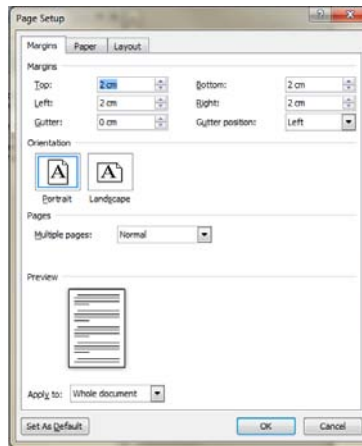
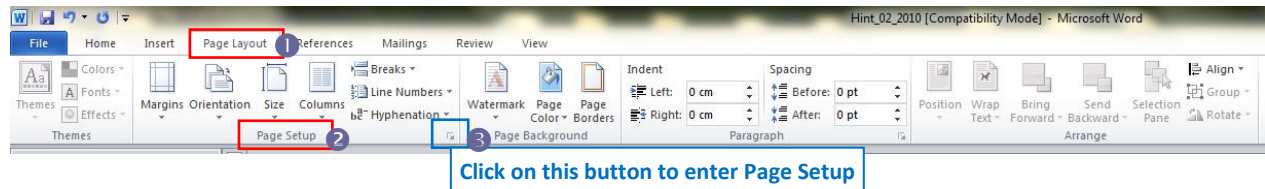


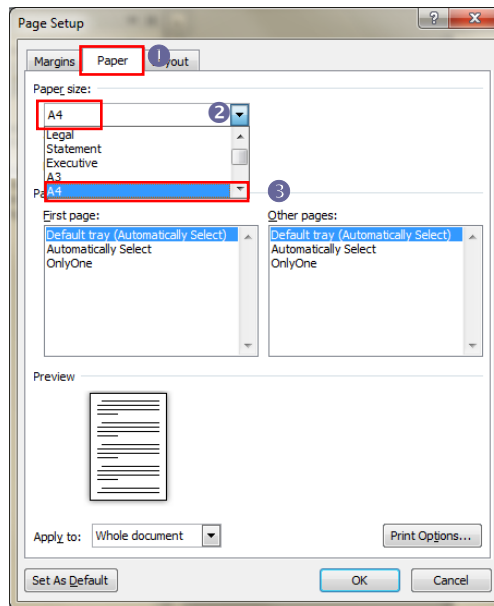
MICROSOFT WORD

PAPER FORMAT

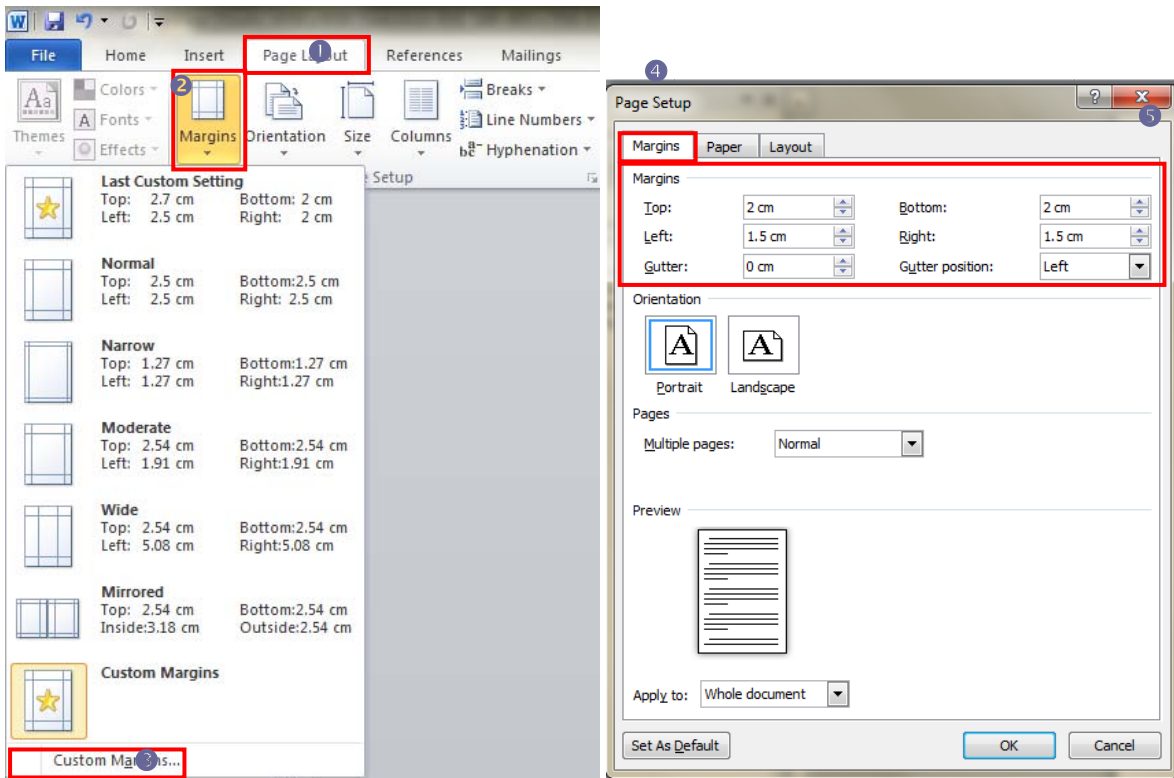
- Page Layout:



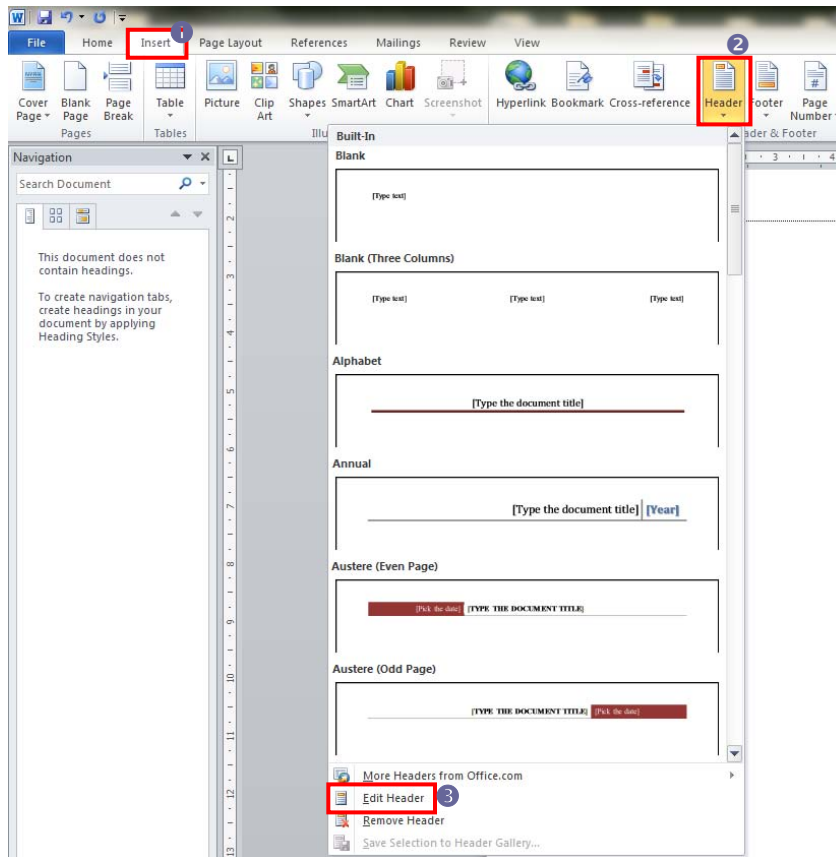
- Paper:



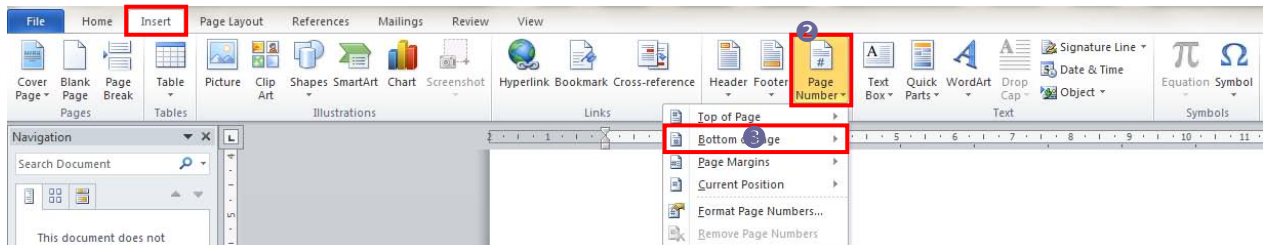
- Custom Margins: [Page Layout – Page Setup ... - Margins]



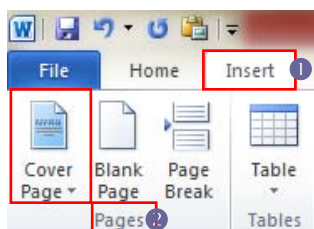
- Headers and Footers: [Insert - Headers]



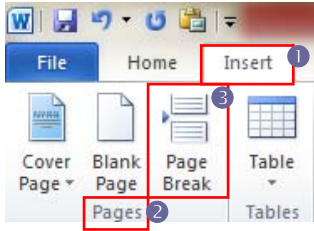
- Page Number: [Insert - Page Numbers]



- Cover page: [Insert - Pages - Cover Page]

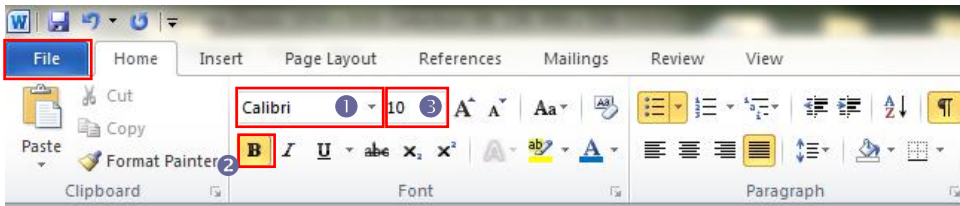


- Insert page break: [Insert – Pages – Page Break]

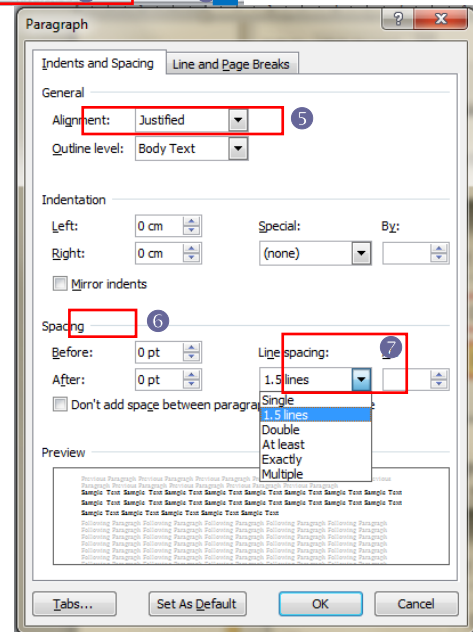
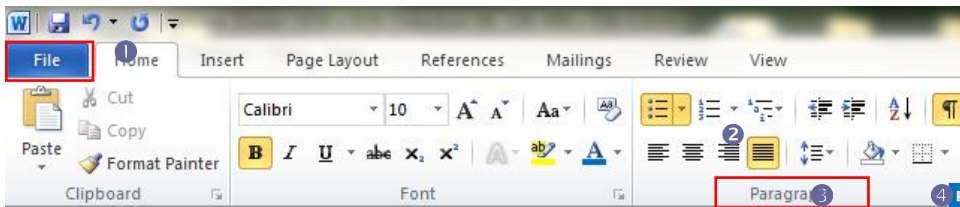


TEXT

- Formatting text: select the text and then [Home - Font (e.g. *ARIAL* ①); Font Style (e.g. **Bold** - ②); Size (**18** - ③)].

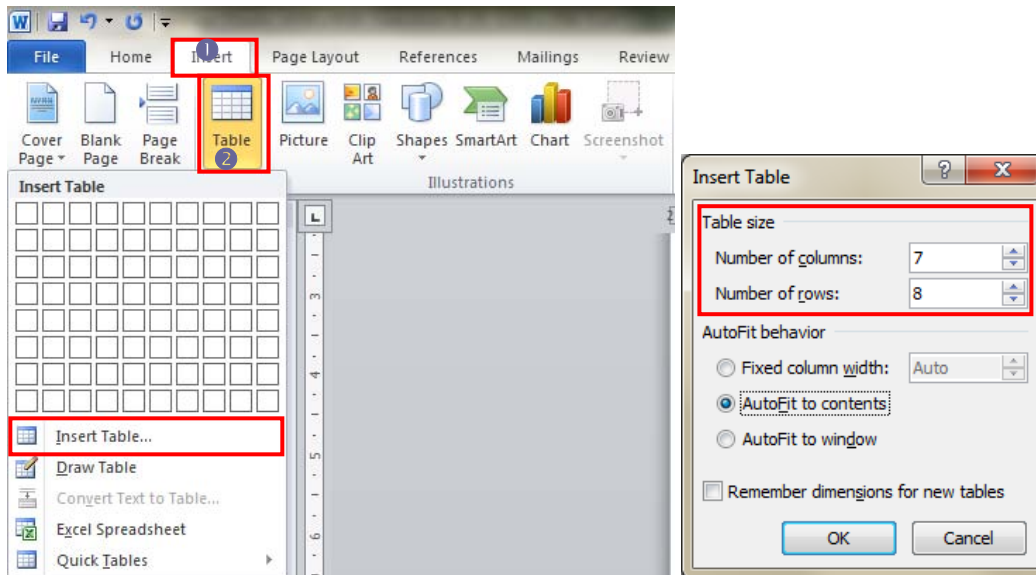


- Text Spacing and Alignment: [Home - Paragraph - Indentation and Spacing: General-Alignment: Justified; Spacing-Line Spacing: 1.5 lines].

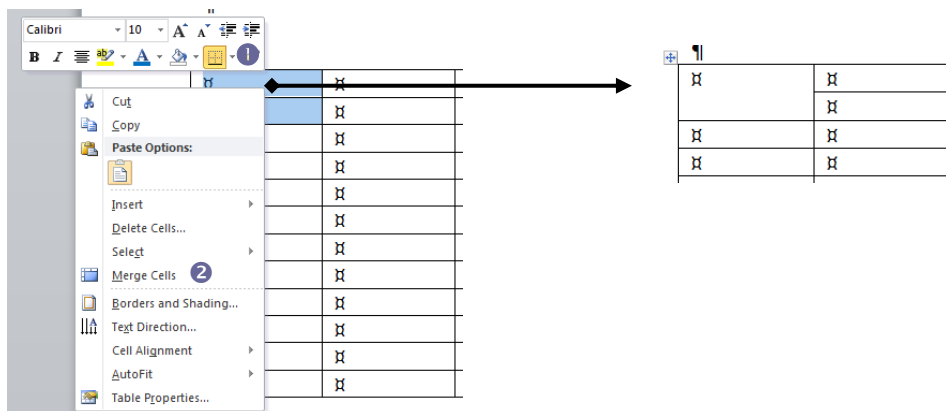


TABLE

- Insert a table for example with 7 columns and 8 rows: [Insert – Table – Insert Table...].



- To link two or more cells (even if the cells are on rows or on columns) select the cell that you want to merge and right click – Merge Cells



- To apply a style, select first the whole table and [Table Tools – Design – Table Styles]



- To align text in a table: select the row or column and right click **[Cell Alignment]**

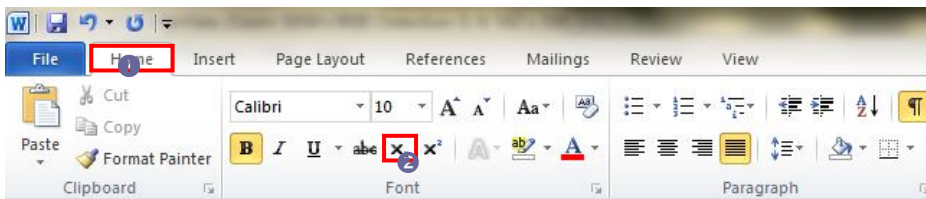
The screenshot shows a table with the following data:

Sub-group analysis	No. of data sets	No of cases/controls	OR (95%CI)
Ethnicity			
Caucasian	18	70103/127620	1.10 (1.06-1.15)
East Asian	7	11093/11588	1.05 (1.01-1.09)
African	4	3569/4658	1.01 (0.93-1.10)
Other	2	514/686	1.18 (0.99-1.40)

Below the table, there is explanatory text: "OR = Odds Ratio; 95%CI = 95% confidence interval; P(Z) = probability associated to Z test; P(Q)² = Cochran's chi-square Q statistics test used to assess the heterogeneity in subgroups; P(Q)^p = Cochran's chi-square Q statistics test used to assess the heterogeneity between subgroups. Source: Yu Y, Chen Z, Wang H, Zhang Y. Quantitative assessment of common genetic variants on chromosome 5p12 and hormone receptor status with breast cancer risk. PLoS One 2013;8(8):e72154. doi: 10.1371/journal.pone.0072154"

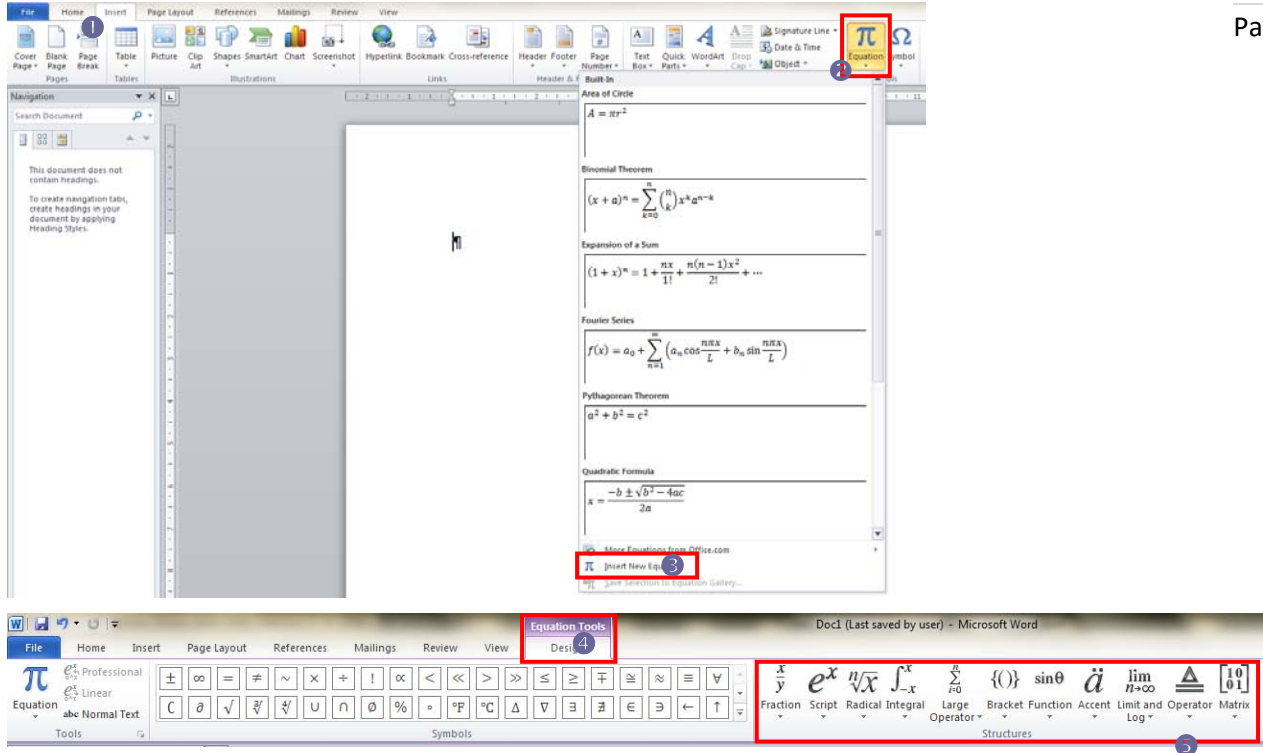
The context menu is open over the table, with 'Cell Alignment' highlighted. Other options include Cut, Copy, Paste Options, Insert, Delete Cells..., Select square Q, Merge Cells, Borders and Shading..., Text Direction..., AutoFit, and Table Properties...

- To apply single paragraph: select the whole table and **[Home – Paragraph – Spacing – Line spacing = Single]**
- To put text to superscript: select the text and **[Home - Font – Superscript]**



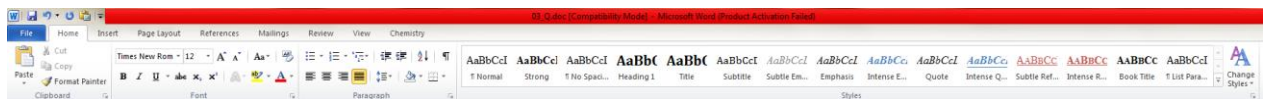
FORMULAS

- To insert a formula: [Insert – Symbols - Equation – Insert New Equation]:



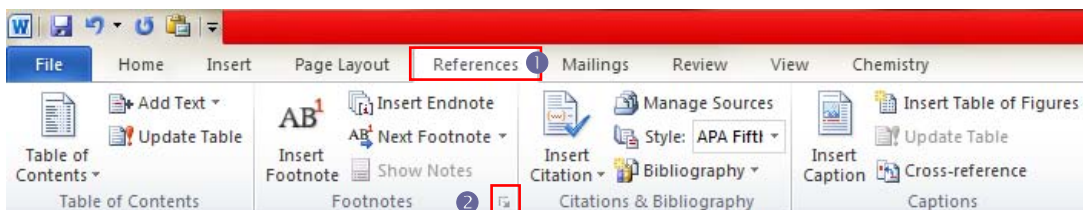
PREDEFINED STYLES & FORMATTING

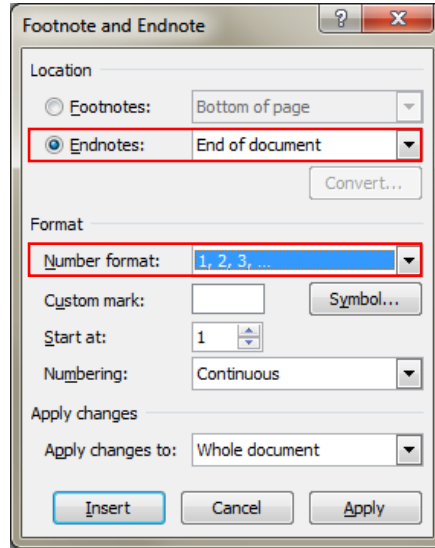
- Using predefined Styles and Formatting: [Home – Styles – Heading 1]



INSERTING REFERENCES TO THE END OF DOCUMENT

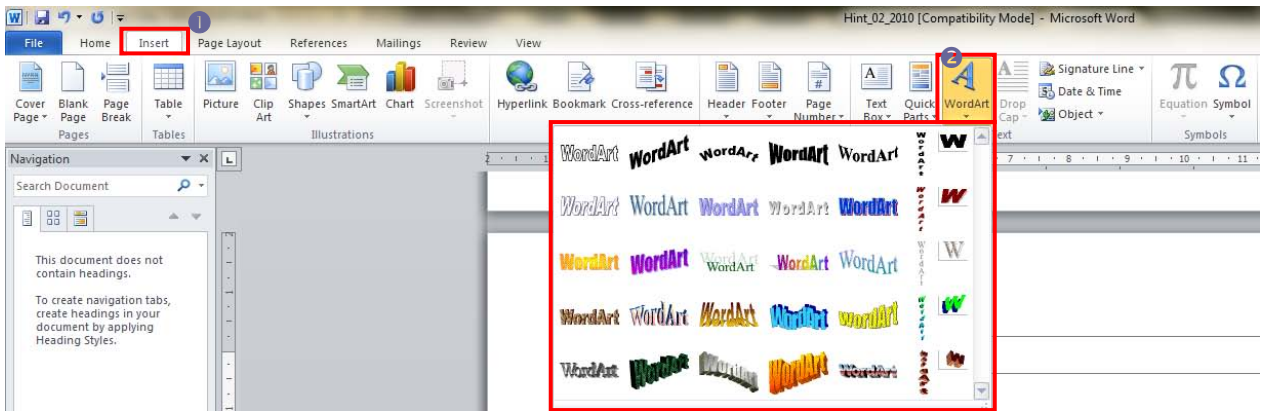
- Insert reference at the end of the document: [References – Footnotes – Footnotes and Endnotes – Location = Endnotes & End of document – Format = Number format = 1, 2, 3, ... - Insert]



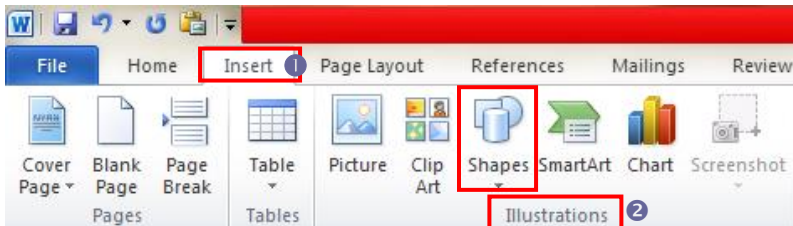


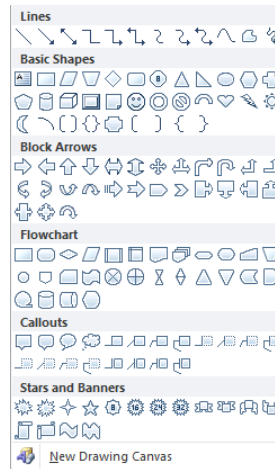
WORDART & DRAWING

- WordArt: activate Drawing toolbar: [View – Toolbars – Drawing] and Insert WordArt



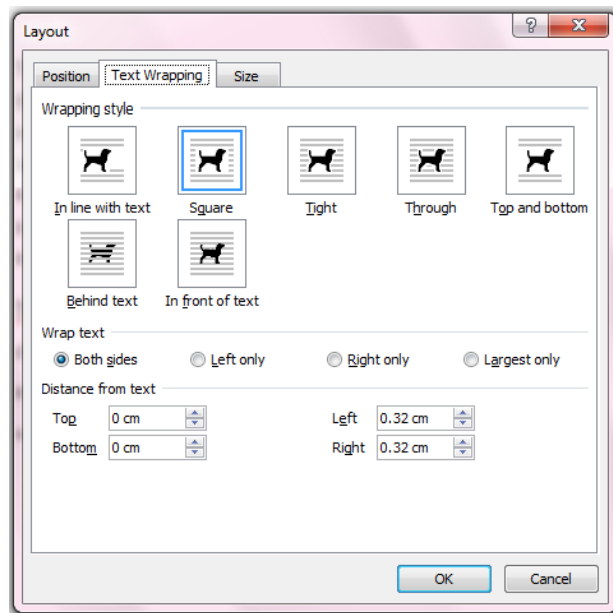
- Shapes: [Insert – Illustrations - Shapes]





PICTURES

- **[Insert – Illustration - Picture]** and choose the picture that you want to insert in the document.
- To align the image, right click on the Image and **[Size and Position... - Text Wrapping & Square]:**



- Set the dimensions of the picture for the Exercise 3 as follows: Height = 6.75 cm & Weight 6.75 cm.

TABLE OF CONTENTS

- Preliminary request: format your title and subtitles using [**Home – Styles – Heading(s)**]
- Create the content of the document: place the mouse where you want to have the contents and [**References – Table of Contents – Table of Contents – Insert Tables of Contents... - Ok**]

