# 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
- <a href="https://sites.ualberta.ca/~dnobes/NOBES\_SW.html">https://sites.ualberta.ca/~dnobes/NOBES\_SW.html</a>

Word processing	Spread sheet calculations and plotting	Other Tools
<ul><li>WORD</li><li>WordPerfect</li></ul>	• EXCEL • Lotus 123	<ul><li>Matlab</li><li>MS Visio</li></ul>
<ul><li>Latex</li><li>OpenOffice Writer</li></ul>	<ul><li>Origin</li><li>OpenOffice Calc</li></ul>	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)

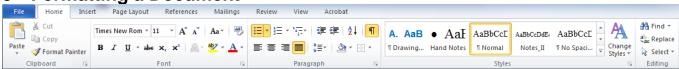
Home

Colors 7

A Fonts \*

• Using different views and planning

3 Formatting a Document

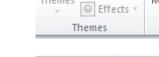


Insert

Margins Orientation

Page Layout

- Easy to just use the tools on this ribbon
- Formatting a page
  - Margins
  - o Page numbers
  - Headers and footers



File

- Use of Styles
  - Text formatting
  - o Headings
  - o Numbering
  - Bullets



Page Setup

Size

References

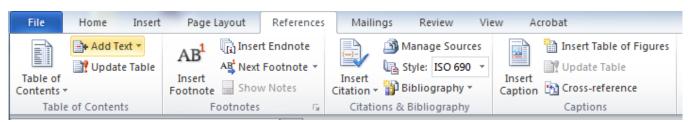
Columns

Mailings

Line Numbers 🕶

ьа- Hyphenation ▼

Breaks ▼



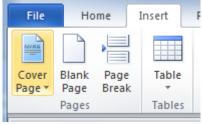
- Auto generation of
  - Tables of Content
  - Table of Figures

Saves you a LOT of time!

### 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: Insert Page Layout References Mailings Acrobat Design ----V **∄** Distribute Rows Height: 1.3" Select Properties Delete Insert Insert Insert Merge Split Split AutoFit Width: 4.82 ₩ Distribute Columns Text Cell ■ Direction Margins Above Below Left Right Cells Cells Cell Size Rows & Columns Merge Alignment ु **X** Inserting a graph Paste Special or a figure Source: Microsoft Excel Chart See demo Microsoft Excel Chart Object Paste: Display as icon Bitmap Picture (Enhanced Metafile) Picture (GIF)
Picture (PNG)
Picture (JPEG) Result Inserts the contents of the Clipboard as shapes Cancel Captions Caption o Place in a separate Caption: cell Figure 1 ○ NOTE: Lines Options shown Label: o Use a caption reference so that Position: Below selected item a cross-reference Exclude label from caption can be used o The Caption New Label... Delete Label Numbering... appears under the Table AutoCaption... OK Cancel o Move into a cell below

Figure 1 An image of an inserted figure

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

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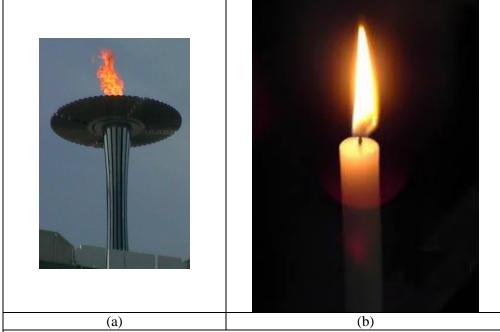
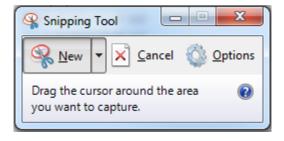


Figure 2 Some images of a flames (a) the Sydney 2000 stadium flame (b) another thing.

### 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

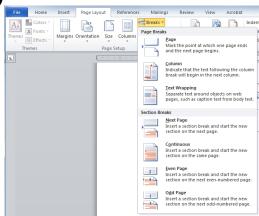
- ScreentoGIF: see https://screentogif.codeplex.com/
- O Virtual Dub: see http://www.virtualdub.org/

# 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
- 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	Redo Alt+Shift+Backspace	Superscript Ctrl+Shift+=
Ctrl+Shift+D			
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