University Mohamed Kheider, Biskra

Faculty of Letters and Languages

Department of Foreign Languages

Division of English

Class Master 2

Semester 1

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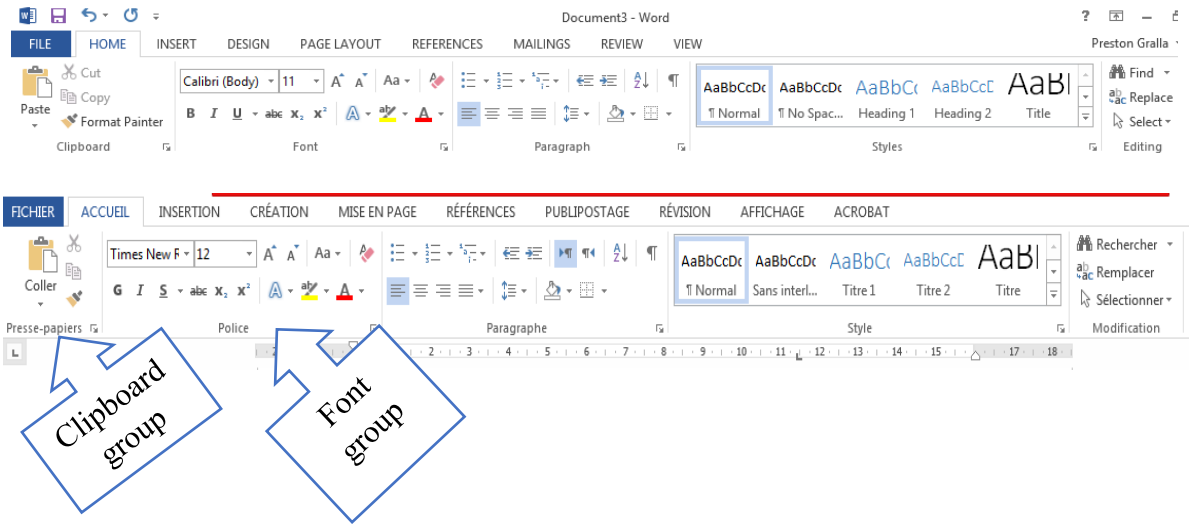
COURSE OF COMPUTER SCIENCE

Lecturer: Mrs D. CHAMI

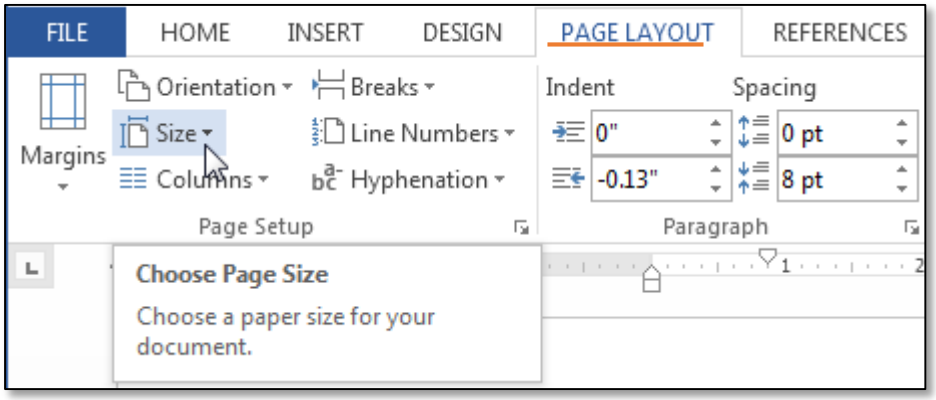
In the following, we will learn how to write a graduation thesis using Microsoft Word 2013. Word has tabs at the top. Including (the Home tab - Insert tab - Design tab) in French (acceuil, insertion, création) and each tab contains a number of groups (from the home tab, we have the clipboard group, the font group, and the paragraph group). Each group contains a number of buttons.

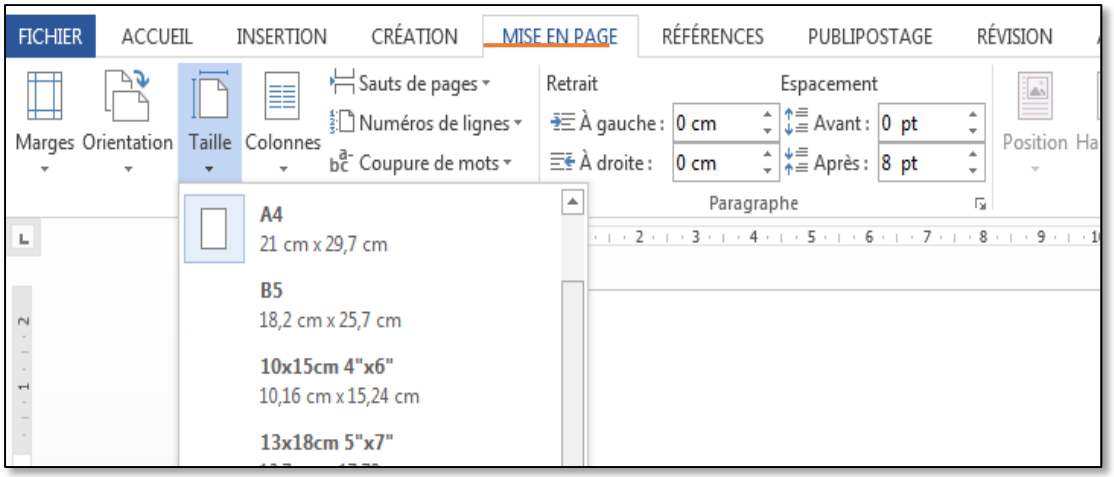


1 Before starting a set of constants must be adopted

1.1 Paper size

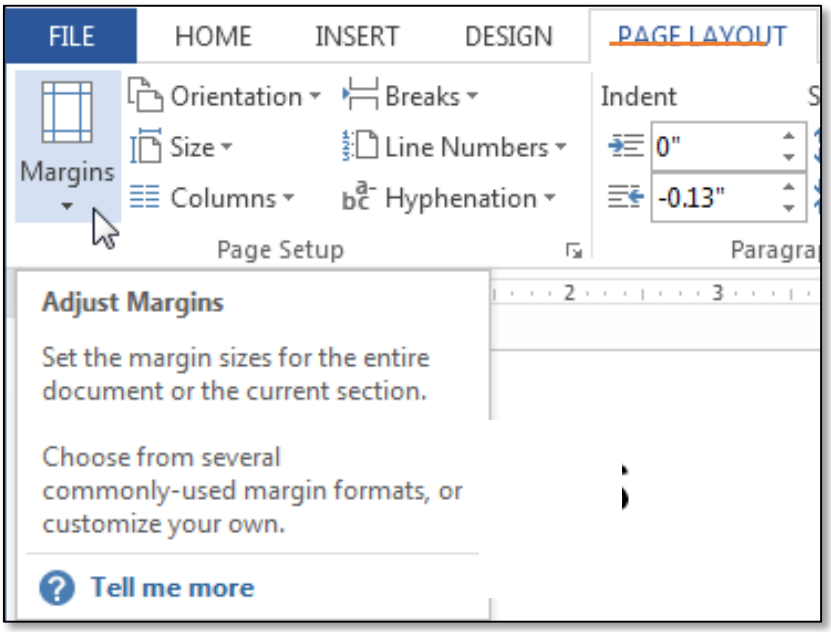
The paper size is chosen from the PAGE LAYOUT tab → Page Setup group → Size

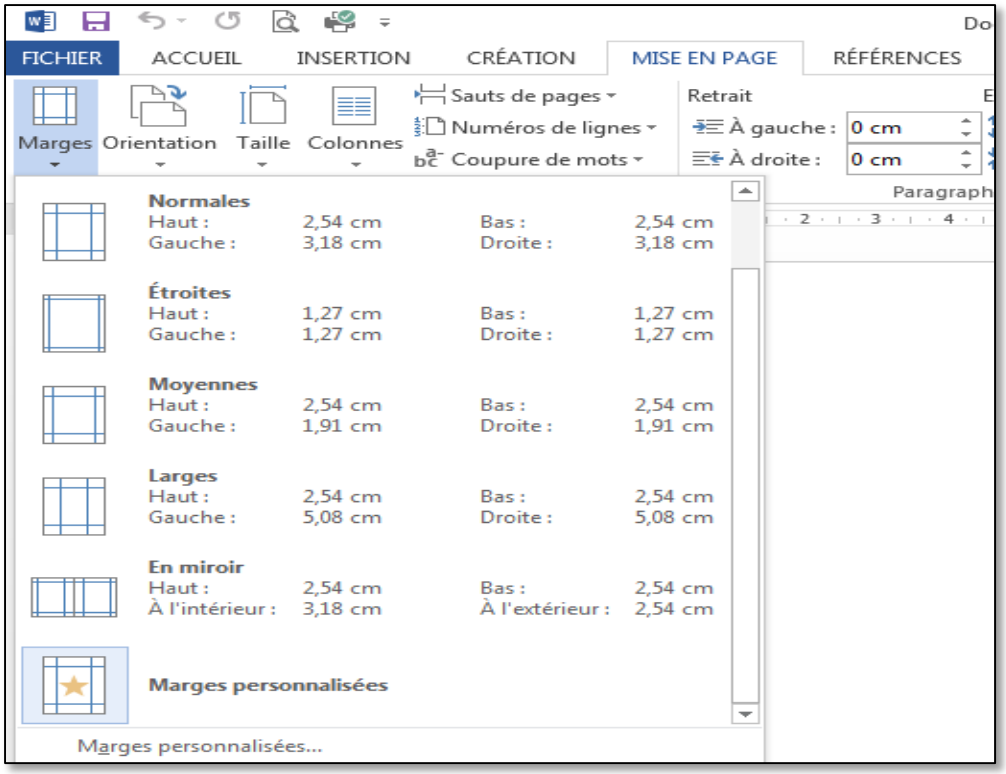




1.2 Margins

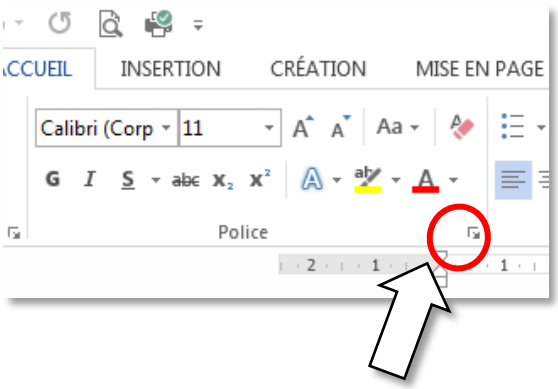
A margin is the space between the text and the edge of the page. Word has a variety of predefined margin sizes to choose from: Select the **Page Layout** tab → Page Setup group → The **Margins** button

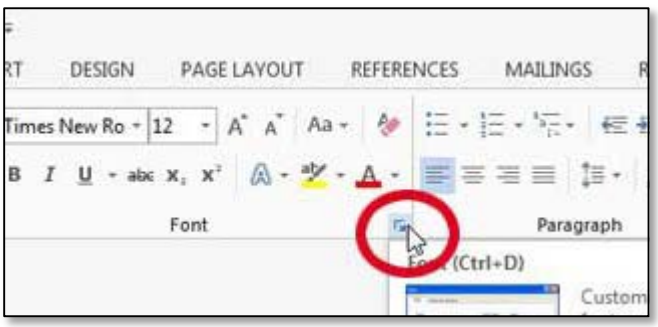


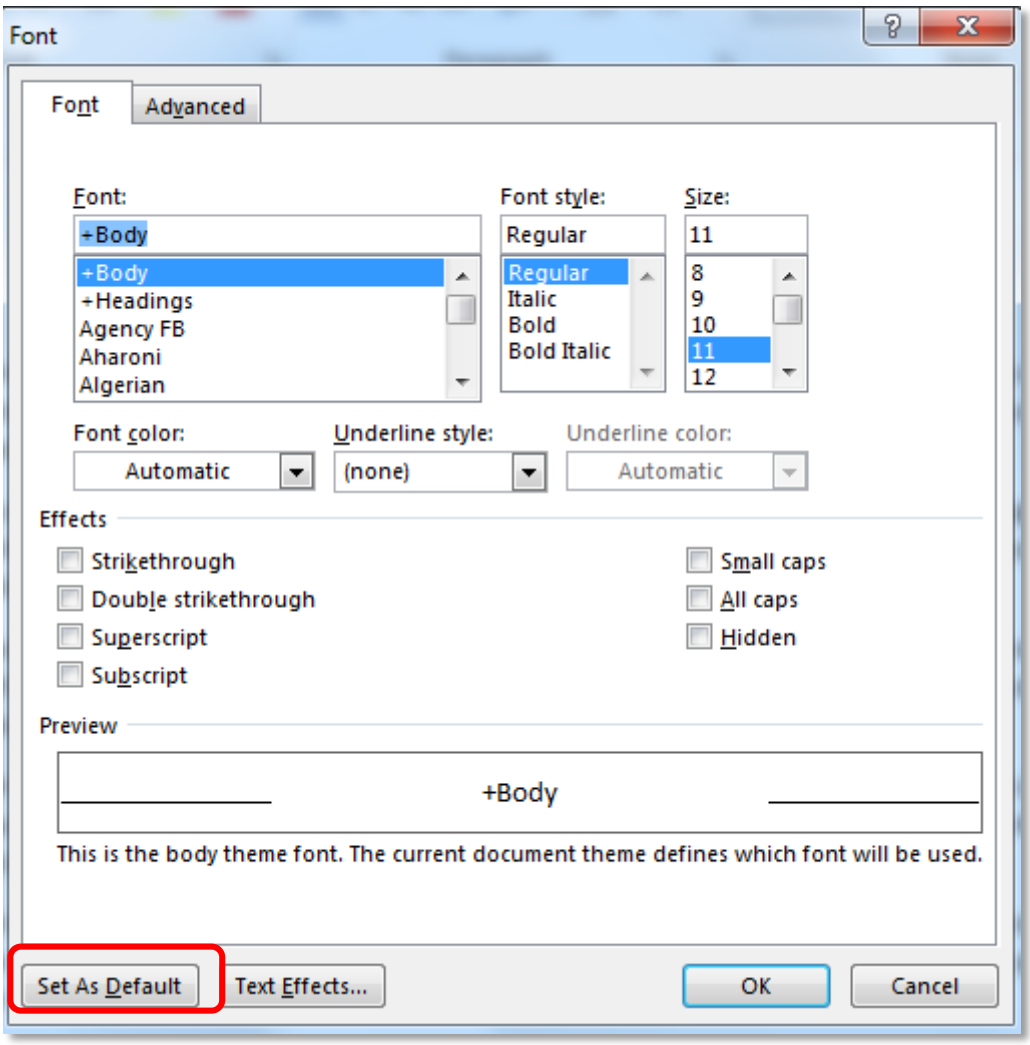


1.3 Fonts and colors

A clear font (Police in French) without any decorations should be chosen for the regular (Normal) text and a similar font with a larger size for the headings. The chosen font is set as default for the entire document, so that Word does not change the font when a new page is opened, from the Home tab (Accueil in French version) → Group Font → Click on the lower wright button of the group.

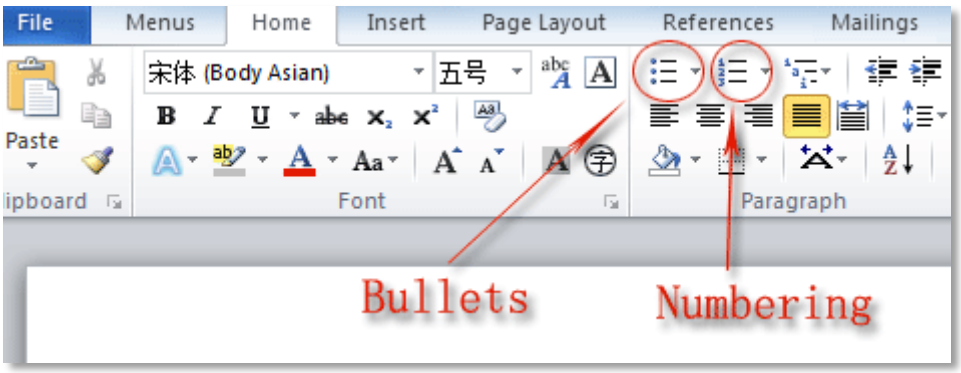






The Main font dialog box will be opened, then click on the button (Set As Default).Word proves that Font for the entire current document.

1.4 Bullets and Numbers

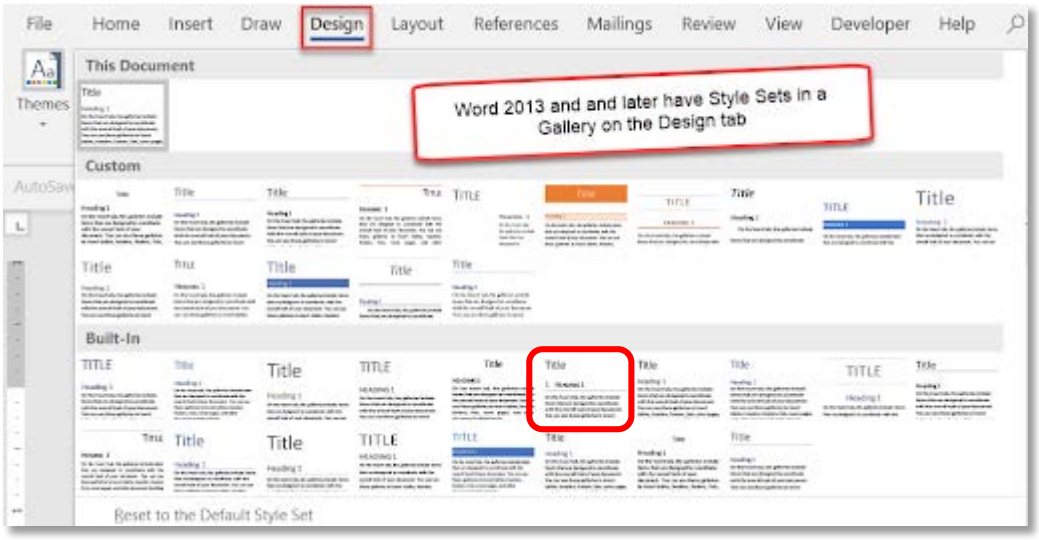


In Word, we can apply bullets or numbers on lists from Home tab → paragraph Group → and we click on Bullets button or numbers one.

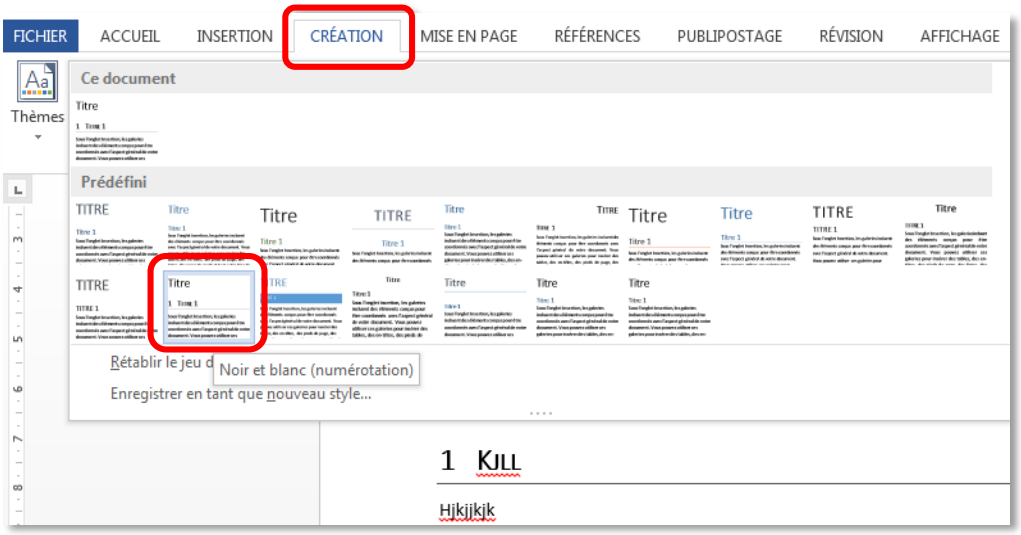
2 Titles (Headings)

2.1 Choosing title

To define titles (Headings) in Ms Word, the simplest way is to go to the **Design** tab (Création in French); in the gallery of titles, we should choose the title with number preceding the title.



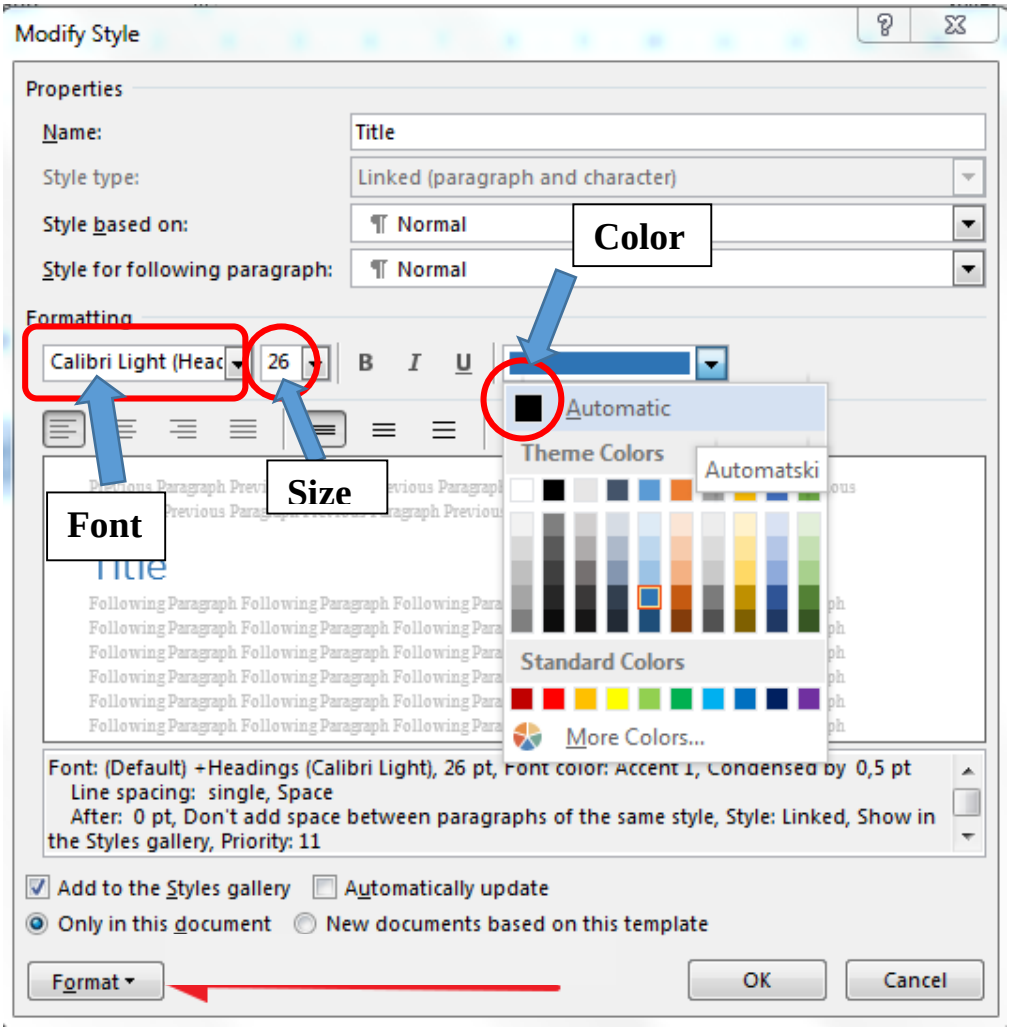
For the French version, we should proceed as follows:



2.2 How to modify the title's style

To modify the title style go to **Home** tab (accueil in French) → click the right mouse button on Heading 1 (or Heading 2 or 3 or even Normal to change the normal text style) → Click on Modify

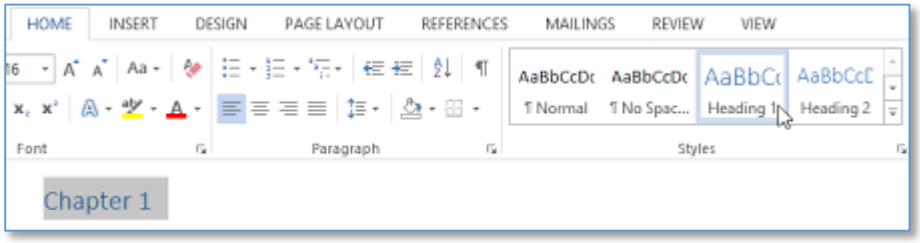
The Modify Style dialog box will appear



- **Font:** Because of the legibility and the economy of space, the Font ***Times New Roman*** is one of the most admirable typefaces.
- **Size:** For the simple **text**, the size should be **12**, for the titles, a bigger size must be chosen.
- **Color:** The Automatic ***black*** must be chosen.

2.3 Application of the chosen title

To apply the title or the simple text style, one of the ways is to click on the title or the simple text before writing it.



3 Paragraphs

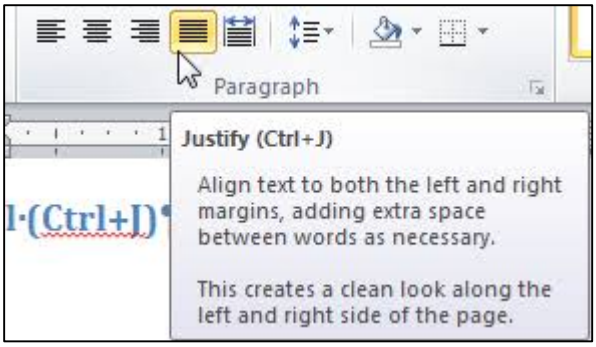
A paragraph in Ms Word is any text that ends with pressing the **Enter** key. We can control the appearance of individual paragraphs using paragraph formatting which can be applied to an entire paragraph. All formatting for a paragraph is stored in the paragraph mark and applied to the next paragraph when we press the **Enter** key.

When we write a line in Word and reach the end of the line, the program will automatically open a new line linked to what precedes it, forming one paragraph with it.

3.1 Paragraph Alignment

Paragraph alignment determines how lines in a paragraph appear relative to the left and right margins. The alignment that we use is **justify** which gives the paragraph straight edges on both sides.

The easiest way to change paragraph alignment is to use the alignment buttons on the paragraph group (on the Home Tab)



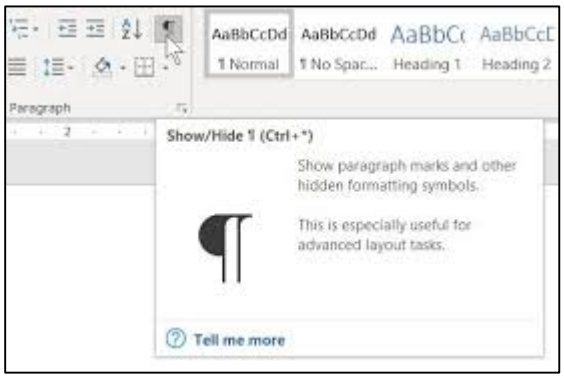
3.2 Remarks

1) To select paragraph in Ms Word:

- One click places the curser where we clicked
- Double click to select the word we clicked on
- Three clicks to select the entire paragraph

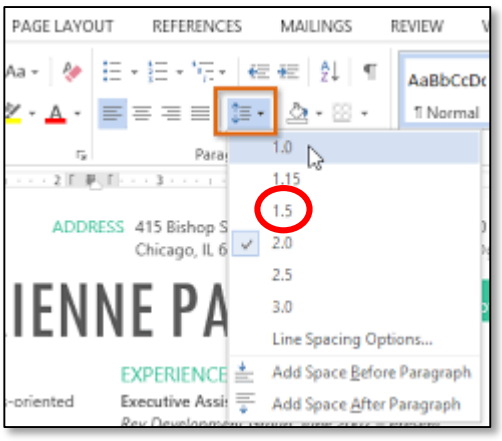
2) To check where the user pressed Enter and the number of spaces between, we go to the Tab Home →Group Paragraph → Show all (¶), where we will notice the appearance of additional marks in the text, each has a connotation:

- The point denotes a single space.
- ¶ Indicates that the user in this position has pressed Enter
- ↵ Indicates that the user in this position has pressed Enter + Shift, which tells word to go down a line, but this, does not create a new paragraph.

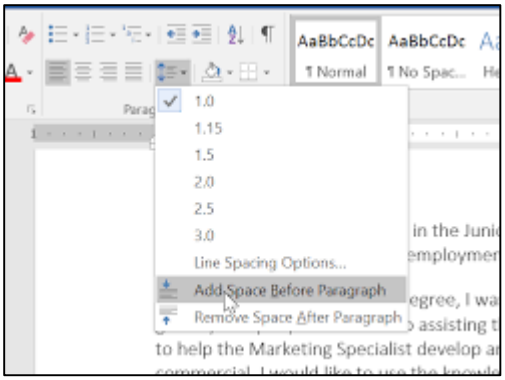


3.3 Line and Paragraph Spacing

Line space is the amount of vertical space between lines of text in a paragraph. Line spacing is typically based on the height of the characters, but it can be changed. Single-spacing is Word's default setting. The value that we choose is **1,5** from **Home** Tab → **Paragraph** group → **Line Spacing** button



Paragraph space is the amount of space above or below a paragraph. Instead of pressing **Enter** multiple times to increase space between paragraphs, you can add or remove specific amount of space before or after paragraphs. We go to **Home** Tab → **Paragraph** group → **Line Spacing** button.

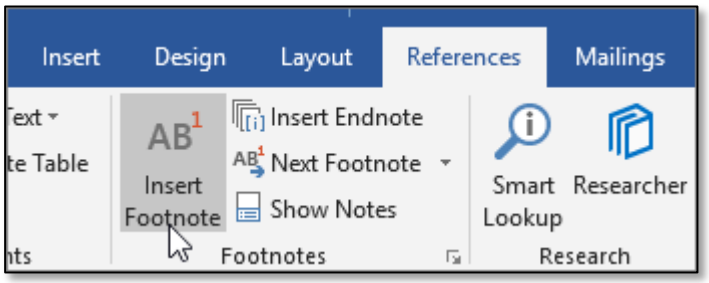


4 Footnotes

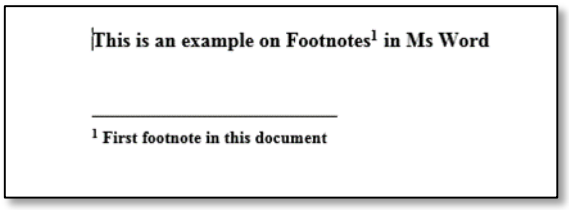
A footnote is a note placed in the bottom margin of the page. It is used for citing, referring to references, commenting / commenting on a specific part of the text …etc.

4.1 Adding a footnote

The method for adding a footnote is simple and takes only two steps. We put the cursor after the word that we want to add a comment / note to, then we go to the **References** tab → Group **Footnotes** → **Insert Footnote**



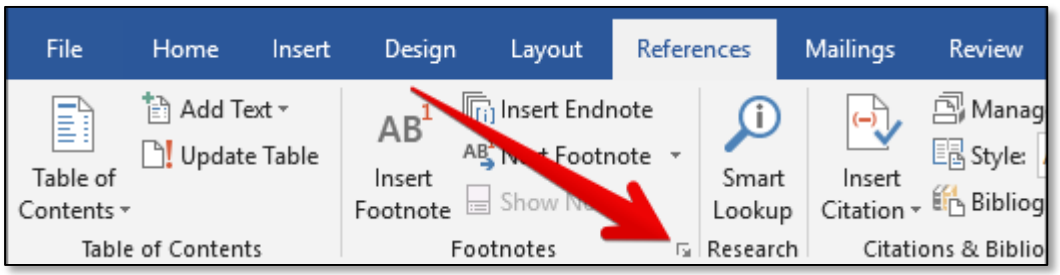
If this is the first footnote we add, a small number 1 will be placed above the word, a short horizontal line will be inserted and the footnote area will be activated, then we can enter the desired text.



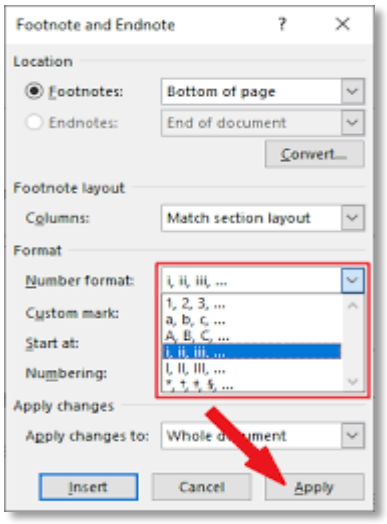
We can read the footnote content by simply hovering the cursor over the sentence's reference marker

4.2 Customize the Format of Footnotes

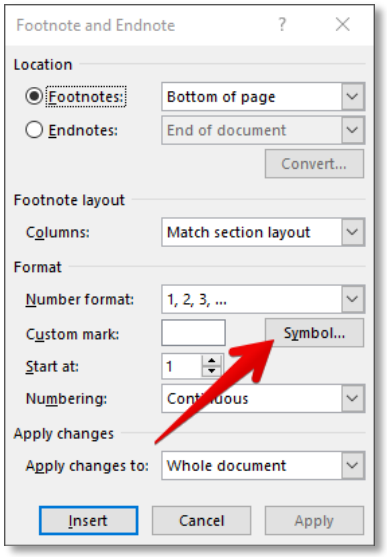
Word has basic default settings for footnotes, but it is possible to adjust these settings at any time from the menu on the **References** tab. Click the arrow in the lower right corner of the **Footnotes** group.



This brings up a Footnote and Endnote window where we can customize the location, appearance, and format of all footnotes in our document.



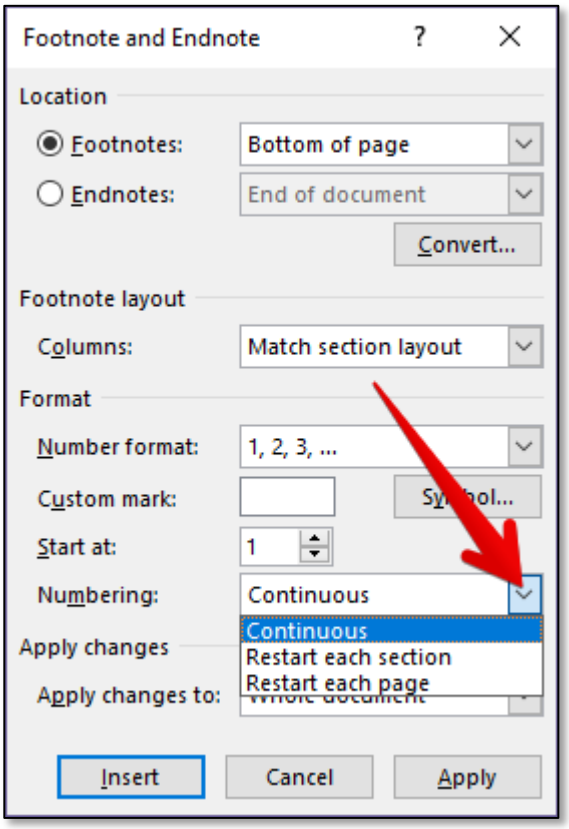
It is possible to change the numbering system of Footnotes in the document. In the **Format** section, we click the dropdown arrow to the right of the **Number Format** option then we select the desired number format and finally we click on the Apply button



We can also label our footnotes with a custom symbol instead of a standard numbering system. Next to the Custom Mark option, we click the **Symbol** button. The Symbol window will open. We select the symbol that we like to use to label our footnotes, and then we click the **OK** button.

If we want our footnotes to start from other number then one (1), we click the arrows in the **Start At** dropdown box to increase or decrease the beginning value.

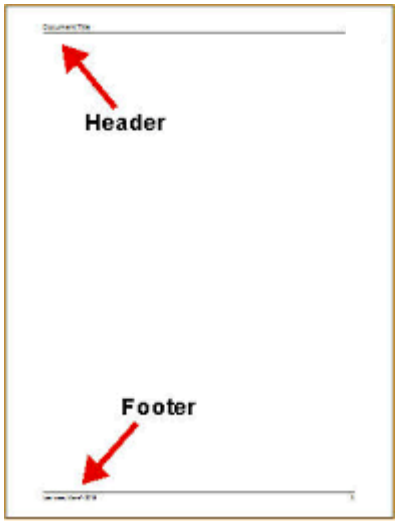
To change the continuity of the numbering series, click the dropdown menu arrow next to the **Numbering** option. Three options for numbering the footnotes will appear: Continuous, Restart Each Section, and Restart Each Page. If you want our footnotes to be numbered continuously from the beginning of the document to the end, we should select the **Continuous** option. If we prefer to have the footnotes numbered by chapter or section, we select the **Restart Each Section** option. Or we select **Restart Each Page** to number the footnotes by page.



If we want the changes to be applied to every page and section of the document, we must select the **Whole Document** option. Or **This Section** to apply changes only to the current section of the document. (Note that this option will not appear if there is no section breaks in the document.) Then we click the **Apply** button in the bottom right of the menu.

5 Insert headers and footers

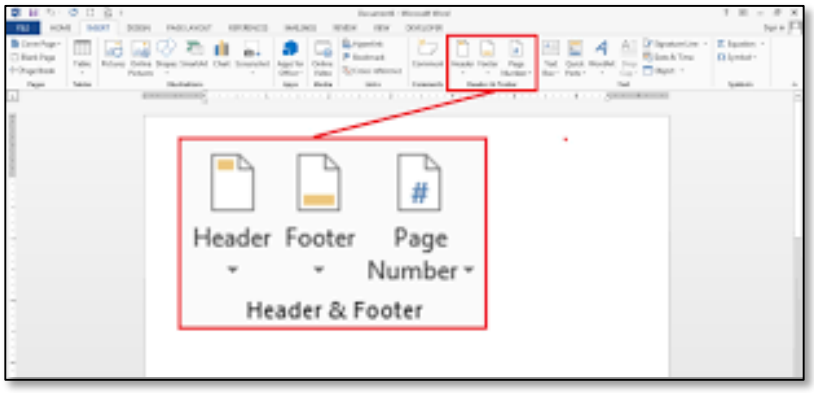
Headers and footers are the top and bottom areas of the margins for every page in the document.



We can insert text or graphics in headers and footers. For example, we can add page numbers, time and date, company logo, document title, file name, or author name.

We can insert pre-designed headers and footers into the document and easily change their designs. By following these steps:

1. In the **Insert** tab → Group **Header & Footer** → click **Header** or **Footer**
2. We choose the header or footer design we want.



A header or footer is inserted on every page of the document. When necessary, we can change the format of the text in the header or footer by selecting the text and using the formatting options located within the mini toolbar.

6 Sections

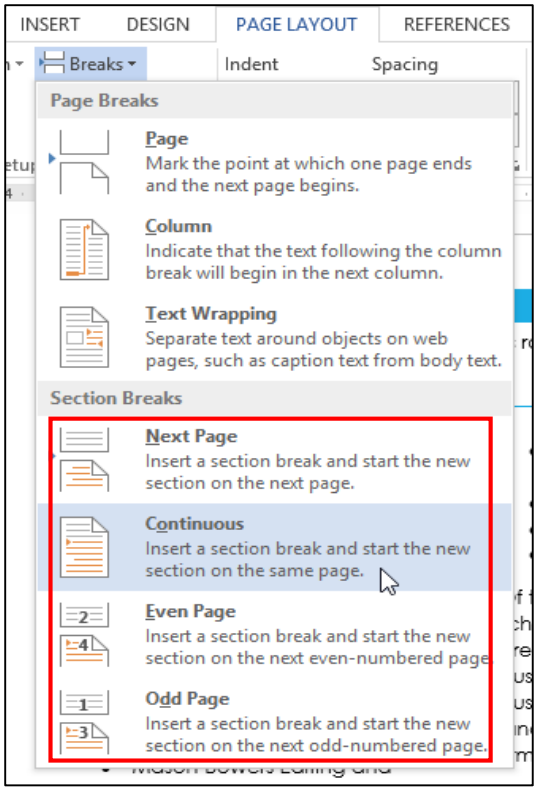
It is the division of long documents into virtual parts in one document. This means that it appears as a big, undivided document. Each part is treated as if it is a separate document, so when we are inside one of the sections, we deal with it as if we are dealing with a separate document, and if we move to another section; we deal with it as if we opened a document other than the first and so on.

1. Section formatted as one column
2. Section break Controls the layout and the format of the previous section identified as 1
3. Section formatted as two columns
4. Section break Controls the layout and the format of the previous section identified as 3

Each section break controls the layout and the format of the section that precedes the break. For example, if we delete a section break, the text before the break takes the format of the section following the break. In the above illustration, if we delete the first section break (2), the first segment will be formatted as two columns.

6.1 Utility

1. Keep the big document grouped in one document without dividing it into separate files.
2. Change the page setting for each section.
3. Change the orientation of the page: for example, a section in a horizontal orientation, and another in a vertical direction.
4. Diversification of page numbering: for example, the introduction has letters (A, B, C), and the rest are numbered (1, 2, 3).
5. Change the page margins from section to section.
6. Diversify the headers and footers.



6.2 Insert a section break

We place the cursor where we want to start the new section break.

We click **Page Layout** tab→ group **Page Setup** → **Breaks**, then we choose the type of section break we want.

6.3 Types of section breaks

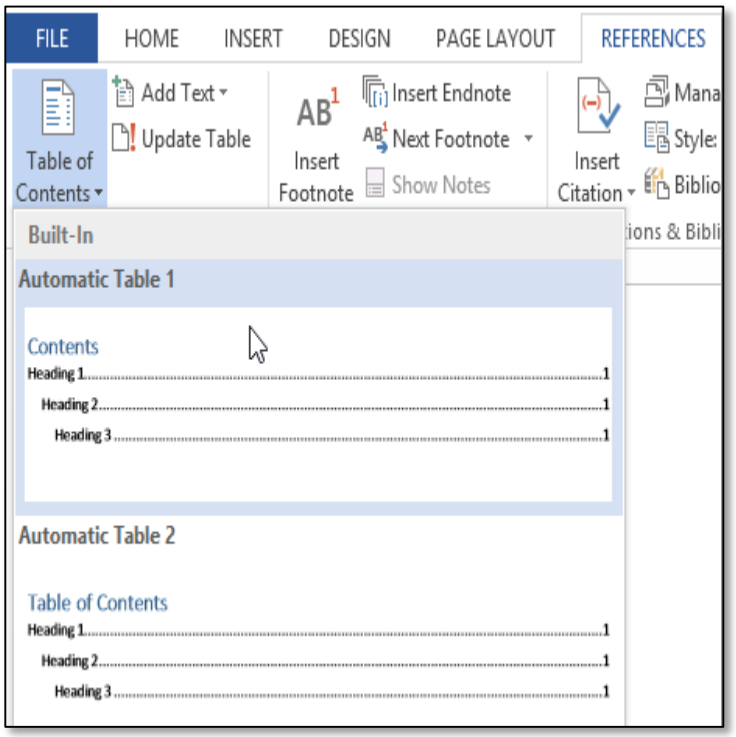
Section break	Signification
Next Page	Section break starts the new section on the following page.
Continuous	Section break starts the new section on the same page. This type of section break is often used to change the number of columns without starting a new page.

Even Page	Section break starts a new section on the next even-numbered page. For example, if you insert an Even Page break at the end of page 3, the next section begins on page 4.
Odd Page	Section break starts a new section on the next odd-numbered page. For example, if you insert an Odd Page break at the end of page 3, the next section begins on page 5.

7 Create a table of contents

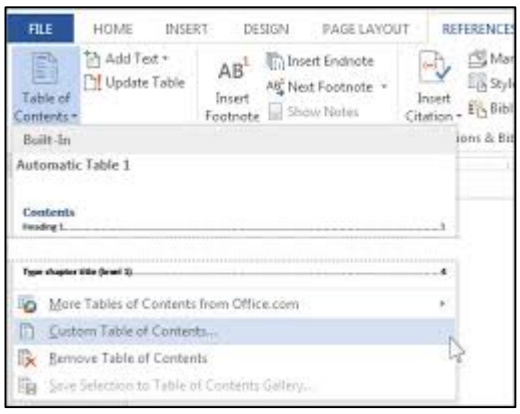
We can create a table of contents manually by inserting a table, then entering the titles and page numbers. However, this method is long and requires us to manually update the table as well whenever we make a change to the document. In this lesson, we will learn how to create automatic table of contents that can be easily updated when you make modifications to the document.

Initially, before creating the table of contents, we must apply heading styles as shown in a previous lesson. Then we click where we want to create the table; Usually it is at the beginning of the document Or at its end. We go to the **References** tab → **Table of contents** group → and we choose an automatic table from the drop-down list.

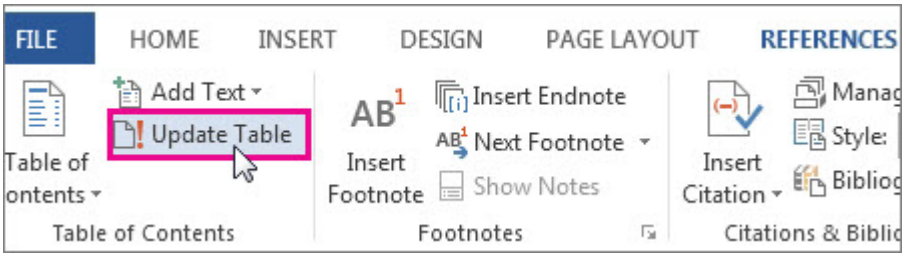


7.1 Customize or format the table of contents

Word enables you to control many options to customize the table of contents, such as hiding page numbers, adding more levels of headings, etc. We can access these options Via: **References** tab → Group **Table of Contents** → **Table of Contents** → **Custom Table of Contents**



7.2 Update the table of contents



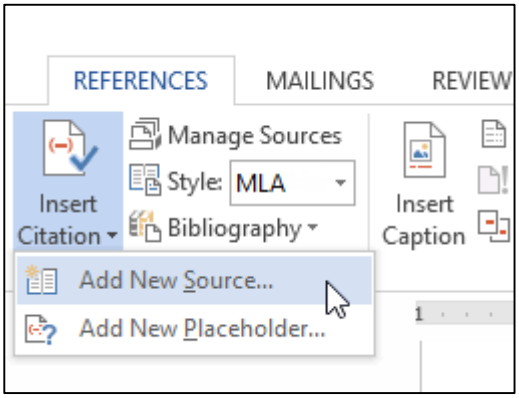
1. Go to **References** tab → **Update Table**.
2. Select one of the following:
    a. **Update page numbers only:** This only updates the pages that the headings are on, and ignores any changes to the heading text.
    b. **Update entire table:** This will reflect any updates to the heading text, as well as any page changes.

8 References and citations

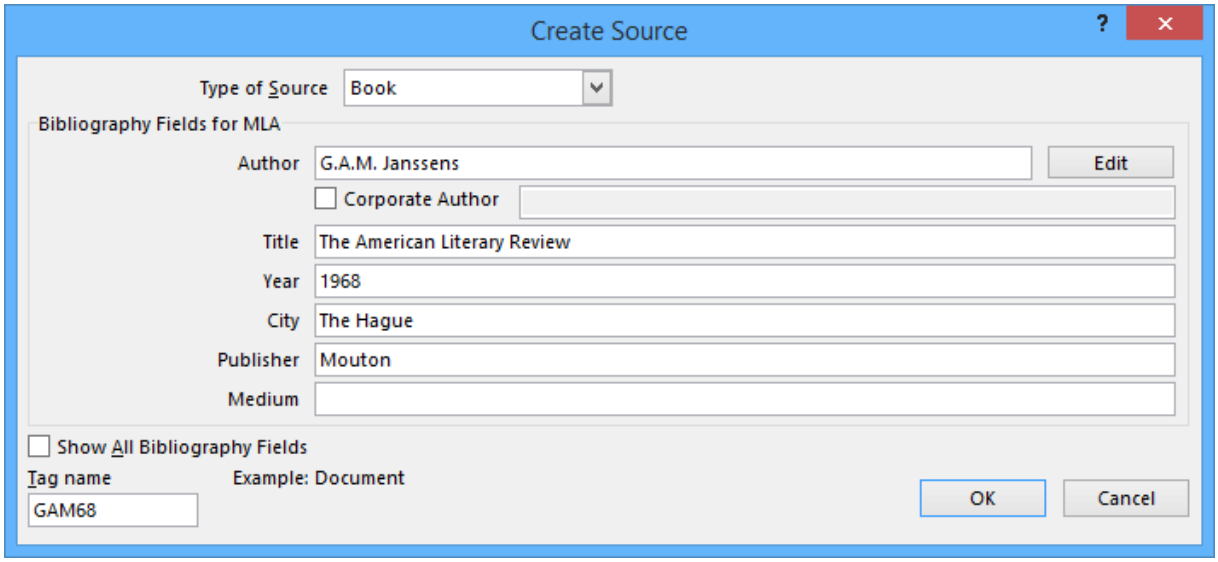
8.1 Create sources and insert citations

On the **References** tab → **citations and bibliography Group** → We click on the style we want to use for the citation and source.

We put the cursor in the place where we want to add the citation, such as the end of the sentence and we go to the **References** tab → **citations and bibliography Group** → Insert citation → Add New sources.

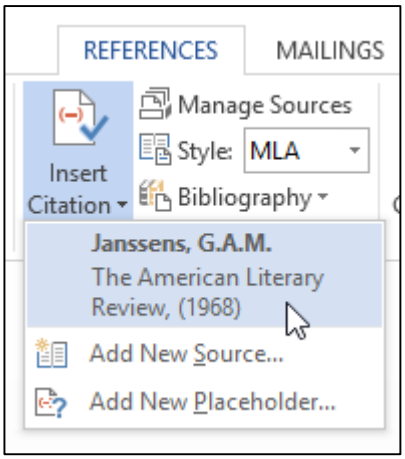


A dialog box will appear. Enter the requested information for the source (like the author name, title, and publication details) then click **OK**.



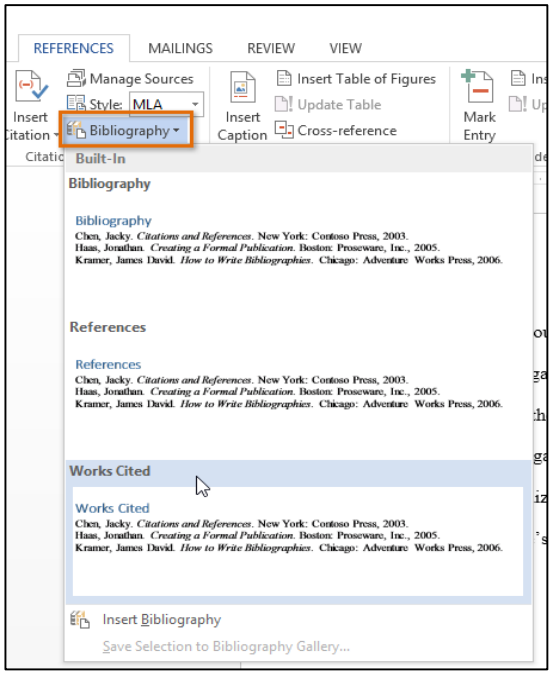
8.2 Add citations from sources already used

The citation will appear in the document, and the source will be saved. You can quickly add another citation for the source by clicking **Insert Citation** and selecting the source from the drop-down menu.



8.3 Insert the bibliography

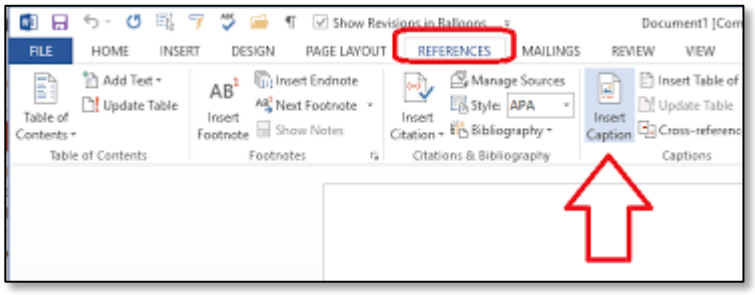
After creating the sources and inserting the citations within the document, we need to create the bibliography at the end of the document. We click on the **Bibliography** command, then we choose the desired style.



9 Captions

We can add captions to images, equations or other objects. The caption is a numbered label, like "illustration 1", We can add it to an illustration, table, equation, or other object. It consists of customizable text (“diagram” or “table” or “equation” or other element that we write) followed by a number or letter usually (“1, 2, 3” ... or “a, b, c ..”) This may optionally be followed by additional descriptive text.

9.1 Insert a caption

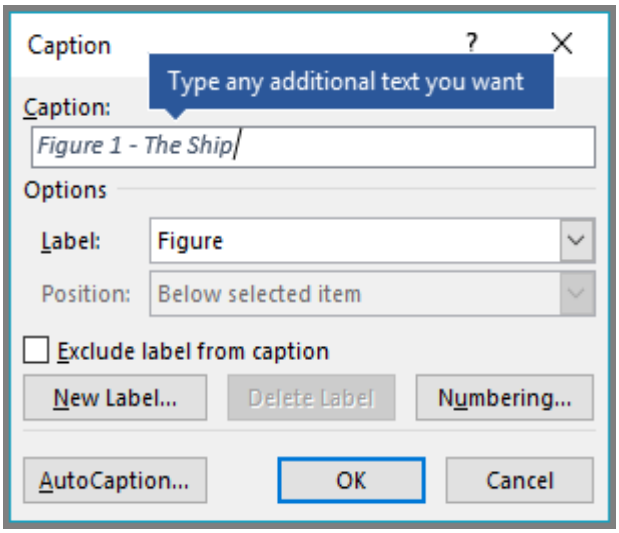


1. Select the object where you want to provide a caption
2. Click on the **References** tab, then select the **Captions** group
3. Click on the Insert **Caption** button

A dialog box will appear, we select the Label we want (Equation, Figure, or Table) and the Position related to the image (Above selected item or Below selected item).

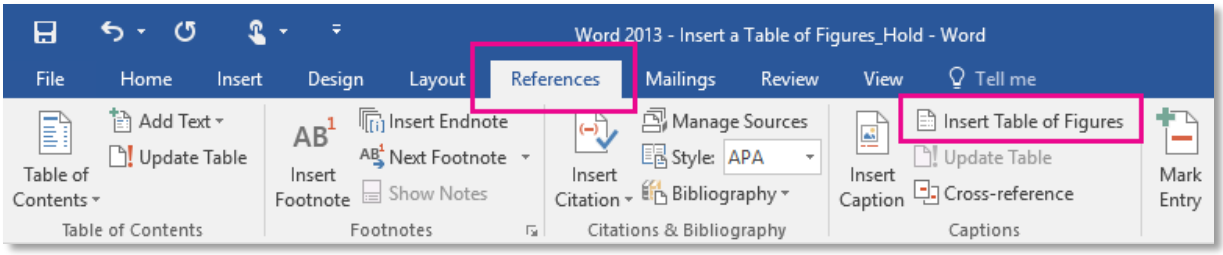
To change the numbering on the caption, we click Numbering then we select the format for the number on the caption and we click OK

Then we type any text, including punctuation that we want to appear after the label and we click OK.



9.2 Insert a table of figures

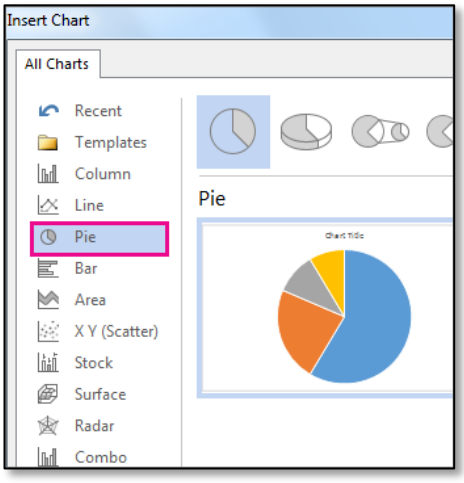
1. We click in the document where we want to insert the table of figures.
2. We Click **References → Insert Table of Figures**.
3. We can adjust the **Format** and **Options** in the **Table of Figures** dialog box. Then we click **OK**.

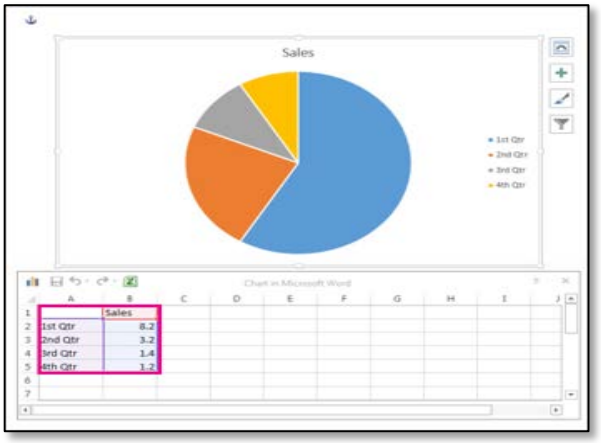


10 Insert a chart

To create a chart in Word:

1. click **Insert → Chart**,
2. Click the chart type and then double-click the chart you want.
3. In the spreadsheet that appears, replace the default data with your own information.

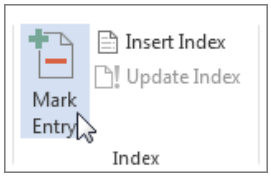




11 Insert an Index

An index lists the terms and topics that are discussed in the document, along with the pages that they appear on. To create an index:

1. We select the text we like to use as an index entry. On the **References** tab, in the **Index** group, we click **Mark Entry**



2. To insert the index: We click where we want to add the index. On the **References** tab, in the **Index** group, we click **Insert Index**.