

Useful Features of Microsoft Word

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1 Equation editor

1.1 Installing Equation Editor [1]

1. Close all Microsoft Office windows
2. **Start -> Settings -> Control Panel -> Add or Remove Programs**
3. Click on **Microsoft Office XP** to select it
4. Click on the **Change** button
5. In the Office XP set-up window, select **Add or Remove Features**
6. Click **Next**
7. Expand the **Office Tools** option
8. Click on the drive icon next to **Equation Editor**
9. Select **Run All from My Computer**
10. Click the **Update** button
11. Office XP will install the Equation Editor
12. After it is done, click **OK**
13. Close the Add/Remove Programs and Control Panel Windows

1.2 Using Equation Editor [2]

1. Click on where you want to insert the equation
2. Click on **Insert -> Object**
3. If the **Create New** tab is not on top, click on it. Then select **Microsoft Equation 3.0**, then click **OK**
4. The Equation toolbar and the Equation text box should now appear
5. Click in the textbox and enter the equation by typing and using the symbols in the Equation toolbar.
6. When you are done building the equation, just click somewhere outside of the equation text box.
7. To modify or change an equation, double click it
8. To delete an equation, select it once and press Delete
9. To resize an equation, drag the corner of the equation text box, as you would with an image.

2 References

2.1 Table of Contents

1. Apply the built-in heading styles (Heading 1 to Heading 9) to the headings you want to include in your table of contents.
2. Click where you want to insert the table of contents
3. Click on **Insert -> Reference -> Index and Tables**
4. Do one of the following
 - a. To use one of the available designs, click a design in the formats box
 - b. To specify a custom table of contents layout choose the options you want.
5. To update a table of contents, right-click on the table of contents and select **Update**.

2.2 Figure, Table and Equation Captions

1. Click where you want to insert the caption
2. Select **Insert -> Reference -> Caption**
3. Select the type of caption (Figure, Table, Equation)
4. Enter the caption and select **OK**
5. To use auto caption click the auto caption button
6. Note: it is possible to create a Table of Figures, a Table of Tables and a Table of Equations.

3 Tracking Changes

1. Set up the reviewing toolbar by selecting **View -> Toolbars -> Reviewing**
2. Select the **Track changes** button in the reviewing toolbar to track the changes in the document.
3. Use the **Accept Change** and **Reject Change** buttons to select or reject any changes you have made.

4 Citations

4.1 Installing Endnote

1. Download free trial of Endnote from www.endnote.com
2. Make sure that there are no other applications running (including anti-virus software)
3. Start the Endnote installation program and follow the instructions to install the application.
4. Check if “Cite while you write” is correctly installed on Microsoft Word by selecting **Tools**. You should see the Endnote submenu. If you don't see the Endnote toolbar, copy **EN9CWYW.dot** and **EN9Cwyw.wll** files from **C:\Program Files\Endnote** and paste them to **C:\Documents and Settings\id\Application_Data\Microsoft\Word\STARTUP**

4.2 Introduction to Endnote

1. **Start -> Programs -> Endnote -> Endnote Program**
2. Select **Open an existing Endnote library**
3. To create a new library, select **Create a new EndNote library** and click **OK** and save the library to a location.
4. To preview a reference, select the **Show Preview** triangle at the bottom of the window.
5. To change the output style, select a style from the output style drop down menu.
6. To modify a reference, double-click the reference in the library. (note: do not enter punctuation as Endnote enters the punctuation for you)
7. To create a new reference, select **References -> New Reference**. An empty reference window opens with the words “New Reference” at the top. Select the reference type from the reference type list. Enter the details in the required fields. Close the “New Reference” window (the citation will be automatically saved). Generally, you don't need to use punctuation except after an author's surname and first name/initials. Also, enter each author on a separate line.

8. To search for a reference in a library, select **References -> Search References**. Enter the search phrase into the edit box and select **Search**. Endnote will then display the references, which meet the search criteria.

4.3 Cite as you write

1. Open the Endnote program. Select the citation style you wish to use (this is usually IEEE format). Select the reference you wish to enter.
2. Select the part of the Word document, where you wish to insert the citation. Select the insert citation button from the Endnote toolbar (Figure 1).
3. The citation will be entered at the point you selected. The full reference will be entered at the end of the document.
4. To delete a reference from a document, delete the citation (i.e. reference number) from the document.

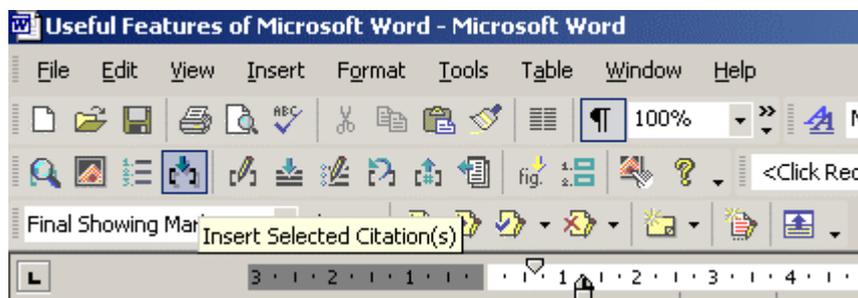


Figure 1 The Endnote toolbar in Microsoft Word

5 Miscellaneous Topics

1. Setting up margins
2. Spacing
3. Page and column breaks
4. Headers & Footers

6 References

- [1] Wellesley College Information Services, "Installing Microsoft Office Equation Editor," http://www.wellesley.edu/computing/winxp/equation_editor/equation_editor.html, accessed: march 2006.
- [2] Microsoft Corporation, "Using Equation Editor in the Classroom," <http://www.microsoft.com/education>, accessed: march 2006.