Quick Links

Available from any page in our domain: mtu.edu/gradschool

Also a “Reports” quicklink (not shown here)
Graduate School Blog

• Section on theses and dissertations
• http://blogs.mtu.edu/gradschool
  ▪ Or, click from homepage, or thesis and dissertation page

Goals Today

• Show you new commands and illustrate what Word can do
  ▪ I will show you one way. There are usually multiple ways.
  ▪ These programs do a lot more than you think!
• Show you ways to work smarter – not harder – with Word
• Not expected that you will be an expert when you leave – requires practice
Quick Tips

Use the Equation Editor to Format Equations

• Equations need special formatting and using text characters \(2x^2\) isn’t the preferred way \(2x^2\)
• Two equation editors available from the insert tab

Select “Microsoft Equation 3.0”
Show/Hide Formatting Characters

• From the “Home” tab
• See spaces, paragraph markers, carriage returns, tabs, section breaks, page breaks, etc.

![Show/Hide Formatting Characters](image)
The Ribbon

• All Office applications have a ribbon
• Each tab contains a variety of commands
• Quick Access Toolbar can be customized
  ▪ Click on the arrow (circled) and select “More commands…”

Customizing the Quick Access Toolbar

• After you click “More commands…” you can add and remove tools that are useful to you.
Add customized tabs or update options

1. Click on “File” tab

2. Click on “Options”

Update Options to Match How You Work

• Look through the menus and available options
• Advanced…
  ▪ (Word and PowerPoint) Uncheck “When selecting, automatically select entire word”
  ▪ (Word) Under the subheading “Show document content” – check “Show picture placeholders” when you have problems scrolling through a graphics-intense file
  ▪ (Word) Field shading – select “Always”
Finding additional menus

This button is available for most ribbon groupings and opens the overall window containing these commands.
Do you use Word like this?

- Type text
- Highlight text
- Change formatting
- Repeat as needed

Word is not a typewriter
Paragraphs and Styles

- The building block of text is the paragraph
- Each paragraph has a style applied to it
- Styles define the…
  - Appearance of the text (bold, bulleted, size, font, etc.)
  - Behavior of the paragraph (does it stay with the next paragraph? Have a page break before it?)
  - The structure of the document (is this a heading?)
- Use built in styles or create your own
- Styles are required if you want consistent formatting throughout your document

Formatting Text Consistently

- Having the same format for different text elements in a document is visually appealing and helps your reader
  - Headings define levels in your document
  - Body text
  - Captions
  - References
- Word can help you do this by using Styles
Built-In Styles

• Styles are found on the home tab of the ribbon
• The default style is “normal”
  ▪ If you’re doing this…
    ➢ Select text, change font size, change font formatting, repeat
  ▪ …you’re working too hard! And, you’re creating a new style for every unique combination of keystrokes.

Using Built-In Styles

• Type text
• Highlight it, click on the style
  ▪ Using Heading 1, Heading 2 will allow you to build an outline for your thesis
  ▪ These styles are used to create a TOC
Modify a built in style

• Select the style and type
• Format text with desired attributes (bold, font, size, etc.)
• Right click on the style on the Home tab

Right click on Style…Modify Style

• Edit items about style
• Format at bottom left gives access to more formatting options
Create a new style: Open the style menu

Create styles with names you choose for easy formatting.

Create a new style: Format and create

• Format text to your specifications
• Highlight text
• Click “New Style”
• Name style, click OK
**Formatting goals**

- Define paragraph formatting with styles
  - Line spacing before/after paragraph
  - Indentation of lines
  - Spacing within paragraph (double, single, etc.)
- One tab to align text as needed
- No spaces used to align text
- When you use styles and these goals, you will minimize the amount of manual formatting you need to do in your document

**How can I see what style I’ve applied?**

![Word Options](image.png)
Styles are visible in Outline or Draft View

3.4. Page numbers

Students may choose to number their pages according to either the traditional Arabic numbering scheme. In the traditional scheme, page numbers and preliminary pages are formatted as lower case roman numerals (i, ii, iii, iv). The signature page is included in the page count; however, a page placed on these pages. In the traditional scheme, the body of the document numbers (1, 2, 3, etc.). Table 3.1 on page 10 has a summary of all of these in the thesis or dissertation, their order, and the type of page number needed.

Students may also choose to use Arabic numbering throughout the document. In the Arabic scheme, every page is numbered from the start to the end with Arabic numerals.
Text is organized in sections

- A section has a unique set of page layout
- The unique items include
  - Page number style (i, ii, iii, etc. and 1, 2, 3…)
  - Page size (8.5 x 11 or 11 x 17)
  - Page layout (portrait or landscape)
  - Column format (single, double, triple)
  - Margins
- Each section can have unique properties
- Some properties, like page numbers, can be unique, or linked

Best practices for dissertation/thesis

- Section 1: Title and approval page
  - No page numbers
- Section 2: Introductory pages – table of contents through abstract
  - Use lower case Roman numerals (iii, iv, v, etc.)
- Section 3: Main body, starting with introduction
  - Use Arabic numerals (1, 2, 3, etc.)
- Additional sections as needed for landscape pages only
Page Layout…Breaks…Pick one!

Types of section breaks

• Next page
  - This break will act as a page and section break all in one
  - Use this at the end of your approval page – it will then get you right to the next page

• Continuous
  - The new section will start on the next page, but text will continue to flow from where the break is inserted
  - Use this when you need something different to happen in the next section, but you’re not sure where the page ends
  - After a table caption for a landscape table
Landscape pages – rotated page numbers

- The landscape page must be a new section – separate with section breaks before and after
- Page numbers belong in footers (most common) or headers
- First, the footer for the landscape page and next section need to be unlinked
- Second, a rotated page number is placed on the landscape page

Unlink footer – double click in footer area
• Insert...Page Number
• Page Margins...Large, Left
• Adjust size and position
Figures (and Tables) Need Captions

• Figure and Table captions can be easily inserted into Word documents
  ▪ Word will automatically renumber them if you move figures/tables around
  ▪ Word can create Tables of Tables and/or Figures (like a Table of Contents)

• Within your document, you can cross-reference these captions – you’ll never need to renumber your document again!

References Tab

• Contains tools for
  ▪ Tables of Contents
  ▪ Footnotes
  ▪ Citations & Bibliography
  ▪ Captions
  ▪ Indices
  ▪ Tables of Authorities
References Tab…Captions

Or….Right click on a figure and select “Insert Caption”

References Tab…Insert Caption

This is the caption that will appear if you press “ok”

These are the labels you can choose (Fig., Table and Eqn).

Add new labels here

Multiple number formats are available.
References Tab…Cross-Reference

Select the reference type. This list matches the labels from your caption tool.

Hyperlinks create links to objects – check this!

Select item and push insert. Be sure to change “insert reference to” to match what you’d like. Default is entire caption!

Insert Reference To

•This sub-command on the Cross-reference panel is very powerful. Your choices:
  ▪ Entire caption (LONG, but the default!)
  ▪ Just label and number (standard)
  ▪ Only caption text
  ▪ Page number (useful when referring back to something much earlier in the document)
  ▪ Above/below
What if it doesn’t work?

• Best technique: Always insert new captions on a blank line of text.
• Sometimes, the cross-reference will include text that is not part of the caption
  ▪ When you’re editing a document, you may put an extra carriage return somewhere that Word thinks belongs with the caption
• If this happens, delete your caption and insert it into a blank line

EndNote

• University owns license, so this is free for students to install on their personal computers
• Build a database of references
• Insert citations into Word documents
  ▪ If you use a numerical style, will renumber as you move text or insert new citations
• Will build bibliography for you
  ▪ Can change styles at any time
  ▪ Great for changing from one style for thesis to another style to submit to a journal
Tabs

• Tabs are useful to align text
• There is more than one type of tab:
  ▪ Left align – the usual tab
  ▪ Center align – centers text around the tab
  ▪ Right align – right aligns text – used most often for tables of contents
• Tabs can have leaders (text that precedes tab)
  ▪ Periods before numbers in a Table of Contents
To display the tab dialog box

• Double click on a tab in the ruler
• OR
• Click on the paragraph dialog box launcher

• Click on “Tabs…” from the Paragraph dialog box

Tab Window

1. Type in tab location
2. Select alignment
3. Select leader
4. Press “set”
Auto-correct: More than just spelling

• Auto-correct is the feature that turns “teh” into “the” or automatically capitalizes the first word in a sentence.

• It can also replace a shortcut with text you define – formatted or plain text
  ▪ “mtu” becomes “Michigan Tech”
  ▪ “h2o” becomes “H₂O”

• Add the command “AutoCorrect Options” to your Quick Access Toolbar for easier access
Word Options – Select “Proofing”

Click on “AutoCorrect Options…”

AutoCorrect Options

Items that can be checked and unchecked.

Customize replacing.

List of words that are automatically corrected.
Replace text as you type…

- Put the text you want to type in “Replace:”
- Put the text to be “auto corrected” in “With:”

Type the text, then press “Add”
Using formatted text

• Type formatted text in Word (H₂O)
• Highlight it (“With:” will autofill)
• Open the AutoCorrect Options and type text in “Replace:” (Note Formatted text button)

Other Uses for AutoCorrect

• Chemical Formulas (Na₃PO₄)
  • Copy/Paste the formula into the “Replace” box so you don’t have to retype the formula
• Equations
• Figures
• Anything you regularly need to insert into a document!
• Also available in Excel and PowerPoint
Questions?