The Lab Rat's Guide to Word

Using Microsoft Word 2016 to Write College Lab Reports

By Paul Flamburis

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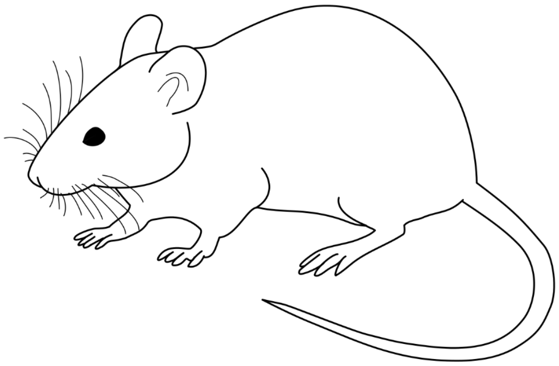

By Paul Flamburis

Acknowledgements

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Finally, I would like to thank Professor Janine Solberg and Taylor Wise, without whom this manual would not have been possible, for their guidance and detailed feedback during every stage of the creation of this manual.

The images throughout this manual were taken from the following sources.

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Introduction

Welcome to *The Lab Rat's Guide to Word*. This manual is designed to help college students use Microsoft Word 2016 for Windows to format their lab reports. If you're in college, you have a report due soon, and you're dreading the possibility of a coffee-fueled all-nighter, fear not: this guide shows you the quickest and easiest ways to complete various formatting tasks that are specific to lab reports. Whether you just want a quick change of font or a massive reduction of white space in your lab report, this manual has your back.

You can use this book in whatever way suits your needs. You may want to read it front-to-back, making yourself an expert on each task before you dive into your next lab report. These tasks include the following:

- Adding Page Numbers
- Inserting Equations
- Adding Captions to Figures
- Adding a Table of Contents
- (Just to name a few.)

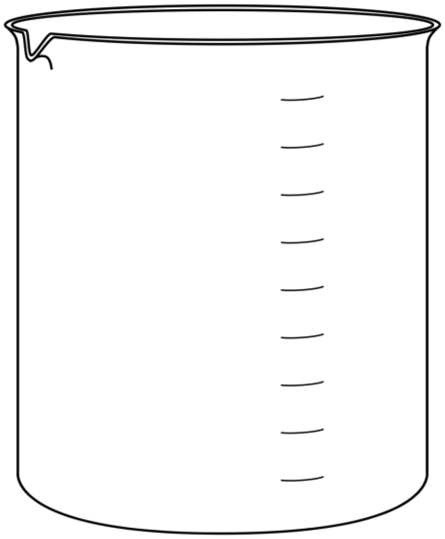
You can also keep this book on your desk while you write, referring to it as you work through particularly frustrating formatting problems. Simply look up the type of formatting you need help with in the table of contents and flip to that section of the book to find your solution.

The Lab Rat's Guide to Word shows you the best pathways through the mazes that formatting tasks often become. With this manual, you can finish your lab reports in a timely manner without sacrificing quality or presentation whatsoever. Remember, the less time and energy you devote to formatting, the more you can devote to science.

Table of Contents

Chapter One: Setting Up Your Document 1
Creating New Documents from Online Templates 2
Adjusting Margin Width 3
Chapter Two: Editing Text 4
Changing Font and Font Size 5
Changing Typographical Emphasis and Font Effects 6
Chapter Three: Formatting Scientific and Mathematical Content 7
Inserting Equations 8
Adding Scientific Terminology to the Microsoft Word Dictionary 10
Chapter Four: Inserting and Positioning Figures 11
Inserting Tables with Headers 12
Inserting Pictures 14
Adding Captions to Figures 15
Wrapping Text Around Pictures and Text Boxes 16
Chapter Five: Finalizing Your Document 17
Adding Page Numbers 18
Removing Page Numbers from Front Matter 20
Adding a Table of Contents 22
Printing Your Lab Report 24
Appendix 25
List of Keyboard Shortcuts 25

Chapter One:



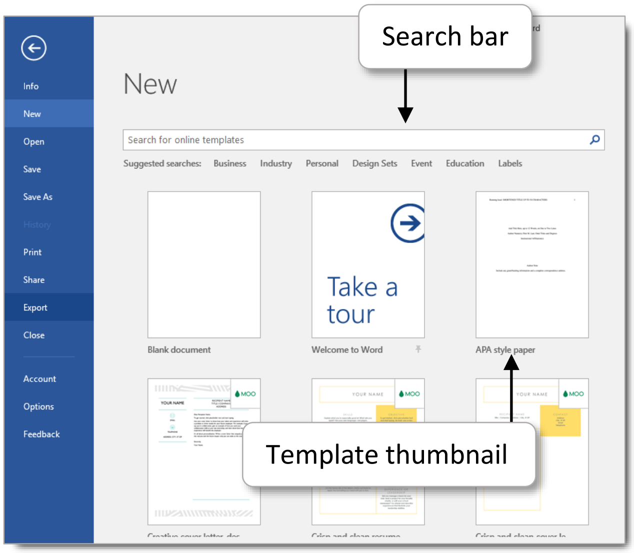
Setting Up Your Document

Creating New Documents from Online Templates

Online templates allow you to start writing your lab report in a document that is already formatted in a way that meets your instructor's guidelines. For example, if your instructor requests a lab report in APA format, you can search for an APA style template and start a new document from that template.

1. Open Microsoft Word 2016. If you already have a document open in Microsoft Word 2016, save it and click the **File** tab in the upper left corner of the window.

2. Click on the **New** tab along the left side of the window that appears.


Info
New
Open
Save
Save As
History
Print
Share
Export
Close
Account
Options
Feedback
New
Search for online templates
Suggested searches: Business Industry Personal Design Sets Event Education Labels
Blank document
Take a tour
Welcome to Word
APA style paper

Search bar

Template thumbnail

Figure 1. New Document Screen

3. Type a keyword related to the type of template you want to use into the search bar labeled "Search for online templates" (Figure 1) and press **Enter**. Thumbnails representing various online templates appear.

4. Click on a thumbnail in order to view a larger image of the template and a short description of the template.

5. Scroll through the template thumbnails until you find one that you want to use.

6. Click **Create** on the template you want to use. Microsoft Word opens a new document formatted with the chosen template.

Note: To replace a template's placeholder text with your own, select the placeholder text and begin typing.

Adjusting Margin Width

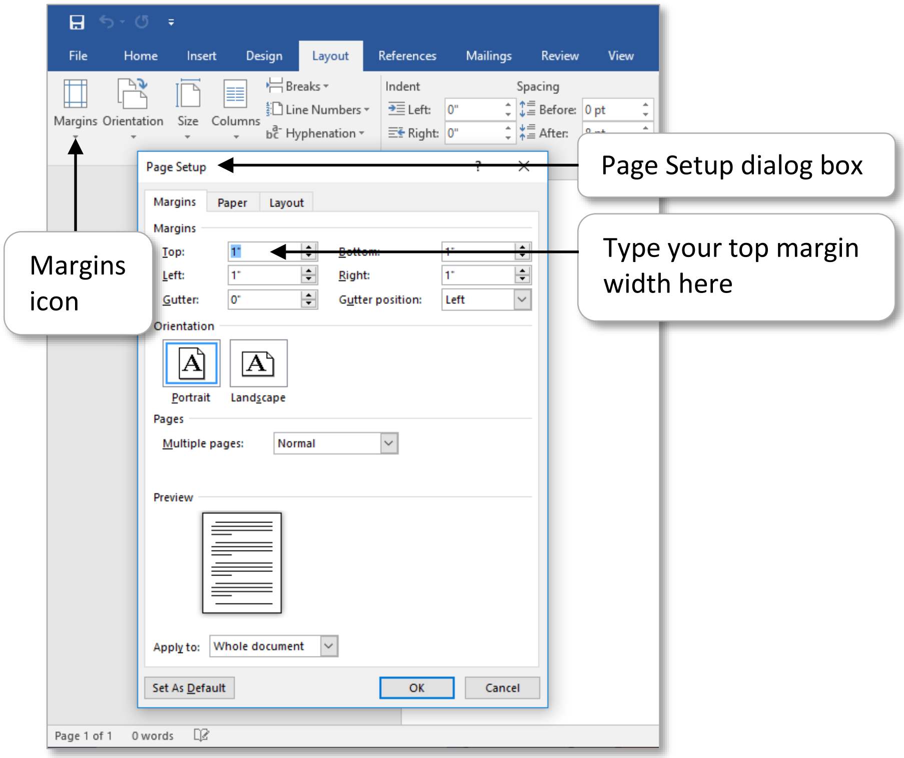
Margins are areas of white space that border a page. If your margins are too wide, you won't be able to fit much text per page. If they are too narrow, your pages may appear too busy. Some instructors specify particular margin widths in their lab report guidelines.

1. Click on the **Layout** tab to display the Layout ribbon.

2. Click the **Margins** icon on the Layout ribbon (Figure 2). The Margins dropdown menu appears.

3. Click **Custom Margins** at the bottom of the dropdown menu. The Page Setup dialog box appears.

4. Select the number next to a margin you would like to adjust (Top, Bottom, Left, or Right) and type in the desired width, in inches (Figure 2). Microsoft Word 2016 automatically recognizes any number you type as a number of inches.



Page Setup dialog box

Type your top margin width here

Margins icon

Top: 1"
Bottom: 1"
Left: 1"
Right: 1"
Gutter: 0"
Gutter position: Left
Multiple pages: Normal
Apply to: Whole document

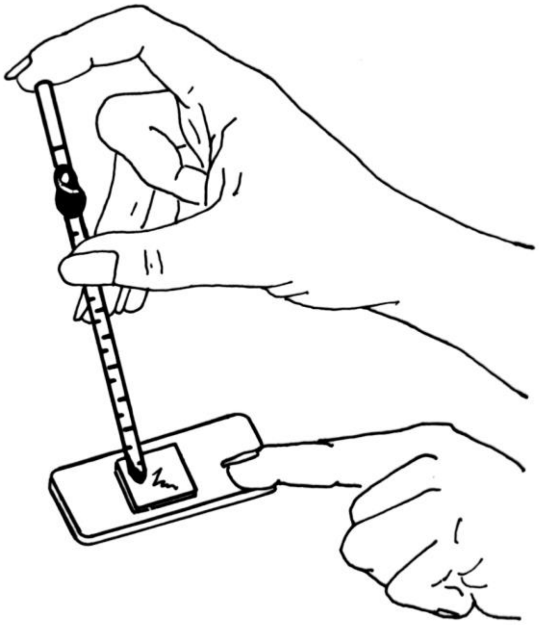
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Margins
Orientation
Size
Columns
Breaks
Line Numbers
Hyphenation
Indent
Left: 0"
Right: 0"
Spacing
Before: 0 pt
After:
Page Setup
Margins
Paper
Layout
Orientation
Portrait
Landscape
Pages
Preview
Set As Default
OK
Cancel
Page 1 of 1
0 words

Figure 2. Page setup dialog box

5. Repeat step 4 for each margin you want to adjust.

6. Press **OK** at the bottom of the Page Setup dialog box to apply your adjustments.

Chapter Two:



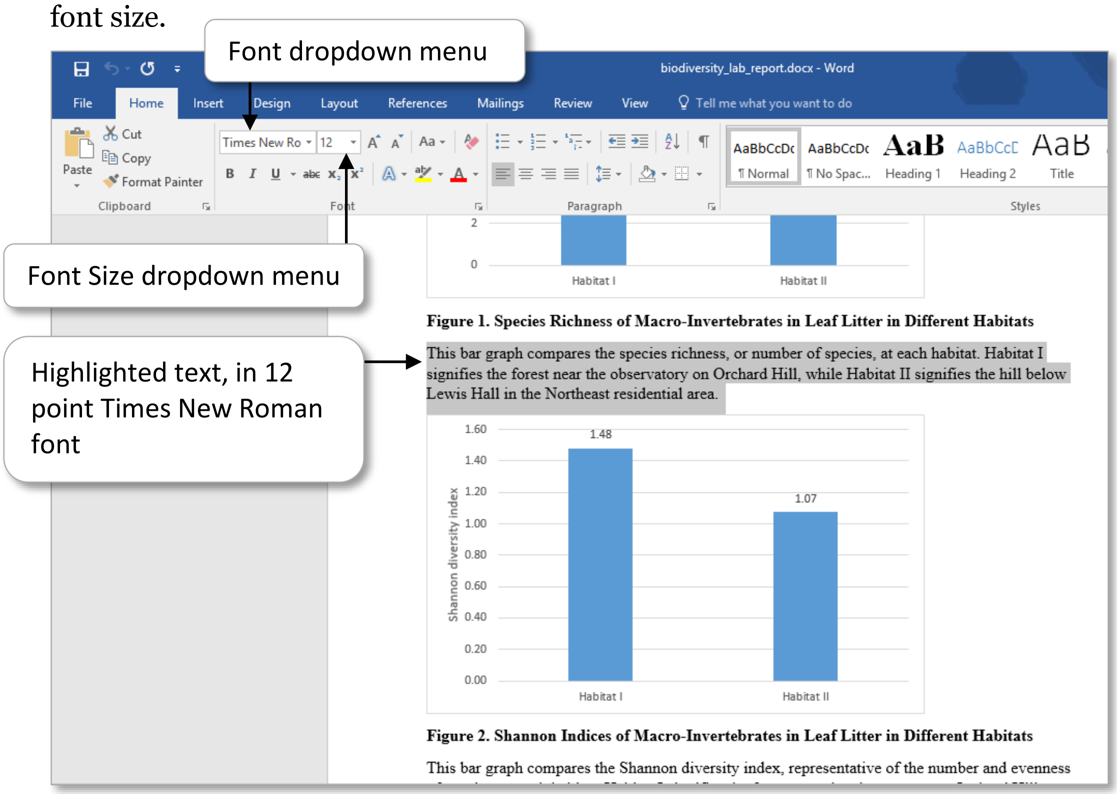
Editing Text

Changing Font and Font Size

Font is the style of your text, and font size is the size of your text. The legibility of your lab report depends greatly on the font and font size you choose for your text. Some instructors request specific fonts and font sizes in their lab report guidelines.

Shortcut: Press **Ctrl+A** to quickly select all text in the document.

1. Select any text that you would like to change.
2. Click the **Home** tab to display the Home ribbon.
3. Click on the arrow on the Font dropdown menu in the Font group of the Home tab (Figure 3). A list of fonts appears.
4. Scroll through the list of fonts until you find one you want to use. Click on the name of the font to change the selected text to that font.
5. Click on the number in the Font Size dropdown menu (Figure 3) to select it.
6. Type the font size you want to use and press **Enter** to change the selected text to that font size.


biodiversity_lab_report.docx - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do
Paste
Cut
Copy
Format Painter
Clipboard
Times New Ro
12
Font
Paragraph
AaBbCcDc
¶ Normal
AaBbCcDc
¶ No Spac...
AaB
Heading 1
AaBbCcC
Heading 2
AaB
Title
Styles
2
0
Habitat I
Habitat II
1.60
1.40
1.20
1.00
0.80
0.60
0.40
0.20
0.00
1.48
1.07
Shannon diversity index
Habitat I
Habitat II

Font dropdown menu

Font Size dropdown menu

Highlighted text, in 12 point Times New Roman font

Figure 1. Species Richness of Macro-Invertebrates in Leaf Litter in Different Habitats

This bar graph compares the species richness, or number of species, at each habitat. Habitat I signifies the forest near the observatory on Orchard Hill, while Habitat II signifies the hill below Lewis Hall in the Northeast residential area.

Figure 2. Shannon Indices of Macro-Invertebrates in Leaf Litter in Different Habitats

This bar graph compares the Shannon diversity index, representative of the number and evenness

Figure 3. Font and Font Size drop-down menu locations

Changing Typographical Emphasis and Font Effects

Lab reports require the use of different types of typographical emphasis and font effects for different types of text. Scientific names of organisms, for example, are always in italic text. In chemical equations, some numbers are in subscript.

1. Select any text that you would like to change.

2. Click the icon for the corresponding font effect in the Font group of the Home ribbon (Figure 4).

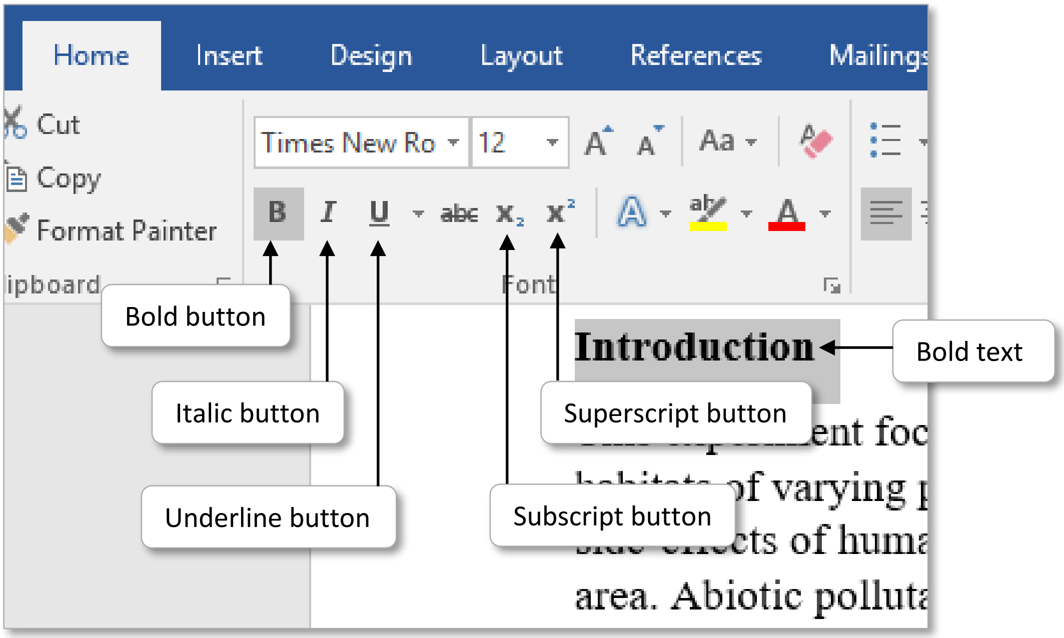

Home
Insert
Design
Layout
References
Mailings
Cut
Copy
Format Painter
ipboard
Times New Ro
12
Aa
B
I
U
abc
x₂
x²
Font
Bold button
Italic button
Underline button
Subscript button
Superscript button
Bold text
Introduction
ent foc
of varying
cts of huma
area. Abiotic polluta

Figure 4. Example of bold text

Shortcuts:
Press **Ctrl+B** to bold selected text.
Press **Ctrl+I** to italicize selected text.
Press **Ctrl+U** to underline selected text.
Press **Ctrl+=** to make selected text subscript.
Press **Ctrl+Shift++** to make selected text superscript.

Chapter Three:

$$E = mc^2$$

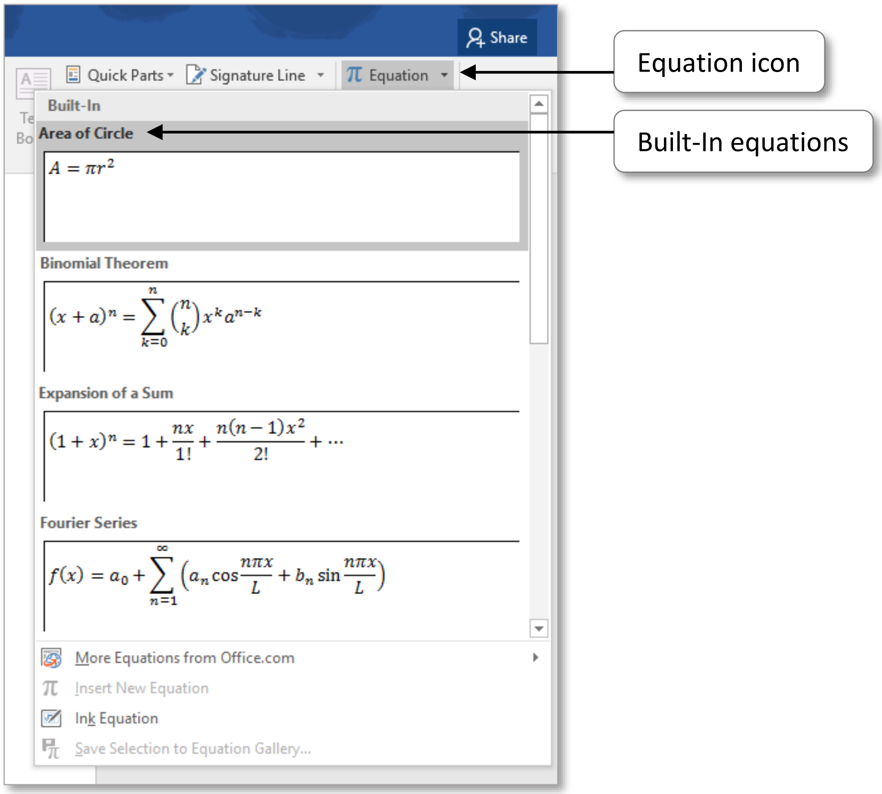
Formatting Scientific and Mathematical Content

Inserting Equations

Lab reports often require you to write equations that you cannot create with the alphanumeric keyboard. For example, if you use the quadratic formula at some point during data analysis, you may have to write the quadratic formula in your lab report. You can quickly insert some equations, such as the quadratic formula, as Built-In equations, or you can write equations yourself using the Equation Tools menu.

Built-In Equations

1. Click on the **Insert** tab to display the Insert ribbon.
2. Click on the arrow next to the **Equation** icon on the Insert ribbon.
3. Scroll through the Built-In equations at the top of the Equation dropdown menu (Figure 5) and click on the equation you want to insert. The equation appears in the document.


Share
Quick Parts
Signature Line
Equation
Built-In
Area of Circle
Binomial Theorem
Expansion of a Sum
Fourier Series
More Equations from Office.com
Insert New Equation
Ink Equation
Save Selection to Equation Gallery...
Equation icon
Built-In equations

$$A = \pi r^2$$

$$(x+a)^n = \sum_{k=0}^{n} \binom{n}{k} x^k a^{n-k}$$

$$(1+x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \cdots$$

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos\frac{n\pi x}{L} + b_n \sin\frac{n\pi x}{L} \right)$$

Figure 5. Equation dropdown menu

Equation Tools

1. Click on the **Insert** tab to display the Insert ribbon.

2. Click the **Equation** icon on the Insert ribbon. The Equation Tools menu appears (Figure 6). A box containing the words “Type equation here” appears in the document.

Shortcut: Press **Alt+=** to open the Equation Tools menu.

3. Create your equation by writing alphanumeric characters, inserting symbols, and inserting mathematical structures.

    - To write alphanumeric characters in your equation, select the equation and begin typing.

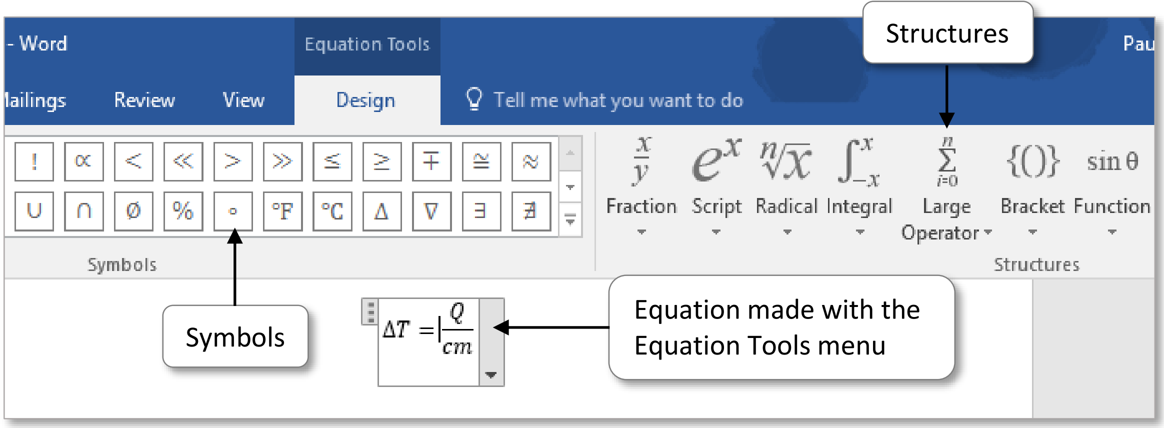
    - To insert symbols into your equation, click on an icon in the Symbol group.

    - To insert mathematical structures into your equation, complete the following steps:

        i. Click an icon in the Structures group to view thumbnails of mathematical structures.

        ii. Click on a thumbnail to insert the corresponding structure into your equation.

        iii. Select any dotted square in the mathematical structure and begin typing to replace it with alphanumeric characters.



Structures
- Word
Equation Tools
Pau
lailings
Review
View
Design
Tell me what you want to do
! ∝ < ≪ > ≫ ≤ ≥ ∓ ≅ ≈
∪ ∩ ∅ % ∘ ℉ ℃ ∆ ∇ ∃ ∄
Symbols
Fraction
Script
Radical
Integral
Large Operator
Bracket
Function
Structures
Symbols
$\Delta T = \frac{Q}{cm}$
Equation made with the Equation Tools menu

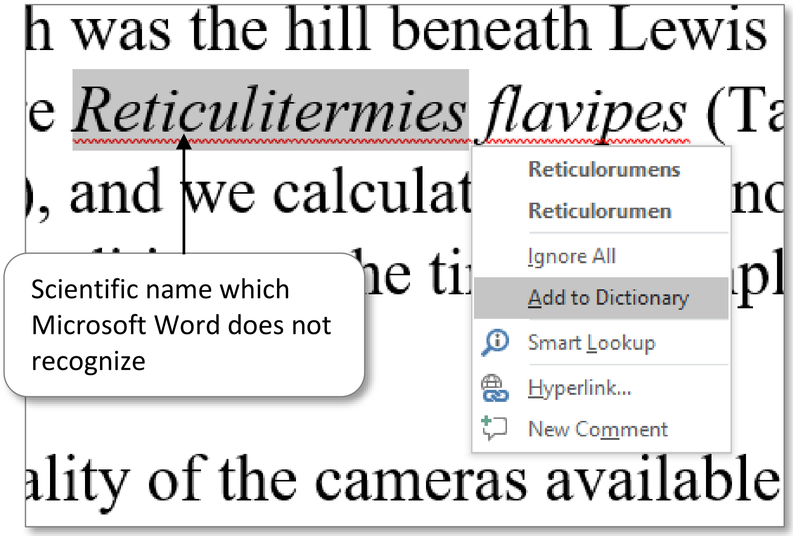
Figure 6. Equation Tools menu

Adding Scientific Terminology to the Microsoft Word Dictionary

Lab reports often require the use of scientific words that the Microsoft Word 2016 dictionary may not recognize. If the Microsoft Word 2016 dictionary does not recognize a word, it identifies it as incorrect with red markup. You can remove unnecessary red markup by adding unrecognized scientific words to the Microsoft Word 2016 dictionary.

Note: If the word you add to the dictionary is a common noun with the first letter capitalized, you must repeat these steps with another instance of the word in which the first letter is not capitalized.

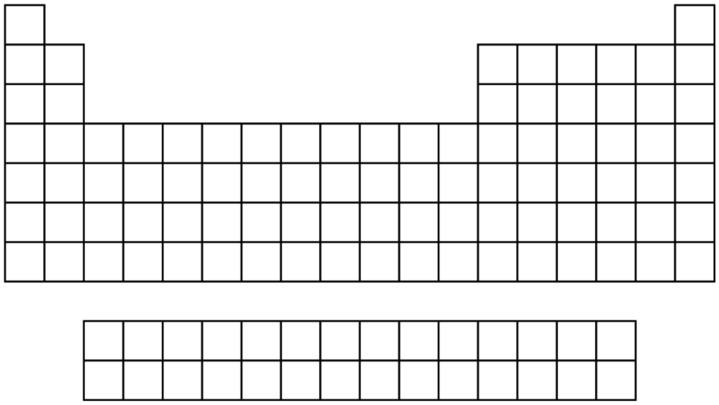
1. Select a word in your document that Microsoft Word 2016 has identified as incorrect with red markup.
2. Make sure you have spelled the word correctly by checking it against a credible source.
3. Right click on the selected word.
4. Click **Add to Dictionary** (Figure 7). The red markup beneath the word disappears on all instances of the word in your document.


h was the hill beneath Lewis
e *Reticulitermies flavipes* (Ta
), and we calculat
he ti
ality of the cameras available
Reticulorumens
Reticulorumen
Ignore All
Add to Dictionary
Smart Lookup
Hyperlink...
New Comment

Scientific name which Microsoft Word does not recognize

Figure 7. Adding a scientific name to the Microsoft Word dictionary

Chapter Four:



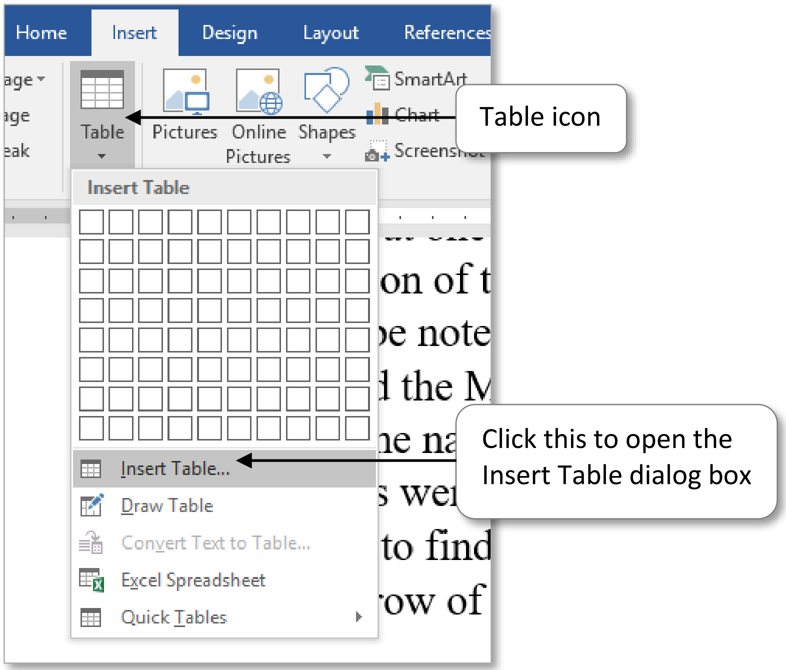
Inserting and Positioning Figures

Inserting Tables with Headers

Tables provide an organized way to present the data you gathered in your research to readers of your lab report. For example, if you are conducting a study on biodiversity in a particular region, you may want to include a table recording how many organisms of each species you counted. To create a header on your table, you must combine the top cells after you create the table.

Inserting a Table

1. Click the **Insert** tab to display the Insert ribbon.
2. Click the **Table** icon in the Tables group. The Table dropdown menu appears.
3. Click **Insert Table** in the Table dropdown menu (Figure 8). The Insert Table dialog box appears.



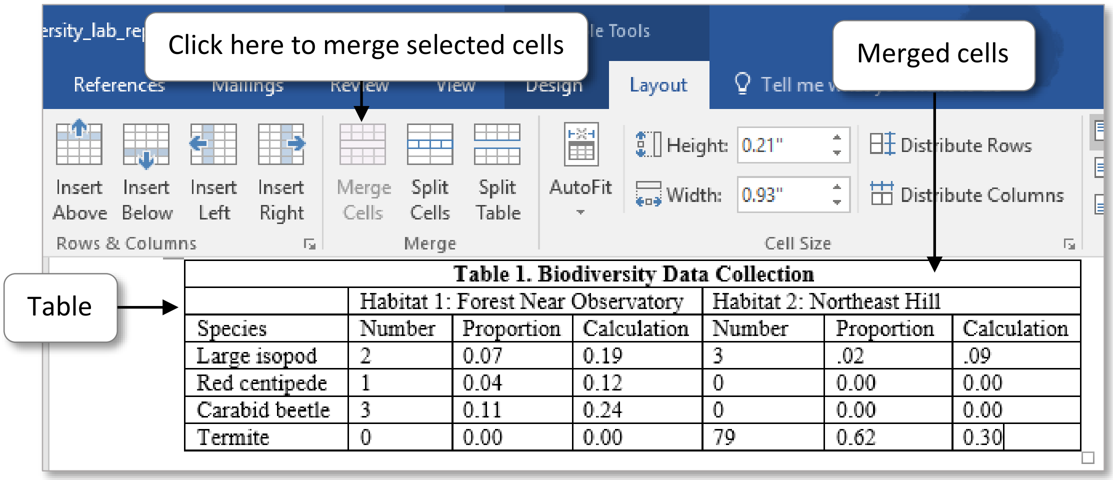
Home
Insert
Design
Layout
References
Table
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Table icon
Insert Table
Insert Table...
Draw Table
Convert Text to Table...
Excel Spreadsheet
Quick Tables
Click this to open the Insert Table dialog box

Figure 8. Table dropdown menu

4. Type the number of columns you want in your table into the **Number of columns** field under Table size.
5. Type the number of rows you want in your table into the **Number of rows** field under Table size.
6. Click **Ok**. The Table Tools menu opens and a table appears in your document.
7. Click in each cell and begin typing to write in the table.

Adding a Heading to a Table

1. Click and drag over the top row of cells to select it.
2. Click the **Layout** tab in the Table Tools menu.
3. Click **Merge** to combine selected cells into a single cell (Figure 9).
4. Click in the cell and begin typing to write in the heading.


ersity_lab_rep
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Layout
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Insert Below
Insert Left
Insert Right
Merge Cells
Split Cells
Split Table
AutoFit
Height: 0.21"
Width: 0.93"
Distribute Rows
Distribute Columns
Rows & Columns
Merge
Cell Size

Click here to merge selected cells

Merged cells

Table

Table 1. Biodiversity Data Collection						
	Habitat 1: Forest Near Observatory			Habitat 2: Northeast Hill		
Species	Number	Proportion	Calculation	Number	Proportion	Calculation
Large isopod	2	0.07	0.19	3	.02	.09
Red centipede	1	0.04	0.12	0	0.00	0.00
Carabid beetle	3	0.11	0.24	0	0.00	0.00
Termite	0	0.00	0.00	79	0.62	0.30

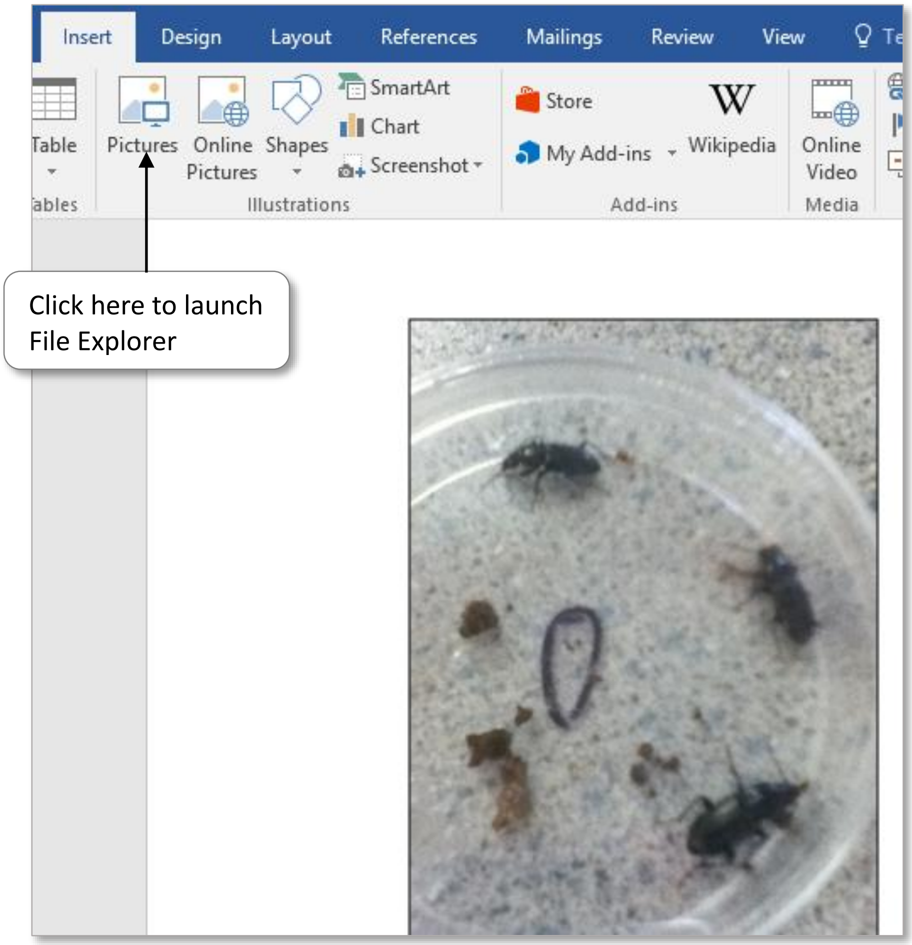
Figure 9. Table with merged cells in rows 1 and 2

Inserting Pictures

Pictures give readers of your lab reports a clearer sense of the procedures and subjects that you describe in the text itself. For example, you may want to add actual photographs of experiments in progress, microscope images, or labeled diagrams.

1. Click the **Insert** tab to display the Insert ribbon.

2. Click **Pictures** in the Illustrations group (Figure 10). File Explorer opens.


Insert
Design
Layout
References
Mailings
Review
View
Te
Table
ables
Pictures
Online Pictures
Shapes
SmartArt
Chart
Screenshot
Illustrations
Store
My Add-ins
Wikipedia
Add-ins
Online Video
Media

Click here to launch File Explorer

Figure 10. Photograph of insect biodiversity inserted into a document

3. Locate the picture you want to insert and select it.

4. Click **Insert**. The picture appears in your document at the location of the cursor.

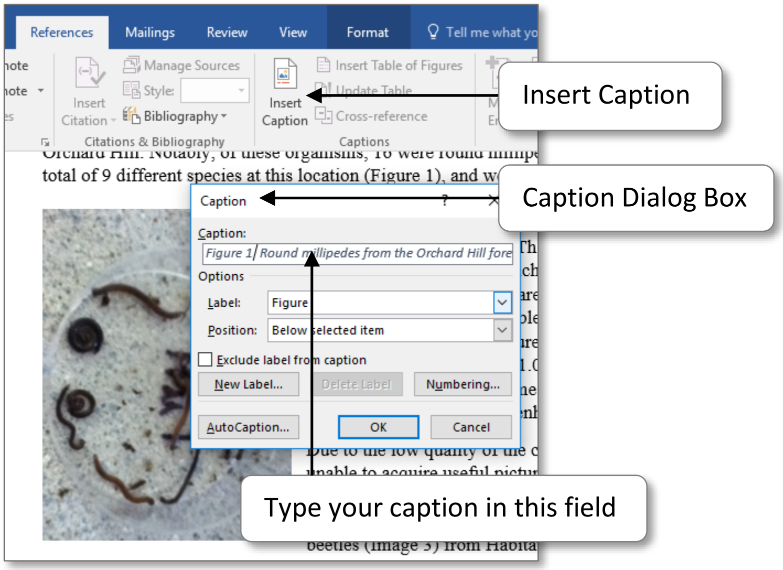
Adding Captions to Figures

Lab reports often require all figures to include numbered captions which describe the figure. Numbered captions also allow you to cross-reference figures more easily in the report itself. You can insert these captions as text boxes.

1. Select the figure you want to add a caption to.

2. Click the **References** tab to display the References ribbon.

3. Click **Insert Caption** in the Captions group of the References ribbon. The Caption dialog box appears (Figure 11).


References
Mailings
Review
View
Format
Tell me what yo
Insert Citation
Manage Sources
Style:
Bibliography
Citations & Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Captions
Insert Caption
Caption Dialog Box
Caption
Options
Exclude label from caption
New Label...
Delete Label
Numbering...
AutoCaption...
OK
Cancel
Type your caption in this field

Caption: Figure 1| Round millipedes from the Orchard Hill fore

Label: Figure

Position: Below selected item

☐ Exclude label from caption

Figure 11. Adding a caption to a picture

4. Type your caption into the field under Caption.

5. Select **Figure** in the dropdown menu next to Label.

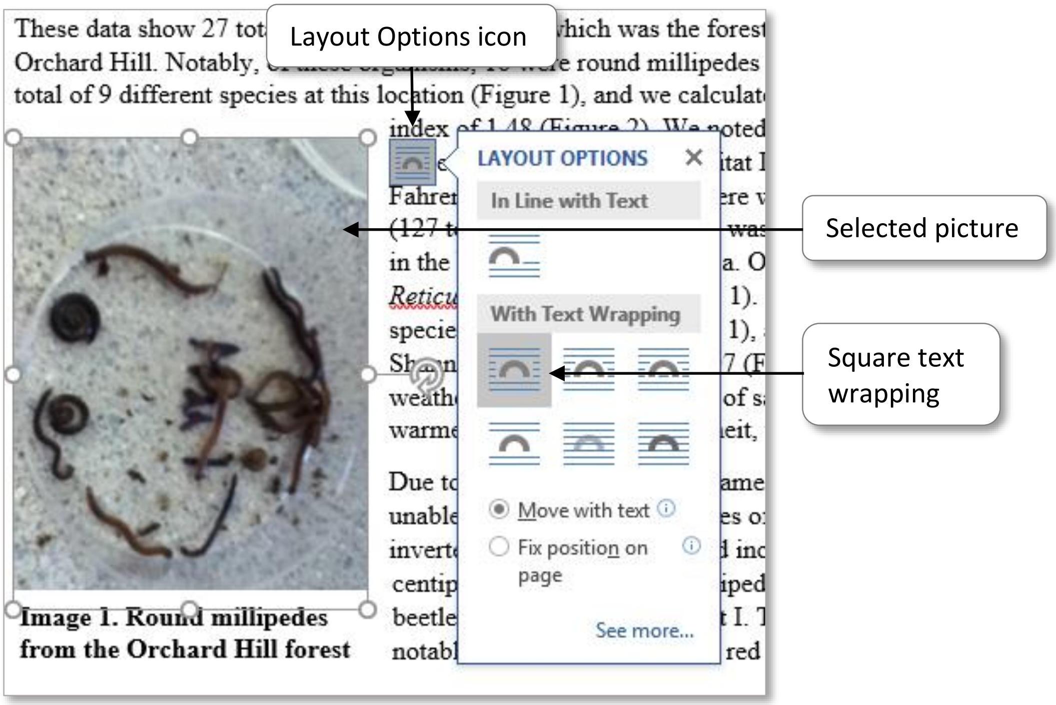
6. Select whether you want your caption to appear above or below the figure in the dropdown menu next to Position.

7. Click **OK**. Your caption appears as a text box above or below the figure.

Wrapping Text Around Pictures and Text Boxes

By default, Microsoft Word inserts pictures in line with the surrounding text, which means text stops before the image and continues after the image. Images that are in line with surrounding text can generate large amounts of unintentional white space and make your lab report look disorganized. By wrapping text around your pictures, you can use the space on each page more efficiently and make your lab report look cleaner. You may also have to wrap text around any text boxes you are using to caption your figures.

1. Select the picture or text box you want to wrap text around. The Layout Options icon appears next to the upper-right corner of the picture.
2. Click the **Layout Options** icon. The Layout Options menu appears.
3. Click **Square** (Figure 12). Nearby text flows around the selected picture.
4. Reposition the picture as needed by clicking and dragging it or by nudging it with the arrow keys. As you move the picture or text box, text continues to flow around it.


LAYOUT OPTIONS
In Line with Text
With Text Wrapping
Move with text
Fix position on page
See more...
Image 1. Round millipedes from the Orchard Hill forest

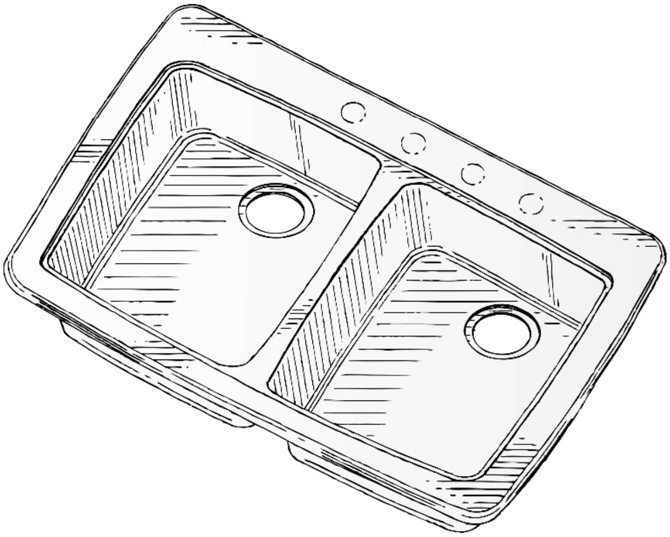
Layout Options icon

Selected picture

Square text wrapping

Figure 12. Picture with Square text wrapping

Chapter Five:



Finalizing Your Document

Adding Page Numbers

Page numbers allow you to cross-reference between sections of your lab report and allow readers to find specific sections of your lab report. If your lab report contains a table of contents, you must add corresponding page numbers so your readers can navigate the report.

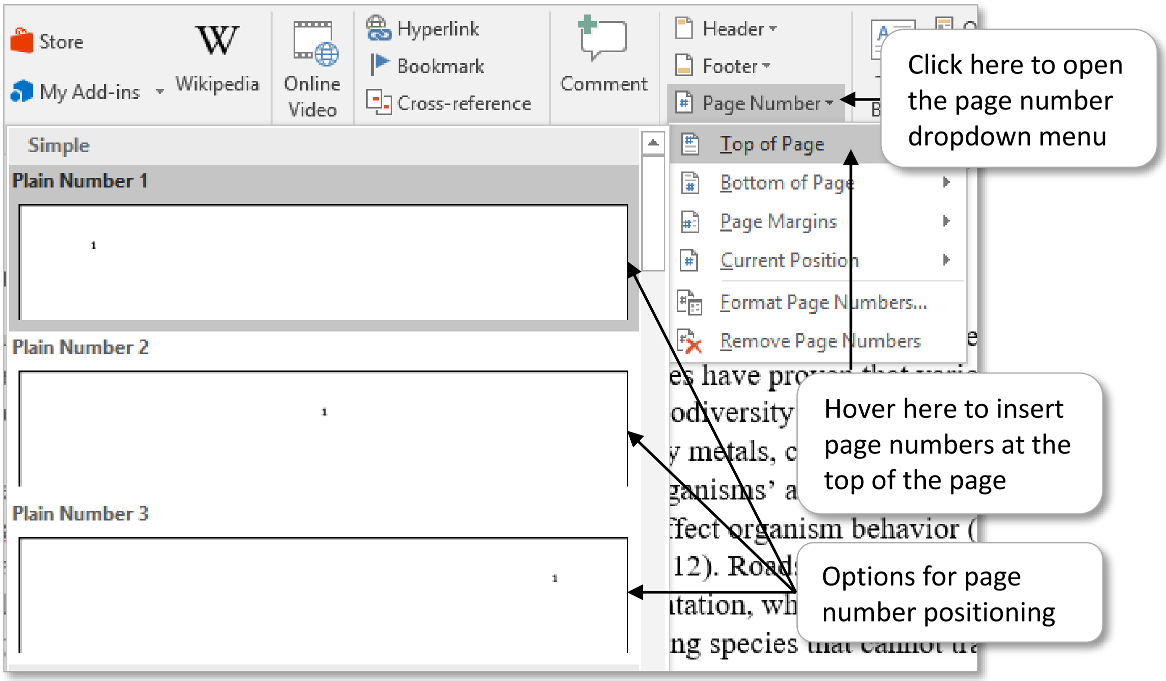
1. Click on the **Insert** tab to display the Insert ribbon.

2. Click **Page Number** (Figure 13) in the Header & Footer group of the Insert ribbon. The Page Number dropdown menu appears.

3. Select whether you want your page numbers at the top of the page or the bottom of the page (Figure 13).

    - If you want to add page numbers to the top of the page, hover your mouse over **Top of Page.** A list of options for page number positioning appears (Figure 13).

    - If you want to add page numbers to the top of the page, hover your mouse over **Bottom of Page.** A list of options for page number positioning appears.


Store
My Add-ins
Wikipedia
Online Video
Hyperlink
Bookmark
Cross-reference
Comment
Header
Footer
Page Number
Simple
Plain Number 1
Plain Number 2
Plain Number 3
Top of Page
Bottom of Page
Page Margins
Current Position
Format Page Numbers...
Remove Page Numbers

Click here to open the page number dropdown menu

Hover here to insert page numbers at the top of the page

Options for page number positioning

Figure 13. Selecting page number position

4. Select whether you want your page numbers to be on the left side of the page, centered on the page, or on the right side of the page (Figure 13). After you select the page number position, page numbers appear on your document and the Header & Footer Tools menu opens.

    - If you want you page numbers to be on the left side of the page, click **Plain Number 1.**

    - If you want you page numbers to be centered on the page, click **Plain Number 2.**

    - If you want you page numbers to be on the right side of the page, click **Plain Number 3.**

5. Adjust the font and font size of your page number to your liking. For more information on this task, see “Changing Font and Font Size.”

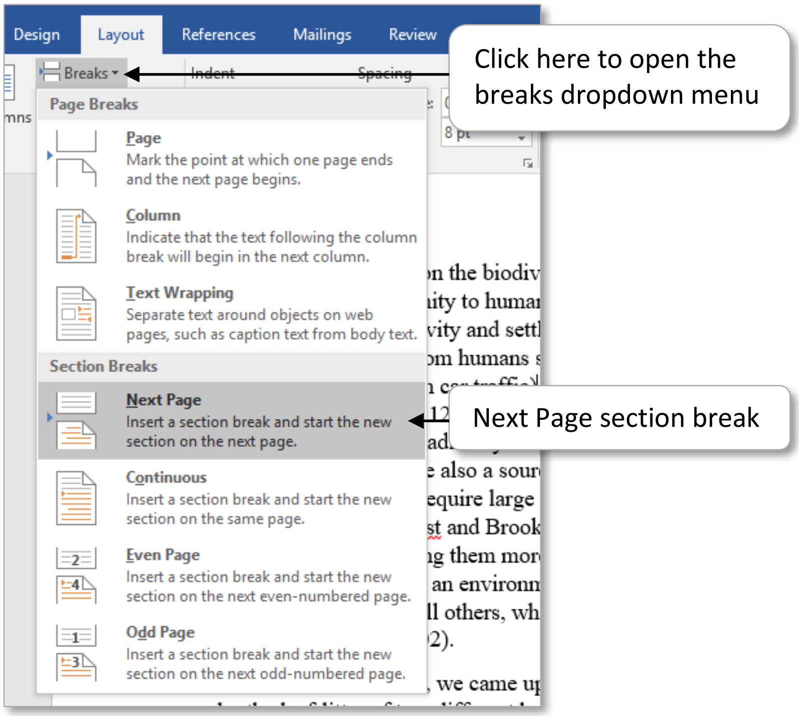
6. Double click anywhere in the body of your document to exit the Header & Footer Tools menu.

Note: You must use the Header & Footer tools menu to adjust the font and font size of your page numbers. You can re-enter the Header & Footer Tools menu at any time by double clicking on a header or footer.

Removing Page Numbers from Front Matter

Some instructors require that your lab reports include cover pages. If your lab report includes front matter before the report itself, such as a cover page, you must start your page numbering on a page that is not the first page of the document.

1. Remove any page numbers that are currently on the document.
    - i. Click on the **Insert** tab.
    - ii. Click **Page Number** in the Header & Footer group of the Insert ribbon and select **Remove Page Numbers**.
2. Click on the last page of your front matter, below all text on that page, to place your cursor there.
3. Click on the **Layout** tab to display the Layout ribbon.
4. Click **Breaks** in the Page Setup group of the Layout ribbon and select **Next Page**, under Section Breaks (Figure 14). The cursor moves to the next page.


Design
Layout
References
Mailings
Review
Breaks
Indent
Spacing
Page Breaks
Page
Mark the point at which one page ends and the next page begins.
Column
Indicate that the text following the column break will begin in the next column.
Text Wrapping
Separate text around objects on web pages, such as caption text from body text.
Section Breaks
Next Page
Insert a section break and start the new section on the next page.
Continuous
Insert a section break and start the new section on the same page.
Even Page
Insert a section break and start the new section on the next even-numbered page.
Odd Page
Insert a section break and start the new section on the next odd-numbered page.

Click here to open the breaks dropdown menu

Next Page section break

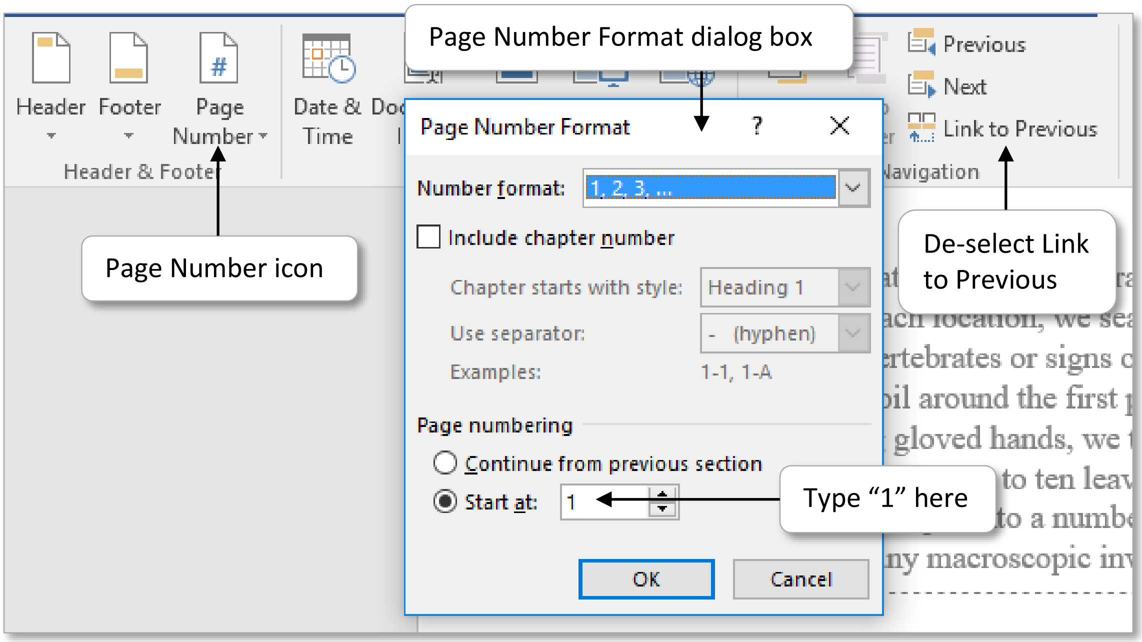
Figure 14. Creating a section break on the next page

5. Double click on the header or footer to open the Header & Footer Tools Menu.

    - If you want to add page numbers to the top of your document, double click on the header area of a page.

    - If you want to add page numbers to the bottom of your document, double click on the footer area of a page.

6. Click **Link to Previous** in the Navigation group of Header & Footer Tools menu to de-select it (Figure 15).



Page Number Format dialog box

Page Number icon

De-select Link to Previous

Type “1” here

Page Number Format

Number format: 1, 2, 3, …

☐ Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

Page numbering

○ Continue from previous section

● Start at: 1

OK

Cancel

Figure 15. Starting page numbering mid-document

7. Click the **Page Number** icon in the Header & Footer group of the Header & Footer Tools menu and add a page number at the desired position. For more information on this task, see steps 3-5 in “Adding Page Numbers.”

8. Click the **Page Number** icon again and select **Format Page Numbers**. A dialog box labeled Page Number Format appears (Figure 15).

9. Click the radio button next to **Start At** and type “1” into the box on the right.

10. Click **OK** at the bottom of the dialog box to apply your changes. Page numbering now begins at 1 on your first content page.

Adding a Table of Contents

Tables of contents are essential to the navigation of longer lab reports, especially if the reader wants to skip around between multiple sections. While it is possible to write a table of contents manually, it is often quicker and easier to generate one using the References tab. In order to do this, you must first apply the same style to the headings of all sections of your report.

Setting a Heading Style

1. Adjust the style of one of your section headings to your liking. For more information on this, refer to “Changing Font and Font Size” and “Changing Typographical Emphasis and Font Effects.”

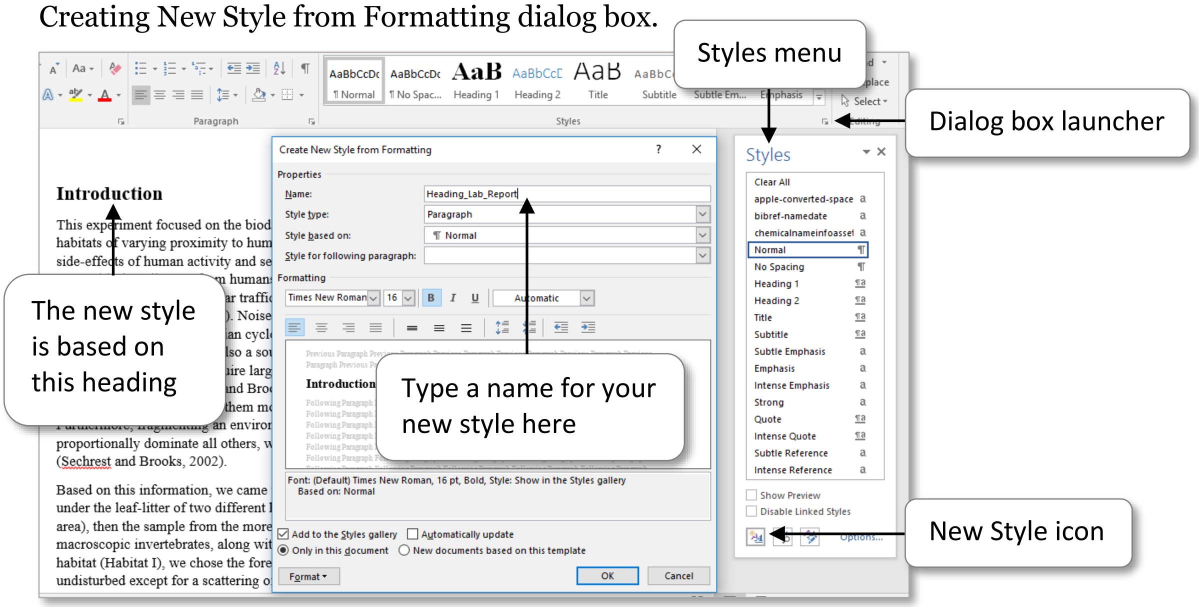
2. Select the heading you have adjusted.

3. Click the **Home** tab to display the Home ribbon.

4. Click the dialog box launcher on the right side of the Styles group to open the Styles menu.

Shortcut: Press **Alt+Ctrl+Shift+S** to open the Styles menu.

5. Click the New Style icon (Figure 16) to open the Creating New Style from Formatting dialog box.



Create New Style from Formatting

Properties

Name: Heading_Lab_Report

Style type: Paragraph

Style based on: ¶ Normal

Style for following paragraph:

Formatting

Times New Roman, 16, **B**, Automatic

Font: (Default) Times New Roman, 16 pt, Bold, Style: Show in the Styles gallery
Based on: Normal

☑ Add to the Styles gallery ☐ Automatically update

● Only in this document ○ New documents based on this template

Styles menu

Dialog box launcher

The new style is based on this heading

Type a name for your new style here

New Style icon

Figure 16. Creating a new style

6. Type a recognizable name for your heading style into the field next to Name.

7. Click **OK**. Your new heading style appears in the list of styles in the Styles menu.

8. Select another section heading in the lab report.

9. Click on your new heading style in the Styles menu to apply that style to the selected heading.

10. Repeat steps 8 and 9 for each section heading in the lad report.

Inserting a Custom Table of Contents

1. Click the **References** tab to open the References ribbon.

2. Click the **Table of Contents** icon (Figure 17) in the Table of Contents group of the References ribbon to open the Table of Contents dropdown menu.

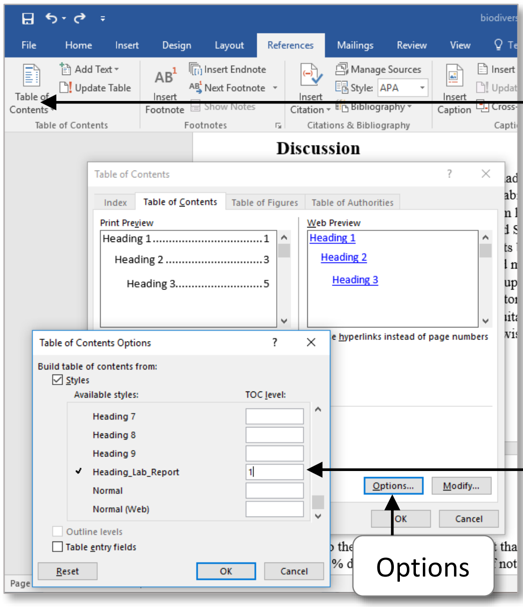
3. Click **Custom Table of Contents**. The Table of Contents dialog box opens.

4. Click **Options**. The Table of Contents Options dialog box opens.

5. Delete all numbers in all fields under TOC level.

6. Scroll through the list of available styles until you find the heading style you used for your lab report.

7. Type “1” in the field that corresponds to your heading style under TOC level (Figure 17).


File
Home
Insert
Design
Layout
References
Mailings
Review
View
Add Text
Update Table
Table of Contents
Insert Endnote
Next Footnote
Show Notes
Insert Footnote
Footnotes
Manage Sources
Style: APA
Bibliography
Insert Citation
Citations & Bibliography
Insert Caption
Discussion
Table of Contents
Index
Table of Contents
Table of Figures
Table of Authorities
Print Preview
Heading 1....1
Heading 2....3
Heading 3....5
Web Preview
Heading 1
Heading 2
Heading 3
hyperlinks instead of page numbers
Options...
Modify...
OK
Cancel
Table of Contents Options
Build table of contents from:
☑ Styles
Available styles:
TOC level:
Heading 7
Heading 8
Heading 9
✓ Heading_Lab_Report
1
Normal
Normal (Web)
☐ Outline levels
☐ Table entry fields
Reset
OK
Cancel
Options

Click here to open the Table of Contents dropdown menu

Type “1” next to your heading style and ensure that all other fields are blank

Figure 17. Table of Contents Options dialog box

8. Click **OK**. The Table of Contents Options dialog box closes.

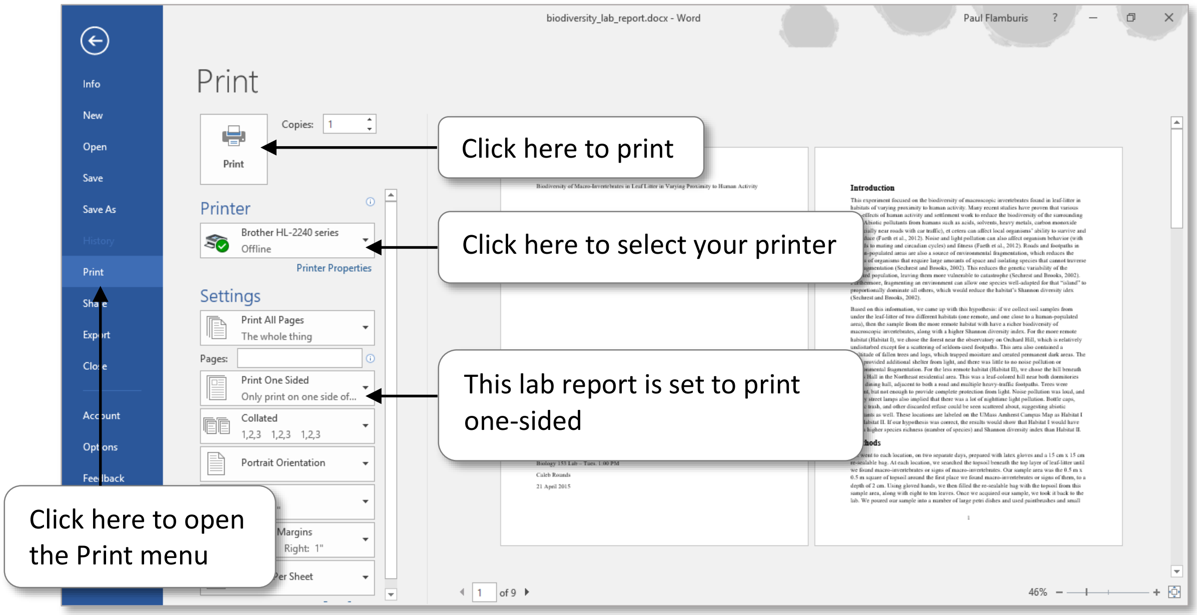
9. Click **OK**. The Table of Contents dialog box closes and a table of contents appears in your document.

Printing Your Lab Report

Once you have finished writing your lab report, if your instructor requests a physical submission, you must print it. Before completing these steps, go back through your lab report and carefully check for errors. This saves time, paper, ink, and, if you are paying for printing, money.

1. Ensure that your computer is connected to a printer and the printer is on.
2. Click the **File** tab to open the File menu.
3. Click **Print** to open the Print menu.
4. Click the dropdown menu under Printer and select the printer you want to print from.
5. Click the first dropdown menu under Pages and select whether you want to print on one side or both sides of the page.
6. Click **Print** (Figure 18).

Shortcut: Press **Ctrl+P** to open the Print menu.


biodiversity_lab_report.docx - Word
Paul Flamburis
Info
New
Open
Save
Save As
History
Print
Share
Export
Close
Account
Options
Feedback
Print
Print
Printer
Printer Properties
Settings
Pages:
Margins
Per Sheet
of 9
46%

Copies: 1

Brother HL-2240 series
Offline

Print All Pages
The whole thing

Print One Sided
Only print on one side of...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Right: 1"

Click here to print

Click here to select your printer

This lab report is set to print one-sided

Click here to open the Print menu

Figure 18. Print Menu

Appendix

List of Keyboard Shortcuts

Function	Shortcut
Select all text in the document.	**Ctrl**+**A**
Bold selected text.	**Ctrl**+**B**
Italicize selected text.	**Ctrl**+**I**
Underline selected text.	**Ctrl**+**U**
Make selected text subscript.	**Ctrl**+**=**
Make selected text superscript.	**Ctrl**+**Shift**+**+**
Open the Equation Tools menu.	**Alt**+**=**
Open the Styles menu.	**Alt**+**Ctrl**+**Shift**+**S**
Open the Print menu.	**Ctrl**+**P**