MICROSOFT WORD – FORMAT REQUIREMENTS BY EXAMPLE

Learning Objectives:

- Form and Style of a text.
- Table of Contents with page references.
- References with Insert References.
- Spelling and corrections of text.
- Header and Footer.

1. Save the **qSAR.doc** file (look to Hints/Material column) in folder **Lab03**.

2. Apply the following formatting on the document:
- Paper format: A4
- Margins and pagination:
    - Top and left margins of text: 3 cm.
    - Bottom and right margins: 2 cm.
- Fonts and spacing:
    - Text must be 1 ½ spaced.
    - Alignment:
        - Justified for text.
        - Center for tables (NOT for text in the Tables), tables labels, figures and figures labels.
    - Calibri font; font size of 10 for text and 9 for tables.
    - Title: font size of 28.
    - Different typefaces: as is requested in the document.
- Header of the paper: qSAR by Examples (Calibri 8, bold & italic).
- Footer of the paper: page number (Calibri 8, bold).

3. Apply the following formatting on the text:

The structure of the paper:
- Title page: title of the manuscript.
- Table of contents with page references (Contents).
- Text.
- References (with number references).

Use predefined Headings as is requested in the downloaded file.

Follow the instruction provided in qSAR.doc file (text in blue). After applying the requested formats delete the text in blue.

Attention! Keep the lines of the table together (on the same page)!!!

4. Create the table of content.

5. Create the list of references using**.**

Delete the references in red and follow the hints in order to include the reference at the end of the document. Delete after that the number and branches in red as well as the undesired references.

6. Spell the document using English US dictionary.