

WORD PROCESSING

WEEK 7

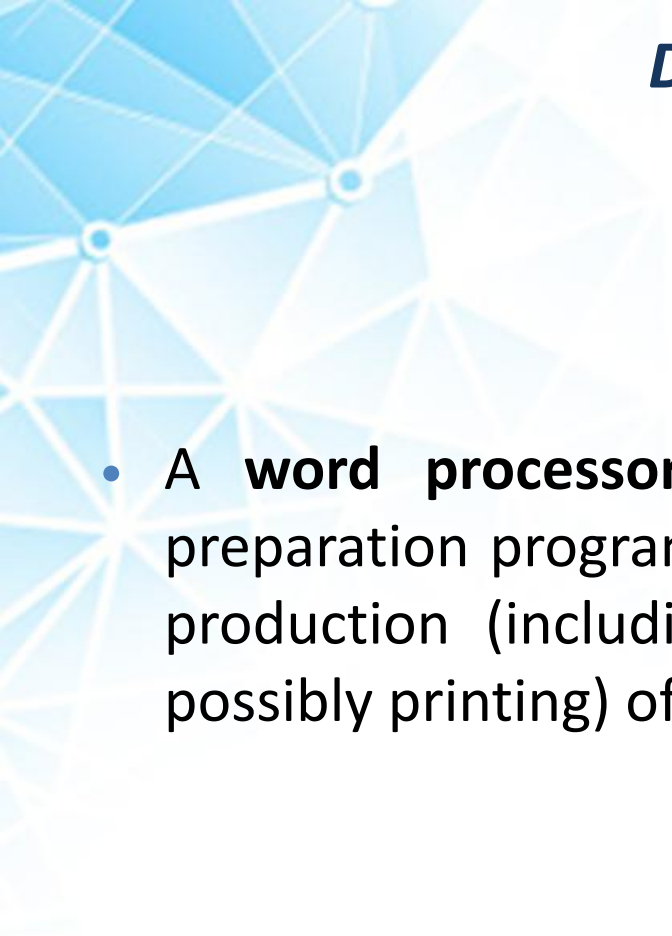
DOCUMENT WRITING

Objectives



At the end of this chapter, you will be able to learn

- What is word processor?
- Google Docs and OpenOffice Writer workspaces
- MS Word Workspace basics including;
 - Quick Access Toolbar, Ribbons
 - Opening, Saving, Sharing, Exporting a word document
 - Document Views, Zoom In/Out, Page Setup features
 - Font and Paragraph formattings, Bullets and Numbering
 - Inserting Header and Footer, Page Number, Table and Contents
 - Inserting Text, Pictures, Shapes, Tables, Symbols, Equations, Add-ins
 - Changing Picture Styles
 - Applying Themes
 - Spelling and Grammar Check, Language Settings
 - Indexing, Citations and Bibliography
 - Tracking Changes



DOCUMENT WRITING

Word Processors

- A **word processor** (more formally known as document preparation program) is a computer application used for the production (including composing, editing, formatting, and possibly printing) of any sort of printable material.

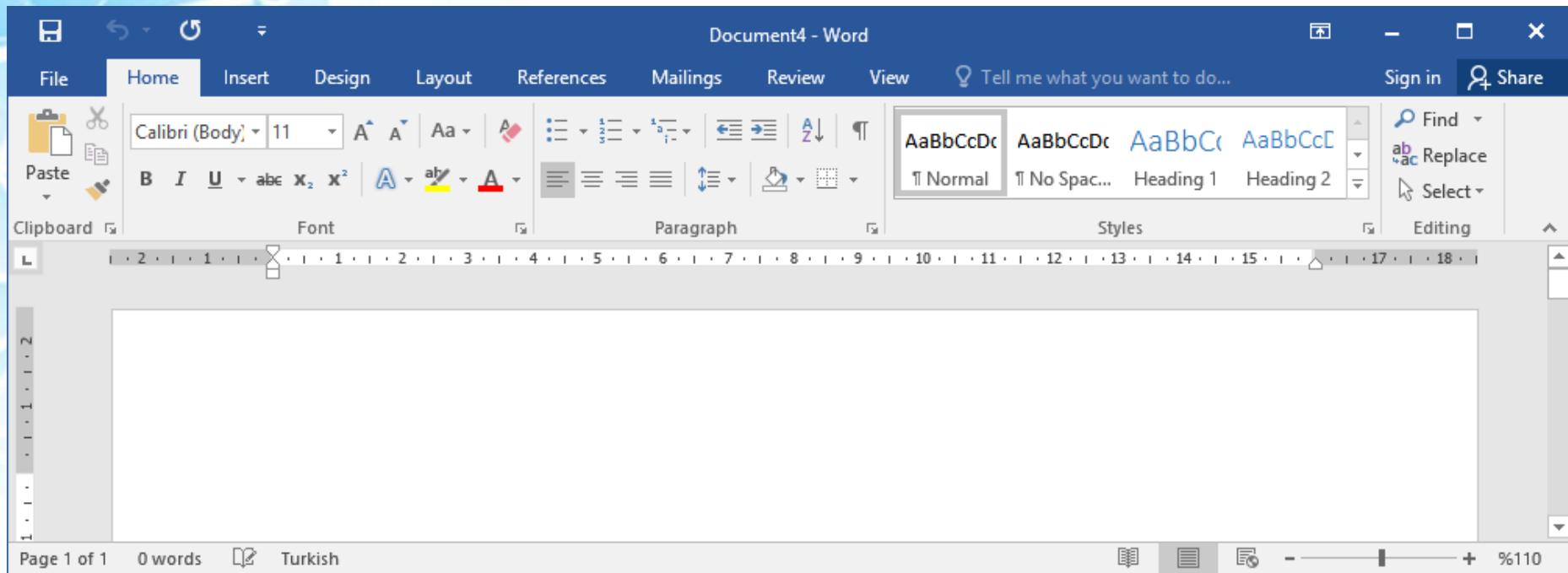
DOCUMENT WRITING

Word Processors

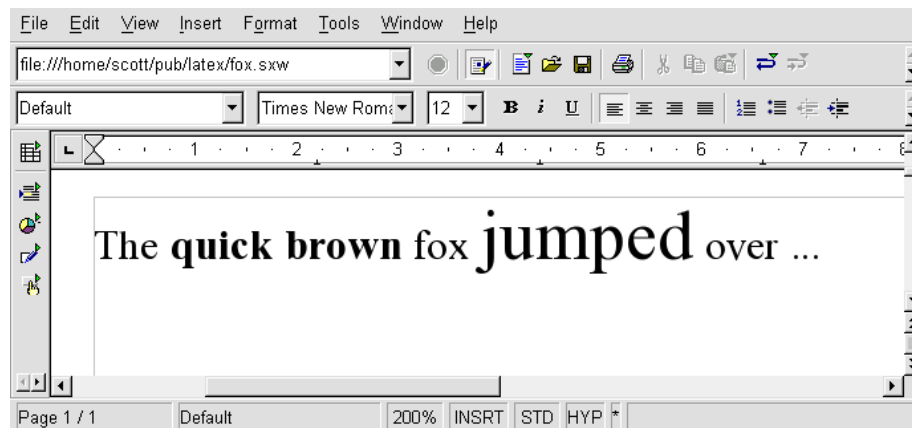
- There are several word processors
 - Latex-A document preparation system
 - MS Word Desktop, Office 365
 - OpenOffice Writer
 - Google Drive
 - WordPerfect
- We will cover OpenOffice Writer and Google Docs briefly and MS Word in detail in this lecture.

DOCUMENT WRITING

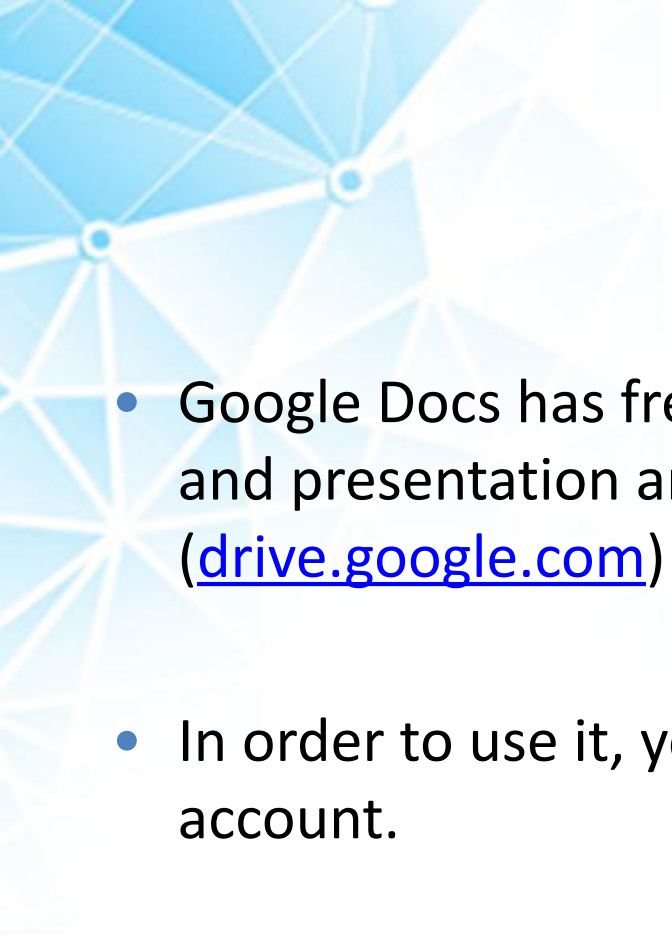
Word Processor Examples



Microsoft Word



Latex



GOOGLE DRIVE

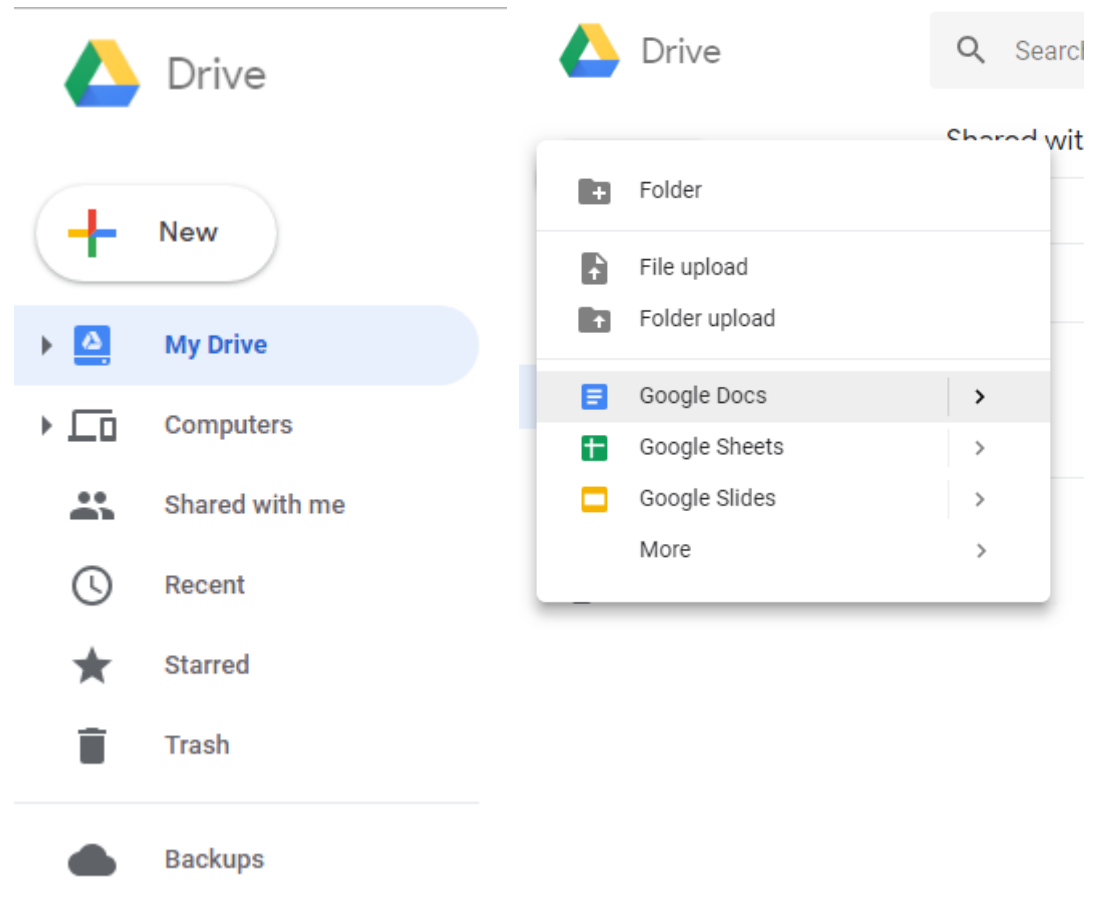
How to use it

- Google Docs has free web-based word processor, spreadsheet and presentation and more app offered by Google (drive.google.com)
- In order to use it, you have to login the site with your Google account.

GOOGLE DOCS

Create new document

- To create a new document, click **New** after logging the system.

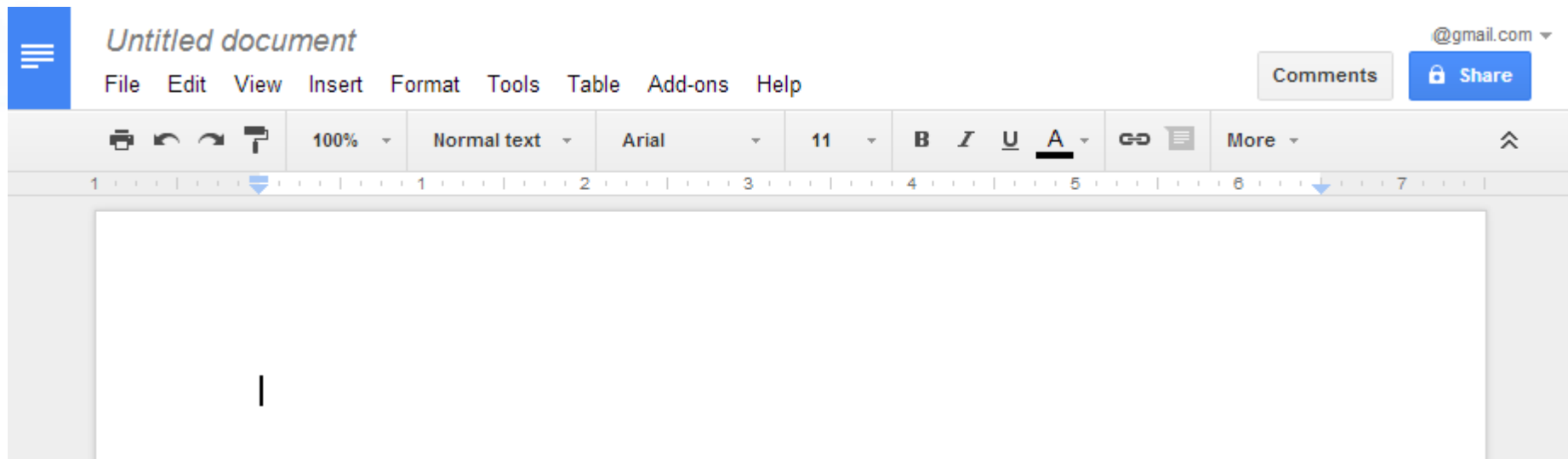


Create document

GOOGLE DRIVE

Saving document

- After clicking new document you can prepare your document. See the picture below.
- Google drive saves your document instantly, so you don't need to save it manually.



Document Preparation

OPENOFFICE WRITER

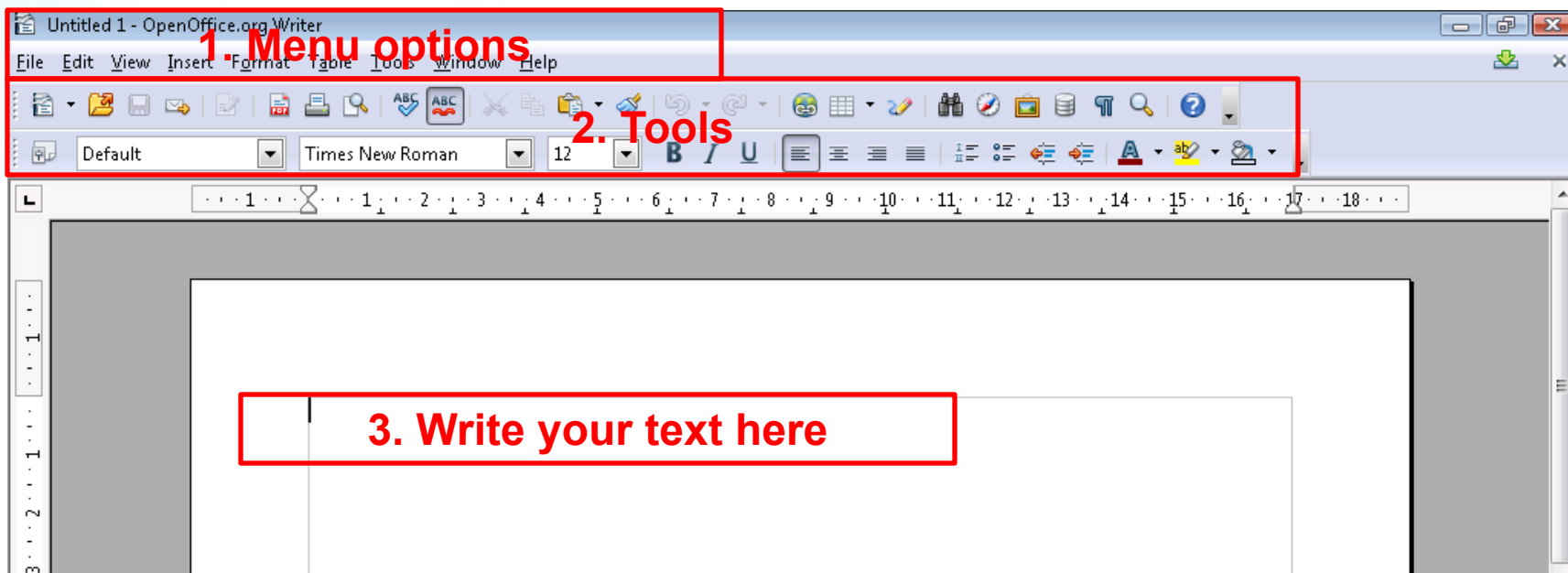
OpenOffice Writer

- OpenOffice Writer is a free of use word processors.
- You can download it from the following link:
<http://www.openoffice.org.tr/>
- We will mention some features of OpenOffice writer in the following part.

OPENOFFICE WRITER

OpenOffice Writer

1. You can use the menu options for your purposes
2. Tools are shortcuts of some features.
3. You can write your text in this area.



NOTE: See the simulations for further information in word part.

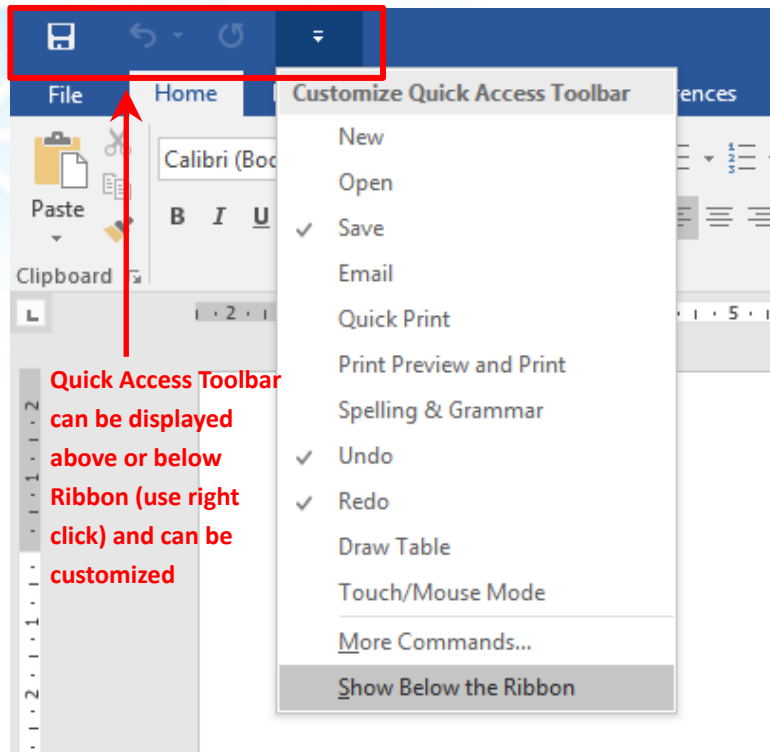
WORD PROCESSORS

MS Word

- MS Word is a commercial word processor.
 - *You have to pay for its use.*
- *As a METU student, you can use Microsoft Office products*
 - *by downloading from <https://yazilim.cc.metu.edu.tr/> with your METU account*
 - *and by installing it with the guidelines provided with link, <https://faq.cc.metu.edu.tr/office>*
- In the remaining part you will learn MS word working environment and some of its features
- Note: When you open a new document on MS Word, it can be opened at «Protected View». You need to click on «Enable Editing» button under the Ribbon to be able to edit the document.

MS WORD WORKSPACE BASICS

Quick Access Toolbar

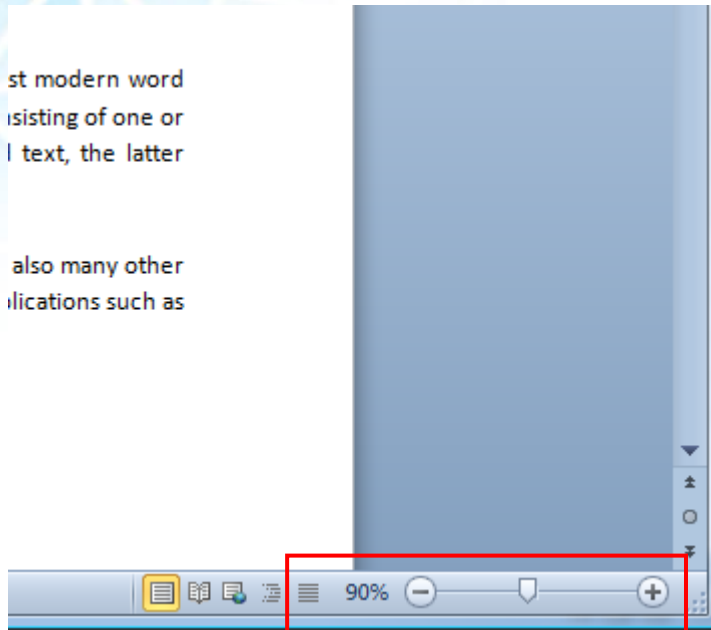


The Quick Access Toolbar is a customizable toolbar containing a set of commonly used commands.

Quick Access Toolbar

GETTING TO KNOW OFFICE WORD

Zoom In - Zoom Out



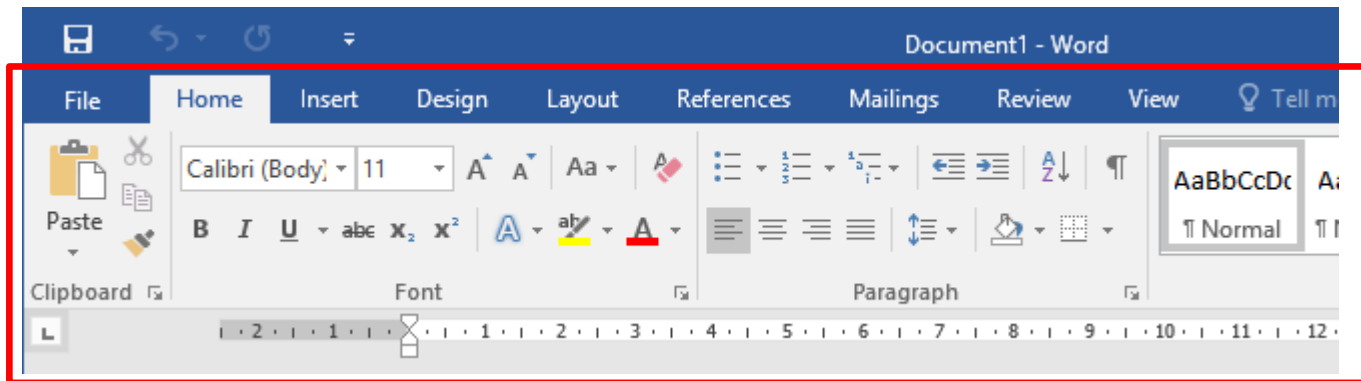
Zoom

Slide the button that is at the lower right-hand side of every Office window. By using this menu you can zoom in and out to your word document.

GETTING TO KNOW OFFICE WORD

Ribbon

Upper side of the Word, you'll see a **ribbon** with **commands and options**. The Ribbon is designed to help you quickly find the commands that you need to complete a task.

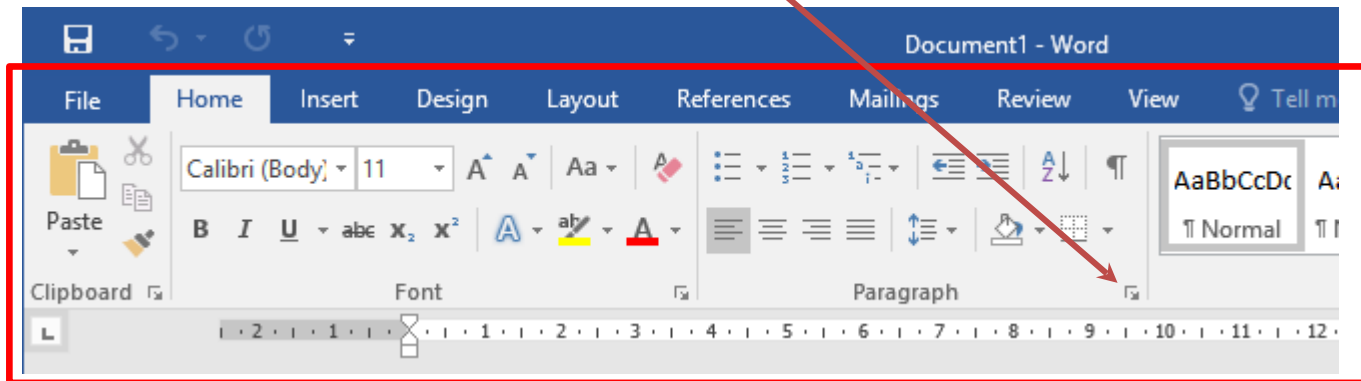


Ribbons

GETTING TO KNOW OFFICE WORD

Ribbon

Each ribbon is divided into different **logical sections**, where **similar commands are grouped**. You can access more options by clicking on the arrow  in the lower-right corner of a section, beside the section title.



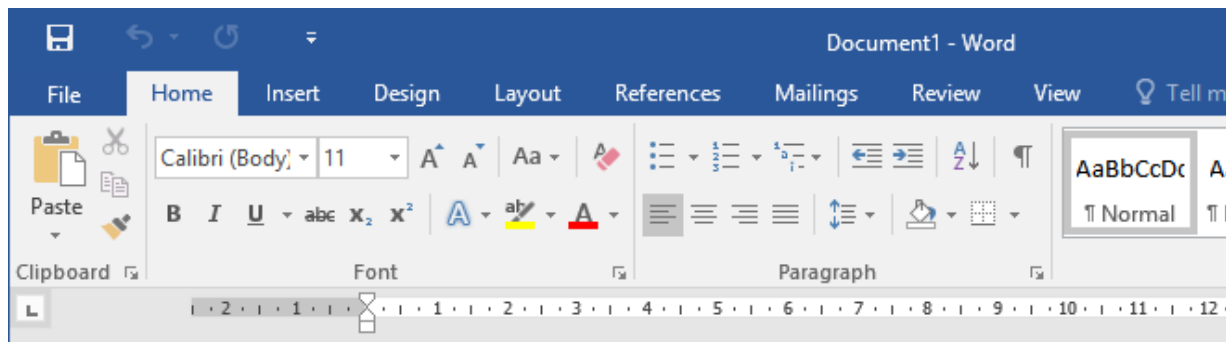
Ribbons

GETTING TO KNOW OFFICE WORD

Ribbon

These ribbons are;

- File ribbon
- Home ribbon
- Insert ribbon
- Design ribbon
- Layout ribbon
- References ribbon
- Mailings ribbon
- Review ribbon
- View ribbon
- Format ribbons

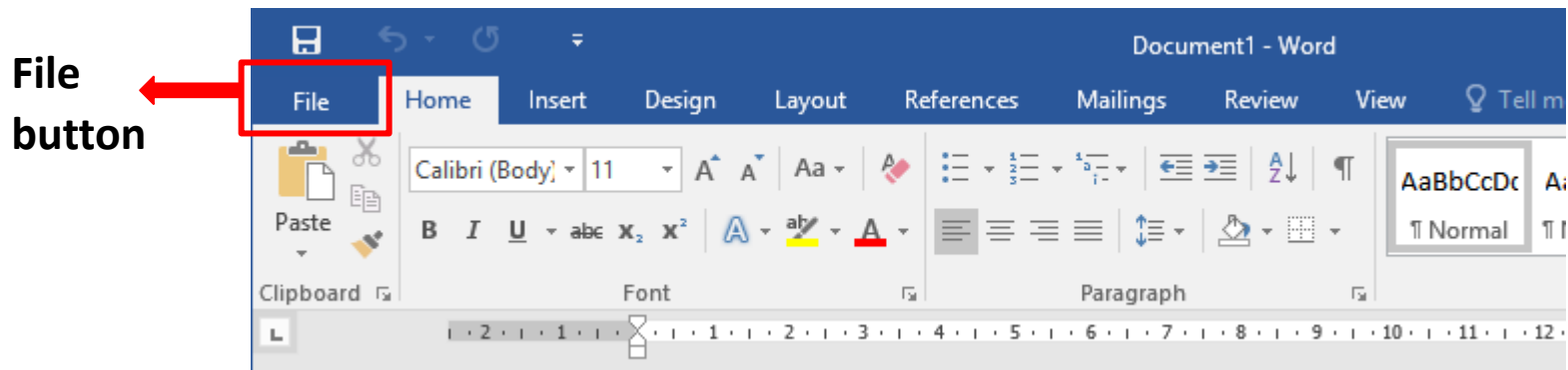


Ribbons

MS WORD WORKSPACE BASICS

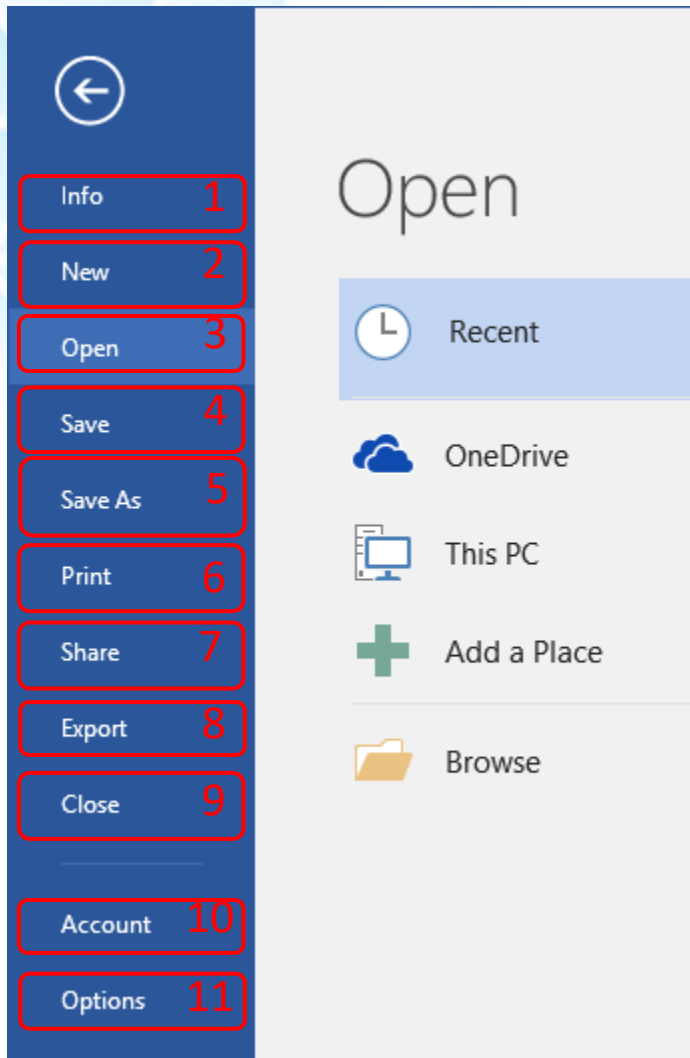
File Ribbon

- **File ribbon** is on the left side of the ribbons with dark color. When you click the **File button**, you can see basic commands like **New, Open, Save, Save as** and **Print** buttons opened at whole page.



MS WORD WORKSPACE BASICS

File Ribbon



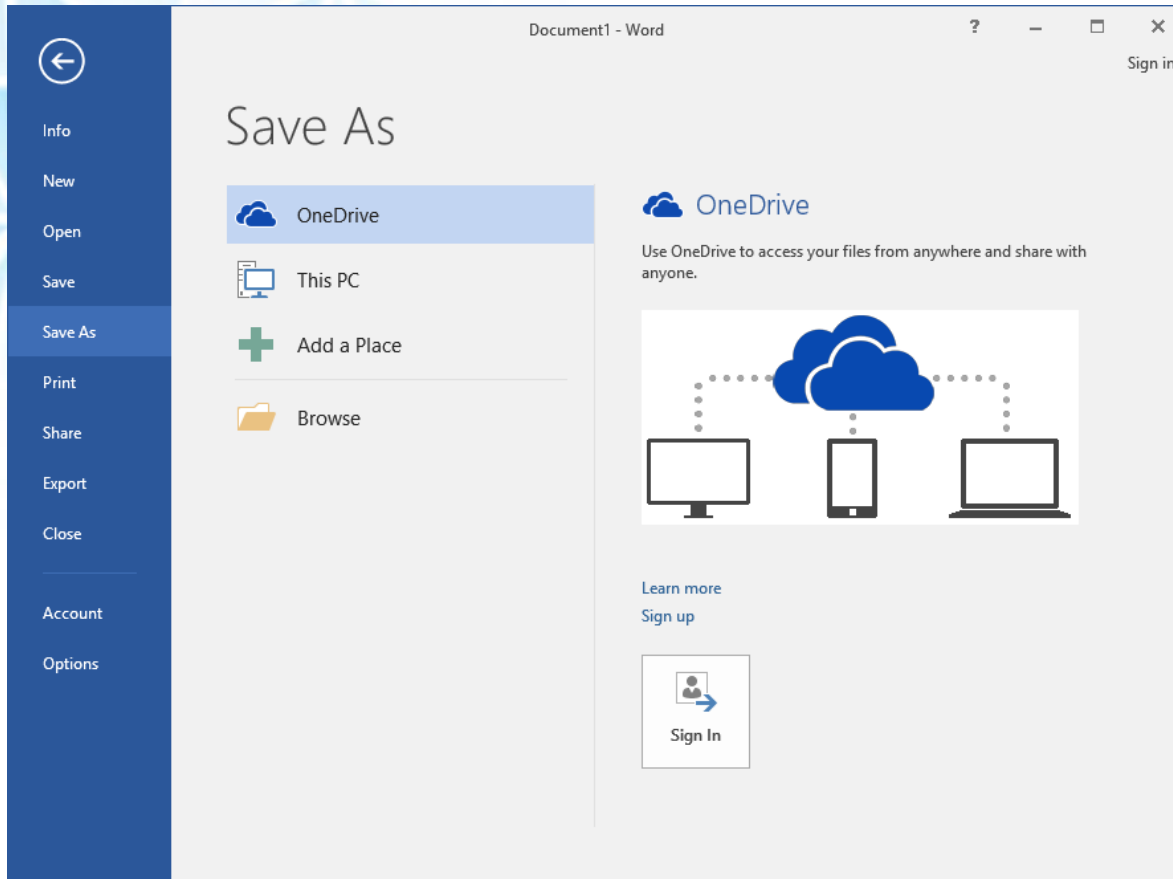
Office Button

The Functions of **File ribbon**:

1. Displays properties of the file and encrypt document, add signature, inspect document
2. Opens a new word document
3. Opens an existing word document
4. Saves a word document
5. Offers specific saving options
6. Prints the opened document
7. Shares the document
8. Exports documents in pdf/xps formats
9. Closes the recently opened word document
10. Displays the user information
11. Enables customizing your MS Word properties.

MS WORD WORKSPACE BASICS

File Ribbon - Save As



- **Save As** enables users to save their documents to their dedicated cloud storage called Microsoft OneDrive.

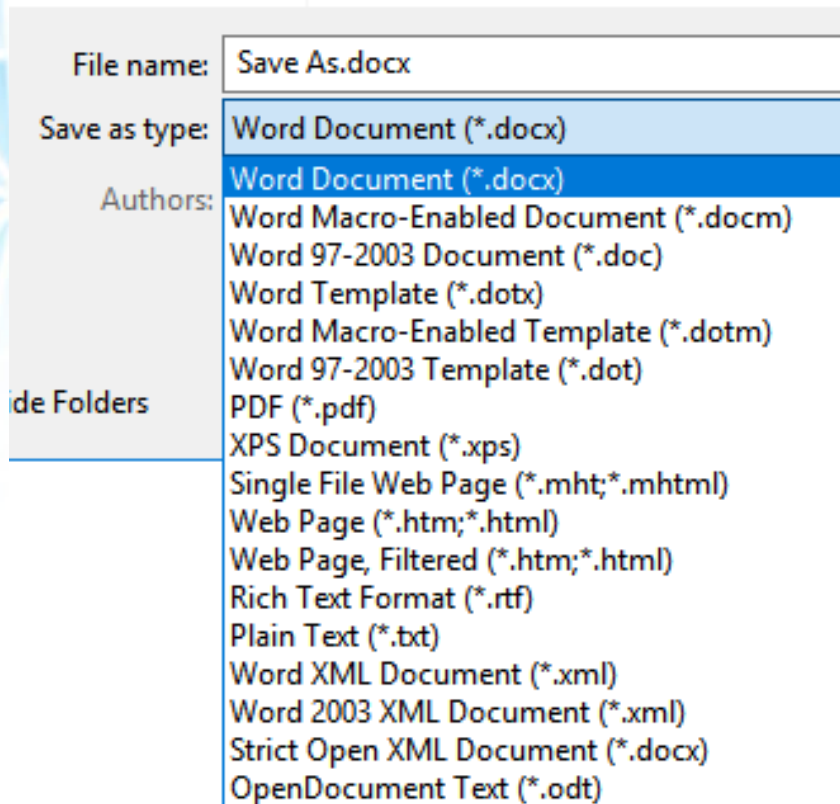
File Ribbon – Save As



NOTE: Cloud Storage is a network delivered service that provides users to save, manage and share files that are stored in a host server.

MS WORD WORKSPACE BASICS

File Ribbon - Save As



Word Saving Formats

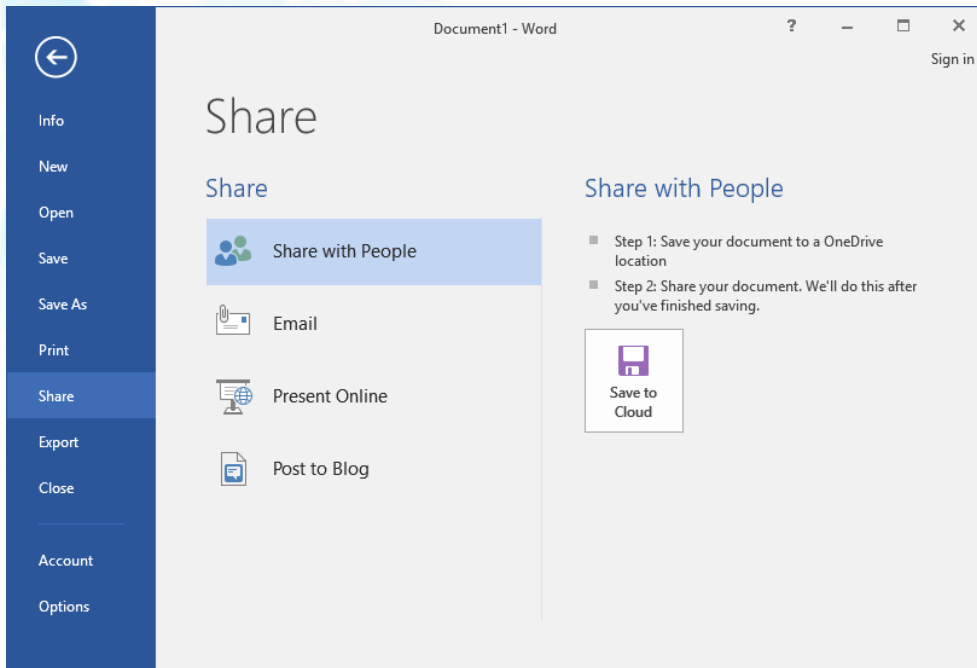
- Please note that, the extension of a default Word document is **‘.docx’**.
- **Save As** enables users to save their documents in different formats as shown on the figure.



NOTE: When you want to save a new document for the first time, you must firstly name the file before saving it.

MS WORD WORKSPACE BASICS

File Ribbon - Share



File Ribbon – Share

- **Share** enables:
 - sharing documents via e-mail or online presentation
 - inviting other users for collaborative editing
 - create a new blog post using the document

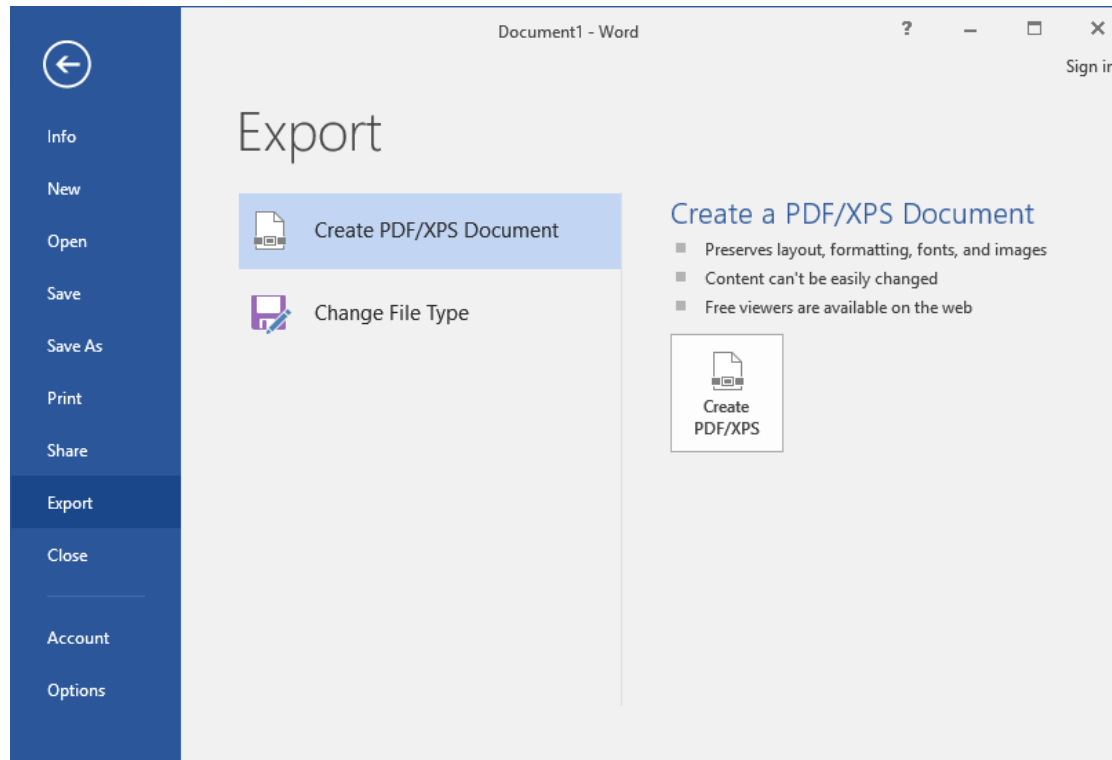


Share a Document

MS WORD WORKSPACE BASICS

File Ribbon - Export

- **Export** enables :
 - Exporting your documents in different formats (e.g. pdf)



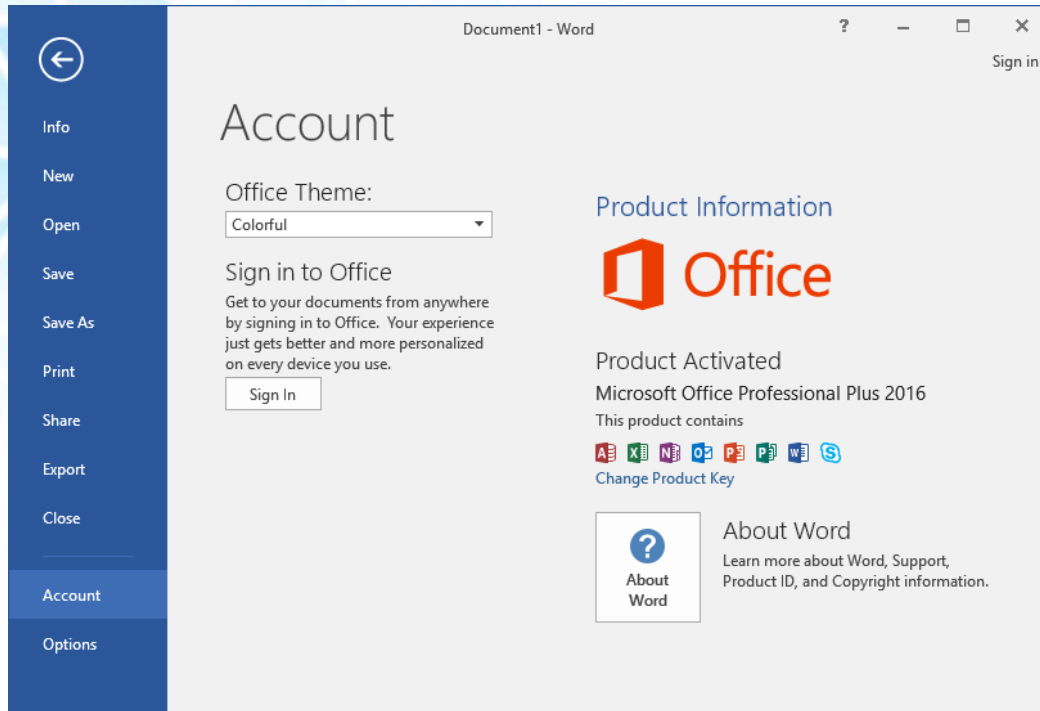
File Ribbon – Export



Convert or Save
to PDF

MS WORD WORKSPACE BASICS

File Ribbon - Account



File Ribbon – Account

Account

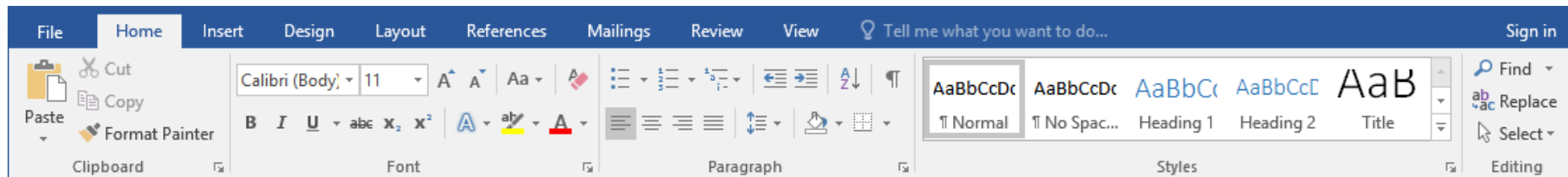
- Displays user's account information
- Enables to change Office background and theme
- Enables addition of services like Facebook, LinkedIn and Twitter

GETTING TO KNOW OFFICE WORD

Home Ribbon

The Home ribbon **contains the most commonly used commands**, such as font group for changing text size, color or clipboard group for copy/paste text and so on.

Home ribbon consists of 5 most commonly used main groups. These are; Clipboard, Font, Paragraph, Styles and Editing.



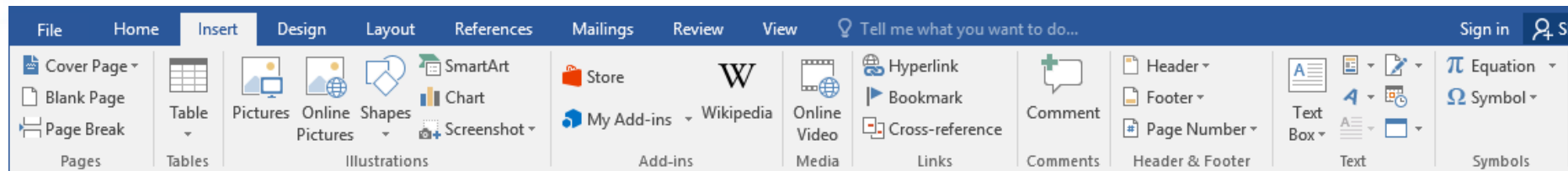
Home Ribbon

GETTING TO KNOW OFFICE WORD

Insert Ribbon

The Insert ribbon **contains several materials that you can insert to your document** like picture, clipart and shape.

By using insert ribbon you can insert;
Pages, Tables, Illustrations, Add-ins, Media, Links, Comments,
Header and Footers, Texts, and Symbols.



Insert Ribbon

GETTING TO KNOW OFFICE WORD

Design Ribbon

The Design ribbon contains several properties. By using Design ribbon you can;

- Add built-in or customized themes
- Form watermark
- Change your document background color
- Create document borders



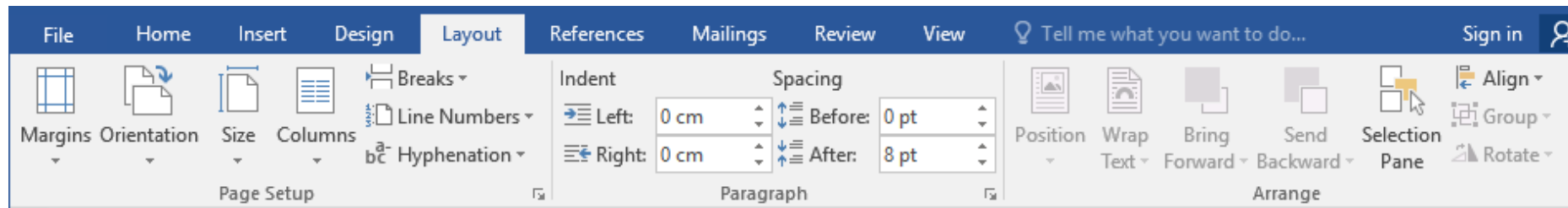
Design Ribbon

GETTING TO KNOW OFFICE WORD

Layout Ribbon

The Layout ribbon contains several **page properties**. By using Layout ribbon you can;

- Specify your page setup properties like page margins, orientation, size and columns
- Determine paragraph indentations and line spacings.
- Change the placement of your selected object (such as text box, shape and picture) on the page

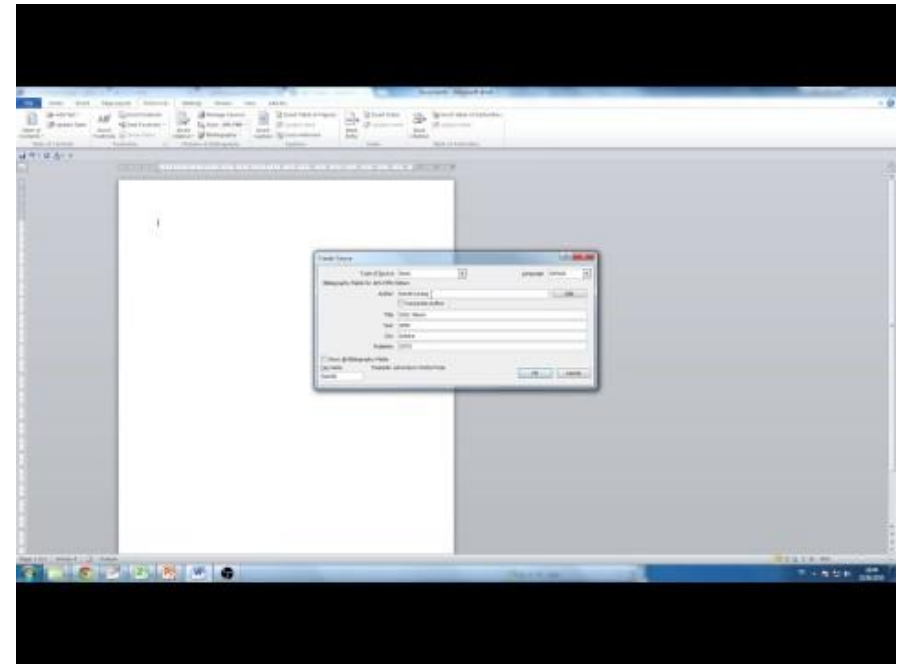


Layout Ribbon

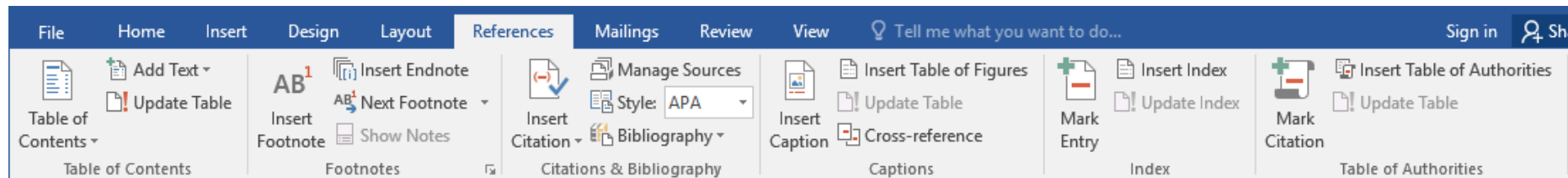
GETTING TO KNOW OFFICE WORD

References Ribbon

The References ribbon contains tools that help users to easily **create references, table of contents, indexes, captions, citations, footnotes, endnotes etc.** In this ribbon, there are 6 main groups called as Table of Contents, Footnotes, Citations & Bibliography, Captions, Index, and Table of Authorities.



- How to add new Reference



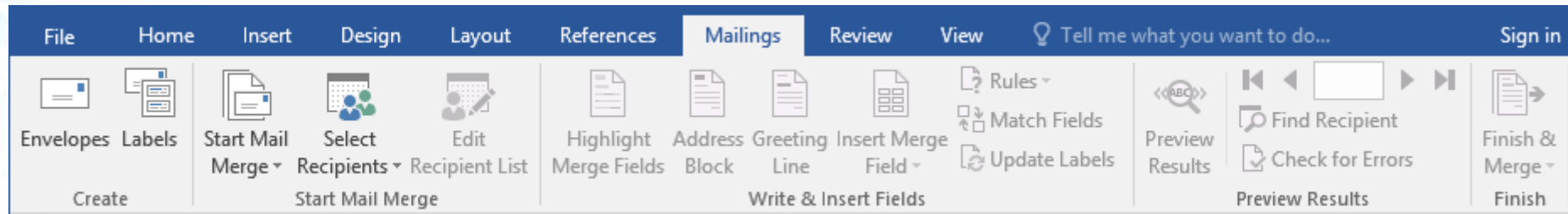
References Ribbon

GETTING TO KNOW OFFICE WORD

Mailings Ribbon

With Mailings ribbon, you can

- create envelopes and labels
- sending your document to multiple people by mail merge



Mailings Ribbon



Create Labels with a
Mail Merge



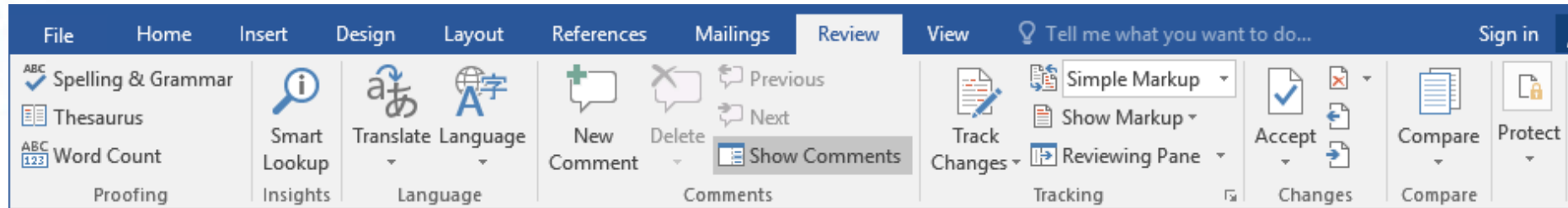
Create and Print Labels

GETTING TO KNOW OFFICE WORD

Review Ribbon

In Review ribbon, you can deal with **text reductions**, **spell check**, **translate text**, and **quickly research on the web or within the editor's comments** and **markups** and **protect your documents from editing**.

In this ribbon, there are 8 groups. These are; Proofing, Insights, Language, Comments, Tracking Changes, Compare, and Protect.



Review Ribbon



Track Changes and
Show Markup



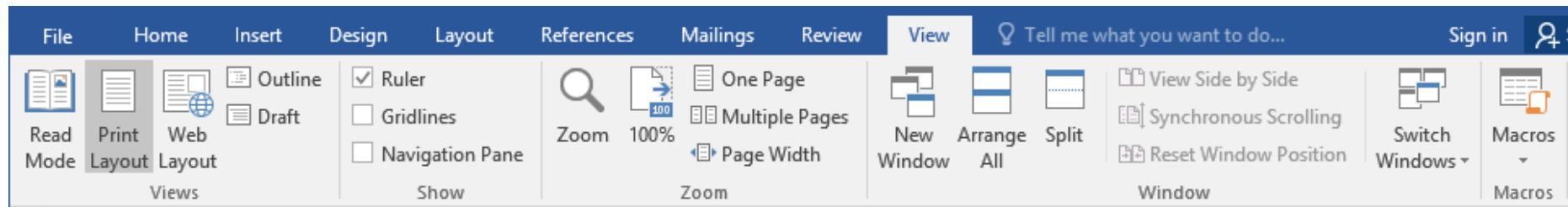
Accept/Reject Changes

GETTING TO KNOW OFFICE WORD

View Ribbon

In View ribbon you deal with **display options and document views**.

In this ribbon, there are 5 groups. These are; Views, Show, Zoom, Window, and Macros.



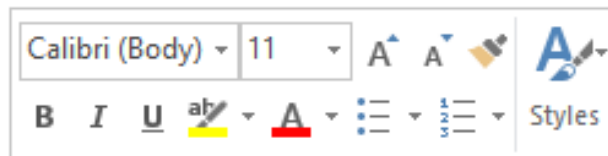
View Ribbon

GETTING TO KNOW OFFICE WORD

Mini ToolBar

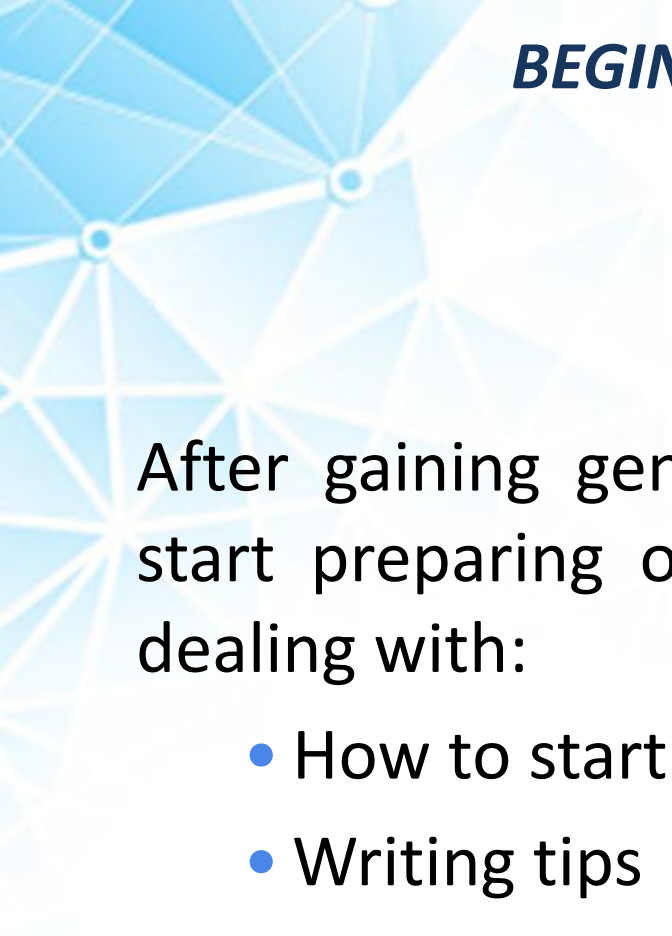
Mini toolbar offers a group of the most commonly used commands. If you are working on a different ribbon and don't want to switch to the Home ribbon to perform font related tasks, you can do so by using this mini toolbar.

If you select some text and point the cursor at it, the mini toolbar appears faded. If you point the cursor at the mini toolbar, it becomes solid and you can select a command to use. The mini toolbar sometimes disappears; to get it back, reselect the text or right click the selection.



IS100

Mini Toolbar



BEGIN TO WRITE A DOCUMENT

Start From...

After gaining general information about Word, let's start preparing our document. In this part, we are dealing with:

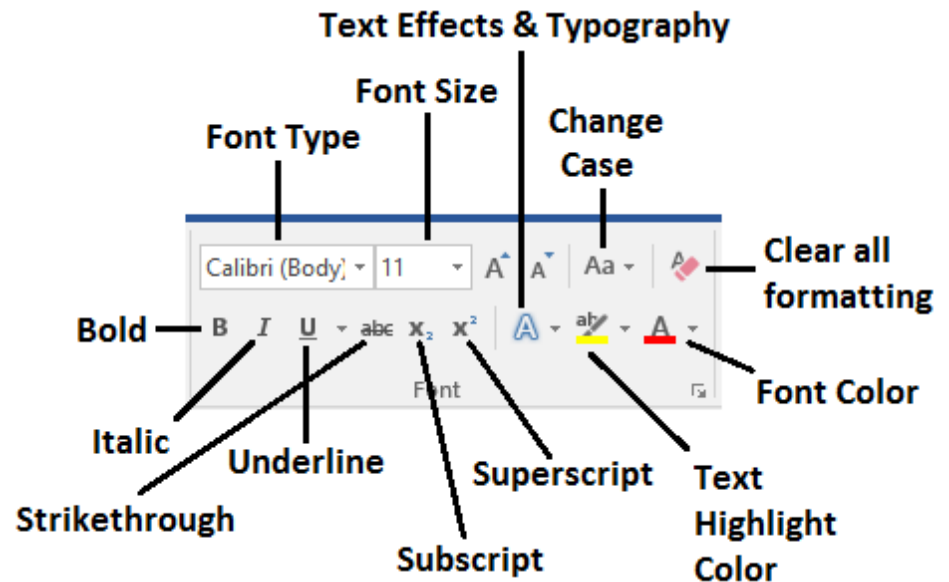
- How to start writing a document
- Writing tips
- Some Word features

BEGIN TO WRITE A DOCUMENT

Font Group

In font group, you can change the **font size**, **font type**, besides you can **underline** the text or make the text **italic** or **bold**.

By using many different formatting options you can give your document a professional look.



Home Ribbon – Font Group



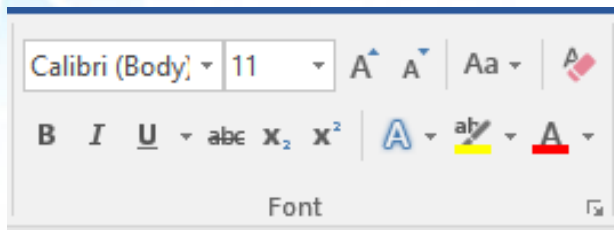
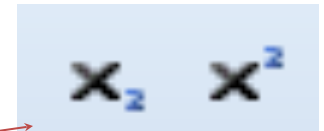
Add and Format Text

BEGIN TO WRITE A DOCUMENT

Font Group

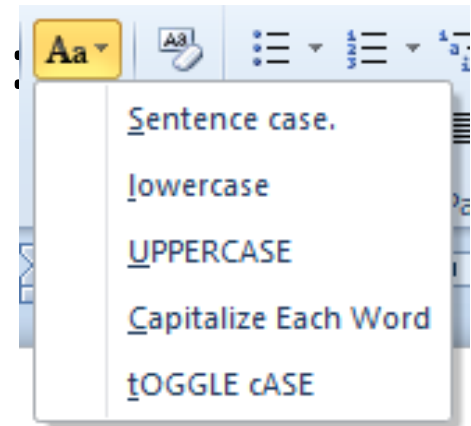
Superscript : X^2

Subscript : H_2O



Home Ribbon – Font Group

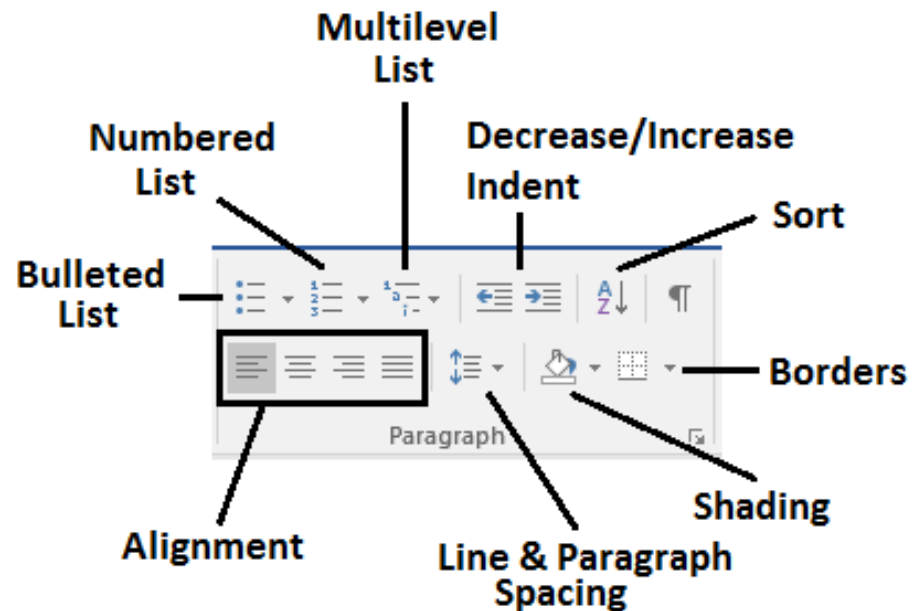
Change Case :



BEGIN TO WRITE A DOCUMENT

Paragraph Group

To change our paragraph properties, we can use **Paragraph group** on the Home ribbon. The indentation, paragraph alignment, line spacing, paragraph spacing can be customized through this group.



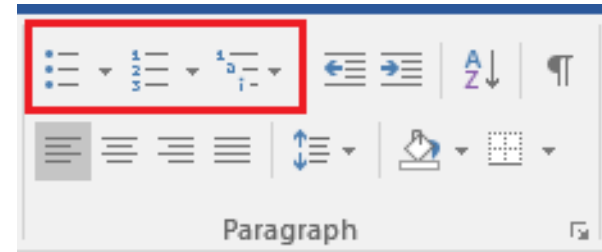
Home Ribbon – Paragraph Group

BEGIN TO WRITE A DOCUMENT

Bullets & Numbering

There are two types of lists; **numbered lists** and **bulleted lists**.

- If you have a sequence of information, a numbered list is essential.
- If you're not concerned with a sequence, a bulleted list might be better.



A numbered list

1. List Item 1
2. List Item 2
3. List Item 3



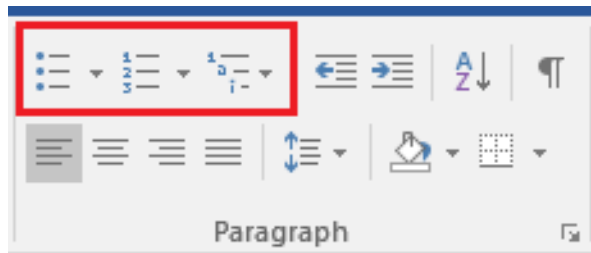
Add and Format Lists

BEGIN TO WRITE A DOCUMENT

Bullets & Numbering

Lists can be **single-level** or **multi-level**:

- **Single-level** (or single layer) means that all items in the list have the same hierarchy and indentation.
- **Multilevel** means that there's a list within a list.



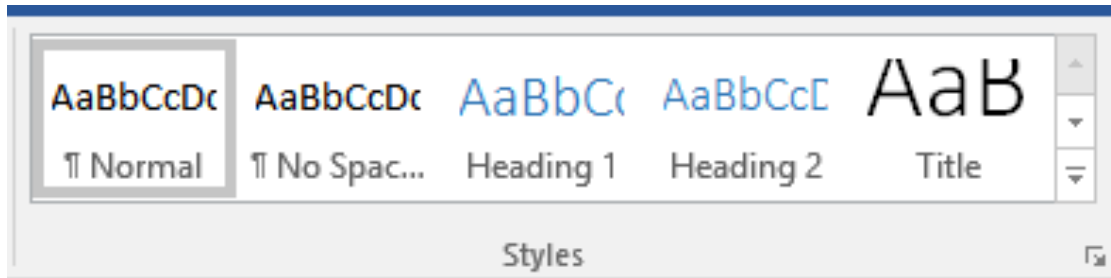
A multilevel nested list

1. List Item 1
 - ✓ Sub List Item 1
 - i) Sub Sub List Item 1
 - ii) Sub Sub List Item 2
 - iii) Sub Sub List Item 3
 - iv) Sub Sub List Item 4
 - ✓ Sub List Item 2
 - ✓ Sub List Item 3
 - ✓ Sub List Item 4
2. List Item 2
 - ✓ Sub List Item 1
 - i) Sub Sub List Item 1

BEGIN TO WRITE A DOCUMENT

Text Style

By using **Styles**, you can change your headings' formats easily. In style section, there are several different heading types. You are not restricted with the built in styles, you can create and save a new style by using the Styles.



Home Ribbon - Styles Group

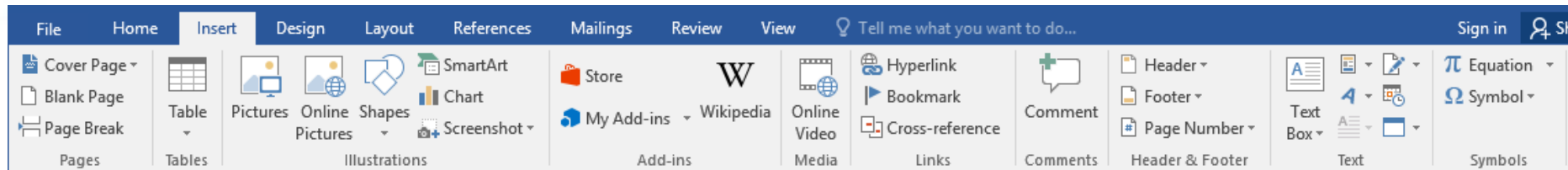


NOTE: To change style settings, right click that style and select **Modify**.

MAKING A DOCUMENT MORE VISUAL

Insert Anything...

You have written several pages of text but your document might be still incomplete. To prepare a more professional document you **can insert some visual objects to your document**. Insert ribbon includes tools for inserting different elements into your Word document.

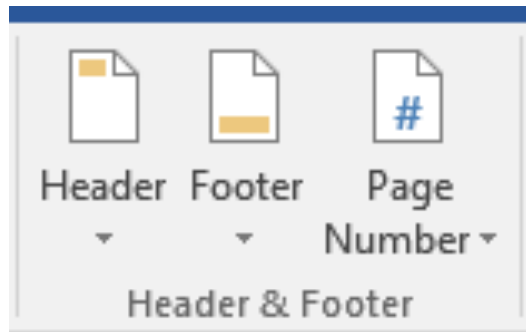


Insert Ribbon

MAKING A DOCUMENT MORE VISUAL

Insert Ribbon Groups

The **Header and Footer** of the Word makes inserting a header or footer an easy work. It will also help you to insert page numbers.



Insert Ribbon– Header & Footer Group



Insert a Header or Footer

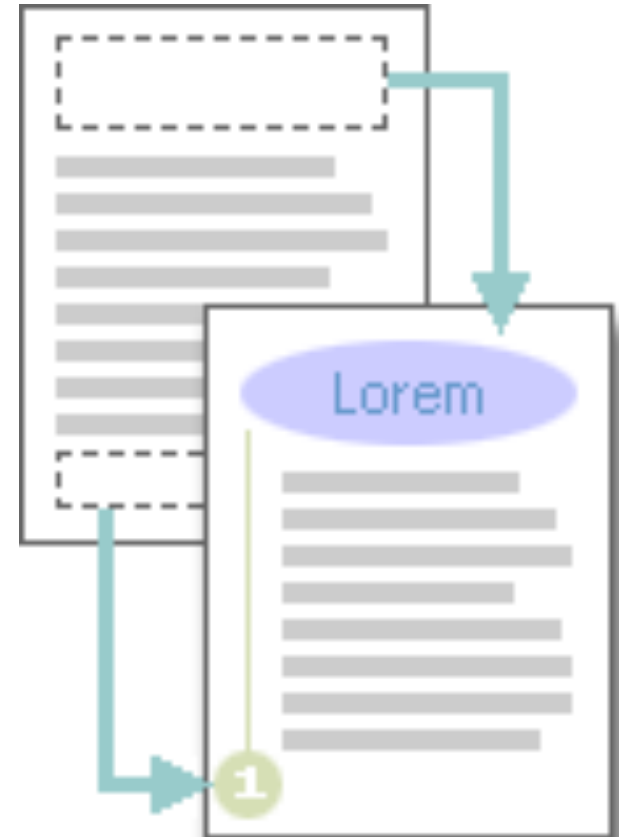


Insert/Remove Page Numbers

MAKING A DOCUMENT MORE VISUAL

Header & Footer

Headers and footers are areas in the top, bottom, and side margins of each page in a document. You can include **page numbers**, the **time and date**, a **company logo**, the **document title or file name**, or the **author's name** in the headers and footers.

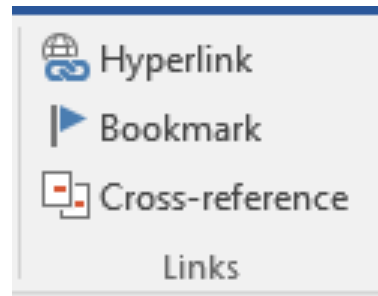


NOTE: Header & Footer will be shown on every page.

MAKING A DOCUMENT MORE VISUAL

Insert Ribbon Groups

The **Links** section of Word's Insert Ribbon will help you insert a **bookmark** so that by using it, you can quickly navigate to a specific part of your document. It will also help you insert a **cross-reference or hyperlink**.

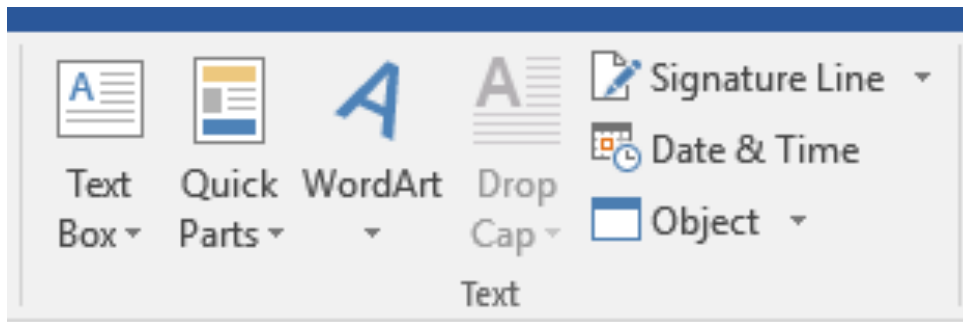


Insert Ribbon – Links Group

MAKING A DOCUMENT MORE VISUAL

Insert Ribbon Groups

The **Text section** of the Word, Insert ribbon provides options for working with **clip art and drop caps**. You can also insert **Quick Parts, Text Boxes** and **Signature Line**. You'll also find options for inserting the **date and time** into your document.

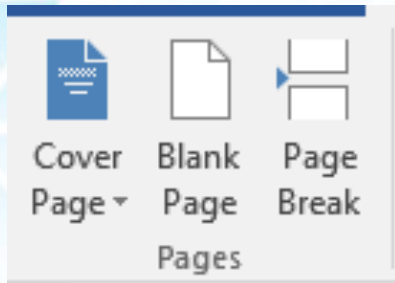


Insert Ribbon – Text Group



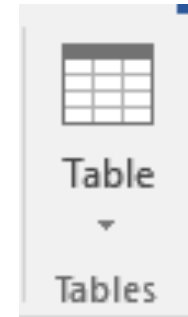
MAKING A DOCUMENT MORE VISUAL

Insert Ribbon Groups



Insert Ribbon – Pages Group

The second section of Word's Insert Ribbon is the **Tables section**. It will help you insert a table into your document.



Insert Ribbon – Tables Group



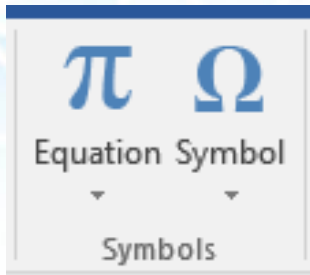
Insert/Remove a
Page Break



Insert a Table

MAKING A DOCUMENT MORE VISUAL

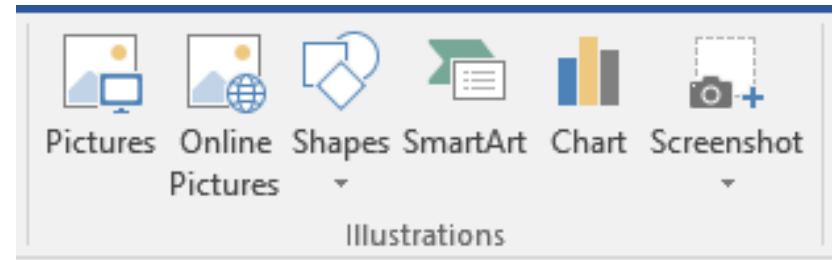
Insert Ribbon Groups



*Insert Ribbon – Symbol
Group*

Symbols section help you to **insert symbols** (€,¥,μ,π,∞ and etc..) and **equations** in to your document.

If you want to insert a **shape**, **picture**, **clip art**, **chart**, **SmartArt** and **Screenshot** **objects** into your document, you can use **Illustrations** groups.

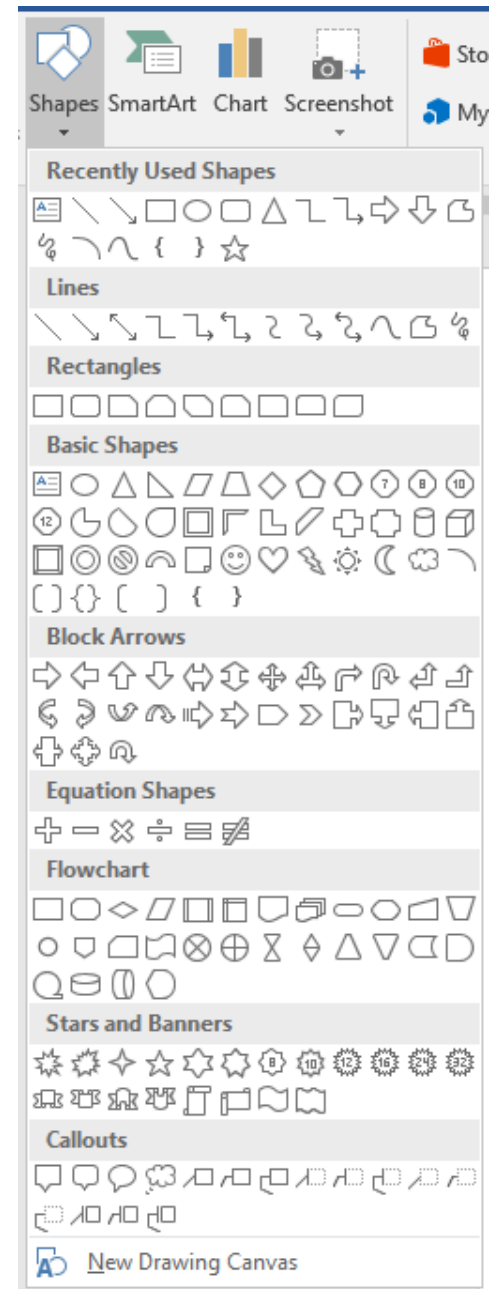


*Insert Ribbon – Illustrations
Group*

MAKING A DOCUMENT MORE VISUAL

Insert Ribbon Groups

As you can see on the figure, the **Shapes** section on Insert Ribbon presents you options for inserting different auto shapes and drawing objects into your document. Simply click one of them to insert it.

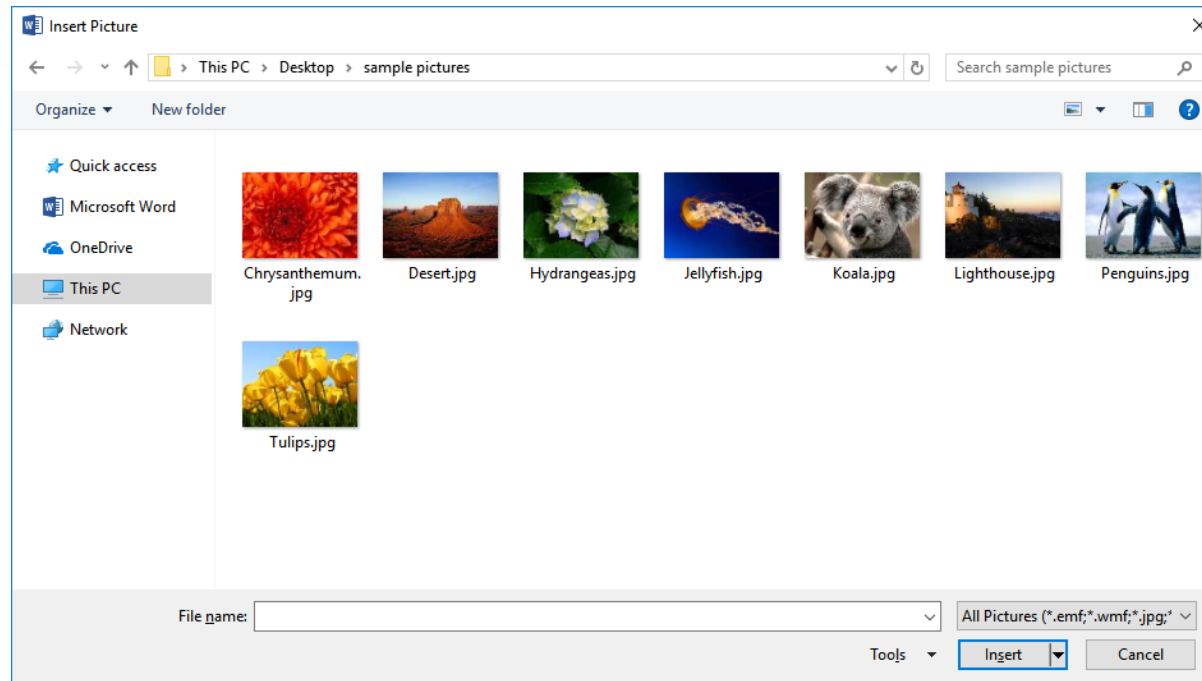


MAKING A DOCUMENT MORE VISUAL

Insert Picture From Computer

To insert a picture from computer;

- Click where you want to insert the picture.
- On the **Insert** tab, in the **Illustrations** group, click **Picture**. (It opens the **Insert Picture dialog box**)
- In this dialog box, locate the picture that you want to insert.
- Double-click the picture that you want to insert.



Insert Picture dialog box

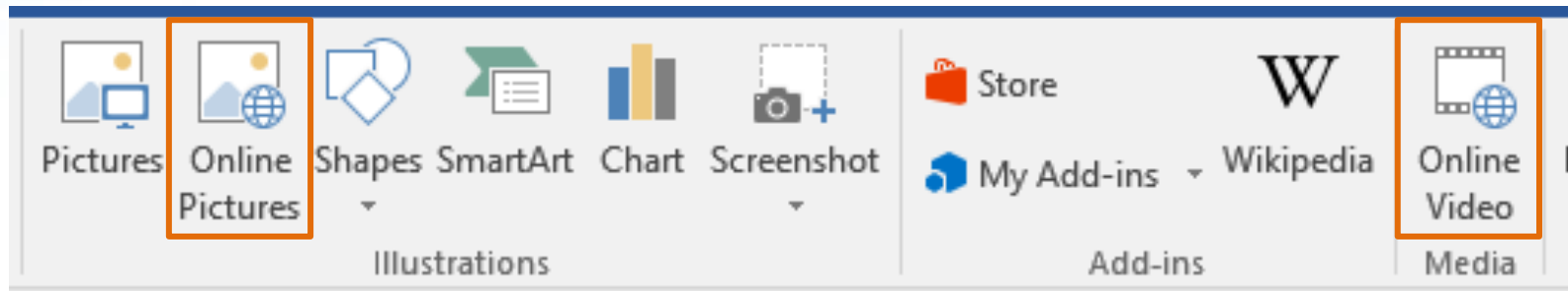


Insert Pictures (from
Computer and the
Web)

MAKING A DOCUMENT MORE VISUAL

Insert Online Picture & Video

In Word, you can insert pictures and videos from the web instantly with **“Online pictures”** and **“Online Video”**.



Insert Ribbon

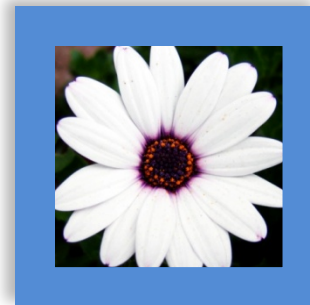
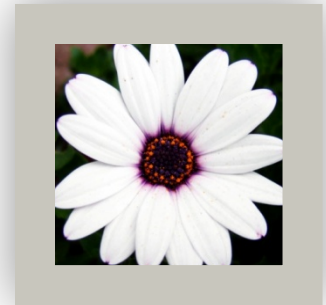
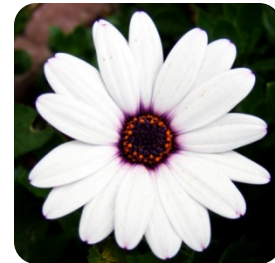


Insert Pictures (from
Computer and the
Web)

MAKING A DOCUMENT MORE VISUAL

Picture Styles

By using **Picture Styles** from **Picture Tools**, you can change the style of your pictures.



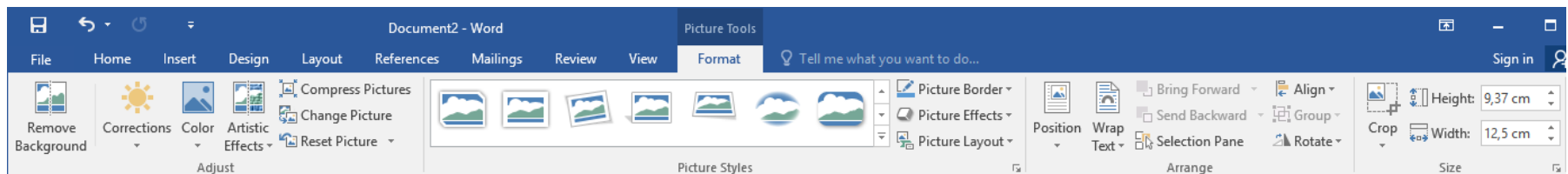
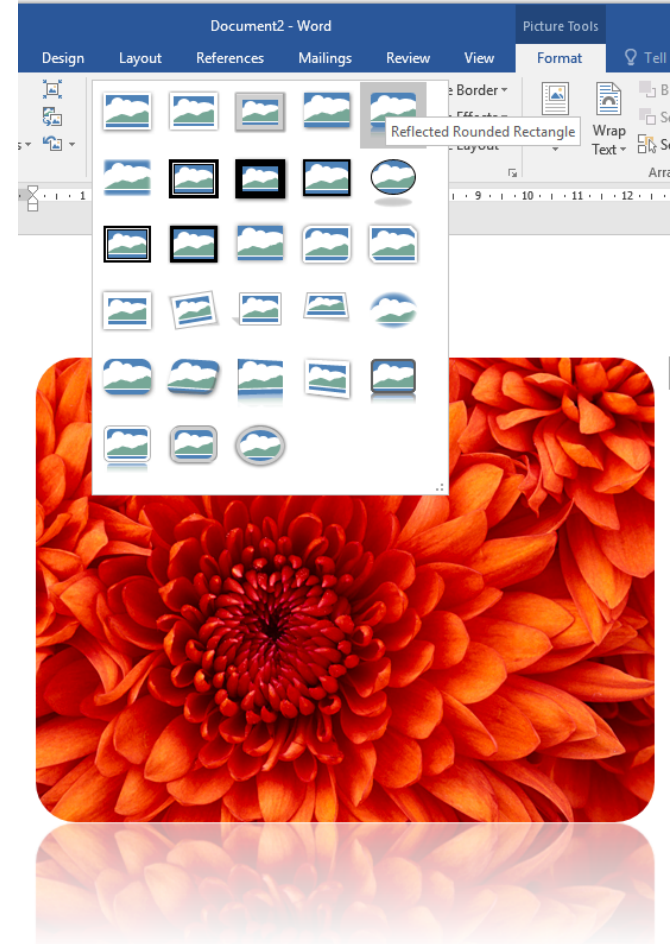
Picture Style Examples

MAKING A DOCUMENT MORE VISUAL

Picture Styles

To do this;

1. Click the picture that you want to format
2. Open **Picture Styles** group from **Picture Tools**
3. Select one of the styles



Picture Tools - Picture Styles

MAKING A DOCUMENT MORE VISUAL

Shape Fill with Pictures

By using **Shape Fill** from **Drawing Tools**, you can fill any shape with pictures.



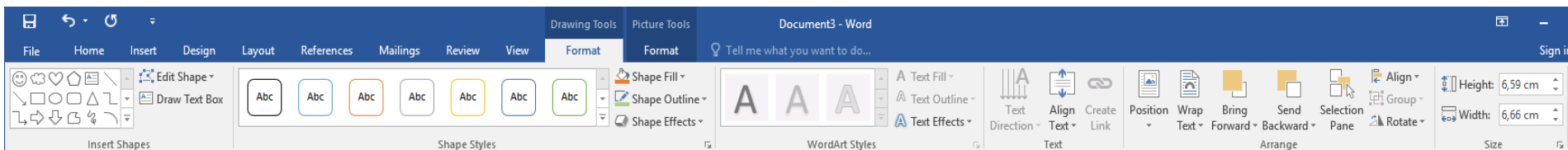
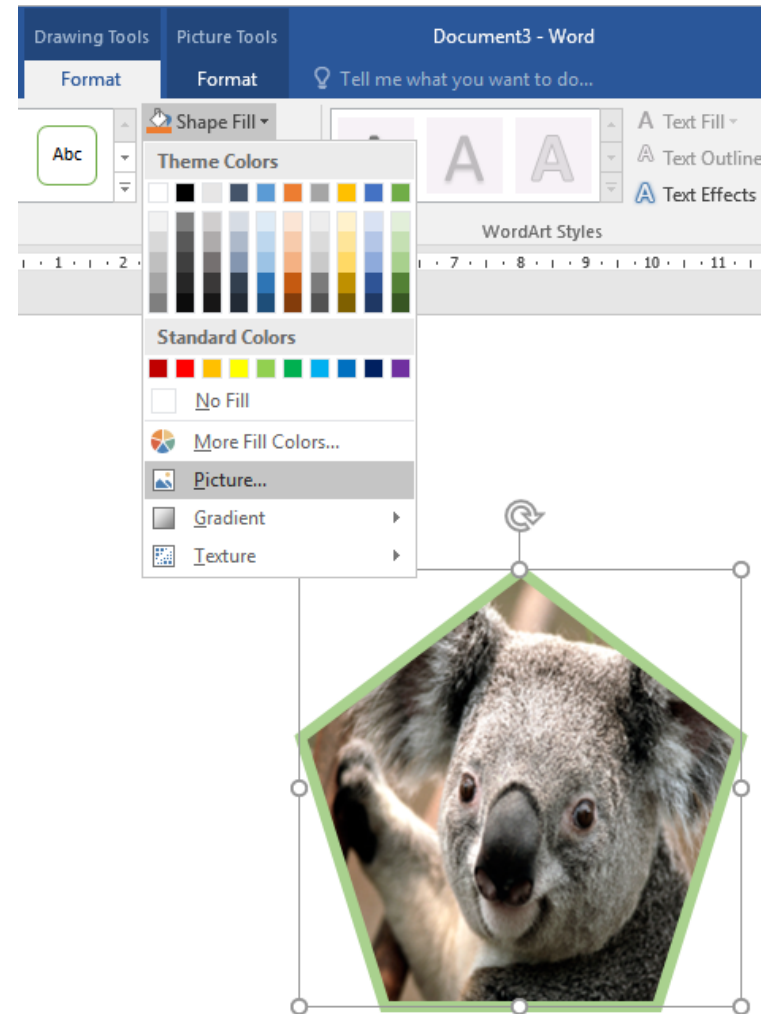
Shape Fill with Pictures

MAKING A DOCUMENT MORE VISUAL

Shape Fill with Pictures

To do this:

- Insert shape that you want to shape your picture
- Open **Drawing Tools** and **Shape Fill** drop-down list
- Click **Picture** option

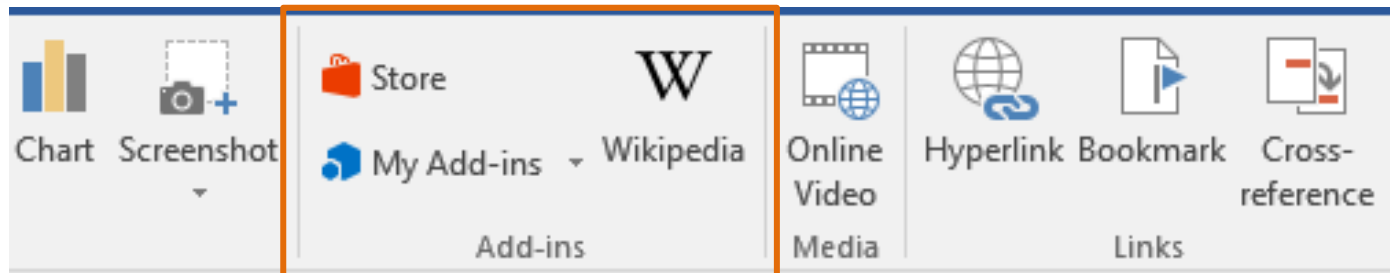


Drawing Tools

MAKING A DOCUMENT MORE VISUAL

Insert Add-ins

You can add useful apps to your office programs like image search engines or dictionaries by using **Add-ins group** of **Insert ribbon**.



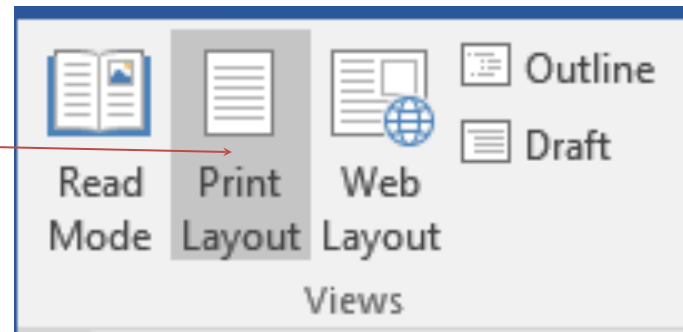
Insert Ribbon - Add-ins Group

DOCUMENTATION TECHNIQUES

View Ribbon

In Word, there are several **document views**. You can change document view quickly and easily by using **Views group** of **View ribbon**.

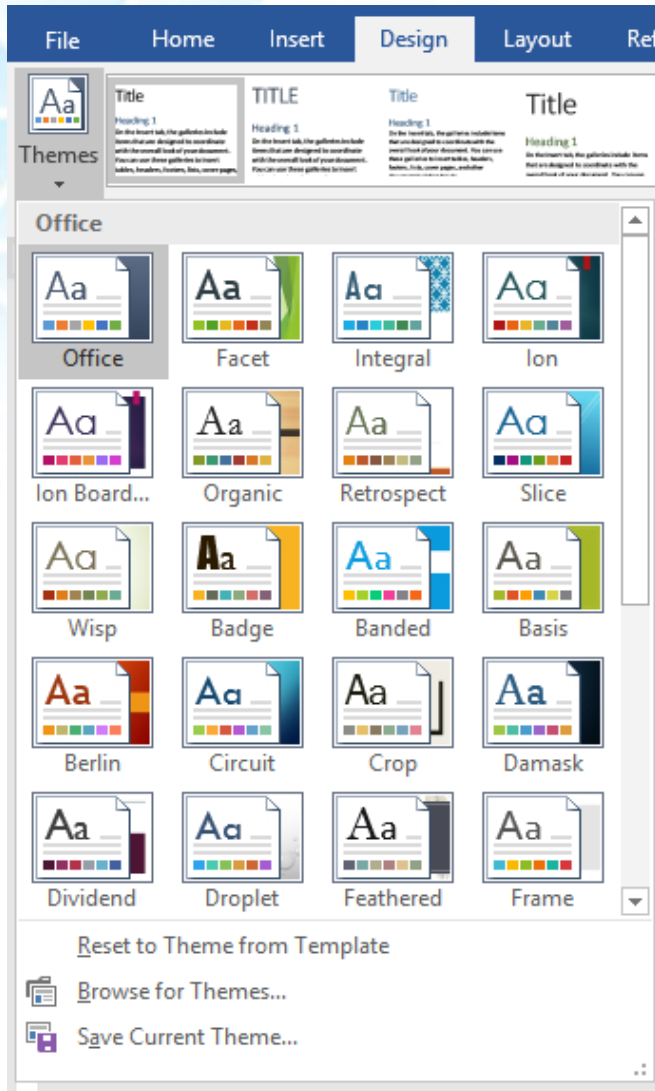
Default view of a word document is
“**Print Layout**”



Document Views

DOCUMENTATION TECHNIQUES

Design Ribbon



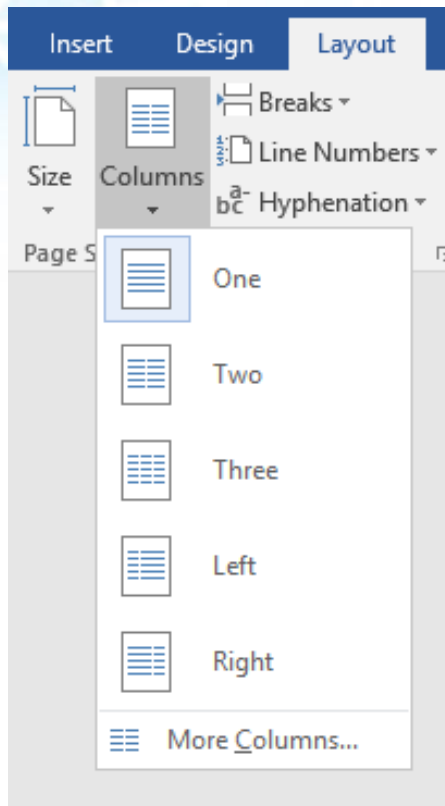
You can quickly and easily format the entire document to give it a professional and modern look by applying a document theme. **A document theme is a set of formatting choices** that includes a **color scheme** (a set of colors), a **font scheme** (a set of heading and body text fonts), and **an effects scheme** (a set of lines and fill effects).



DOCUMENTATION TECHNIQUES

Layout Ribbon - Page Setup - Columns

You can split your text into two or more columns. By this way you can save space in your document.



Columns

Column 1

Column 2

Column 3

Having made an initial appraisal of these sources, you should now examine the body of the source. Read the preface to determine the author's intentions for the book. Scan the table of contents and the index to get a broad overview of the material it covers. Note whether bibliographies are included. Read the chapters that specifically address your topic. Scanning the table of contents of a journal or magazine issue is also useful. As with books, the relevance and quality of a bibliography at the end of the article may reflect the care with which the authors have prepared their work.

Content analysis has been defined as a systematic, replicable technique for compressing many words of text into fewer content categories based on explicit rules of coding (Bereelson, 1952; GAO, 1996; Krippendorff, 1980; and Weber, 1990). Holsti (1969) offers a broad definition of content analysis as, "any technique for making inferences by objectively and systematically identifying specified characteristics of messages" (p. 14). Under Holsti's definition, the technique of content analysis is not restricted to the domain of textual analysis, but may be applied to other areas such as coding student drawings (Wheelock, Haney, & Bebell, 2000), or coding of actions observed in videotaped studies (Stigler, Gonzales, Kawanaka, Knoll, & Serrano, 1999). In

for allowing us to discover and describe the focus of individual, group, institutional, or social attention (Weber, 1990). It also allows inferences to be made which can then be corroborated using other methods of data collection. Krippendorff (1980) notes that "[m]uch content analysis research is motivated by the search for techniques to infer from symbolic data what would be either too costly, no longer possible, or too obtrusive by the use of other techniques" (p. 51).

1. Intended Audience

What type of audience is the author addressing? Is the publication aimed at a specialized or a general audience? Is this source too elementary, too technical, too advanced, or just right for your needs?

2. Objective Reasoning

1. Is the information covered fact, opinion, or propaganda? It is not always easy to separate fact from opinion. Facts can usually be verified; opinions, though they may be based on factual information, evolve from the interpretation of facts. Skilled writers can make you think their interpretations are facts.
2. Does the information appear to be valid and well-researched, or

radical? An author departs from the views of others in the same field, the more carefully and critically you should scrutinize his or her ideas.

4. Is the author's point of view objective and impartial? Is the language free of emotion-arousing words and bias?

3. Coverage

1. Does the work update other sources, substantiate other materials you have read, or add new information? Does it extensively or marginally cover your topic? You should explore enough sources to obtain a variety of viewpoints.
2. Is the material primary or secondary in nature? Primary sources are the raw material of the research process. Secondary sources are based on primary sources. For example, if you were researching Konrad Adenauer's role in rebuilding West Germany after World War II, Adenauer's own writings would be one of many primary sources available on this topic. Others might include relevant government documents and contemporary German newspaper articles. Scholars use this primary material to help generate historical

DOCUMENTATION TECHNIQUES

Layout Ribbon - Page Setup - Page Orientation

You can choose either **portrait** (vertical) or **landscape** (horizontal) orientation for your document.

To change the page orientation of your document

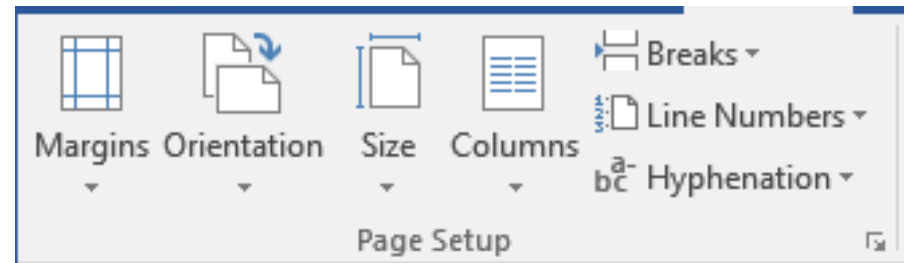
1. On the **Page Layout** tab, in the **Page Setup** group, click **Orientation**.
2. Click on **Portrait** or **Landscape**.



Portrait



Landscape



Page Setup



Change Margins

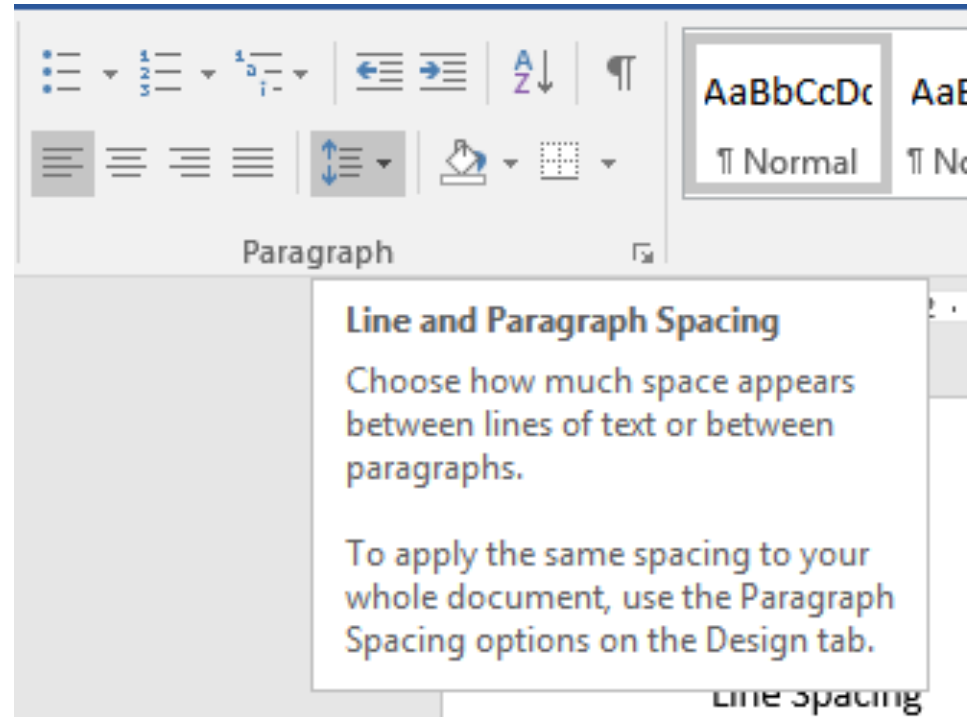
DOCUMENTATION TECHNIQUES

Design & Layout Ribbons - Line Spacing

- You can change line spacing for part of a document by using either **Layout** ribbon (**Paragraph**) or **Design** ribbon (**Paragraph Spacing**).



Change Line Spacing



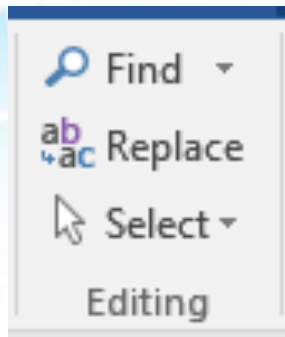
Home Ribbon - Paragraph



Design Ribbon - Paragraph Spacing

DOCUMENT CORRECTION

Editing Group



Home Ribbon – Editing Group

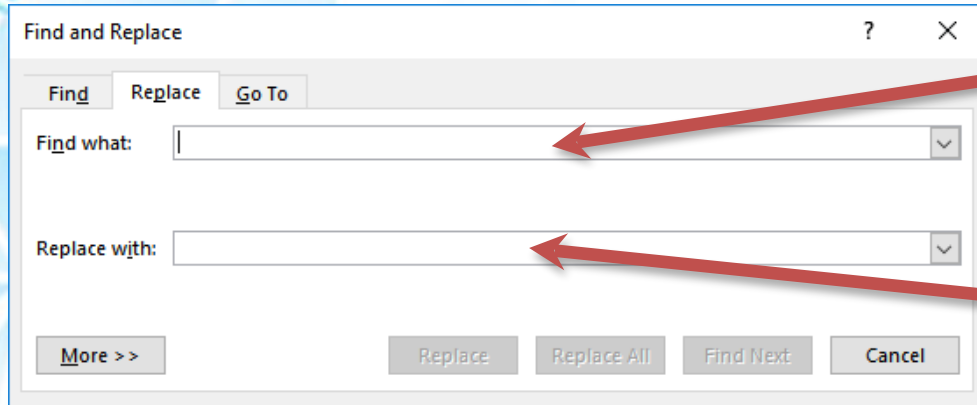
On the **Home ribbon**, in the **Editing group**, you can find and locate any text or object in your document and replace it with a given word.



NOTE: Beside finding or replacing a text; you can find or replace specific formatting types, paragraph breaks, page breaks, and other items, specific letters, formatting, fields, or special characters.

DOCUMENT CORRECTION

Find and Replace



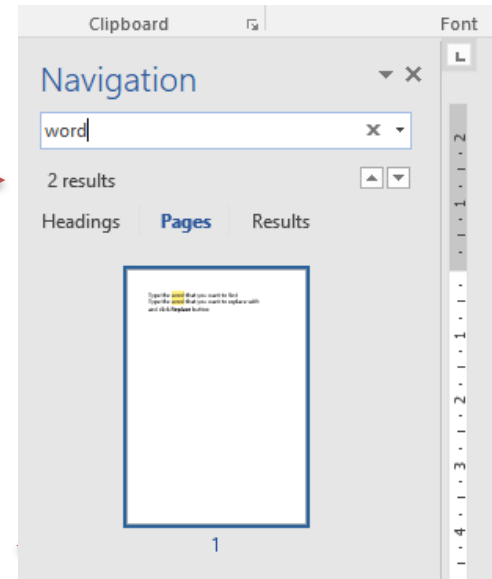
The 'Find and Replace' dialog box is shown with the 'Find' tab selected. It contains two text input fields: 'Find what:' and 'Replace with:'. Below these fields are four buttons: 'More >>', 'Replace', 'Replace All', and 'Find Next'. A red arrow points from the text 'Type the word that you want to find' to the 'Find what:' field. Another red arrow points from the text 'Type the word that you want to replace with and click **Replace** button' to the 'Replace' button.

Type the word that you want to find

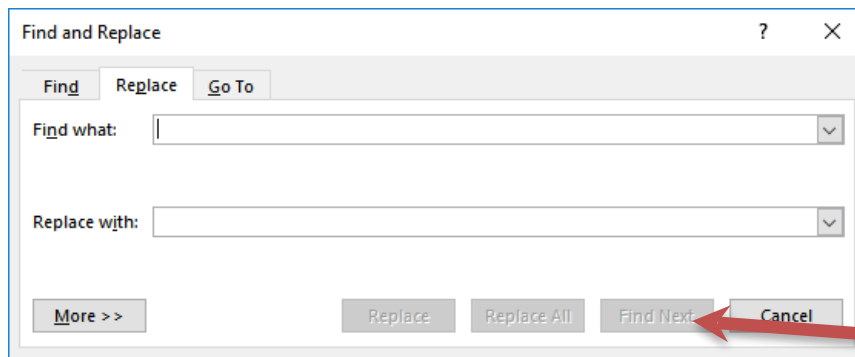
Type the word that you want to replace with and click **Replace** button

Replace

Type the word that you want to find on Navigation panel on the left side of the page. The words will be highlighted.



The 'Navigation' panel is shown on the left side of the page. It has a search bar with the text 'word' entered. Below the search bar, it says '2 results'. There are three tabs: 'Headings', 'Pages', and 'Results'. The 'Pages' tab is selected. Below the tabs, there is a preview of a document page with a blue border. A red arrow points from the text 'Type the word that you want to find on Navigation panel on the left side of the page. The words will be highlighted.' to the search bar.



The 'Find and Replace' dialog box is shown with the 'Find' tab selected. It contains two text input fields: 'Find what:' and 'Replace with:'. Below these fields are four buttons: 'More >>', 'Replace', 'Replace All', and 'Find Next'. A red arrow points from the text 'Type the word that you want to find and click **Find Next** button' to the 'Find Next' button.

Type the word that you want to find and click **Find Next** button

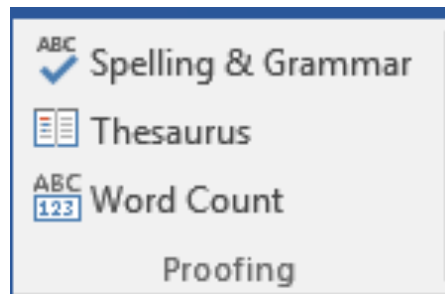
Advanced Find

DOCUMENT CORRECTION

Proofing Group – Spelling & Grammar

Checking the spelling and grammar is useful when you want to proof your text. You can check for possible mistakes and then confirm each correction. To do this;

- Open the **Review** tab
- In the **Proofing** group, click on **Spelling & Grammar**.



Review Ribbon – Proofing and Language Groups

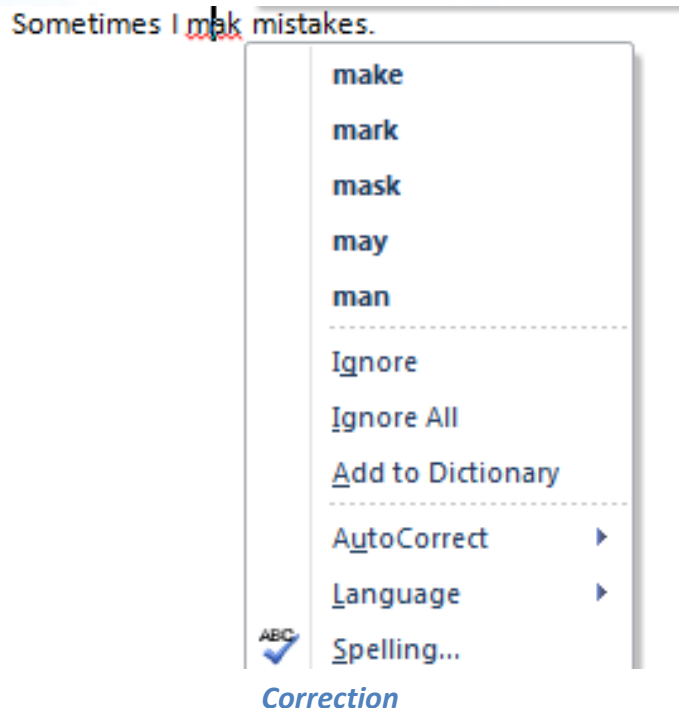


NOTE: You can access this command quickly by adding it to the Quick Access Toolbar, which is a part of the Microsoft Office Fluent user interface, by right-clicking the **Spelling & Grammar** button, and then clicking **Add to Quick Access Toolbar** on the shortcut menu.

DOCUMENT CORRECTION

Spell Check - Automatically

If spelling is automatically checked while you are typing, you can feel confident that you won't need to check for spelling mistakes before delivering the document. Microsoft Office programs notifies **misspelled words** as in the following example.

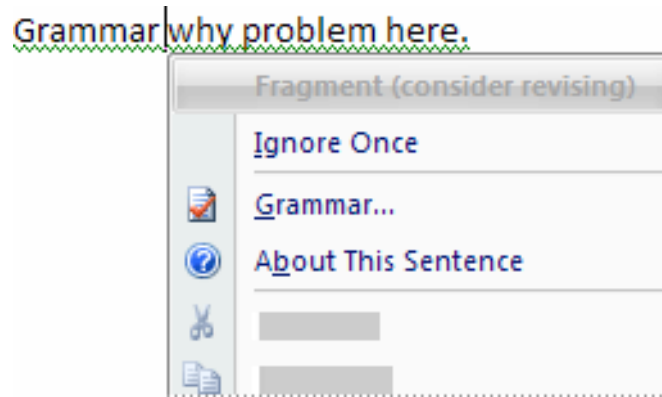


You can right-click the misspelled word to see suggested corrections on the shortcut menu. The shortcut menu also includes other options for the misspelled word, such as adding the word to your custom dictionary.

DOCUMENT CORRECTION

Grammar Check - Automatically

If you turn on automatic grammar checking, Word **flag the potential grammar and style mistakes** while you work in Word documents, as shown in the following example. **You can right-click the mistake for more options on the shortcut menu.** You also can choose to **ignore the error** or click **About This Sentence** to see why the program considers the text to be a mistake.

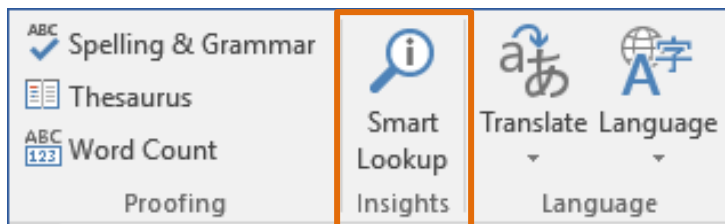


Check Grammar

DOCUMENT CORRECTION

Review Ribbon - Smart Lookup

Smart Lookup helps users learn more about the text they select by seeing definitions, images and other results from various online sources.



Review Ribbon - Smart Lookup

unicorn

Insights

Explore Define

Unicorn

u-ni-corn ['yoʊnə,kôrn] ⓘ

noun

a mythical animal typically represented as a horse with a single straight horn projecting from its forehead.

Powered by OxfordDictionaries © Oxford University Press

More



<http://en.wikipedia.org> See All Images

Unicorn

The unicorn is a legendary creature that has been described since antiquity as a beast with a single large, pointed, spiraling horn projectin...

en.wikipedia.org Text under CC-BY-SA license

Insights

Explore Define

Unicorn

u-ni-corn ['yoʊnə,kôrn] ⓘ

noun

plural noun:unicorns

1. a mythical animal typically represented as a horse with a single straight horn projecting from its forehead.
2. something that is highly desirable but difficult to find or obtain.

"an album like this is something of a unicorn"

3. a carriage drawn by three horses, two abreast and one leader.

origin

Middle English: via Old French from Latin unicornis, from uni- 'single' + cornu 'horn', translating Greek monokerōs.

Powered by OxfordDictionaries © Oxford University Press

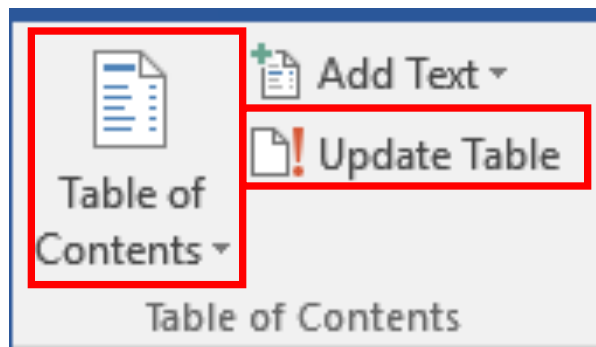
Smart Lookup Results for "Unicorn" Text

FINALIZE DOCUMENT

Creating Table of Contents

You can create a **table of contents** after applying the heading styles to your titles (Heading 1, 2, 3) to include them in the table of contents. To do this;

1. Click where you want to insert the table of contents, it is usually placed at the beginning of the document.
2. On the **References ribbon**, in the **Table of Contents group**, click **Table of Contents**, and then click the table of contents style that you want to insert.



Insert Table of Content

Whenever you make a change in your document you may need to update your table of contents by using this option.

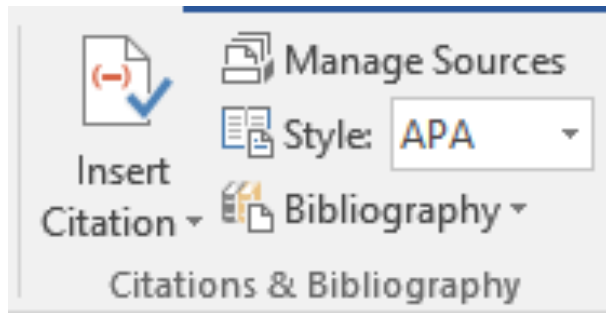


Add a Table of Contents

FINALIZE DOCUMENT

Insert Bibliography

A bibliography is a list of sources, usually placed at the end of a document, that you consulted or cited in creating the document. To create a bibliography, you can use **References ribbon >> Citations & Bibliography group**.



Insert Citation and Bibliography

Arbaugh, J. B., & Duray, R. (2002). Echnological and structural characteristics, student learning and satisfaction with web-based course: An exploratory study of two on-line MBA programs. *Management Learning*, 33 (3), 331–347.

Badrul, K. K. (2005). E-Learning Quick Check List. Hersley, London, Melbourne, Singapore., USA: Information Science Publishing.

Bruner, J. S. (1971). *The relevance of education*. Cambridge: MA: Harvard University Press.

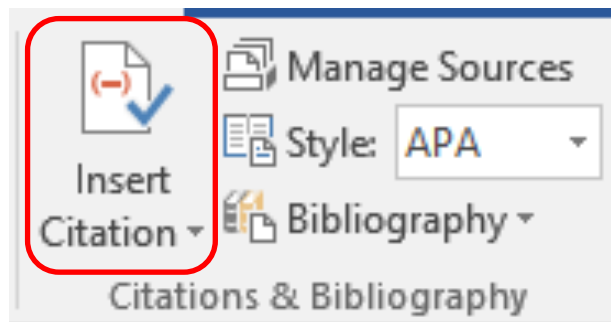
Collis, B. (1995). Anticipating the impact of multimedia in education: lessons from the literature. (2, Ed.) *Computers in Adult Education and Training*, 136–49.

List of Reference

FINALIZE DOCUMENT

Creating Reference

- To insert a new citation in the text, click **Insert Citation** on the **References tab**, in the **Citations & Bibliography group**.
- **To add the source** information as a new source, click Add New Source.
- **To list your citation** and references list at the end of your document, click Bibliography link and select one of the bibliography types.
- **To update your Citation** and references list click Update Citation and Bibliography link.



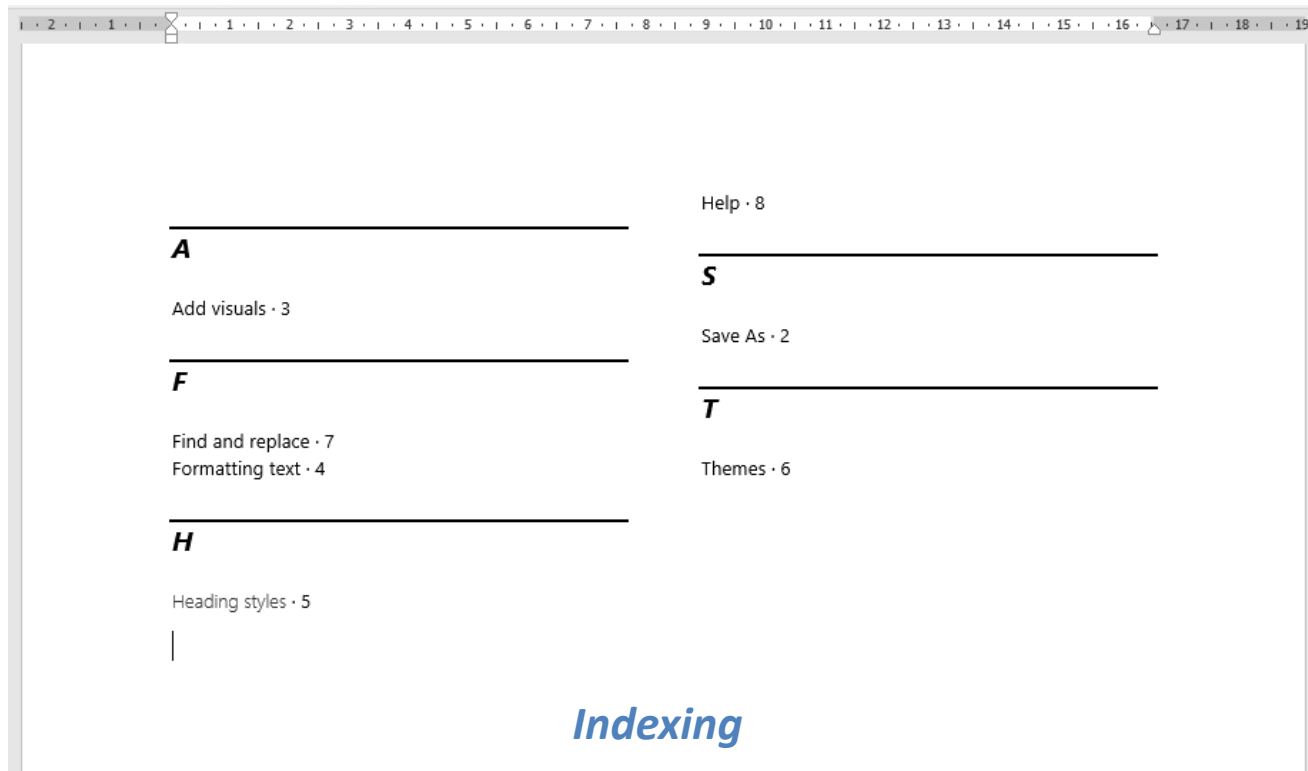
Citations & Bibliography Group

FINALIZE DOCUMENT

Creating Index

An index lists *the terms and topics that are discussed in a document, along with the pages that they appear on*. To create an index, use **Indexing group** on the **References ribbon**.

An index is a list of keywords in the document along with the page numbers where the words appear on.

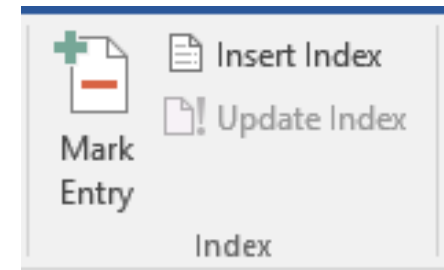


FINALIZE DOCUMENT

Creating Index

You can create an index entry:

- For an individual **word**, **phrase**, or **symbol**
- For a topic that spans a range of pages



Indexing

To create an index, you mark the entries, select a design, and then build the index.

1. To mark index entries, do one of the following:
 - a. To use existing text as an index entry, select the text. To enter your own text as an index entry, click where you want to insert the index entry.
 - b. On the **References** tab, in the **Index** group, click **Mark Entry**.
2. After you mark the entries, you are ready to select an index design and insert the index into your document.
3. Click where you want to add the index.
4. On the **References** ribbon, in the **Index** group, click **Insert Index**.



**METU
ODTÜ**



TEST YOURSELF

References

Microsoft (2018). *Word for Windows Training* [Video Files]. Retrieved December 18, 2018 from <https://support.office.com/en-us/article/word-for-windows-training-7bcd85e6-2c3d-4c3c-a2a5-5ed8847eae73>

What the heck is Latex? [Online image]. (2017). Retrieved December 18, 2018 from <http://scottmcpeak.com/latex/whatislatex.html>

Wikipedia (2018). Word Processor. Retrieved December 28, 2018 from https://en.wikipedia.org/wiki/Word_processor