Managing Long Documents

[Academic Reports and Presentations]
Workshop Objectives:

1. Know the common features of MS-Word to produce a research paper
2. Identify student's current practices in creating reports and presentations
3. Introduce techniques in managing long documents
4. Create a report with appropriate pagination, appropriate styles, and automated Table of Contents
5. Create a PowerPoint presentation based on styles from report
Research Paper Essentials
Faculty of Engineering

- Title Page
- Acknowledgement
- Table of Contents
- Summary
- List of Symbols
- List Figures
- List of Tables

- Introduction
- Review of Related Literature
- Experimental
- Results and Discussions
- Conclusion
- Recommendations
- References
- Appendices
Faculty of Science

- Title Page
- Abstract
- Introduction
- Methods
- Observations and Results
- Discussion
- References
- Acknowledgements
- Appendices
Faculty of Arts and Science

- Title Page
- Abstract
- Table of Contents
- Acknowledgement
- Introduction
- Body
- Bibliography
- Appendices
Group Activity:

You are a graduating student. Your documentation has been checked by a panel of faculty members and you have been informed of the necessary revisions. You submit your work, but upon final checking, one of the panelists points out that you missed some of the required revisions.

You are given just an hour by the panelist to complete the revisions, adjust the page numbering, update the Table of Contents, and prepare a PowerPoint presentation. Your document is approximately 60 pages in length. How do you plan to accomplish this task?

You have to decide how to format your document in such a way that would allow you to:

1. Make rapid formatting changes across your document
2. Update pagination and other chapter-related information
3. Update your Table of Contents rapidly
4. Prepare a PowerPoint presentation

Please discuss with your peers and post your answers at http://blog.nus.edu.sg/students/#/managing-long-documents/
Write the content → Apply proper heading styles → Partition sections of the document

Generate table of contents ← Add references ← Insert tables and figures

Generate table of figures ← Add header and footer ← Import to PowerPoint
Write the content → Apply proper heading styles → Partition sections of the document

Generate table of contents → Add references → Insert tables and figures

Generate table of figures → Add header and footer → Import to PowerPoint
Styles

• Styles allow you to quickly format your text and tables in a consistent way

• Reduces time to format a document

• When you change the formatting of a style, all paragraphs that are formatted with this style will automatically change to reflect the new formatting
Heading 1

- Font size: 16 points
- Font: Sans Serif (Arial, Helvetica, Trebuchet)
- Format: Bold
- Alignment: Center

Chapter 1: Title Here
1.1 Topic
   1.1.1 Subtopic
   1.1.2 Subtopic
1.2 Topic

Chapter 2: Title Here
2.1 Topic
2.2 Topic
2.3 Topic
Subheadings

- Font size: 14 points
- Format: Italics
- Alignment: Left
Body Text

- Font size: 12 points
- Font: Serif (Times New Roman, Georgia)
- Format: Regular
- Alignment: Left

Chapter 1: Title Here
1.1 Topic
Xxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxx, xxxxxxx.
Xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxx.
Xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxx
X.
Practice time: Working with Styles

• Apply proper heading styles to the following sections of the document:

  Introduction (h1)
  The Impact of Home Schooling (h1)
    Scale (h2)
    Organizational Changes (h2)
    New Institutions (h2)
  Data on Home Schooling (h1)
  Characteristics of Home-Schooled Children (h1)
    Geographic Distribution (h2)
    Attitudes towards Home Schooling (h2)
  Conclusion (h1)
Breaks

- Page Break
- Section Break
  - Next
  - Continuous
  - Odd or even pages


Maecenas tortor mi, porta ut, semper eu, pulvinar sed, felis. Integer consectetur, enim eu bibendum dictum, magna lorem condimentum felis, sit amet malesuada lectus lorem id mauris.

Maecenas tortor mi, porta ut, semper eu, pulvinar sed, felis. Integer consectetur, enim eu bibendum dictum, magna lorem condimentum felis, sit amet malesuada lectus lorem id mauris.
Section Break

- Title Page: no page number
- Table of Contents: no page number
- Abstract: page displays i
- Chapters 1-10: page number starts at 1
- Bibliography: no page number
Practice time: Working with Sections

Apply sections to the following:
1. Cover page
2. Table of contents
3. Table of figures
4. Abstract
5. Introduction-Conclusion
6. Bibliography
Write the content → Apply proper heading styles → Partition sections of the document →

Generate table of contents → Add references → Insert tables and figures →

Generate table of figures → Add header and footer → Import to PowerPoint
Tables and Figures

- Labeling a Table
- Labeling a Figures
- Cross Referencing
  - See table 1
  - See figure 5
Write the content → Apply proper heading styles → Partition sections of the document

Generate table of contents ← Add references ← Insert tables and figures

Generate table of figures → Add header and footer → Import to PowerPoint
References

• Footnote
• End note
• Citation
• Bibliography
• Tables and Figures
Footnote vs. Endnote

- Cite sources
- Footnote adds note at the bottom of the page
- Endnote adds note at the end of the document

References.

Write the content

Apply proper heading styles

Partition sections of the document

Generate table of contents

Add references

Insert tables and figures

Generate table of figures

Adding header and footer

Import to PowerPoint
Table of Contents

- Helps readers navigate the basic structure of a document
- If you make changes to the document, right click on the table and choose **Update**

<table>
<thead>
<tr>
<th>Table of Contents</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>1</td>
</tr>
<tr>
<td>Topic</td>
<td>1</td>
</tr>
<tr>
<td>Topic</td>
<td>2</td>
</tr>
<tr>
<td>Chapter 2</td>
<td>3</td>
</tr>
<tr>
<td>Topic</td>
<td>3</td>
</tr>
<tr>
<td>Topic</td>
<td>4</td>
</tr>
<tr>
<td>Chapter 3</td>
<td>5</td>
</tr>
<tr>
<td>Topic</td>
<td>5</td>
</tr>
<tr>
<td>Topic</td>
<td></td>
</tr>
</tbody>
</table>
Table of Figures

- Provides a list of tables and figures used on the document

**List of Tables**
- Table 1 ....................... 5
- Table 2 ....................... 7
- Table 3 ....................... 11

**List of Figures**
- Figure 1 ....................... 13
- Figure 2 ....................... 13
- Figure 3 ....................... 16
- Figure 4 ....................... 18
Write the content

Apply proper heading styles

Partition sections of the document

Generate table of contents

Add references

Insert tables and figures

Generate table of figures

Add header and footer

Import to PowerPoint
Headers and Footers

• Little identifiers that run across the top and bottom of your document, providing important information

• Page numbers, dates, book or chapter titles, and author name
Customizing Header & Footer

• By default, MS-Word follows whatever format/text you use in the previous section.

• To introduce a new text to display on the next section, disable the Link to Previous option.
Activity: Editing Header and Footer

- **Label**
  - **Header**: Title of your paper
  - **Footer**: Your name, faculty you belong to, page number

- **Table of Contents** (no page number)
- **Abstract** (i)
- **Acknowledgement** (ii)
- **Introduction- Discussion** (1.....)
- **Bibliography** (iii)
Write the content → Apply proper heading styles → Partition sections of the document

Generate table of contents → Add references → Insert tables and figures

Generate table of contents → Adding header and footer → Import to PowerPoint
Import File to PowerPoint

- Converts immediately the word file to a PowerPoint presentation
- Refers to the headings of the document
Tips

• Think in outline terms
  – Major Point
    • Sub point 1
      – Sub point 2

• Don’t use long lines of text
• Don’t use more than 5 sub points

<table>
<thead>
<tr>
<th>Idea</th>
<th>Word</th>
<th>PowerPoint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Point</td>
<td>Heading 1</td>
<td>Title of the Slide</td>
</tr>
<tr>
<td>Sub point</td>
<td>Heading 2</td>
<td>Bulleted list</td>
</tr>
<tr>
<td>Sub point</td>
<td>Heading 3</td>
<td>Bulleted list, indented</td>
</tr>
</tbody>
</table>
Summary

1. Write the content
2. Apply proper heading style
3. Partition the sections of the document
4. Insert tables and figures
5. Insert references (Footnote/ Endnote/ Bibliography)
6. Generate table of contents
7. Generate table of figures
8. Insert header and footer (page number, title of your doc)
9. Import file to PowerPoint (optional)
End of Module
THANK YOU.

For inquiries, please feel free to contact us:
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