

# Tips to Use Microsoft Word 2007

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*“If the ax is dull and its edge unsharpened, more strength is needed  
but skill will bring success.” – King Solomon, the wise*

About this document?

- It's for you if you are struggling to use MS Word in writing reports, thesis, articles, stories or books
  - Available at <http://www.sudheer.droppages.com/WordTips.html>
- This is not an argument but to help students who are using it

Some of the myths that are around Word:

- Cannot do automatic numbering (It's a pretty simple task)
- Never allows a single line in a paragraph to next page (In fact, that's how a document should be, refer Chapter 12)
- Cannot handle large files (Then that's the problem with your age-old processor. Word works well even on Atom processor for large files)
- Cannot insert Chapters from other files (Day to day task, refer Chapter 13)
- No textbook is written using MS Word as it is poor in typography (Google it)
- It crashes often (May be it was when our grandparents were using it, but not in 21<sup>st</sup> century)
- Poor in hyphenation (MS Word has got latest updated dictionary and it gets updated)
- It's for dummies. That's an attack on personality but not on what Word cannot do
- MS Word follows What You See What You Get. There are different views, refer Chapter 4. In Print Layout, tries to show you almost What You See What You Get
- Few years down the line, you have compatibility issues. We don't write a Word in 2020 format today to get compatibility issues in 2015

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# 1. Page setup

Page Layout → Size → More Paper Sizes...

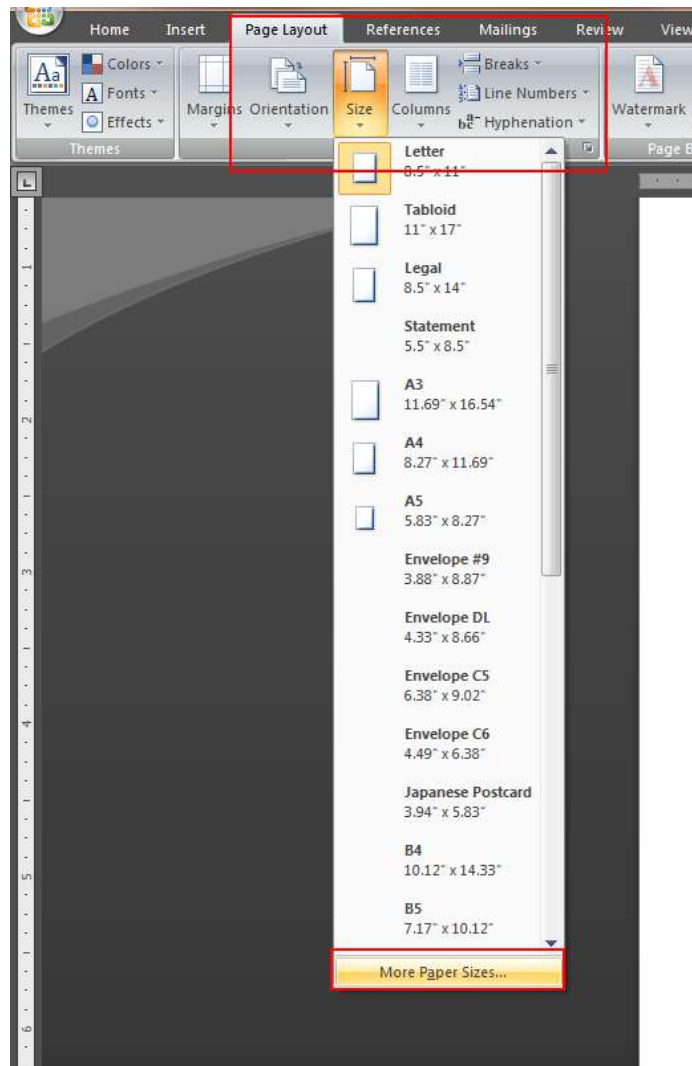


Fig. 1.1 First step is to setup Page Layout

**Paper Size:** A4 (In all cases)

**Margins:**

*Journals:* Top: 1", Bottom: 1", Left: 1", Right: 1"

*Report - One sided print:* Top: 1", Bottom: 1", Left: 1.3", Right: 0.7"

*Report - Both sides print:* Top: 1", Bottom: 1", Inside: 1.3", Outside: 0.7"

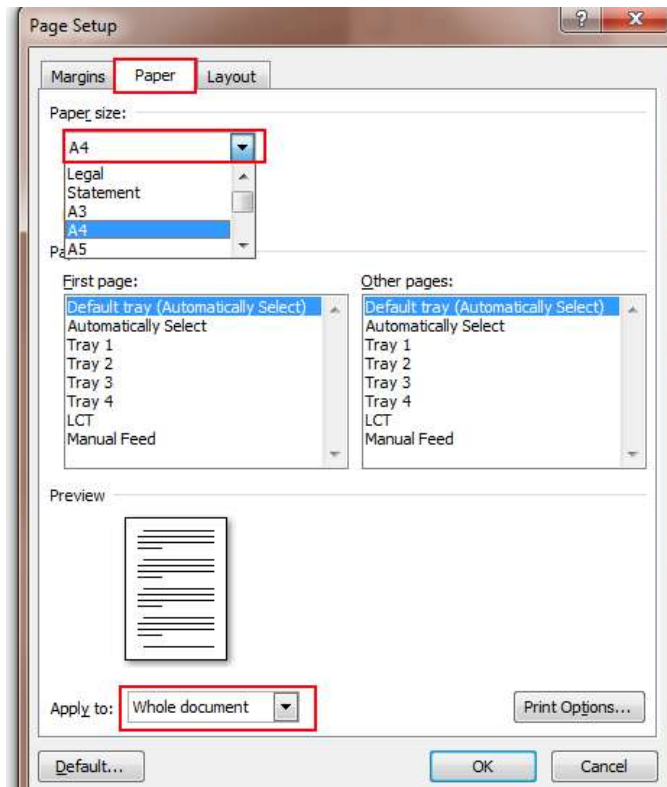


Fig. 1.2 Set Paper size to A4

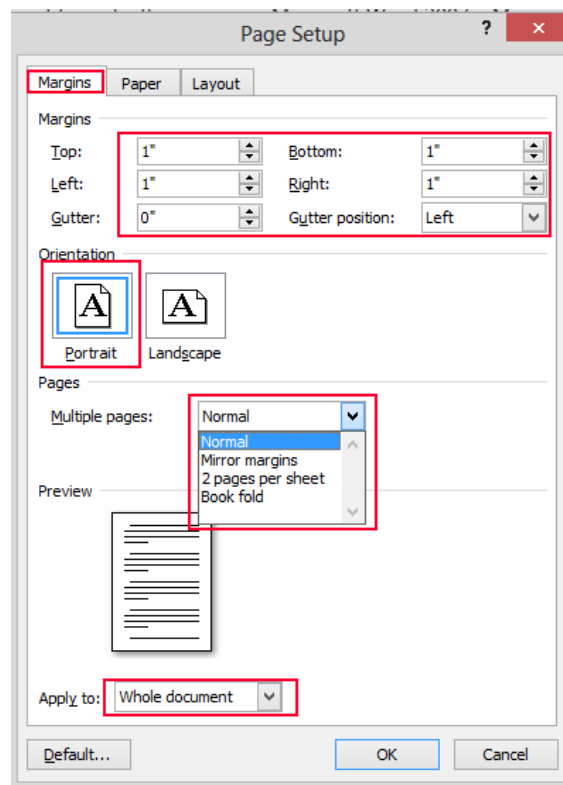


Fig. 1.3 Set the Margins. For Report – both sides print – use Mirror margins



## 2. Styles

Generally, we need to modify only five styles. This step is very essential to get List of Contents, List of Figures and List of Tables. Right click on a style (Normal, Heading 1, 2 & 3, Caption) shown in Fig. → Modify.

### 2.1.1. Normal

This is applied throughout the document text. The regular text in any document that we write is in usually this style.

Font: Times New Roman, 12pt, Justified, Line spacing: 1.5 lines



Fig. 2.1 Styles, Right click → Modify. Use Arrows to scroll for other styles

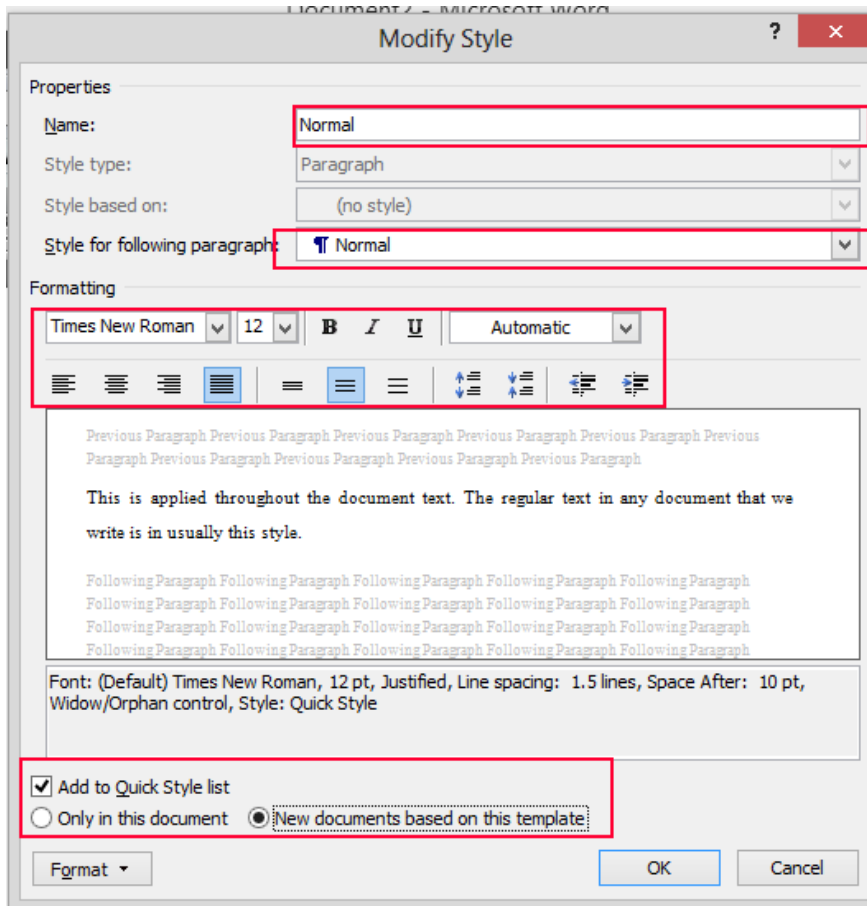


Fig.2.4 Modify Normal Style

## 2.1.2. Heading 1

This is the chapter heading (Chapter): Introduction, Abstract, References ...

Font: Times New Roman, 16pt, Bold, Centered, Font Color: Automatic

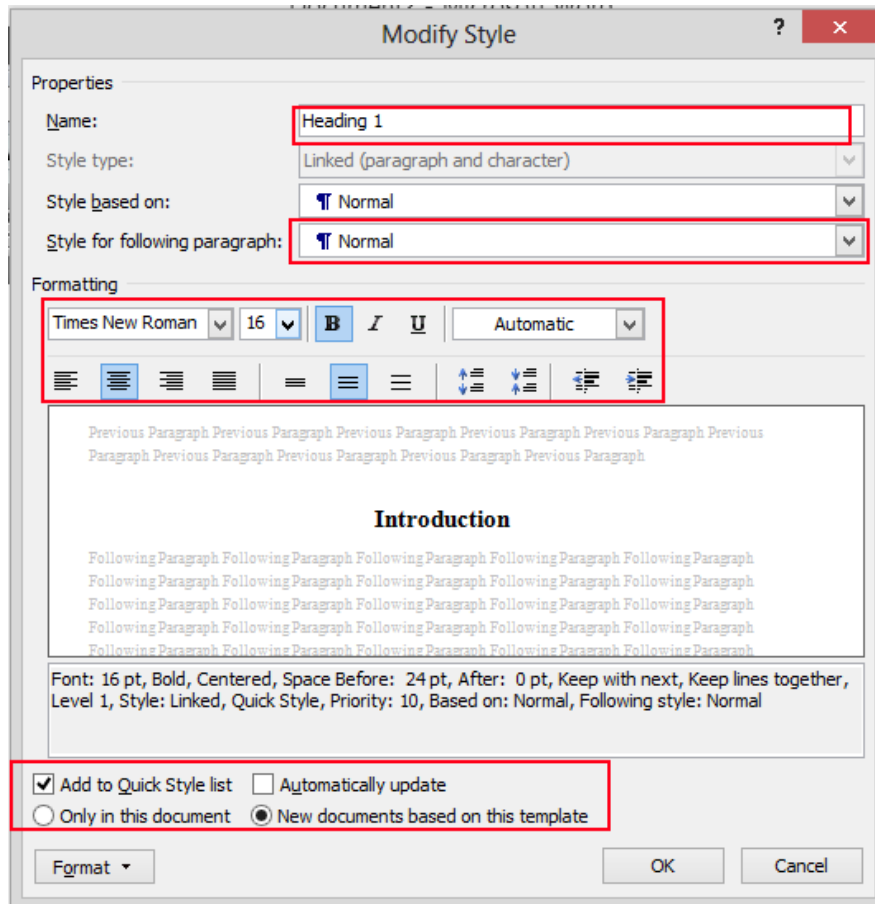


Fig.2.2 Style Modify Heading 1

## 2.1.3. Heading 2

This is the heading inside a chapter (Heading): Experimental setup, Mathematical modeling...

Font: Times New Roman, 14pt, Bold, Justified, Font Color: Automatic

## 2.1.4. Heading 3

This is the heading inside a Subsection (SubHeading).

Font: Times New Roman, 12pt, Bold, Justified, Font Color: Automatic

## 2.1.5. Caption

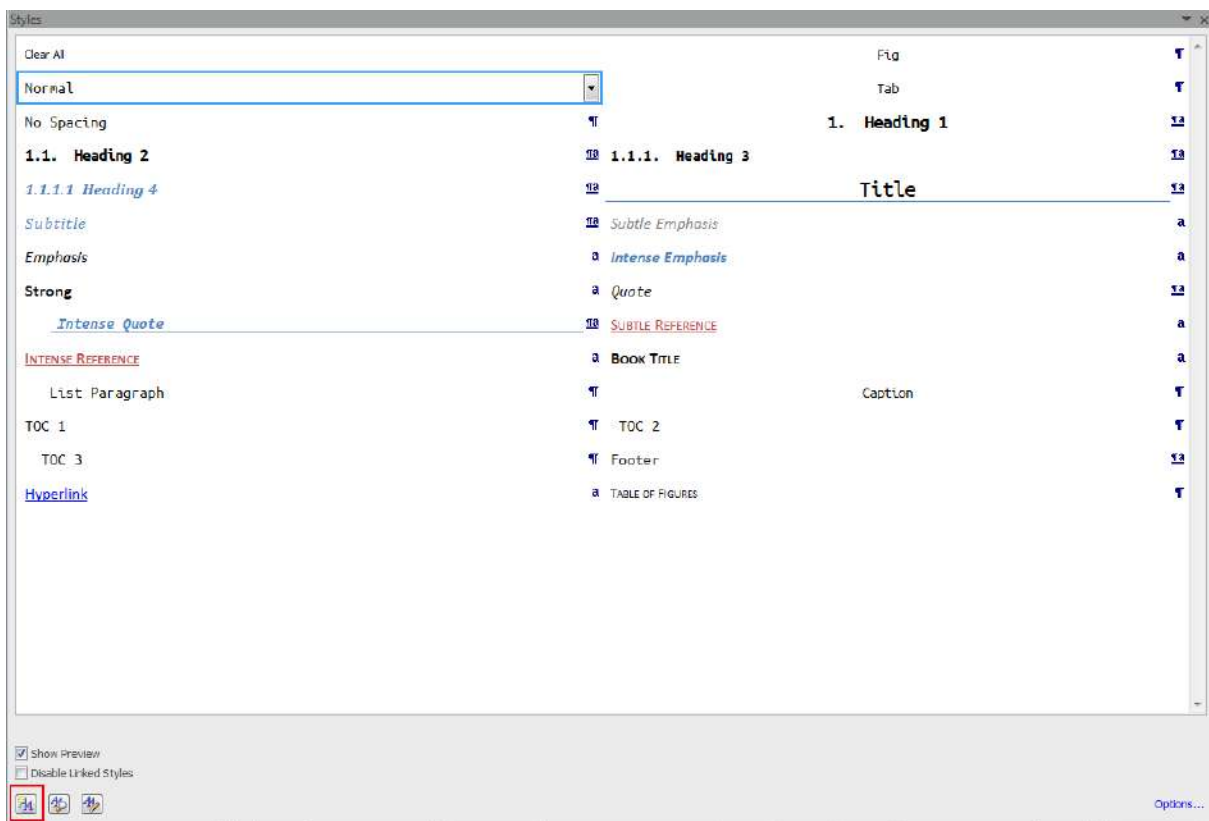
This is the format for the title of Figures and Tables.

Font: Times New Roman, 12pt, Bold, Centered, Font Color: Automatic

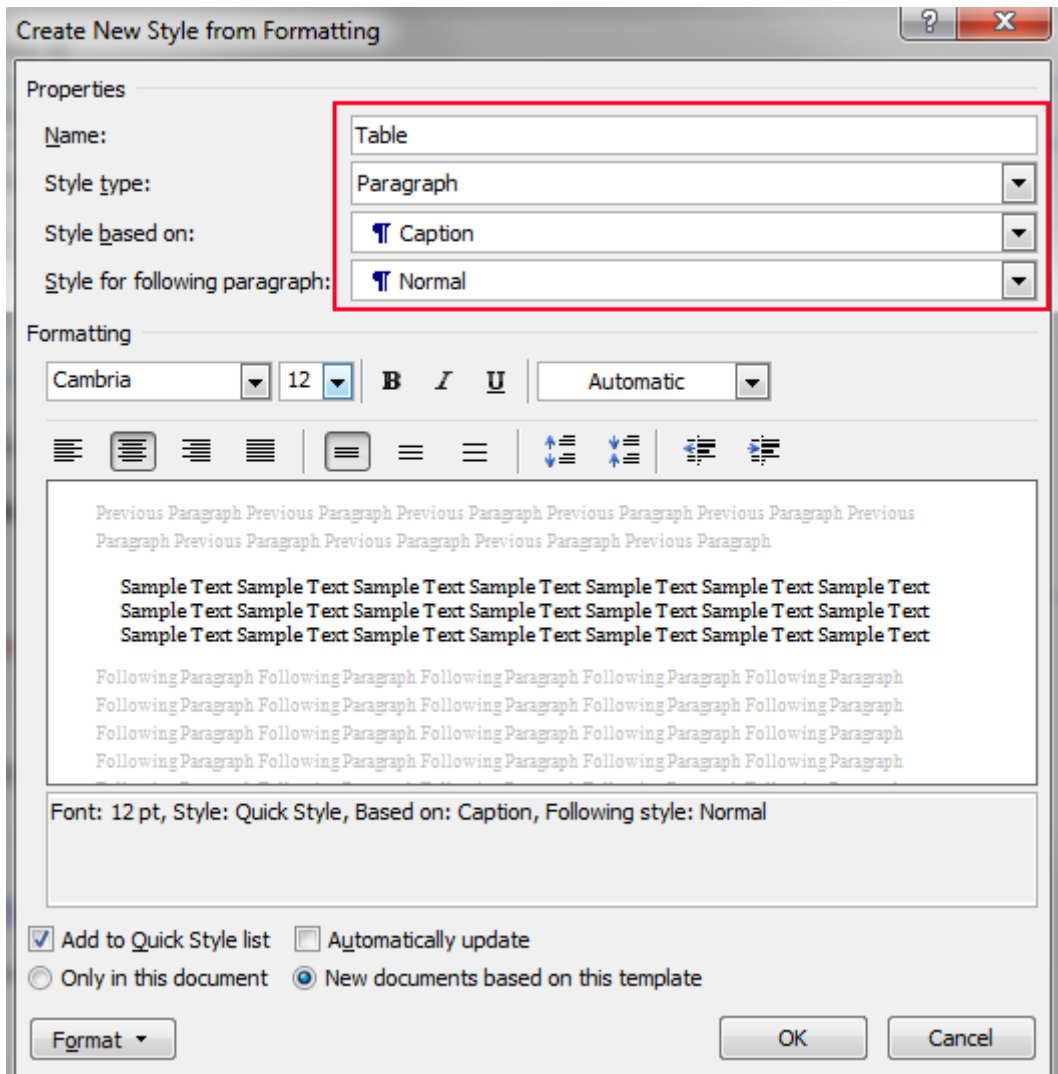
## 2.1.6. Figure and Table

Create two new styles basing on Caption Styles: Fig and Tab

- ALT + CTRL + SHIFT + S
- Create a new Style basing on Caption
- Rename it to Fig



- Repeat the procedure and create a Style Tab



## 2.2. Heading Numbering

Write a heading (say INTRODUCTION) and in Styles select Heading 1. This changes the format of INTRODUCTION to match with Heading 1. Now select Multilevel List of numbering for headings.

## 2.3. Style for following paragraph: Normal

Always, make Sure that the 'Style for following paragraph: Normal' for all the Style modifications.

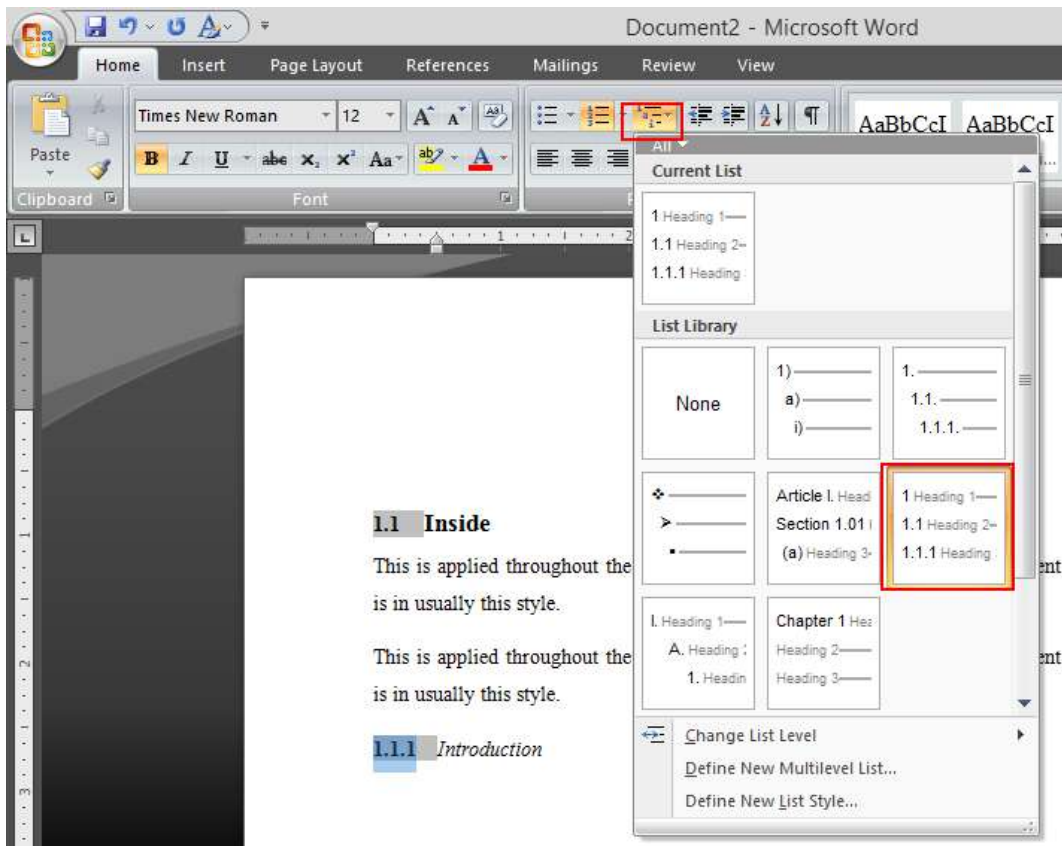


Fig. 2.3 Select Multilevel List with Heading

### 3. Making The Setting Default

All these settings can be made as default in for all your future documents:

These is a hidden folder in your C drive, named as Normal.dotm. You can make a back up of this file or in worst case, you can get it from internet. So, don't worry.

After modifying all the settings:

- Remove all the text (everything) in the document
- Go to Save As → Save as type: Word Macro-Enabled Template
- Select 'Microsoft Office Word' on the left selection panel
- Go to folder Templates
- File name: Normal.dotm (My\_Style.dotm)
- Extension .dotm may change basing on your Version (2007, 2010)

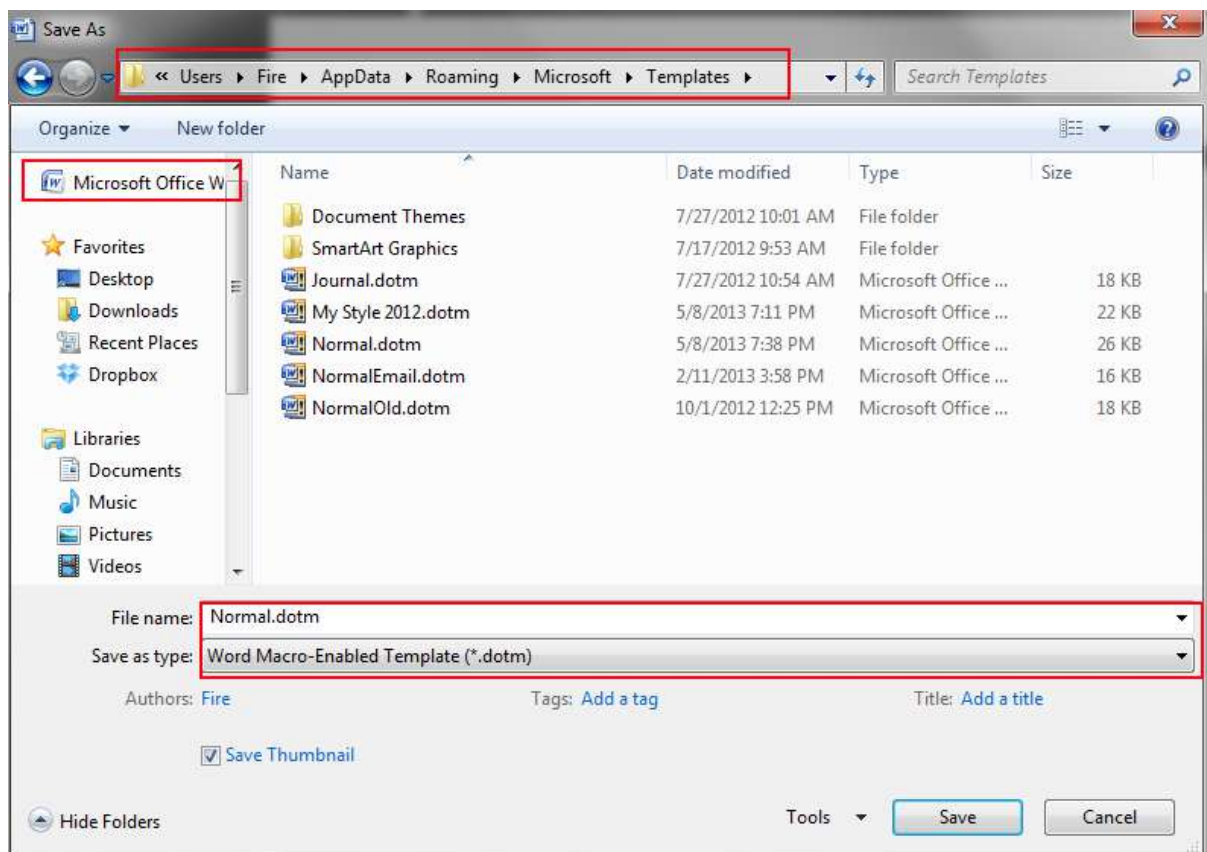


Fig. 3.1 Save settings for default

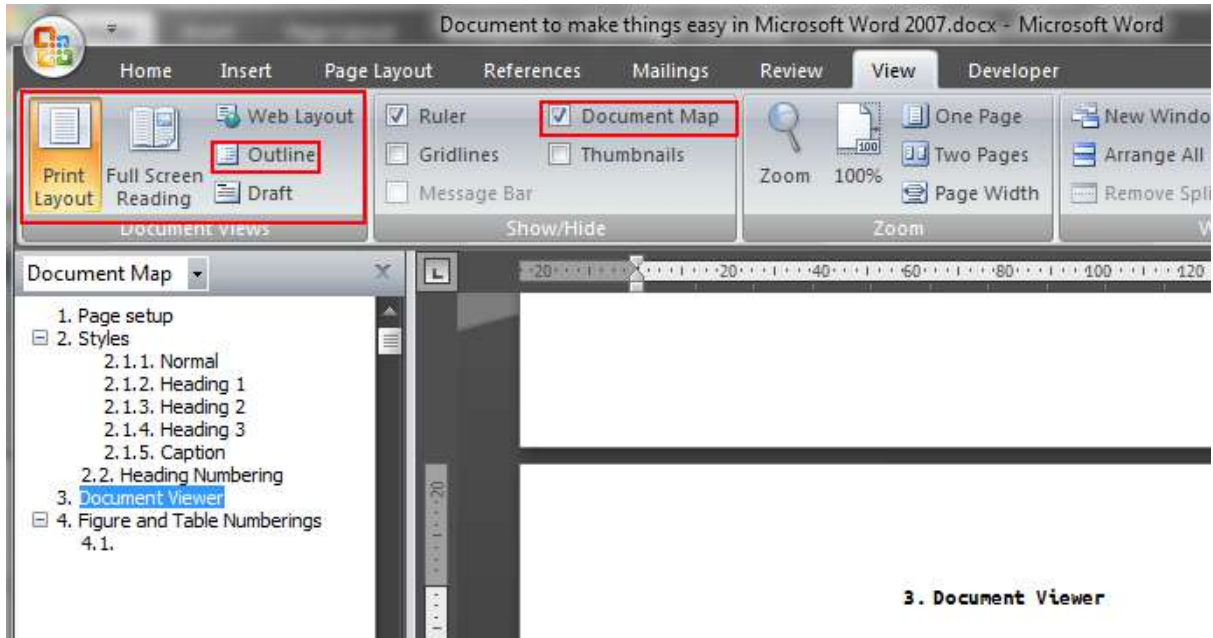
### **3.1. Creating New Normal File**

- Close all open Word files
- Go to C:\Users\\AppData\Roaming\Microsoft\Templates
  - Change <username> to your PC user name
- Rename Normal.dotm to Default.dotm
- Rename My\_Style.dotm to Normal.dotm
- Now open a new document, there you have all your settings

## 4. Document Viewer

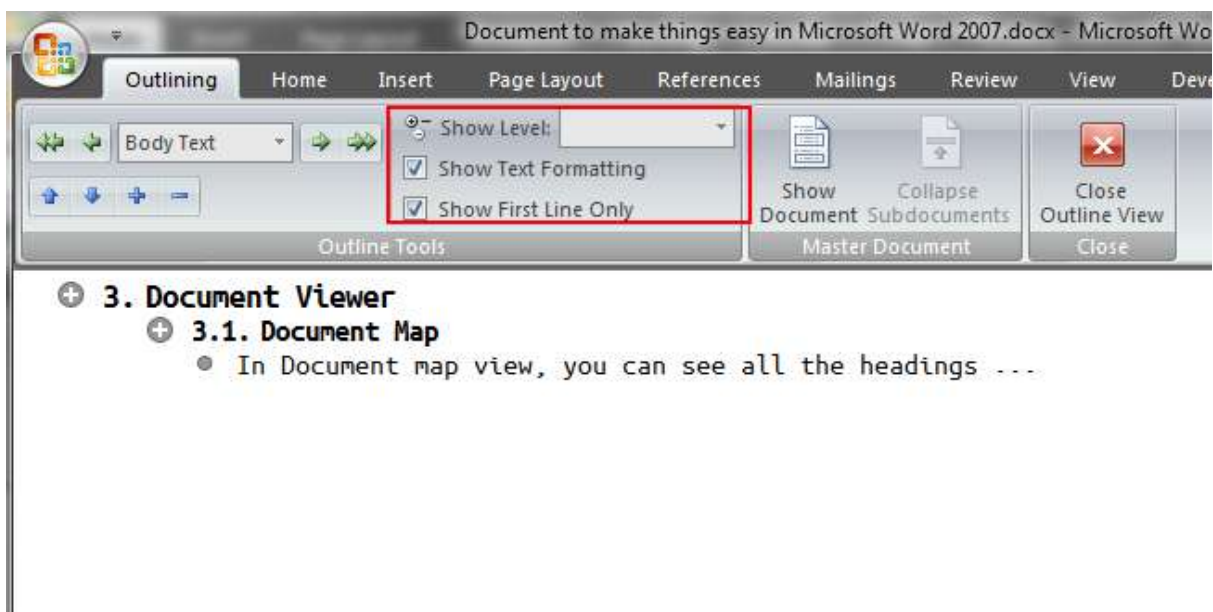
### 4.1. Document Map

In Document map view, you can see all the headings (branch view). This is useful for long documents



### 4.2. Outline View

In Outline view, you can see over all document at a glance. You can delete page-breaks, insert chapters from other documents.





## 5. Figure and Table Numberings

### 5.1. Format

Usually, all the Figures and Tables are centered. The caption for Figures follows the figure where as for Tables, the caption precedes the Table. Make all Figures and Tables are in Style → New Style → Fig or Tab.

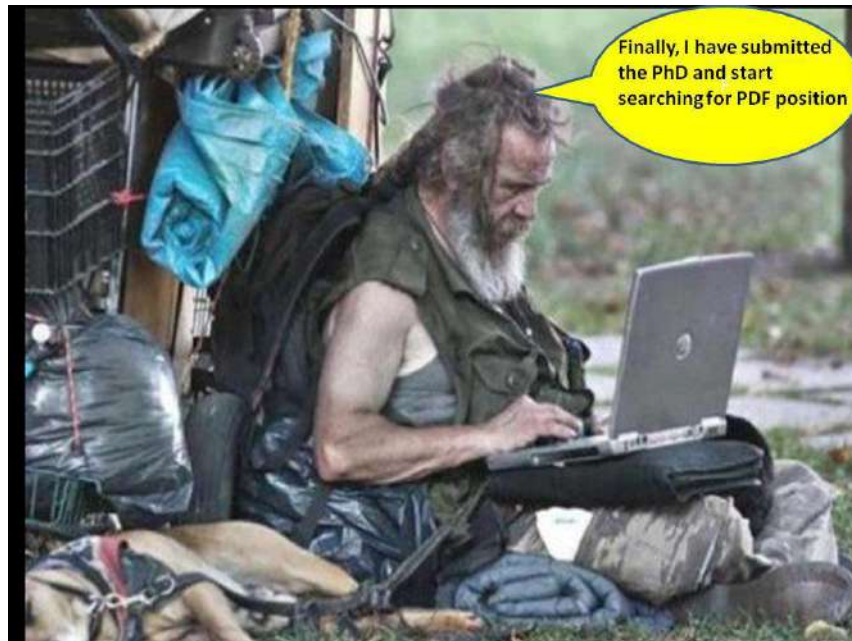


Fig. 5.1 What am I doing still in IIT?

### 5.2. Figure Numbering

Easiest way up to my knowledge is to create a SEQUENCE for each field: Figure, Table and Equation.

Table 5.1 Keyboard Shortcut keys for Field Toggle

To do this	Shortcut
Update a Field	F9
Insert a Field	CTRL + F9
Unlink a Field	CTRL + SHIFT + F9
Switch selected Field and results	SHIFT + F9
Switch all Fields	ALT + F9

Insert a Field {SEQ Fig\_FigTab \n}

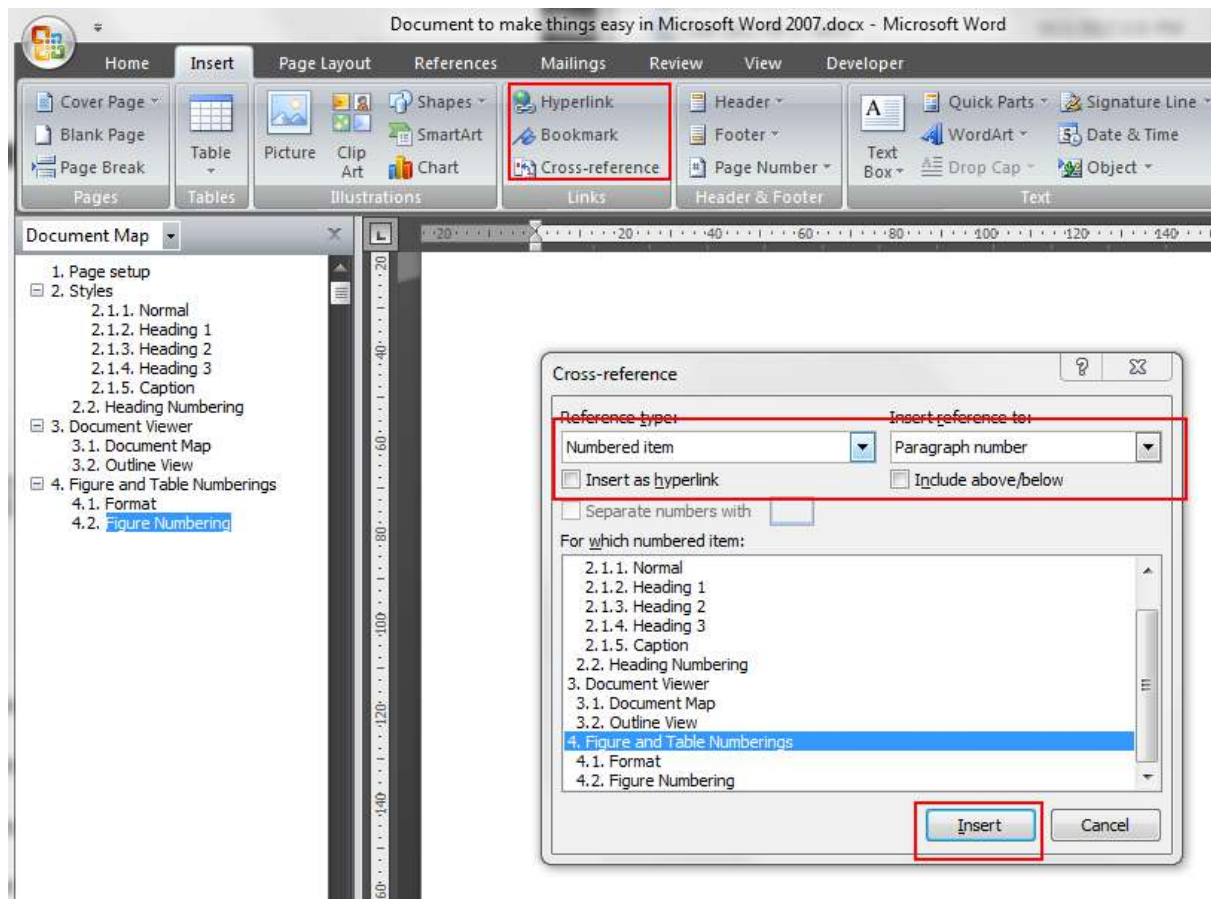
- SEQ is sequence
- Fig\_FigTab is the Name of the Field, it can be Eq or Tab
  - To restart Figure numbering for a new Chapter, change the SEQ name for each Chapter (Thesis)
- \n is to say that the numbering follows the previous number
- \r n is to say that the numbering starts from number n

This is how you go:

- CTRL + F9
- Type in 'SEQ Fig\_ChName \n'
- F9

For Chapter number in the Field- Insert a Cross-reference of that Chapter:

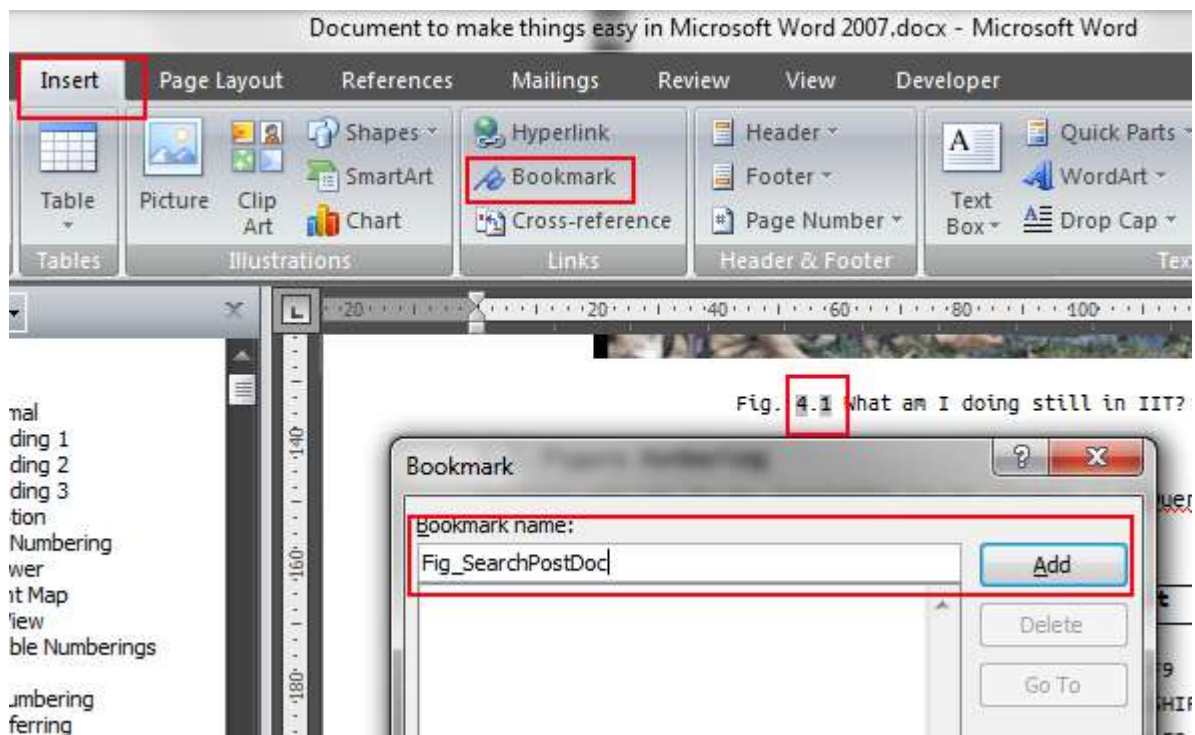
{REF \_Ref369343031}. {SEQ FigTab \n}



### 5.3. Bookmark for Cross-referring

- Select the SEQ number (including the Heading number)
- Add a Bookmark with a suitable name (underscores are allowed)
  - For easy reorganization, prefix the bookmark name with either Eq or Fig or Tab
- Cross-refer the same in the text

Example: The previous Fig. 5.1 shows the Search. 4.1 is an automatic number which changes basing on the Figure number of SearchPostDoc.



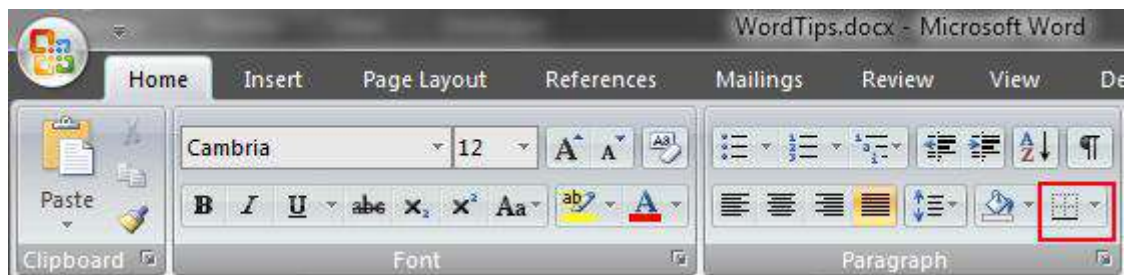
## 6. Equations

### 6.1. Format

Usually, Equations are to be PAGE centered and the numbering RIGHT aligned.

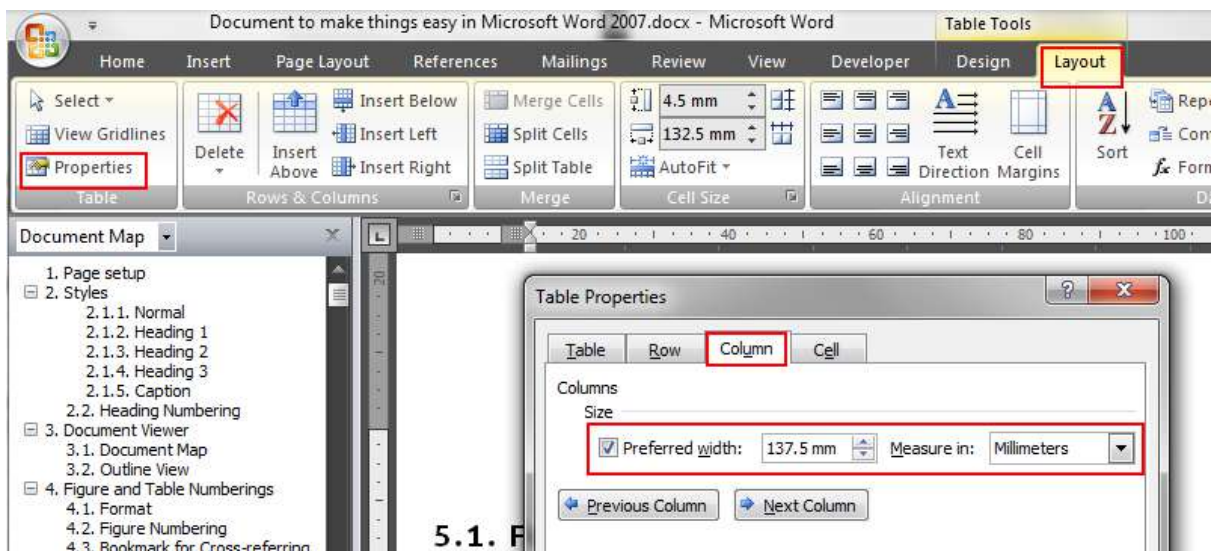
- Create a 1 x 3 table
- Adjust the first and the last column to equal distance leaving enough space for '(Eq Number)'
  - Sometimes this 'Eq Number' may be large
  - Don't worry, just make equal columns (first and last) for that size :-)
- Hide or remove the Border of the Table (Home → Paragraph → Border arrow)

		(6.1)
--	--	-------



### 6.2. Do you want precision?

- Select the Table
- Go to Table Tools → Layout → Properties → Column
- Adjust the First and Last column equal



5.1. F

### 6.3. Equation number

Follow the procedure explained in Section 5.2 and 5.3. Don't forget to add Brackets before and after the Equation number.

### 6.4. Inserting Equations and Shortcuts

Add space after each shortcut to get the result

Table 6.1 Keyboard Shortcut keys for Equations

To do this	Shortcut
Insert Equation	ALT + =
$x^n$	x^n space
$x^{1+n}$	X^(1+n) space
$\alpha$	\alpha space
$\int_{10}^2$	\int ^2_10 space
$\left( \frac{x+7}{\frac{1}{2}-7y^3} \right)$	First type () space Then (x+7)/(1/2-7y^3) space

Want to know Google it. One such example

<http://www.physicsforums.com/showthread.php?t=474856>

### 6.5. Example

Sample example for inserting Equation:

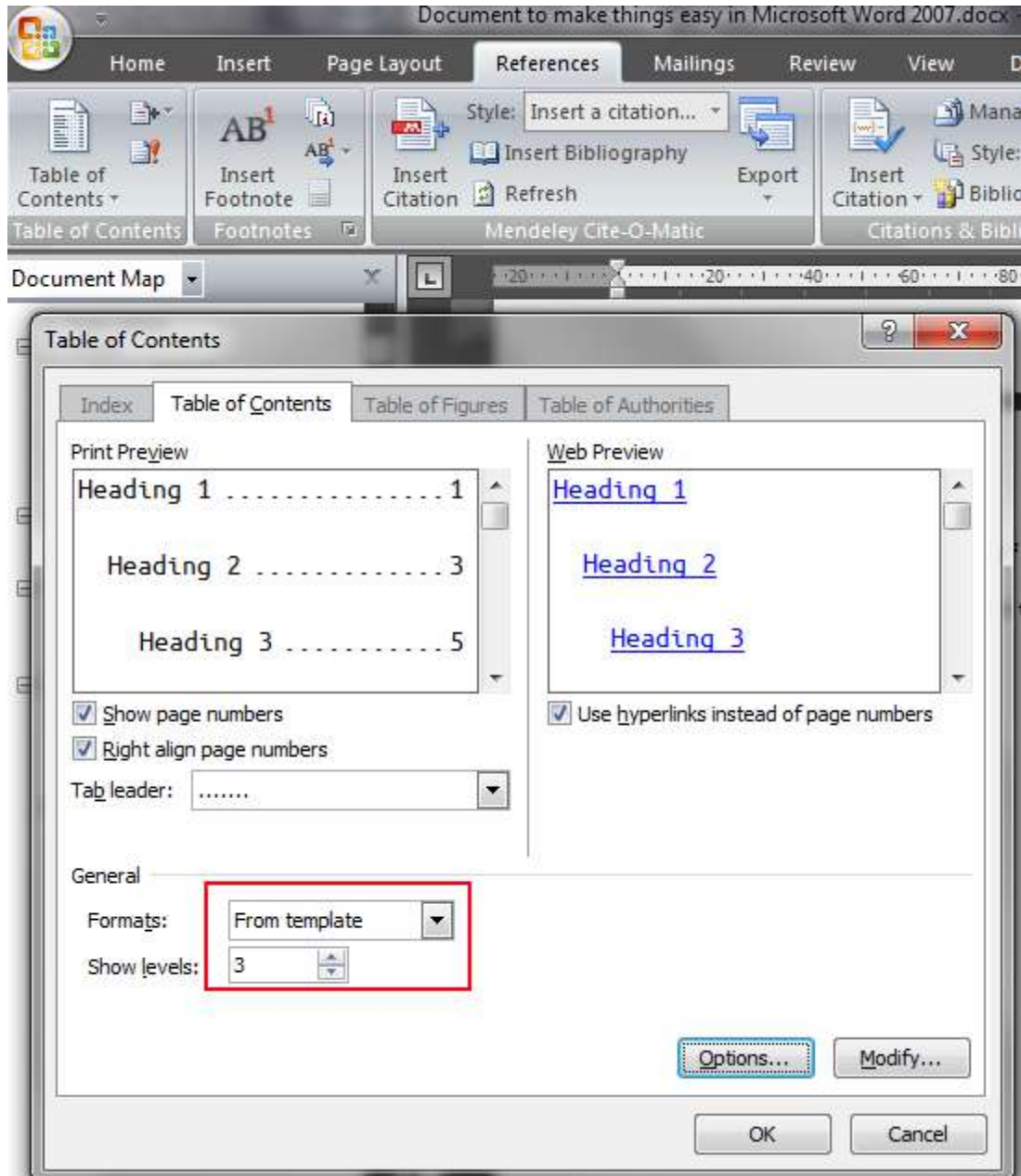
- ALT + =
- $x^n$
- space;  $x^n$
- If you are inserting a text in the Equation, then make sure that you the text is no italic

## **6.6. LaTeX Guys**

Do you know LaTeX Equation – Be smart... Use them directly, Mostly you are there.  
Confused, use the graphical interface.

## 7. Table of Contents

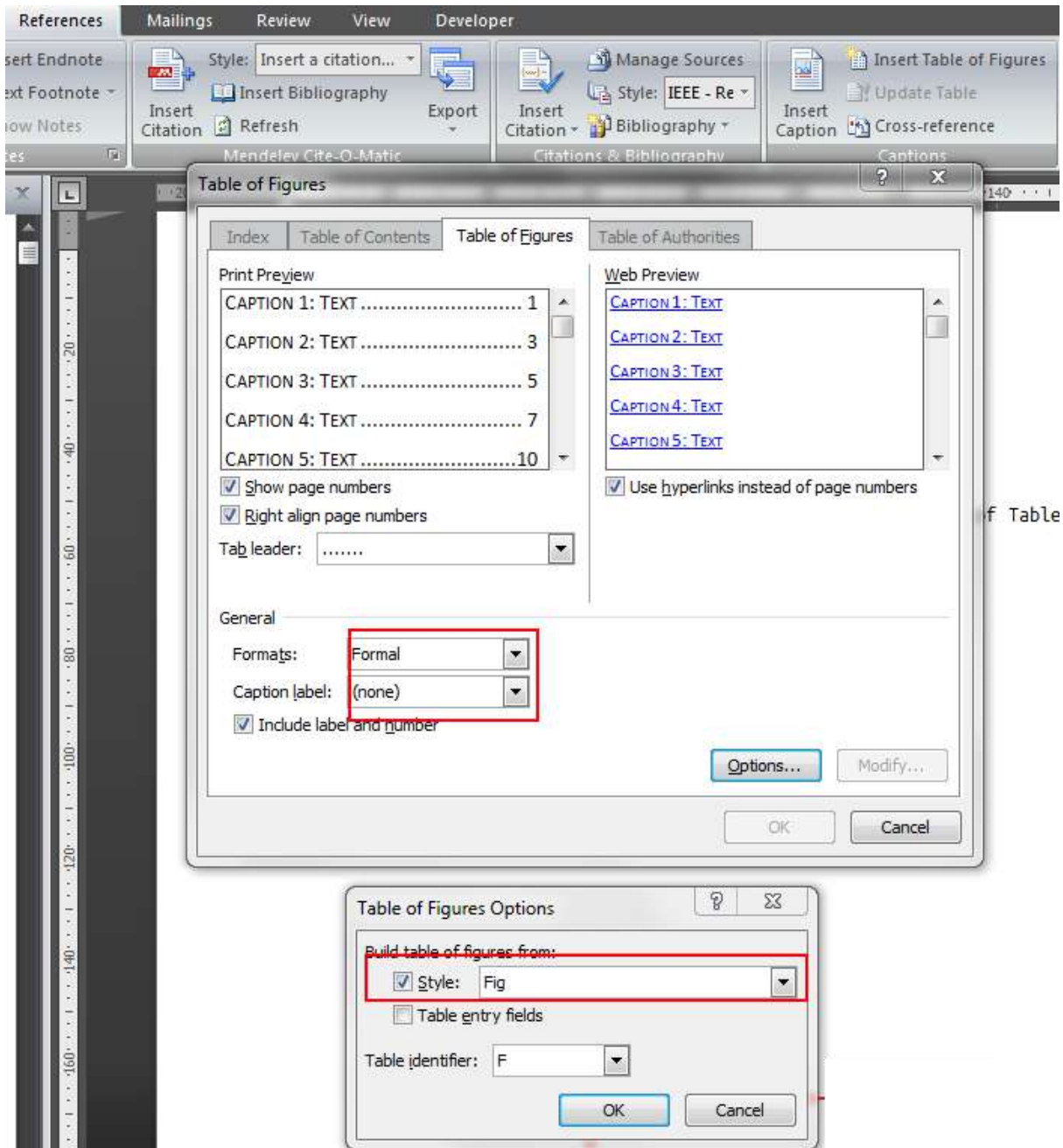
References → Table of Contents → Insert Table of Contents...



Want something more? Go to Options or Modify

## 8. List of Figures or Tables

References → Insert Table of Figures → Options → Style Fig → Watch out...



For List of Tables:

- Style Tab
- While creating a List, if asked for REPLACEMENT, opt for NO



## **8.1. Updating the Tables**

- Select all (CTRL + A) then press F9 key
- Update only Page Numbers only or the Entire Table
- Right click on the List of Contents → Update Fields
- To remove the number for the Heading 'List of Contents' Delete it

## 9. References or Citations

### 9.1. Reference Manager

Download Mendeley

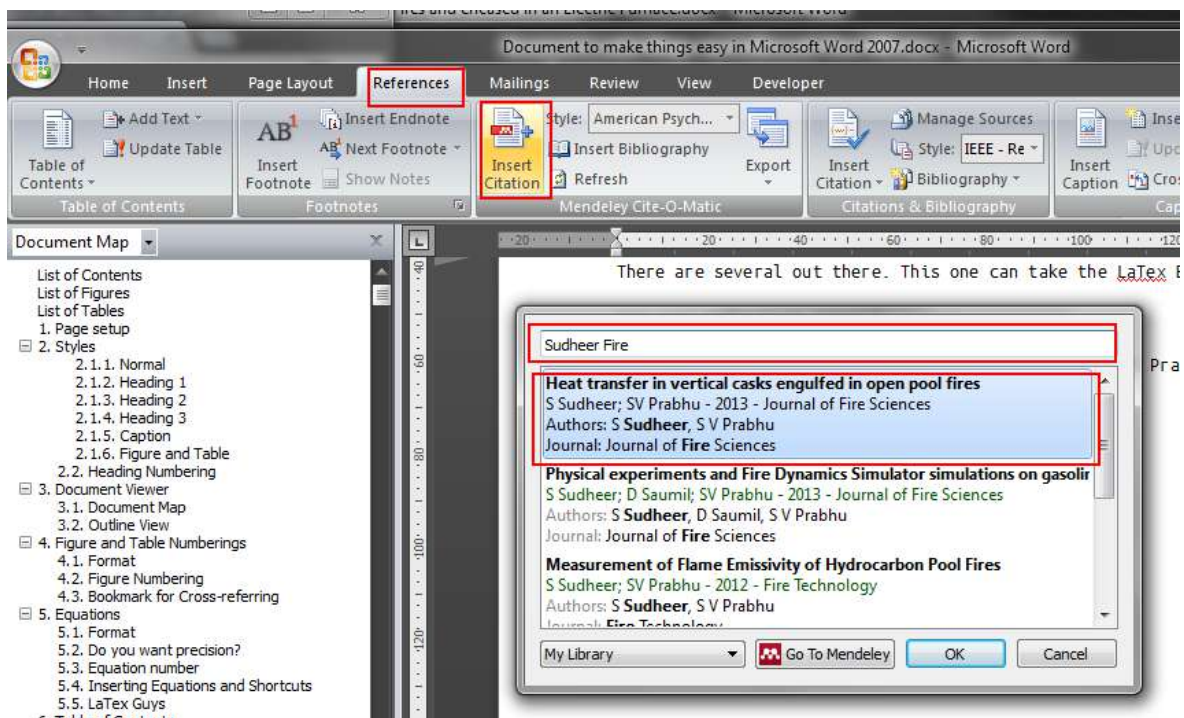
<http://www.mendeley.com/download-mendeley-desktop/>

There are several out there. This one can take the LaTeX Bibliography .bib.

Get your references properly (Refer <http://www.mendeley.com/features/add-and-organize/>)

### 9.2. Insert Citation

References → Insert Citation → Type the Author (Sudheer & Prabhu, 2013)

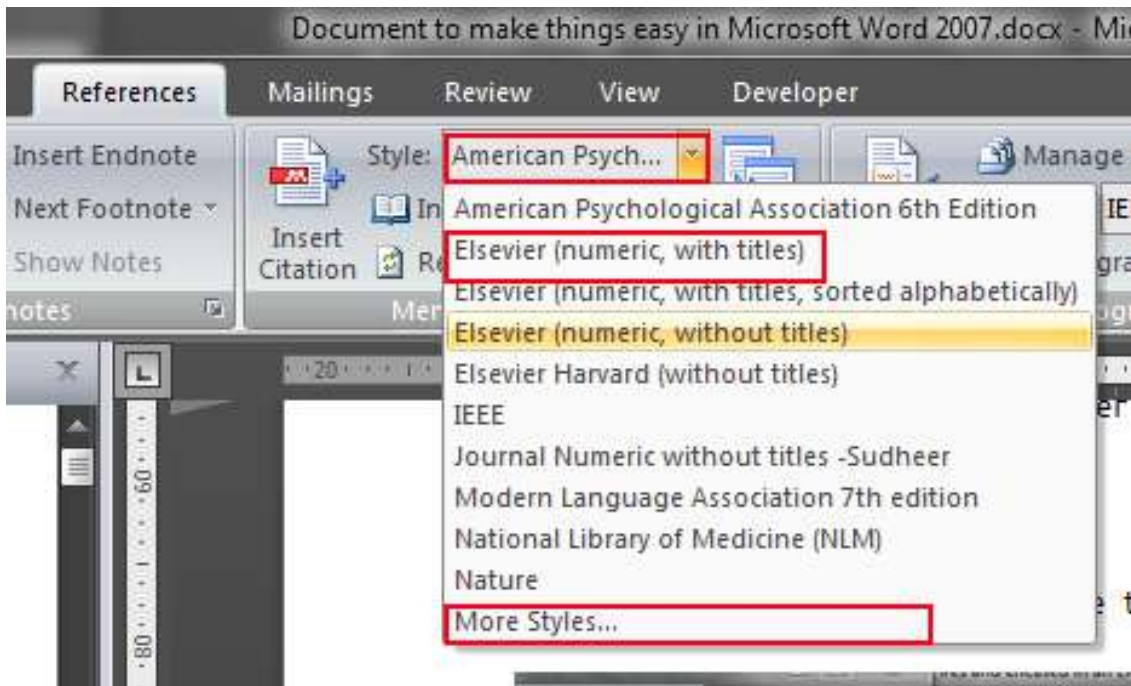


### 9.3. Change Citation Style

References → Mendeley → Style

Or browse through More Styles

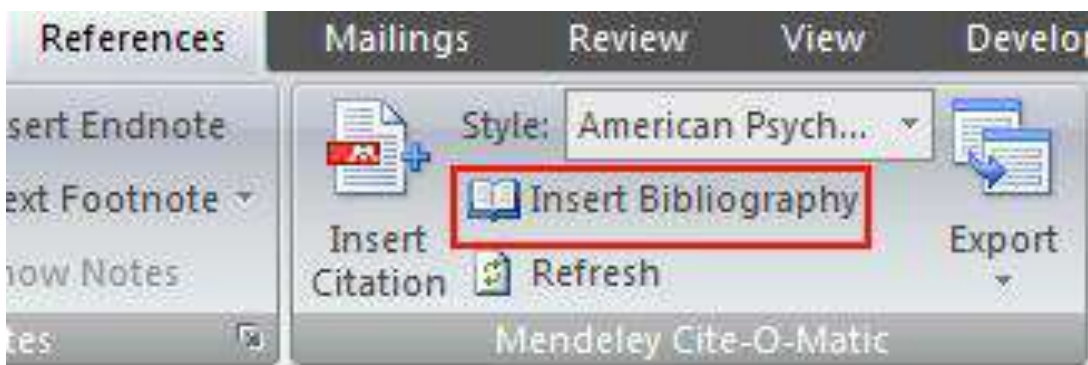
For Journals Use Elsevier (numeric, with titles)



#### 9.4. Insert Bibliography

References → Insert Bibliography

Sudheer, S., & Prabhu, S. V. (2013). Heat transfer in vertical casks engulfed in open pool fires. *Journal of Fire Sciences*.



## 10. Page Breaks and Page Numbering

### 10.1. Page Breaks

A Page Break makes a Section Break. To change the page numbering from a page. Insert Page Break. Single Page Break makes two Sections.

Page Layout → Breaks → New page

For Two-Sided Printout, before each chapter

Page Layout → Breaks → Odd page

This would make the all the new Chapters begin on Right side

#### 10.1.1. View Page Breaks

View → Outline

Document to make things easy in Microsoft Word 2007.docx

Outlining Home Insert Page Layout References Mailings Review View Developer

Outline Tools

Show Level: Body Text

Show Text Formatting

Show First Line Only

Show Document Master Document

Collapse Subdocuments

Close Outline View

Close

- 8. References or Citations 15
  - 8.1. Reference Manager 15
  - 8.2. Insert Citation 15
  - 8.3. Change Citation Style 15
  - 8.4. Insert Bibliography 16
- + List of Figures
- + List of Tables
  - TABLE 4.1 KEYBOARD SHORTCUT KEYS FOR FIELD TOGGLE 7
  - TABLE 5.1 KEYBOARD SHORTCUT KEYS FOR EQUATIONS 11
- + 1. Page setup
  - Page Layout → Size → More Paper Sizes...

Section break (Odd Page)

#### 10.1.2. Delete a Page Break

In Outline View Delete the Section Break

### 10.2. Page Numbering

Click on the Footer → Add a Page Number at the bottom

Link with Previous – Number follows the previous Section

Different First Page – First page of Section

Removing the numbering on a page but counting it

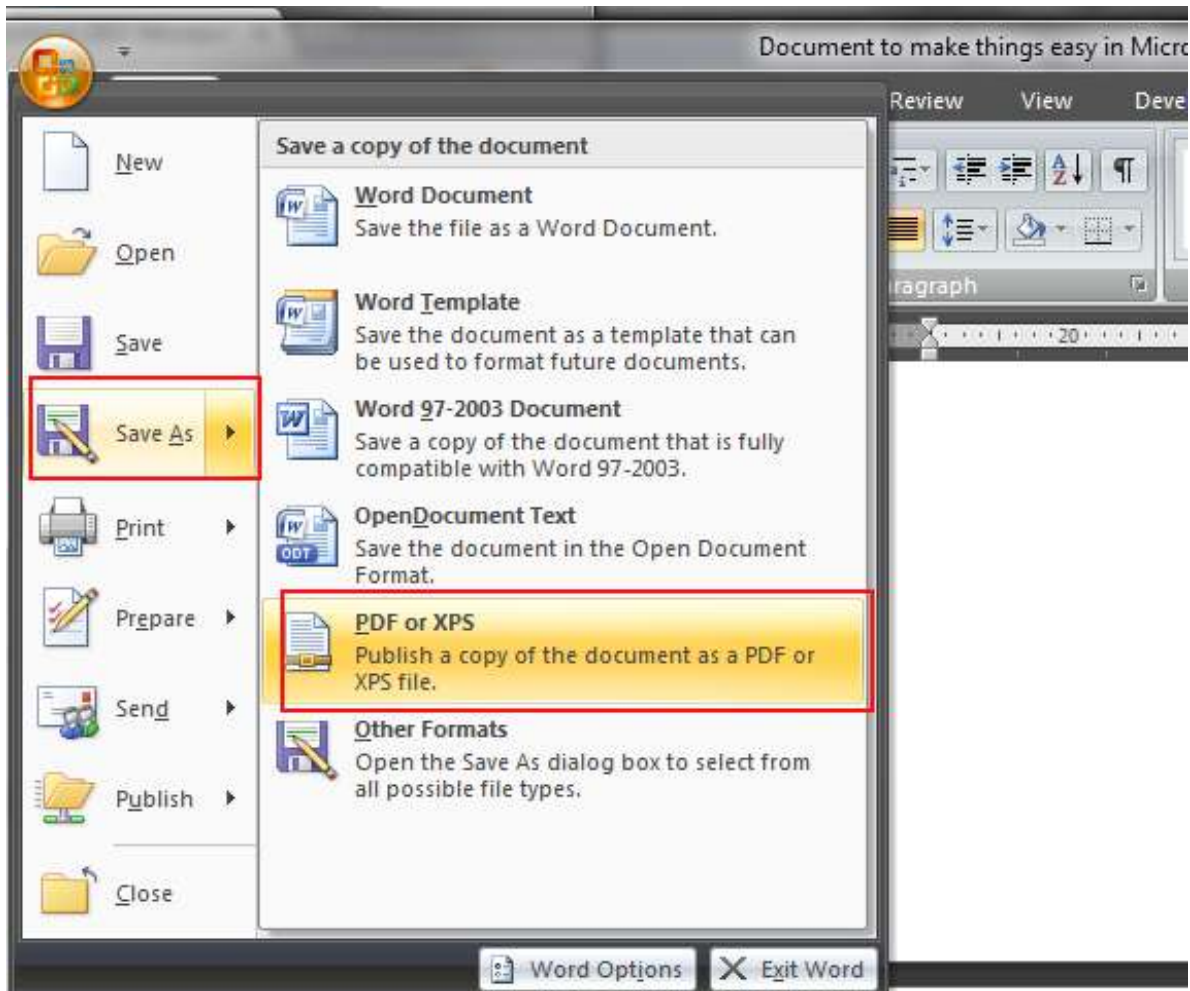
Different Even & Odd Pages – This can be used to change position

This can also be used to change the Headings

# 11. Save as PDF

## 11.1. Save AS PDF

Click on Office Logo → Save As → PDF or XPS



If this option is not available then download

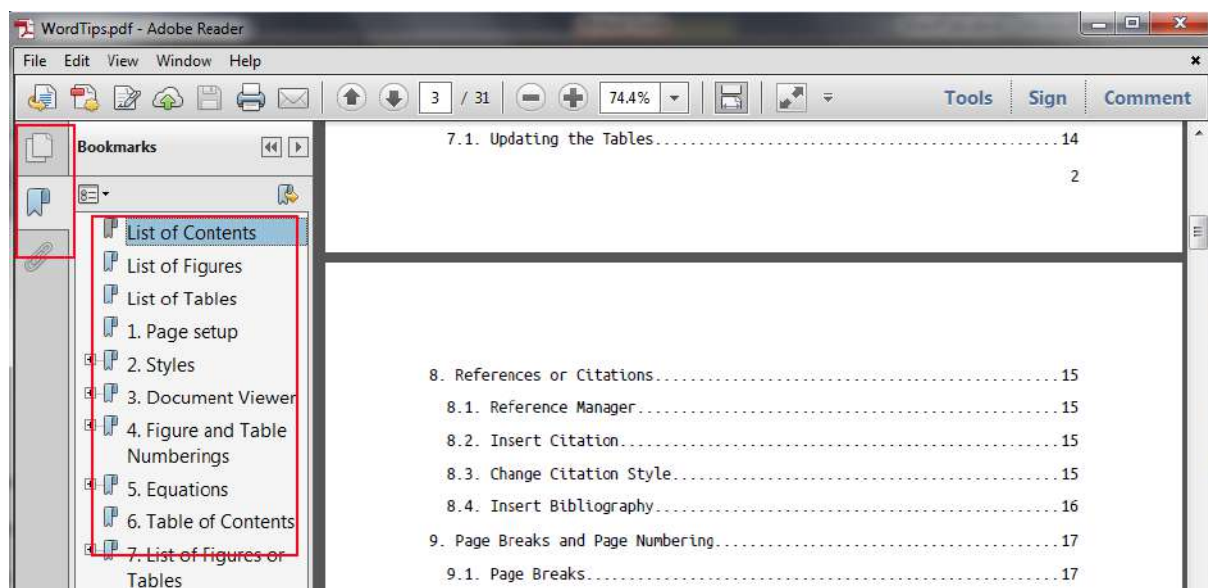
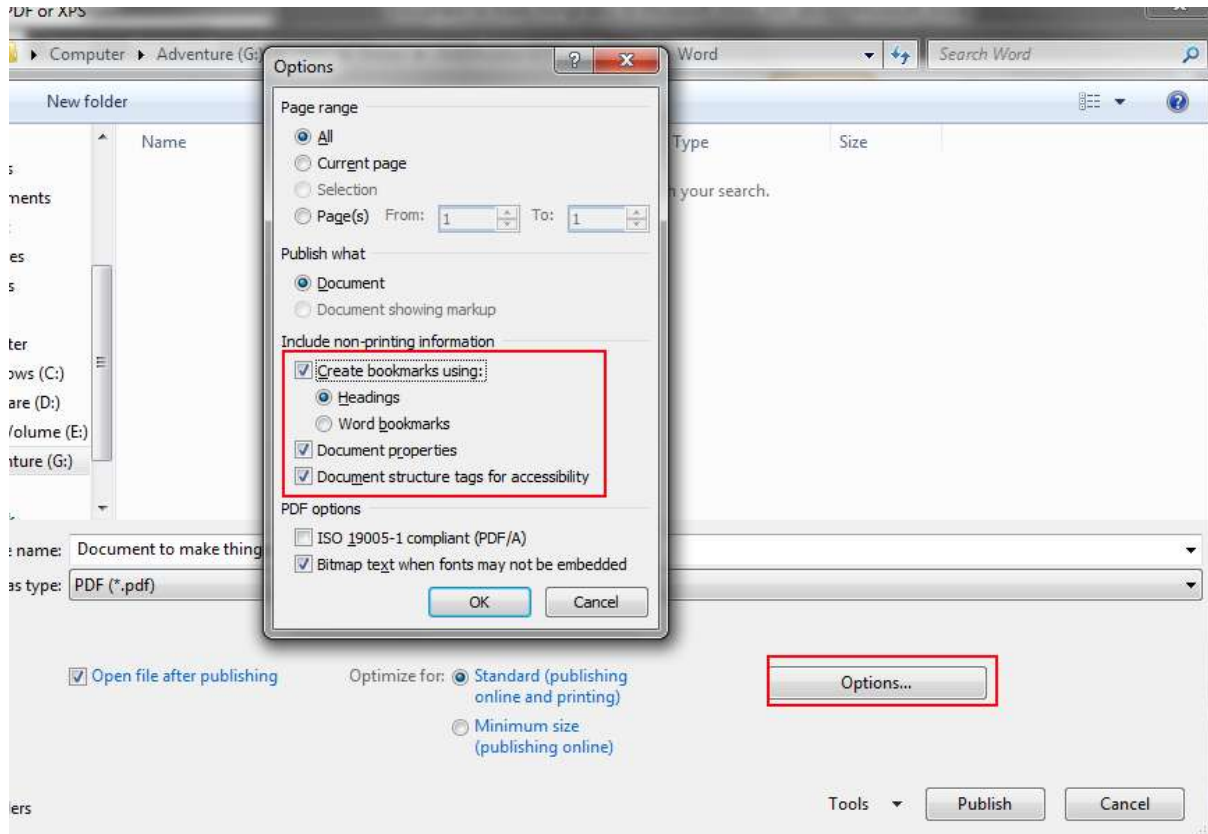
Office 2007: <http://www.microsoft.com/en-in/download/details.aspx?id=9943>

For other Versions:

Google it or Download directly.

## 11.2. Bookmarks in PDF

In Save As PDF → PDF → Options → Create bookmarks using Headings



## 12. Pagination: Widow and Orphan

Usually, a Thesis or a Report is not supposed to have any Widow or Orphan in the whole content. By default, MS Word does a good job. Don't get annoyed when MS Word doesn't allow you to leave a single of a paragraph on a page but either pushes two lines to next page or leaves it intact in the previous page. That's how a report should be. But, if you insist then know that this can be controlled.

### 12.1. Widow

A paragraph-ending line that falls at the beginning of the following page/column, thus separated from the rest of the text.

### 12.2. Orphan

A paragraph-opening line that appears by itself at the bottom of a page/column.

A word, part of a word, or very short line that appears by itself at the end of a paragraph. Orphans result in too much white space between paragraphs or at the bottom of a page.

<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus in elit. Praesent tempus, wisi ac pharetra sodales, metus justo auctor massa, id faucibus urna felis id augue. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Curabitur orci lacus, commodo vitae, pretium sit amet, rutrum eget, urna. Praesent tempor rhoncus enim. Duis malesuada. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Sed dui sem, condimentum quis, scelerisque a, tempor id, est. Vivamus quis quam sed risus gravida venenatis. In eget neque a ligula rhoncus pellentesque. Nam vestibulum varius nibh. Aliquam lacus. Aliquam eleifend nulla ut <b>lorem.</b></p> <p>Sed ut augue ut est ultricies rhoncus. In hac habitasse platea dictumst. Phasellus libero. Etiam tortor velit, varius in, bibendum in, ornare nec, diam. Aliquam tellus. Etiam vitae nibh. Fusce scelerisque pulvinar nisl. Curabitur tristique erat. Maecenas in wisi</p> <p>1</p>	<p><b>quisque suscipit justo quis orci.</b></p> <p>Phasellus luctus aliquet leo. In vitae ante nonummy leo vulputate pharetra. Fusce dolor dui, aliquam a, imperdiet et, consequat vitae, diam. In metus est, vehicula eget, vulputate et, accumsan eu, justo. Fusce wisi eros, pellentesque faucibus, viverra vitae, posuere eget, lorem. Sed vitae justo. Morbi erat justo, condimentum</p> <p>Aliquam erat volutpat. Pellentesque leo. Donec tristique adipiscing at, pulvinar vel, felis. Nunc eget felis a est accumsan imperdiet. Proin eget nibh id ipsum vehicula aliquet. Class aptent taciti sociosqu ad litora torquent. Inceptos hymenaeos. Phasellus tincidunt cursus pede</p> <p>2</p>
--	--

Fig. 12.1 Widow (Yellow highlight) and Orphan (Red marked)

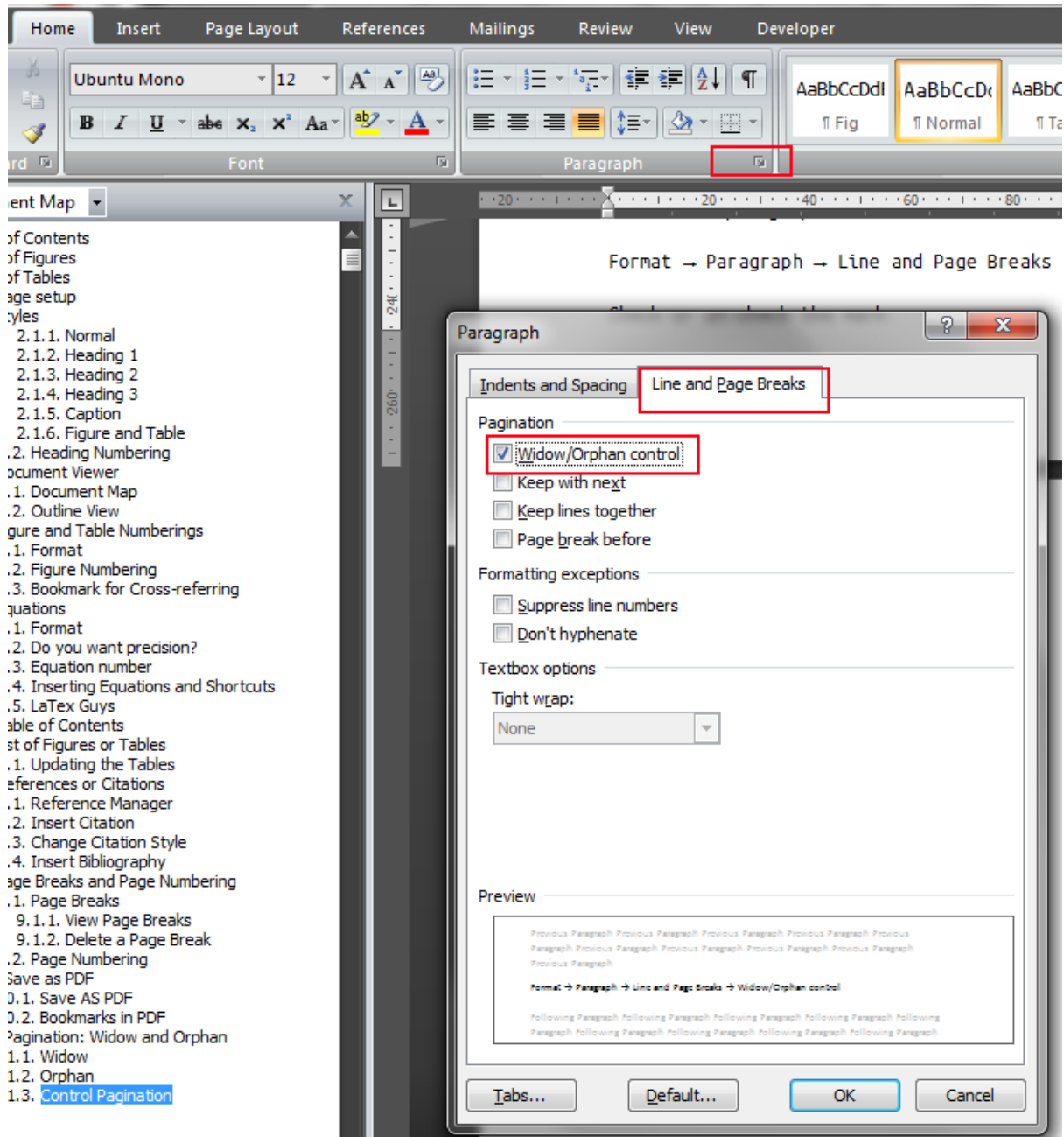


## 12.3. Control Pagination

Select the paragraph to be controlled.

Format → Paragraph → Line and Page Breaks → Widow/Orphan control

Check or un-check the mark

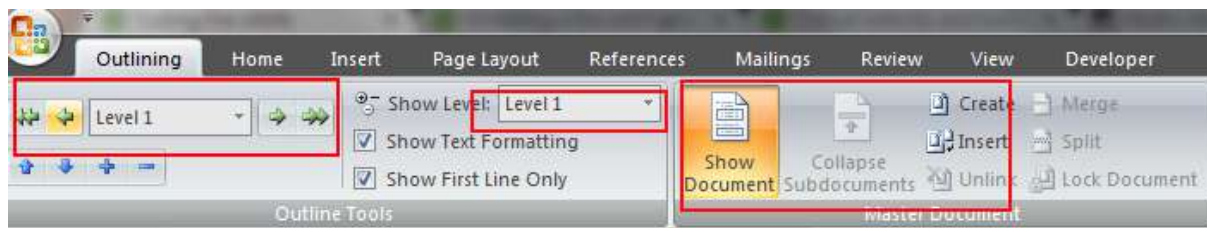


## 13. Move, Delete and Insert Chapters

### 13.1. Move or Delete a Heading (Reorganize your document)

Go to View → Outline View → Show level → Choose the appropriate level

- click on plus symbol
- Use up or down arrows to move (All the numbers would be taken care)
- Delete to delete a Heading (Section)
- CTRL + A then F9 would refresh all the automatic values



- + List of Contents
- + List of Figures
- + List of Tables
- + 1. Page setup
- + 2. Styles
- + 3. Document Viewer
- + 4. Figure and Table Numberings
- + 5. Equations
- + 6. Table of Contents
- + 7. List of Figures or Tables
- + 8. References or Citations
- + 9. Page Breaks and Page Numbering
- + 10. Save as PDF
- + 11. Pagination: Widow and Orphan
- + 12. Review
- + 13. Insert Chapters From Other Documents
- + 14. Want Something More?
- + References

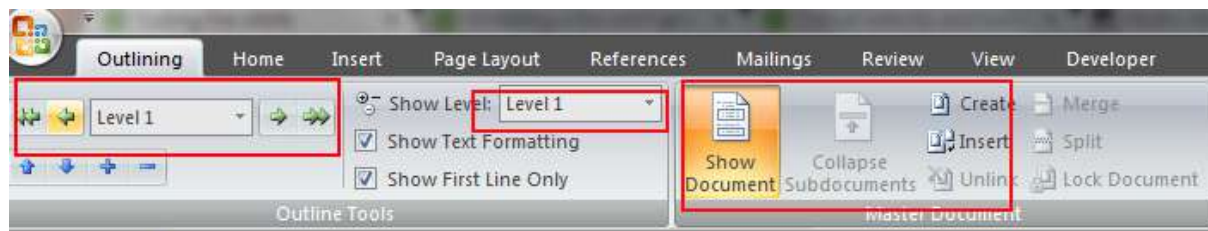
### 13.2. Insert a Chapter or Heading

To insert a chapter that was written separately into a Master document:

In View → Outline View → Show document

This would open for you new options: Insert would take you to insert a document.

Word may ask you for formatting preference. Chose appropriately by reading the whole pop window.



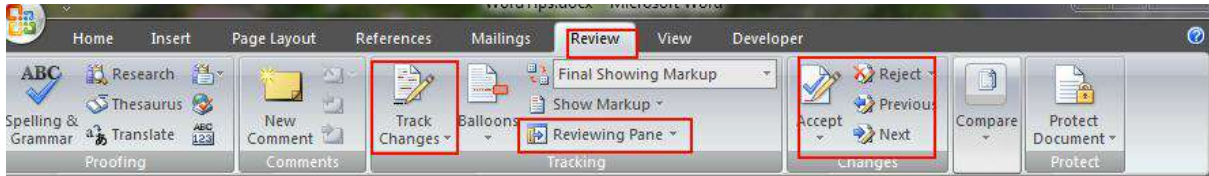
- + **List of Contents**
- + **List of Figures**
- + **List of Tables**
- + **1. Page setup**
- + **2. Styles**
- + **3. Document Viewer**
- + **4. Figure and Table Numberings**
- + **5. Equations**
- + **6. Table of Contents**
- + **7. List of Figures or Tables**
- + **8. References or Citations**
- + **9. Page Breaks and Page Numbering**
- + **10. Save as PDF**
- + **11. Pagination: Widow and Orphan**
- + **12. Review**
- + **13. Insert Chapters From Other Documents**
- + **14. Want Something More?**
- + **References**

Fig. 13.1 Outline view to insert another document

## 14. Review

Have you ever asked someone to correct your report? You might have received reply with a corrected version from two or three persons. Now the problem is to see all the corrections to judge by yourself and incorporate the correct ones!

Here you go...



Track all those corrections, judge and incorporate in the final version. Don't get panic, Word won't mess up with your original files.

## 15. Some Hidden Secrets

### 15.1. Non-Breaking Space

Keyboard Short: CTRL + SHIFT + SPACE

Engineers: It's a good idea to have units next to the number but not on next line. Ex. 1 cm. Use a non-breaking space between 1 and cm. That would make 1<space>cm always, either in the previous line or in the next line.

Sometimes, we see a author name and the number are separated, as we see like Planck [7]. Add a non-breaking space after Plank.

### 15.2. Non-Breaking Hyphenation

Keyboard Shorcut: CTRL + SHIFT + -

### 15.3. Character Codes

Don't use superscript 'o' for a degree symbol. Instead, insert a degree symbol from Insert → Symbol → Degree Symbol.

Don't use 'x' for or 'X' for multiplication symbol, Instead, insert a multiplication symbol from Insert → Symbol → Multiplication Symbol

### 15.4. Keyboard Shortcuts

In order to ALT Codes, press and hold the ALT and then type the number in numeric keypad (right side numbers of keyboard) then release the ALT. ALT shortcuts work not just in MS Word but almost everywhere (now, you know how to add symbols on GTalk or on FB)

Degree: ALT + 0176

Multiplication: ALT + 0215

### 15.5. Easy Approach in Word

Type \times then space and \degree space.

## **15.6. Automatic Correction**

Sometimes, you don't want word to auto-correct the word that you write: like capitalization in the beginning of sentence or you want to type \degree but word corrects it to ° Symbol.

Wherever there is an auto-correction, use CTRL + Z to Undo the auto-correction. That means \degree would become ° immediately after you type space. Now hit CTRL + Z then you get \degree back without auto-correction.

## **15.7. Want Something More?**

Google it. Use Google lavishly [www.google.com](http://www.google.com)

## Contact

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