

**MOLLY DUTTON'S (MS BIOL, 2007) TIPS FOR USING MICROSOFT PROGRAMS THAT MIGHT KEEP YOU FROM LOSING YOUR MIND.... (with additional comments from Adria Banks (MS BIOL 2007))**

## **WORD TIPS**

### **HANGING TABS**

When you're doing your literature cited section, there is as we know, a specific format, known as a hanging tab. Instead of hitting "enter" "tab" a thousand times and having to reformat every time you edit, there's an easier way!

- Highlight the citation, or group of citations you would like to format. (Make sure you have hit a hard return between each separate citation)
- Ctrl T

That's it!

### **PAGE BREAK**

To automatically create a section that is on its new page (i.e. you always want "Methods" on its own page, no matter what you do to the section before it) you'll need to enter a page break. The easiest way to do this is:

- Ctrl Enter

### **PARAGRAPH SPACING**

If you would like to space between items that have a soft return between them (like paragraphs or maybe your literature cited section) you can easily insert a double-space between them:

- Select entire section to be spaced
- Ctrl 0 (zero)

### **CHANGE TEXT SIZE**

If you have highlighted a section and you're trying to fiddle with the text size but are sick of using the drop down menu you can:

- Ctrl [ to decrease text one font point at a time
- Ctrl ] to increase text one font point at a time

### **CHANGE SPACING**

Same concept as above but with line spacing, highlight your selection and:

- Ctrl 1 to change to single spacing
- Ctrl 2 to change to double spacing

### **REPLACE TEXT**

If you're constantly typing out something that is really long, but are tired of having to type it out all the time (e.g. *Strongylocentrotus droebachiensis*) you can set your version of Word to automatically change a shortcut of your choosing:

- Tools
- Autocorrect options

- In the “replace” field type your shortcut, for this it might be “sd.” Use something that wouldn’t normally be a word, like “strong”, or every time you type “strong” your replacement will come appear.
- In the “with” field type what you want it to say, such as “*Strongylocentrotus droebachiensis*.” Depending on your version of Word you may or may not be able to include formatting for your replacement, such as italics
- If when you’re finished with whatever document you needed your shortcut for and want to get rid of it, you can go back into Autocorrect and scroll down to find it, then delete it. (You may want to, since this shortcut will work in all of your Office programs, and may get irritating)

## **DELETE A TABLE**

We’ve all inserted a table and changed our minds. Do you know how to get rid of it? Why you can’t just hit delete I will never know:

- Highlight your table
- Select the Table menu
- Delete
- Table
- Voila!

☀️☀️Okay, so here’s the exciting stuff....

## **PAGE NUMBERING**

For your thesis, you will need your document to contain both Roman numerals and Arabic numbers. This sounds like a pain right? Well, it’s not too bad...

For your first section (the part with Roman numerals):

- Insert
- Page numbers
- Select your alignment and whether or not you need a number on the first page
- Select format
- Choose the Roman numeral
- If you need your pages to start on “iv” for instance (like your Abstract), then select that under “starts at”

For the second set of page numbers (like with your Intro) you’ll need to make it into a new section in order to have a second set of page numbers in one document:

- Go to the top of your Intro page
- Insert
- Break
- Under “section” select “next page”

Then you can insert your page numbers:

- Insert
- Page numbers

- Deselect “number on first page” since the first page of your Intro is not supposed to have a page number
- Format
- Choose Arabic numbering
- Make sure if it’s selected, you’re starting with the number 1 (or whatever your little heart desires)

## **HEADINGS AND TABLE OF CONTENTS**

For your section headings, you should format these as actual headings, because you will then be able to automatically insert a Table of Contents:

- Highlight what you want to make into a heading, such as “Introduction”
- Using the drop-down menu on your formatting toolbar select “Heading 1”
- If you don’t see it there, then select View
- Task pane
- At the top of the task pane there’s a drop down menu that probably says “New Document” when you open it
- Select “Styles and Formatting”
- Under pick formatting to apply, select “Heading 1”
- Hover your cursor over the box at the top of the task pane that now says “Heading 1,” and click on the grey drop-down arrow
- Modify
- You can now specify what you want for your formatting from now on, for all your other “Heading 1” (such as the Methods, etc.)
- After you type in the next sections you want to be headings just highlight it at select “Heading 1”
- You can do secondary and tertiary headings in the same way

Now for the really exciting part...

- Go to the page where you want to create your table of contents
- Insert
- Reference
- Index and tables
- Select the “Table of Contents” tab
- Deselect the “hyperlink” option
- OK
- As you continue to work on your document, you can automatically update your Table of Contents
- Right click on your table
- You can select either update your page numbers or update the whole table, which you want if you’ve added or deleted headings

## TABLE OF FIGURES

You thought that was exciting, we can do the same thing for your figure captions! But you must write your caption with a secret code, it won't just find them on its own. To write your caption, start with:

- Insert
- Reference
- Caption
- It should start with "Figure 1"
- OK
- Type the remainder of your caption, you can edit the format as needed
- For the next caption, do the same thing and it should say "Figure 2" when you go to insert caption
- Now go to the page you want your Table of Figures
- Insert
- Reference
- Index and tables
- Select the Table of Figures tab, and it should be similar to inserting a Table of Contents
- Table of Figures can also be updated as you add more figures, or embed them into your text for your final draft

For both of these tables, once you've finished your paper/thesis, you can format your Tables so they're justified, bold-faced in certain areas, etc. Wait until the very end though, as updating your table will eliminate your new formatting.

Additional MS Word tips from Adria Banks:

## MARGINS

To make your footer margin=1", so your page number doesn't intrude in your 1" margin:

- File
- Page setup
- Layout Tab

Under the layout tab you can pick to have your footer 1" (or whatever) from your bottom edge.

Make it apply to your whole document ... and voila!

Also, just so you know, there is a way to cross-reference your Figure/Table numbers to your text, but before I tell you how...I'll say, I don't necessarily recommend doing so. It created some funky issues when I tried to move my Figures/Tables into the body of the text, but perhaps you'd like to try it for yourself any way...here's how:

## FIGURES CROSS-REFERENCED IN YOUR TEXT

If you are using captions for your figures so that you can create a Table of Figures, you can also cross-reference it to the (Figure \_) notations in your text. To do this:

- Go to the place in the body of your text where you want (Figure X) to occur

- Type (
- Insert
- Reference
- Cross-reference
- Reference Type= “Figure”
- Insert reference to= “Only label and number”
- Unselect “Insert as hyperlink” (unless you want hyperlinks)
- For which caption: =Choose the caption/figure number you want this cross-reference to refer to.
- Insert
- Close, if you are done, and type )

Now when you change your caption (e.g., if you have to change Figure 7 to Figure 6), it should update in your text. Again, cross-reference at your own risk...I ended up undoing this...and we all know, you don't want to have formatting steps taking you backwards when you are at that stage in the writing!

## **EXCEL TIPS**

### **TRUNCATED AXIS LABELS**

This is a ridiculous and infuriating problem with Excel that for some reason they still haven't fixed (and according to the Microsoft website a few days ago, these are their best options). If when you type in your axis label (this usually happens with the Y-axis) and it cuts off the last letter you have a few options:

- After you've created your graph, highlight the axis with the truncation (select the text box so you can type in it)
- At the end of the line that's being truncated, type an underscore, or really whatever character you want
- Highlight that character and change the font color to white
- That was honestly on the Microsoft website

Or

- Delete the axis label once you see it's truncated
- Insert a text box, which usually doesn't have that problem (but also doesn't automatically center to your chart like an axis will)

### **CHANGE YOUR DEFAULT FONT**

For your thesis, your figures must be in the same font as your thesis, so what better way to do that than by changing the default font so your graphs automatically do it for you!?

- Tools
- Options
- General (it's one of the many tabs)
- About half-way down the window you'll see “Standard Font”
- Change it!

## **REPEAT COLUMN OR ROW LABELS FOR PRINTING**

This is so that if you have a large data sheet (really wide or really long), and want your column or row labels to show up on each page when you print (so you don't have to re-type them within your document), instead of just getting a bunch of pages with unlabeled data.

- File
- Page setup
- Sheet
- Select either/both column or row to repeat, and select your range

## **ABSOLUTE REFERENCE**

When you have a series of values (e.g. column B) you're modifying by a number you want to keep constant (e.g. cell A3) and are outputting into a new row (e.g. column C) you have to indicate to Excel you're wanting to keep it "static" if using Fill-Down or other auto-formatting options (this is handy for calculating standard error):

- For the cell you want to hold steady (an absolute reference) just place dollar signs after your cell values, e.g. A\$3\$, so your formula might look like: =B1/A\$3\$, then you could fill down for the rest of your column B

## **AND THE KEY STROKE YOU SHOULD KNOW AND LOVE.....**

- Ctrl S

This is a quick "Save" shortcut, make your fingers memorize it and use it all the time!!