MS Word

LBF/ZAB21 Software equipment in dental office

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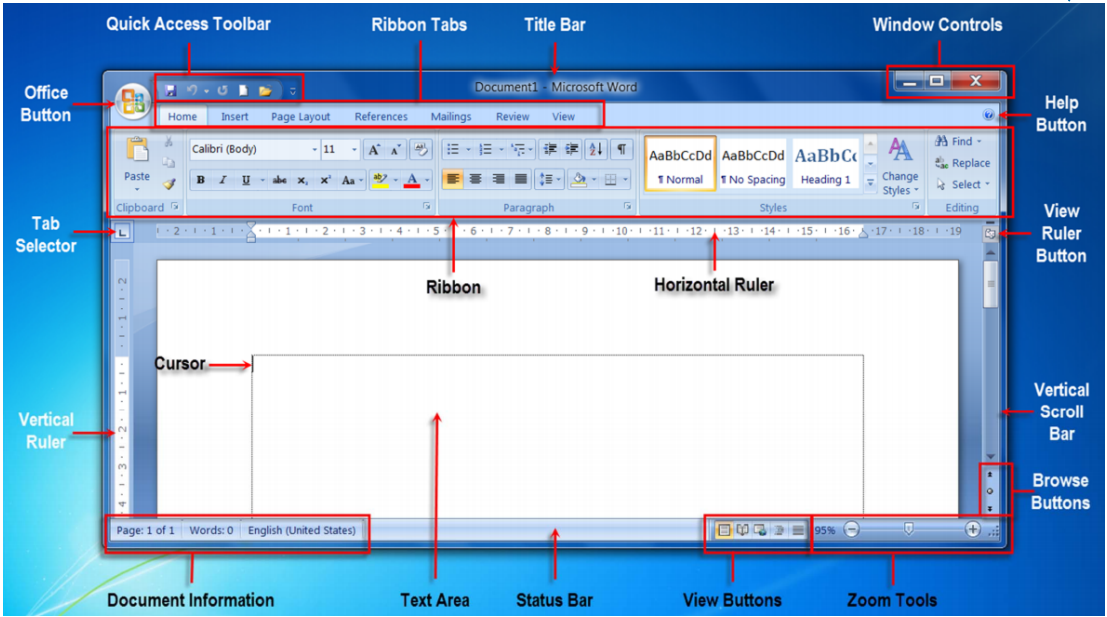
Microsoft Word

- 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
- Microsoft Word is the most commonly used text editor but designed predominantly for Business
- Often users use only fraction of capacity of program

Word interface



Customisation the interface and functions

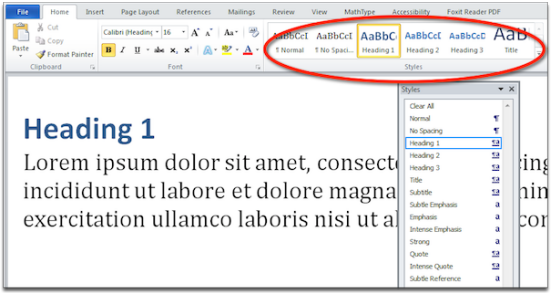
- **File → Options**
- Turn off annoying autoformat functions
- Turn off autocorrect functions and/or adapt them to your needs
- Set language default
- Autosave and autorecover if you lose a document
- See formatting marks in your document

Formatting - creating template

- **page layout** — margins, orientation, page numbering
- Page Layout (margin, orientation), Insert (page numbering)
- **text style** — font (size, type), headings, spacing
- Home
- **outline view**

Styles - creating template

- Title, Heading, Heading 2, ...



- right mouse — Modify style
- save as → Word template

Task

1. Create new document
2. Enter title “Applications of 3D printing on craniofacial bone repair”
3. Modify title format:
   - Font - Calibri, font size - 26, bold, color - red, align - center
4. Enter subtitle “Michael Maroulakos, George Kamperos, Lobat Tayebi, Demetrios Halazonetis, Yijin Ren”
5. Modify subtitle format:
   - Font - Calibri, font size - 12, italic, color - gray, align - left
6. Enter the following text:
   Three-dimensional (3D) bioprinting, a method derived from additive manufacturing technology, is a recent and ongoing trend for the construction of 3D volumetric structures. The purpose of this systematic review is to summarize evidence from existing human and animal studies assessing the application of 3D printing on bone repair and regeneration in the craniofacial region.

Task

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 Heading 1 — Introduction
9. Modify Heading 1 format:
   - Font - Calibri, font size - 14, bold, color - red, align - left
10. Create Heading 2 — Introduction
11. Modify Heading 2 format:
   - Font - Calibri, font size - 13, bold, color - red, align - left
12. Insert following text:
   Three-dimensional (3D) bioprinting technology will play a pivotal role in medicine, offering a promising potential for bone reconstruction, rehabilitation and regeneration

Citations

1. **References** → Citations & Bibliography group
2. select style of citations
3. click at the end of the sentence or phrase that you want to cite
4. **Insert Citation** → Add New Source
5. select the type of source you want to use (for example, a book section or a website)
6. enter the details for the source

Task

13 Create following citations:

- E.L. Nyberg, A.L. Farris, B.P. Hung, M. Dias, J.R. Garcia, A.H. Dorafshar, W.L. Grayson, 3D-printing technologies for craniofacial rehabilitation, reconstruction, and regeneration, Ann. Biomed. Eng. 45 (1) (2017) 45–57
- M.D. Fahmy, H.E. Jazayeri, M. Razavi, R. Masri, L. Tayebi, Three-dimensional bioprinting materials with potential application in preprosthetic surgery, J. Prosthodont. 25 (4) (2016) 310–318

What else you should know

1. Bullets and numbering
2. Images – insert, format
3. Tables – insert, format
4. Create captions and cross-reference
5. Page numbering
6. Header and footer
7. Footnote
8. Save document, print to PDF

Task

14. Insert text: There is a variety of terminology for describing 3D printing, including:
15. Create bullet list
    - additive manufacturing (AM)
    - solid freeform fabrication (SFF)
    - rapid prototyping (RP)
16. Insert image pic1.png
17. Under the image create Caption — Figure 1: Step one
18. Modify Caption format:
    - Font - Calibri, font size - 9, color - red, align - center
19. Insert text:
    3D printing technologies involve building a well-defined 3D structure from a computer-aided design (CAD) model using layer by layer arrays
20. Add Reference to Figure 1 (References → Cross-reference)

Task

21 On the next page create following table:

Category	Inclusion Criteria	Exclusion Criteria
Participant characteristics	Studies on human participants	Clinical trials with fewer than five participants
Intervention	Animal interventional studies with craniofacial bone defects	Bone repair using autologous bone
Comparison	Studies assessing bone repair after using 3D printed implanted biomaterials	Studies assessing bone repair by any other means of reconstruction

22 Above the table create Caption — Table 1: Eligibility criteria used for the study selection

Task

23. Create Heading 1 — Data & Sources
24. Create Heading 2 — Protocol
25. insert following text:
    =lorem(2,10)
    and press enter
26. Create Heading 2 — Information sources and literature search strategy
27. insert following text:
    =lorem(2,10)
    and press enter
28. Create Heading 2 — Study selection
29. insert following text:
    =lorem(2,10)
    and press enter
30. Create Heading 2 — Data extraction
31. Create Heading 1 — Results

Task

32. On new page insert Bibliography (References → Bibliography)
33. Insert Table of content (References → Table of content)
34. Remove first two lines
35. Insert the page number at the bottom centre of the page
36. Save the document as doc and pdf

Tips

- For adding Numbering of sections — use multilevel list
- Updating Format — Update Heading to match selection
- Update Table of content — select table of content + update