

MICROSOFT WORD IN MEDICINE BY EXAMPLES

LEARNING OBJECTIVES:

- Managing the practical activities folders (Exercise 1)
- Creating tables (Exercise 2)
- Managing images (Exercise 3)
- Formatting documents & using predefined Styles and Formatting & creation of contents of a document & insert reference (Exercise 4)
- Working with equations (Exercise 5).

EXERCISE 1

Create on your partition on the server the following folders:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Lab01 • Lab02 • Lab03 • Lab04 • Lab05 • Lab06 | <ul style="list-style-type: none"> • Lab07 • Lab08 • Lab09 • Lab10 • Lab11 • Lab12 |
|--|--|

EXERCISE 2

1. 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 (mmHg)	
						Systolic	Diastolic
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

2. Save the document as ***BirthTable*** into **Lab01** folder.

EXERCISE 3

1. Create a new Word document and insert in this document breast thermography from image.jpg.

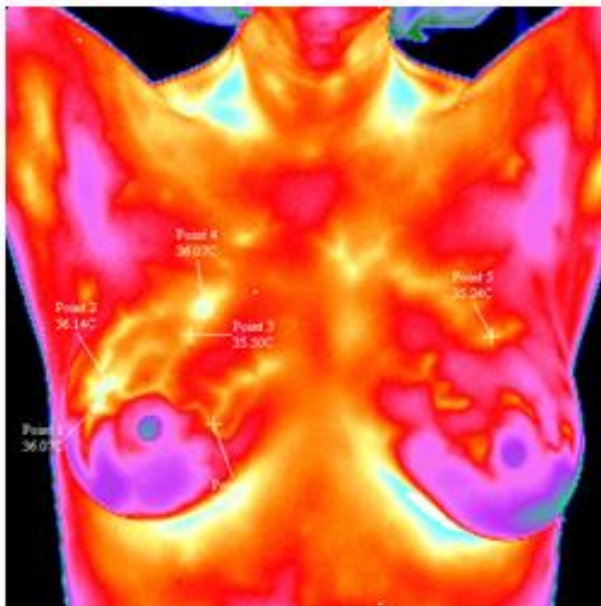
2. Copy in the same document the following text:

Thermography or thermology is the medical science that derives diagnostic indications from highly detailed and sensitive infrared images of the human body. Thermology is sometimes referred to as medical infrared imaging or tele-thermology and utilizes highly resolute and sensitive thermographic cameras. Thermology is completely non-contact and involves no form of energy imparted onto or into the body.

Thermology has some recognized applications in breast oncology, chiropractic, dentistry, neurology, orthopedics, occupational medicine, pain management, vascular medicine/cardiology and veterinary medicine.

3. Apply the formatting on your documents according to the text in blue (do not include in your document the text in blue) in order to look like in the image below:

Thermography and breast cancer (Calibri 11, bold; [Paragraph – Spacing & Before = 18 pt & After = 12 pt])



Thermography or thermology is the medical science that derives diagnostic indications from highly detailed and sensitive infrared images of the human body. Thermology is sometimes referred to as medical infrared imaging or tele-thermology and utilizes highly resolute and sensitive thermographic cameras. Thermology is completely non-contact and involves no form of energy imparted onto or into the body. Thermology has some recognized applications in breast oncology, chiropractic, dentistry, neurology, orthopedics, occupational medicine, pain management, vascular medicine/cardiology and veterinary medicine.

(Calibri 10; Line spacing = 1.5)

Figure 1. Right breast cancer

4. Save the document as *ImageDoc.docx* in **Lab01** folder.

EXERCISE 4

1. Save the *CentralityMeasures* file into **Lab01** folder.
2. Applied the following formatting on the save document:
 - Page: A4
 - Margins: 2.5 cm for top and bottom; 2 for left and right margins
 - Layout: Different first page
 - Text:
 - Title:
 - WordArt – choose a style that you think is the best.
 - Aligned: Center
 - Times New Roman 10.
 - Paragraph:
 - Alignment: Justified
 - Line spacing: 1.5 lines
 - Spacing: 6 points Before
 - Insert page number.
 - Insert document header (*Centrality Measures*)
3. Follow the formatting requirements provided in blue text.

After applying the requested formats delete the text in blue.

4. Apply the following general formatting regarding the structure of the paper:
 - Title page: title of the manuscript.
 - Table of contents with page references (Contents).
 - Text.
 - References (with number references).
5. Create the table of content.
6. Create the list of references using **[References – Insert Footnote]**.
Delete the references provided in the text and follow the hints to include the reference at the end of the document.
7. Save the document.

EXERCISE 5

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

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

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

2. Save the file as **Equations** into **Lab01** folder.