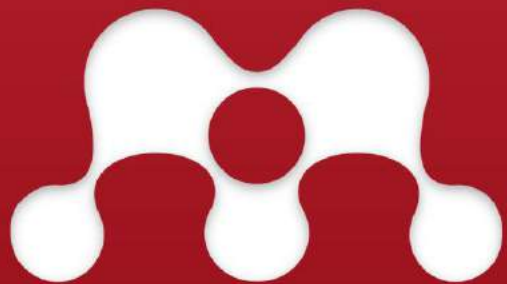


Computer Applications

MS Word for researchers 6

Dr. Labeed Al-Saad, Basrah University, College of Agriculture



MENDELEY

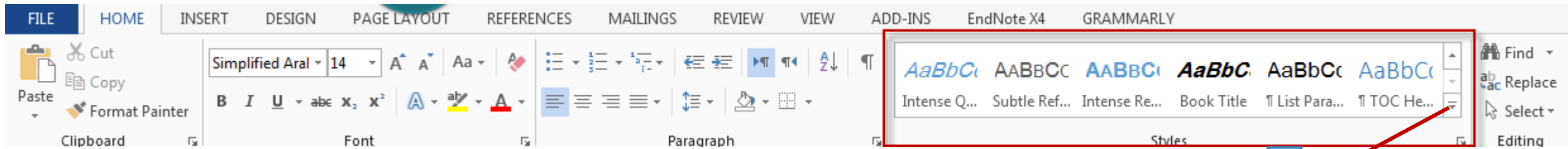


ImageJ

Image Processing & Analysis in Java

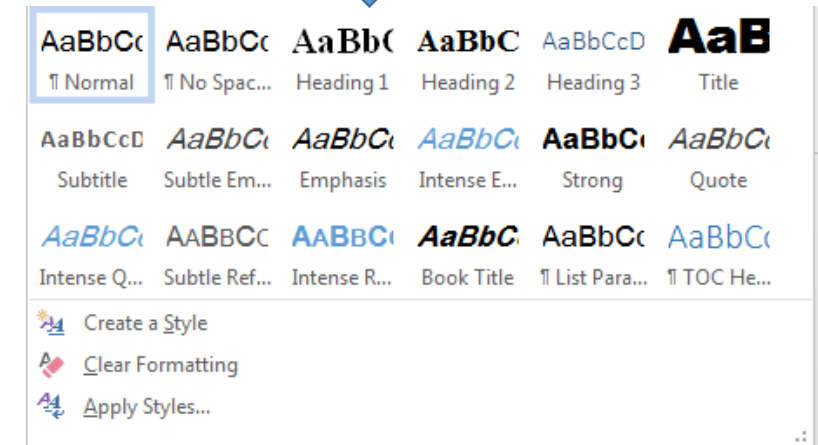


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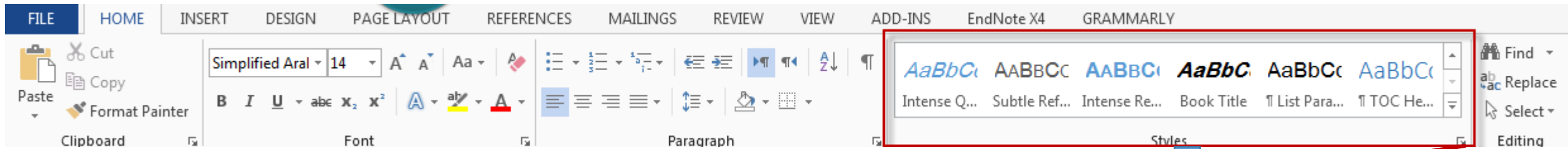


Style:

- Is a collection of formatting instructions used to format paragraphs in your documents which includes: **font name, font size, line spacing, indentation, text alignment, and other formats currently defined for that style.**
- You may use the "**Title**" style for your title, "**Body Text**" style for body text, "**Caption**" style for the picture captions, and "**Heading 1**" for the major headings.

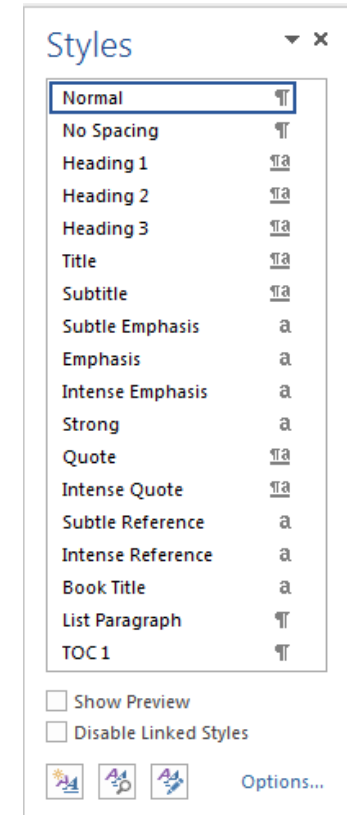


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Style:

- When you click on the assigned part with red arrow the whole menu of the styles will appear as the gallery show small subset of styles.
- Anyway, the function still the same.



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Why do I need to use style?

- To save time and effort of formatting my document.

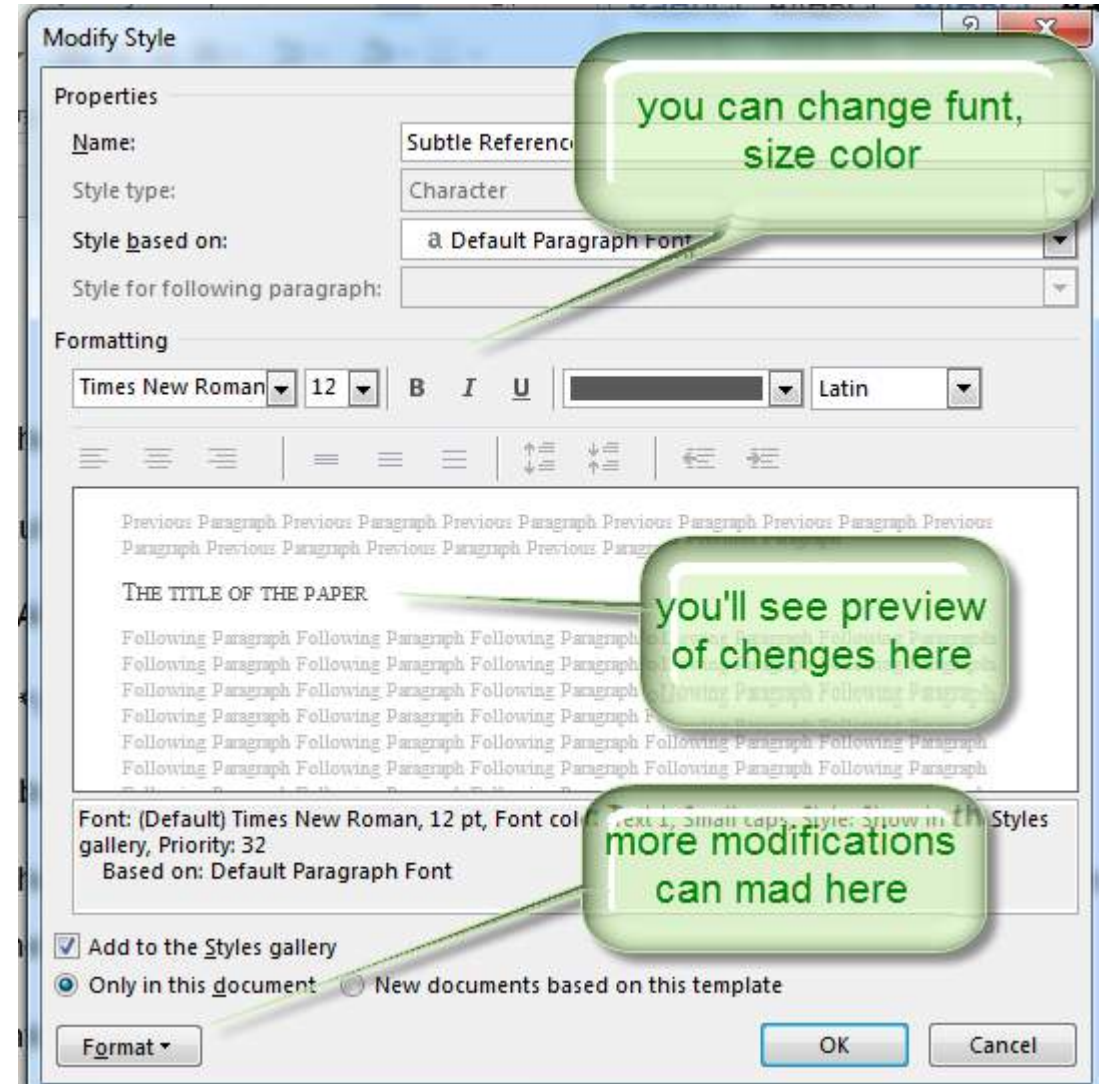
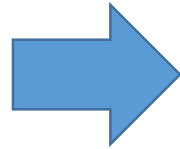
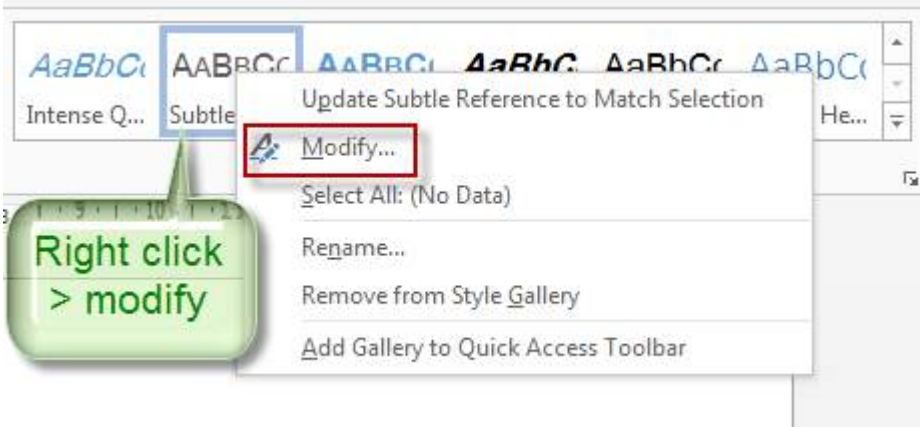
Can I modify the style?

- Yes , The style can be modified.

How to do that?

- Right click on style >> Modify >> Po up window will appear >> modify your style elements as needed.

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★★★
 You can create New Style > give it a name > modify it according to your needs > the style will added to the styles pan of the Word and you can use it, modify it and/or remove it.

Helpful Link for more details:

<https://support.office.com/en-us/article/Customize-or-create-new-styles-in-Word-d38d6e47-f6fc-48eb-a607-1eb120dec563>

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Creating new style?

1 Click here

2 click here

The title of the paper

3 OK: if you want it as it is. OR Modify: if you want to edit

4 When click OK: the new style added to the style set

When click Modify: you can edit the style as you want

Give it name

The title of the paper

Author A.*, B. Au

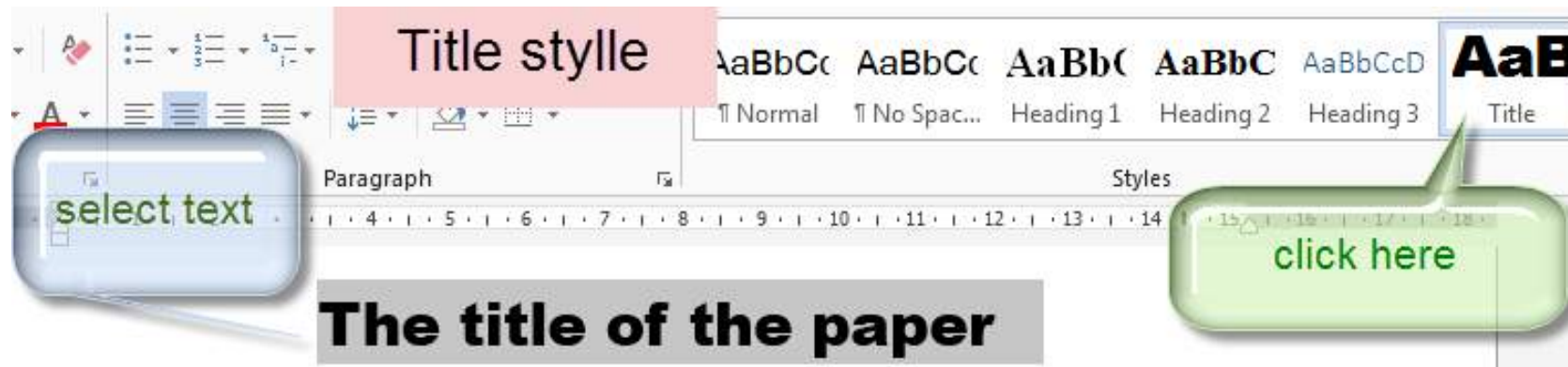
*Affiliation1

**Affiliation 2

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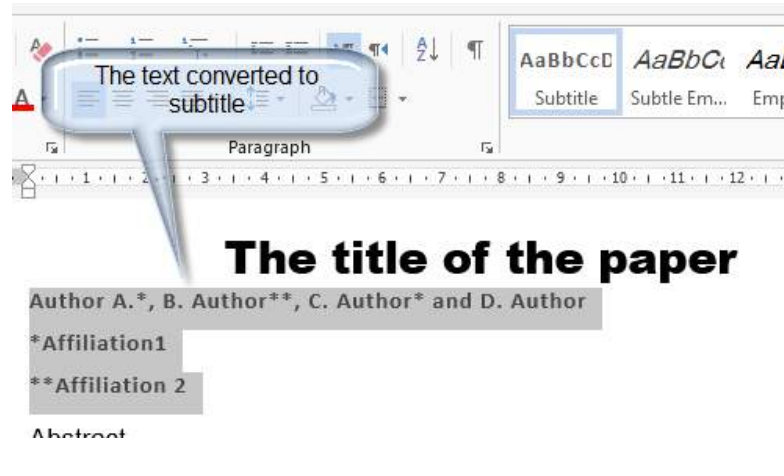
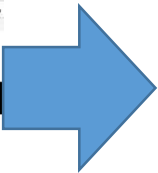
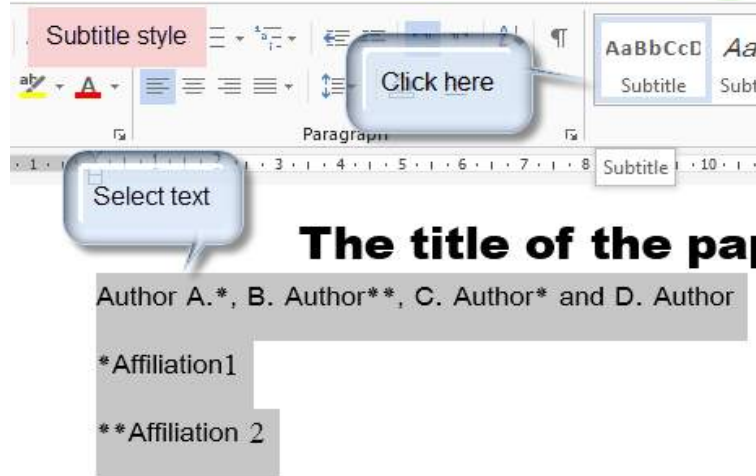
What are the most used styles in the research articles?

- Title style.
- Subtitle style.
- Paragraph styles.
- Heading styles.



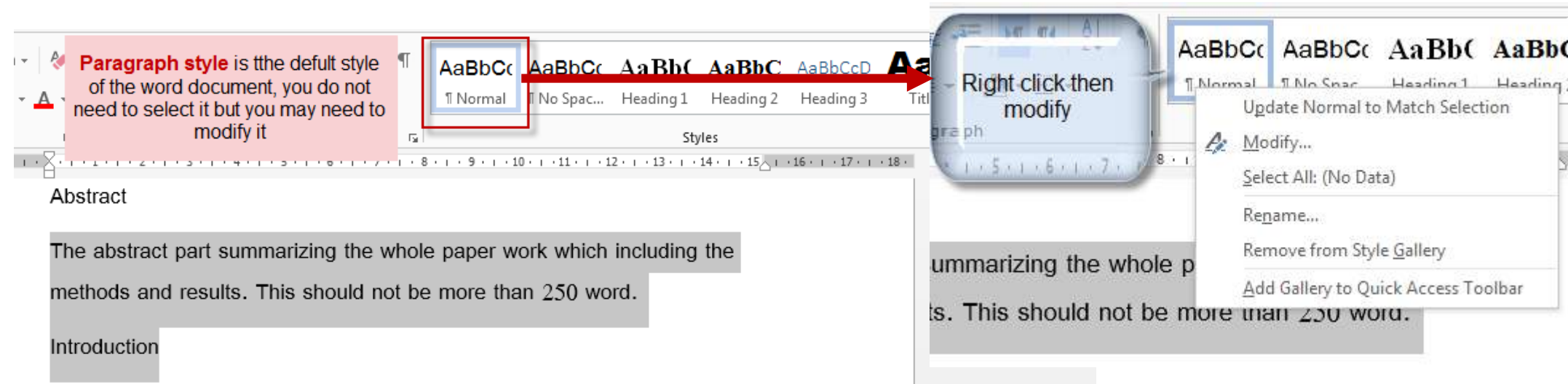
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What are the most used styles in the research articles?



Subtitle style

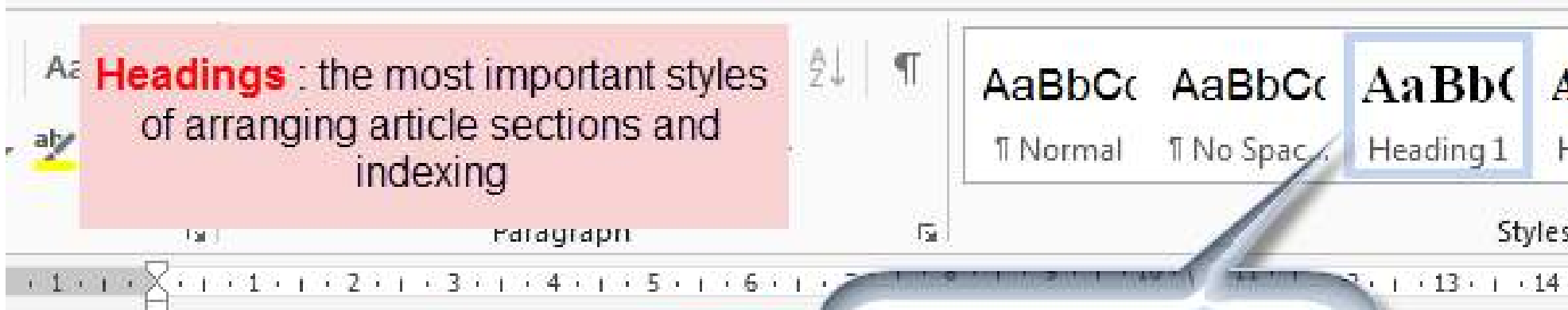
Paragraph style



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Heading styles

What are the most used styles in the research articles?



Abstract

The abstract part summarizing the whole paper work which including the methods and results. This should not be more than 250 word.

Introduction

This part of paper reviewing the previous literature related to your work

Select the text and click the appropriate heading level

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Styles and numbered headings ?

The most common form of numbering for headings is the multilevel (or outline) list, as in the example below:

1 Heading

1.1 Heading

1.2 Heading

1.2.1 Heading

2 Heading

2.1 Heading

2.2 Heading

2.2.1 Heading

To apply numbering, the easiest way is to use a built-in layout that is linked to the Heading styles. First, format at least one paragraph as Heading 1. Click in the paragraph, and on the Home tab, click on the Multilevel List button in the Paragraph group, then select a layout from the List Library.

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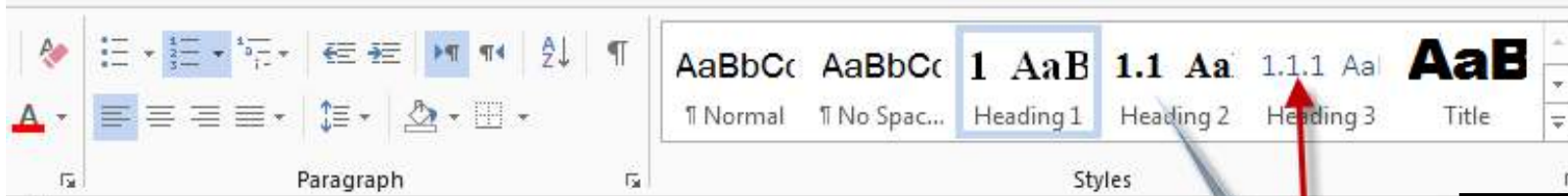
Styles and numbered headings ?

The screenshot shows the MS Word interface with the 'List Library' task pane open. The document text includes sections like 'Abstract', 'Introduction', 'Materials', 'Results', and 'Experiment'. The task pane shows various list styles and heading styles. Three callout boxes provide instructions:

- 2 Go to the numbering**: Points to the 'Numbering' button in the ribbon.
- 1 Set as Heading 1**: Points to the 'List Library' task pane.
- 3 choose the numbering level style**: Points to a specific heading style in the task pane.

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Styles and numbered headings ?



1 Abstract

The abstract part summarizing the whole paper work which including the methods and results. This should not be more than 250 word.

2 Introduction

This part of paper reviewing the previous literature related to your work, also it pointing the main and sub targets of your work.

3 Materials and methods

Experiment1

Experiment 2

Results

Experiment 1

Look, the first level numbers were appeared because we select heading 1

Now look to headings 2, 3 converted to level headings

If you select those and clicked on Heading 2 the result will be
3.1 Experiment 1
3.2 Experiment 2

