



Brush Up Your Office Word



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EEM 1003 Computer Programming I

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Abstract

In this lecture, it has been aimed to present practical information related to the Office Word for undergraduate students. For this purpose, fundamental subjects are explained in detail with pictures.

Table of Contents

This section should begin on a new page. Microsoft Word® has an automated table of contents (TOC) feature under the "References" menu. For this feature to work, you must use the preset heading styles (which you can modify). However, you can also generate a table of contents manually. The TOC is the last element of the report to be completed. If changes are made after the TOC is created, be sure to update to TOC as well.

Table of Contents

Abstract	3
Table of Contents	4
List of Figures	6
List of Tables	7
1 Introduction	8
2 How to construct Table of Contents Section.....	8
2.1 Determine the Main and SubHeadings and Change their Specifications	8
2.2 Create and Update Table of Contents.....	13
2.2.1 Create Table of Contents	13
2.2.2 Update Table of Contents.....	14
3 Add Section in Word	17
3.1 Adding Picture, Table	17
3.2 Adding header or footer.....	18
4 Page Layout	20
5 Math Formulations	21
6 Adding Figure Captions Lists	23

7	Adding Table Caption.....	26
8	Follow Changes in a Document and Add Comment Bubble	27
9	Mendeley Reference Programme.....	29
10	Referencing	31
	Appendix A: Place the title of appendix here	36

List of Figures

This section should begin on a new page. Microsoft Word® has an automated feature under the "References" menu called "Insert Table of Figures." For this feature to work, all figures must have a caption. This should be one of the last pages to be completed. Some examples follow:

Şekil 1: Adding First Order Heading.....	9
Şekil 2:Adding 2nd and 3rd Order Headings.....	12

List of Tables

This section should begin on a new page. Microsoft Word® has an automated feature under "Insert Table of Figures." Change the caption label from "figure" to "table." For this feature to work, all tables must have a caption. This should be one of the last pages to be completed. Some examples follow:

Tablo 1: Table Example.....	27
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1 Introduction

This section should begin on a new page. This should use "Heading 1" style font settings for the heading, then "Normal" style for the content.

2 How to construct Table of Contents Section

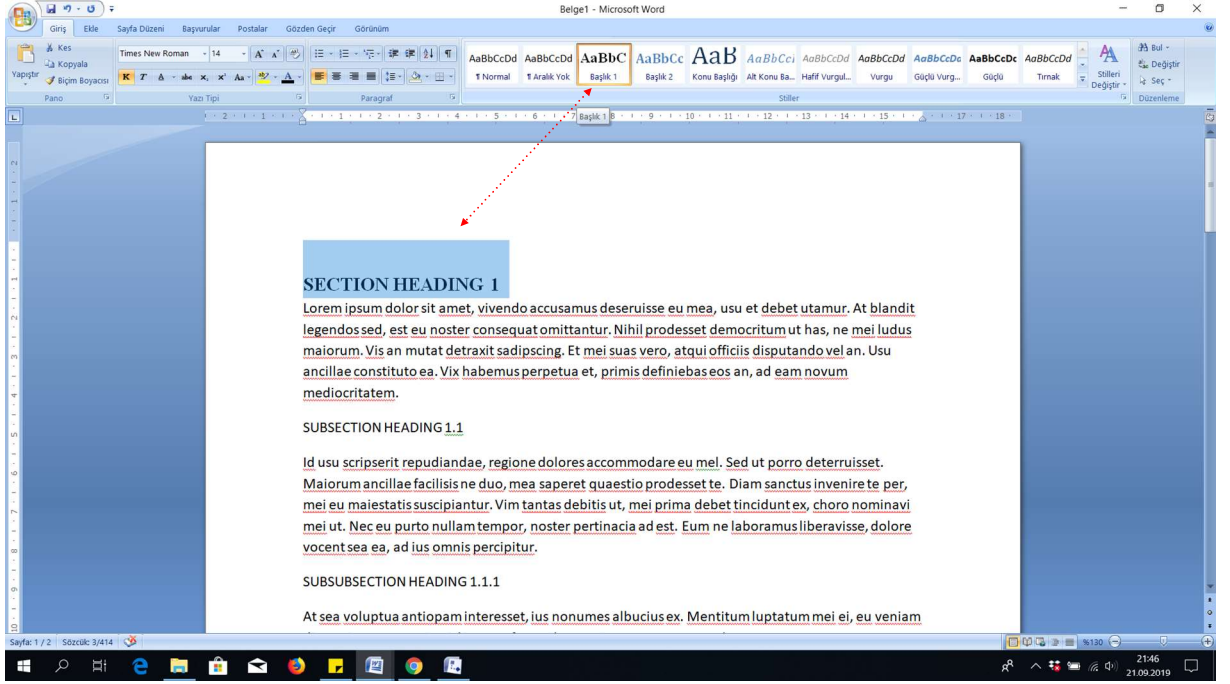
This section does not begin on a new page and should use "Heading 1" style font settings for the heading, then "Normal" style for the content.

2.1 Determine the Main and SubHeadings and Change their Specifications

Subheadings are sections beneath headings. These sections should use "Heading 2" style font settings.

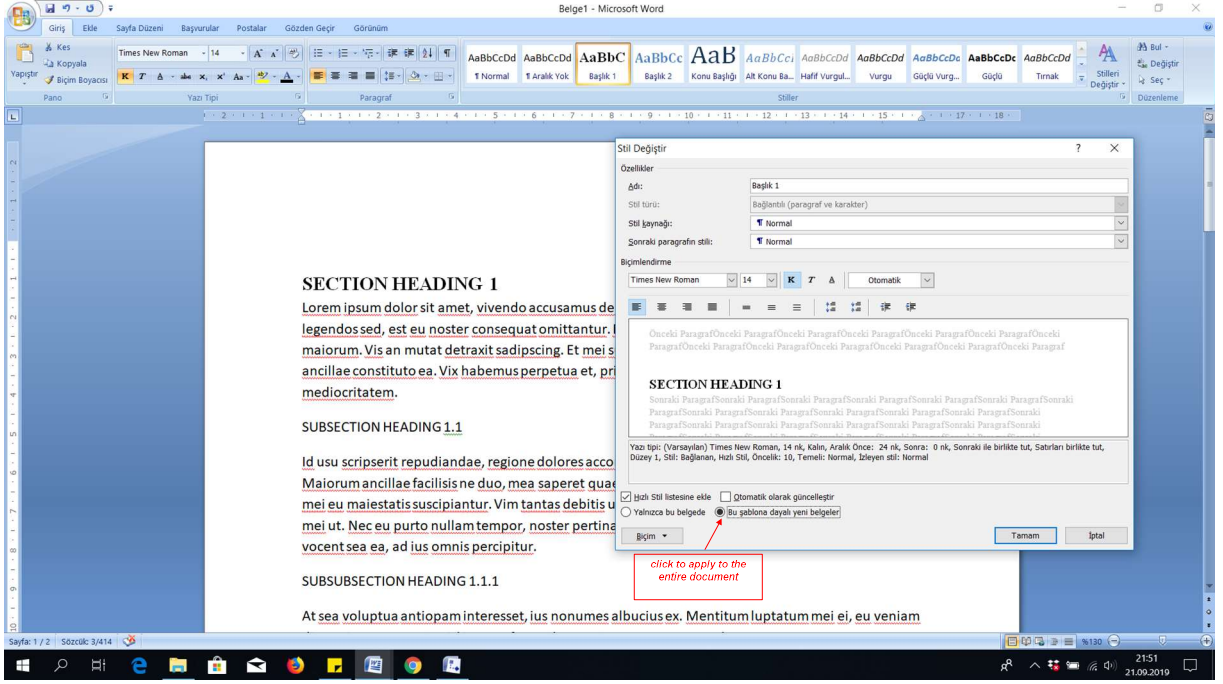
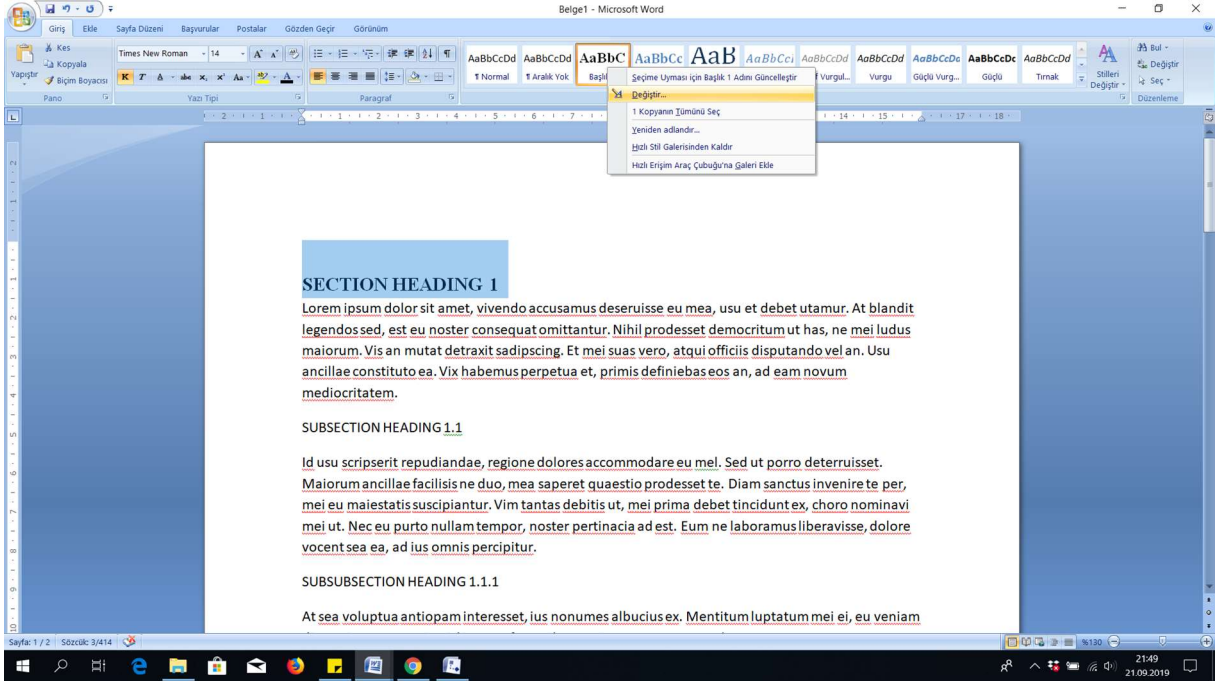
Subheadings and sub-subheadings are not mandatory. However, if there is one subheading, there must be at least a second subheading. Otherwise, there is no reason for the subdivisions under the primary headings.

Step 1: Mark the main headings.

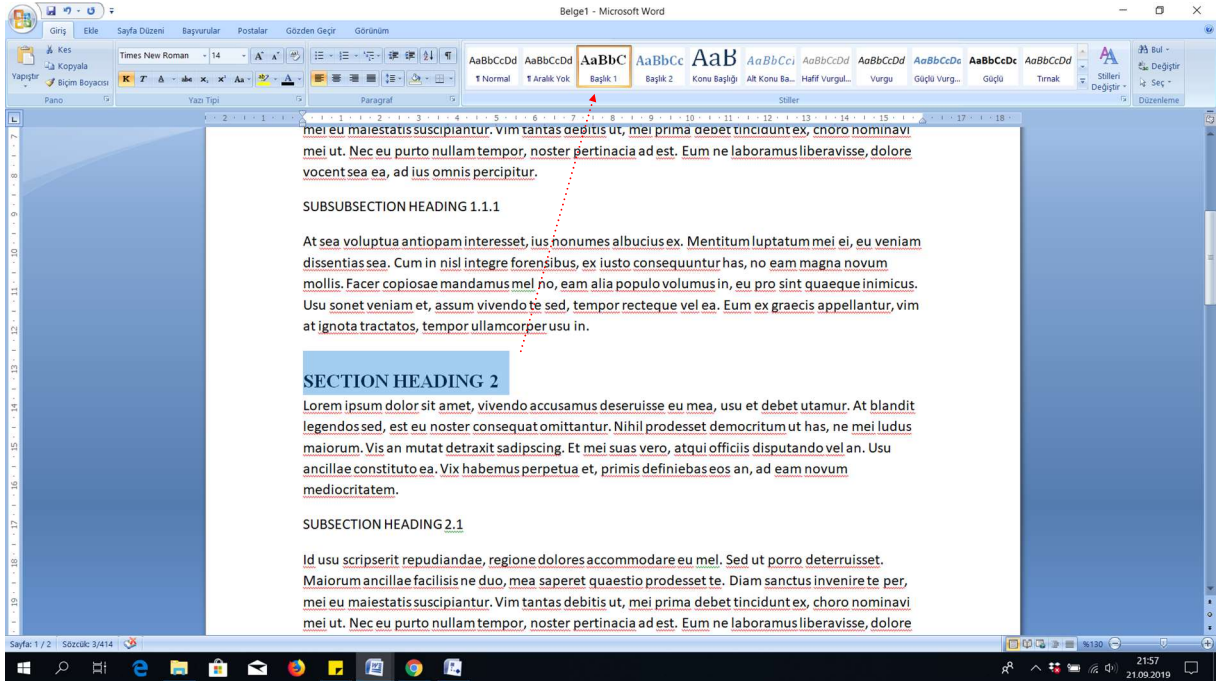


Şekil 1: Adding First Order Heading

Step 2: Determine and change the characteristics of heading (colour, bold, italic etc) as desired.

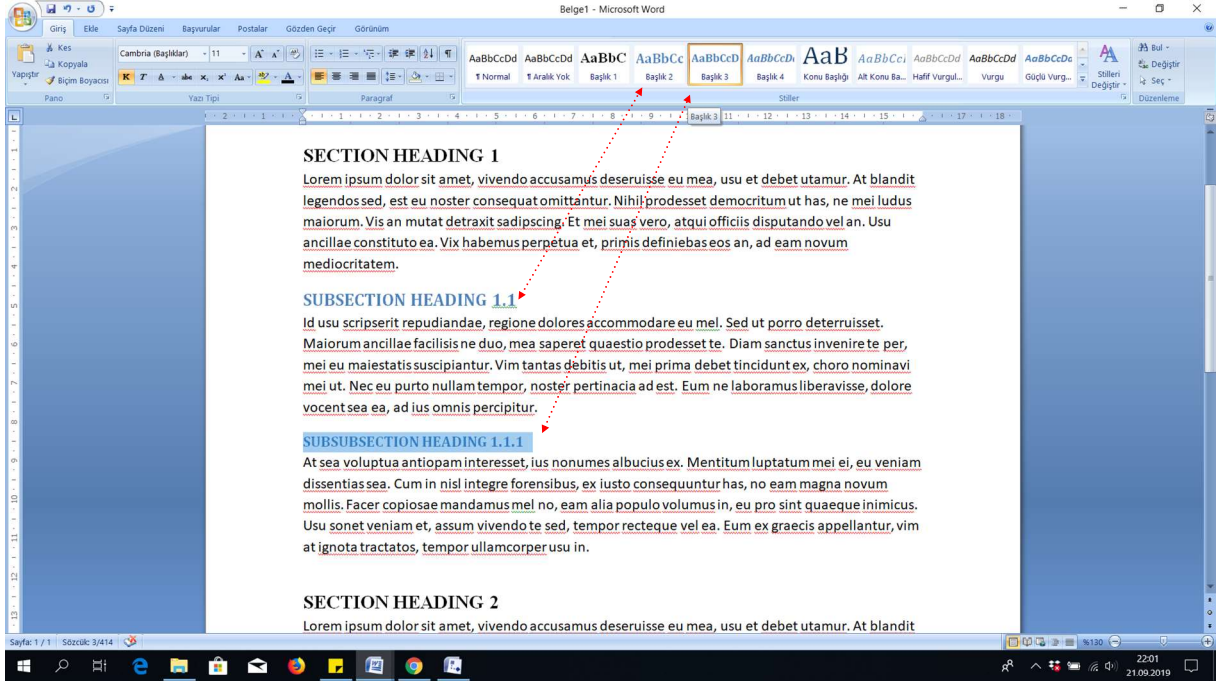


Step 3: Apply for all Section Headings

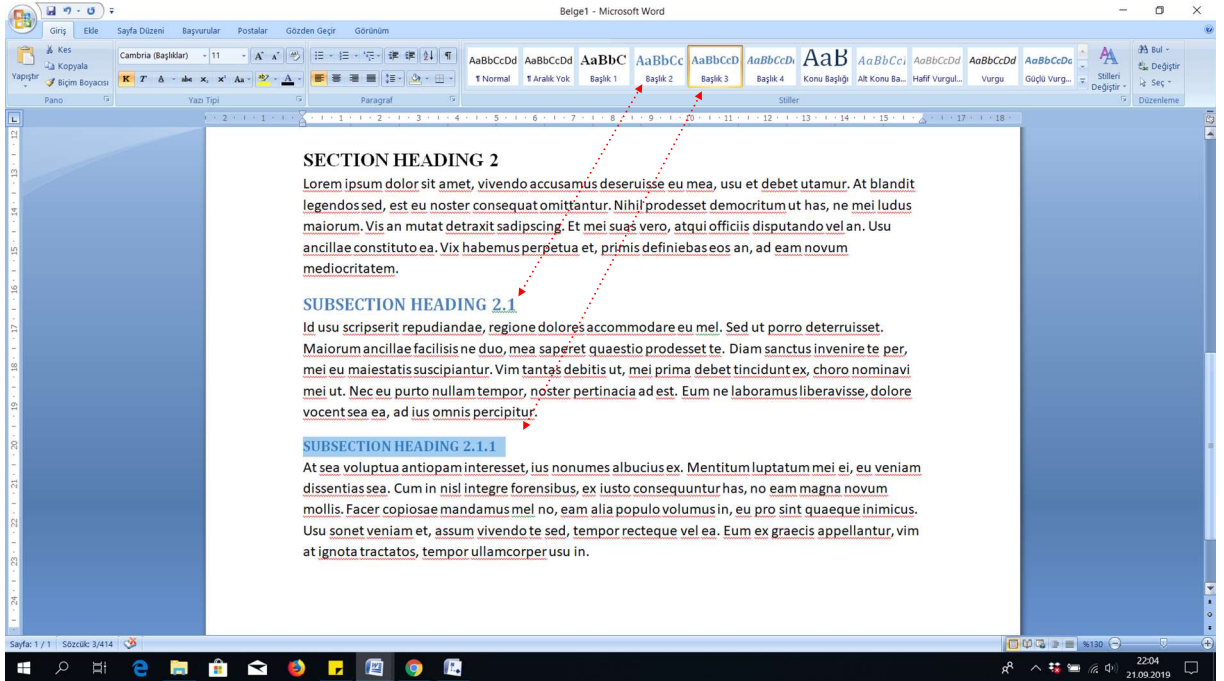


Step 4:

- Mark the sub- headings.(2nd order and 3th order)
- Determine and change the characteristics of heading (colour, bold, italic etc) as desired.
- Apply for all sub-section Headings



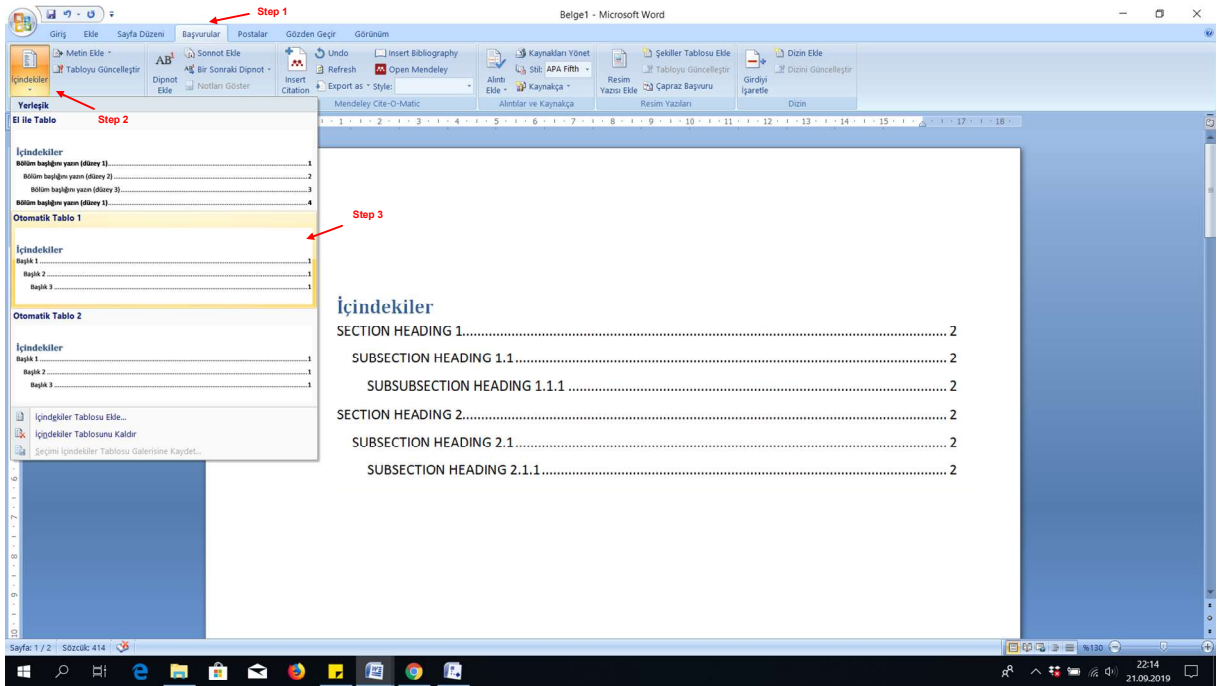
Şekil 2: Adding 2nd and 3rd Order Headings



2.2 Create and Update Table of Contents

2.2.1 Create Table of Contents

Click the table of contents as follows as illustrated in Figure using 3 step



2.2.2 Update Table of Contents

In the case of new headings and subheadings, it is required to update the table of contents as follows:

Let us consider a new section with subsections are added as follows:

SECTION HEADING 3

Lorem ipsum dolor sit amet, vivendo accusamus deseruisse eu mea, usu et debet utamur. At blandit legendos sed, est eu noster consequat omittantur. Nihil prodesset democritum ut has, ne mei ludus maiorum. Vis an mutat detraxit sadipscing. Et mei suas vero, atqui officiis disputando vel an. Usu ancillae constituto ea. Vix habemus perpetua et, primis definiebas eos an, ad eam novum mediocritatem.

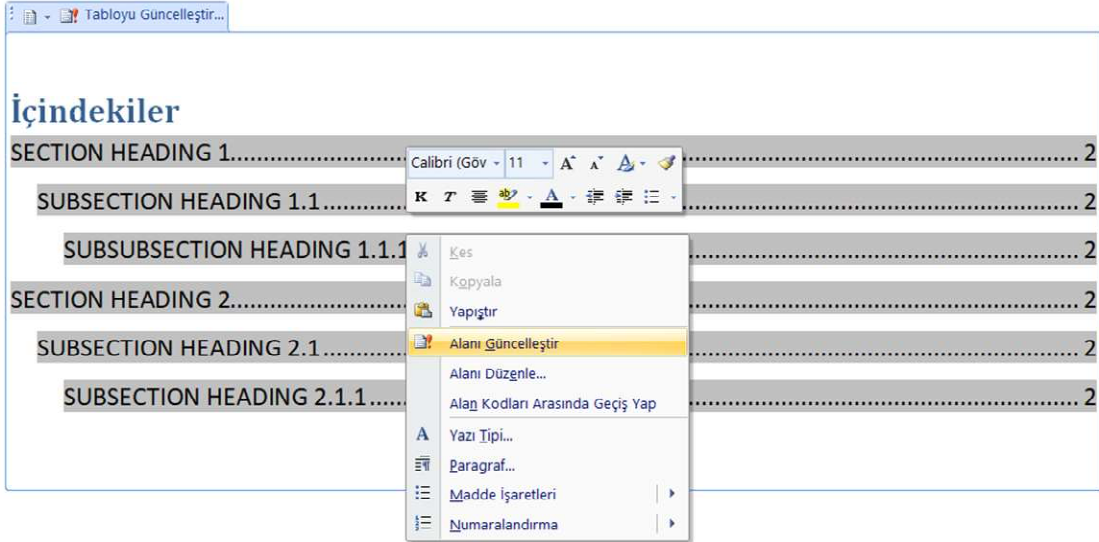
SUBSECTION HEADING 3.1

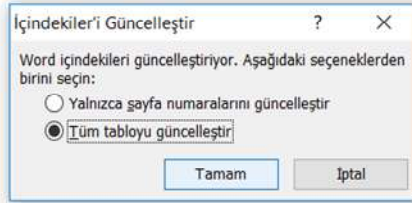
Id usu scripserit repudiandae, regione dolores accommodare eu mel. Sed ut porro deterruisset. Maiorum ancillae facilis ne duo, mea saperet quaestio prodesset te. Diam sanctus invenire te per, mei eu maiestatis suscipiantur. Vim tantas debitis ut, mei prima debet tincidunt ex, choro nominavi mei ut. Nec eu purto nullam tempor, noster pertinacia ad est. Eum ne laboramus liberavisse, dolore vocent sea ea, ad ius omnis percipitur.

SUBSECTION HEADING 3.1.1

At sea voluptua antiopam interesset, ius nonumes albucius ex. Mentitum luptatum mei ei, eu veniam dissentias sea. Cum in nisl integre forensibus, ex iusto consequuntur has, no eam magna novum mollis. Facer copiosae mandamus mel no, eam alia populo volumus in, eu pro sint quaeque inimicus. Usu sonet veniam et, assum vivendo te sed, tempor recteque vel ea. Eum ex graecis appellantur, vim at ignota tractatos, tempor ullamcorper usu in.

Click right botton of mouse and update the region at table of constents section.





Tabloyu Güncelleştir...

İçindekiler

SECTION HEADING 1.....	2
SUBSECTION HEADING 1.1.....	2
SUBSUBSECTION HEADING 1.1.1	2
SECTION HEADING 2.....	2
SUBSECTION HEADING 2.1.....	2
SUBSECTION HEADING 2.1.1.....	2

Thus, the contents can be updated as follows.

Tabloyu Güncelleştir...

İçindekiler

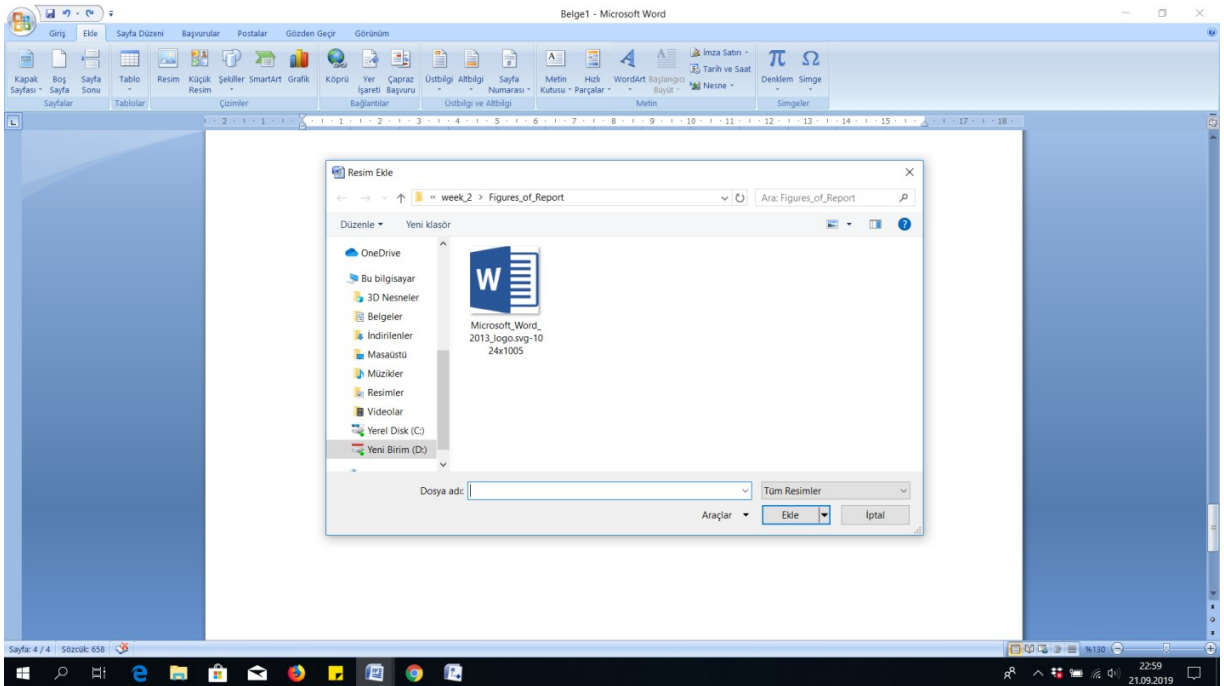
SECTION HEADING 1.....	2
SUBSECTION HEADING 1.1.....	2
SUBSUBSECTION HEADING 1.1.1	2
SECTION HEADING 2.....	3
SUBSECTION HEADING 2.1.....	3
SUBSECTION HEADING 2.1.1.....	3
SECTION HEADING 3.....	3
SUBSECTION HEADING 3.1.....	3
SUBSECTION HEADING 3.1.1.....	3

3 Add Section in Word

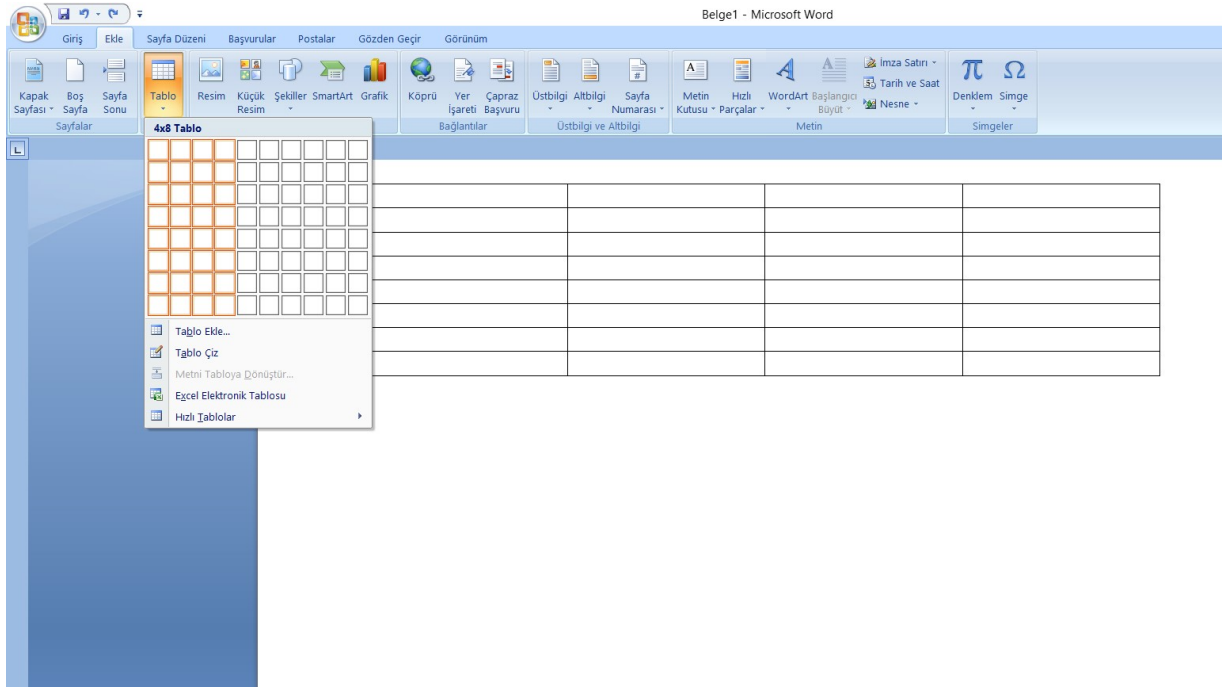
In this section, the ADD section of the word is examined to learn how to add picture, header, footer, table etc.

3.1 Adding Picture, Table

It is possible to add figures from folders as follows

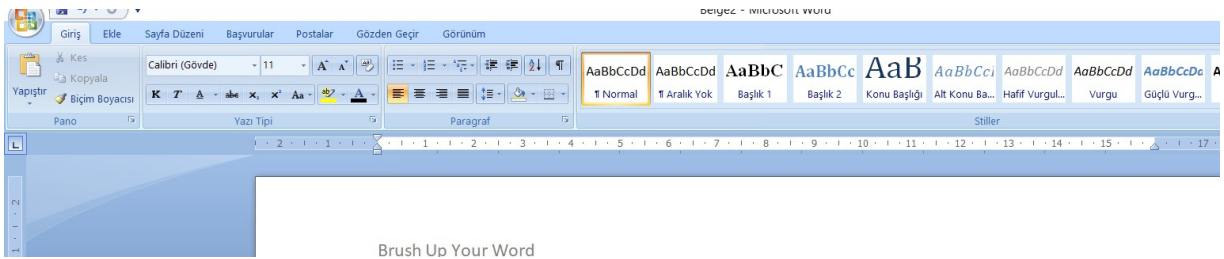
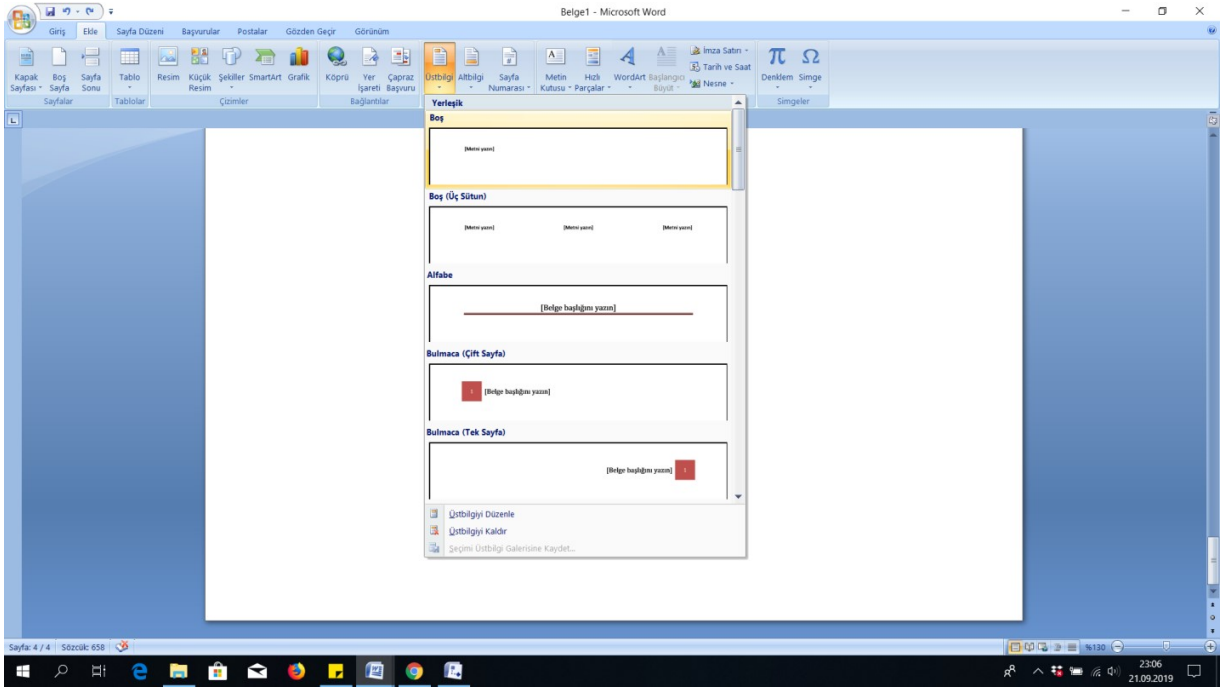


It is possible to create a table with the desired number of rows and columns.

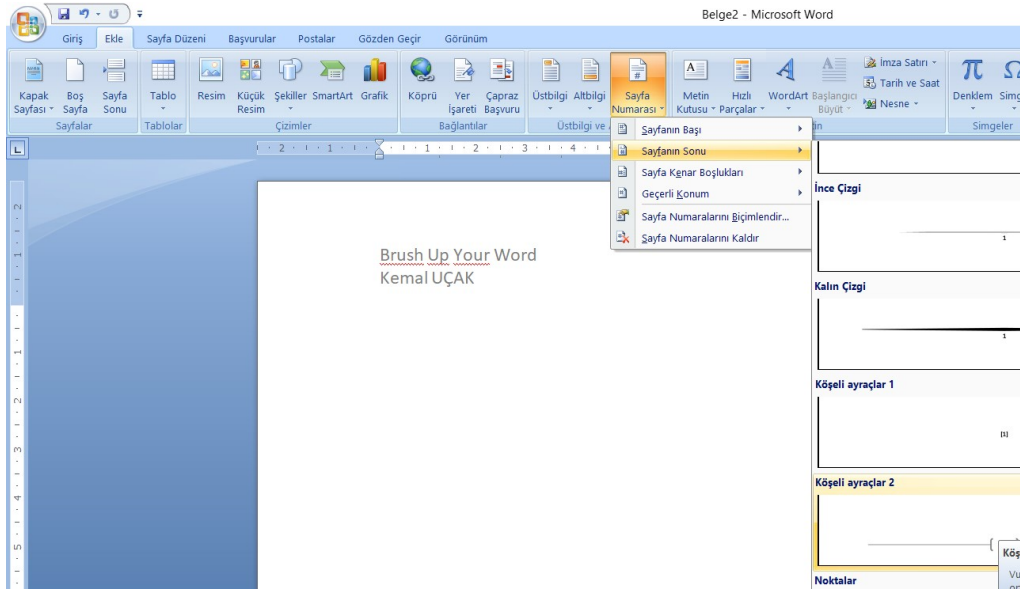


3.2 Adding header or footer

The running titles can be added to the documents using header section as follows:



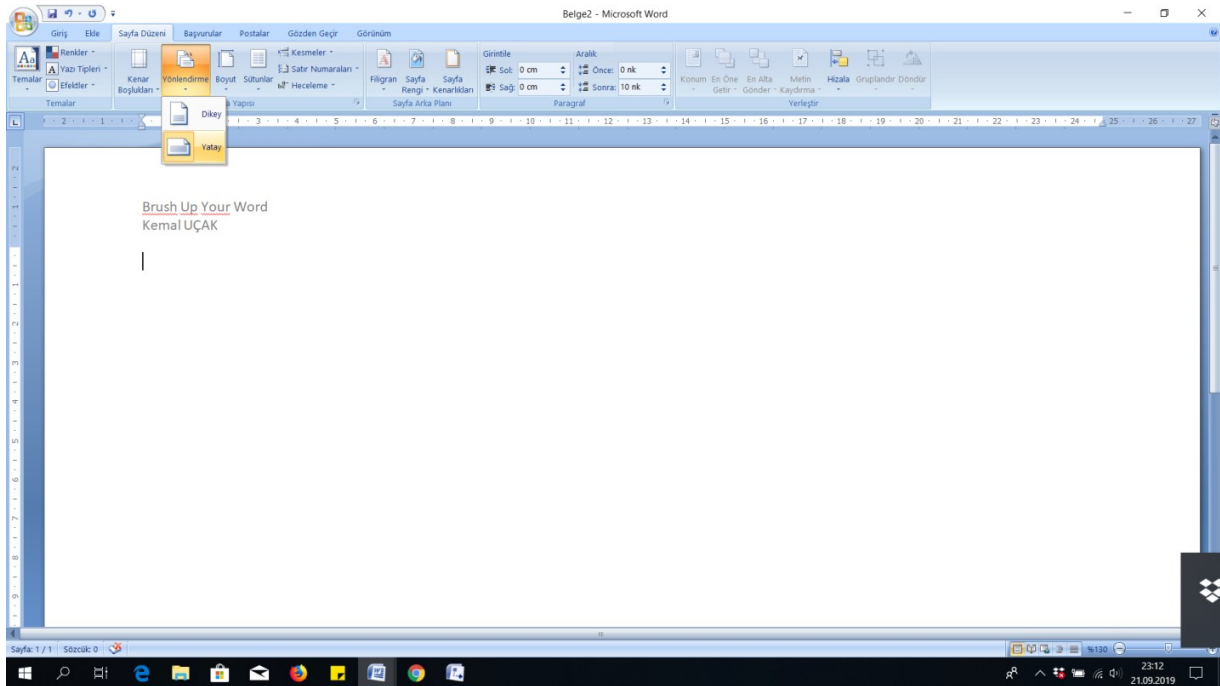
Page number can be added as follows:

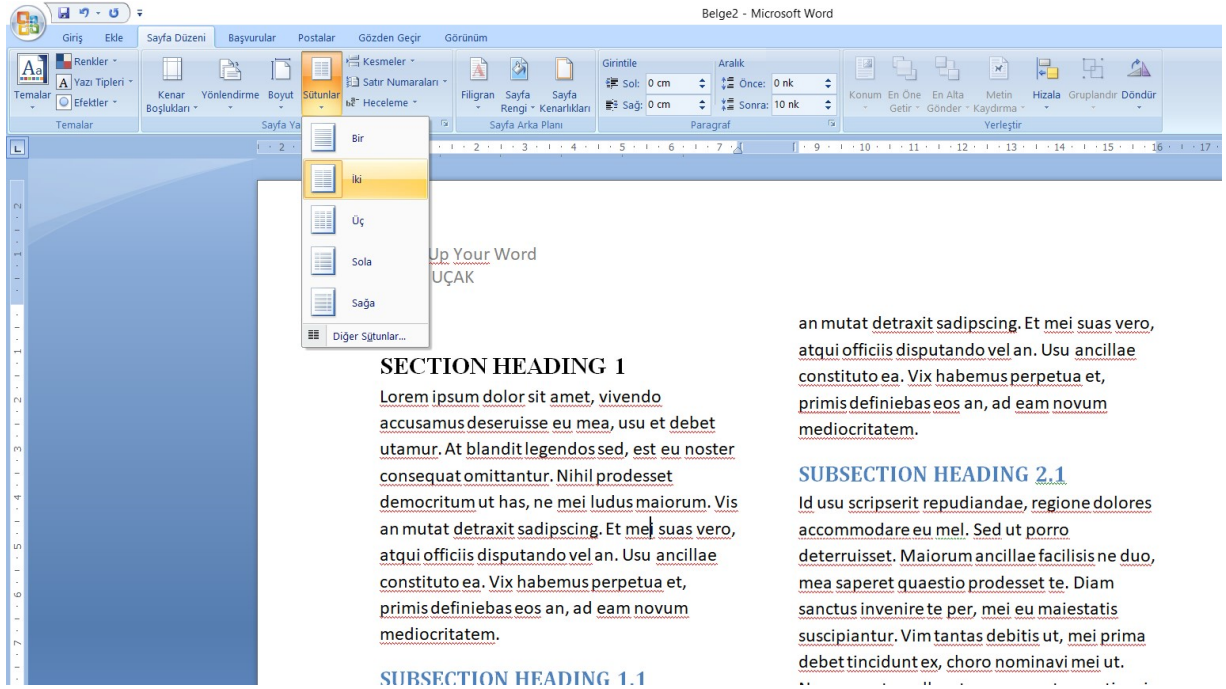


. This section does not begin on a new page and should use "Heading 1" style font settings for the heading, then "Normal" style for the content.

4 Page Layout

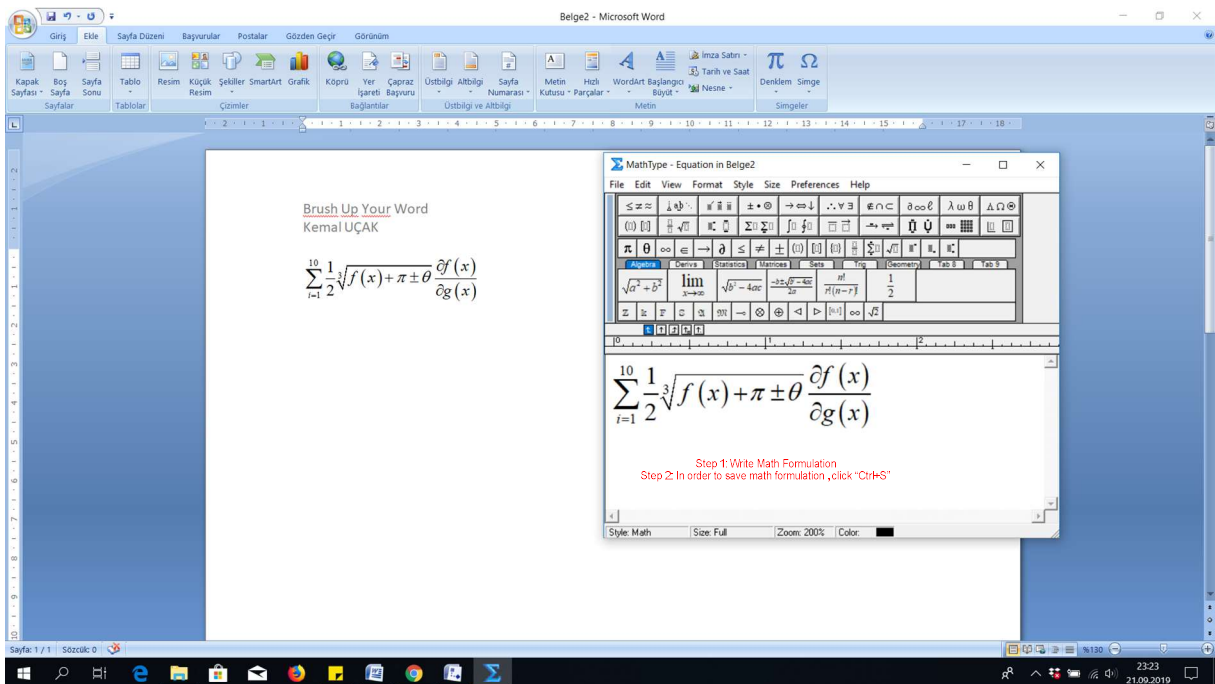
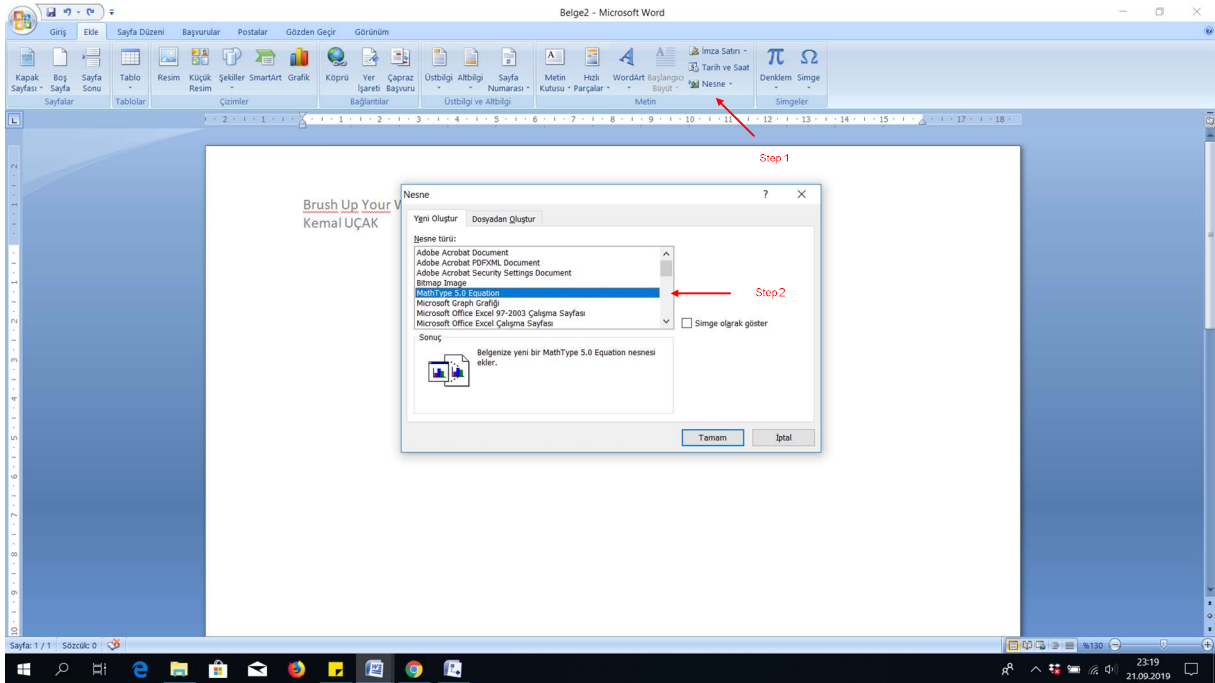
The page can be rotated and more column can be used in a documents.



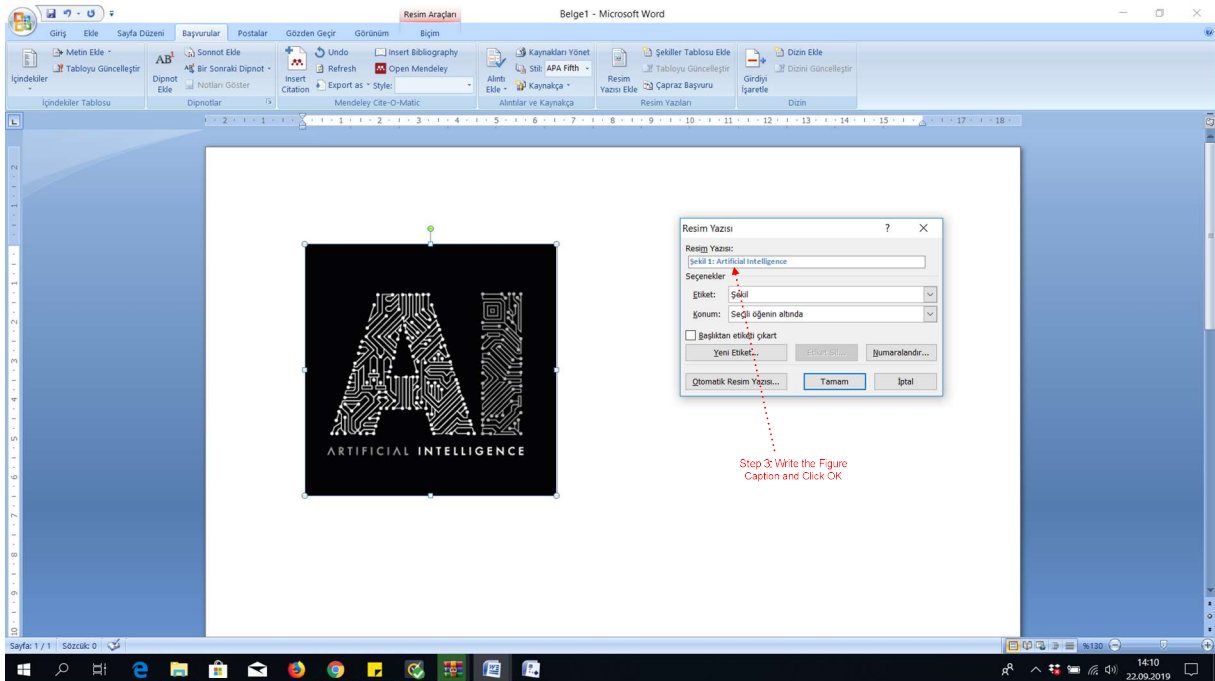
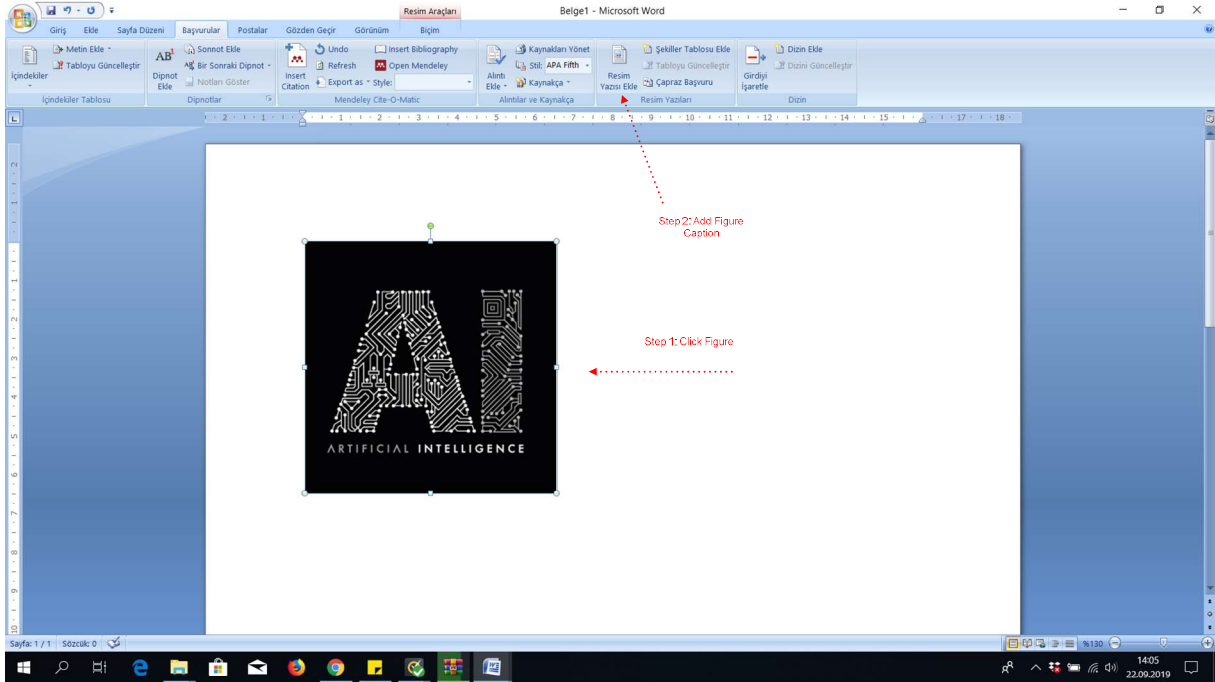


5 Math Formulations

In order to add mathematical formulations, the palette of the word can be utilized. However, in place of word palette, MathType can be used. For this purpose, firstly, it is required to upload MathType programme. In order to reach MathType interface, it is required to use ADD section of WORD.



6 Adding Figure Captions Lists



Belge1 - Microsoft Word

Şekiller Tablosu Ekle

Şekil Tablosu Güncelleştir

Şekil Yazısı Ekle


Çapraz Başvuru

Resim Yazıları

Dizin Ekle

Dizini Güncelleştir

Dizin



Şekil 1: Artificial Intelligence

Step4: Figure Caption is added at the bottom of the Figure

Sayfa: 1 / 1 | Sözcük: 4

14:10
22.09.2019

Belge1 - Microsoft Word

Şekiller Tablosu Ekle

Şekil Tablosu Güncelleştir

Şekil Yazısı Ekle

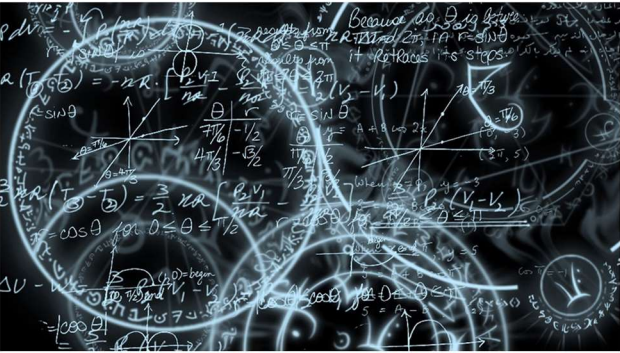
Çapraz Başvuru

Resim Yazıları

Dizin Ekle

Dizini Güncelleştir

Dizin

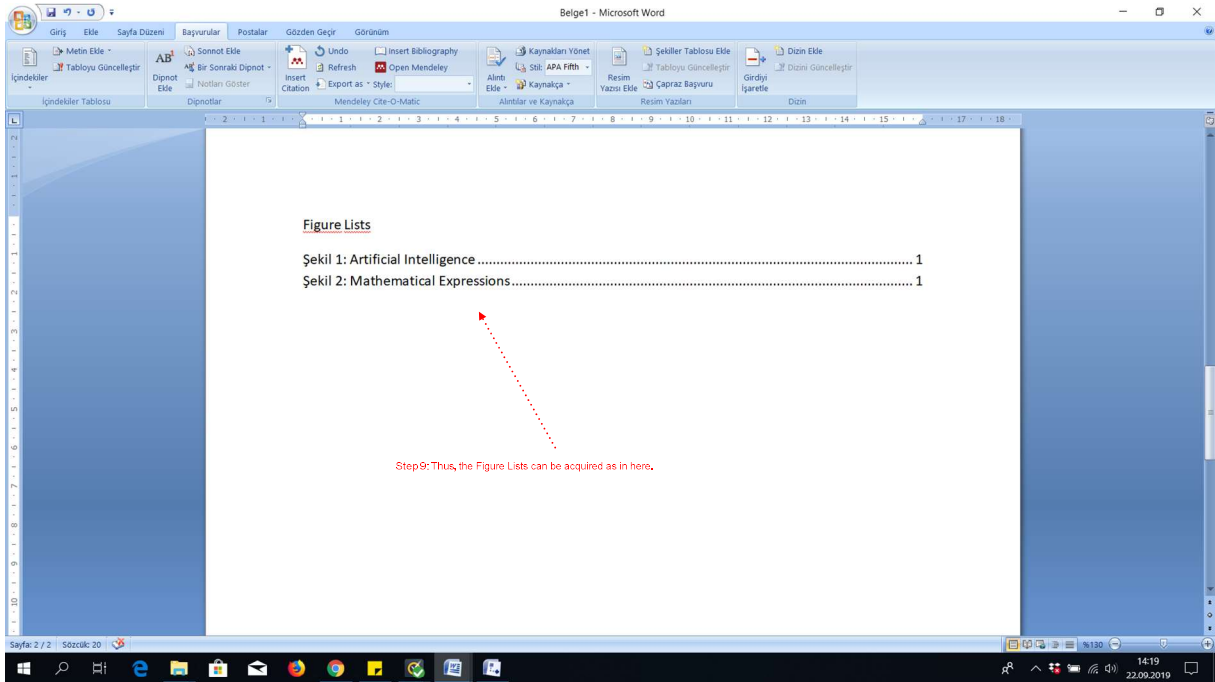
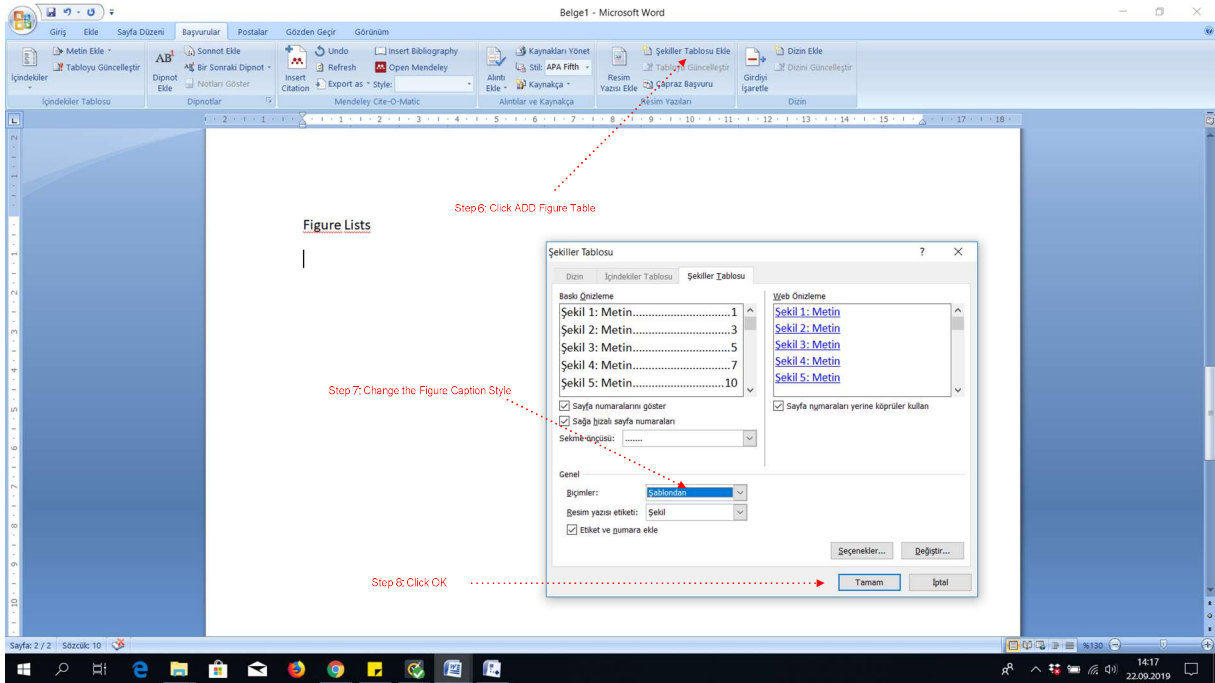


Şekil 2: Mathematical Expressions

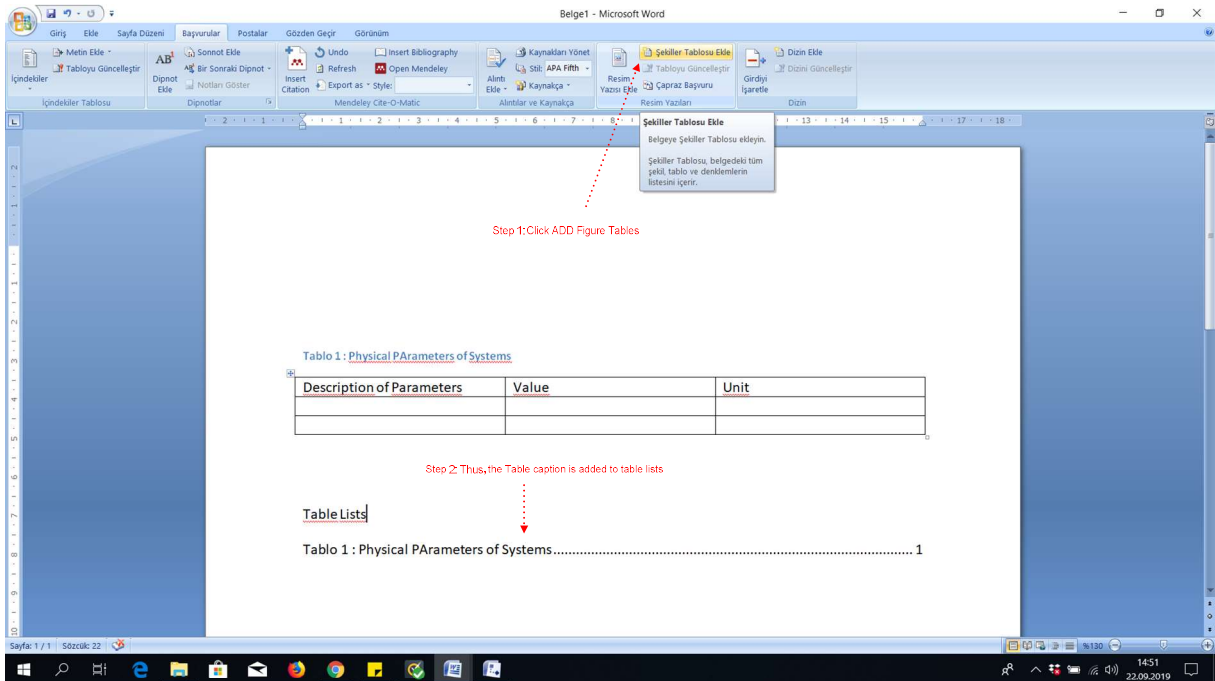
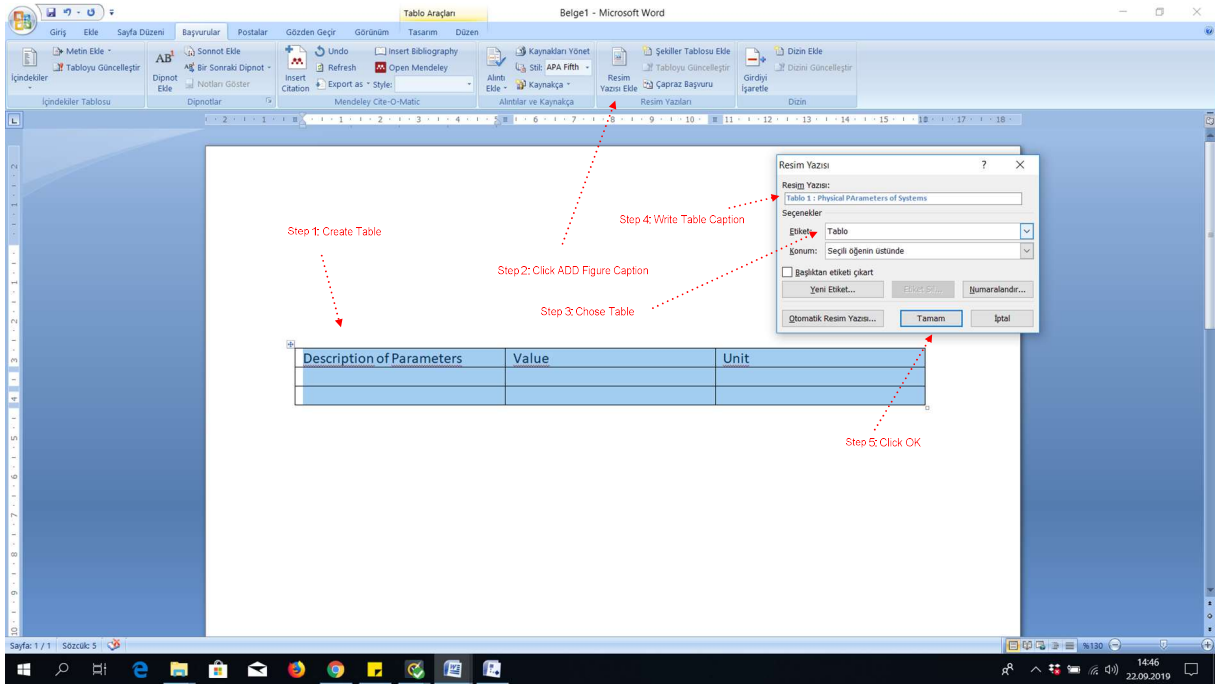
Step 5: Using the same procedure, ADD a new Figure Caption

Sayfa: 1 / 1 | Sözcük: 8

14:12
22.09.2019

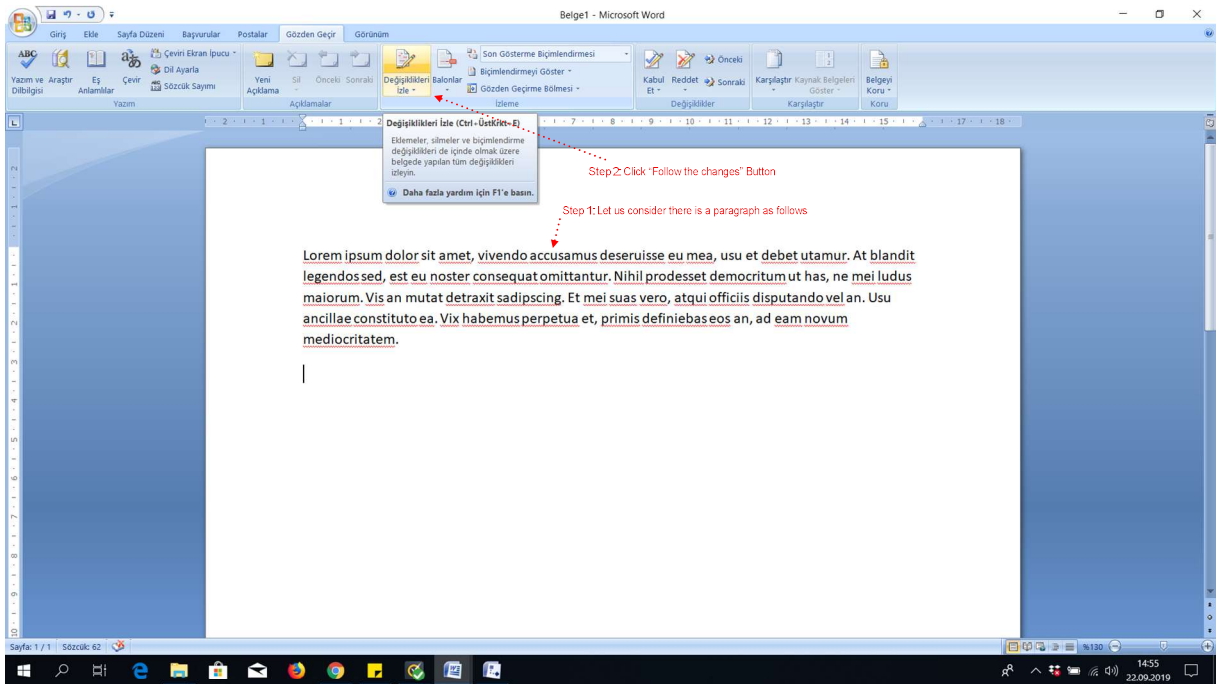


7 Adding Table Caption



Tablo 1: Table Example

8 Follow Changes in a Document and Add Comment Bubble



9 Mendeley Reference Programme

In order to add reference, Mendeley Programme can be used. Firstly, it is required to download and upload Mendeley using the following web address and create an account.



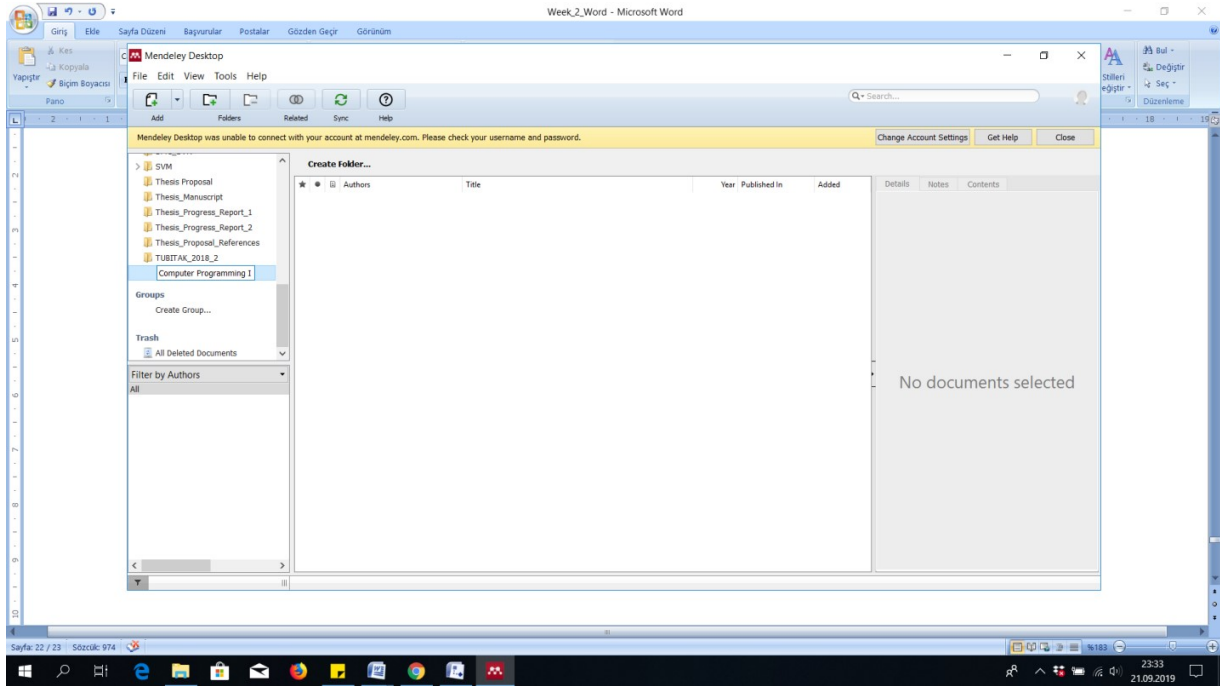
https://www.mendeley.com/?interaction_required=true

Secondly, it is required to connect Mendeley to Word.

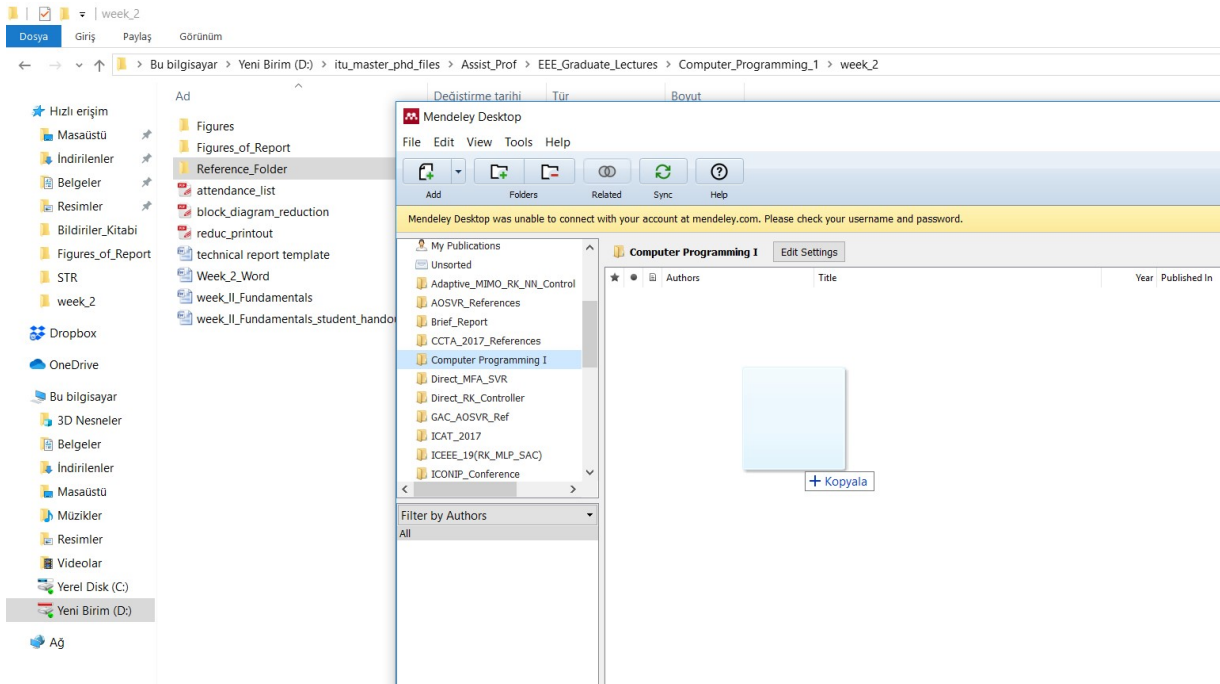
Click Tools → Install MS Word Plugin

The screenshot shows the Microsoft Word interface with the Mendeley Desktop application integrated. The 'Tools' menu is open, and 'Install MS Word Plugin' is highlighted. A yellow banner at the top of the Mendeley window says 'Mendeley Desktop v... at mendeley.com. Please check your username and password.' Below this, there is a table of references. The table has columns for Authors, Title, Year, Published In, and Added. The references listed include works by Xu, Hu, Bu; Hou, Zhongsheng; Huang, Weihu; Iplikci, Serdar; Patel, Rahul; Kumar, Vijay; Liu, Jinkun; Wang, Xinhua; Uçak, Kemal; Günel, Gülay Öke; Iplikci, Serdar; Wang, Yi-Jen; Lin, Chin-Teng; Pan, Yongping; Yang, Chenguang; Pan, Lin; Yu, H...; Cetin, Meric; Iplikci, Serdar; Hagan, Martin T.; Demuth, Howard B.; De Jesu, Orlan...; Iplikci, S; and Roberts, Charles E. The table also shows the year, the journal or conference name, and the date added to the library. The bottom of the screenshot shows the Windows taskbar with the system clock at 23:31 on 21.09.2019.

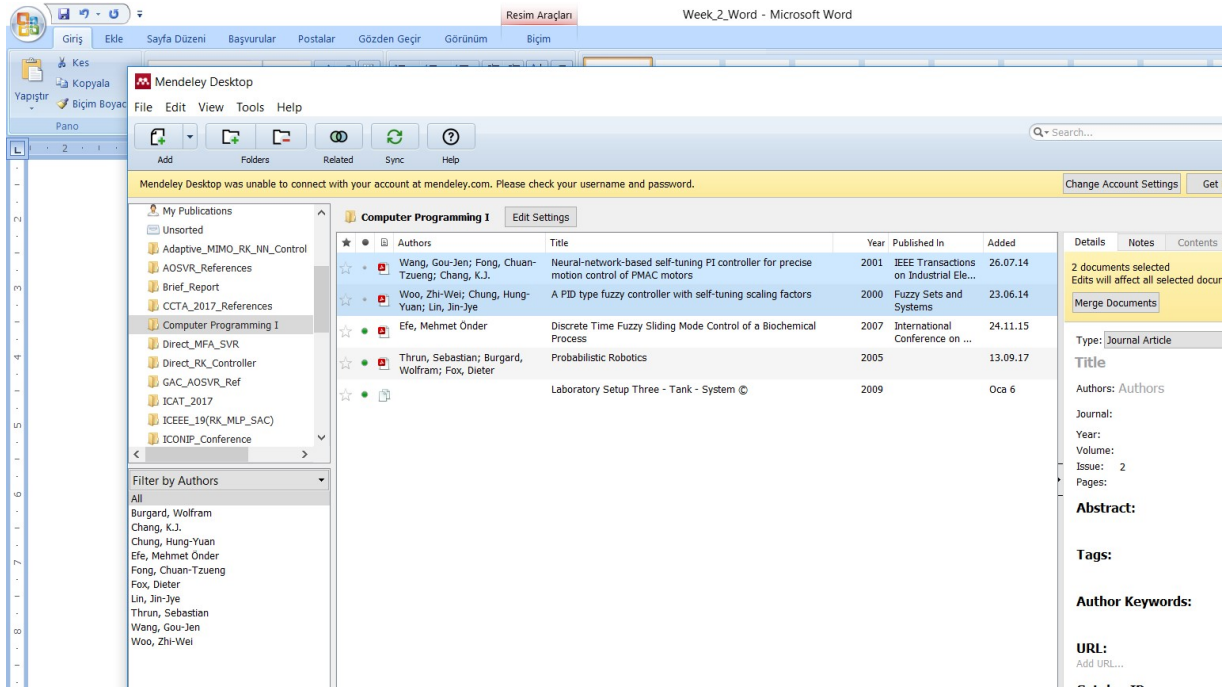
Create Folder to upload required reference articles, books etc.



Drag reference folder to Mendeley interface



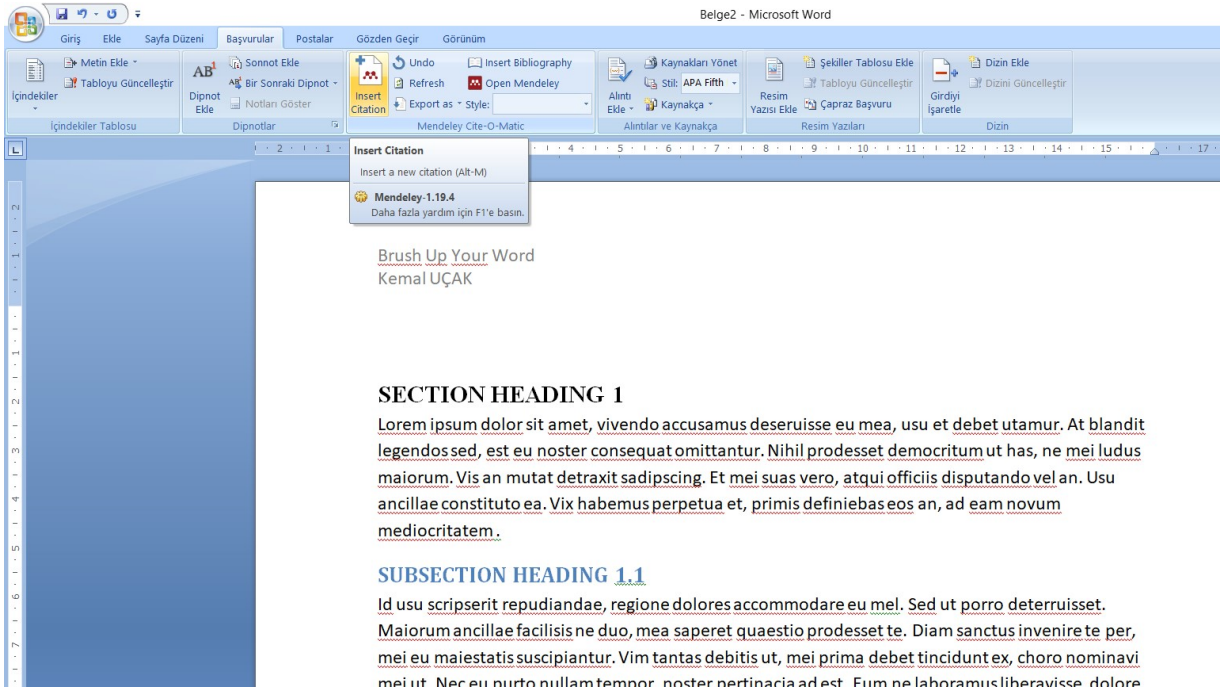
Then, organize the papers in Mendeley depending on their types.



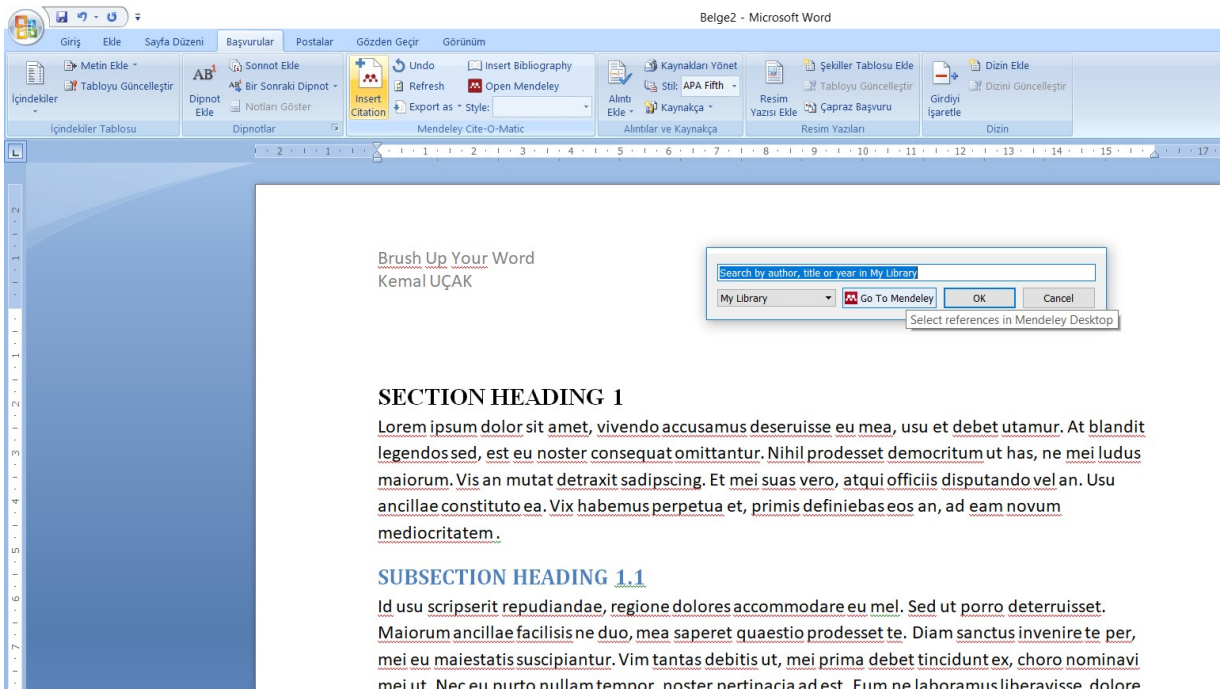
10 Referencing

In order to add a reference to a sentence, the following procedure can be followed.

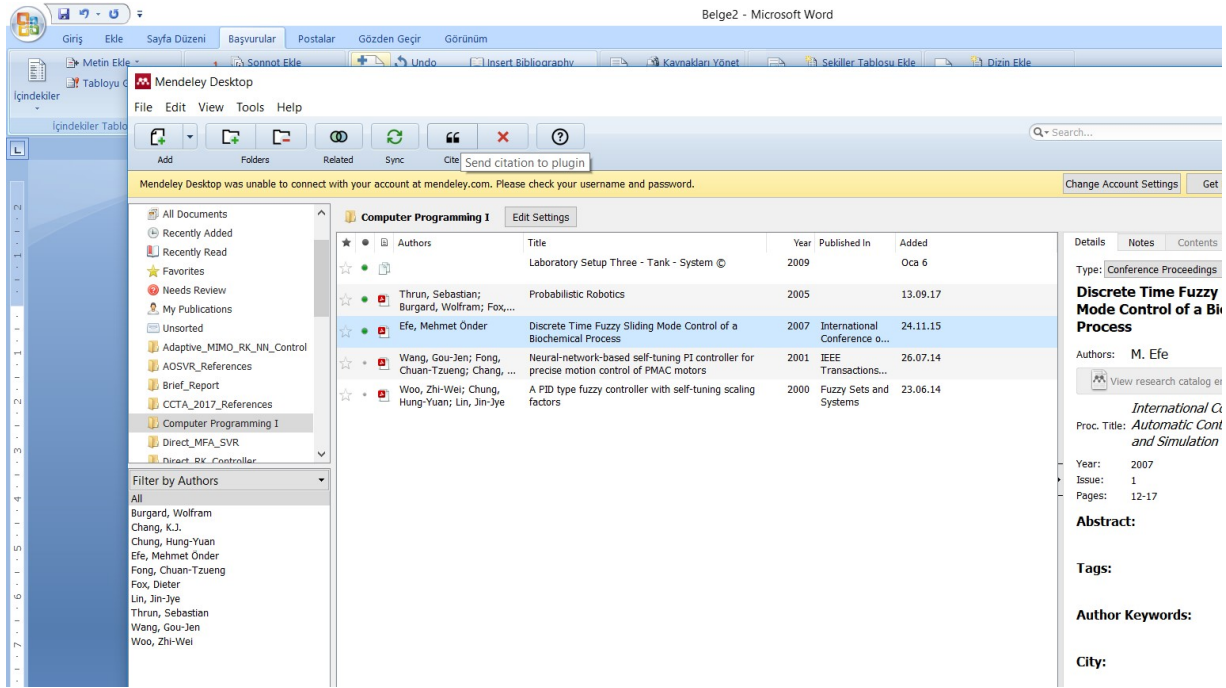
Step 1: Click the cited sentence. Then, Click Insert Citation



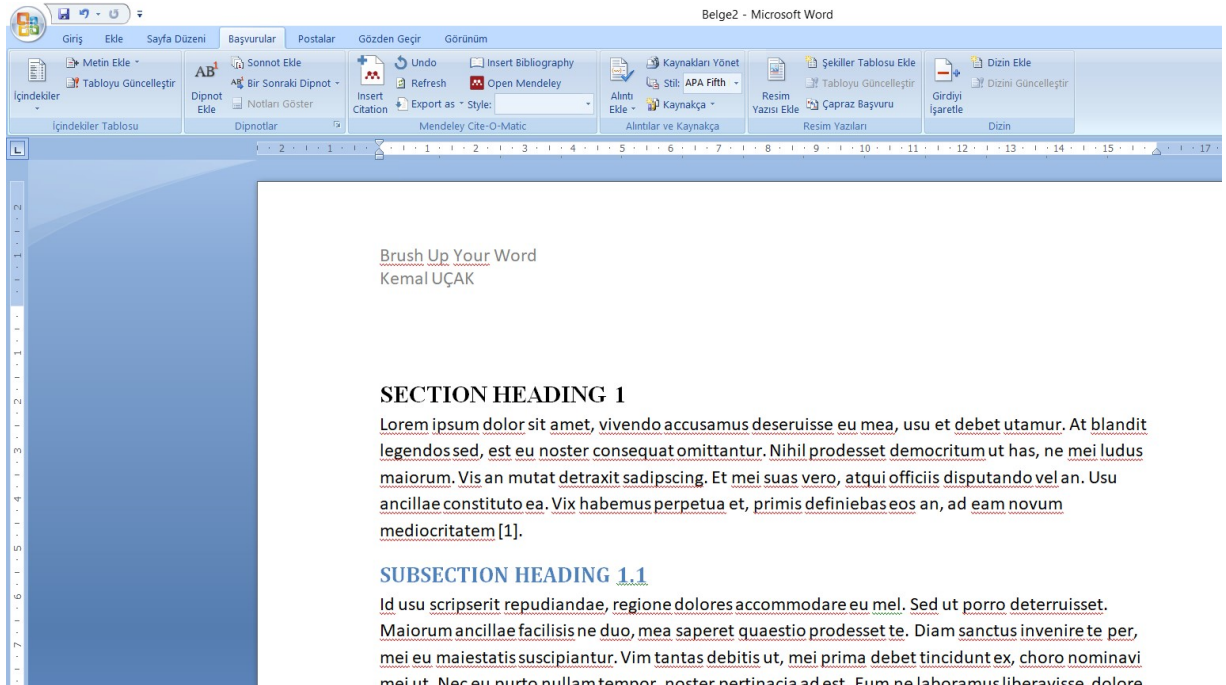
Step 2: Click go to Mendeley

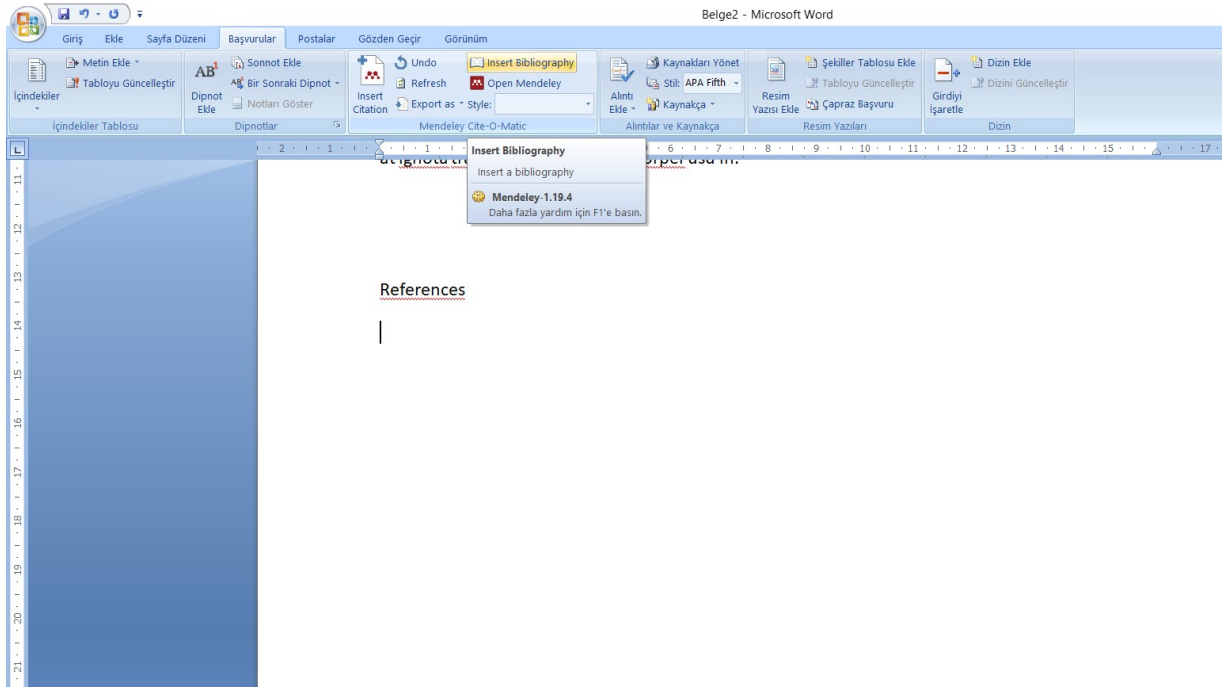


Step 3: Click the article to be cited, and click Cite

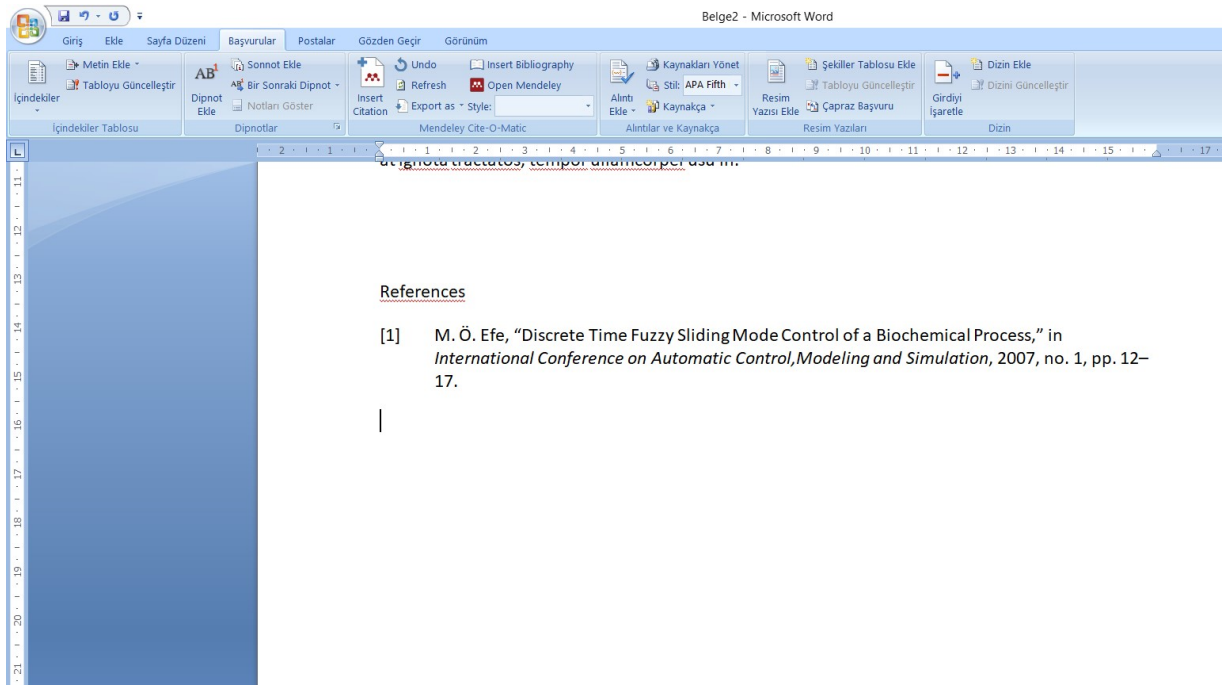


Step 5: The citation number is illustrated as follows:

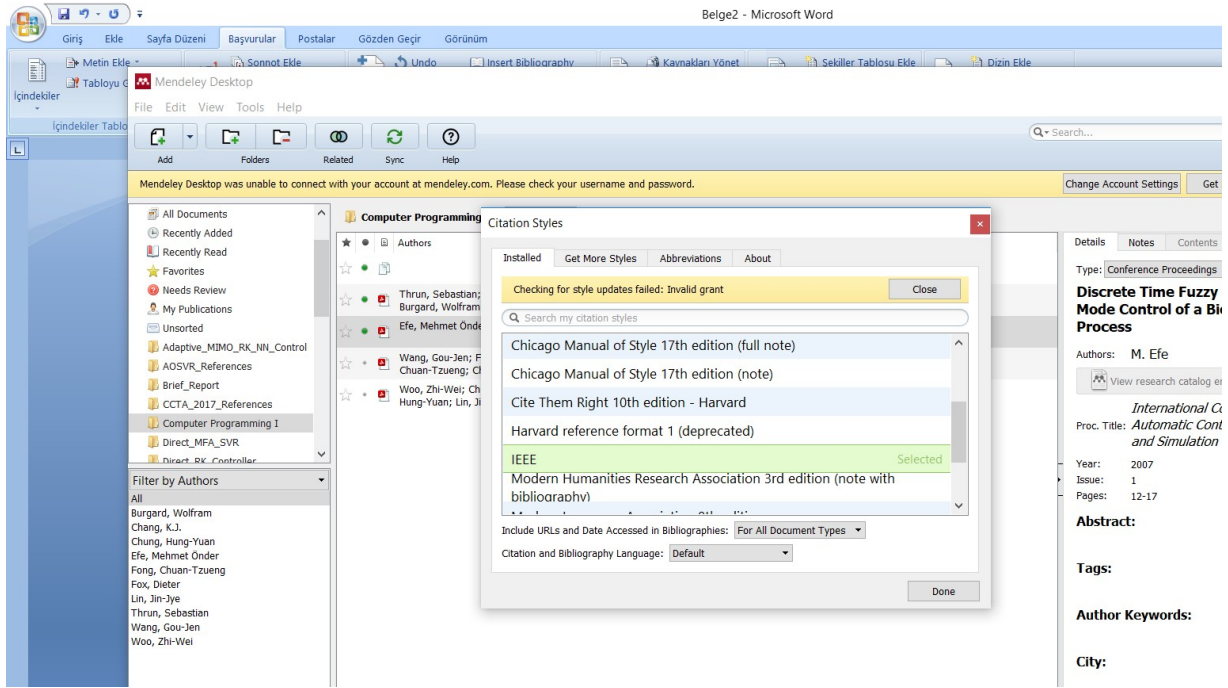




Step 6: Click Insert Bibliography to create Reference section as follows:



Step 7: It is possible to change reference style



This is the last section of the report, prior to any styles appendices. The references should not be double-spaced, but single-spaced. For a technical report, use the CSE style.

- [1] Reference 1 information.
- [2] Reference 2 information.
- [3] Reference 3 information.

Appendix A: Place the title of appendix here

Provide appropriate appendices as necessary. Each appendix should begin on a new page.