ECHAHID HAMMA LAKHDAR UNIVERSITY - EL-OUED

FACULTY OF ARTS AND LANGUAGES

DEPARTMENT OF ENGLISH LANGUAGE

FIRST SEMESTER OF 2021-2022

Computing Session (Office Word)

Presented by:

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REMAINDER

1. Getting Started with Word

Get to know the Ribbon, Quick Access Toolbar, and Backstage view

to produce Word documents.

2. Creating and Opening Documents

Learn all about opening existing documents and creating new ones.

3. Saving and Sharing Documents

Learn more about saving and sharing documents

4. Understanding OneDrive

Learn all about working with your Microsoft account and OneDrive.

PLAN OF THE COURSE

1. Working with Text

2. Layout and Printing

3. Working with Objects

4. Collaboration and Reviewing

5. Doing More with Word

PLAN OF THE COURSE

1. Working with Text

- Text Basics

Learn how to add, delete, move, cut, copy, and paste text.

- **Formatting Text**

- **Using Find and Replace**

- **Indents and Tabs**

- **Line and Paragraph Spacing**

- **Lists**

- **Hyperlinks**

REFERENCES

➢ **Creating references**
Word's referencing tools include :

- Footnotes,

- Endnotes

- Cross-references

- Bookmarks for navigating around your document

REFERENCES

➢ **Using footnotes**

Footnotes are used to explain, comment on, or provide references to something or an information you do not want to include in the main body of the text.

They consist of :

❑ A reference mark in the body of the document
❑ The corresponding text, usually at the bottom of the page.

textetty text, text text textetty text, text text textetty text, text text textetty text.

Here is another example created for a screen print,[1] of which Liz has created many during her blogging days.[2]

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[1] Liz uses a lot of screen prints to demonstrate what she's talking about.
[2] Liz has blogged a great deal about Word tips on her libroediting.com blog. This will be used as an example for one of them.

that financial services licence holders providing services to clients must be members of a scheme approved by ASIC.[4]

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[1]   Mary Anne Noone and Lola Akin Ojelabi, 'Ethical Challenges for Mediators around the Globe: An Australian Perspective' (2014) 45 *Washington University Journal of Law and Policy* 145, 157.

[2]   Laurence Boulle and Rachael Field, *Australian Dispute Resolution: Law and Practice* (LexisNexis Butterworths, 2017) 271; Tania Sourdin and Louise Thorpe, 'How Do Financial Services Consumers Access Complaints and Dispute Resolution Processes?' (2008) 19(1) *Australasian Dispute Resolution Journal* 25, 25.

REFERENCES

➤ **Using footnotes**

How to apply Footnotes :

❏ Place the cursor where you want the footnote to appear in the document.

❏ Click **References > Insert Footnote** (in the Footnotes group)

❏ The empty footnote will be inserted

at the bottom of the page.
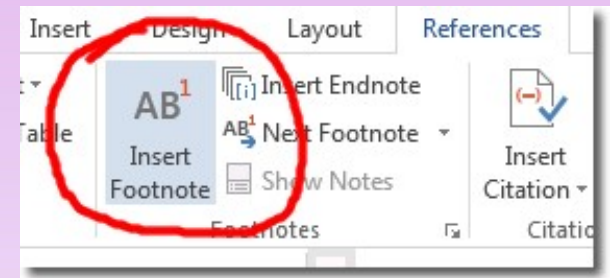
Simply start typing to add your text to the footnote.

REFERENCES

➢ **Using Endnotes**

Endnotes are used to cite sources, and appear at the end of the document. It is listed at the end of the paper on separate pages.

On the top of the first page, the title "Notes" is centered one inch from the top of the page.

NB : Endnote pages are placed before the bibliography.

Endnotes are collected under a separate heading at the end of a chapter, volume, or entire work. Endnotes can also contain supplementary information, bibliographical information¹, explanatory information and expansion of a specific thought. However, the use of endnotes does not affect the layout of the page. Therefore, they do not clutter the layout² of the page and distract the attention from the main information.

However, the main inconvenience of endnotes is that the readers have to move back and forth between the main text and
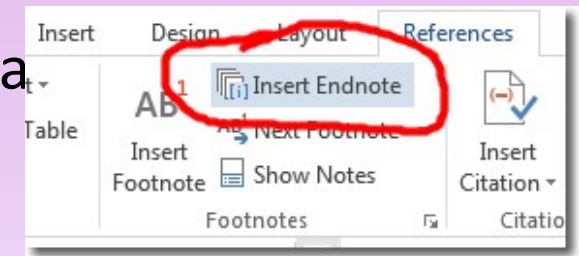
Notes

1. Bibliographical information refers to the details regarding the source and author.

2. Page layout refers to the structure or design of the page.

3. it is easier to find information if the footnote system is used.
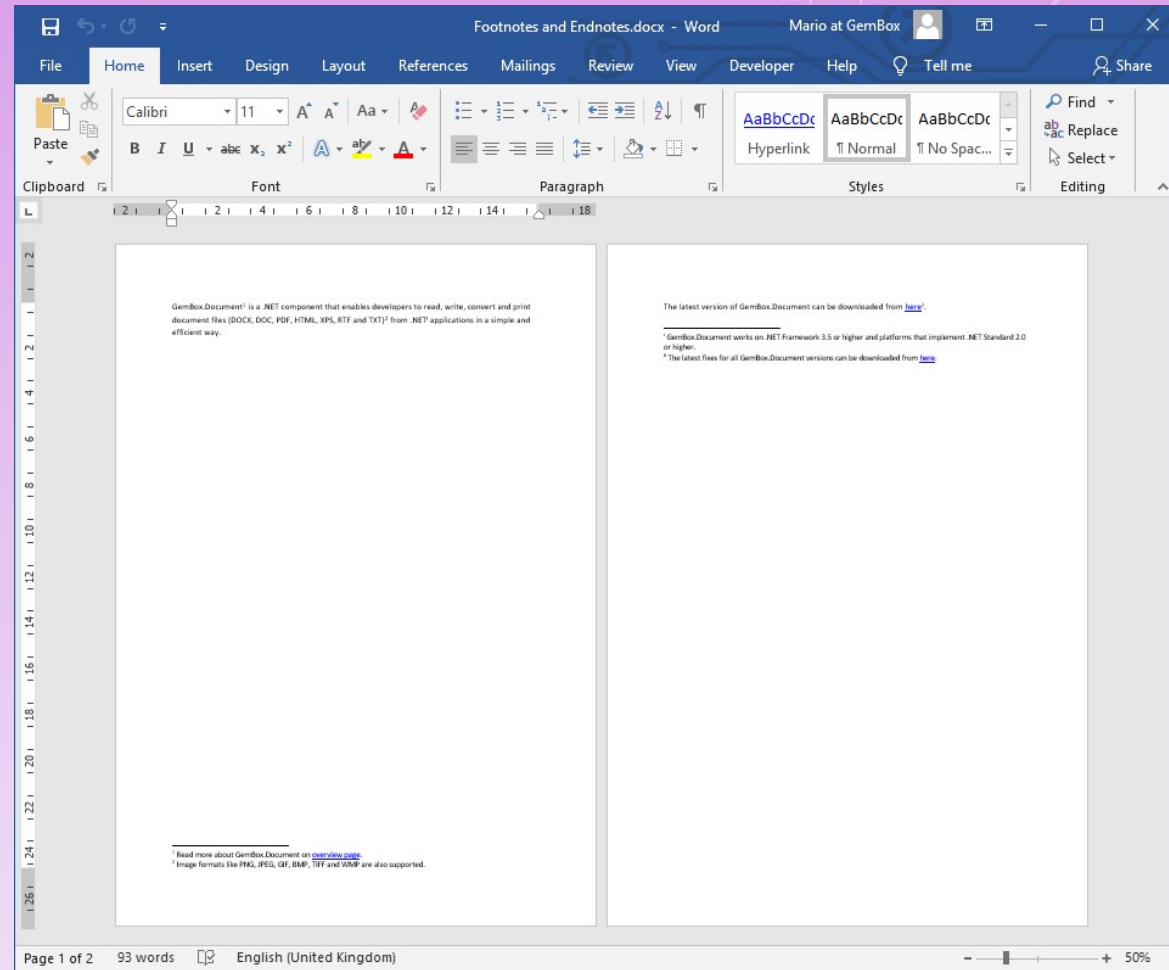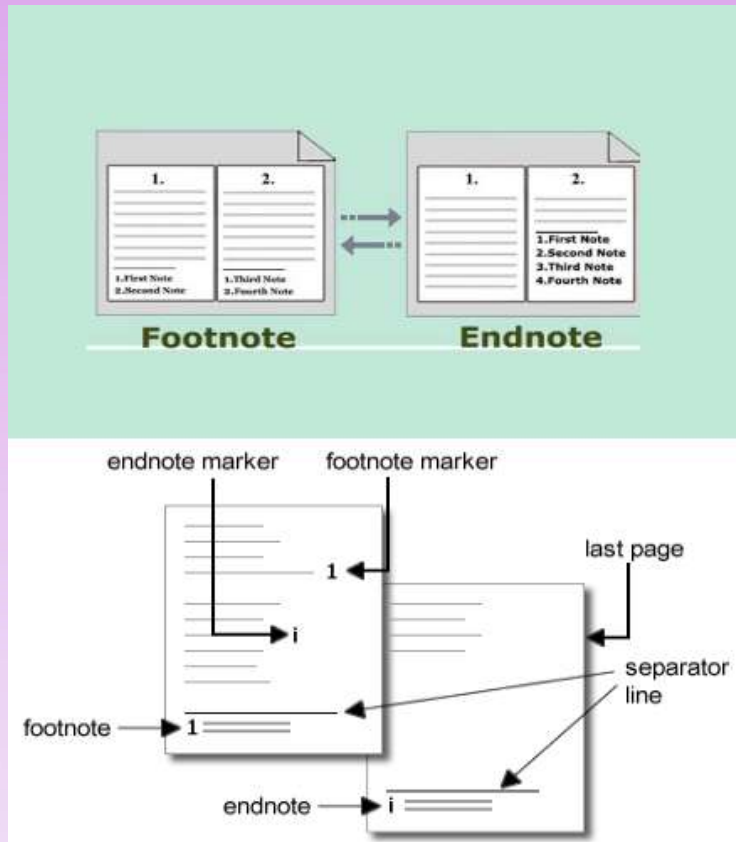
REFERENCES

➢ **Using Endnotes**

How to apply Endnotes :

❑ Place the cursor where you want the footnote to appear in the document.

❑ Click **References** > **Insert Endnote** (again in the Footnotes group) The empty endnote will be inserted a... your text.

❑ Simply start typing to add your text to the endnote.

REFERENCES

➤ **Footnotes / Endnotes**

REFERENCES

➤ **Using Cross-references**

Cross-references feature used to manage cross-references to figures,

tables, clauses and sub-clauses in a document.

Creating a link between the cross-reference and its target ensures

that references stay correct, even when the number of a figure, table or

subclause changes:

NB : References are updated automatically, which avoids manual find-

and-replace operations. Its includes Titles, Footnotes, Endnotes, Figure,

Table ..

REFERENCES

➢ **Using Cross-references**

How to apply Cross-references :

❑ Select the **References** tab -> **Cross reference**

❑ Choose the Reference type (Numbered item, Figure or Table)

❑ Select the correct option in Insert reference.

By default, Microsoft Word 2016 uses the .docx file format. It is possible to save files for backward compatibility into previous file formats including .doc. (See *File Formats on Page 15*)

REFERENCES

➤ **Using bookmarks**

Bookmark are used to mark specific locations in a document with bookmarks, and then use them to navigate quickly. You can also use bookmarks to create cross-references to items that have not been formatted as styles or numbered items, or are not captions or footnotes. There are two types of bookmark:

- **Single** : marks a specific location and is indicated by I.

- **Double** (or 'wrapped') : Includes the text between the marks [ ]

REFERENCES

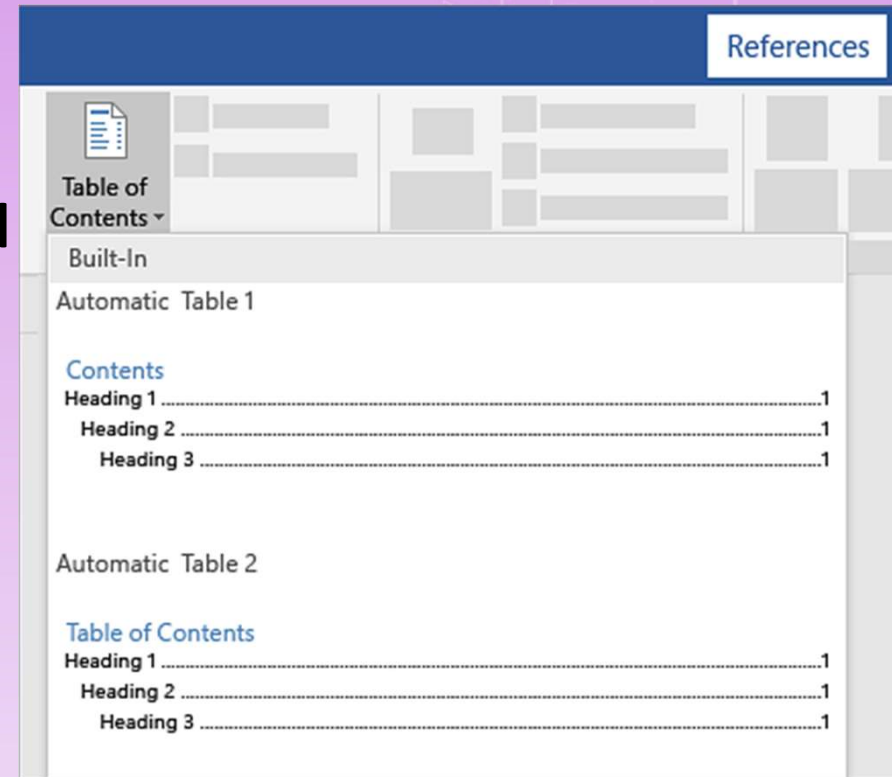➢ **Using bookmarks**

How to Apply :

- **To insert a single bookmark, click on the Insert tab and on Bookmark. Type in a short name.**

- **To insert a wrapped bookmark, select the text first.**

REFERENCES

➤ **Create table of contents**

How to Apply :

- **Put your cursor where you want to add the table of contents.**

- **Go to References > Table of Contents.**

and choose an automatic style.

SEE YOU NEXT SESSION