

# Exercises of using word (advanced use)- Formatting an article

We want to format the article (article1 or article2) starting from its content (article1\_content or article2\_content). Do the following steps.

## 1. Use Word Outline View to fix the structure

We want to create the structure for the document "articleX\_content.docx"

Open the document

Switch to structure view and use only this view to create titles and subtitles

Creating subtopics and promote:

Promoting a topic

Adding a text topic

Rearranging topics: try to move a topic below or above another topic

Expanding and contracting topics

## 2. Save

Save now the file with your name.docx

## 3. Formatting the page

The page must be A4, margins 1,5 cm for each side, the text should be in two columns

## 4. Using styles in Word

Apply the styles at your document

Modify an existing style

Modify a style by updating it to match formatting in the pdf

Modify a style manually in the Modify Style dialog box

Create a new style **abstract** based on document formatting

Some suggestions:

Normal: times new roman, 12 pt, justified, first line indentation 2mm, ..

Title 1: Arial 14, centered, ... some space before and after

My document ..... 1

## 5. Automatic Chapter and section numbering

Customizing Your Numbers: We want 1 2 .... for titles of sections of the article

## 6. Add a Table of Contents

Add a TOC at the beginning/end of the paper

Updating the Table of Contents

## 7. Spellcheck for Two Languages

Translate the abstract to Italian (using google), add to the article and try to spell check it

## 8. Add footnotes and endnotes in Word

Add a footnote and color it in **yellow**

Add an endnote and color it in **red**

Customize footnotes and endnotes.

## 9. Add, format, or delete captions in Word

Add the images (use snapping tool to copy the images from the pdf)

Add captions

Add a caption to a floating object

Update caption numbers

Format captions like in the pdf (change the caption style)

Add a reference to a figure with only the number (like in Fig. 4) and color it in **pink**

## 10. Add the footer and headers

Add the headers and footer like in the pdf (page number somewhere)

## 11. Add a Table

Add a table and format it as in the pdf

Add a caption to the table

Add a reference to the Table and color it in **blue**

## 12. Add a graph

Add a graph from the data shown in a table

## 13. Add a citation and create a bibliography

Add a new citation and source to a document

Create a bibliography

Find a source

Edit a source

Edit a citation placeholder and color it in green

## 14. Create an Index in a Word Document

Highlight some terms and add an index of terms at the end of the document

## 15. Exporting

Export the document in HTML and open with a browser

Export the document in pdf and open with acrobat reader

## 16. Create a Master Document from Multiple Documents (optional)

Transform the document in master document with children

Split one section in a difference document

What to upload

- All the docx (master and children)
- The pdf
- The html