Word Processing Essentials

Collection Editor:
Kenneth Leroy Busbee

Word Processing Essentials

Collection Editor:

Kenneth Leroy Busbee

Authors:

Haifa Mohammed AL-Marri
Essa M. Abu-jassoum
Abdulaziz Al Khater
Abdulaziz Said Mubarak Al Mohannadi
Khaled F. Al-Emadi
Abdulaziz S Al-Hammadi
Faisal Taleb Ali Al-Jarboey
Latifa Al-Kuwari
Fahad Al-Marri
Sara Al-Obaidly
Aisha Al-Saeed
Abdulla R. Al-dosari
Muneera Al-thani
Abdulla M Alhijji
Maha Alkaabi
Amena Almulla
Dana Althani
Kenneth Leroy Busbee
Reem Humaid

Online:
< http://cnx.org/content/col11246/1.1/ >

CONNEXIONS

Rice University, Houston, Texas

This selection and arrangement of content as a collection is copyrighted by Kenneth Leroy Busbee. It is licensed under the Creative Commons Attribution 3.0 license (http://creativecommons.org/licenses/by/3.0/).
Collection structure revised: December 2, 2010
PDF generated: May 22, 2011
For copyright and attribution information for the modules contained in this collection, see p. 50.

Table of Contents

Preface 1

1 Preliminaries

1.1 Files Management 5
1.2 Undo Command 8

2 Typing

2.1 Paragraph Concept 11
2.2 Insert versus Overtype 13
2.3 Auto Correct and Auto Text 15
2.4 Spelling and Grammar Checker 17

3 Improving

3.1 Selecting Text and Applying Effects 21
3.2 Styles 23
3.3 Using the Thesaurus 26

4 Printing

4.1 Title Page 29
4.2 Headers and Footers 30
4.3 Citations with Footnotes or Endnotes 32
4.4 Citations In-Line with Bibliography 38
4.5 Print Preview and Printing 39

5 Appendix

5.1 Show Hide File Extensions 43
5.2 Using the Longman Dictionary 46

Index 49
Attributions 50

Preface[1]

About this Collection

Word Processing Essentials

Word Processing Essentials is a collection of modules to teach or refresh skills for Microsoft Word. The intended audience is anyone needing to create a simple term or research paper for a high school or college course.

The collection was designed by Kenneth Leroy Busbee; however the modules in the collection were authored by students enrolled in a BCIS1405 – Business Computer Applications course at the Community College of Qatar (CCQ) during the Fall 2010 term.

Collection Contents

The collection has a preface module followed by five sections with topics ordered in a sequence that follows the production of a term/research paper. The sections are:

- Preliminaries
- Typing
- Improving
- Printing
- Appendix

Professional Encouragement

This project provided the students with the following supplemental experiences which all college graduates should encounter:

1. **Student Service Learning** – Many of the students at CCQ will start their college education in a phase of English as a Second Language (ESL). As students progress, they will have writing assignments that include a simple research papers. Faculty teaching ESL courses need appropriate materials to help students use word processing application software to complete their assignments. The need being established, having more mature students serve other students by preparing educational materials is an excellent service project.
2. **Team Work** – All college graduates will work in many teams during their professional careers. Creating this collection as a team, helped students see the importance that collaborative efforts play in their futures.
3. **Open Educational Resources (OER)** – Electronic communication, specifically the internet, means we live in an ever shrinking world. Part of that world is freely sharing their efforts with others. Exposing students to one of the world's leading OER repositories, Connexions, enhances their understanding of this important part of education, research and publishing.

---

[1] This content is available online at <http://cnx.org/content/m36055/1.5/>.

4. **Writing Across the Curriculum** – The concept is dated, but still important. Using their English writing skills, students now see the importance of clear written communication. Their efforts are not being graded by an English teacher, but by all who will read their published materials.

College professors and others considering a group project involving the creation of OER materials are encouraged you to become a Connexions author of at least a dozen modules and one collection. Consider the following links:

- Understanding the Vision of Connexions – Link: http://cnx.org/content/col11187/latest/[2]
- Authoring Connexions Modules using Microsoft Word Documents - Link: http://cnx.org/content/col11154/latest/[3]
- Ideas and Tools for Improving Connexions Modules and Collections – Link: http://cnx.org/content/col11184/latest/[4]

About Connexions

Connexions Modular Content

Connexions http://cnx.org[5] is an online, **open access** educational resource dedicated to providing high quality learning materials free online, free in printable PDF format, free as an EPUB download, and at low cost in bound volumes through print-on-demand publishing. This collection is one of many collections available to Connexions users. Each **collection** is composed of a number of re-usable learning modules written in the Connexions XML markup language. Each module may also be re-used (or 're-purposed') as part of other collections and may be used outside of Connexions.

Re-use and Customization

The Creative Commons (CC) Attribution license[6] applies to all Connexions modules. Under this license, any **Connexions module** may be used or modified for any purpose as long as proper attribution to the original author(s) is maintained. Connexions' authoring tools make re-use (or re-purposing) easy. Therefore, instructors anywhere are permitted to create customized versions of this collection/textbook by editing modules, deleting unneeded modules, and adding their own supplementary modules. Connexions' authoring tools keep track of these changes and maintain the CC license's required attribution to the original authors. This process creates a new collection that can be viewed online, downloaded as an EPUB, downloaded as a single PDF file, or ordered in any quantity by instructors and students as a low-cost printed textbook.

Read the book online, download the EPUB, print the PDF, or buy a copy of the book.

To browse this collection online, visit the collection home page. You will then have four options:

1. You may view the collection modules on-line by clicking on the "Start ≫" link, which takes you to the first module in the collection. You can then navigate through the subsequent modules by using their "Next ≫" and "Previous ≫" links to move forward and backward in the collection. You can jump to any module in the collection by clicking on that module's title in the "Collection Contents" box on the left side of the window. If these contents are hidden, make them visible by clicking on "[show table of contents]".

---

[2] *Understanding the Vision of Connexions* <http://cnx.org/content/col11187/latest/>

[3] *Authoring Connexions Modules using Microsoft Word Documents* <http://cnx.org/content/col11154/latest/>

[4] *Ideas and Tools for Improving Connexions Modules and Collections* <http://cnx.org/content/col11184/latest/>

[5] http://cnx.org/

[6] http://creativecommons.org/licenses/by/3.0/

2. You may obtain a PDF of the entire textbook to print or view offline by clicking on the “Download” menu item.
3. You may download the entire textbook as an EPUB by clicking on the “Download” menu item.
4. You may order a bound copy of the collection (for a reasonable printing and shipping fee) by clicking on the “Order printed collection” button.

Chapter 1

Preliminaries

1.1 Files Management[1]

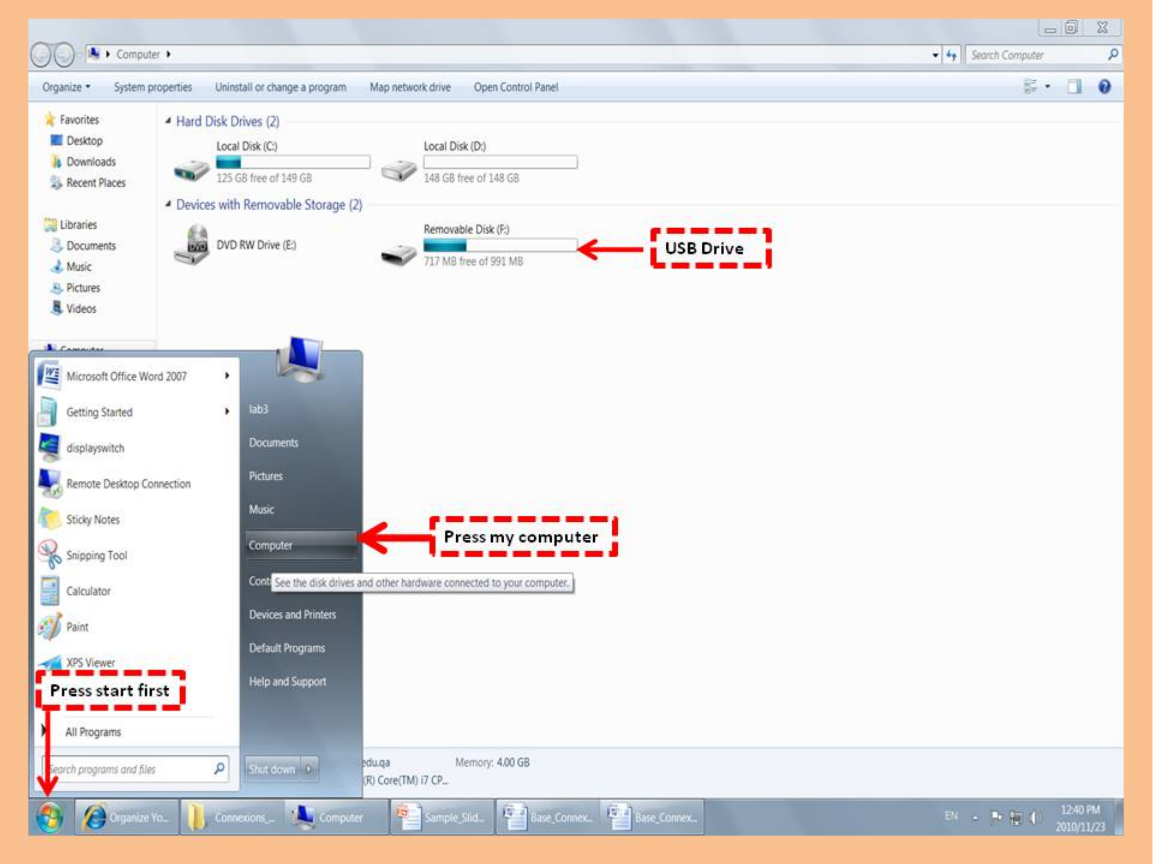
1.1.1 Usb Drive:

Usb drive can be used for storing file and folders, it can be used for backing up files, and it is Easy to share and travel with.

- You can find the USB Drive in my computer in start.
- You will find it under Devices with removable storage.
- You can rename the USB Drive by clicking the right side of the mouse.

---

[1] This content is available online at <http://cnx.org/content/m36246/1.1/>.


Computer
Organize
System properties
Uninstall or change a program
Map network drive
Open Control Panel
Hard Disk Drives (2)
Local Disk (C:)
125 GB free of 149 GB
Local Disk (D:)
148 GB free of 148 GB
Devices with Removable Storage (2)
DVD RW Drive (E:)
Removable Disk (F:)
717 MB free of 991 MB
USB Drive
Microsoft Office Word 2007
Getting Started
displayswitch
Remote Desktop Connection
Sticky Notes
Snipping Tool
Calculator
Paint
XPS Viewer
All Programs
lab3
Documents
Pictures
Music
Computer
Devices and Printers
Default Programs
Help and Support
Shut down
Press my computer
Press start first

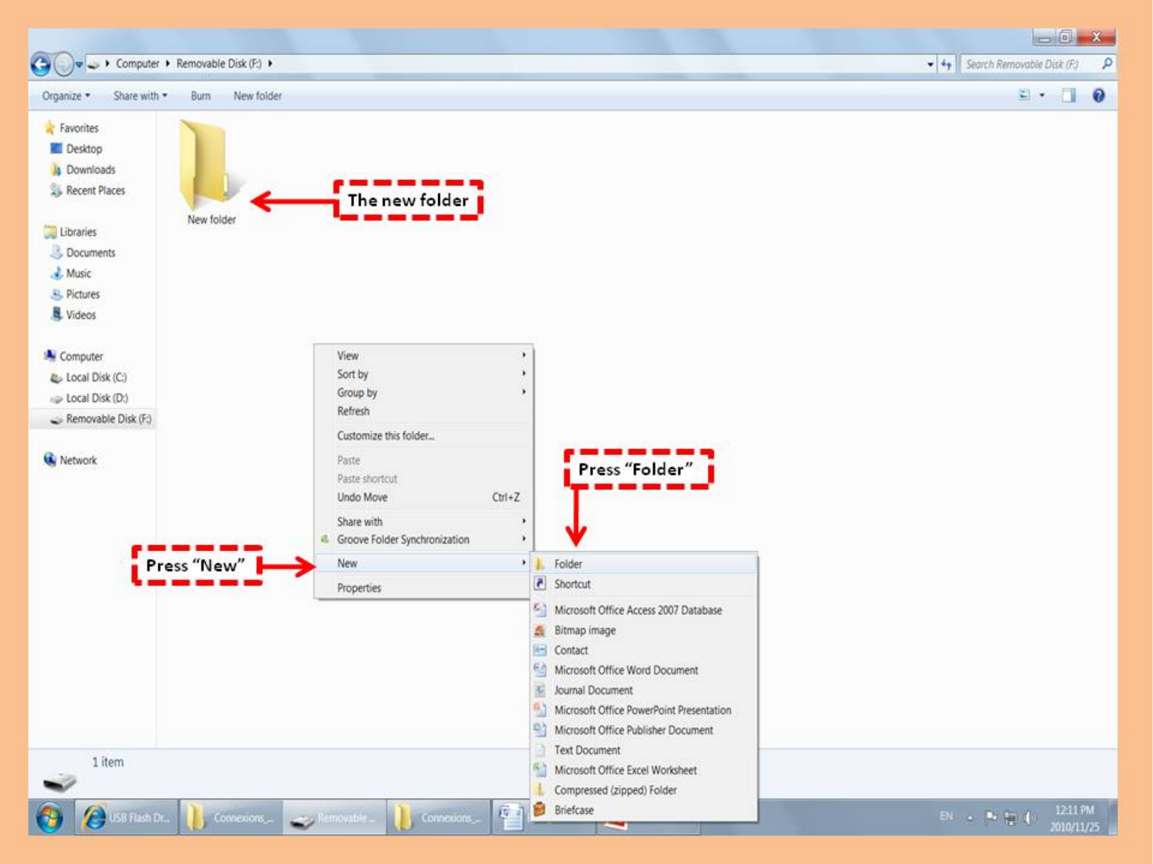
See the disk drives and other hardware connected to your computer.

Figure 1.1

1.1.2 To create a folder in the USB Drive:

Folders can be created in Documents and in the Desktop, with creating folders you can create a folder within the folder that's called "Subfolders".

- Start my computer.
- Double-Click on the removable disk
- Right click on the empty space find the word "New" – find the word "Folder".


Computer
Removable Disk (F:)
Search Removable Disk (F:)
Organize
Share with
Burn
New folder
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
Local Disk (D:)
Removable Disk (F:)
Network
New folder
View
Sort by
Group by
Refresh
Customize this folder...
Paste
Paste shortcut
Undo Move Ctrl+Z
Share with
Groove Folder Synchronization
New
Properties
Folder
Shortcut
Microsoft Office Access 2007 Database
Bitmap image
Contact
Microsoft Office Word Document
Journal Document
Microsoft Office PowerPoint Presentation
Microsoft Office Publisher Document
Text Document
Microsoft Office Excel Worksheet
Compressed (zipped) Folder
Briefcase
1 item
USB Flash Dr...
Connexions_...
Removable ...
Connexions_...
EN
12:11 PM
2010/11/25

The new folder

Press "New"

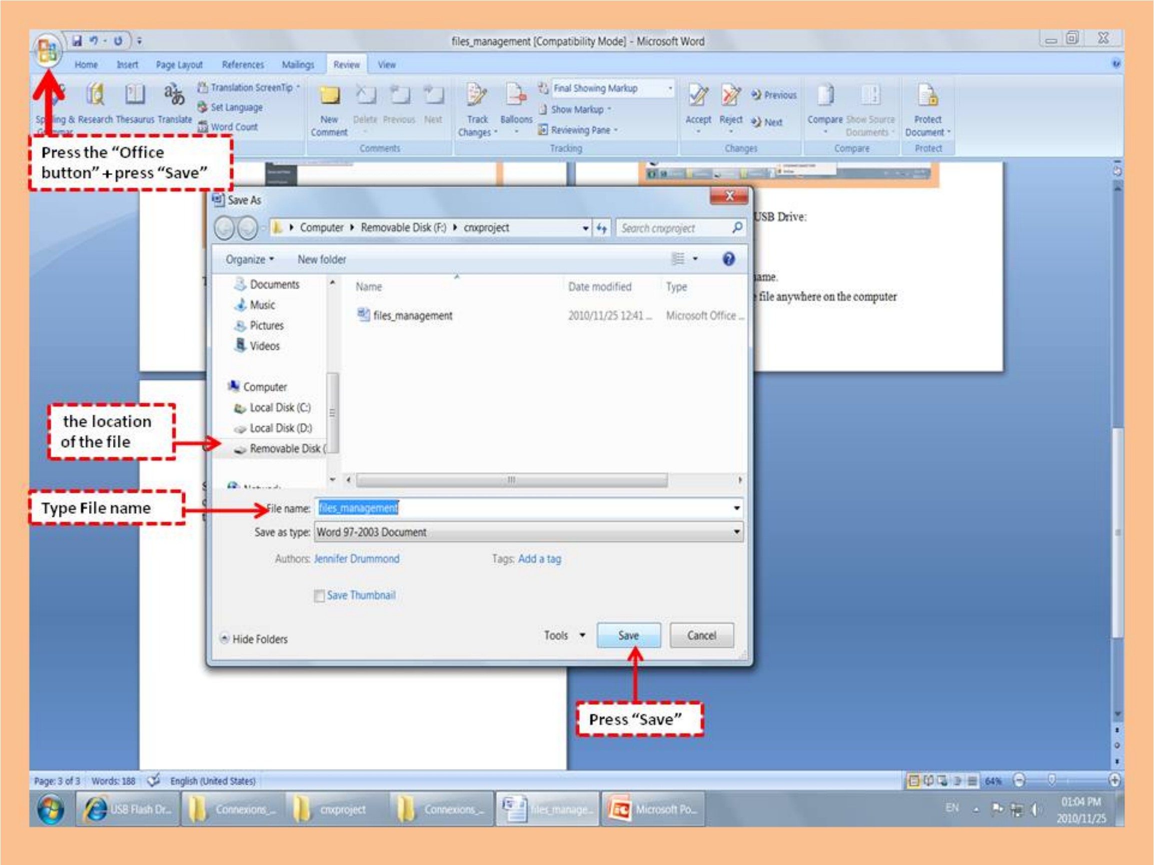
Press "Folder"

Figure 1.2

1.1.3 To save fills in the folder USB Drive:

Saving files is very easy, you can save files anywhere in the computer, you can rename the file; change the saving location of the file, and save it in a Different type.

Press the "office button".
Click on "Save as".
Type the file name.
Change the location of the file anywhere on the computer
Click "Save".



Press the “Office button” + press “Save”

the location of the file

Type File name

Press “Save”

File name: files_management

Save as type: Word 97-2003 Document

Authors: Jennifer Drummond

Tags: Add a tag

files_management [Compatibility Mode] - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Save As
Computer ▸ Removable Disk (F:) ▸ cnxproject
Search cnxproject
Organize
New folder
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
Local Disk (D:)
Removable Disk (
Name
Date modified
Type
files_management
2010/11/25 12:41 ...
Microsoft Office ...
Save Thumbnail
Hide Folders
Tools
Save
Cancel
Page: 3 of 3
Words: 188
English (United States)
01:04 PM
2010/11/25

Figure 1.3

1.2 Undo Command[2]

The undo command is used to quickly undo any recent key strokes. It is used when mistakes occur and the user wishes to undo it. For example when a user was typing some text then suddenly it disappears through pressing the wrong key, the easiest way to retrieve the data is through the undo command. The undo command is located next to the save button.

---

[2] This content is available online at <http://cnx.org/content/m36244/1.1/>.

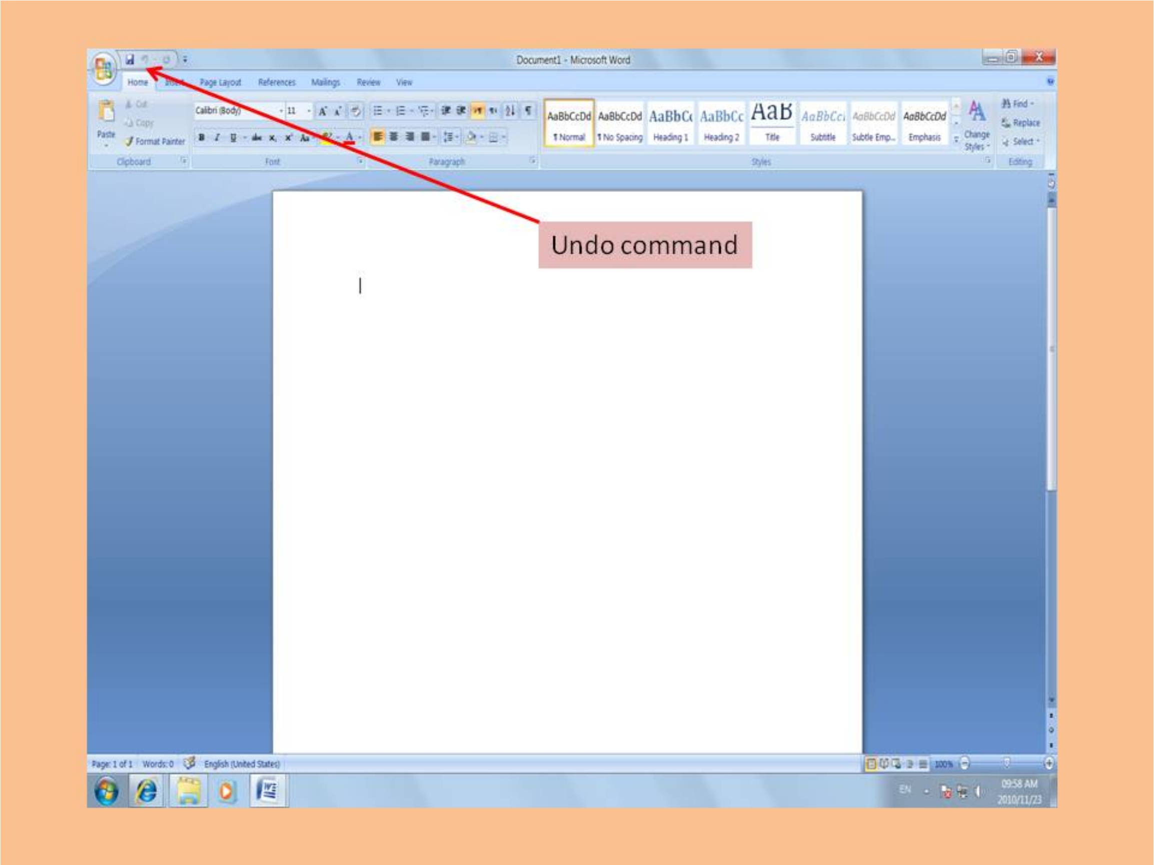

Document1 - Microsoft Word
Undo command

Figure 1.4

As shown in the image above you will have to press the undo command to commence undoing.

Chapter 2

Typing

2.1 Paragraph Concept[1]

2.1.1 Word Wrap

Word wrap is the feature of breaking lines between and not within words, except when a single word is longer than a line. So, when your line is full of text, the word processor automatically jumps to the next line. Sometime, the text may wrap in an unwanted location. To make the reading easier, you need to proofread word wrapping location and insert special characters. Two things to be concerned with are how to control word wrapping with nonbreaking hyphens and nonbreaking spaces?

- Insert Nonbreaking Hyphens

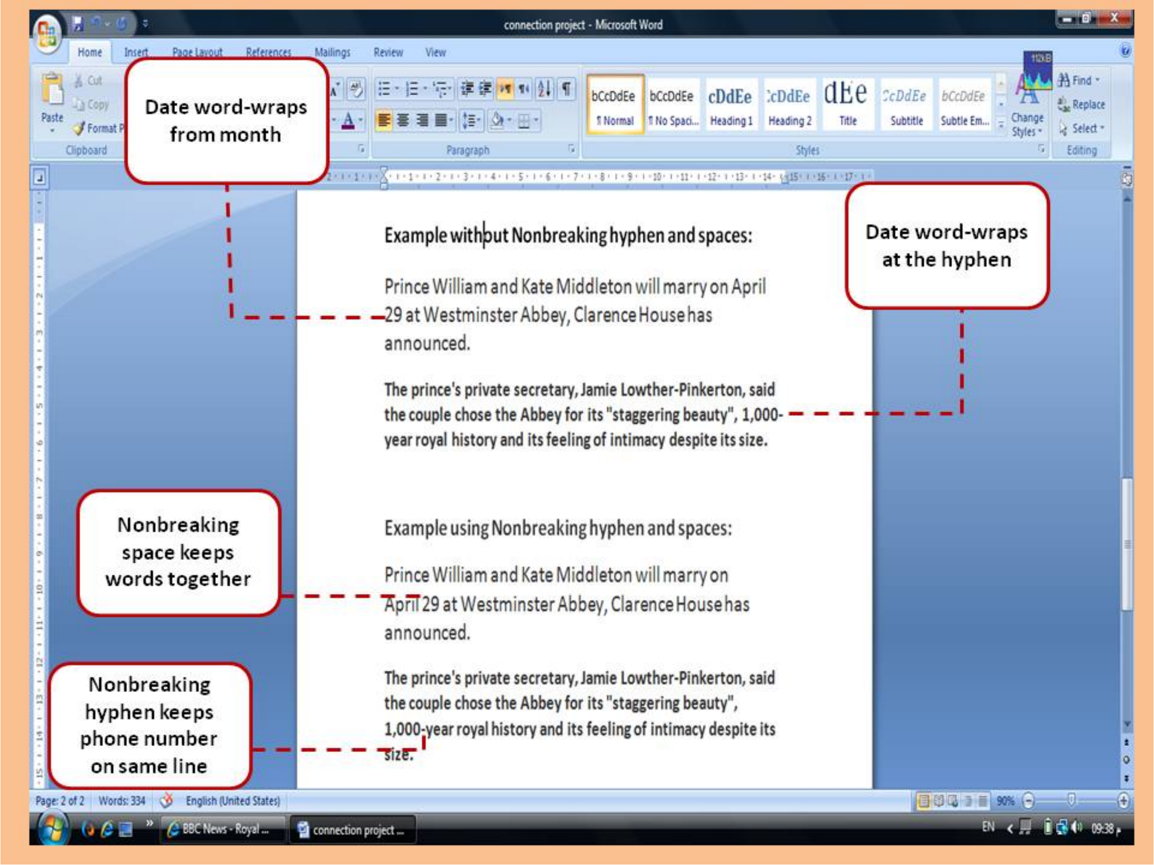
If there is a word with hyphen at the end of a line, the first word and the hyphen may appear on the first line, and the second word will be in the next line. So, to keep word with hyphen together, replace the regular hyphen with a nonbreaking hyphen. A nonbreaking hyphen prevents the word with hyphen from becoming separated at the hyphen. To insert a nonbreaking hyphen, press Ctrl+Shift+Hyphen.

- Insert Nonbreaking Spaces

Sometimes text willwrap to the next line if a word does not fit at the end of the line, so some words should be kept together for improved readability. To prevent words from separating due to the word-wrap feature, you can insert a nonbreaking space. To insert a nonbreaking space, press Ctrl+Shift+Spacebar between the two words that you want to keep together.

---

[1] This content is available online at <http://cnx.org/content/m36218/1.1/>.


connection project - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Clipboard
Paragraph
Styles
Editing
Normal
No Spaci...
Heading 1
Heading 2
Title
Subtitle
Subtle Em...
Change Styles
Find
Replace
Select
Page: 2 of 2
Words: 334
English (United States)
90%

Date word-wraps from month

Date word-wraps at the hyphen

Nonbreaking space keeps words together

Nonbreaking hyphen keeps phone number on same line

Example without Nonbreaking hyphen and spaces:

Prince William and Kate Middleton will marry on April
29 at Westminster Abbey, Clarence House has
announced.

**The prince's private secretary, Jamie Lowther-Pinkerton, said the couple chose the Abbey for its "staggering beauty", 1,000-
year royal history and its feeling of intimacy despite its size.**

Example using Nonbreaking hyphen and spaces:

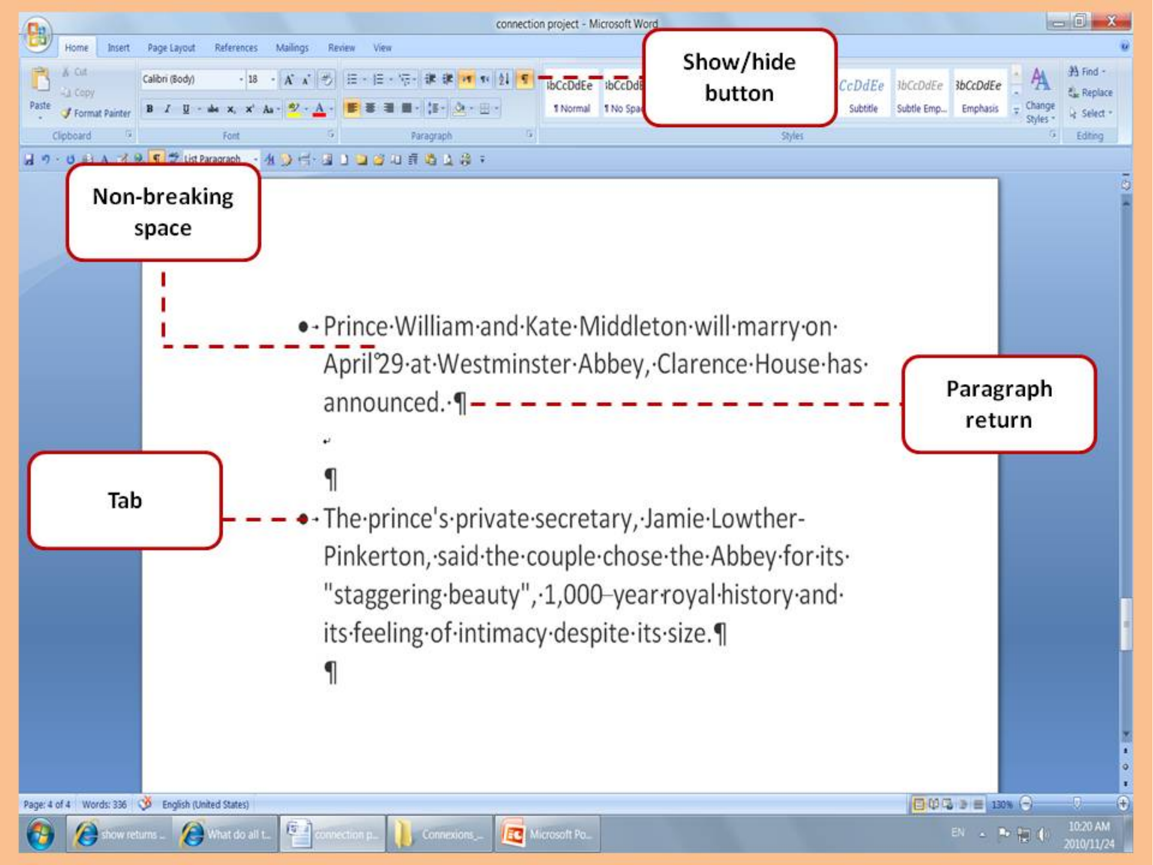
Prince William and Kate Middleton will marry on
April 29 at Westminster Abbey, Clarence House has
announced.

**The prince's private secretary, Jamie Lowther-Pinkerton, said the couple chose the Abbey for its "staggering beauty",
1,000-year royal history and its feeling of intimacy despite its
size.**

Figure 2.1

2.1.2 Show/Hide spaces, return, and tabs

I cannot tell you how helpful using this feature can be. If you get used to working in Word with this feature turned ON, you'll keep yourself out of so much trouble! As you type text, Word inserts nonprinting marks or symbols. To see these symbols click the Home tab, in the Paragraph group, click Show/Hide button that look like a reversed "p". When you click it you will see the different characters that show you there are spaces, returns, and tabs on your text.


connection project - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Show/hide button
Non-breaking space
Paragraph return
Tab
Page: 4 of 4
Words: 336
English (United States)

- Prince·William·and·Kate·Middleton·will·marry·on·April°29·at·Westminster·Abbey,·Clarence·House·has·announced.·¶

↵

¶

- The·prince's·private·secretary,·Jamie·Lowther-Pinkerton,·said·the·couple·chose·the·Abbey·for·its·"staggering·beauty",·1,000–year·royal·history·and·its·feeling·of·intimacy·despite·its·size.¶

¶

Figure 2.2

2.2 Insert versus Overtype[2]

2.2.1 Insert

Insert means that you add text to the current text without replacing any single letter. For example, the original sentence is "John is a good person"; if you insert "very" between "a" and "good", the sentence will be "John is a very good person".

To insert a text:

Step 1 - Move the insertion point to the place you want to insert the text.

Step 2 - Type the text you want.

2.2.2 Overtype

Overtype means that you replace the current text with another text using the 'Insert' button on the keyboard. For example, the original sentence is "John is a very good person" and you want to replace "good" with "nice".

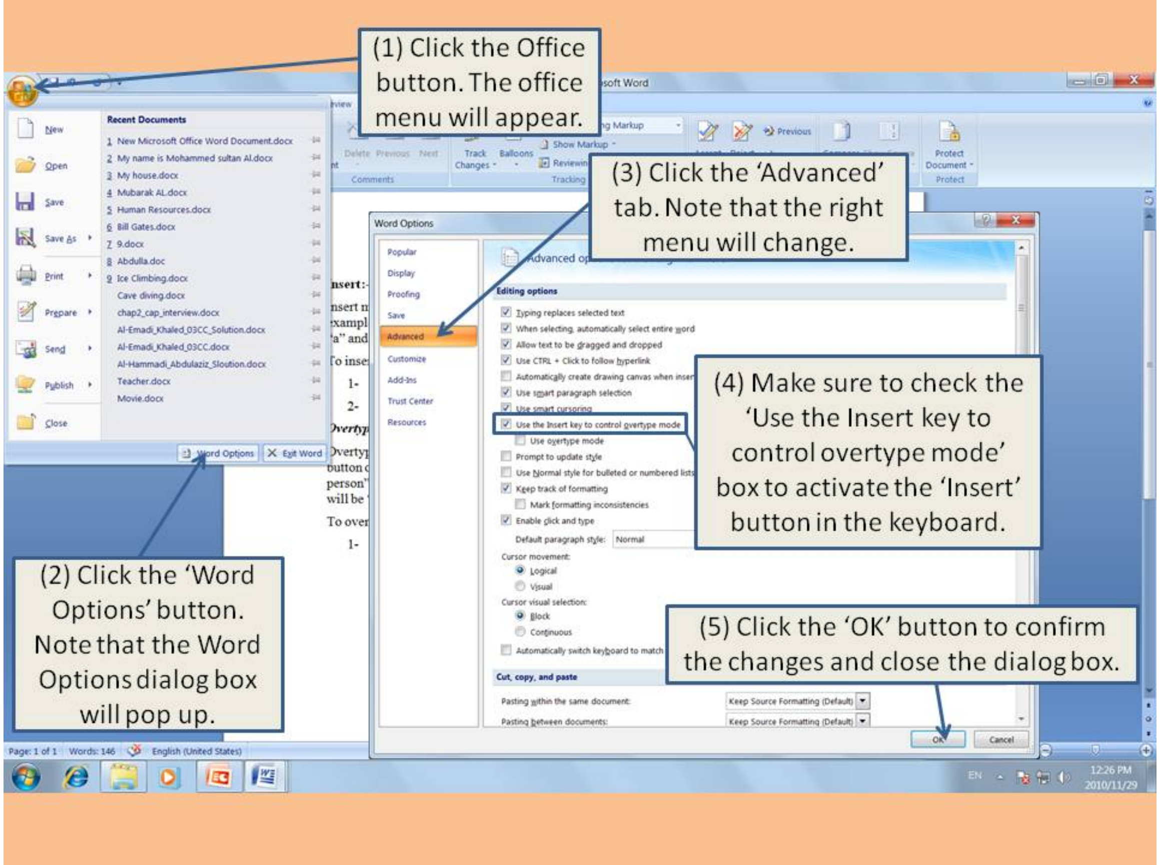
---

[2] This content is available online at <http://cnx.org/content/m36262/1.1/>.

If you put the insertion point before “good” and type “nice”, the sentence will be “John is a very nice person” not “John is a very nice good person”.

To overtype a text:

Step 1 - Be sure to activate the ‘Overtype option’. To do that , follow the instructions:



(1) Click the Office button. The office menu will appear.

(2) Click the ‘Word Options’ button. Note that the Word Options dialog box will pop up.

(3) Click the ‘Advanced’ tab. Note that the right menu will change.

(4) Make sure to check the ‘Use the Insert key to control overtype mode’ box to activate the ‘Insert’ button in the keyboard.

(5) Click the ‘OK’ button to confirm the changes and close the dialog box.

Editing options
- ☑ Typing replaces selected text
- ☑ When selecting, automatically select entire word
- ☑ Allow text to be dragged and dropped
- ☑ Use CTRL + Click to follow hyperlink
- ☐ Automatically create drawing canvas when inser
- ☑ Use smart paragraph selection
- ☑ Use smart cursoring
- ☑ Use the Insert key to control overtype mode
  - ☐ Use overtype mode
- ☐ Prompt to update style
- ☐ Use Normal style for bulleted or numbered lists
- ☑ Keep track of formatting
  - ☐ Mark formatting inconsistencies
- ☑ Enable click and type

Default paragraph style: Normal

Cursor movement:
- ● Logical
- ○ Visual

Cursor visual selection:
- ● Block
- ○ Continuous

☐ Automatically switch keyboard to match

Cut, copy, and paste

Pasting within the same document: Keep Source Formatting (Default)

Pasting between documents: Keep Source Formatting (Default)

Recent Documents
New
Open
Save
Save As
Print
Prepare
Send
Publish
Close
Word Options
Exit Word
Word Options
Popular
Display
Proofing
Save
Advanced
Customize
Add-Ins
Trust Center
Resources
Advanced options
OK
Cancel

Figure 2.3

Step 2 - To overtype the text, move the insertion point to the place you want to replace the text (before the text); click the insert button (toggles from insert mode to overtype mode).

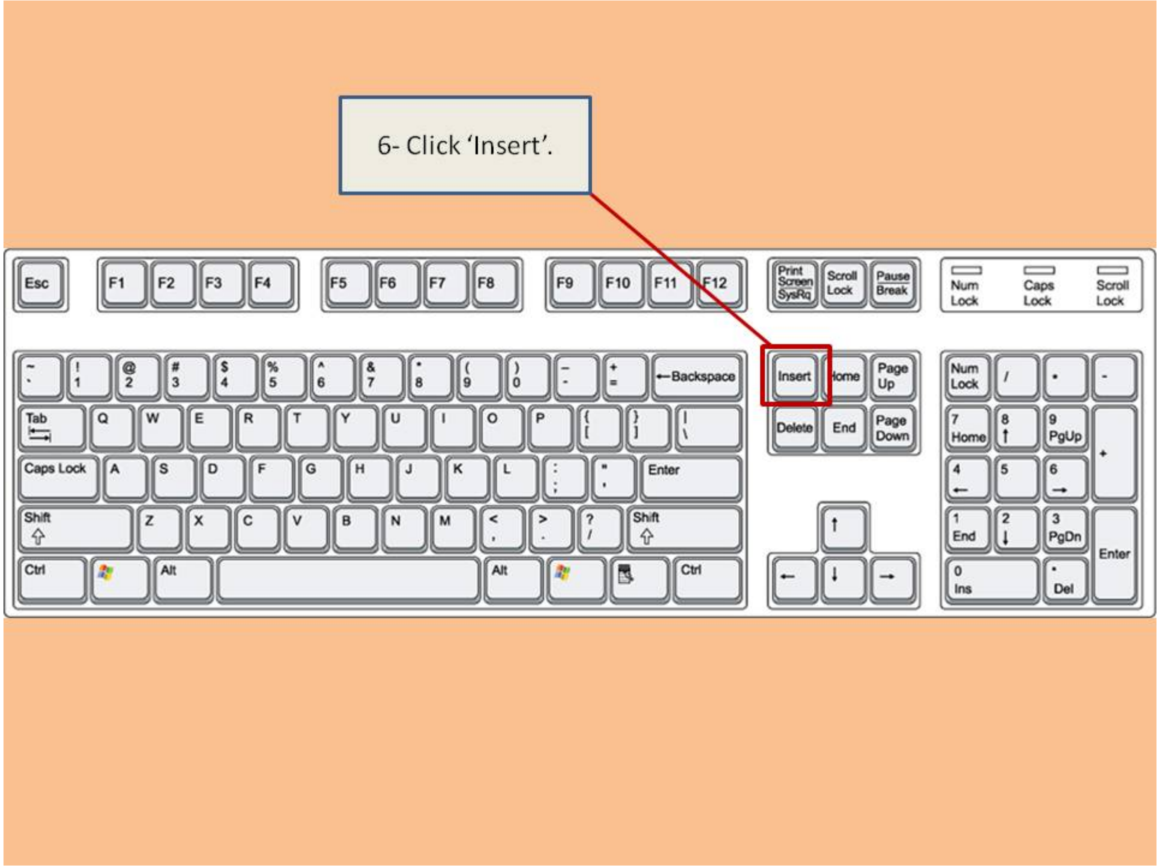


Figure 2.4

Step 3 - Type the new text that will overtype the existing text. Hit the insert key to toggle off the overtype and return to the insert mode.

2.3 Auto Correct and Auto Text[3]

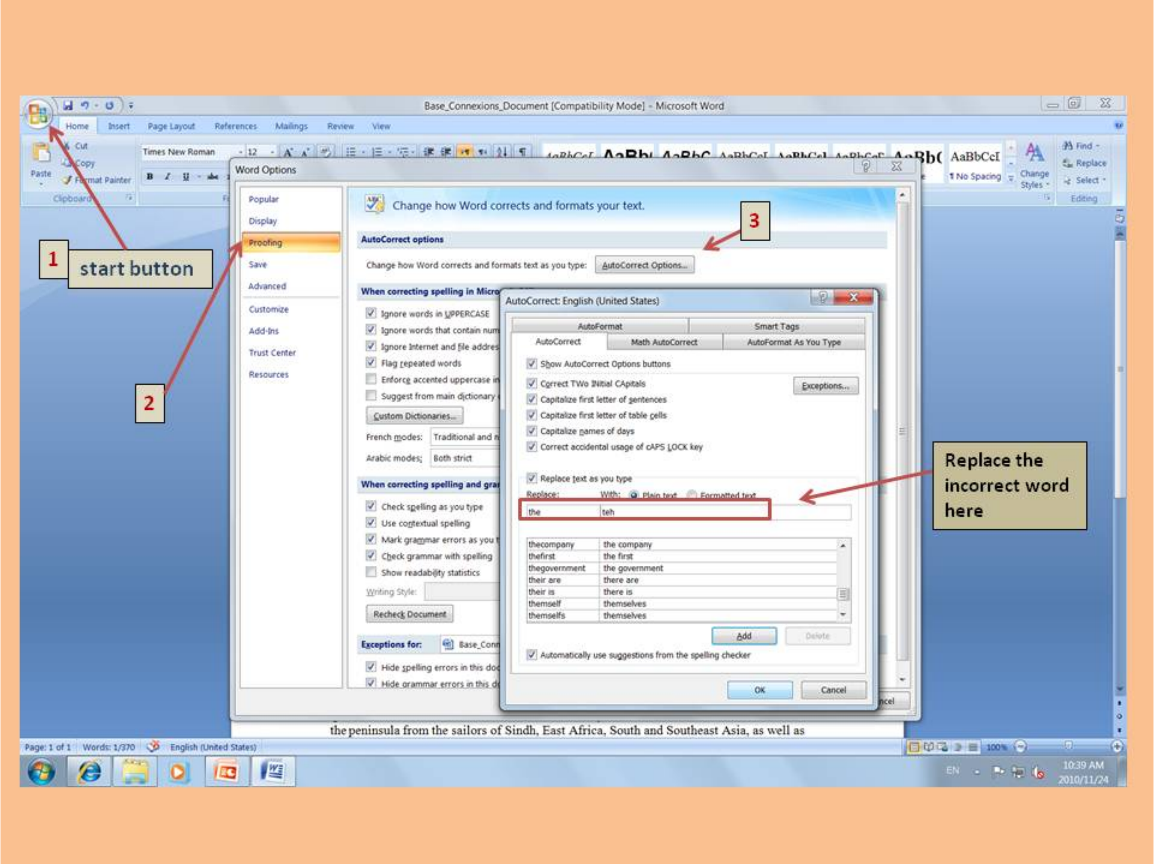
2.3.1 AutoCorrect

Many people make mistakes while they are typing in the word. You will notice while you are typing your misspelled words will automatically be corrected. Here are the steps to turn on the AutoCorrect.

1- Click on start button as shown, and then press *word option*.
2- Choose **Proofing**.
3- When you click on proofing click on *AutoCorrect option*.
4- At the last step here you can replace the incorrect word with the correct one you choose.

---

[3] This content is available online at <http://cnx.org/content/m36292/1.1/>.


1
start button
2
3
Replace the incorrect word here
Base_Connexions_Document [Compatibility Mode] - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Word Options
Popular
Display
Proofing
Save
Advanced
Customize
Add-Ins
Trust Center
Resources
AutoCorrect: English (United States)
AutoFormat
Smart Tags
AutoCorrect
Math AutoCorrect
AutoFormat As You Type
Exceptions...
Add
Delete
OK
Cancel

Change how Word corrects and formats your text.

AutoCorrect options

Change how Word corrects and formats text as you type: AutoCorrect Options...

When correcting spelling in Micro

☑ Ignore words in UPPERCASE
☑ Ignore words that contain num
☑ Ignore Internet and file addres
☑ Flag repeated words
☐ Enforce accented uppercase in
☐ Suggest from main dictionary

French modes: Traditional and n
Arabic modes: Both strict

When correcting spelling and gra

☑ Check spelling as you type
☑ Use contextual spelling
☑ Mark grammar errors as you t
☑ Check grammar with spelling
☐ Show readability statistics

Exceptions for: Base_Conn

☑ Hide spelling errors in this doc
☑ Hide grammar errors in this d

☑ Show AutoCorrect Options buttons
☑ Correct TWo INitial CApitals
☑ Capitalize first letter of sentences
☑ Capitalize first letter of table cells
☑ Capitalize names of days
☑ Correct accidental usage of cAPS LOCK key

☑ Replace text as you type

With: ● Plain text ○ Formatted text

Replace:	With:
the	teh
thecompany	the company
thefirst	the first
thegovernment	the government
their are	there are
their is	there is
themself	themselves
themselfs	themselves

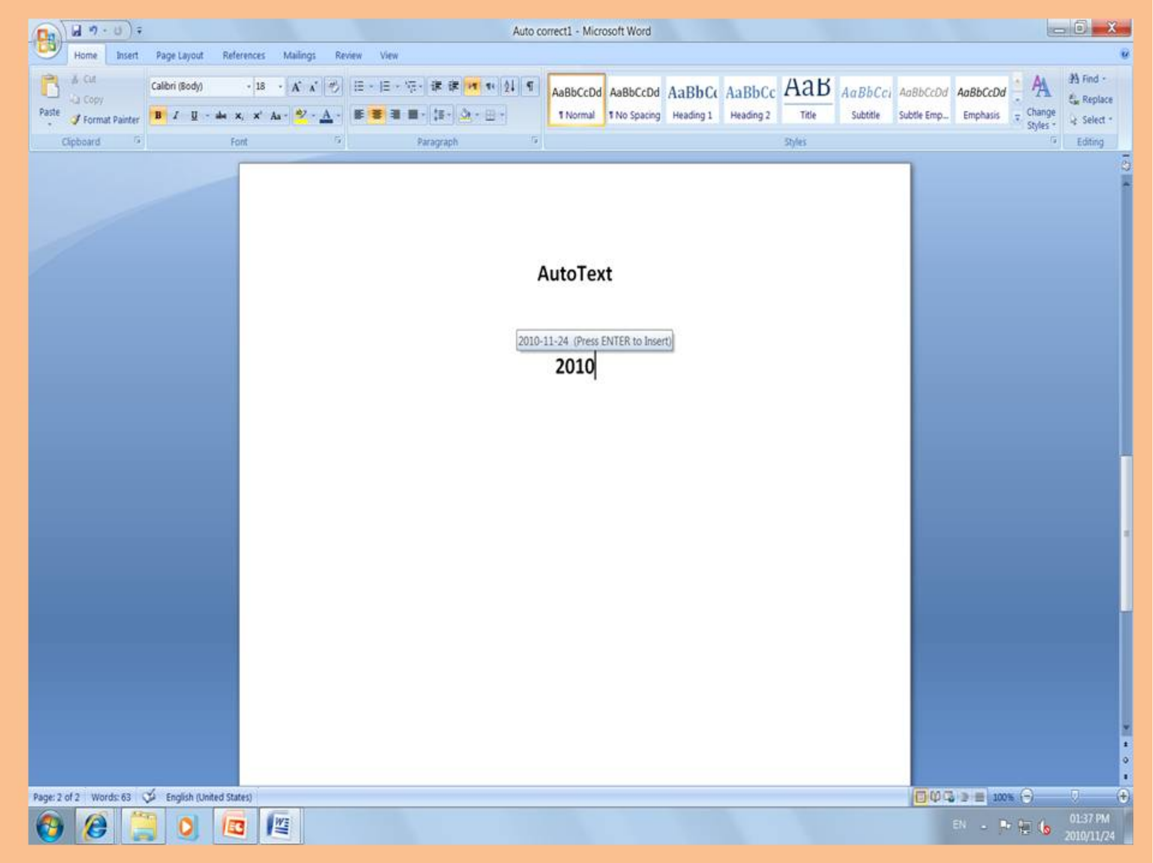
☑ Automatically use suggestions from the spelling checker

the peninsula from the sailors of Sindh, East Africa, South and Southeast Asia, as well as

Figure 2.5

2.3.2 AutoText

Auto text is one way to complete your unfinished words in the word document, while are you typing specially dates, time, and years you will notice that there is something popping to you like in the picture below as shown to you. You can confirm that just by pressing **ENTER**.



Auto correct1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
18
Font
Paragraph
AaBbCcDd
¶ Normal
AaBbCcDd
¶ No Spacing
AaBbC
Heading 1
AaBbCc
Heading 2
AaB
Title
AaBbCc
Subtitle
AaBbCcDd
Subtle Emp...
AaBbCcDd
Emphasis
Change Styles
Styles
Find
Replace
Select
Editing
Page: 2 of 2
Words: 63
English (United States)
100%
EN
01:37 PM
2010/11/24

AutoText

2010-11-24 (Press ENTER to Insert)

2010

Figure 2.6

2.4 Spelling and Grammar Checker[4]

2.4.1 Spelling and Grammar Checker

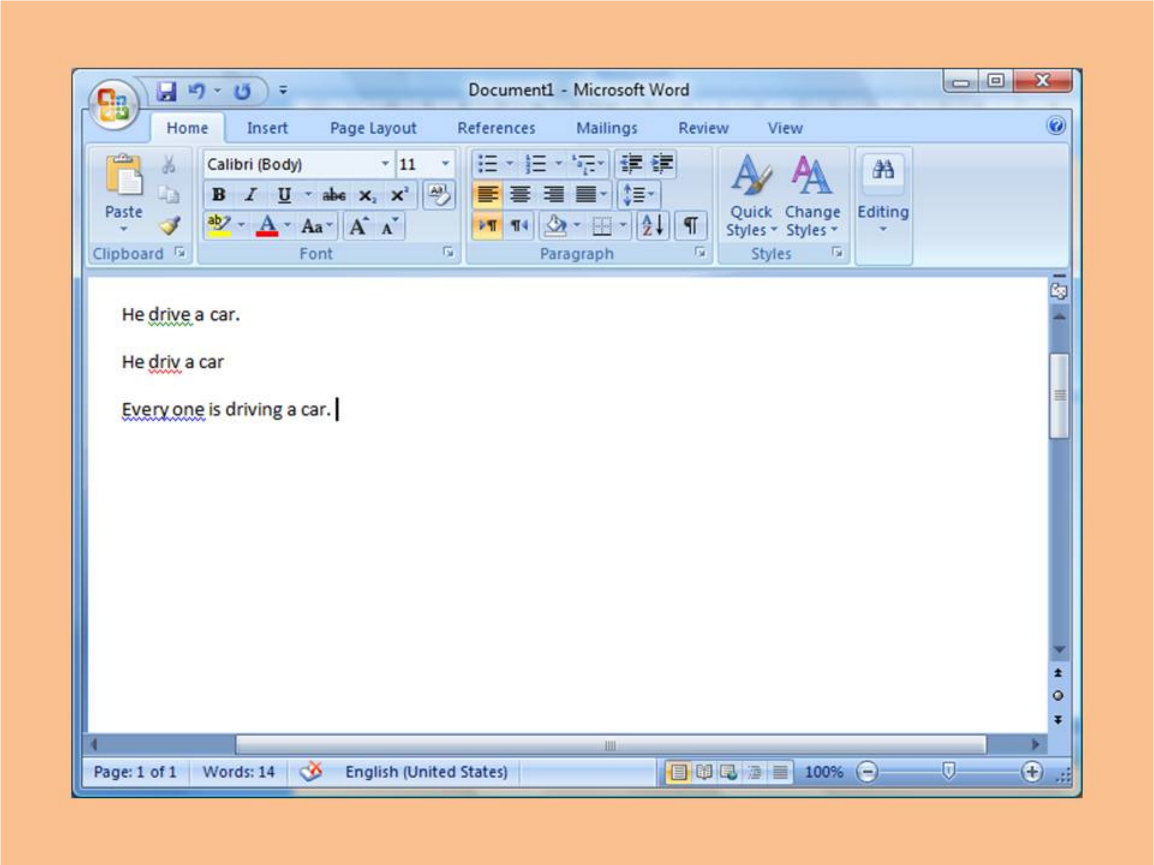
Many students, especially ESL students, hope to write an academic essay, paper, or any academic writing that is free of spelling or grammar mistakes. Sometimes when we revise our work, we might miss or cannot recognize some of those mistakes, and for that reason, Microsoft Office Word has provided the world an awesome feature called Spelling and Grammar Checker. Spelling and Grammar Checker helps you avoid many common spelling and grammar errors in your word documents, and at the same time you may correct some of them.

2.4.2 Types of Errors

There are three different wavy underline colors that have three different meanings: green, red, and blue; the green wavy underline indicates grammatical error(s), the red wavy underline refers to spelling error(s), and the blue wavy underline refers to contextual error(s).

---

[4] This content is available online at <http://cnx.org/content/m36217/1.2/>.



Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Calibri (Body)
11
Font
Paragraph
Quick Styles
Change Styles
Styles
Editing
Page: 1 of 1
Words: 14
English (United States)
100%

He drive a car.

He driv a car

Every one is driving a car.

Figure 2.7

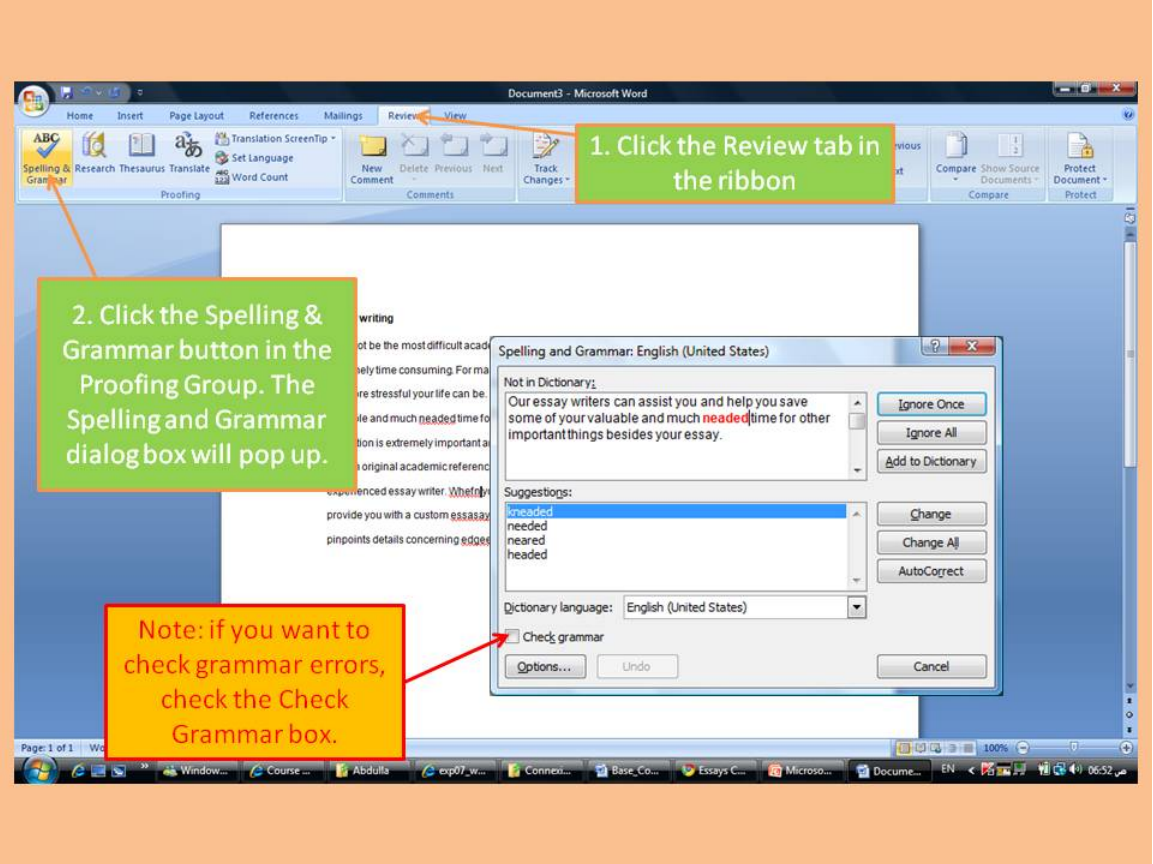
2.4.3 Auto Corrections

Microsoft Office Word has a feature that corrects some spelling errors automatically; for example, if you type "teh" instead of "the", the word "teh" will be adjusted automatically to "the". **However, the application cannot correct or find all grammar mistakes,** so you have to review your document thoroughly before printing the final draft, and make sure that your document does not have any spelling, grammatical, or contextual errors.

There are many methods to identify misspelled words or questionable grammar in your document: you may print your document and give it to someone else to correct it using a marker, or you may read your document aloud that helps you find some mistakes.

2.4.4 Using Spelling and Grammar Checker

To start Spelling and Grammar Checker, do the following steps:



1. Click the Review tab in the ribbon

2. Click the Spelling & Grammar button in the Proofing Group. The Spelling and Grammar dialog box will pop up.

Note: if you want to check grammar errors, check the Check Grammar box.

Spelling and Grammar: English (United States)

Not in Dictionary:

Our essay writers can assist you and help you save some of your valuable and much neaded time for other important things besides your essay.

Suggestions:

- kneaded
- needed
- neared
- headed

Dictionary language: English (United States)

☐ Check grammar

Document3 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Spelling & Grammar
Research
Thesaurus
Translate
Translation ScreenTip
Set Language
Word Count
Proofing
New Comment
Delete
Previous
Next
Comments
Track Changes
Compare
Show Source Documents
Compare
Protect Document
Protect
Ignore Once
Ignore All
Add to Dictionary
Change
Change All
AutoCorrect
Options...
Undo
Cancel
Page: 1 of 1
100%
EN
06:52

Figure 2.8

Then, choose the appropriate options. Once you finish, click the X button on the right top corner of the Spelling and Grammar dialog box to close the dialog box.

Chapter 3

Improving

3.1 Selecting Text and Applying Effects[1]

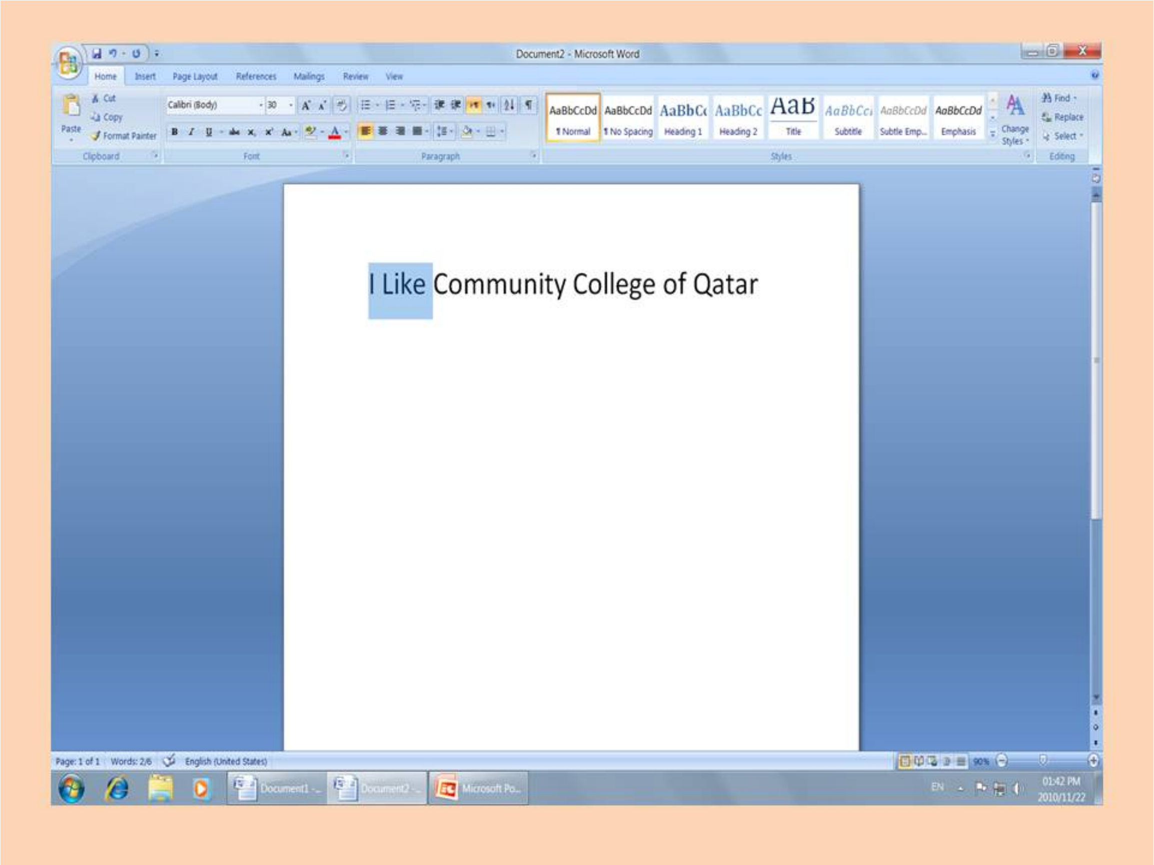
3.1.1 Selecting Text

If you want to **select** a text you have to:-

- Move insertion point to the word that you want to select
- left click in the mouse and select the wanted text

---

[1] This content is available online at <http://cnx.org/content/m36220/1.1/>.


Document2 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
30
Font
Paragraph
1 Normal
1 No Spacing
Heading 1
Heading 2
Title
Subtitle
Subtle Emp...
Emphasis
Change Styles
Styles
Find
Replace
Select
Editing
Page: 1 of 1
Words: 2/6
English (United States)
90%
Document1 - ...
Document2 - ...
Microsoft Po...
EN
01:42 PM
2010/11/22

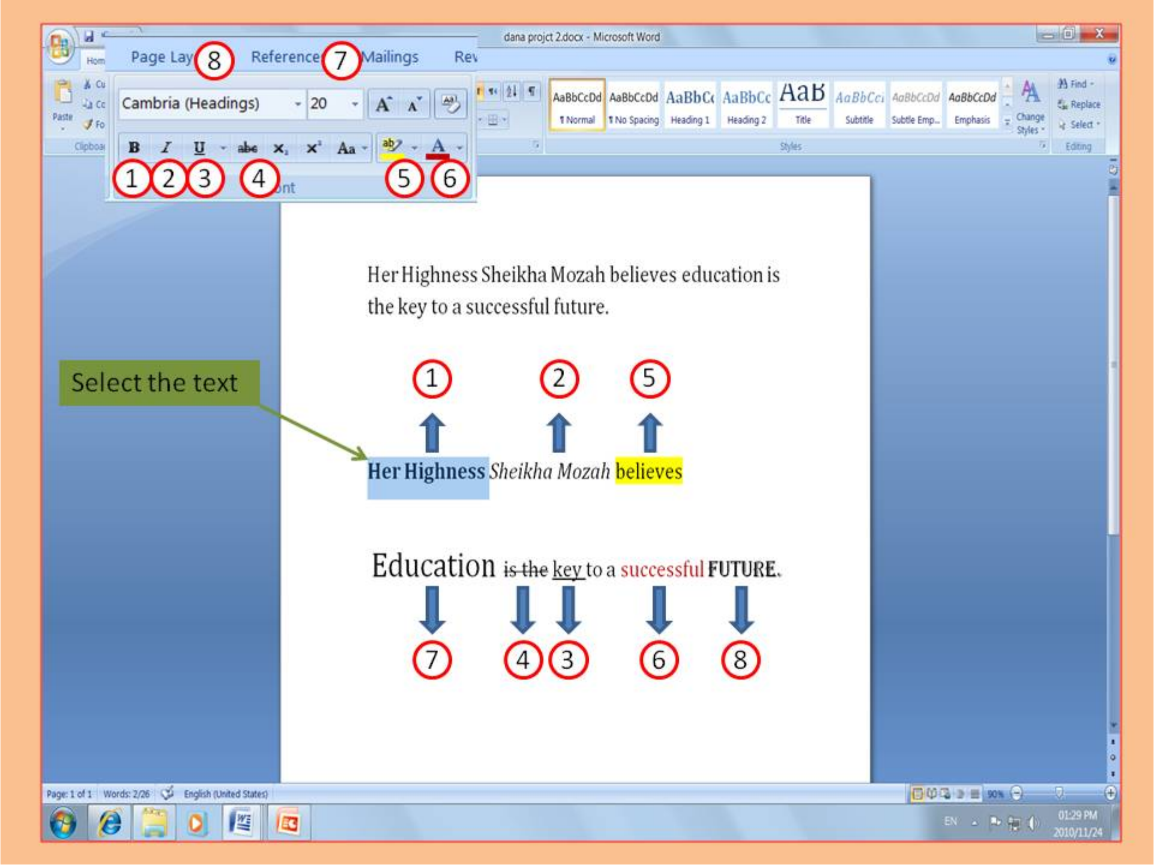
I Like Community College of Qatar

Figure 3.1

3.1.2 Applying Effects

If you want to **apply effect** in your text:-

- From the **font** box which is placed in **home** tab you can apply effects in your text such as, font, size, bold, underlined, italic . . .
- You have to select the text, and then press the icon that you desire.


dana projct 2.docx - Microsoft Word
Page Lay
Reference
Mailings
Cambria (Headings)
20
1
2
3
4
5
6
7
8
Select the text

Her Highness Sheikha Mozah believes education is the key to a successful future.

Her Highness Sheikha Mozah believes

Education ~~is the~~ key to a successful FUTURE.

Figure 3.2

The explanations for these numbers are:-

1. **Bold**: to make your type apper **like this.**
2. **Italic**: to make your type face curve or (bend) to the right *like this.*
3. **Underline**: to make a line below your text Like this.
4. **Strikethrough**: to cross the text or make a line at the middle of the text.
5. **Highlight color**: to highlight a text.
6. **Font color**: to change the font color.
7. **Font size:** to change the text size.
8. **Font:** to change the font hand writing or style**.**

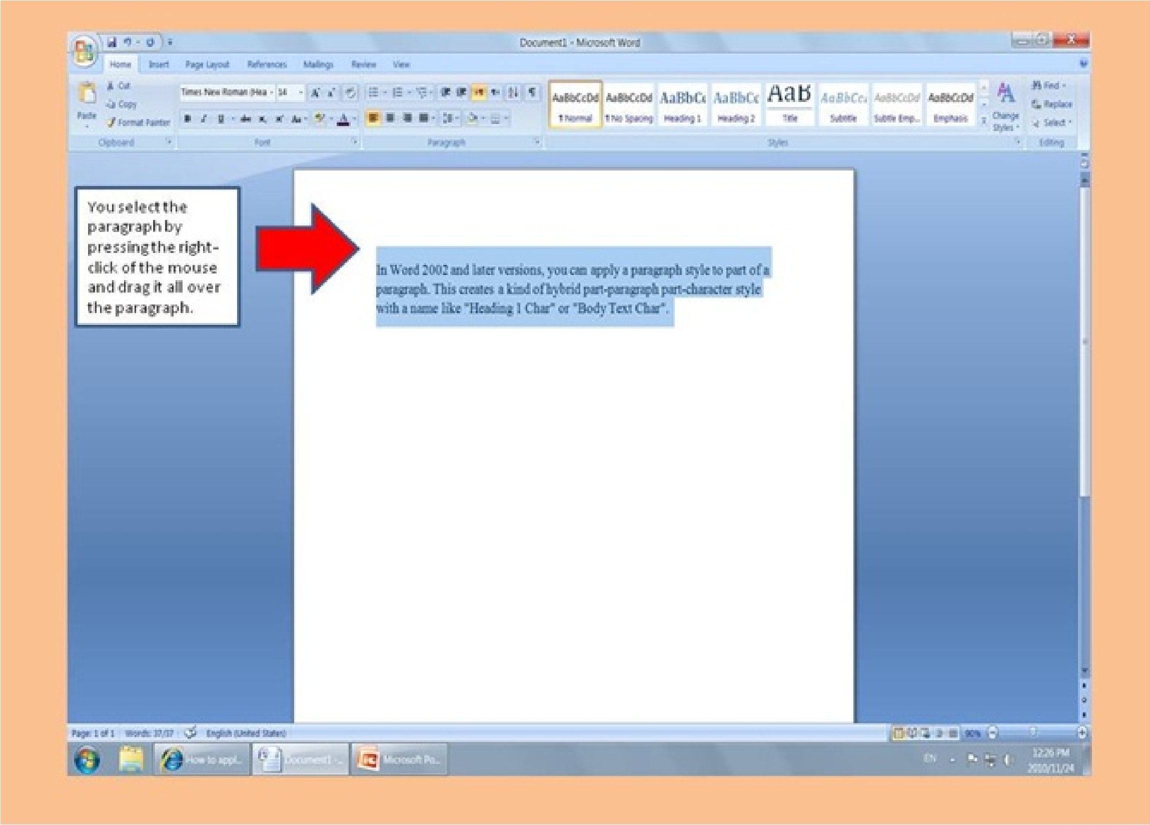
3.2 Styles[2]

All formatting in Microsoft Word is controlled by styles. A style is a set of formatting instructions. Word applies the formatting instructions when you apply a style. Microsoft Word comes with dozens of built-in styles.

---

[2] This content is available online at <http://cnx.org/content/m36247/1.1/>.

Here are the steps of applying a style:
Step 1: Select the text.



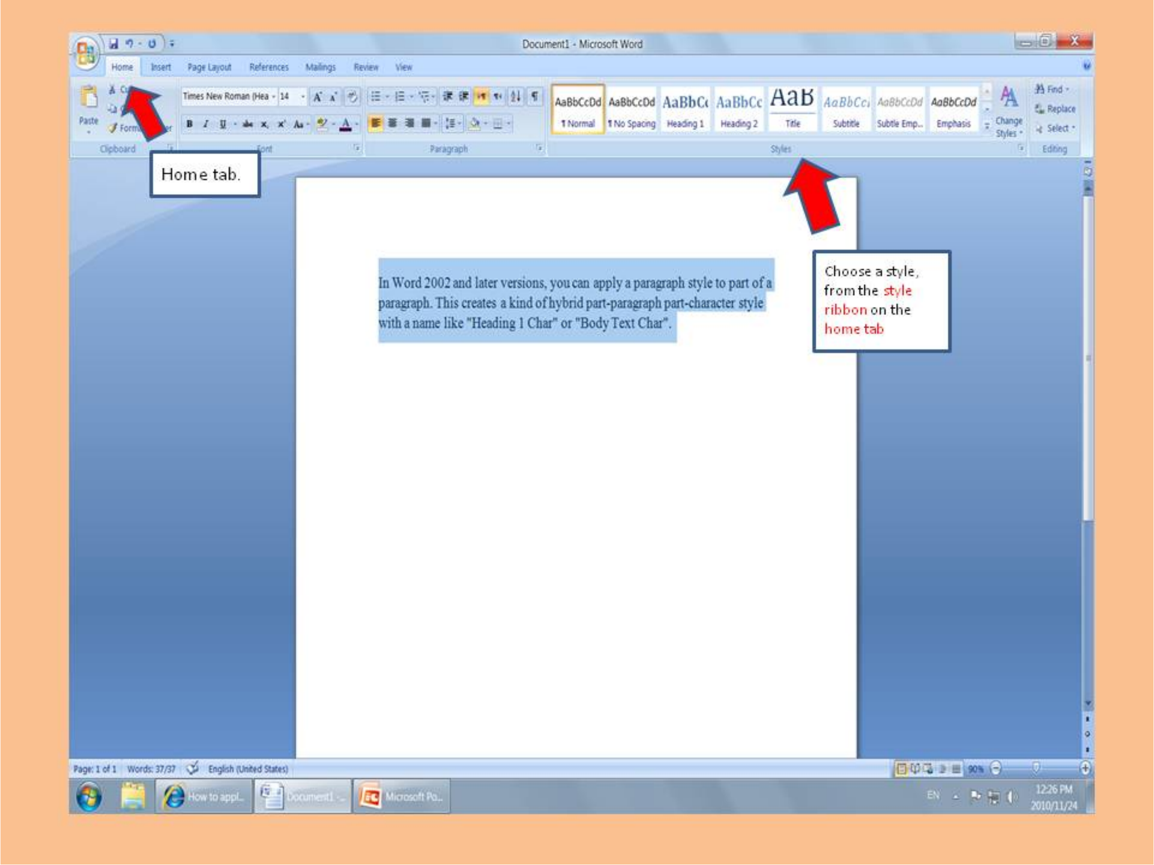
You select the paragraph by pressing the right-click of the mouse and drag it all over the paragraph.

In Word 2002 and later versions, you can apply a paragraph style to part of a paragraph. This creates a kind of hybrid part-paragraph part-character style with a name like "Heading 1 Char" or "Body Text Char".

Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Normal
No Spacing
Heading 1
Heading 2
Title
Subtitle
Subtle Emp...
Emphasis
Change Styles
Find
Replace
Select

Figure 3.3

Step 2: Apply the style: using the mouse.


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Paste
Clipboard
Times New Roman (Hea
14
Font
Paragraph
AaBbCcDd ¶ Normal
AaBbCcDd ¶ No Spacing
AaBbCc Heading 1
AaBbCc Heading 2
AaB Title
AaBbCc Subtitle
AaBbCcDd Subtle Emp...
AaBbCcDd Emphasis
Change Styles
Styles
Find
Replace
Select
Editing
Page: 1 of 1
Words: 37/37
English (United States)
90%
How to appl...
Document1 -...
Microsoft Po...
EN
12:26 PM
2010/11/24

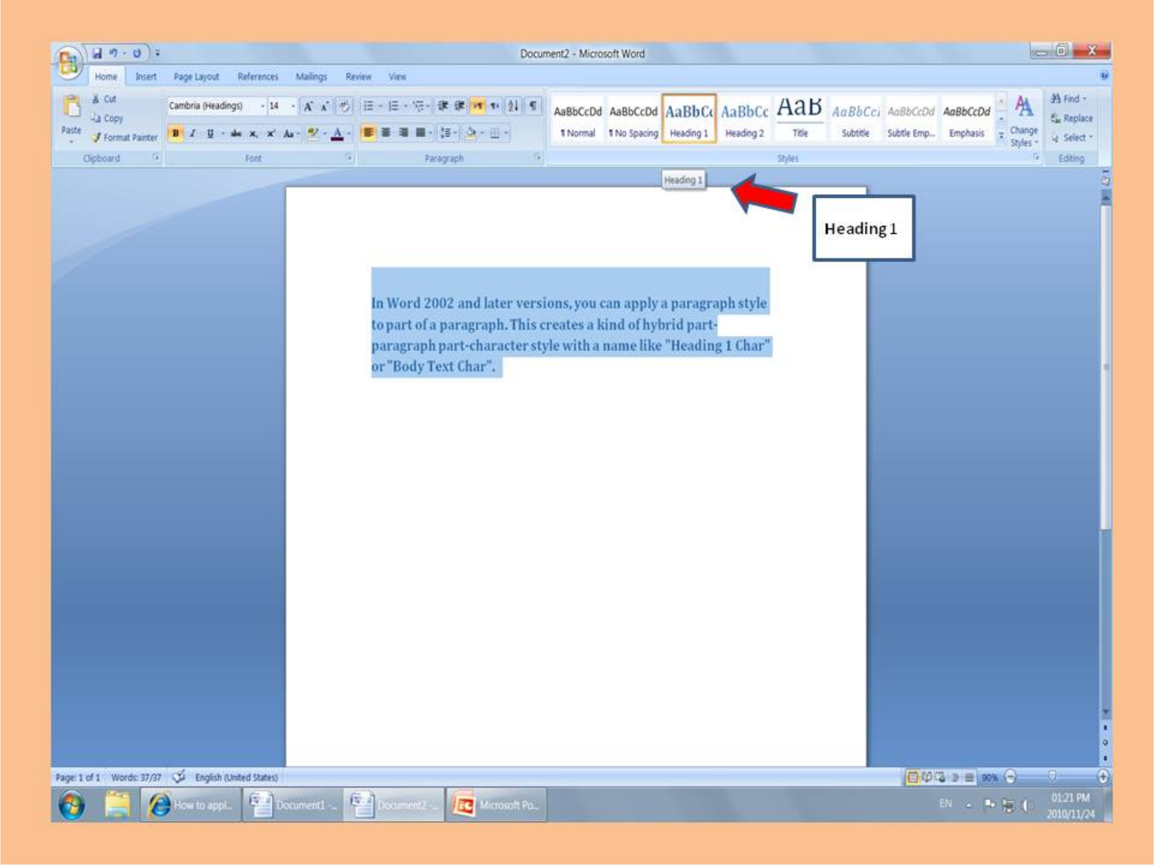
In Word 2002 and later versions, you can apply a paragraph style to part of a paragraph. This creates a kind of hybrid part-paragraph part-character style with a name like "Heading 1 Char" or "Body Text Char".

Home tab.

Choose a style, from the style ribbon on the home tab

Figure 3.4

The results when choosing Heading 1:



In Word 2002 and later versions, you can apply a paragraph style to part of a paragraph. This creates a kind of hybrid part-paragraph part-character style with a name like "Heading 1 Char" or "Body Text Char".

Document2 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Heading 1
Heading 1

Figure 3.5

3.3 Using the Thesaurus[3]

What is a Thesaurus: A thesaurus is a reference work[4] that lists words grouped together according to similarity of meaning (containing synonyms[5] and sometimes antonyms[6]), in contrast to a dictionary[7] , which contains definitions[8] and pronunciations[9] .

---

[3] This content is available online at <http://cnx.org/content/m36213/1.2/>.

[4] http://en.wikipedia.org/wiki/Reference_work

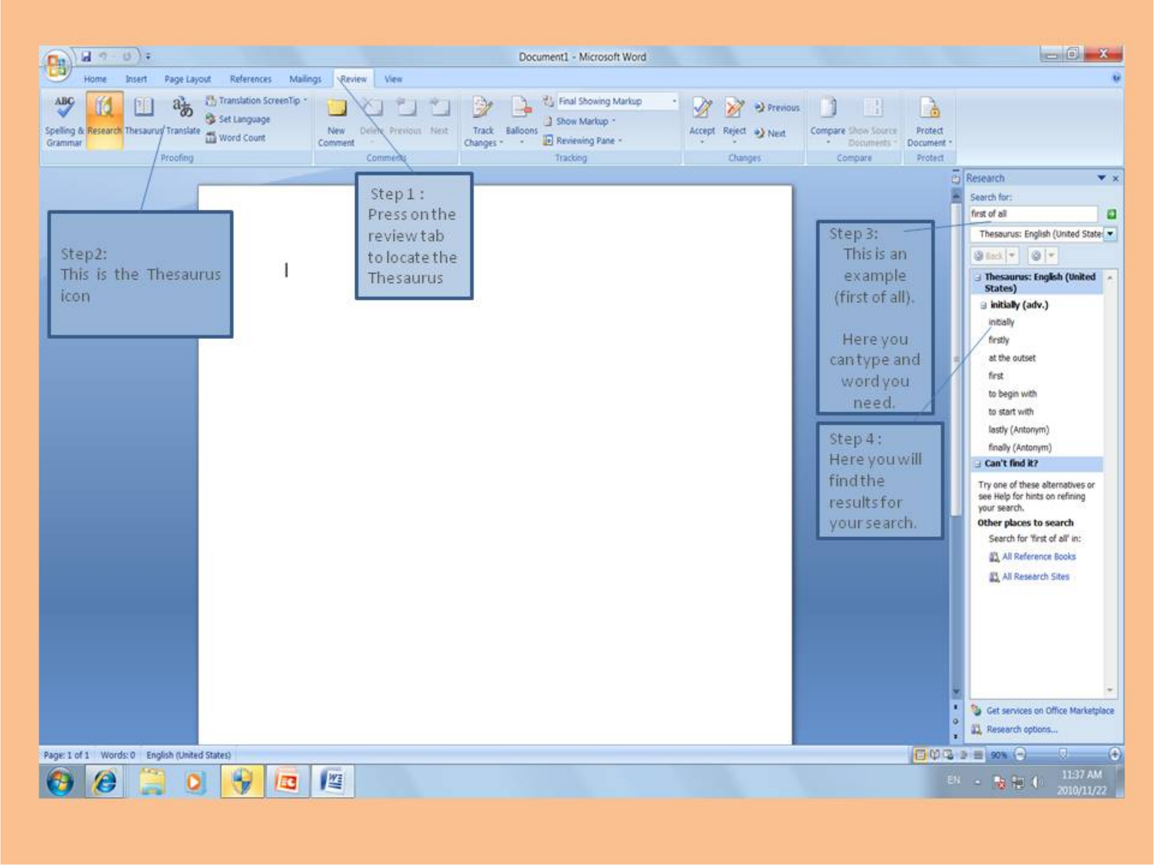
[5] http://en.wikipedia.org/wiki/Synonyms

[6] http://en.wikipedia.org/wiki/Antonyms

[7] http://en.wikipedia.org/wiki/Dictionary

[8] http://en.wikipedia.org/wiki/Definitions

[9] http://en.wikipedia.org/wiki/Pronunciations


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Spelling & Grammar
Research
Thesaurus
Translate
Translation ScreenTip
Set Language
Word Count
Proofing
New Comment
Delete
Previous
Next
Comments
Track Changes
Balloons
Final Showing Markup
Show Markup
Reviewing Pane
Tracking
Accept
Reject
Previous
Next
Changes
Compare
Show Source Documents
Compare
Protect Document
Protect
Research
Back
Get services on Office Marketplace
Research options...
Page: 1 of 1
Words: 0
English (United States)
90%
EN
11:37 AM
2010/11/22

Step 1 : Press on the review tab to locate the Thesaurus

Step2: This is the Thesaurus icon

Step 3: This is an example (first of all). Here you can type and word you need.

Step 4: Here you will find the results for your search.

Search for: first of all

Thesaurus: English (United States)

Thesaurus: English (United States)

initially (adv.)
initially
firstly
at the outset
first
to begin with
to start with
lastly (Antonym)
finally (Antonym)

Can't find it?

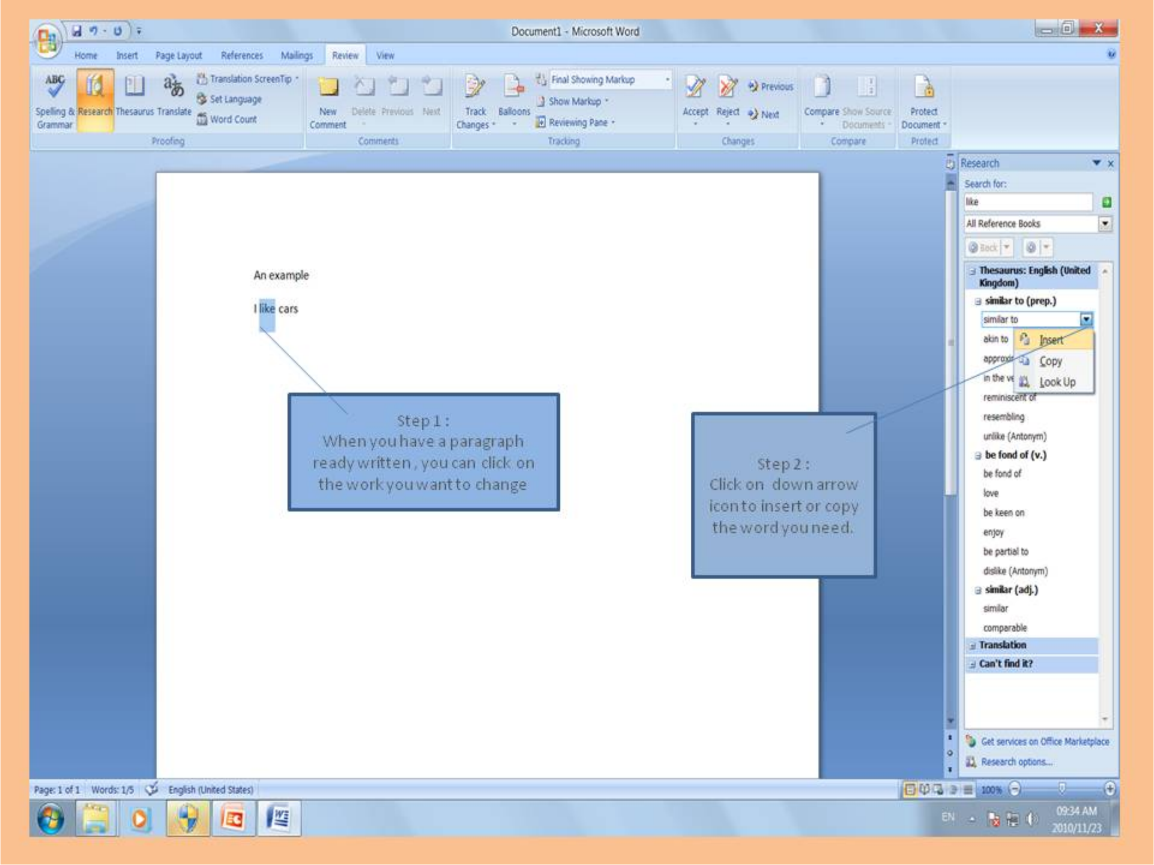
Try one of these alternatives or see Help for hints on refining your search.

Other places to search

Search for 'first of all' in:
All Reference Books
All Research Sites

Figure 3.6

Here are the first basic steps on how to use the thesaurus.


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Spelling & Grammar
Research
Thesaurus
Translate
Translation ScreenTip
Set Language
Word Count
Proofing
New Comment
Delete
Previous
Next
Comments
Track Changes
Balloons
Final Showing Markup
Show Markup
Reviewing Pane
Tracking
Accept
Reject
Previous
Next
Changes
Compare
Show Source Documents
Compare
Protect Document
Protect
Research
Search for:
All Reference Books
Back
Thesaurus: English (United Kingdom)
similar to (prep.)
akin to
Insert
Copy
Look Up
reminiscent of
resembling
unlike (Antonym)
be fond of (v.)
be fond of
love
be keen on
enjoy
be partial to
dislike (Antonym)
similar (adj.)
similar
comparable
Translation
Can't find it?
Get services on Office Marketplace
Research options...
Page: 1 of 1
Words: 1/5
English (United States)
100%
EN
09:34 AM
2010/11/23

An example

I like cars

Search for: like

Step 1 :
When you have a paragraph ready written , you can click on the work you want to change

Step 2 :
Click on down arrow icon to insert or copy the word you need.

Figure 3.7

Here its explaining on when you have a paragraph written instead of typing the word in the search bar, you can just click on the word you want to change.

Chapter 4

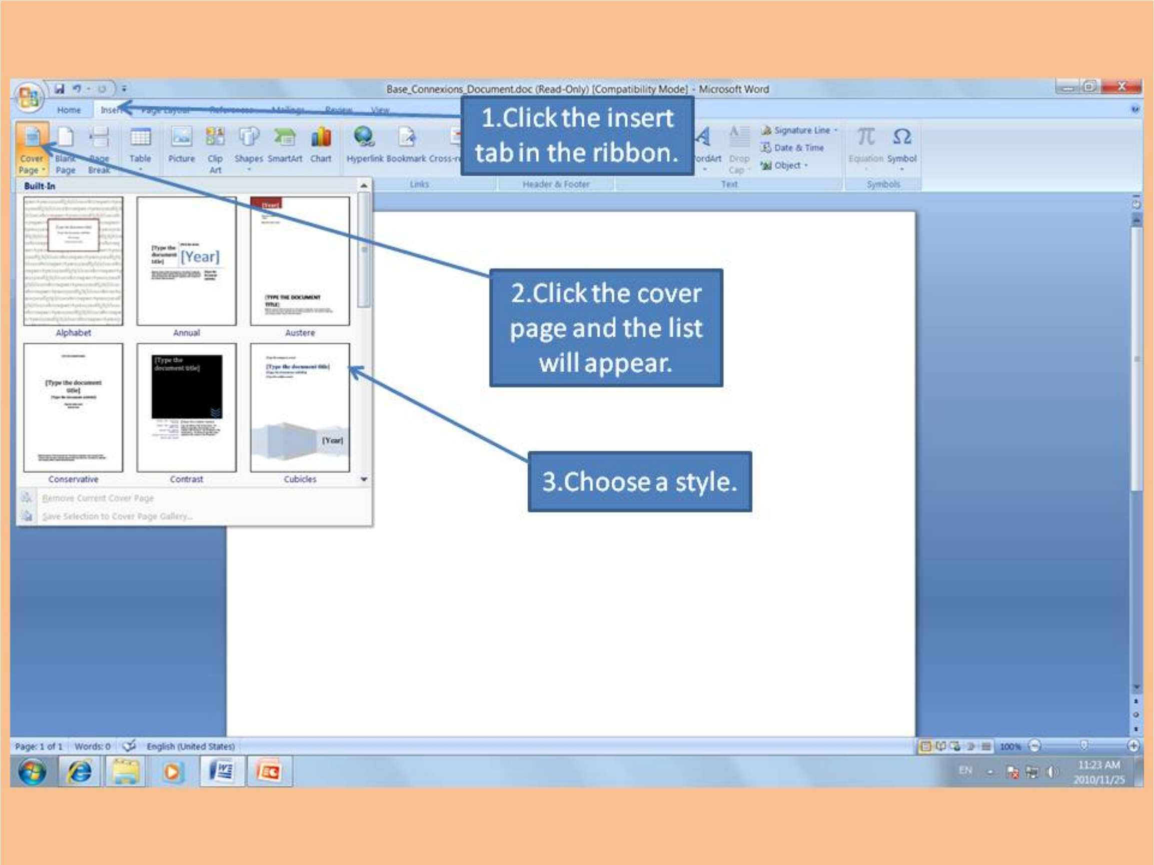
Printing

4.1 Title Page[1]

Most research papers have a title page (sometimes called a cover page). The slide below shows simple instructions to make a title page.

---

[1] This content is available online at <http://cnx.org/content/m36281/1.1/>.


Base_Connexions_Document.doc (Read-Only) [Compatibility Mode] - Microsoft Word
Home
Insert
Cover Page
Blank Page
Page Break
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Hyperlink
Bookmark
Signature Line
Date & Time
Object
Equation
Symbol
Built-In
Alphabet
Annual
Austere
Conservative
Contrast
Cubicles
Remove Current Cover Page
Save Selection to Cover Page Gallery...
Page: 1 of 1
Words: 0
English (United States)
100%
11:23 AM
2010/11/25

1.Click the insert tab in the ribbon.

2.Click the cover page and the list will appear.

3.Choose a style.

Figure 4.1

4.2 Headers and Footers[2]

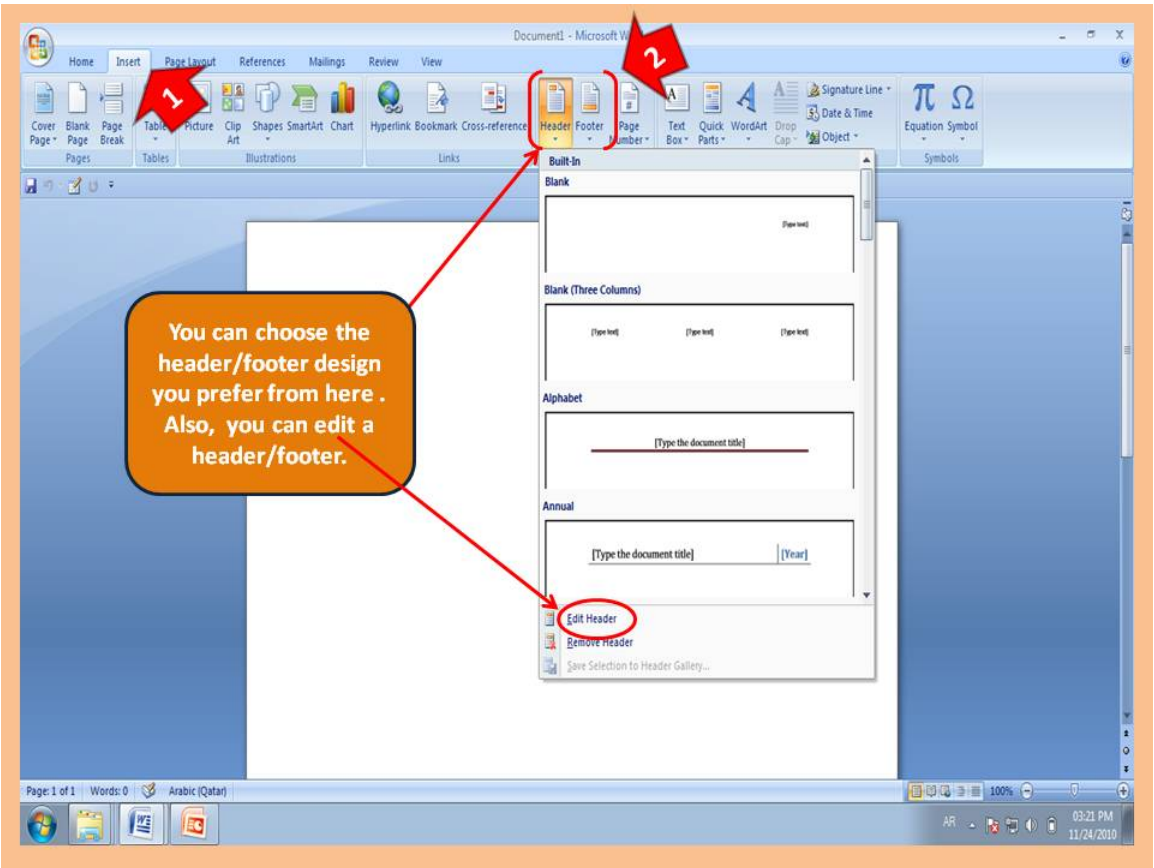
Header and Footer are to insert whatever you need (such as page numbers, title, date. . .Etc.) into the head (top) and the foot (bottom) of each page. However, the main purpose for the header and footer is to add various scripts to track the access to the blog (such as Google. . .Etc.).

To create a header or a footer:

(1) Click the Insert tab.
(2) Click on the Header/Footer pop-down menu.

---

[2] This content is available online at <http://cnx.org/content/m36219/1.1/>.



You can choose the header/footer design you prefer from here . Also, you can edit a header/footer.

1
2
Document1 - Microsoft W
Home
Insert
Page Layout
References
Mailings
Review
View
Cover Page
Blank Page
Page Break
Table
Picture
Clip Art
Shapes
SmartArt
Chart
Hyperlink
Bookmark
Cross-reference
Header
Footer
Page Number
Text Box
Quick Parts
WordArt
Drop Cap
Signature Line
Date & Time
Object
Equation
Symbol
Pages
Tables
Illustrations
Links
Symbols
Built-In
Blank
[Type text]
Blank (Three Columns)
[Type text]
[Type text]
[Type text]
Alphabet
[Type the document title]
Annual
[Type the document title]
[Year]
Edit Header
Remove Header
Save Selection to Header Gallery...
Page: 1 of 1
Words: 0
Arabic (Qatar)
100%
AR
03:21 PM
11/24/2010

Figure 4.2

After you insert the header/footer, type in header or footer whatever you like. . .

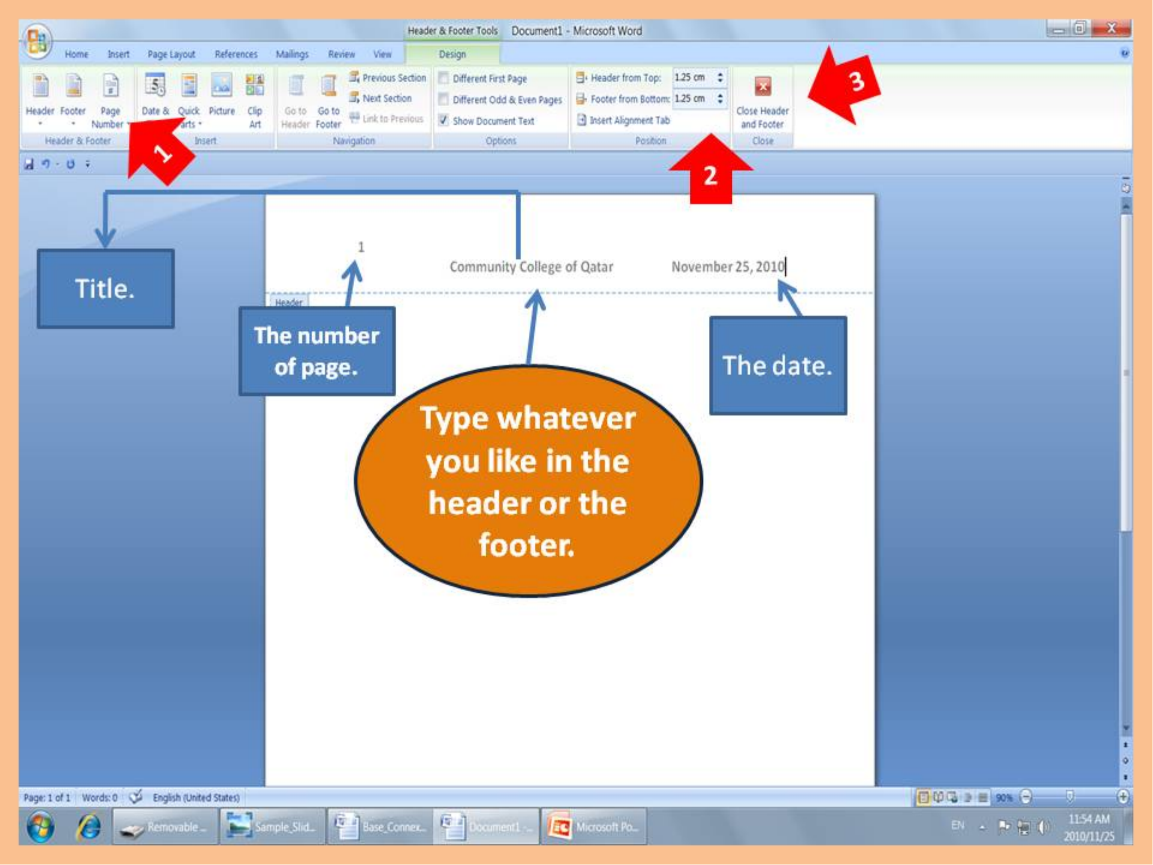

Header & Footer Tools
Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Design
Header
Footer
Page Number
Date & Time
Quick Parts
Picture
Clip Art
Header & Footer
Insert
Go to Header
Go to Footer
Previous Section
Next Section
Link to Previous
Navigation
Different First Page
Different Odd & Even Pages
Show Document Text
Options
Header from Top: 1.25 cm
Footer from Bottom: 1.25 cm
Insert Alignment Tab
Position
Close Header and Footer
Close
1
2
3
Title.
1
Community College of Qatar
November 25, 2010
Header
The number of page.
Type whatever you like in the header or the footer.
The date.
Page: 1 of 1
Words: 0
English (United States)
90%
11:54 AM
2010/11/25

Figure 4.3

(1) You can insert page numbers as it shown in the picture above by choosing the design you like.

(2) Also, you can change the height of the Header/footer from the Position group as it shown in the picture above.

(3) After finishing editing the header/footer, to exit click the (" Close Header and Footer", the red X next to the Position group).

4.3 Citations with Footnotes or Endnotes[3]

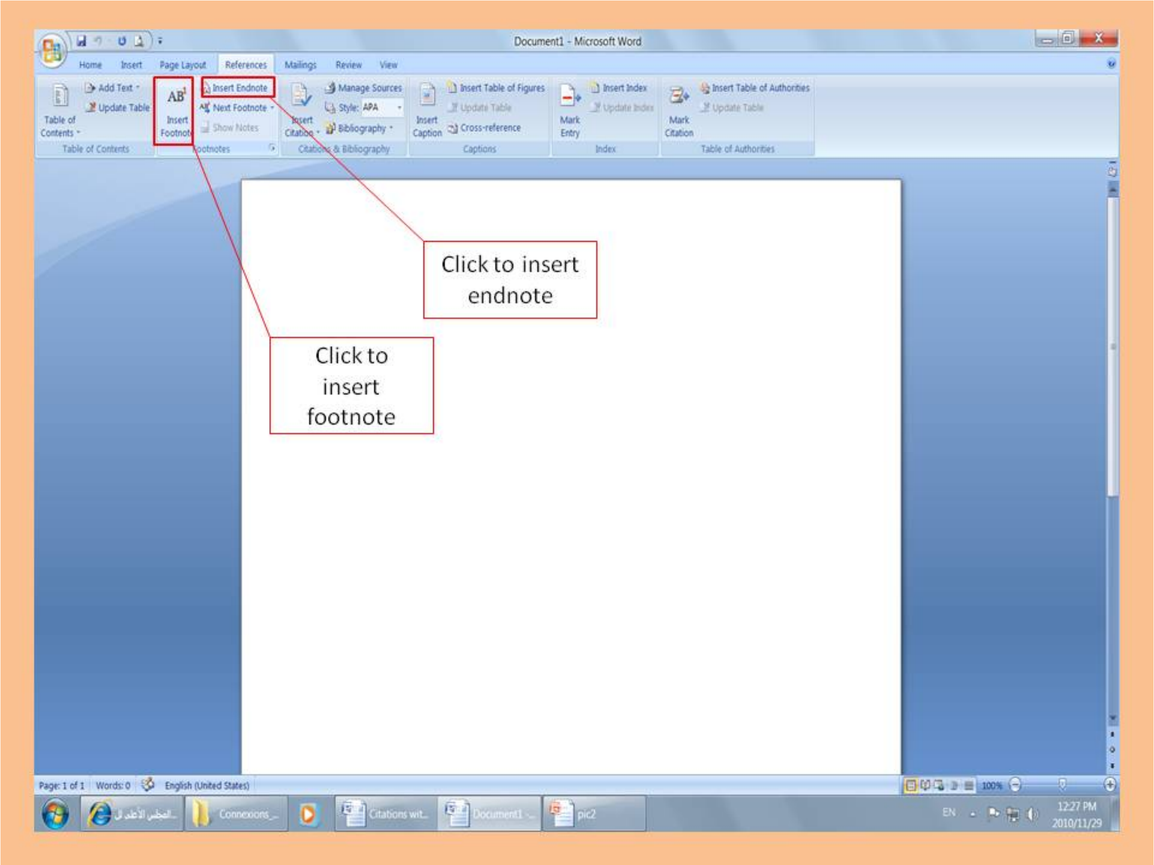
Footnotes and endnotes make it easy to give credit to your sources or to add explanatory material. A footnote appears at the end of the page, and the endnote appears at the end of the document. Footnotes and endnotes are also used for additional information about a topic.

To insert footnote or endnote do the following as shown in figure below:

1. Place the pointer where you want to insert the reference note.
2. Go to the references tab.
3. In the Footnotes group, click Insert Footnote or Insert Endnote.
4. Type your text, and click back to the text.

---

[3] This content is available online at <http://cnx.org/content/m36291/1.1/>.


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Table of Contents
Add Text
Update Table
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Footnotes
Insert Citation
Manage Sources
Style: APA
Bibliography
Citations & Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Captions
Mark Entry
Insert Index
Update Index
Index
Mark Citation
Insert Table of Authorities
Update Table
Table of Authorities
Page: 1 of 1
Words: 0
English (United States)
100%
12:27 PM
2010/11/29

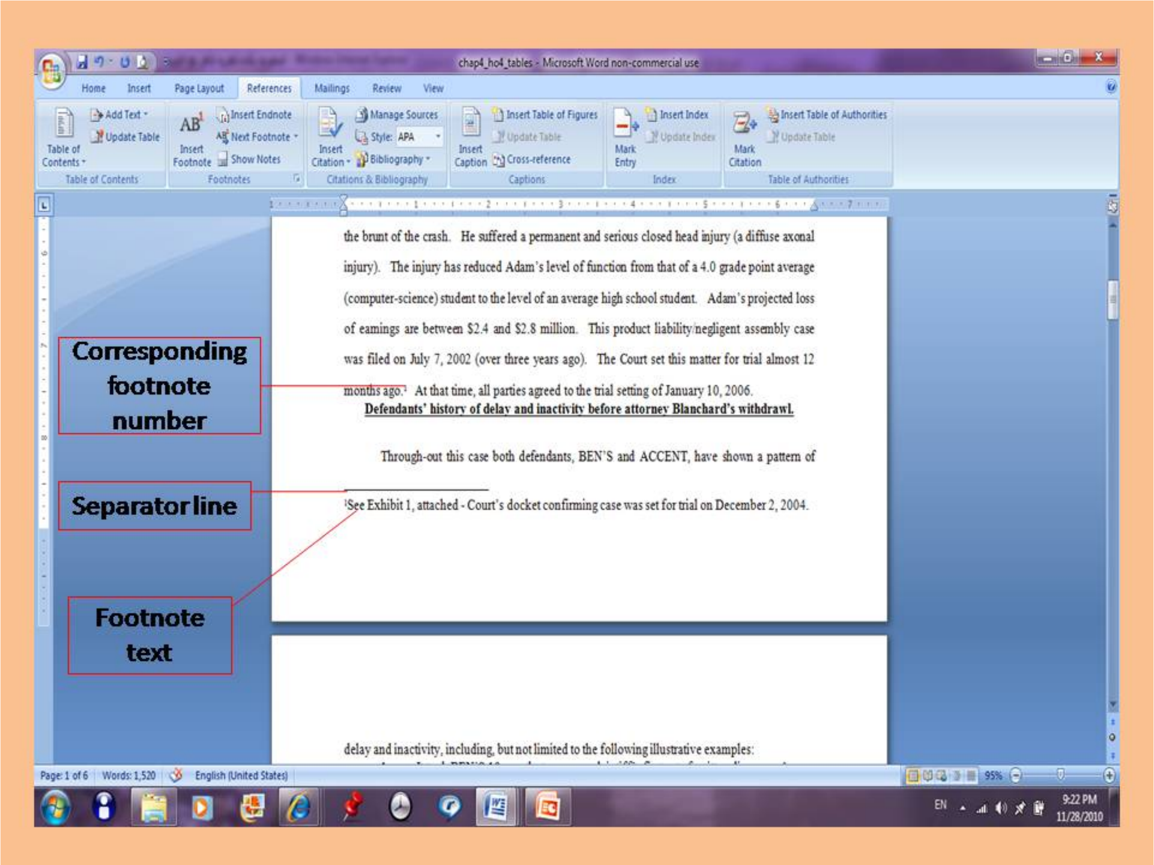
Click to insert endnote

Click to insert footnote

Figure 4.4

Automatically, Word places footnotes at the end of each page and endnotes at the end of the document.

Footnotes and endnotes are both separated from the body text by a short horizontal line. Both footnotes and endnotes contain a note reference mark in the body text to indicate that additional information as shown in figures below. The footnote uses sequenced numerals (1, 2 . . .) and the endnote uses sequenced Roman numerals (i, ii...). If add or delete notes, numbers automatically modified.



chap4_ho4_tables - Microsoft Word non-commercial use
Home
Insert
Page Layout
References
Mailings
Review
View
Table of Contents
Add Text
Update Table
Table of Contents
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Footnotes
Insert Citation
Manage Sources
Style: APA
Bibliography
Citations & Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Captions
Mark Entry
Insert Index
Update Index
Index
Mark Citation
Insert Table of Authorities
Update Table
Table of Authorities
Corresponding footnote number
Separator line
Footnote text
Page: 1 of 6
Words: 1,520
English (United States)
95%
EN
9:22 PM
11/28/2010

the brunt of the crash. He suffered a permanent and serious closed head injury (a diffuse axonal injury). The injury has reduced Adam's level of function from that of a 4.0 grade point average (computer-science) student to the level of an average high school student. Adam's projected loss of earnings are between $2.4 and $2.8 million. This product liability/negligent assembly case was filed on July 7, 2002 (over three years ago). The Court set this matter for trial almost 12 months ago.[1] At that time, all parties agreed to the trial setting of January 10, 2006.

Defendants' history of delay and inactivity before attorney Blanchard's withdrawl.

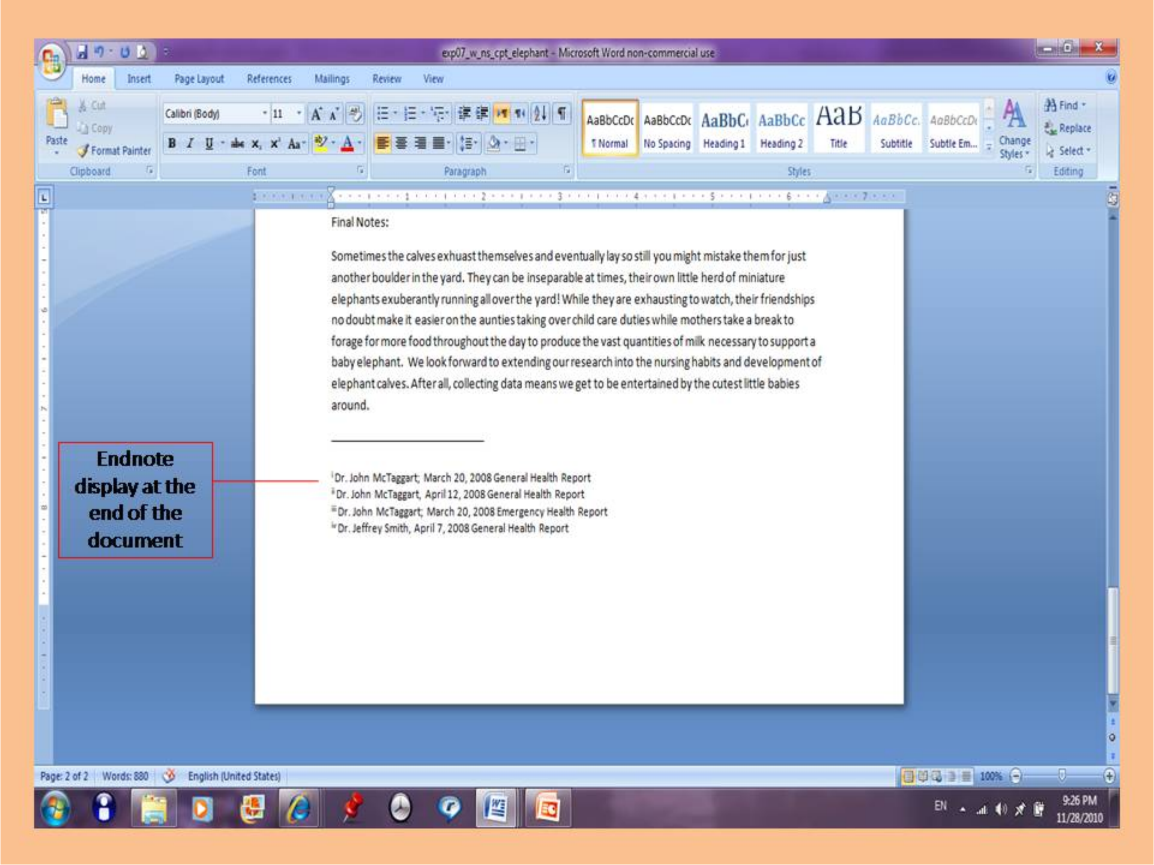
Through-out this case both defendants, BEN'S and ACCENT, have shown a pattern of

---

[1] See Exhibit 1, attached - Court's docket confirming case was set for trial on December 2, 2004.

delay and inactivity, including, but not limited to the following illustrative examples:

Figure 4.5


exp07_w_ns_cpt_elephant - Microsoft Word non-commercial use
Home
Insert
Page Layout
References
Mailings
Review
View
Endnote display at the end of the document
Page: 2 of 2
Words: 880
English (United States)

Final Notes:

Sometimes the calves exhuast themselves and eventually lay so still you might mistake them for just another boulder in the yard. They can be inseparable at times, their own little herd of miniature elephants exuberantly running all over the yard! While they are exhausting to watch, their friendships no doubt make it easier on the aunties taking over child care duties while mothers take a break to forage for more food throughout the day to produce the vast quantities of milk necessary to support a baby elephant. We look forward to extending our research into the nursing habits and development of elephant calves. After all, collecting data means we get to be entertained by the cutest little babies around.

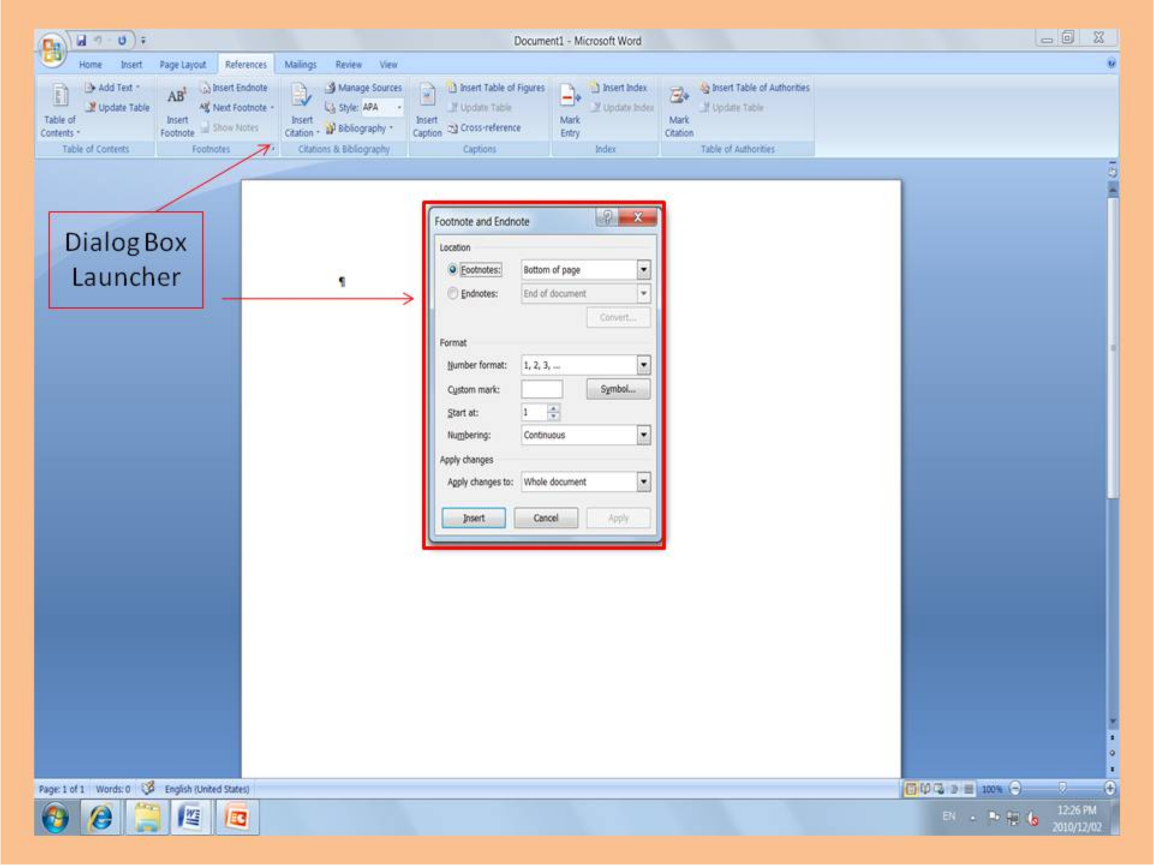
---

[i] Dr. John McTaggart; March 20, 2008 General Health Report
[ii] Dr. John McTaggart, April 12, 2008 General Health Report
[iii] Dr. John McTaggart; March 20, 2008 Emergency Health Report
[iv] Dr. Jeffrey Smith, April 7, 2008 General Health Report

Figure 4.6

Note text can be formatted as any other text. You can change its color, size, style, etc. You can easily modify your notes simply by clicking inside the note and edit it. To delete note select its note reference number in the text and press Delete.

Also you can modify it by clicking the Footnote and Endnote Dialog box launcher. Use the dialog box launcher (a little box with an arrow) at the lower-right corner of the Footnotes group of the References tab.


Document1 - Microsoft Word
Home
Insert
Page 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 Table of Figures
Update Table
Cross-reference
Insert Caption
Captions
Insert Index
Update Index
Mark Entry
Index
Insert Table of Authorities
Update Table
Mark Citation
Table of Authorities
Dialog Box Launcher
Page: 1 of 1
Words: 0
English (United States)
100%
EN
12:26 PM
2010/12/02

Footnote and Endnote

Location

● Footnotes: Bottom of page

○ Endnotes: End of document

Format

Number format: 1, 2, 3, ...

Custom mark:

Start at: 1

Numbering: Continuous

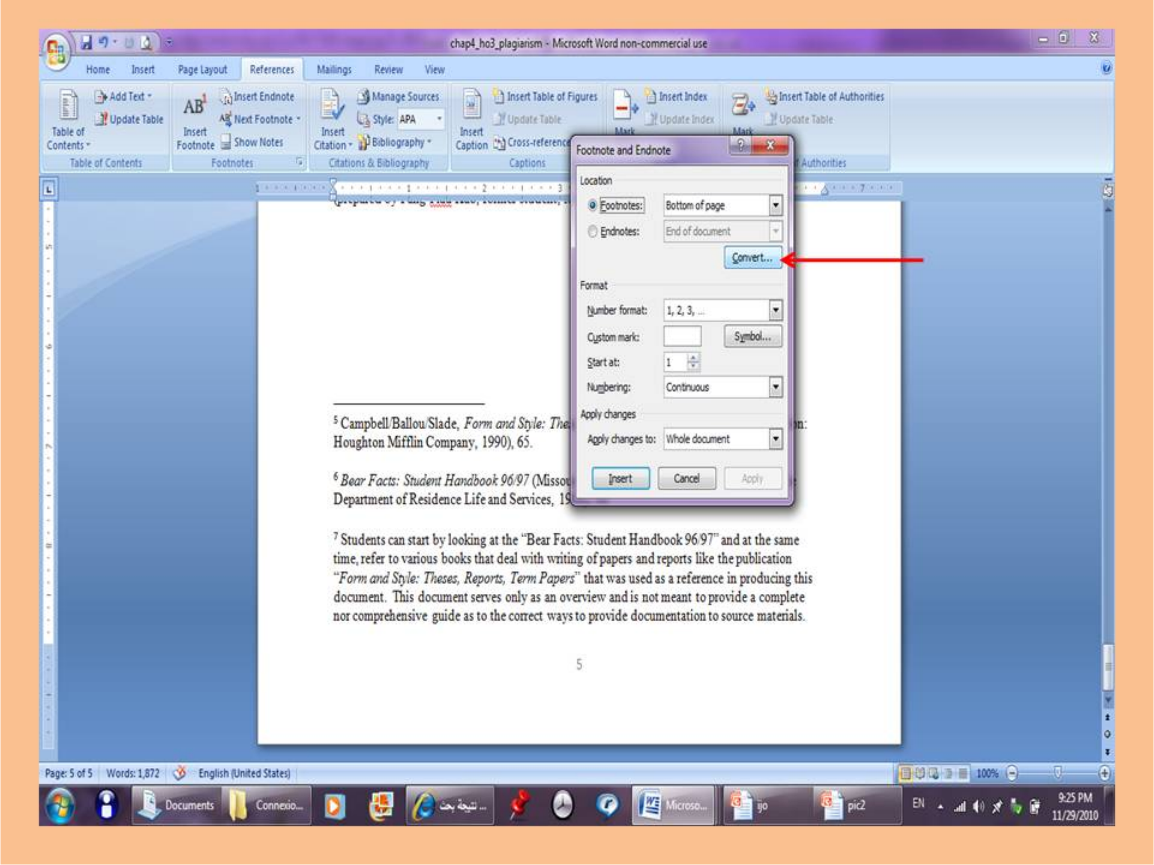
Apply changes

Apply changes to: Whole document

Convert...
Symbol...
Insert
Cancel
Apply

Figure 4.7

To convert the footnote to endnote or opposite, click on convert in the Footnote and Endnote Dialog box launcher.


chap4_ho3_plagiarism - Microsoft Word non-commercial use
Home
Insert
Page 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 Table of Figures
Update Table
Cross-reference
Insert Caption
Captions
Insert Index
Update Index
Mark
Insert Table of Authorities
Update Table
Authorities
Footnote and Endnote
Convert...
Symbol...
Insert
Cancel
Apply
Page: 5 of 5
Words: 1,872
English (United States)
100%
Documents
Connexio...
Microso...
ijo
pic2
EN
9:25 PM
11/29/2010

Location

Footnotes: Bottom of page

Endnotes: End of document

Format

Number format: 1, 2, 3, ...

Custom mark:

Start at: 1

Numbering: Continuous

Apply changes

Apply changes to: Whole document

[5] Campbell/Ballou/Slade, *Form and Style: The*
Houghton Mifflin Company, 1990), 65.

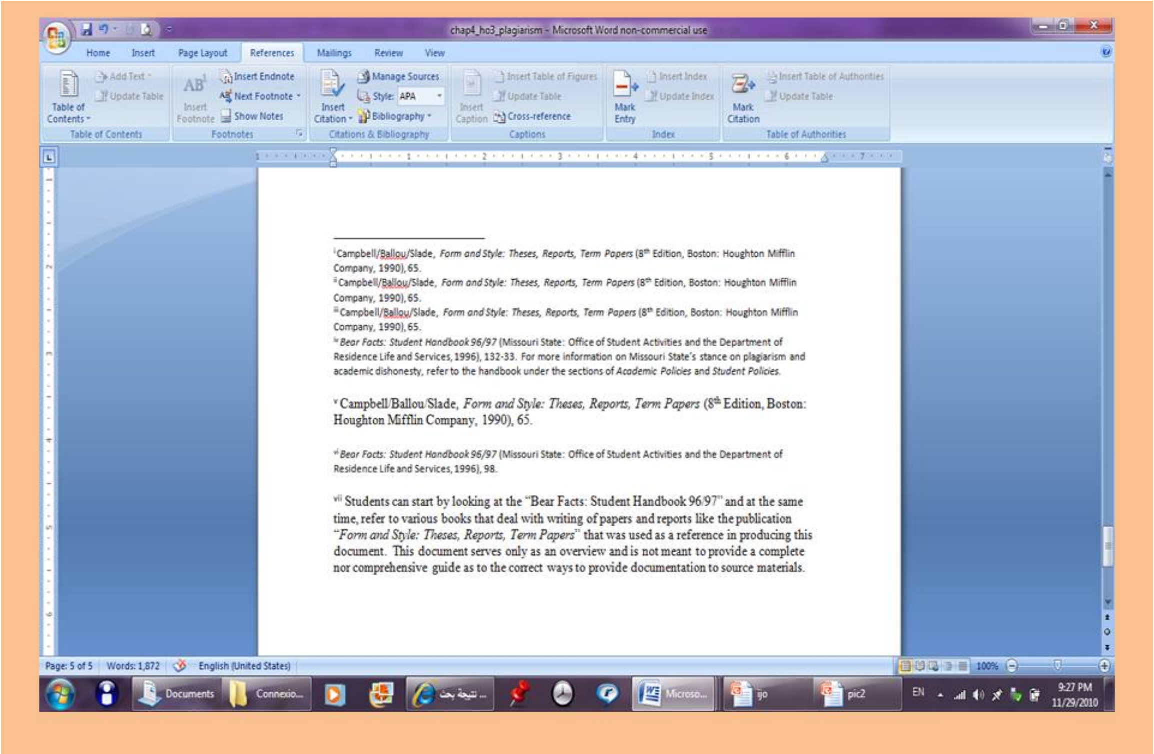
[6] *Bear Facts: Student Handbook 96/97* (Missou
Department of Residence Life and Services, 19

[7] Students can start by looking at the "Bear Facts: Student Handbook 96/97" and at the same time, refer to various books that deal with writing of papers and reports like the publication "*Form and Style: Theses, Reports, Term Papers*" that was used as a reference in producing this document. This document serves only as an overview and is not meant to provide a complete nor comprehensive guide as to the correct ways to provide documentation to source materials.

5

Figure 4.8

After converting:


chap4_ho3_plagiarism - Microsoft Word non-commercial use
Home
Insert
Page Layout
References
Mailings
Review
View
Table of Contents
Add Text
Update Table
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Insert Citation
Manage Sources
Style: APA
Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Mark Entry
Insert Index
Update Index
Mark Citation
Insert Table of Authorities
Update Table
Table of Contents
Footnotes
Citations & Bibliography
Captions
Index
Table of Authorities
Page: 5 of 5
Words: 1,872
English (United States)
100%
Documents
Connexio...
Microso...
ijo
pic2
EN
9:27 PM
11/29/2010

[i] Campbell/Ballou/Slade, *Form and Style: Theses, Reports, Term Papers* (8th Edition, Boston: Houghton Mifflin Company, 1990), 65.
[ii] Campbell/Ballou/Slade, *Form and Style: Theses, Reports, Term Papers* (8th Edition, Boston: Houghton Mifflin Company, 1990), 65.
[iii] Campbell/Ballou/Slade, *Form and Style: Theses, Reports, Term Papers* (8th Edition, Boston: Houghton Mifflin Company, 1990), 65.
[iv] *Bear Facts: Student Handbook 96/97* (Missouri State: Office of Student Activities and the Department of Residence Life and Services, 1996), 132-33. For more information on Missouri State's stance on plagiarism and academic dishonesty, refer to the handbook under the sections of *Academic Policies* and *Student Policies*.

[v] Campbell/Ballou/Slade, *Form and Style: Theses, Reports, Term Papers* (8th Edition, Boston: Houghton Mifflin Company, 1990), 65.

[vi] *Bear Facts: Student Handbook 96/97* (Missouri State: Office of Student Activities and the Department of Residence Life and Services, 1996), 98.

[vii] Students can start by looking at the "Bear Facts: Student Handbook 96/97" and at the same time, refer to various books that deal with writing of papers and reports like the publication "*Form and Style: Theses, Reports, Term Papers*" that was used as a reference in producing this document. This document serves only as an overview and is not meant to provide a complete nor comprehensive guide as to the correct ways to provide documentation to source materials.

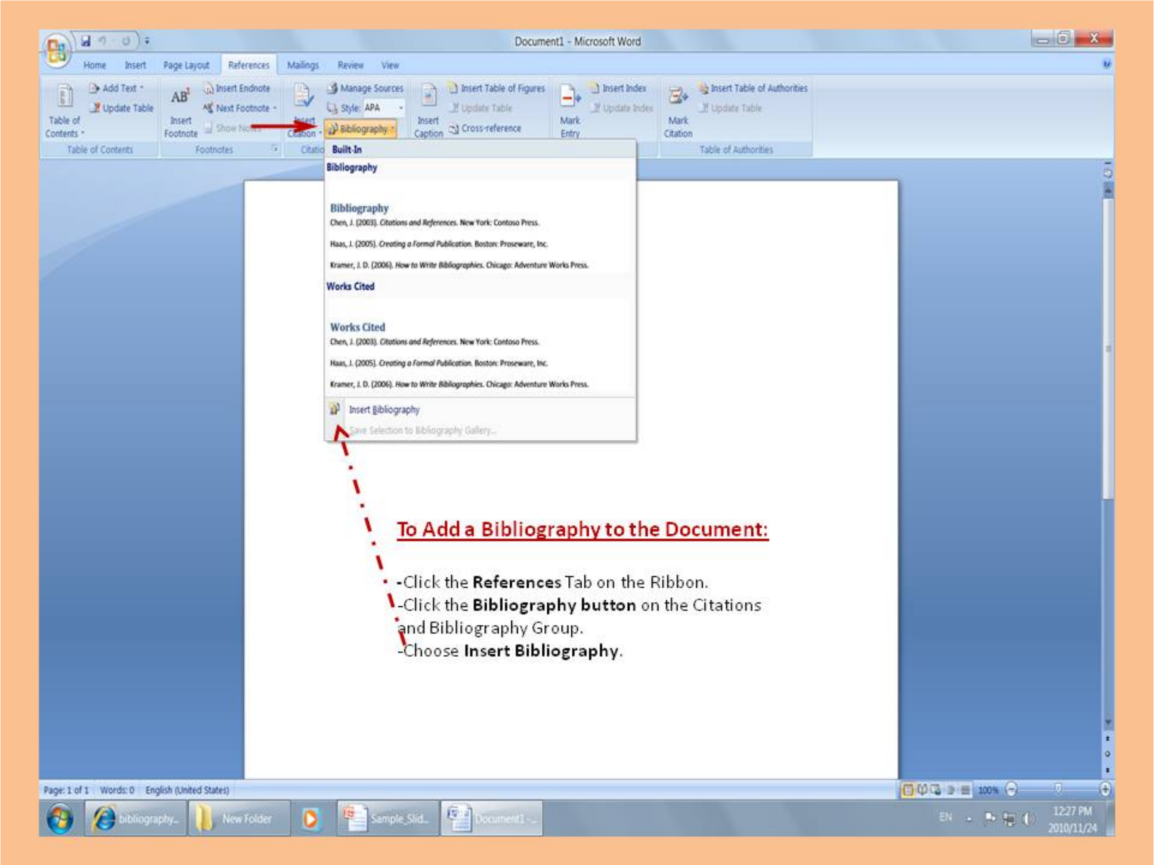
Figure 4.9

4.4 Citations In-Line with Bibliography[4]

A **bibliography** is a list of works cited by an auther and should be included with the document when published. Select either Bibliography or work cited from the list of **Bilt-In Bibliographies**. After you add the sources using the Insert Citations feature, you click **Bibliography** in the **Citations & Bibliography group** on the **References tab**, and then click **Insert Bibliography**. The insert Bibliography selection at the bottom will work the same way it just won't format the bibliography like the **Bilt-In selections**.

---

[4] This content is available online at <http://cnx.org/content/m36245/1.1/>.


Document1 - Microsoft Word
Home
Insert
Page Layout
References
Mailings
Review
View
Table of Contents
Add Text
Update Table
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Footnotes
Insert Citation
Manage Sources
Style: APA
Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Mark Entry
Insert Index
Update Index
Mark Citation
Insert Table of Authorities
Update Table
Table of Authorities
Built-In
Bibliography
Bibliography
Chen, J. (2003). Citations and References. New York: Contoso Press.
Haas, J. (2005). Creating a Formal Publication. Boston: Proseware, Inc.
Kramer, J. D. (2006). How to Write Bibliographies. Chicago: Adventure Works Press.
Works Cited
Works Cited
Chen, J. (2003). Citations and References. New York: Contoso Press.
Haas, J. (2005). Creating a Formal Publication. Boston: Proseware, Inc.
Kramer, J. D. (2006). How to Write Bibliographies. Chicago: Adventure Works Press.
Insert Bibliography
Save Selection to Bibliography Gallery...
Page: 1 of 1
Words: 0
English (United States)
100%
bibliography...
New Folder
Sample_Slid...
Document1 - ...
EN
12:27 PM
2010/11/24

To Add a Bibliography to the Document:

-Click the **References** Tab on the Ribbon.
-Click the **Bibliography button** on the Citations and Bibliography Group.
-Choose **Insert Bibliography**.

Figure 4.10

4.5 Print Preview and Printing[5]

In the Print Preview, you can see what your document looks like before printing. It helps you to make your paper looks perfect and organized which saves more papers .

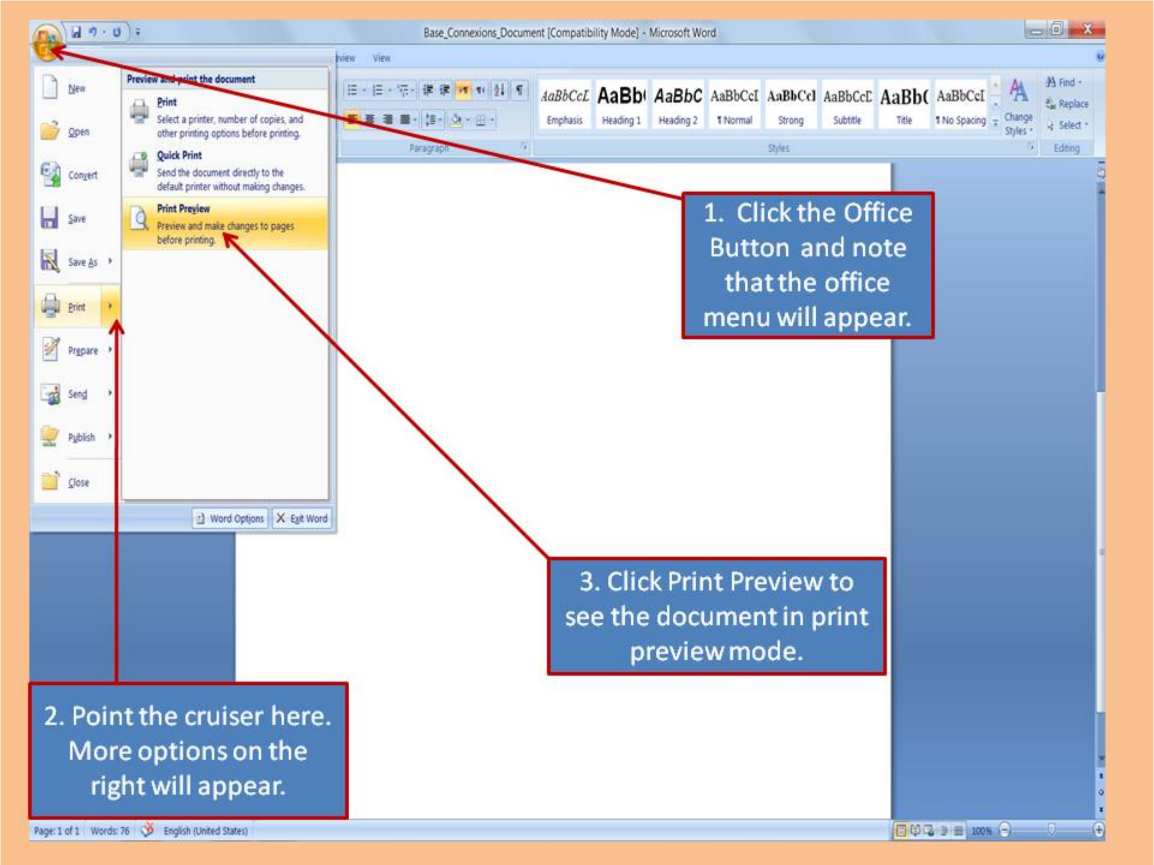
In particular, if a part of your document is in the area in which the printer cannot actually print, the Print Layout view may show your text anyway, but Print Preview probably will not.

Students must print preview their documents before printing to make sure that the document looks perfect and to avoid wasting papers.

To start Print Preview, do the following steps.

---

[5] This content is available online at <http://cnx.org/content/m36215/1.1/>.


Base_Connexions_Document [Compatibility Mode] - Microsoft Word
New
Open
Convert
Save
Save As
Print
Prepare
Send
Publish
Close
Preview and print the document
Print
Select a printer, number of copies, and other printing options before printing.
Quick Print
Send the document directly to the default printer without making changes.
Print Preview
Preview and make changes to pages before printing.
Word Options
Exit Word
Emphasis
Heading 1
Heading 2
¶ Normal
Strong
Subtitle
Title
¶ No Spacing
Change Styles
Find
Replace
Select
Paragraph
Styles
Editing
Page: 1 of 1
Words: 76
English (United States)
100%

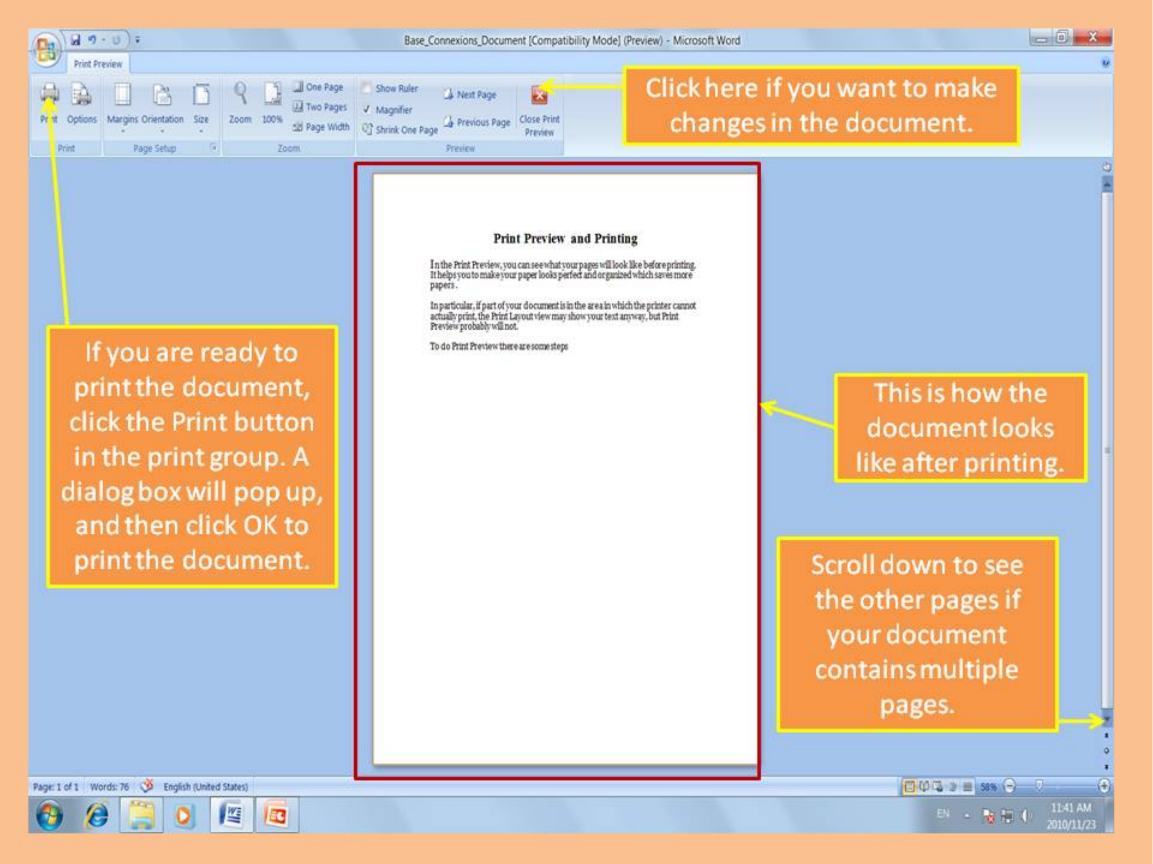
1. Click the Office Button and note that the office menu will appear.

2. Point the cruiser here. More options on the right will appear.

3. Click Print Preview to see the document in print preview mode.

Figure 4.11

This is how the Print Preview mode looks like.


Base_Connexions_Document [Compatibility Mode] (Preview) - Microsoft Word
Print Preview
Print
Options
Margins
Orientation
Size
Page Setup
Zoom
100%
One Page
Two Pages
Page Width
Zoom
Show Ruler
Magnifier
Shrink One Page
Next Page
Previous Page
Close Print Preview
Preview
Page: 1 of 1
Words: 76
English (United States)
58%
EN
11:41 AM
2010/11/23

Click here if you want to make changes in the document.

Print Preview and Printing

In the Print Preview, you can see what your pages will look like before printing. It helps you to make your paper looks perfect and organized which saves more papers .

In particular, if part of your document is in the area in which the printer cannot actually print, the Print Layout view may show your text anyway, but Print Preview probably will not.

To do Print Preview there are some steps

If you are ready to print the document, click the Print button in the print group. A dialog box will pop up, and then click OK to print the document.

This is how the document looks like after printing.

Scroll down to see the other pages if your document contains multiple pages.

Figure 4.12

Chapter 5

Appendix

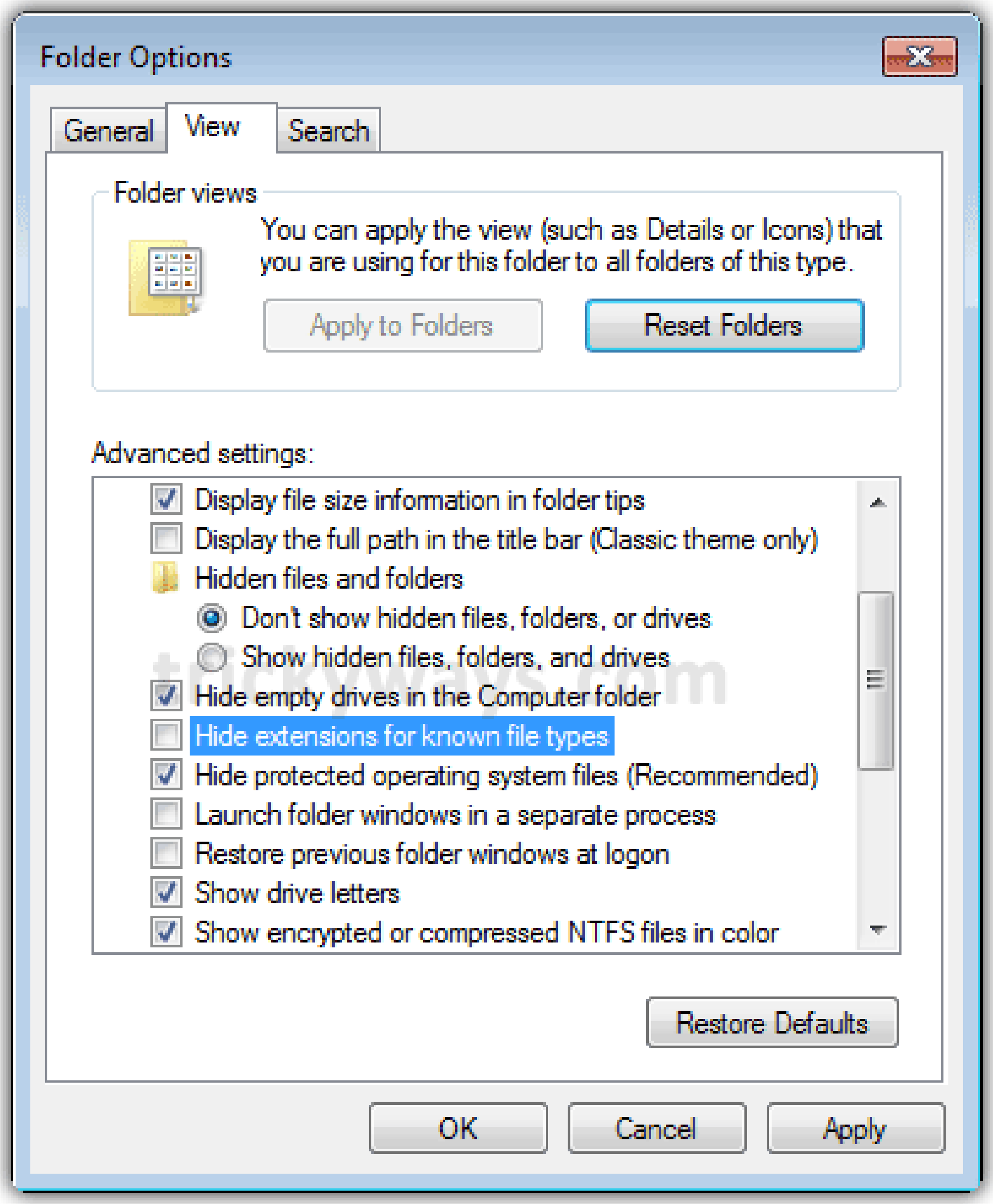
5.1 Show Hide File Extensions[1]

By default, file extensions for known file types are hidden in Windows operating systems. However, you can change this setting so that file extensions are shown for all file types. Being able to see file extensions can be very helpful for students taking computer courses because those course instructions often refer to file extensions.

All Windows operating systems navigate you to the "Folder Options" menu, then have you select the "View" tab. Indeed the box is identical in Windows XP, Windows Vista and Windows 7.

---

[1] This content is available online at <http://cnx.org/content/m18100/1.6/>.



Folder Options
General
View
Search
Folder views
Apply to Folders
Reset Folders
Restore Defaults
OK
Cancel
Apply

You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.

Advanced settings:

- ☑ Display file size information in folder tips
- ☐ Display the full path in the title bar (Classic theme only)
- Hidden files and folders
  - ● Don't show hidden files, folders, or drives
  - ○ Show hidden files, folders, and drives
- ☑ Hide empty drives in the Computer folder
- ☐ Hide extensions for known file types
- ☑ Hide protected operating system files (Recommended)
- ☐ Launch folder windows in a separate process
- ☐ Restore previous folder windows at logon
- ☑ Show drive letters
- ☑ Show encrypted or compressed NTFS files in color

Figure 5.1

The check in the box acts like a toggle switch. With a check present, it will hide known file types. Without the check present, it will show all file types. Click on the box to make the check appear [hide file extensions] or disappear [show file extensions] and then select “OK”.

Instructions for navigating to the “Folder Options” for various Windows operating systems along with an Internet link for additional help are provided below.

5.1.1 Windows XP

With the Windows Explorer open, slect the “Tools” tab and then “Folder Options”.

Link for additional help: http://www.fileinfo.net/help/windows-show-extensions.html[2] or http://dotwhat.net/page/displayextensions/[3]

5.1.2 Windows Vista

Select the “Start” button, then “Control Panel”, then “Appearance and Personalization” and then “Folder Options”.

Link for additional help: http://windows.microsoft.com/en-us/windows-vista/Show-or-hide-file-name-extensions[4]

5.1.3 Windows 7

Select the “Start” button, then “Control Panel” and then “Folder Options”.

Link for additional help: http://maximumpcguides.com/windows-7/hide-file-extensions/[5]

---

[2] http://www.fileinfo.net/help/windows-show-extensions.html

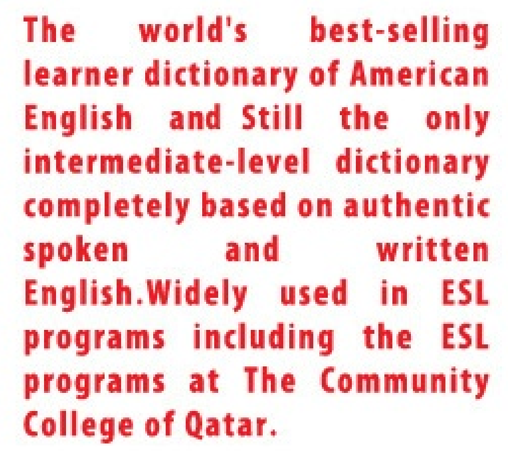
[3] http://dotwhat.net/page/displayextensions/

[4] http://windows.microsoft.com/en-us/windows-vista/Show-or-hide-file-name-extensions

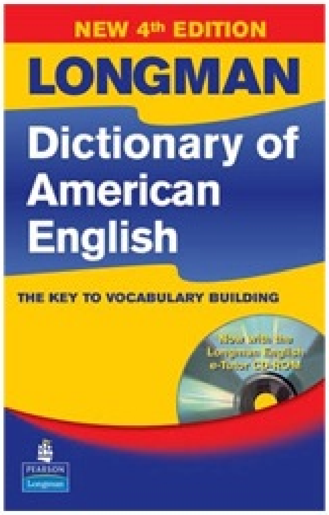
[5] http://maximumpcguides.com/windows-7/hide-file-extensions/

5.2 Using the Longman Dictionary[6]

5.2.1 Introduction



The world's best-selling learner dictionary of American English and Still the only intermediate-level dictionary completely based on authentic spoken and written English.Widely used in ESL programs including the ESL programs at The Community College of Qatar.



NEW 4th EDITION
LONGMAN
Dictionary of American English
THE KEY TO VOCABULARY BUILDING
Now with the Longman English e-Tutor CD-ROM
PEARSON
Longman

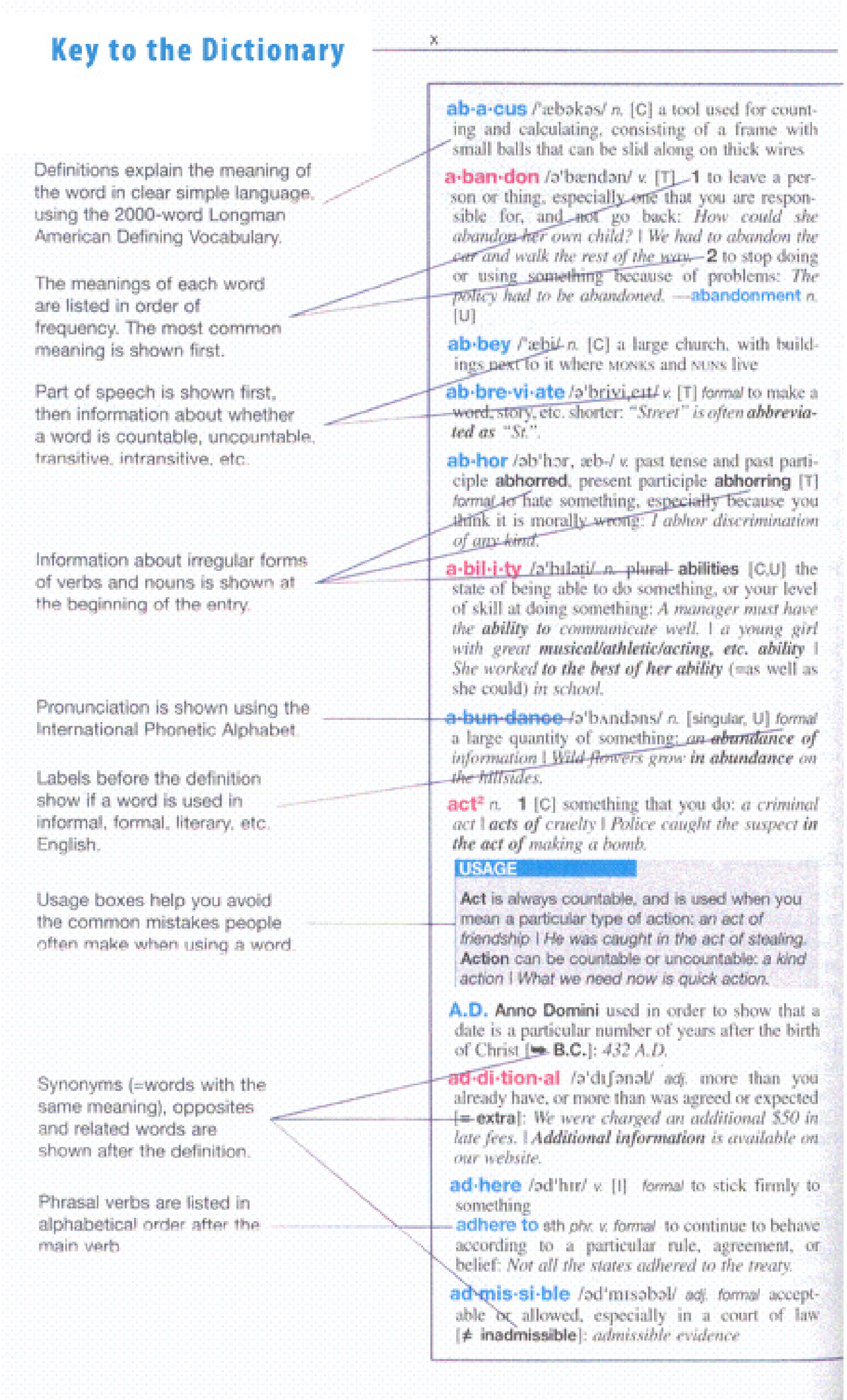
Figure 5.2

5.2.2 Key to the Dictionary

You will find below some simple explanations that would help you comprehend the major elements of the Longman dictionary.

---

[6] This content is available online at <http://cnx.org/content/m36288/1.1/>.



Key to the Dictionary

x

Definitions explain the meaning of the word in clear simple language, using the 2000-word Longman American Defining Vocabulary.

The meanings of each word are listed in order of frequency. The most common meaning is shown first.

Part of speech is shown first, then information about whether a word is countable, uncountable, transitive, intransitive, etc.

Information about irregular forms of verbs and nouns is shown at the beginning of the entry.

Pronunciation is shown using the International Phonetic Alphabet.

Labels before the definition show if a word is used in informal, formal, literary, etc. English.

Usage boxes help you avoid the common mistakes people often make when using a word.

Synonyms (=words with the same meaning), opposites and related words are shown after the definition.

Phrasal verbs are listed in alphabetical order after the main verb.

ab·a·cus /ˈæbəkəs/ *n.* [C] a tool used for counting and calculating, consisting of a frame with small balls that can be slid along on thick wires

a·ban·don /əˈbændən/ *v.* [T] **1** to leave a person or thing, especially one that you are responsible for, and not go back: *How could she abandon her own child? | We had to abandon the car and walk the rest of the way.* **2** to stop doing or using something because of problems: *The policy had to be abandoned.* —**abandonment** *n.* [U]

ab·bey /ˈæbi/ *n.* [C] a large church, with buildings next to it where MONKS and NUNS live

ab·bre·vi·ate /əˈbriviˌeɪt/ *v.* [T] *formal* to make a word, story, etc. shorter: *"Street" is often* ***abbreviated as*** *"St.".*

ab·hor /əbˈhɔr, æb-/ *v.* past tense and past participle **abhorred**, present participle **abhorring** [T] *formal* to hate something, especially because you think it is morally wrong: *I abhor discrimination of any kind.*

a·bil·i·ty /əˈbɪləti/ *n.* plural **abilities** [C,U] the state of being able to do something, or your level of skill at doing something: *A manager must have the* ***ability to*** *communicate well. | a young girl with great* ***musical/athletic/acting, etc. ability*** *| She worked* ***to the best of her ability*** (=as well as she could) *in school.*

a·bun·dance /əˈbʌndəns/ *n.* [singular, U] *formal* a large quantity of something: *an* ***abundance of*** *information | Wild flowers grow* ***in abundance*** *on the hillsides.*

act² *n.* **1** [C] something that you do: *a criminal act |* ***acts of*** *cruelty | Police caught the suspect* ***in the act of*** *making a bomb.*

USAGE

Act is always countable, and is used when you mean a particular type of action: *an act of friendship | He was caught in the act of stealing.* **Action** can be countable or uncountable: *a kind action | What we need now is quick action.*

A.D. **Anno Domini** used in order to show that a date is a particular number of years after the birth of Christ [➡ **B.C.**]: *432 A.D.*

ad·di·tion·al /əˈdɪʃənəl/ *adj.* more than you already have, or more than was agreed or expected [= **extra**]: *We were charged an additional $50 in late fees. |* ***Additional information*** *is available on our website.*

ad·here /ədˈhɪr/ *v.* [I] *formal* to stick firmly to something

adhere to sth *phr. v. formal* to continue to behave according to a particular rule, agreement, or belief: *Not all the states adhered to the treaty.*

ad·mis·si·ble /ədˈmɪsəbəl/ *adj. formal* acceptable or allowed, especially in a court of law [≠ **inadmissible**]: *admissible evidence*

Figure 5.3

5.2.3 Searching for a Word

The key to search for a word is the upper left/right smaller font words which represents a guide for the search as shown below.

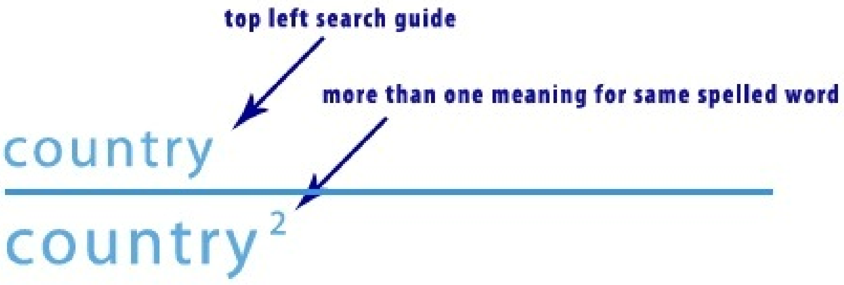
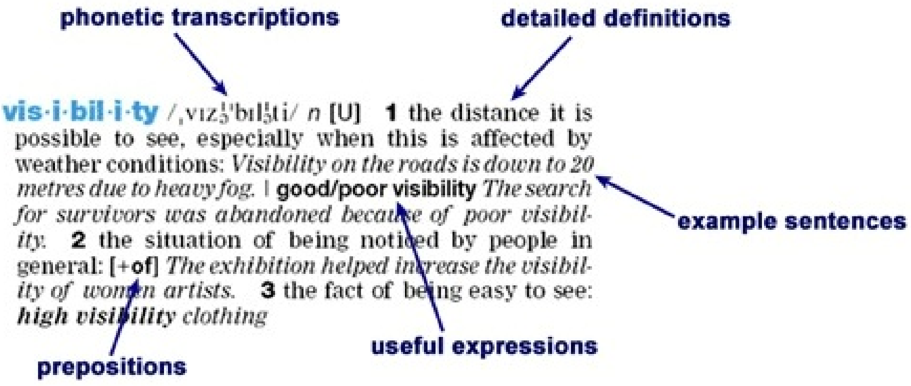

top left search guide
more than one meaning for same spelled word
country
country²

Figure 5.4

5.2.4 Phonetics & Detailed Definitions


phonetic transcriptions
detailed definitions
example sentences
useful expressions
prepositions

vis·i·bil·i·ty /ˌvɪzəˈbɪləti/ *n* [U] **1** the distance it is possible to see, especially when this is affected by weather conditions: *Visibility on the roads is down to 20 metres due to heavy fog.* | **good/poor visibility** *The search for survivors was abandoned because of poor visibility.* **2** the situation of being noticed by people in general: [+**of**] *The exhibition helped increase the visibility of women artists.* **3** the fact of being easy to see: ***high visibility*** *clothing*

Figure 5.5

Index of Keywords and Terms

Keywords are listed by the section with that keyword (page numbers are in parentheses). Keywords do not necessarily appear in the text of the page. They are merely associated with that section. *Ex.* apples, § 1.1 (1) **Terms** are referenced by the page they appear on. *Ex.* apples, 1

F File Extensions, § 5.1(43)

Attributions

Collection: *Word Processing Essentials*
Edited by: Kenneth Leroy Busbee
URL: http://cnx.org/content/col11246/1.1/
License: http://creativecommons.org/licenses/by/3.0/

Module: "Preface - Word Processing Essentials"
Used here as: "Preface"
By: Kenneth Leroy Busbee
URL: http://cnx.org/content/m36055/1.5/
Pages: 1-3
Copyright: Kenneth Leroy Busbee
License: http://creativecommons.org/licenses/by/3.0/

Module: "Files Management"
By: Muneera Al-thani
URL: http://cnx.org/content/m36246/1.1/
Pages: 5-8
Copyright: Muneera Al-thani
License: http://creativecommons.org/licenses/by/3.0/

Module: "Undo Command"
By: Abdulaziz Al Khater
URL: http://cnx.org/content/m36244/1.1/
Pages: 8-9
Copyright: Abdulaziz Al Khater
License: http://creativecommons.org/licenses/by/3.0/

Module: "Paragraph Concept"
By: Amena Almulla
URL: http://cnx.org/content/m36218/1.1/
Pages: 11-13
Copyright: Amena Almulla
License: http://creativecommons.org/licenses/by/3.0/

Module: "Insert versus Overtype"
By: Essa M. Abu-jassoum
URL: http://cnx.org/content/m36262/1.1/
Pages: 13-15
Copyright: Essa M. Abu-jassoum
License: http://creativecommons.org/licenses/by/3.0/

Module: "Auto Correct and Auto Text"
By: Aisha Al-Saeed
URL: http://cnx.org/content/m36292/1.1/
Pages: 15-17
Copyright: Aisha Al-Saeed
License: http://creativecommons.org/licenses/by/3.0/

Module: "Spelling and Grammar Checker"
By: Khaled F. Al-Emadi, Abdulaziz S Al-Hammadi
URL: http://cnx.org/content/m36217/1.2/
Pages: 17-19
Copyright: Khaled F. Al-Emadi, Abdulaziz S Al-Hammadi
License: http://creativecommons.org/licenses/by/3.0/

Module: "Selecting Text and Applying Effects"
By: Dana Althani
URL: http://cnx.org/content/m36220/1.1/
Pages: 21-23
Copyright: Dana Althani
License: http://creativecommons.org/licenses/by/3.0/

Module: "Styles"
By: Maha Alkaabi, Haifa Mohammed AL-Marri
URL: http://cnx.org/content/m36247/1.1/
Pages: 23-26
Copyright: Maha Alkaabi, Haifa Mohammed AL-Marri
License: http://creativecommons.org/licenses/by/3.0/

Module: "Using the Thesaurus"
By: Abdulaziz Said Mubarak Al Mohannadi
URL: http://cnx.org/content/m36213/1.2/
Pages: 26-28
Copyright: Abdulaziz Said Mubarak Al Mohannadi
License: http://creativecommons.org/licenses/by/3.0/

Module: "Title Page"
By: Faisal Taleb Ali Al-Jarboey
URL: http://cnx.org/content/m36281/1.1/
Pages: 29-30
Copyright: Faisal Taleb Ali Al-Jarboey
License: http://creativecommons.org/licenses/by/3.0/

Module: "Headers and Footers"
By: Latifa Al-Kuwari
URL: http://cnx.org/content/m36219/1.1/
Pages: 30-32
Copyright: Latifa Al-Kuwari
License: http://creativecommons.org/licenses/by/3.0/

Module: "Citations with Footnotes or Endnotes"
By: Reem Humaid
URL: http://cnx.org/content/m36291/1.1/
Pages: 32-38
Copyright: Reem Humaid
License: http://creativecommons.org/licenses/by/3.0/

Module: "Citations In-Line with Bibliography"
By: Sara Al-Obaidly
URL: http://cnx.org/content/m36245/1.1/
Pages: 38-39
Copyright: Sara Al-Obaidly
License: http://creativecommons.org/licenses/by/3.0/

Module: "Print Preview and Printing"
By: Abdulla R. Al-dosari, Abdulla M Alhijji
URL: http://cnx.org/content/m36215/1.1/
Pages: 39-41
Copyright: Abdulla R. Al-dosari, Abdulla M Alhijji
License: http://creativecommons.org/licenses/by/3.0/

Module: "Show Hide File Extensions"
By: Kenneth Leroy Busbee
URL: http://cnx.org/content/m18100/1.6/
Pages: 43-45
Copyright: Kenneth Leroy Busbee
License: http://creativecommons.org/licenses/by/2.0/

Module: "Using the Longman Dictionary"
By: Fahad Al-Marri
URL: http://cnx.org/content/m36288/1.1/
Pages: 46-48
Copyright: Fahad Al-Marri
License: http://creativecommons.org/licenses/by/3.0/

Word Processing Essentials

Word Processing Essentials is a collection of modules to teach or refresh skills using Microsoft Word. The intended audience is anyone needing to create a simple term or research paper for a high school or college course. The collection was planned by Kenneth Leroy Busbee, the Chair, Business/Computer Department at the Community College of Qatar. The modules were authored by students taking BCIS1405 – Business Computer Applications as service learning, team work, Open Educational Recourses (OER) and writing across the curriculum exposures to their collegiate experiences.

About Connexions

Since 1999, Connexions has been pioneering a global system where anyone can create course materials and make them fully accessible and easily reusable free of charge. We are a Web-based authoring, teaching and learning environment open to anyone interested in education, including students, teachers, professors and lifelong learners. We connect ideas and facilitate educational communities.

Connexions's modular, interactive courses are in use worldwide by universities, community colleges, K-12 schools, distance learners, and lifelong learners. Connexions materials are in many languages, including English, Spanish, Chinese, Japanese, Italian, Vietnamese, French, Portuguese, and Thai. Connexions is part of an exciting new information distribution system that allows for **Print on Demand Books**. Connexions has partnered with innovative on-demand publisher QOOP to accelerate the delivery of printed course materials and textbooks into classrooms worldwide at lower prices than traditional academic publishers.