REPORT WRITING USING WORD

1   Know your tool

- As with any software…know what each menu and toolbar idem can do
- NOW is the time to learn the tool
- See the WORD tutorial and helpful links at
- https://sites.ualberta.ca/~dnobes/NOBES_SW.html

| Word processing	Spread sheet calculations and plotting	Other Tools
• WORD • WordPerfect • Latex • OpenOffice Writer	• EXCEL • Lotus 123 • Origin • OpenOffice Calc	• Matlab • MS Visio • SolidWorks / ProE

2   Using a Template

- Setup your own "Normal.dot" file
- For WORD 2010 find it in : C:\Users*yourname*\AppData\Roaming\Microsoft\Templates
- Build a new template file for whatever you are writing (paper, conference, report, thesis)
- Using different views and planning
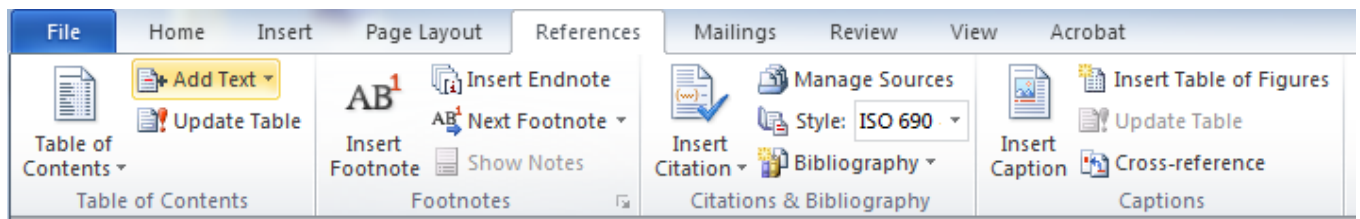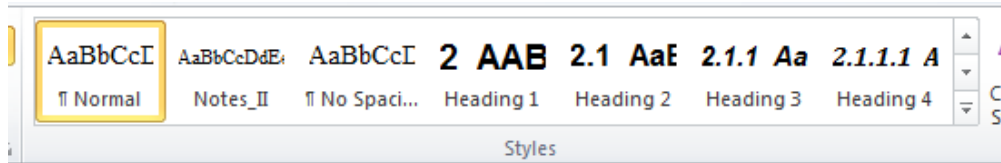
3   Formatting a Document
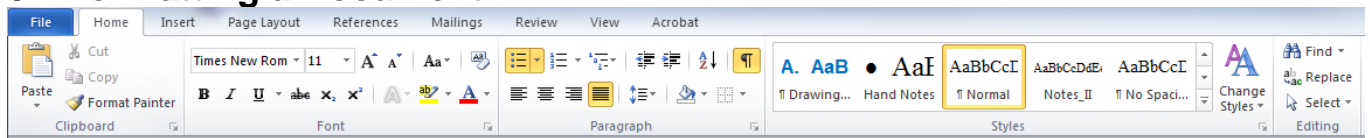
- Easy to just use the tools on this ribbon

- Formatting a page
  - Margins
  - Page numbers
  - Headers and footers
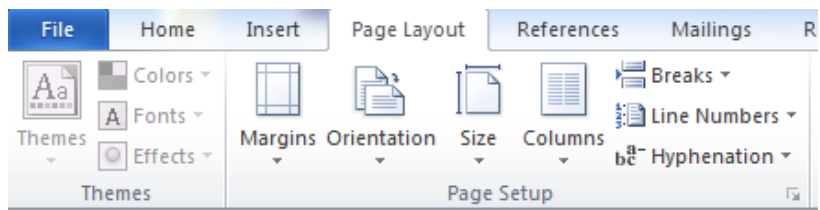
- Use of Styles
 - Text formatting
  - Headings
  - Numbering
  - Bullets

- Auto generation of   Saves you a LOT of time!
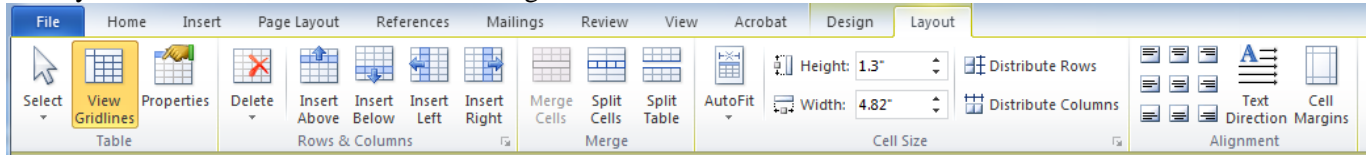 - Tables of Content
  - Table of Figures

4   Tables, Graphs and Figures
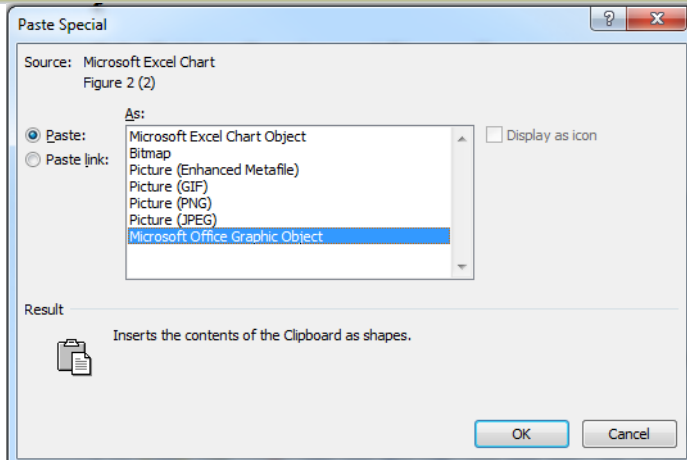
Tables are a powerful tool in WORD because
- Each cell can have its own fomatting
- Easy way to break up a page in to defined regions
- Can easily control a figure(s) size and position
- Creating a table
    - Features for sizing
    - Features for formatting
    -
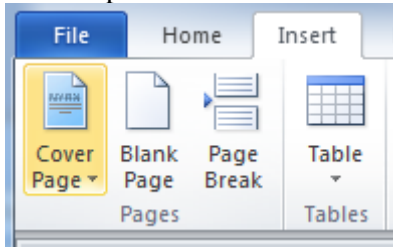
Once you have a table, some of the following tools can be used:

- Inserting a graph or a figure
    - See demo

- Captions
    - Place in a separate cell
    - *NOTE: Lines shown*
    - Use a caption reference so that a cross-reference can be used
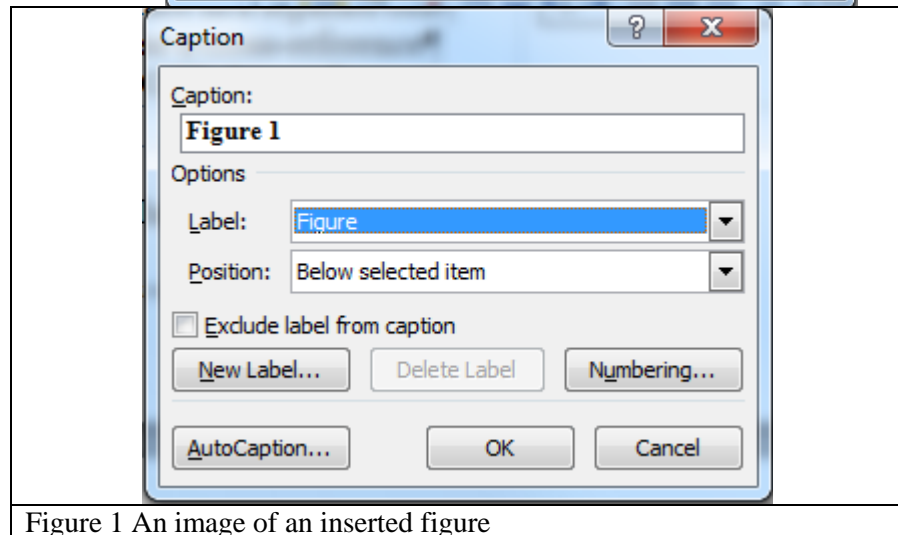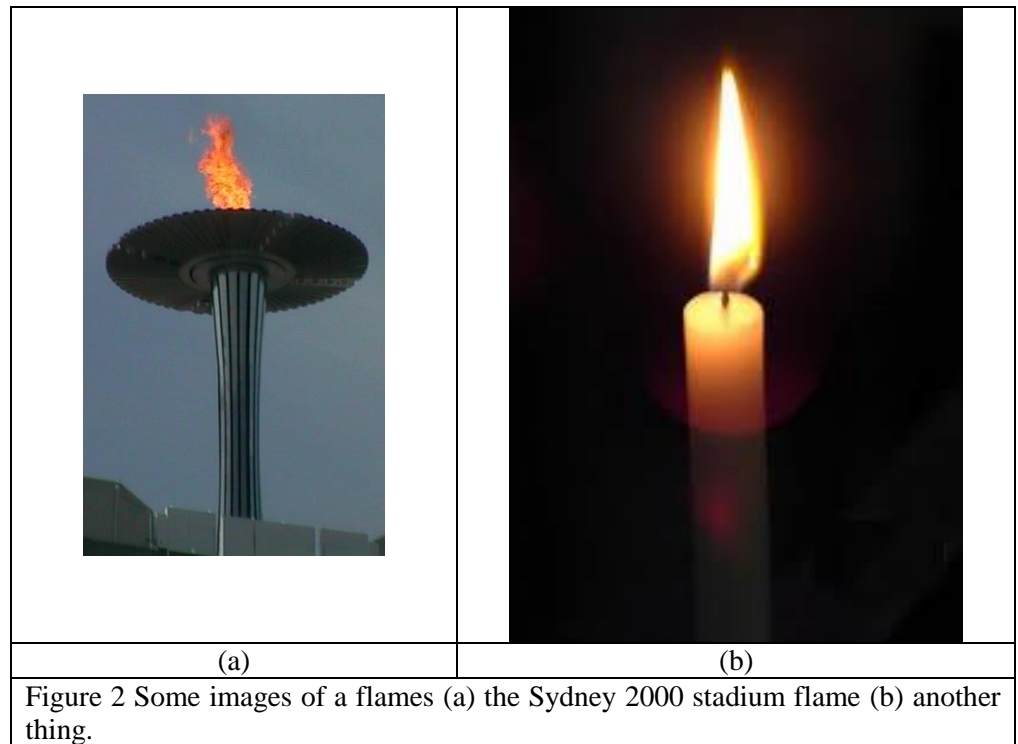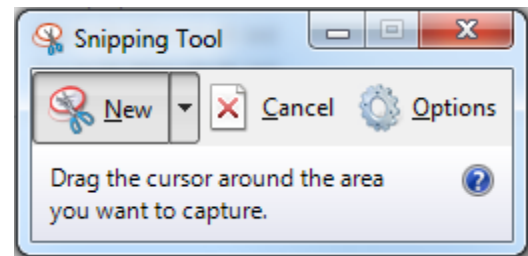   - The Caption appears under the Table
    - Move into a cell below

Figure 1 An image of an inserted figure

- Multi-graph/image figures
  - o Control cell format
  - o Control image size
- Merge cells for the caption
- Axis labeling with equations etc.
  - o

| (a) | (b) |

Figure 2 Some images of a flames (a) the Sydney 2000 stadium flame (b) another thing.

5 Tools for images and animations

- **Image tools**
  - o Use the 'Snipping Tool' available in >Win7
  - o FSCapture see
    http://www.faststone.org/FSViewerDetail.htm

- **Animation / Movie Tools**
  - o ScreentoGIF: see https://screentogif.codeplex.com/
  - o Virtual Dub: see http://www.virtualdub.org/

6 Making annotated figures

- Add your image to a PowerPoint Slide
- Annotate as needed
- Grab an image of the screen

7 Page layout (Portrait Vs Landscape)

- Can easily add theses using Section Break

- Great for full page images that are in landscape mode.
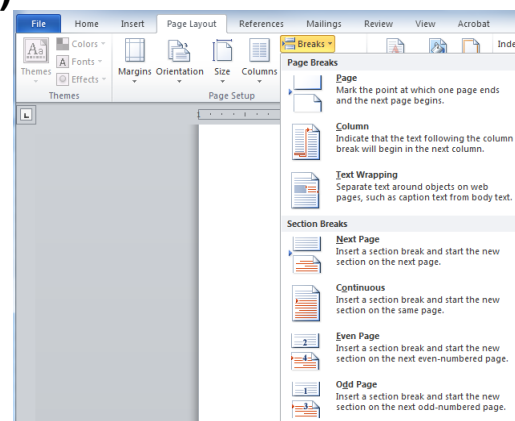
8   Equations

   o   Use of variables…F, f, f
   o   Make sure you define them
   o   Put into a table
   o   Control position
   o   Auto caption

$$\log(y) = \log(a) + \log(e).x$$

Equation 1

9   Other Stuff

   •   Insert characters
   •   Hotkeys (Ctl-Enter for New Page)
   •   Hotkeys : see all at: http://allhotkeys.com/microsoft_word_hotkeys.html

Bold *Ctrl+B*	Open *Ctrl+O*	Save *Ctrl+S*
Copy *Ctrl+C*	Paste *Ctrl+V*	Select All *Ctrl+A*
Cut *Ctrl+X*	Print *Ctrl+P*	Subscript *Ctrl+=*
Double Underline *Ctrl+Shift+D*	Redo *Alt+Shift+Backspace*	Superscript *Ctrl+Shift+=*
Find *Ctrl+F*	Redo or Repeat *Ctrl+Y,*	Underline *Ctrl+U*
Italic *Ctrl+I*	Replace *Ctrl+H*	Undo *Ctrl+Z*

   •   EXCEL
      o   Layout of cells
      o   Functions
      o   Graphing
      o   Graph Formatting
      o   Figure importing
   •   Other Tools
      o   MatLab
      o   MS Visio
      o   SOLIDWORKS / ProE

10   Notes on writing:

   •   Take the time to learn your tool
   •   Name each file in a sensible manner
   •   Plan your document
   •   Write meaningful captions: 1) what is in the figure and 2) what does it relate to
   •   The simpler the document is, the easier it is to understand
   •   Limit the number of section headings
   •   DO reference other sections
   •   Avoid repeating information

11   General report outline

   •   Discuss the aim of the assignment / report
   •   Discuss the approach used to resolve this
   •   Draw a conclusion