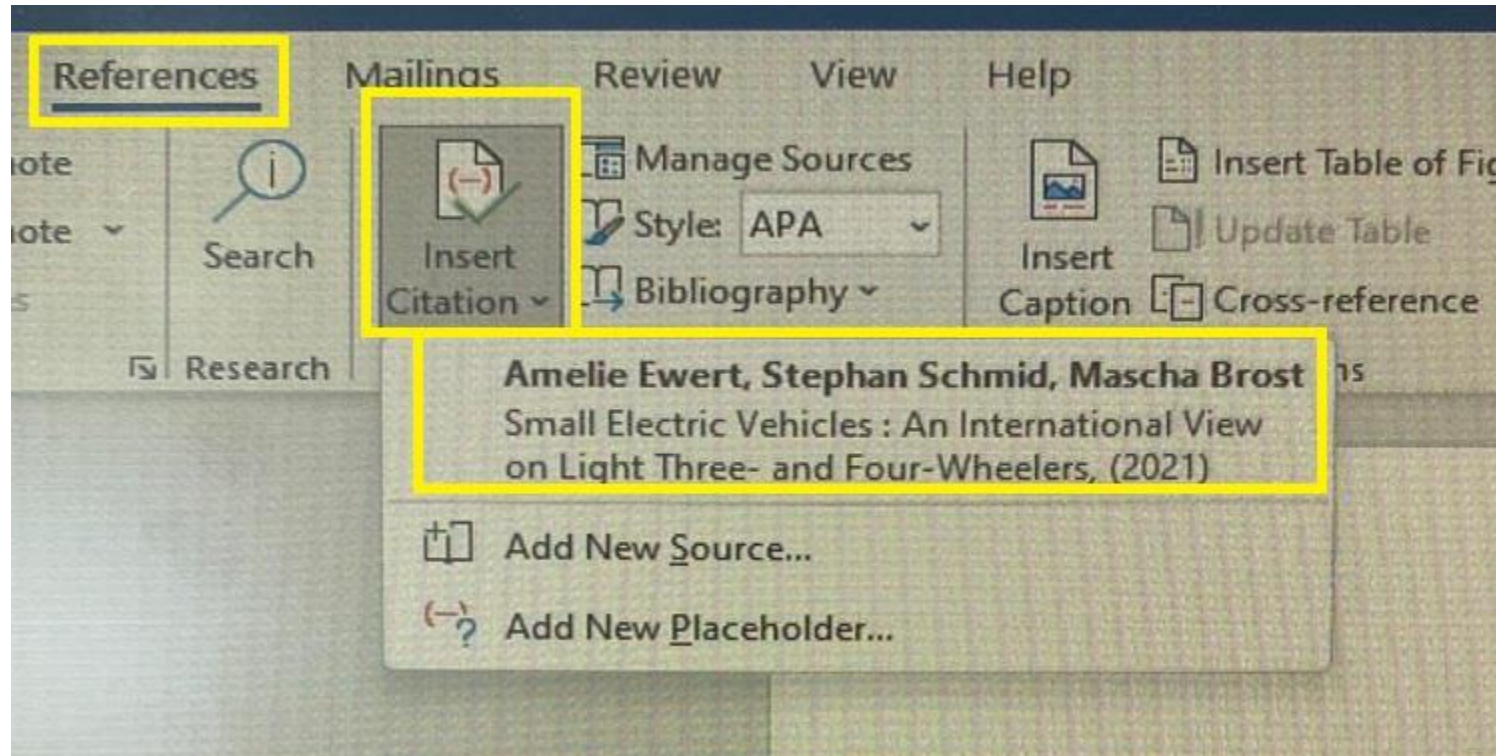
2. From the list created, select the relevant literature source.

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

1. Select template we want.

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.

LET'S TALK!

Help

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