Why are we here today

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Here I want to show you how to use some features in Word that may improve your thesis and report writing experience.

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1 Customizing word

1.1 Full menus

Do you dislike partial menus and would you rather get

If so go to tools and customize
1.2 Style area

Do you want to see styles

Go to tools and options then select
1.3 Authorize clickable links

By default Word disables a single mouse click as the way to jump around in the document. If you want to follow a link you must hold the control key down and click. If you don’t want to put up with such awkwardness go to tools > options under the tab edit and unclick the follow hyperlink box as below.

![Options dialog box](image)

1.4 No numbered lists

Do you hate words automatically numbered lists?

If so go to tools and autocorrect under the tab autoformat and under tab autoformat as you type
And uncheck these items
1.5 Do you want to **transfer** styles from one place to another

First go to a place where you want the style copied and **click on it**

Then go to the **format painter** and click once for a one time transfer and twice for multiple times (esc stops)

Click where you want style to go
1.6  Do you want to customize the icons

Right click up in menu bar

Check or customize

If customize select command and drag up icon to where you want it

Can also drag out ones you don’t want
1.7 Do you want shortcut keys

Go to customize and select a command then select keyboard and put in whatever you want
2 Using styles effectively in word

Just about the most important thing you can do in word is use styles. Many benefits flow from those.

2.1 Seeing document styles

Choose the normal view and it is in the style area or look up in the style box.
2.2 Defining a style

If you want to reformat a paragraph don’t do it rather define a style.

To do this go to format and styles and formatting and a window will open on right then select new style and define it. Then highlight text and choose name of new style in style are on right or top menu.

You then assign it properties.
McCarl, B.A. "title is this stuff to fill up a line", journal a paragraph when formatted normal looks like this then when formatted as biblio, volume looks like that below this is yet more filler to get to three lines, 19xx

McCarl, B.A. "title is this stuff to fill up a line", journal a paragraph when formatted normal looks like this then when formatted as biblio, volume looks like that below this is yet more filler to get to three lines, 19xx.

2.2.1  Shortcut key

You can define a key using above and shortcut key option plus if you right click on style name you can modify
I use

- control N for normal
- control L for list bullet
- control 1 – control 6 for level 1-6 headings

2.3 Assigning a style

Do this using

- format paintbrush or
- style window on right or
- style box at top or
- short cut key.

2.4 Some styles I use

2.4.1 My normal style

- Times new roman 12 pt
- Space and 1/2
- No indenting
- No first line tab
- 6 pts before and after paragraph
2.4.2 My biblio style

Single Space
No indenting
½ in hanging first line
6 pts before and after paragraph

2.5 Caution

Don’t ever do paragraph formatting just do styles

3 Making a Table of Contents

Go to format references insert table of contents at that point choose number of subheadings you want and some other formatting like what is to be included

4 Putting in automatically numbered tables figures and equations

To insert a set of tables, figures and equations that are automatically updated in numbers and can be placed in a table of contents use the following commands that were shown to me by Lindsey Higgins

- insert > reference >> caption
- insert > reference >> cross reference
- insert > reference >> index and tables then the tab table of figures
The procedure requires one to

- insert the item to be referenced
- insert references to those items in the text
- if desired separately add in tables of figures and tables
- update the numbering and references

An example of all of this appears below.

4.1 Inserting automatic numbered tables, figures and equations

To insert an item use **insert > reference >> caption**

In turn the following dialogue box will appear

In this dialogue box one can tell whether a table figure or equation is to be added using the **Label** dialogue box below (I think you can also put in a new class like Exhibit through **New Label** dialogue). Numbering style including altering chapter number can be adjusted through the **numbering** button.
Each of these categories is numbered separately.

The total caption will include the type name (figure, equation, etc) the word determined number and any remaining text on the line. You can exclude the word Figure etc through the Exclude check box.

4.2 Referencing tables, figures and equations in the text

To reference these items somewhere in your text one use the dialogue insert > reference >> cross reference. In turn the dialogue box opens

One then can choose what type of item is to be referenced through the reference type dialogue box at upper left which allows choice of type as illustrated in the screen shot below
One can also adjust the extent of the reference to be inserted (name only, name plus full caption etc) through the **insert reference to** dialogue box on upper right where options appear as shown below.

Note as in screenshot just below the cross reference box shows a **list of the full captions** for the items that can be referenced in a class and one points and clicks to the appropriate one.
4.3 Putting in table of figures etc

Now suppose you want a list of figures or tables in the start of your document. You do this by using insert > reference >> index and tables then the tab table of figures. This causes the dialogue box below to open.

One can alter whether to insert a table of figures, tables or other choices using the Caption label dialogue box as identified above.

4.4 Getting the numbers right by updating

The reference numbers will alter if you insert, delete or alter the order of captioned items. However Word does not do this after every move rather you must update manually. Do this by

- selecting the text to update or
- selecting the whole text and choosing (use control A)

In turn updating is accomplished by

- right clicking in the selection and choosing update
- pressing F9 that update

Updating may also bring up a dialogue box(es) about page numbers only or whole table if tables of contents or figures are present. I generally choose whole table.
Note you may need to update twice to get right numbering in table of figures etc. Do by hitting F9 twice.

4.5 A more complex approach that gives a little more control

Richard Woodward uses another approach that is more complex but may offer more control. There are several steps to this

- First insert a field code `seq` to the left of where you want the numbering followed by a unique name like `tab`, `equ`, or `fig`
- Do this through `insert` menu selecting `field`
- Then select `SEQ` (later this can be done simpler by just copy past of resultant fields)
- Then add a `name` (I am using 3 letters) of your choice each name will introduce a new numbering sequence so use
  - `seq tab1` for tables in first chapter
  - `seq tab2` for tables in second chapter to restart numbers at 1

This will add a sequence numbered item as below where I entered the word table then the field code `seq` item.

The result is Table 1
Which is a gray shaded field (if in tools and options you have said field shading always).

- Then add a bookmark that includes the sequence number and also any leading text you would want like "9 – " in you want equation references to look like 9-1 and 9-2 etc

so highlight what you want and do insert bookmark

- Then in the resulting dialogue box give the item a unique bookmark name.
• Finally let's reference it
  • Insert the text you want and place the cursor where the reference is to go
  • Go to insert > reference >> cross reference

Now let's reference this by placing cursor just after here

And do
With the result

Now lets reference this by placing cursor just after here Table 1
4.5.1 Woodward Approach examples

4.5.1.1 Equations

References eqs 2 and 1 and 4

1 equation aaa
2 equation bbb
3 equation ddd
4 equation ccc

4.5.1.2 Tables

Here I reference tables 9-1 and 9-2 and 9-3

9-1 table aaa
9-2 table bbb
9-3 table ccc

4.5.1.3 Figures

Here I reference items Figure 9-1 and Figure 9-2 and Figure 9-3

Figure 9-1 figure aaa
Figure 9-2 figure bbb
Figure 9-3 figure ccc

4.6 Less menus please

This requires a lot of menus but three approaches can streamline

- Define macros through the tools > macros >> record macro choice
- Customize buttons to add frequently used items
Copy paste and uses show field codes button

This renders view below where gray areas are field codes including names of referenced bookmark names and sequence names. You then can edit these but need to add bookmarks one at a time.

5 Sections, Page Numbering and Landscaping

Sometimes it is desirable to vary change page numbering or whether a page is landscaped or portrait, insert page numbers etc. The fundamental tool for this is to divide document into sections and then using the word insert page numbers features as discussed in the help instructions on page numbering (that includes putting in chapter numbers) through or landscaping. Sections are inserted by using the insert > break dialogue using the section break section. An example of sections appears below.

6 Where to learn more

Several sources

- Actually read a word book on styles and cross references

- Go to Dr. Woodward's page and look at

  http://agecon2.tamu.edu/people/faculty/woodward-richard/WORDTricks.html
• Go to the thesis clerks pages
  
  • [http://www.ece.tamu.edu/~tex/](http://www.ece.tamu.edu/~tex/) and look at Microsoft Word section
  

• Search for an online tutorial

• Read the help

• Experiment
7 Caption and section example

An example of captions and figures follows below. Also this page is in a separate section by itself and has been landscaped.

Here I reference Figure 1 then I reference Equation 2

Here I reference Figure 3 then I reference Equation 1
Figure 1 My first figure
Figure 2 My new second figure
Equation 1 My first equation
Figure 3 My second figure
Equation 2 My second equation

<table>
<thead>
<tr>
<th>hello</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>bye</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>