

# Brush Up Your Office Word



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EEM 1003 Computer Programming I

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Muğla

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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<sup>®</sup> 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.

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# List of Figures

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"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

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## List of Tables

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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:

ablo 1: Table Example27
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### 1 Introduction

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## 2 How to construct Table of Contents Section

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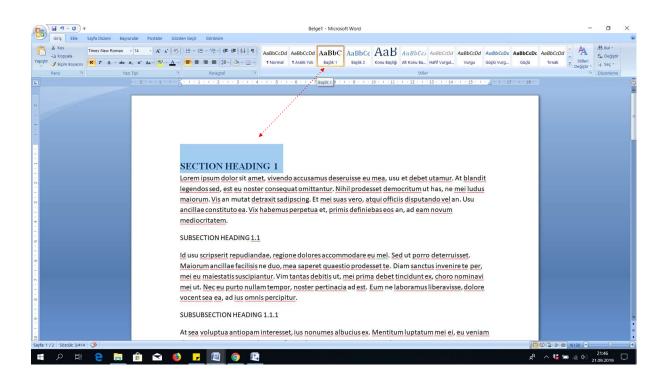
## 2.1 Determine the Main and SubHeadings and Change their Specifications

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.

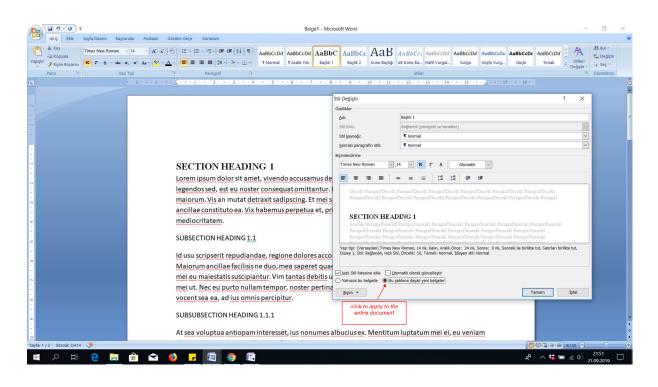
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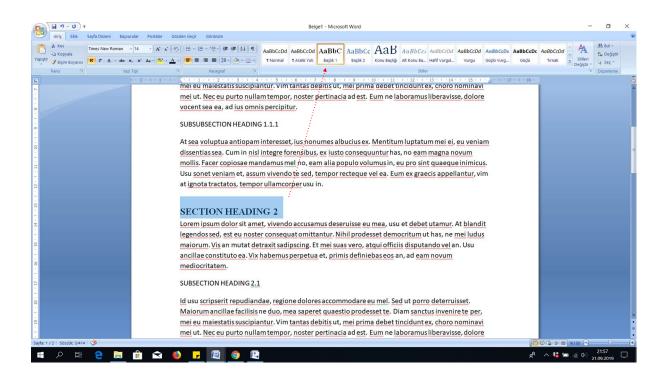
Şekil 1: Adding First Order Heading

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

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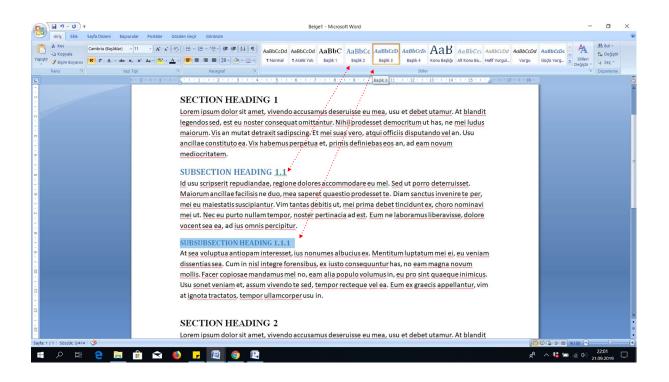


Step 3: Apply for all Section Headings

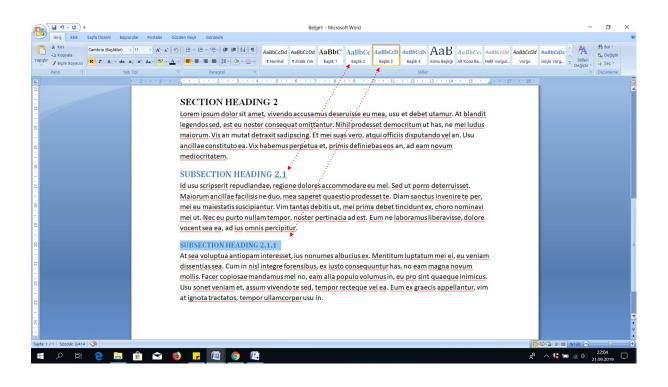


#### Step 4:

- Mark the sub- headings.(2<sup>nd</sup> 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

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## 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**

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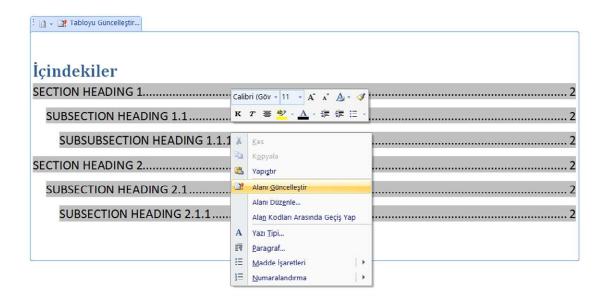
### SUBSECTION HEADING 3.1

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Thus, the contents can be updated as follows.

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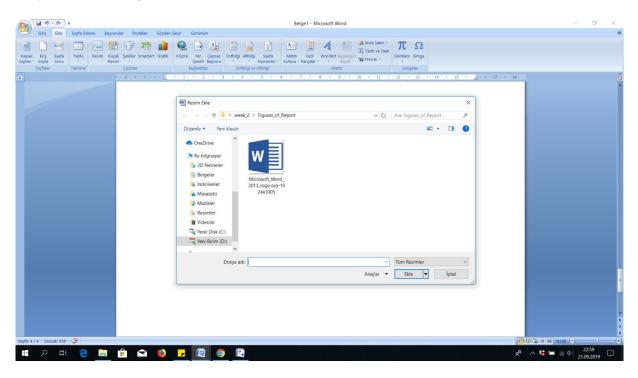
### 3 Add Section in Word

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

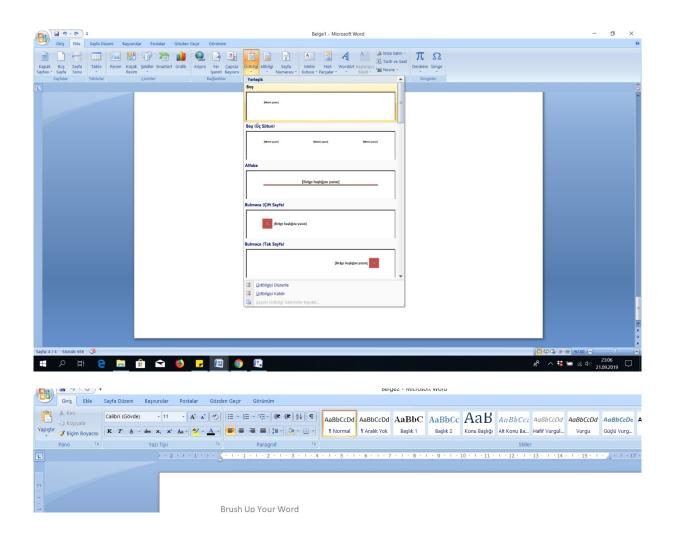


It is possible to create a table with the desired number of rows and columns.

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# 3.2 Adding header or footer

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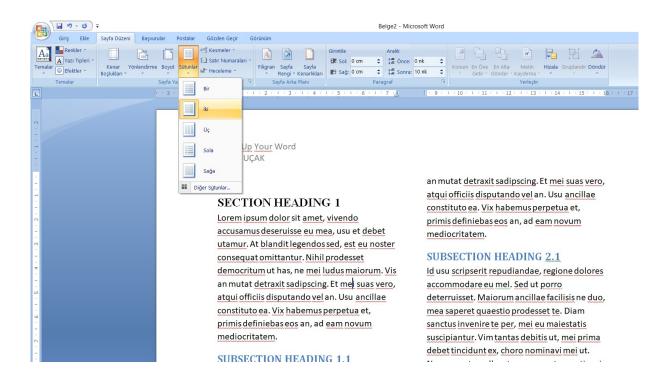
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## 4 Page Layout

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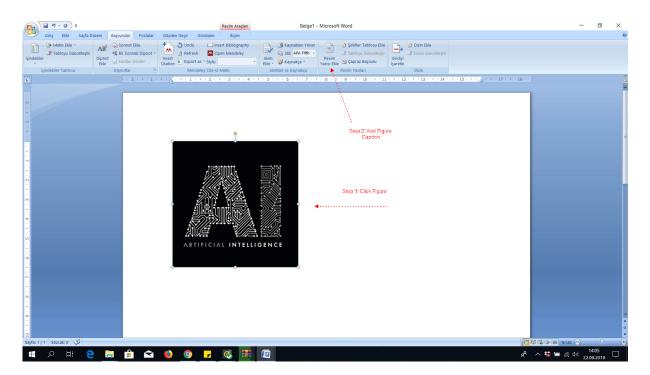


### 5 Math Formulations

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.

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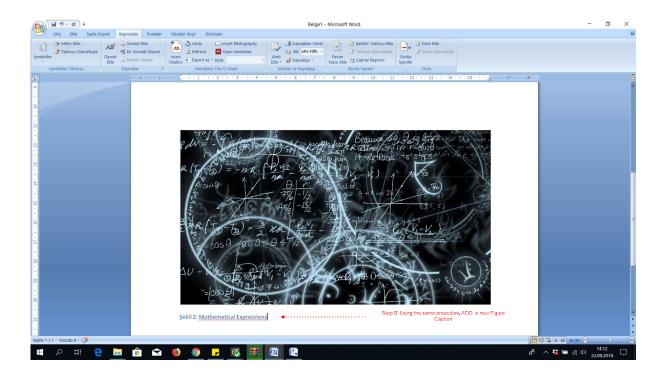
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# 6 Adding Figure Captions Lists

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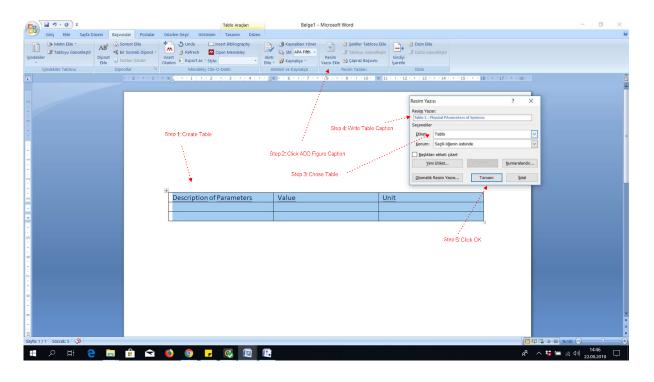
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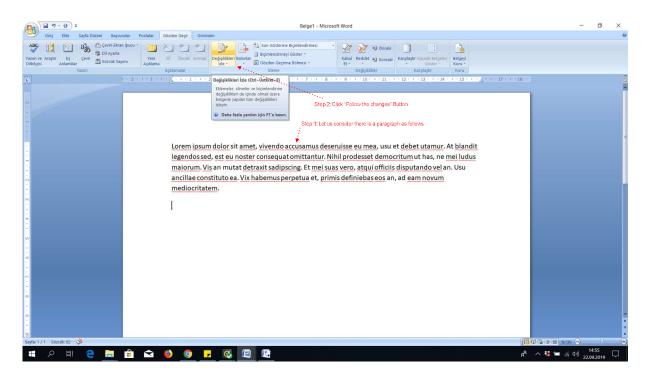
# 7 Adding Table Caption



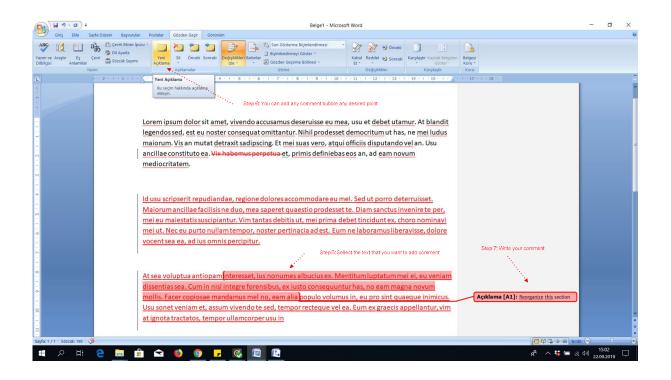
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#### Tablo 1: Table Example

## 8 Follow Changes in a Document and Add Comment Bubble



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## 9 Mendeley Reference Programme

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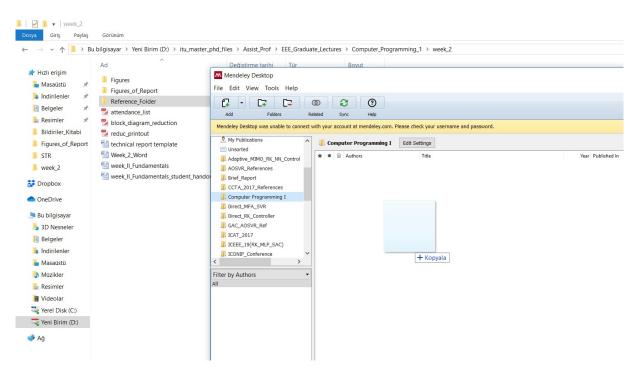
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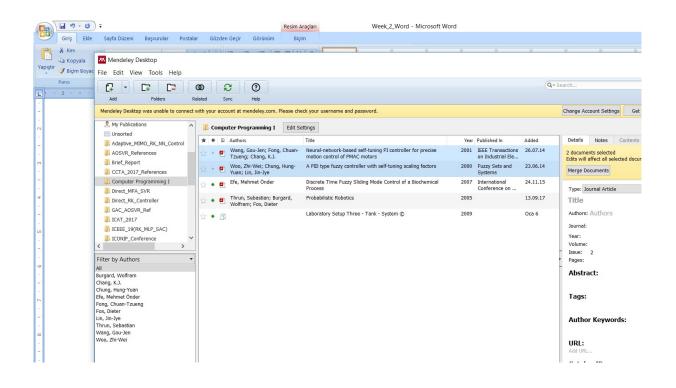
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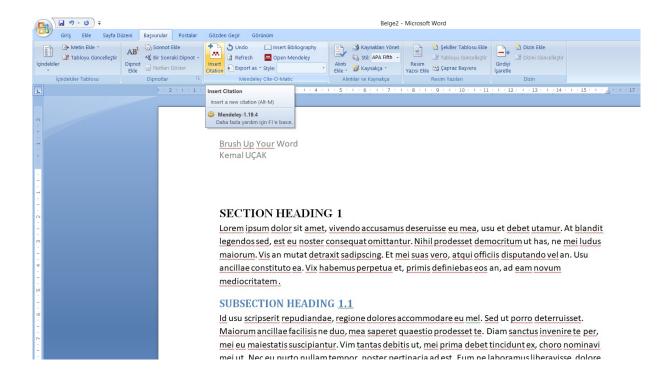
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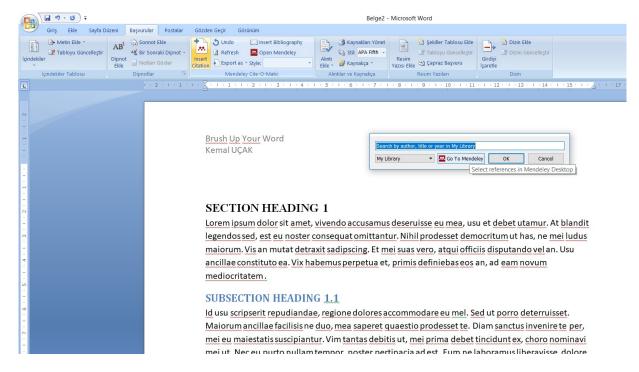


## 10 Referencing

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

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

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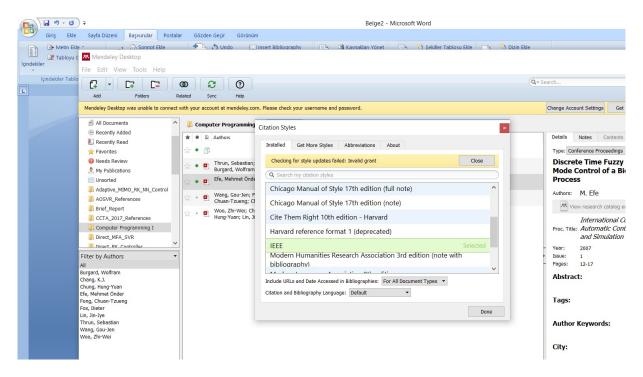
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Step 7: It is possible to change reference style



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spaced, but single-spaced. For a technical report, use the CSE style.

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- [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.