

MS Word

LBF/VAA011 Medicalbiophysics, biometrics and computer technology

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- word processor developed by Microsoft
- Word are licensed as a standalone product or as a component of Microsoft Office
- **Microsoft Word Viewer** and **Office Online** are freeware editions of Word with limited features





- 1 Font formatting (subscript, superscript, ...)
- 2 Paragraph formatting (alignment, spacing, ...)
- 3 Bullets and numbering
- 4 Images – insert, format
- 5 Tables – insert, format
- 6 Page numbering
- 7 Header and footer
- 8 Footnote
- 9 Save document, print to PDF

- 1 Start a new document in Microsoft Word
- 2 Enter heading “Processing of measured data on a computer and creating protocols”
- 3 Format the heading in the text to Cambria font, point size to 14 and it should be bold
- 4 Align the heading to center
- 5 Enter the following text in a new document:

“A chart is a graphical representation of data, in which ” the data is represented by symbols, such as bars in a bar chart, lines in a line chart, or slices in a pie chart” . A chart can represent tabular numeric data, functions or some kinds of qualitative structure and provides different info.”
- 6 Change the document’s font to Cambria and point size to 12.
- 7 Change the line spacing from single to 1.5 lines, align the paragraph to justify, indent the first line of a paragraph to 0,5cm
- 8 Create a following multilevel list:
 1. Introduction
 2. Results
 - 2.1. Table
 - 2.2. Graph
 3. Conclusion

Exercise



- 9 Enter the equation under the heading Introduction

$$C = \sqrt[n]{\frac{(Y^2 - G^2)}{2\pi f}}$$

- 10 Enter table under the heading Table.

papers count	papers width [mm]	$N[Imp/min]$	$N - N_p[Imp/min]$
0	0	$328.6 \cdot 10^3$	
1	0.15	$186.2 \cdot 10^3$	
2	0.3	$100.3 \cdot 10^3$	
3	0.45	$57.47 \cdot 10^3$	
4	0.6	$37.73 \cdot 10^3$	
5	0.75	$25.87 \cdot 10^3$	

- 11 Insert the document title – It should contain your name and field of study, align it to the right
- 12 Insert the page number at the bottom centre of the page.
- 13 Save the document as doc and pdf



`www.marketa-trneckova.cz/word.pdf`