

MICROSOFT WORD IN MEDICAL PRACTICE BY EXAMPLES – SUPPLEMENTARY ACTIVITY

LEARNING OBJECTIVES:

- Formatting documents (Exercise 1)
- Drawing a diagram in Microsoft Word (Exercise 2)

EXERCISE 1

1. Create a new Word document containing the following text.

Do not Copy and Paste the text. You must type it in a new file.

Breast Cancer Cases/Deaths per Year

Breast cancer is the second leading cause of cancer deaths in women today (after lung cancer) and is the most common cancer among women, excluding *nonmelanoma* skin cancers. According to the American Cancer Society, about *1.3 million women* will be diagnosed with breast cancer annually worldwide about 465,000 will die from the disease. Breast cancer death rates have been dropping steadily since 1990, according to the Society, because of earlier detection and better treatments.

The number of breast cancer worldwide is presented in Table 1 [1].

Table 1. Numbers of breast cancer per 100,000

Breast Cancer Worldwide		
Breast (All ages)	Incidence	Deaths
China	18.7	5.5
Zimbabwe	19	14.1
India	19.1	10.4
Japan	32.7	8.3
Brazil	46	14.1
Singapore	48.7	15.8
Italy	74.4	18.9
Switzerland	81.7	19.8
Australia	83.2	18.4
Canada	84.3	21.1
Netherlands	86.7	27.5
UK	87.2	24.3
Sweden	87.8	17.3
Denmark	88.7	27.8
France	91.9	21.5
United States	101.1	19

Source: Ferlay et al., 2004.

Reference:

1. Ferlay J, Bray F, Pisani P, Parkin DM. GLOBOCAN 2002. Cancer Incidence, Mortality and Prevalence Worldwide. IARC CancerBase No. 5, version 2.0. IARC Press, Lyon, 2004.

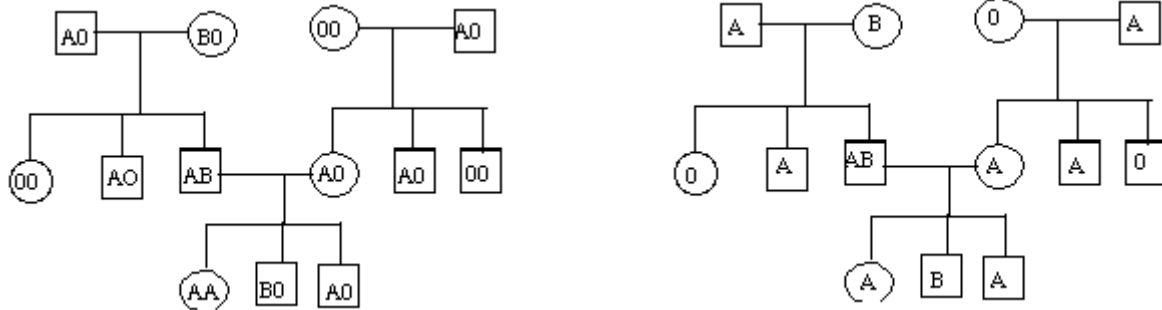
2. Format your document as follows:

- Paper format: A4.
- Title: WordArt – any style that would like.
- Text: Calibri, 10.
- Table: Calibri, 9 - Bold.
- Respect all other formatting in the text (bold, italics, underline).
- Use [References – Footnotes - Endnotes] to insert the reference.

3. Save the document as **BreastCancer.doc** in **Lab01** folder.

EXERCISE 2

1. Draw the diagram as below:



Source: <http://public.wsu.edu/~omoto/papers/figure4.html> [October 3, 2013]

Genotype and phenotype charts: the example of ABO blood type

2. Save the document as **BloodTypeTransmission.doc** into **Lab01** folder.