**IT Training**

# Word Processing for reports, essays and similar documents.

**Using Word 2010**

**Word processing for reports and essays**
It is assumed that students will already possess some basic word processing skills (normally using *MS Word*) when they arrive at university.

We will therefore concentrate on how *Word* can be used to produce a specific piece of work you might be required to do, such as an essay or report. **Tasks are given in this document as *doing* helps you *understand* better.**

**Note:** these notes refer to *Word 2010* but are also to a great extent applicable to *Word 2007*.

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**Task 1**

a) You will first need to download this document at:

*http://www.gla.ac.uk/services/it/training/courseresources/* and download the file named ***Art History*** (yes it *is* dull but you needn't read it – we use it as the copyright belongs to this university thus plagiarism is not an issue).

c) Save the document to your **My Documents** folder. *Remember to do this* with any files that you download or they may be lost later, along with any work you did on them.

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The document is in plain text with minimal formatting: using this for the tasks will save you having to do a lot of typing and also help demonstrate the importance of suitable formatting. We will begin by looking at inserting breaks and adding page numbering in a document. Breaks allow you to add new blank pages anywhere in a document; they are also useful in separating chapters and sections from each other.

**Inserting breaks**
Page Breaks and Section Breaks are found on the **Page Layout** tab, under the **Page setup** group.

You must distinguish between page breaks and section breaks. A page break inserts a break (and inserts a new page) which will keep text separated each side of the break. This makes it useful for organising chapters and sections in a document.

However, only by using **Section** breaks can you apply *different layouts* to different areas of a document.

Your main section break options are **Continuous** and **Next Page**.
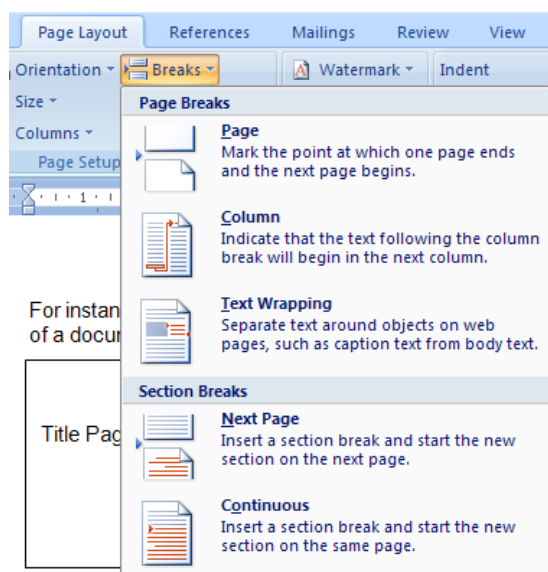
The **Continuous** command inserts a section break and starts the new section on the same page. A continuous section break is useful for creating a formatting change, such as a different number of columns, on a page.

The **Next Page** command inserts a section break and starts the new section on the next page. This type of section break is especially useful for starting new chapters in a document.
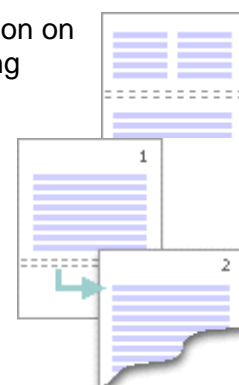
**Task 2**

a) At the front of your *Word* document **insert two section breaks**, creating **two new blank pages**. At the end of your document insert another new page using a section break.

b) *The first new page will be your title page – you might find it easier to use* **Insert ➜ Cover Page** *but here it's useful as practice using section breaks.*

c) Add your name, student ID number as a title on the title page. On the next page put the heading "Contents". On the final page, put the heading, "Appendix". Save the file.

You will now add some formatting to the text. It is assumed you already know enough basic formatting for this task. If you require revision read on, if not skip to task 3.
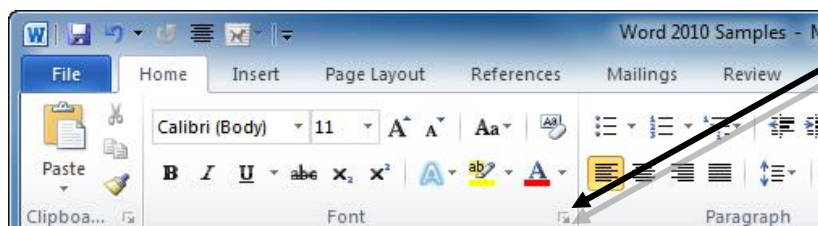


Text formatting options are found on the **Home** tab in the **Font** and **Paragraph** groups.

You can open dialog boxes for these options by clicking on the group launch buttons (an example is arrowed).

**Fonts** menu    **Font** size
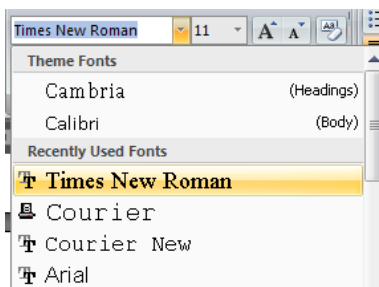


**Main text:** use a plain font – ignore over-embellished or "script" style fonts. Choose a font size of 11 or 12 for the main text: most fonts will look right at that size. Larger sizes should only be used for headings and smaller sizes for things like labels or footers. Note that if the structure of your document is very sectionalised (as this document is) a font like **Arial** is fine. It is plain and legible. However, for documents that have quite long sequences of plain text, it is much better to use **Times New Roman.**

**Other text**: fonts without serifs - **Sans Serif** - can also be used as a contrast with a **Serif** font that you use for the main text . For instance, you could use a font like **Arial** for headings or for other text, which is used occasionally – such as text in tables or in footnotes. The difference makes it stand out more. A review of some font options may be seen at: *www.fonts.com/AboutFonts/Articles/*

**Emphasis**: we've described emphasis by varying font type. You can also vary *font style*, for instance using *italics* or using **bold**. Launch the **Font** dialog box from the **Font** group for more font style options.



You should know how to find the menus of **Fonts** and **Font Sizes** on the *Word* toolbar. For text which is longer than a brief paragraph, *serifed* fonts are best as they are easier to read. So use a serifed font like Times Roman, Baskerville or Garamond.

Use font size of 12 pt for serifed fonts: this is a comfortable reading size for most – you can adjust this if you use a smaller font type.

Different fonts have different sizes but between 10-12 pts should be adequate.

**Task 3**

a) Select the text of your *Word* document (ignoring the cover page). Change the font of the text to **Times New Roman**, **12 pts**.

**Spacing between lines**:
Essays and other work documents are required to have line spacing of 1½ to 2 lines. This aids legibility.

**Spacing between paragraphs and sections**:
A space **before** or **after** helps make it clear where each paragraph begins. Sections require larger spacing and clear headings.

**Indentation:**
This is useful for laying out data in columns and should always be used for longer quotations in your text.

**Note**: our guidelines are generally useful but make sure any work you submit conforms to the guidelines laid down by your College or School.

Other formatting guidance can be found at:
http://www.gla.ac.uk/it/files/itts/publications/introduction_to_word.pdf
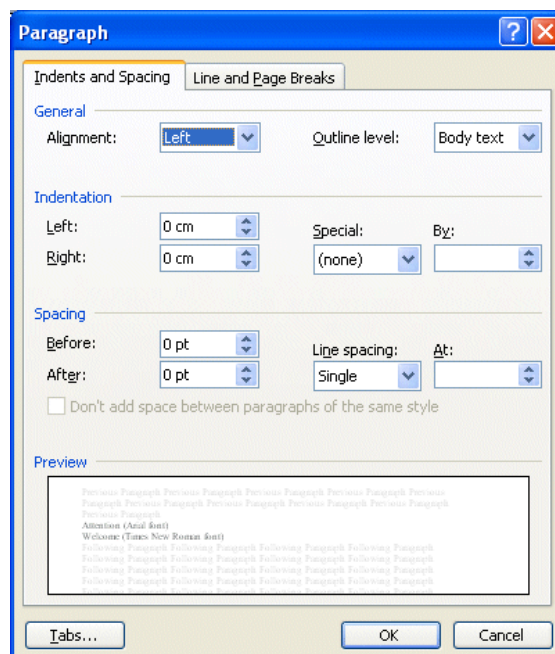
**Task 4**

a) Select all of the main text (ignore the title page, contents page, the table and references). Click the **Paragraph** dialog box launcher and set **Spacing Before** to **6** pts. This gives an automatic half-line space every time you press the **Return** key.

b) If you prefer to have an indented first line in your paragraphs, set it using the **Special** option in the **Paragraph** dialog box: choose **First line** and set it to 3 pts (or 0.5 cm).

c) Set the **Line spacing** to **1.5** or **Double** – if you're not sure what your college/school prefers, choose the latter.

d) Set paragraph alignment for all the paragraphs to **Justified**. Close the **Paragraph** dialog box.

e) Go through the document and break up some of the longer paragraphs into two, shorter paragraphs (use the **Return** key).

f) Check that the changes you've made to formatting haven't affected the text (e.g. by disconnecting a paragraph from its heading).

**Headings styles**

Styles are combinations of font type, font size and paragraph settings which can be applied immediately to a word, phrase or paragraph. Word offers a large selection of built-in styles any of which can be modified if it doesn't fit your needs exactly. Important also are *Heading* Styles which offer built-in (but hidden) numbering which allows them to be used in the creation of a table of contents.

**Applying Quick Styles**

Apply a style from the **Style** group which is on the right hand side of the toolbar when the **Home** tab is selected. *N.B. Character styles will be applied to the word in which you have placed the cursor, paragraph styles will be applied to the whole paragraph.*
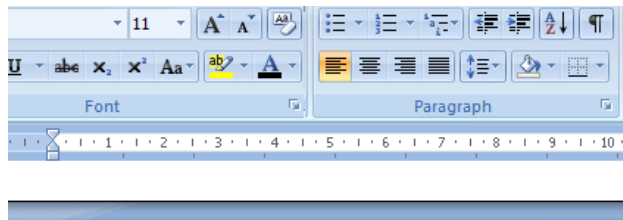
**Using and Creating Styles**

**Applying Styles**

Apply a style from the **Style** menu which is beside the font drop-down menu and has the default heading, **Normal**. N.B. Character styles will be applied to the word in which you have placed the cursor, paragraph styles will be applied to the whole paragraph.

**Applying Styles using the Style Dialog Box**

To view all the available styles, click on the **Style** dialog box launcher.

This will display the list of all the available styles – you can scroll through to select a suitable style. Just click on a style name to apply it to an area of text.

There are also options to create a new style or manage existing styles. If you don't see the style you require, click **Options** at the bottom of the pane and in the window that opens select **All Styles**.
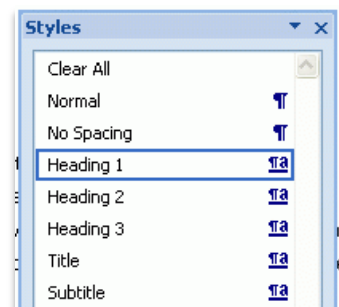
When the cursor is placed to the side of a style name, a down arrow for a menu appears: this menu includes the **Modify** option which allows you to make changes to the selected Style.
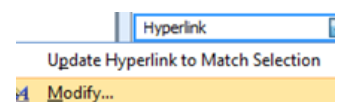
In the **Style** Pane click the **New Style** button which is below the list of Styles. You will be presented with a dialog box through which you create your new style.

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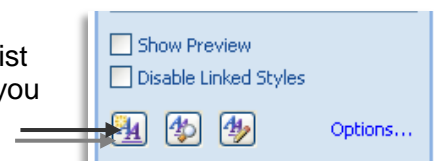
**Task 5**

a) Select each heading in the document and apply a **Heading** style to it.

b) If you have a title on the main content page, make this **Heading 1**; next level down (sections/chapters headings) should be **Heading 2**; and so on for each level.

c) Create a space at the start of the document main text and enter a new heading, **Abstract** (make this **Heading 2** format). Type in two brief sentences: these can simply state who you are and what you are studying at the university.

## Document information

Displaying document information is useful both for the student and the lecturer who will have to mark the essay/report. There is information about the document – e.g. name, date produced, author, etc. – which can be displayed either on a cover/title page or in headers and footers (or both if you wish). There is also information about the content you may wish to convey to a reader – e.g. footnotes, endnotes, bibliography.

## Headers and footers

Information about the document – e.g. name, date produced, author, etc. – can be displayed in headers and footers.  Information about the content, e.g. page numbers, footnotes, endnotes, etc. – can be displayed in a similar way.

If you select **Header** or **Footer**, from the **Insert** tab, a menu of header or footer types will be displayed.

Once you click an option, the header/footer will be inserted and replicated to every page. All you need to do is add text where indicated; your changes will be replicated as well.

Note that you can format header and footer text just like you would any other.
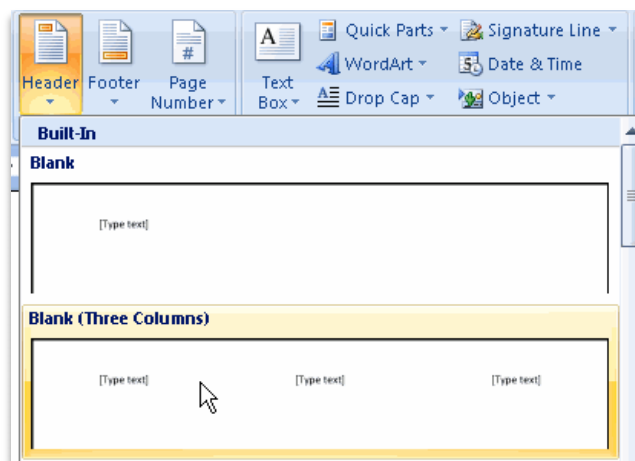
The **Header & Footer Tools/Design** tab becomes active at the same time.  This contains options for page numbering, moving between sections and linking/unlinking sections.
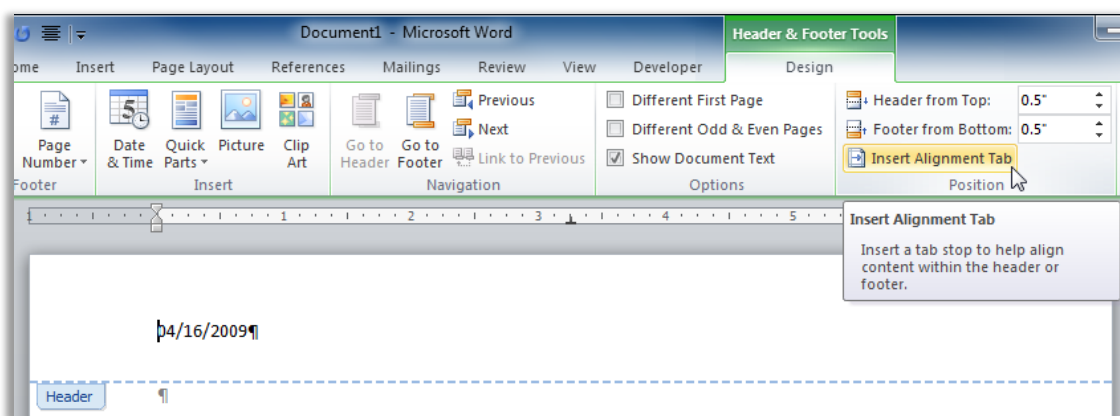
You may not wish to have the same document information appear on every page. For instance you may wish to have introductory material or appendices with different page numbering, headers or footers to that of the main document.
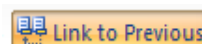
You can change this by clicking on the **Link to Previous** button (in the **Navigation** group) to select or deselect it.  This allows you to ensure that sections you want to have different features on are properly separated, so that for instance **Landscape** orientation you wish to limit to one section is not repeated throughout the document.

It also allows you to have different **Headers**, **Footers** and **Page Numbering** in your document.

**Task 6**

a)  Make sure your cursor is in the section where your main text content appears. Undo the **Link to Previous** button so that this section is separate from the previous one.

b)  Access the **Header/Footer** option (**Insert ➔ Header and Footer**). Put your name and school as a header.

c)  Use the **Go to footer** button in the **Navigation** group (in **Header & Footer Tools**) to go to the footer. Now put the *date* on the right hand side of the footer in your *Word* file.

d)  Insert Page Numbers into the same part of your document as you placed your Header and Footer (the option for this is in the **Header & Footer Tools**).

## Inserting footnotes

A common feature of academic work (including essays and reports you may have to produce) is the use of **footnotes** for references and other related information.

To insert a footnote in a document, place the cursor at the end of the word or sentence you wish to make a reference from and then select **References** tab ➔ **Footnotes** group ➔ **Insert Footnote**.

In the dialog box which opens when you click the **Footnotes Dialog Box Launcher**, you can convert from **Footnote** to **Endnote**, and choose which numbering format you prefer.

**Task 7**

a)  Insert a Footnote referring to one of the references at the end of the document (it doesn't matter if it makes sense here, it's just an exercise).

b)  Add an Endnote to one of your paragraphs – when you do this, change the numbering format in the **Footnote and Endnote** window.

c)  Of course, you'd never use both Footnote and Endnote in the same document. Choose one and use it throughout. Save the document.

**Note:** be aware of the proper method of citing a reference when referring to it in a footnote/endnote or in a bibliography. See: *http://library.open.ac.uk/help/howto/citeref/index.cfm*

## Contents lists

Headings can form the outline for a contents list; contents listings are a required part of some course work, such as reports and dissertations.

*Word* will automatically create a table of contents for you from text formatted with **headings styles** or set to different levels in the **Outline** view.

To insert a table of contents (based on heading styles) place your cursor where you want it appear.

Click the **References** tab. Then, in the Ribbon, click **Table of Contents** then **Automatic Table** from the **Built-In** menu.
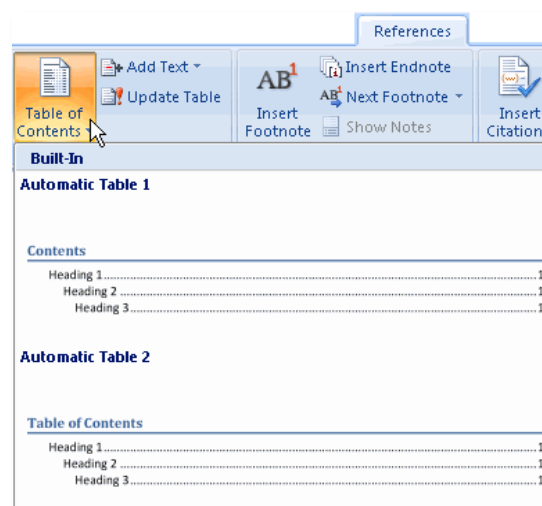
Another way of creating a table is the **Insert Table of Contents** option at the bottom of the **Built-In** menu.

This will open the older-style **Table of Contents** dialog box, allowing you to customise a dynamic table of contents. While you are in the **Table of Contents** dialog box make sure that you select the appropriate number of levels to be displayed in your table (e.g. adjust the **Show Levels** number to **4** *if you have applied 4 types of heading style*.)

Finally, click **OK** to insert your table of contents.

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**Task 8**

a) In **Task 5** you applied **Heading Styles** to all the headings in the main text of the *Word* document.

b) Go to the page with the heading "Contents". Don"t give this a heading style, simply format it **Bold**.

c) Under the heading insert a table of contents. (This is found under **References** ➔ **Table of Contents**). Save your file.

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### Inserting bullets or numbering
You will sometimes want to create a list of brief items, clearly marked in some way. This can be as a bullet (a simple icon or symbol) or a numbering system of some kind.
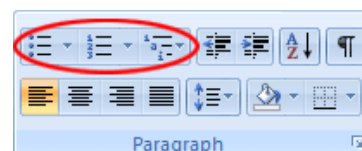
To add bullets or numbering, simply click the buttons in the **Paragraph** group on the **Home** tab or choose the **Bullet** or **Numbering** menu by clicking on the down-arrow beside the appropriate button.

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**Task 9**

a) Type in the following list using **Bulleted** format:
   *Old English; Early Middle English; Middle English; Early Modern English*

b) Now select the bulleted list and convert it into a **Numbered** list. Save your file.

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Bullets are fine for short lists (and where the order does not matter) but longer lists should be numbered and you should use numbering too if you have "nested" lists – lists within lists.

### Using Tables in Word
*Word* lets you create tables in a document. You can create a brand new table and add data to it or, if you have some text arranged in a consistent format, e.g. data separated by tabs, you can convert this into a table.

To add a table to your document, choose the **Insert** tab then the **Table** menu (in the **Tables** group). You can drag over the table grid to select the cells in your table or choose **Insert Table** from menu below. This opens a dialog box where you can define your table.

Note the other options in the menu: **Draw Table**, **Convert Text to Table**, **Excel Spreadsheet** and **Quick Tables**.

A useful guide to using tables can be found here:
*www.addictivetips.com/microsoft-office/word-2010-insert-tables-formulas/*
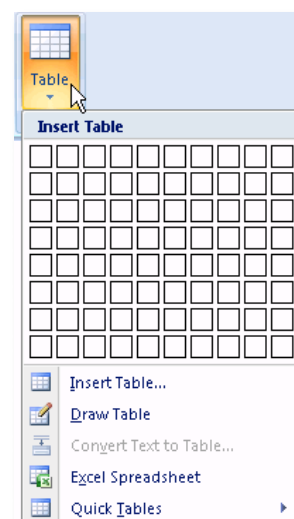
**Task 10**

a)  Near the end of the *Word* document, you will find some data laid out (using Tabs) in a table-like format.

b)  Select the text and data in the first table and then choose **Table ➔ Convert Text to Table** to change this from text to table format.

c)  Use **Table ➔ Insert ➔Table** to create a table that the second set of data will fit into.

d)  Make sure you select all the data for the second table and cut and paste it into the table layout that you just created.

e)  Select each table in turn and add a caption to each of them (**Insert ➔ Reference ➔ Caption**).

f)  Check that the data has been added correctly and then save the document.

## Text-checking tools

**Spell Checking**: choose **Spelling and Grammar** from the **Proofing** group on the **Review** tab. The checker will suggest grammar corrections and highlight possible spelling mistakes. *You can choose to accept a suggested change or ignore it.*
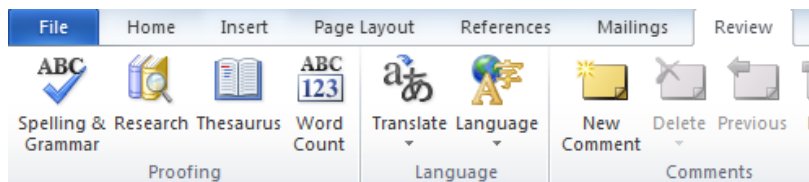


It also permits you to add a new word to the spell check dictionary as you type.

Choose **Options** from the **File tab** menu.
Then choose the **Proofing** option (left hand menu).
Click on the **Check spelling as you type** checkbox.

**Thesaurus**: *Word* has a built in thesaurus that can help you.
Select a word, which you want to find a better option for.
Choose **Thesaurus...** from the **Proofing** group on the **Review** tab.
A list of alternatives will be offered. If none are suitable, select one and press the **Look Up** button to see different alternatives.
When you are satisfied with one, select it and press the **Replace** button.

**Task 11**

a)  Carry out a spell check on your *Word* file.

b)  Now use **Word Count** (in the **Proofing** group) to calculate the number of words.

c)  Add a line at the end of the document saying how long it is.

d)  Then save it again and back it up.

**Printing**
Printing facilities are available in campus computer clusters. See this page for some advice:
http://www.gla.ac.uk/services/it/forstudents/csce/adviceonprinting/

Printing facilities are available in campus computer clusters.  To print in *Word*, select **Print** from the **File** tab and the following menu (or a very similar one) will appear. **Note**: printing in *Word 2007* is a little different – see below.

Select pages to print   **Print** button to start print job   **Print Properties** opens printer options
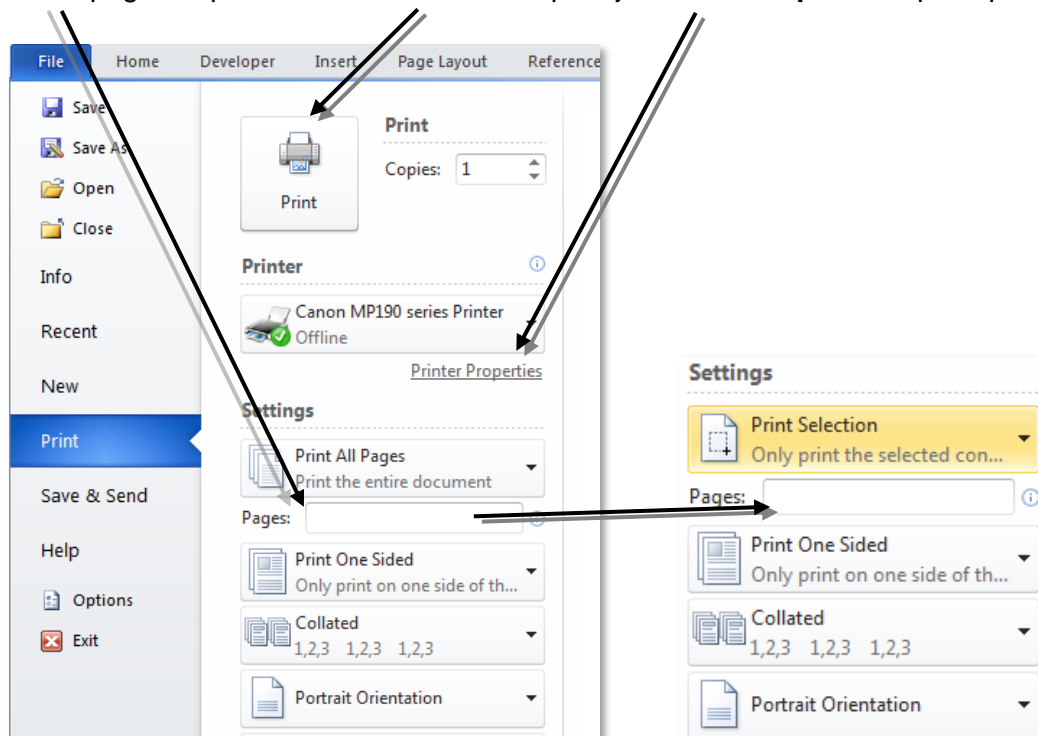


**Note:** there can be complications when printing documents with images in them.  See *Appendix II* near the end of these notes.

**Note:** many campus printers now give the option to print in colour and/or double-sided. *Be careful if you don't wish to print in colour as it is more expensive than black and white*.

Note too that for some kinds of course work you are required to print single-sided.  However for other work and previews you can save by printing double-sided where it is available.  Both options are set under **Printer Properties**.
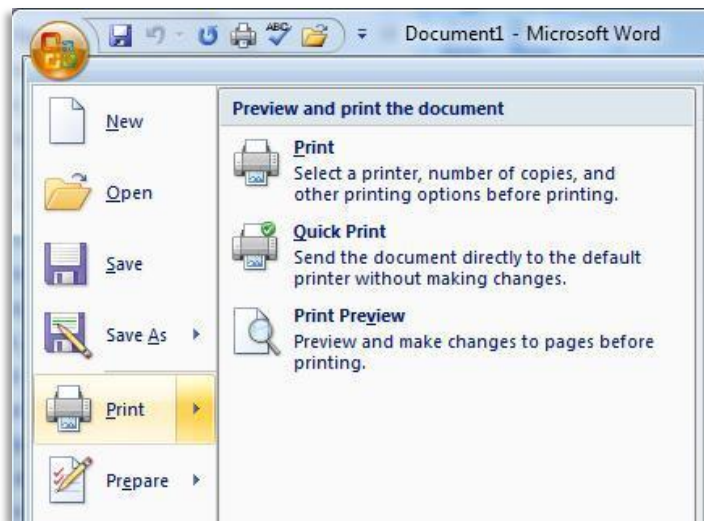
**Note**: if you intend to print, double-sided, a document which includes cover, insert a blank page after the cover so no text appears on the inside of the cover.

How to print in *Word 2007*: see next page.
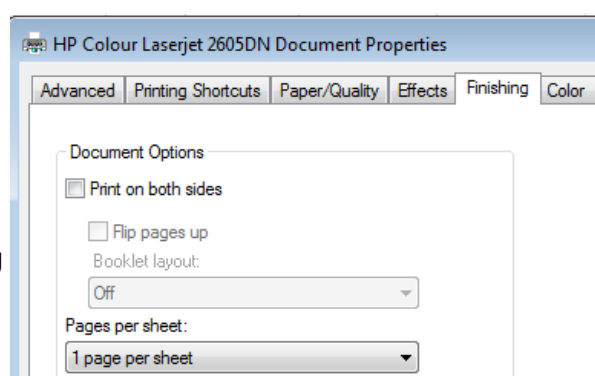
## Printing in Word 2007

You can use the **Ctrl + P** shortcut to open the Print dialog. The more conventional method is to use the **Print** section of the **Office** button menu.



Clicking the **Print** command in the main menu or the sub-menu will open the **Print** dialog box. Clicking **Quick Print** will send the document directly to the printer without specifying any options. Clicking **Print Preview** will open the preview window to check how your document will look when printed.
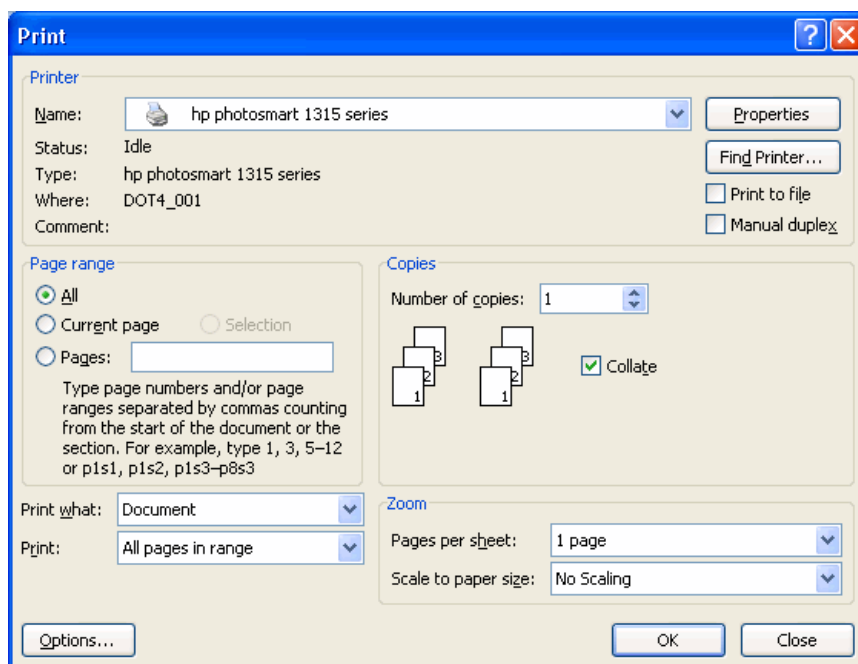


In the **Print** dialog box you will see the same set of options that are available in the **Print** window for *Word 2010*. Here, you can choose your printer and print options, e.g. number of pages and copies, scaling, double or single sided and so on.

## Help resources

Most applications offer a **Help** menu which you can use to remind yourself how to do something or find out something new.  We also offer other more advanced courses and you can find out more and apply for these from *www.gla.ac.uk/services/it/training/*

## Printing documents with images

Use as good a quality image as you can manage to get and is *suitable for the purpose.* For instance very simple images (diagrams, logos, etc) will usually print out fine at low image/file size. Even a small/low size photographic image will be acceptable if its only purpose is to allow the reader to get a general idea of what something looked like.

However if it is important to show detail – e.g. where an image represents evidence in a report or dissertation – then a good quality image (and consequently a large file size) must used and this can present problems. A document with several large sized images may be slow to save or open and can take a long time to print. *Please take this into consideration if you are sharing a printer with others (i.e. when using an on-campus cluster PC).*

**You can reduce file size:** by **cropping the image** to focus on the part relevant to your discussion, by **reducing its file size** or a combination of both. *But you should do this using an image-editing application.* One is available on the CSCE, named ***IrfanView***. There is a brief introduction to using this (and more advice on using images) at the IT Training Moodle page: access this from ***http://services.moodle.gla.ac.uk/course/view.php?id=24***

*If you crop or resize an image using Word's picture editing features all you do is change the view of the image – it still exists (at full file size) – and the picture can always be restored to its original version. You can use Word's* **Compress Pictures** *option to reduce file space taken up by images in a Word document. This is most effective where you have a lot of images and if some are cropped – you can choose to deleted cropped areas.*