

# <sup>®</sup> STUDY SKILLS: MICROSOFT WORD



AIDA AQILAH ASYURA ABDUL TALIB NURUL ROSMIHAIZAM MURSYIDAH BINTI MD MERZUKI MOHAMAD ASHRAF MOHD AMINUDIN MUHAMMAD ARIF HAKIMI MAT ZUKI DR NOUR EL HUDA ABD RAHIM

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# DISCLAIMER

THIS E-BOOK IS WRITTEN BY AIDA AQILAH ASYURA ABDUL MURSYIDAH MD MERZUKI, NURUL TALIB. ADRIENA ROSMIHAIZAM, MOHAMAD ASHRAF MOHD AMINUDIN. MUHAMMAD ARIF HAKIMI MAT ZUKI AND DR NOUR EL HUDA ABD RAHIM, KUANTAN, PAHANG AND PUBLISHED BY THE MALAYSIAN INTEGRATED MEDICAL PROFESSIONALS ASSOCIATION. KOTA KINABALU. SABAH. ALL RIGHTS RESERVED. REPRODUCTION OF ANY PART OF THIS WRITING NOT PERMITTED IN ANY FORM AND ANY IS MANNER WHETHER ELECTRONIC, PHOTOCOPYING, RECORDING, OR WITHOUT THE AUTHOR'S OTHER FORMS PERMISSION. RESELLING OR MODIFICATION OF THIS BOOK WITHOUT THE AUTHOR'S PERMISSION IS NOT ALLOWED. THE AUTHOR IS NOT RESPONSIBLE FOR THE SUITABILITY OF CONTENTS TO ALL READERS.

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# PREFACE

The Kulliyyah of Medicine IIUM embraces a unique educational paradigm that blends traditional teaching methods with innovative, interactive learning experiences.

Stemming from the collaborative efforts of Seminar Group 24 2021/2022 students during Phase I of their MBBS curriculum, this work transcends conventional medical education boundaries by integrating topics not only central to medicine.

Students conducted independent research and critical analysis under the guidance of a lecturer. This eBook demonstrates the MBBS programme's commitment to education sustainability and open access to knowledge. It also incorporates Islamic insights that integrate faith and scientific inquiry into academia.

### ACKNOWLEDGEMENTS

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ALHAMDULILLAH, PRAISE BE TO ALLAH S.W.T., MOST GRACIOUS AND MOST MERCIFUL. THE AUTHORS WOULD LIKE TO THANK THE SEMINAR ASSESSORS, ASSOC. PROF. DR ROSLINA ABDUL RAHIM AND ASST. PROF. DR MOHD FADLY MOHD NOOR, FOR THE GREAT COMMENTS DURING THE SEMINAR. "THIS IS THE BEST SEMINAR EVER" MADE US FEEL TO DO MORE AND PRODUCE THIS E-BOOK. WE HOPE THAT THIS E-BOOK WILL BE HELPFUL TO ALL READERS.

# AUTHORS

#### SEMINAR GROUP 24 YEAR 2 BLOCK 3 2021/2022





#### AIDA AQILAH ASYURA ABDUL TALIB



NURUL ADRIENA ROSMIHAIZAM



#### MUHAMMAD ARIF HAKIMI BIN MAT ZUKI



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MURSYIDAH MD MERZUKI



MOHAMAD ASHRAF MOHD AMINUDIN



DR NOUR EL HUDA ABD RAHIM (SUPERVISOR)

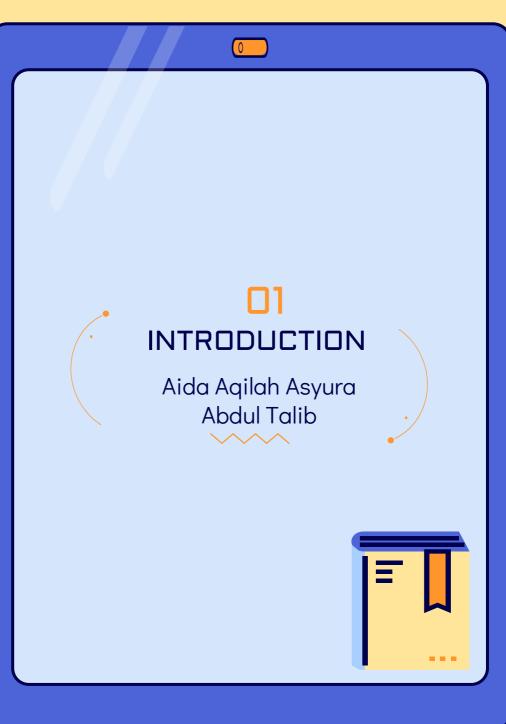




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A word processor and acts by an application to 'process' words



A component of the Microsoft Office suite of productivity software





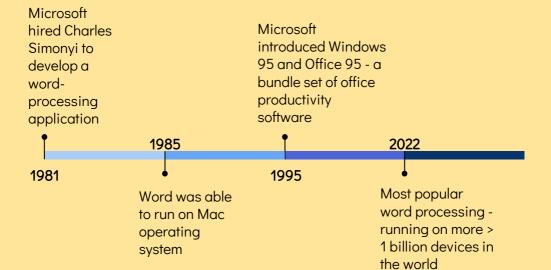
Available in many systems - windows, iOS

operating



1st launched was in 1983 & has been revised numerous times







#### SPECIAL FEATURES

- 1. Has WYSIWYG (what-you-see-iswhat-you-get) display
- 2. Able to copy and paste the content without significant formatting loss
- 3. Available in most of the operating system iOS and Android

# WORD TEMPLATES

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# What are the purposes of Microsoft Word?

#### Personal:

- Recipe
- Invitation card
- Certificates



#### **Business and School:**

- Thesis
- Assignments
- Resume
- Report
- Newsletter
- Brochure
- Flyers

#### BASIC FUNCTIONS

0

To write a report or an essay



Common features :

- 1. Home menu
- 2. Insert menu
- 3. Review menu

#### ADVANCED FUNCTIONS

Assignment, thesis / official letters



1. Create table of

contents

- 2. Add graphics, table, images
- Insert captions above table or below figures with automated references number
- 4. Create styles

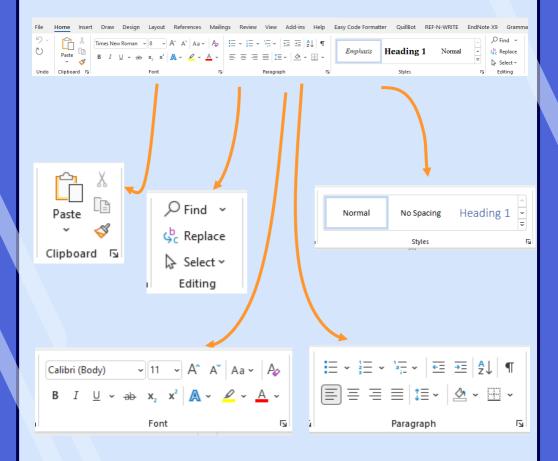


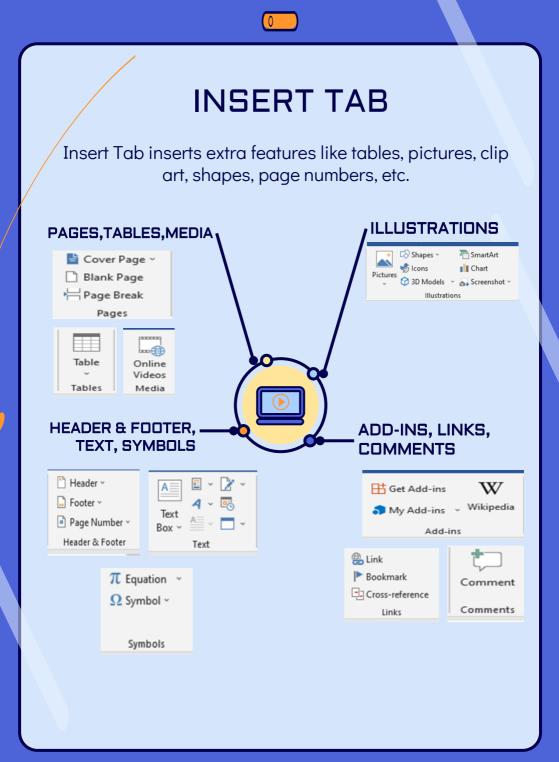
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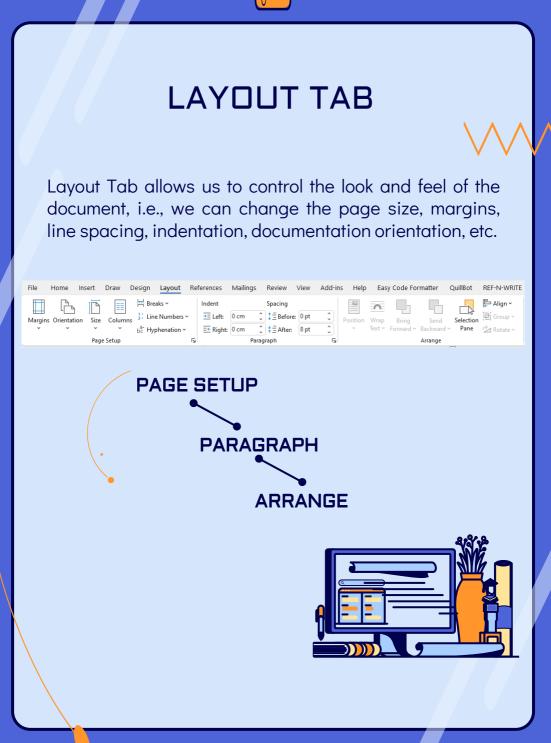


### HOME TAB

Home Tab helps to change document settings like font size, adding bullets, adjusting styles and many other standard features











Design Tab:

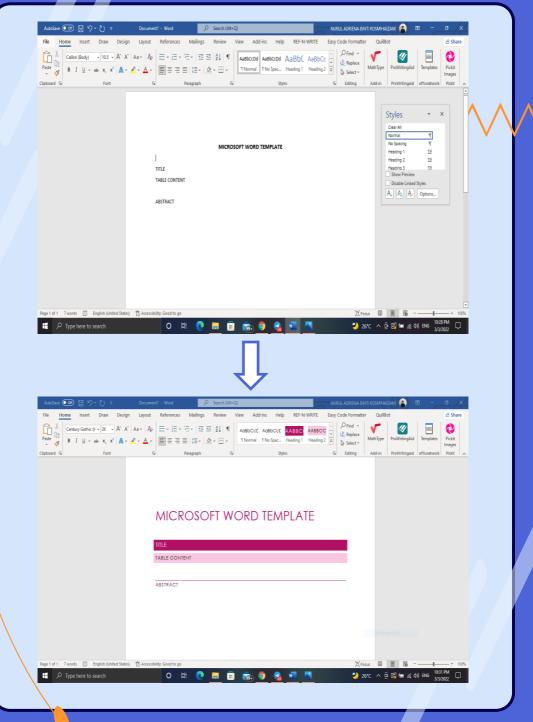
- Document formatting: Themes, Colors, Fonts, Page background, & Effects
- Page background: Watermark, Page colour, & Page border

Advantages:

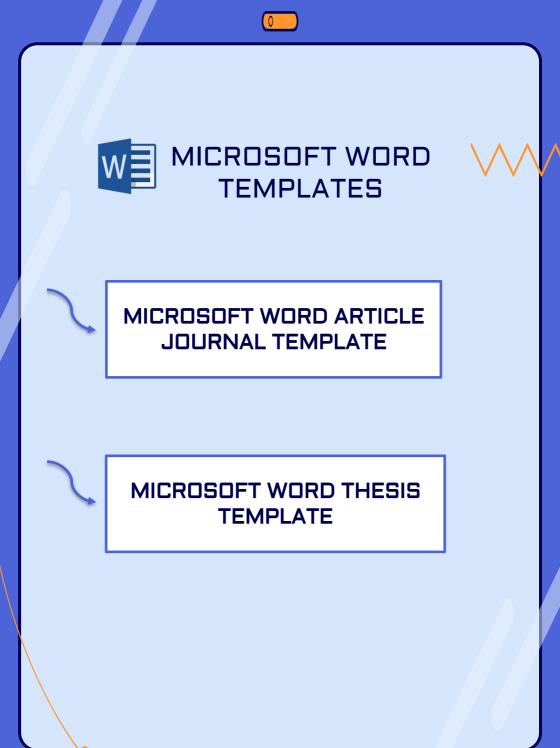
- The document looks attractive with information
- Ease for the people (students, authors & workers) to

make templates based on the requirement and format.









#### MICROSOFT WORD ARTICLE JOURNAL TEMPLATE

- Scientific journals have their own format
- Easier for the researchers or authors to write on their research and articles.

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#### IIUM MICROSOFT WORD THESIS TEMPLATE

- Ready-made template for students to format their thesis
- Thesis format based on own University's requirements
  - Thesis title
  - Abstract
  - Approval page
  - Copyright Declaration page
  - Acknowledgement
  - Table of contents
  - List of tables, figures, symbols
  - Chapter One > Introduction
  - Chapter Two > Literature Review
  - Chapter Three > Methodology
  - Chapter Four > Results
  - Chapter Five > Discussion
  - References
  - Appendix



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# •

# 04

## STYLE TAB

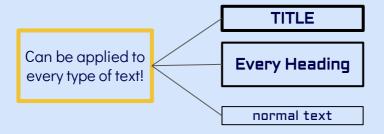
Muhammad Arif Hakimi Mat Zuki



# **STYLE TAB**



Combinations of formatting characteristics that you can apply to text to quickly change its appearance.







# How to?

#### 1. Create your own style

Adjust the font > Right Click the text> Style > Create Style > Name it

#### 2. Apply the style to the text

Click text > Click Style

#### 3. Modify the style

Right Click Style > Modify > (Formatting/Style Type/Paragraph/....)

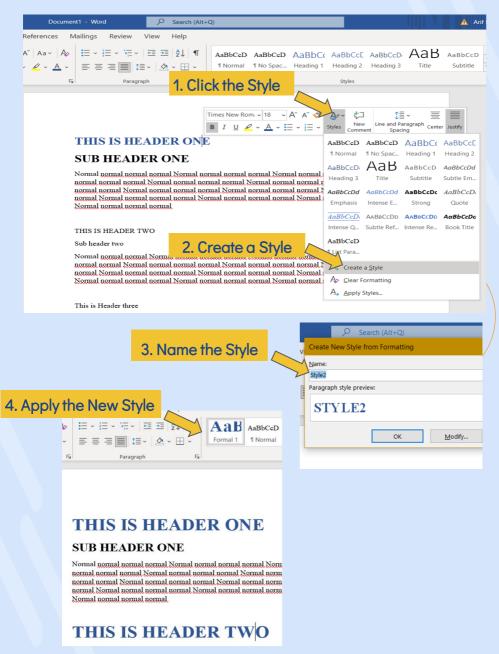
#### Advanced Formatting





27

#### SIMPLE GUIDE



#### **Advance Formatting**

The style can be modified using the "Font" tab or "Modify Style"

- Font: Caps/Style/Size/Effects
- Paragraph: Indent/Spacing/Page or Line Break
- Text Effect: Reflection/any Word Art application

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# Why is it important to use Style?



#### Easy to manage large document

Easy to format text/heading

Hide/show arrow information under heading

#### THIS IS HEADER ONE

SUB HEADER ONE

Normal no

# THIS IS HEADER TWO THIS IS HEADER THREE THIS IS HEADER FOUR THIS IS HEADER FIVE THIS IS HEADER SIX

#### SUB HEADER SIX

Normal no

30

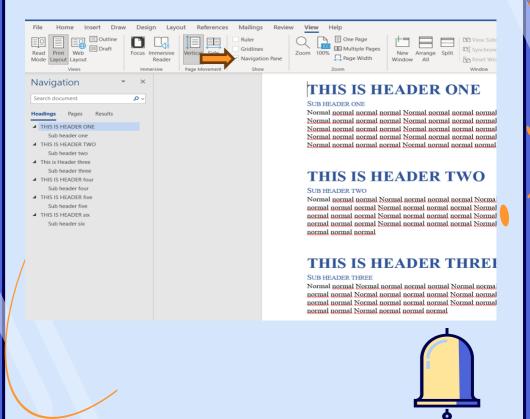


# Why is it important to use Style?



#### 2. Navigation Pane

- Go to View tab > Tick Navigation Pane > Navigation menu on the left will appear
- Easy to jump/navigate to each subheading

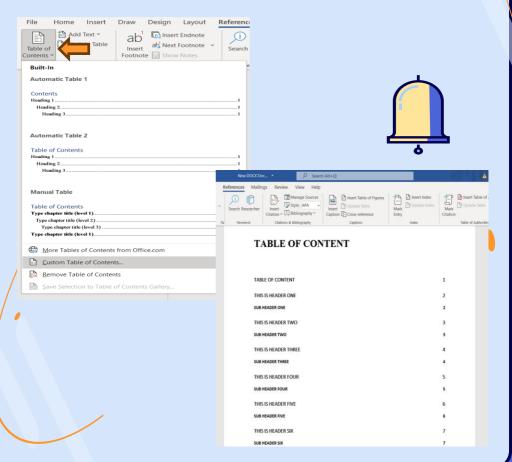


# Why is it important to use Style?



#### 3. Build Table of Content

No need to manually create a table of content
Easily jump to the subheadings page

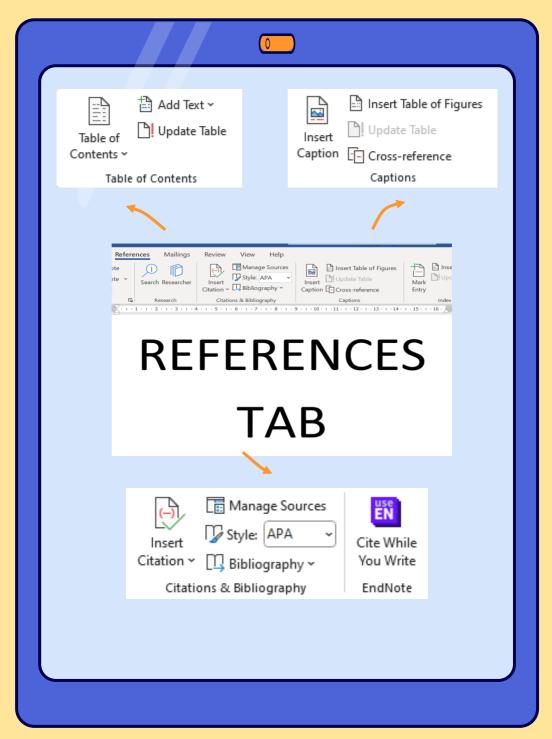




# 05 REFERENCES TAB

Mohamad Ashraf Mohd Aminudin





# **INSERT FIGURE TABLE CAPTION**

nsert	

Insert Table of Figures

Caption Cross-reference

Update Table

Captions

Inserting the caption:-

- Change the figure label
- Change the numbering for the new caption

Note that caption number only automatically update when add figure or table

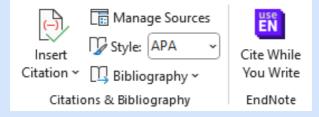
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What are the benefits?

Caption numbers will automatically update when add figure or table

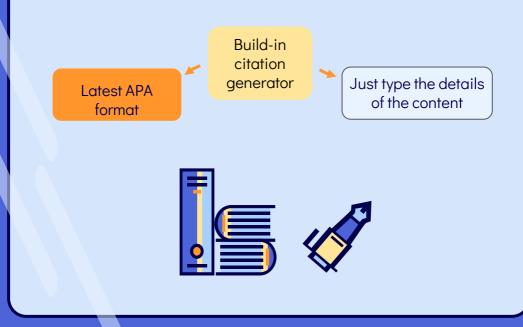


# CITATION & BIBLIOGRAPHY



Inserting the citation:-

- Can choose from 12 different format
- No need to sort manually the bibliography/references
- Can use a reference manager like Endnote of Mendeley



# **INSERT TABLE CONTENT**



Add Text ∨
□! Update Table

Table of Contents ∽

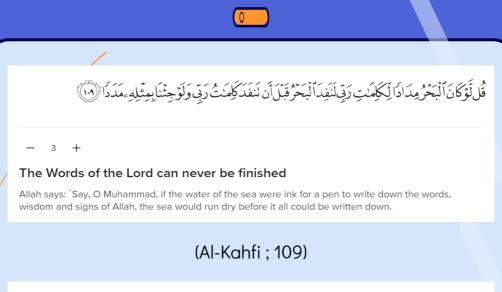
Table of Contents

It is necessary to create the table of contents at the end of the document to ensure that the page numbers are correct and consistent throughout. It is easier to search for subheadings content and to search figures of table

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•••	If all the trees on earth were pens and the ocean 'were ink', refilled by seven other oceans, the

Words of Allah would not be exhausted. Surely Allah is Almighty, All-Wise.

#### (Al-Luqman 31; 27)

The words of Allah , which represent His infinite knowledge, are unlimited.

Human knowledge, on the other hand, is limited.

Thus, we need to learn humility - be consistent in

seeking knowledge



Mastering home skills, basic life survival techniques, and study skills is crucial for navigating everyday challenges and is particularly vital for medical students aiming for success in both their academic and personal lives.

# Basic Life Survival Skills

0



Hunting for food







Dressing a wound



Building a temporary shelter

Starting & tending to a fire

# Home Skills

0



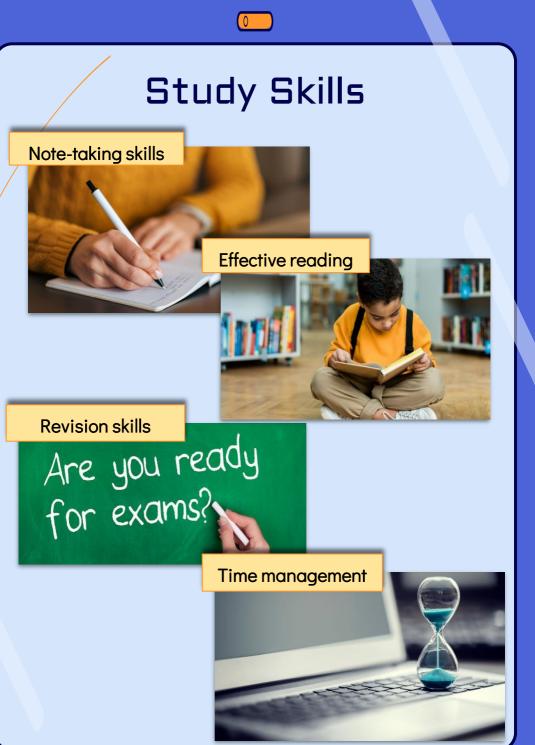




#### Cleaning the sink

#### **Cooking meals**

Doing your own laundry



Acquiring study skills in Microsoft Word simplifies the study process and improves academic documentation, especially for medical students. The skills acquired through this ebook are foundational and can significantly contribute to professional organisation and presentation. Proficiency in Microsoft Word's advanced functions is crucial for medical education and beyond.

# REFERENCES

0

Ng, K. C. K. (n.d.). Word Basic. Microsoft Office Mastery Series. Centre for Postgraduate Studies, International Islamic University Malaysia. ([Year]). Guideline for Thesis

Format. Retrieved from

https://centre.iium.edu.my/cps/iium-thesis-manual/ International Journal of Molecular Sciences. (n.d.). MDPI.

Retrieved from <u>https://www.mdpi.com/journal/ijms</u>



The Kulliyyah of Medicine IIUM embraces a unique educational paradigm that blends traditional teaching methods with innovative, interactive learning experiences.

Stemming from the collaborative efforts of Seminar Group 24 2021/2022 students during Phase I of their MBBS curriculum, this work transcends conventional medical education boundaries by integrating topics not only central to medicine.

Students conducted independent research and critical analysis under the guidance of a lecturer. This eBook demonstrates the MBBS programme's commitment to education sustainability and open access to knowledge. It also incorporates Islamic insights that integrate faith and scientific inquiry into academia.



