MICROSOFT WORD IN MEDICAL PRACTICE BY EXAMPLES

Learning Objectives:

- Managing the practical activities folders (Exercise 1)
- Formatting word documents (Exercise 2)
- Creating tables (Exercise 3)
- Inserting equations into a document (Exercise 4)
- Creating a template (Exercise 5)

Exercise 1

1. Create on your partition on the server the following folders:

- Lab01
- Lab02
- Lab03
- Lab04
- Lab05
- Lab06
- Lab07
- Lab08
- Lab09
- Lab10
- Lab11
- Lab12
- Lab13

Exercise 2

1. Create a new Word document [Start - Programs - Microsoft Word]. Introduce the following text (Copy & Paste):

DEPARTMENT OF RADIOLOGY
BARIUM MEAL INFORMATION SHEET

Patient name:
Appointment: Date: Time:
Have TO THING TO EAT OR DRINK AFTER MIDNIGHT ON:

Please keep the whole day free, as the examination may be prolonged.
The purpose of this x-ray examination is to investigate your stomach and upper digestive system. It is important that your stomach is empty and, for this reason, no food or drink is allowed for six hours prior to the examination.
At the start of the examination, you will be given a cup of white liquid to drink.
The lights in the room will be dimmed and the radiologist will take pictures of you in various positions, both standing and lying.
You may be given an injection in your arm to help relax your stomach.
Please expect to be in the X-ray Department for up to one hour (longer if we have been asked to perform a follow through examination to investigate your small bowel).
You may find that the barium makes you slightly constipated, in which case it would be advisable to take a mild laxative if it proves necessary.
If you are diabetic, do not follow any dietary instructions without discussing this with us first.
If you are unable to attend for this examination, please inform us immediately so that we may offer the appointment slot to someone else.
For women within childbearing age (teenage - middle age) it is very important that you have had a period within the last 28 days before your appointment date. If you have not, would you please contact us and we will change your appointment to a date when you have.

You can Copy and Paste the text into a Word document. When you Paste the text please use – Paste special… option - Unformatted text in order to discard all Form and Styles of the text [Home – Paste – Paste Special – Unformatted text].

2. Format your document as follows:

- Paper format: A4.
- Select all text and chooose Times as font style, size of 12.
- Select the title of the document and formatting as follows: **[Format** - **Font** - **Font** (*ARIAL*); **Font Style** (*Bold*); **Size** (*18*)]**; choose a color (whatever you want) from **Font color**, Shadow and All Caps from **Effects**.

- Put all text at 1.5 lines.
- Set the margins as follows: top = 20 mm, bottom = 20 mm, sides = 15 mm.
- Put the following text as **Header**: BARIUM MEAL INFORMATION SHEET.
- Insert page number.

3. Use Underline, Bold and/or Italics to identify important information in the **Barium Meal Information Sheet**.

4. Save the document as into Lab02 folder.

- File name: BariumMealProgramming.
- File type: Word Document.

Exercise 3

Create the next table in a new Word document:

Table 1. Birth weight and blood pressure distribution

No.	Name	Date of birth	Birth Weight (g)	Day of care	Weight (g)	Blood Pressure	
						Systolic (mmHg)	Diastolic (mmHg)
1.	Barbara	02.08.2002	3200	1	3150	75	50
				2	3140	80	50
				3	3130	75	55
				4	3150	75	50
				5	3170	80	55
2	John	02.09.2002	2800	1	2700	70	45
				2	2650	70	45
				3	2700	75	50
				4	2800	75	50
				5	2850	75	50

Save the document as *BirthTable* into **Lab02** folder.

The numbers in weight, systolic and diastolic columns COULD NOT be identical with the ones in the example BUT please respect their amplitude.

Exercise 4

Insert the next statistical and probability formulas into a Word document:

a. $\sigma = \sqrt{\dfrac{1}{n}\sum_{i=1}^{n}(X_i - \overline{X})^2}$

b. $Pr(A/B) = \dfrac{Pr(A \cap B)}{Pr(B)}$

Save the file as *Equations* into **Lab02** folder.

Exercise 5

1. Open the BariumMealProgramming file (Exercise 2).
2. Save the file as Word template in the Lab02 folder. Could you see the difference between Word file and Word template?
3. You want to inform a patient about her/his barium investigation appointment. To create the announcement for this patient double-click on the template document. Introduce the requested data for one patient (Patient name, Appointment Date and Time). Save the document as **FirstPatient** in **Lab02** folder.