

Exercise module 3 - word processing

Goal: write your thesis using ALL WORD you can.

Thesis content: use as content the content of an article of your choice

Thesis format: use the instructions given in MasterThesisTemplate.pdf

Prepare the document (add the text and basic formatting and then perform the following actions).

Inserting, deleting and editing chars

- Add a brief sentence in Greek with Greek chars
- Every chapter must start in a new page: modify the style to insert the page break

Replacing char

- Replace every "is" with "is not" – undo

Text formatting

- Follow the template
- Now modify: use the interline of 1,5
- The normal paragraph must have 8 points before

Borders

- At least 5 paragraph must be framed (borders around)
- Use list (numbered and bullets)

Styles

- Use styles (for titles and so on)
- Modify the styles according to the template
- Use structure view to view/modify the structure of your document

Page Numbering Header and footers

- In the header put your name and the title
- In the footer the page number
- Insert a couple of foot notes "this is a foot note"
- Insert a couple of end notes "this is an note"

Spell checker

- Spell check the document
- Write a part in Italian and spell check that using the Italian language

Document set up

- Check that the paper size is A4
- Change the margin to 2 cm left and right, and 3 cm top and bottom

Printing documents

- Export to PDF

Saving in other format

- Save to rtf and open with wordpad (or other editor)
- Save to HTML and open in a browser

Creating Editing and Formatting tables

- Add at least a table and format it in a fancy way
- Add a graph

Images

- Add some images
- Add a caption to the images
- Add a reference to that image in a sentence like: "the Fig. 5 shows"

Indexes

- Add the TOC, the index of figures and index of terms.

Master document

- Prepare a volume containing 3 articles using the master/child feature of word. Leave them as separate file