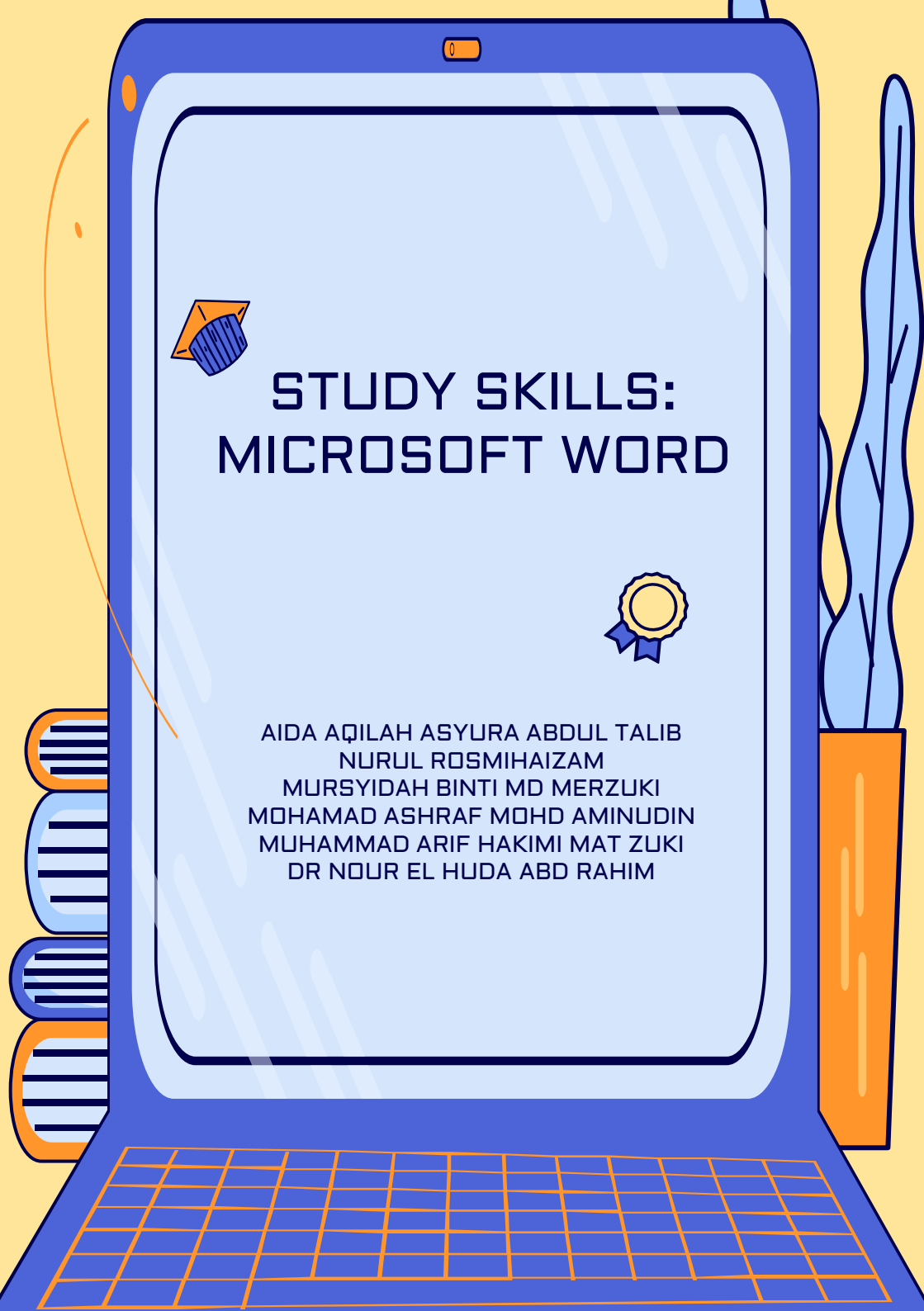

STUDY SKILLS: MICROSOFT WORD

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

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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

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

MURSYIDAH MD MERZUKI

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MOHAMAD ASHRAF MOHD AMINUDIN

MUHAMMAD ARIF HAKIMI BIN MAT ZUKI

DR NOUR EL HUDA ABD RAHIM (SUPERVISOR)

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What is Microsoft Word, the uses and its basic vs advanced functions

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Figure, Table, Table of Content

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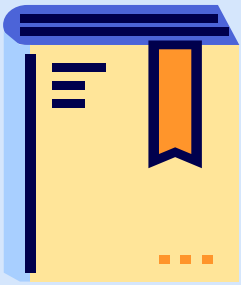
07 **REFERENCES** 45

01

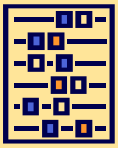
INTRODUCTION

Aida Aqilah Asyura
Abdul Talib



Microsoft Word ?

A word processor and acts by an application to ‘process’ words



A component of the Microsoft Office suite of productivity software

Available in many operating systems - windows, iOS

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

History of Microsoft Word

1981 — Microsoft hired Charles Simonyi to develop a word-processing application

1985 — Word was able to run on Mac operating system

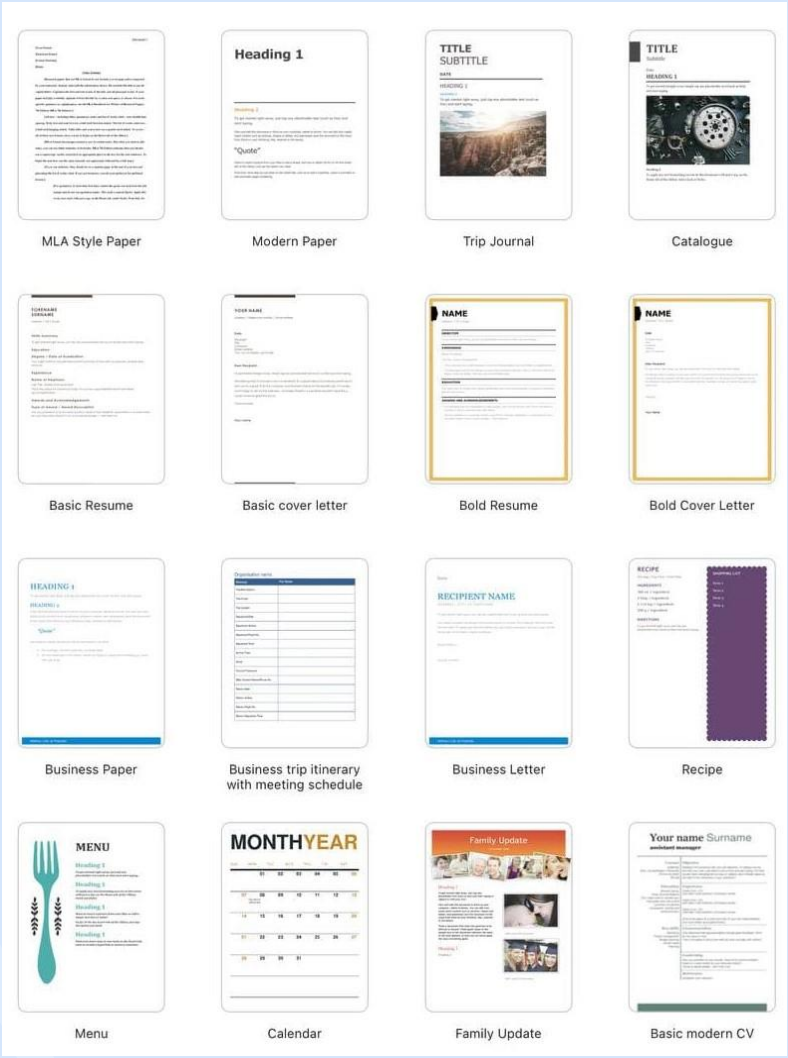
1995 — Microsoft introduced Windows 95 and Office 95 - a bundle set of office productivity software

2022 — Most popular word processing - running on more > 1 billion devices in the world

SPECIAL FEATURES

1. Has WYSIWYG (what-you-see-is-what-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



What are the purposes of Microsoft Word?

Personal:

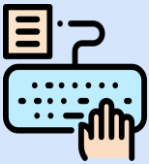
- Recipe
- Invitation card
- Certificates

Business and School:

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

BASIC FUNCTIONS

To write a report or an essay



Common features :

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

ADVANCED FUNCTIONS

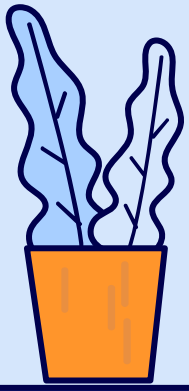
Assignment, thesis / official letters

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

02

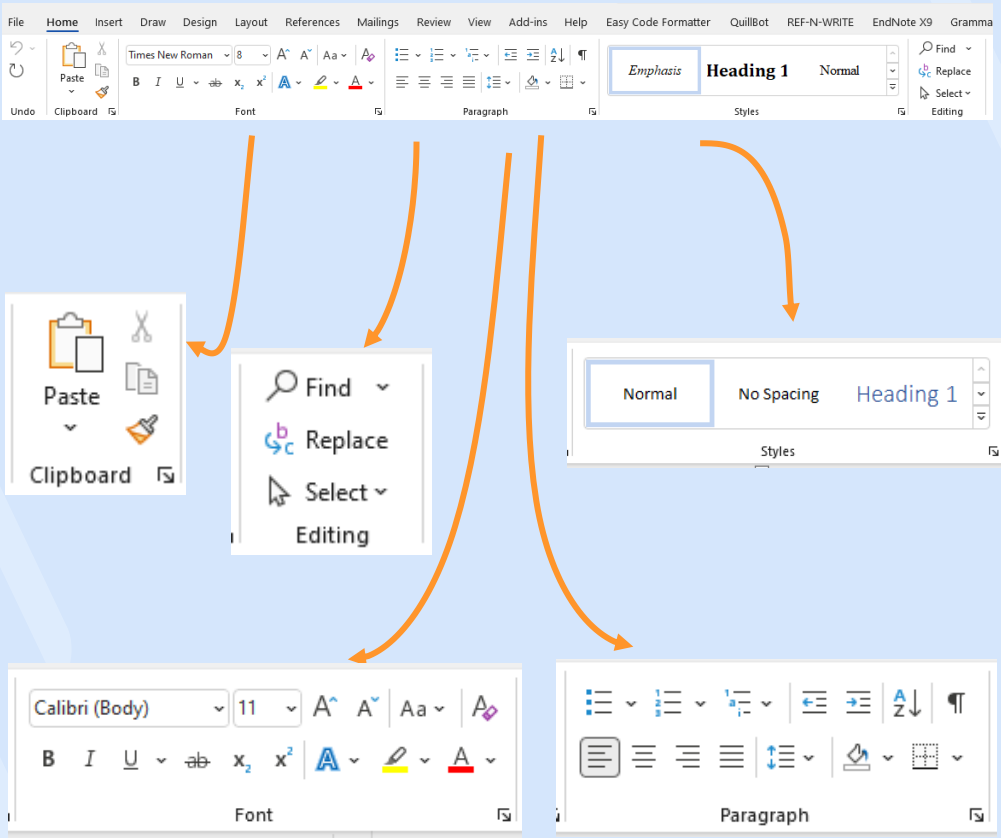
BASIC TABS

Mursyidah Md Merzuki



HOME TAB

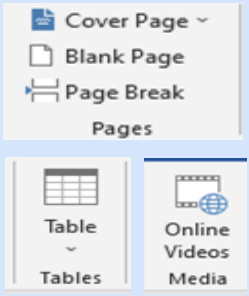
Home Tab helps to change document settings like font size, adding bullets, adjusting styles and many other standard features



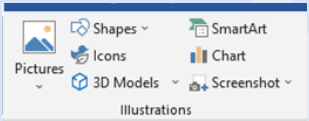
INSERT TAB

Insert Tab inserts extra features like tables, pictures, clip art, shapes, page numbers, etc.

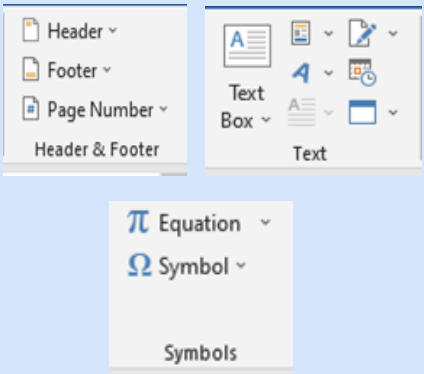
PAGES,TABLES,MEDIA



ILLUSTRATIONS



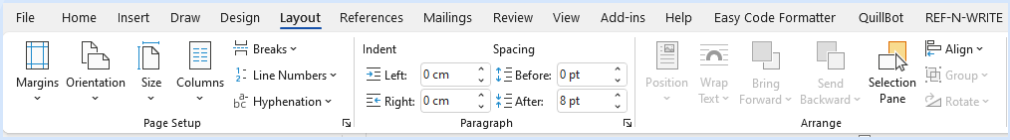
HEADER & FOOTER, TEXT, SYMBOLS



ADD-INS, LINKS, COMMENTS

LAYOUT TAB

Layout Tab allows us to control the look and feel of the document, i.e., we can change the page size, margins, line spacing, indentation, documentation orientation, etc.



PAGE SETUP

PARAGRAPH

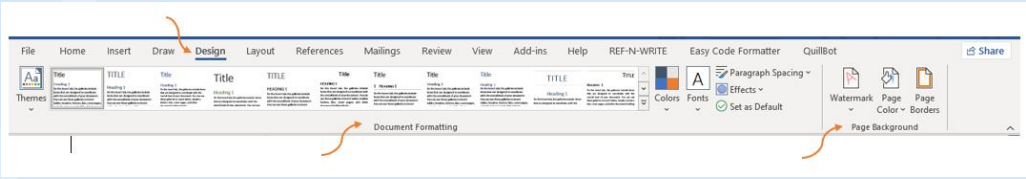
ARRANGE

03

MICROSOFT WORD TEMPLATES

Nurul Adriena
Rosmihaizam

MICROSOFT WORD TEMPLATE



Design Tab:

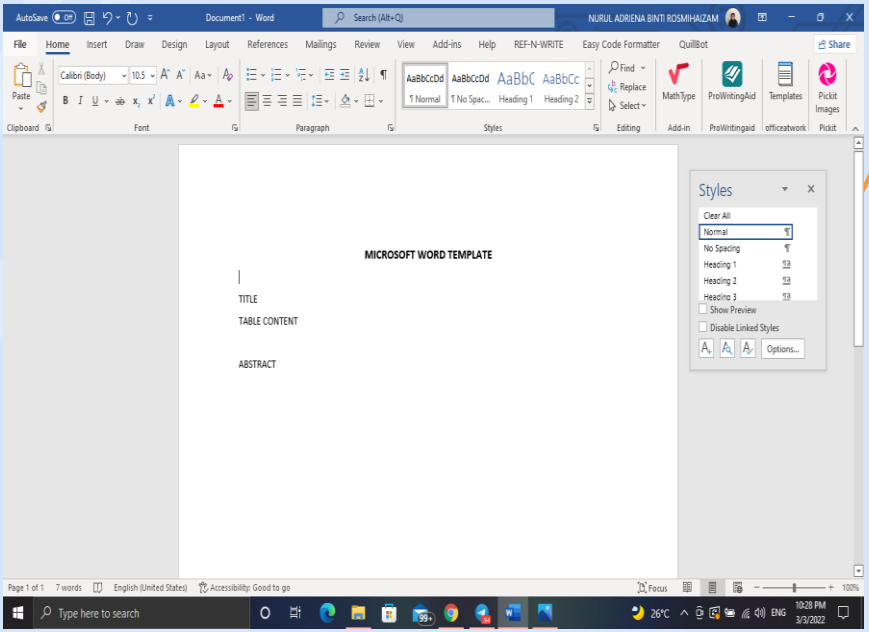
✓ Document formatting: Themes, Colors, Fonts, Page background, & Effects

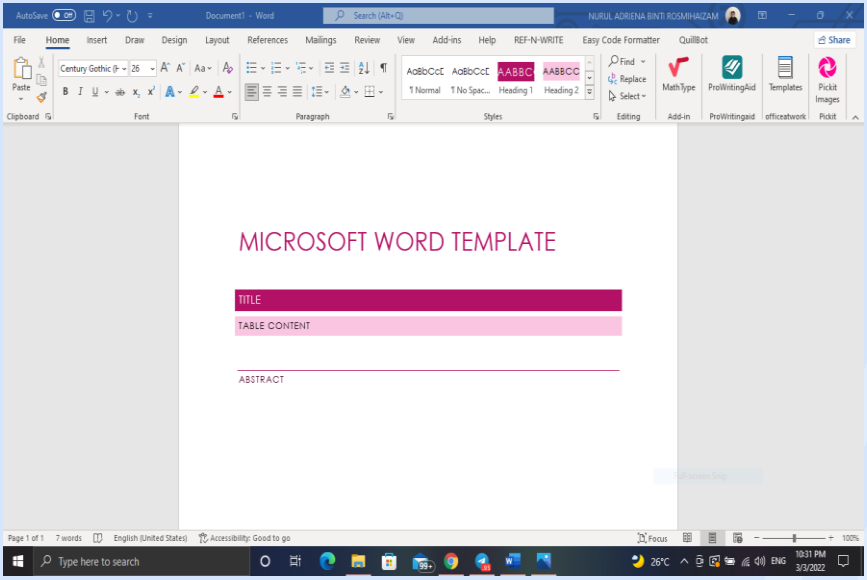
✓ Page background: Watermark, Page colour, & Page border

Advantages:

❖ The document looks attractive with information

❖ Ease for the people (students, authors & workers) to make templates based on the requirement and format.


Document1 - Word
MICROSOFT WORD TEMPLATE
TITLE
TABLE CONTENT
ABSTRACT
Styles
Clear All
Normal
No Spacing
Heading 1
Heading 2
Heading 3
Show Preview
Disable Linked Styles
Options...

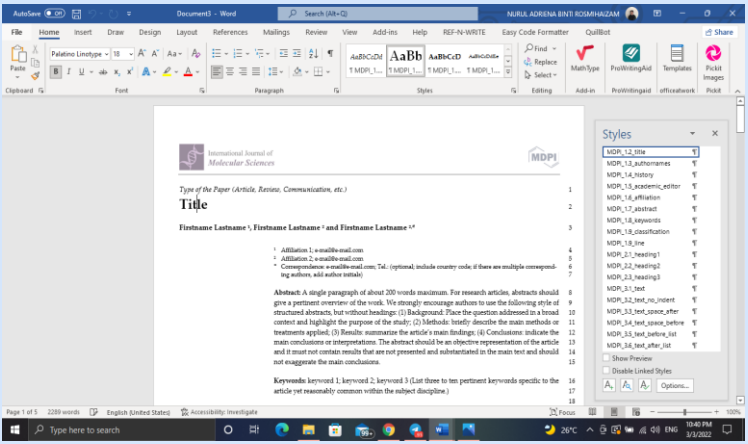

Document1 - Word
MICROSOFT WORD TEMPLATE
TITLE
TABLE CONTENT
ABSTRACT

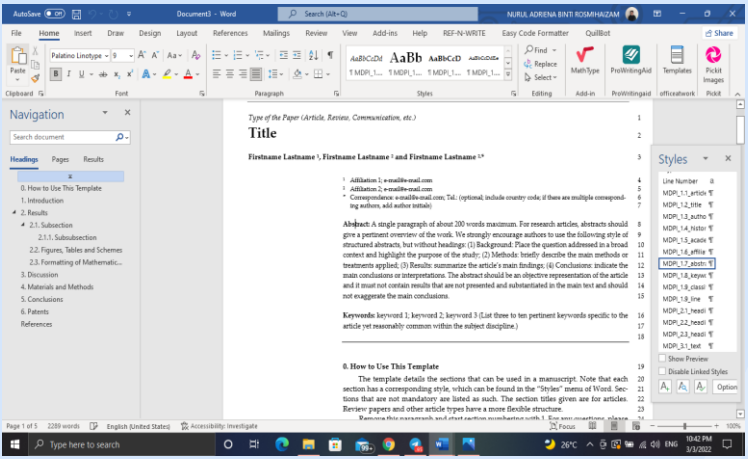
MICROSOFT WORD TEMPLATES

- MICROSOFT WORD ARTICLE JOURNAL TEMPLATE
- MICROSOFT WORD THESIS TEMPLATE

MICROSOFT WORD ARTICLE JOURNAL TEMPLATE

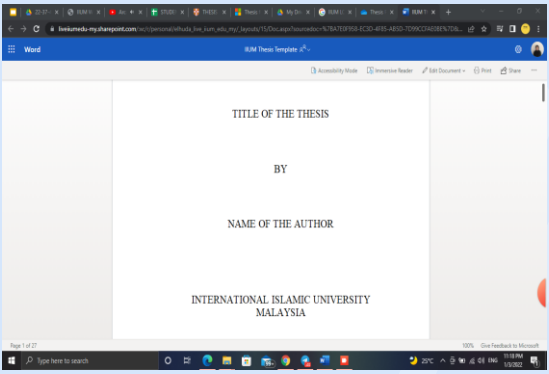
- Scientific journals have their own format
- Easier for the researchers or authors to write on their research and articles.





IIUM MICROSOFT WORD THESIS TEMPLATE

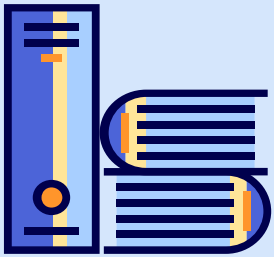
- Ready-made template for students to format their thesis
- Thesis format based on own University's requirements
  - Thesis title
  - Abstract
  - Approval page
  - Copyright Declaration page
  - Acknowledgement
  - Table of contents
  - List of tables, figures, symbols
  - Chapter One > Introduction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



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.

Can be applied to every type of text!

- TITLE
- Every Heading
- normal text

Easy to modify the text feature as creative as you like!

How to?

1. Create your own style

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

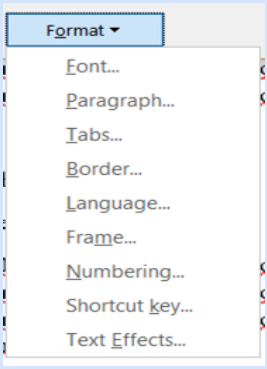
2. Apply the style to the text

Click text > Click Style

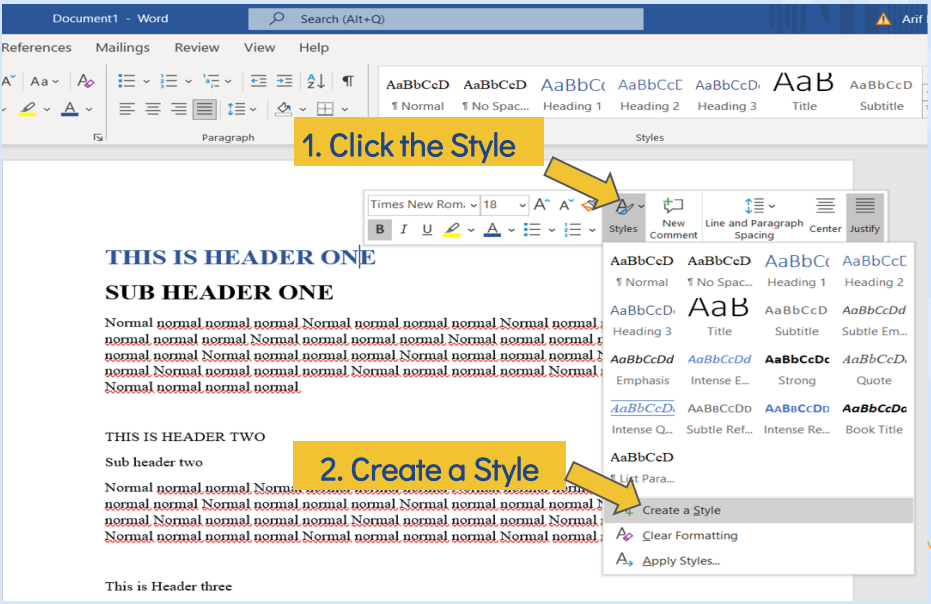
3. Modify the style

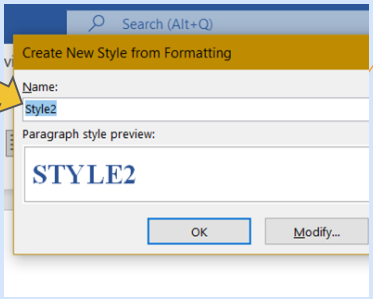
Right Click Style > Modify > (Formatting/Style Type/Paragraph/....)

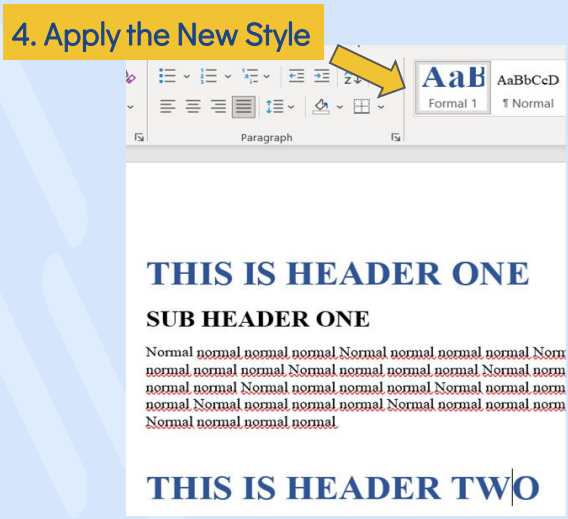
Advanced Formatting



SIMPLE GUIDE



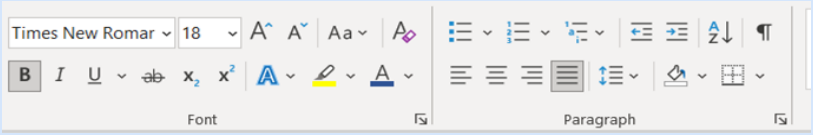


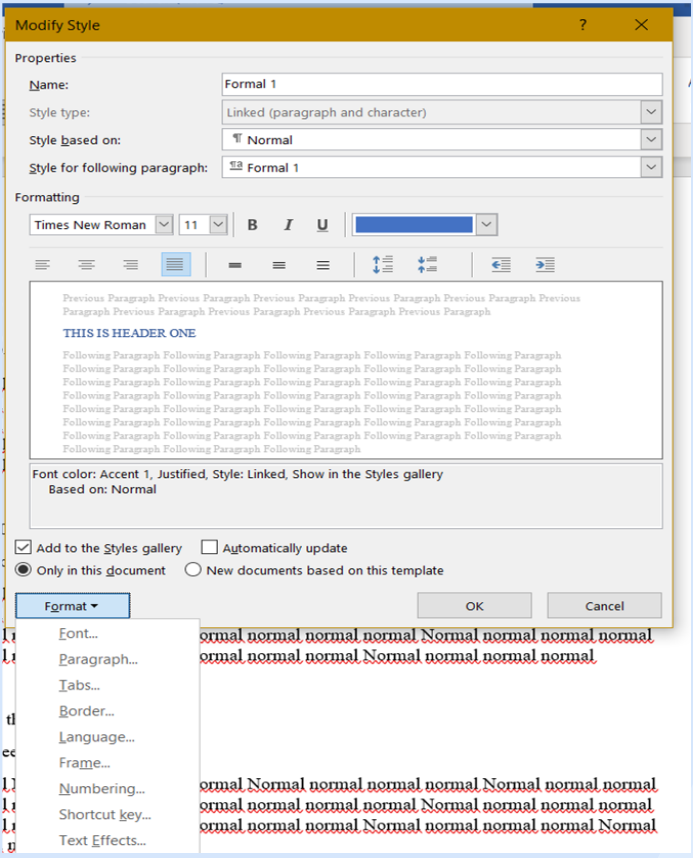


Advance Formatting

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





Why is it important to use Style?

1.Easy to manage large document

- Easy to format text/heading
- Hide/show arrow information under heading

THIS IS HEADER ONE

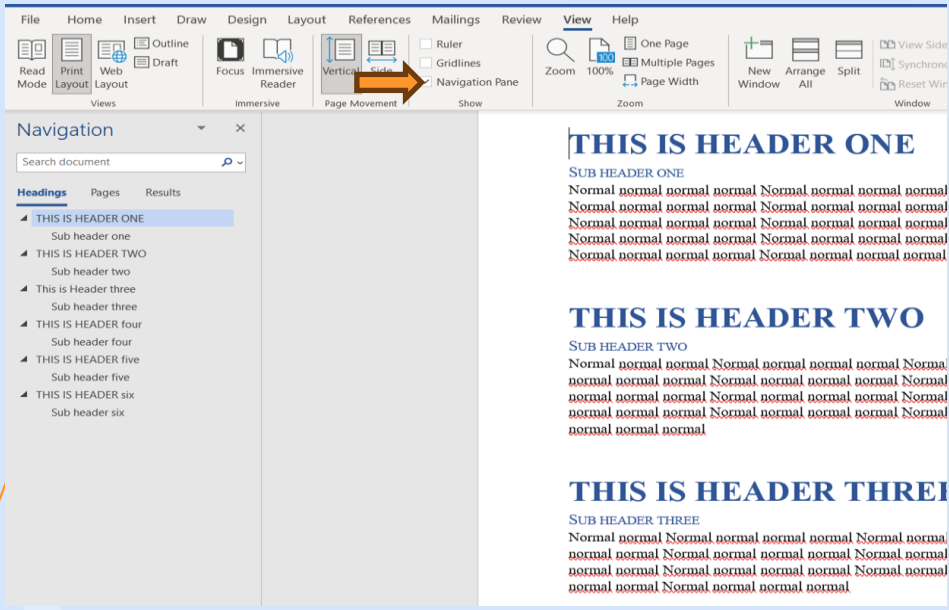
SUB HEADER ONE

Normal normal normal normal Normal normal normal normal Normal normal normal normal

Why is it important to use Style?

2. Navigation Pane

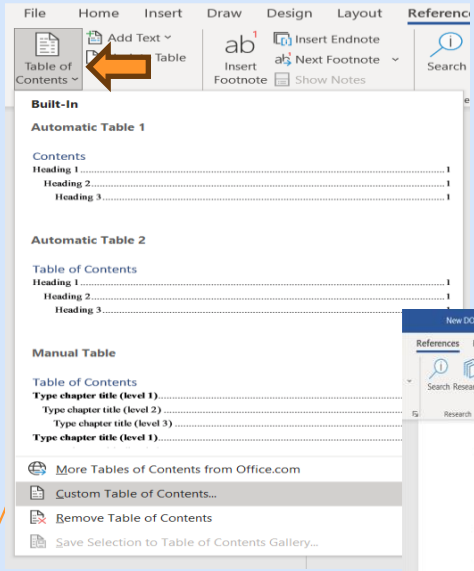
- Go to View tab > Tick Navigation Pane > Navigation menu on the left will appear
- Easy to jump/navigate to each subheading

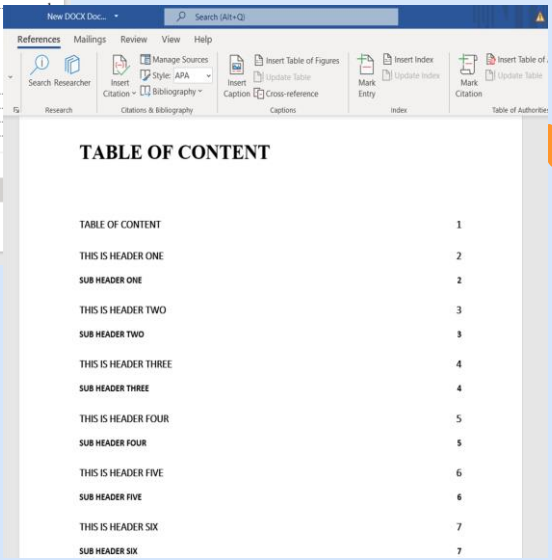


Why is it important to use Style?

3. Build Table of Content

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

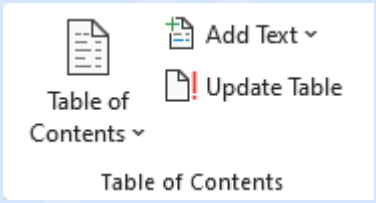


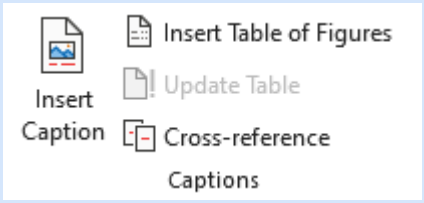


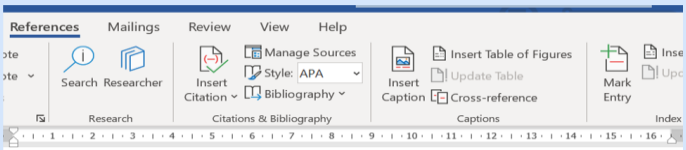
05

REFERENCES TAB

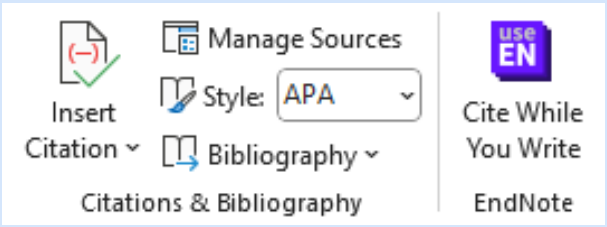
Mohamad Ashraf
Mohd Aminudin



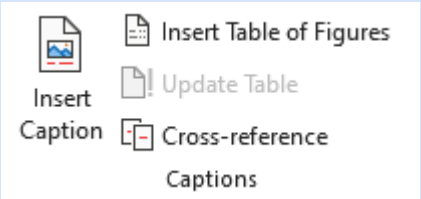




REFERENCES TAB



INSERT FIGURE/ TABLE CAPTION



Inserting the caption:-

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

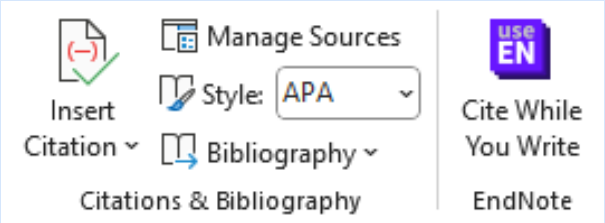
Note that caption number only automatically update when add figure or table

The caption numbers won't automatically update if a figure or table

What are the benefits?

Caption numbers will automatically update when add **figure** or **table**

CITATION & BIBLIOGRAPHY



Inserting the citation:-

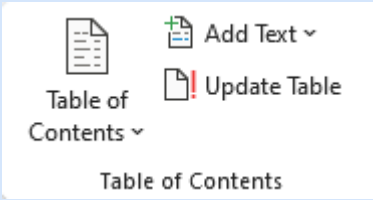
- Can choose from 12 different format
- No need to sort manually the bibliography/references
- Can use a reference manager like Endnote of Mendeley

Latest APA format

Build-in citation generator

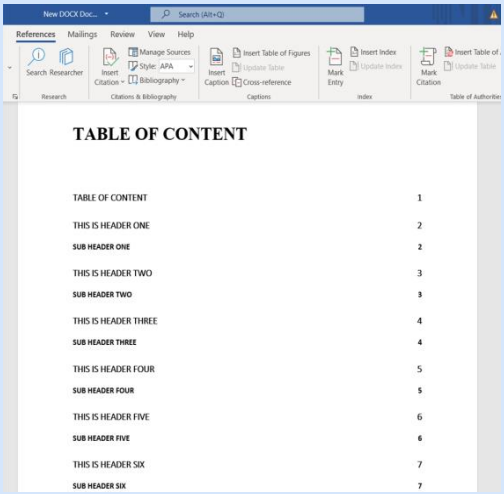
Just type the details of the content

INSERT TABLE CONTENT



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



06
CONCLUSION

Aida Aqilah Asyura
Abdul Talib

قُل لَّوۡ كَانَ ٱلۡبَحۡرُ مِدَادٗا لِّكَلِمَٰتِ رَبِّي لَنَفِدَ ٱلۡبَحۡرُ قَبۡلَ أَن تَنفَدَ كَلِمَٰتُ رَبِّي وَلَوۡ جِئۡنَا بِمِثۡلِهِۦ مَدَدٗا ١٠٩

– 3 +

The Words of the Lord can never be finished

Allah says: `Say, O Muhammad, if the water of the sea were ink for a pen to write down the words, wisdom and signs of Allah, the sea would run dry before it all could be written down.

(Al-Kahfi ; 109)

31:27

وَلَوۡ أَنَّمَا فِي ٱلۡأَرۡضِ مِن شَجَرَةٍ أَقۡلَٰمٞ وَٱلۡبَحۡرُ يَمُدُّهُۥ مِنۢ بَعۡدِهِۦ سَبۡعَةُ أَبۡحُرٖ مَّا نَفِدَتۡ كَلِمَٰتُ ٱللَّهِۗ إِنَّ ٱللَّهَ عَزِيزٌ حَكِيمٞ ٢٧

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.

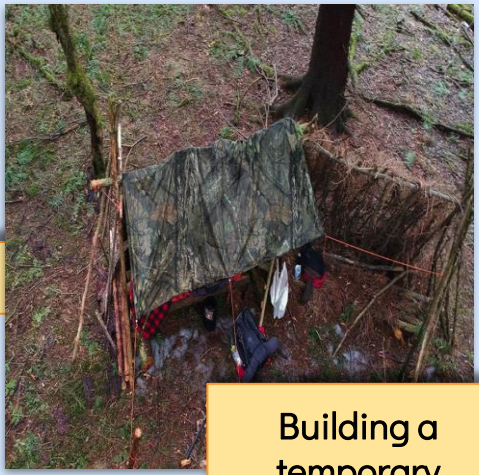
Human knowledge, on the other hand, is limited.

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

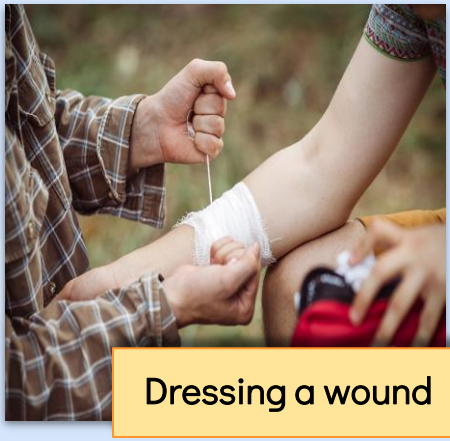
Hunting for food



Building a temporary shelter

Reading a compass

Starting & tending to a fire



Dressing a wound

Home Skills

Painting bedroom

Cleaning the sink

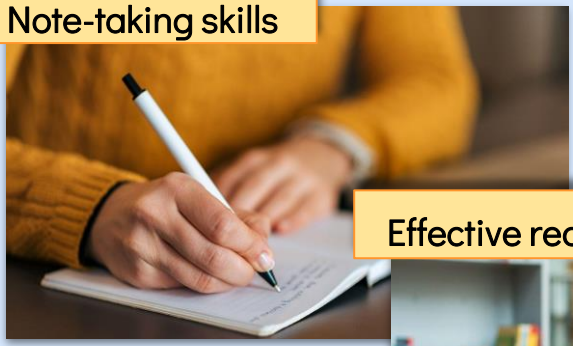
Doing the dishes

Cooking meals

Doing your own laundry

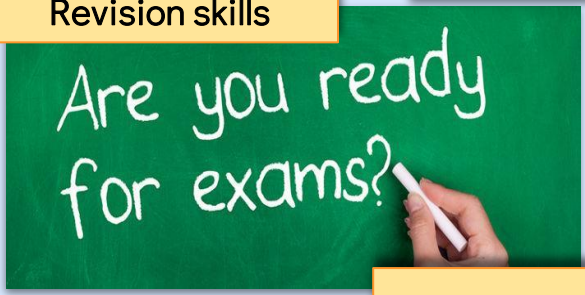
Study Skills

Note-taking skills

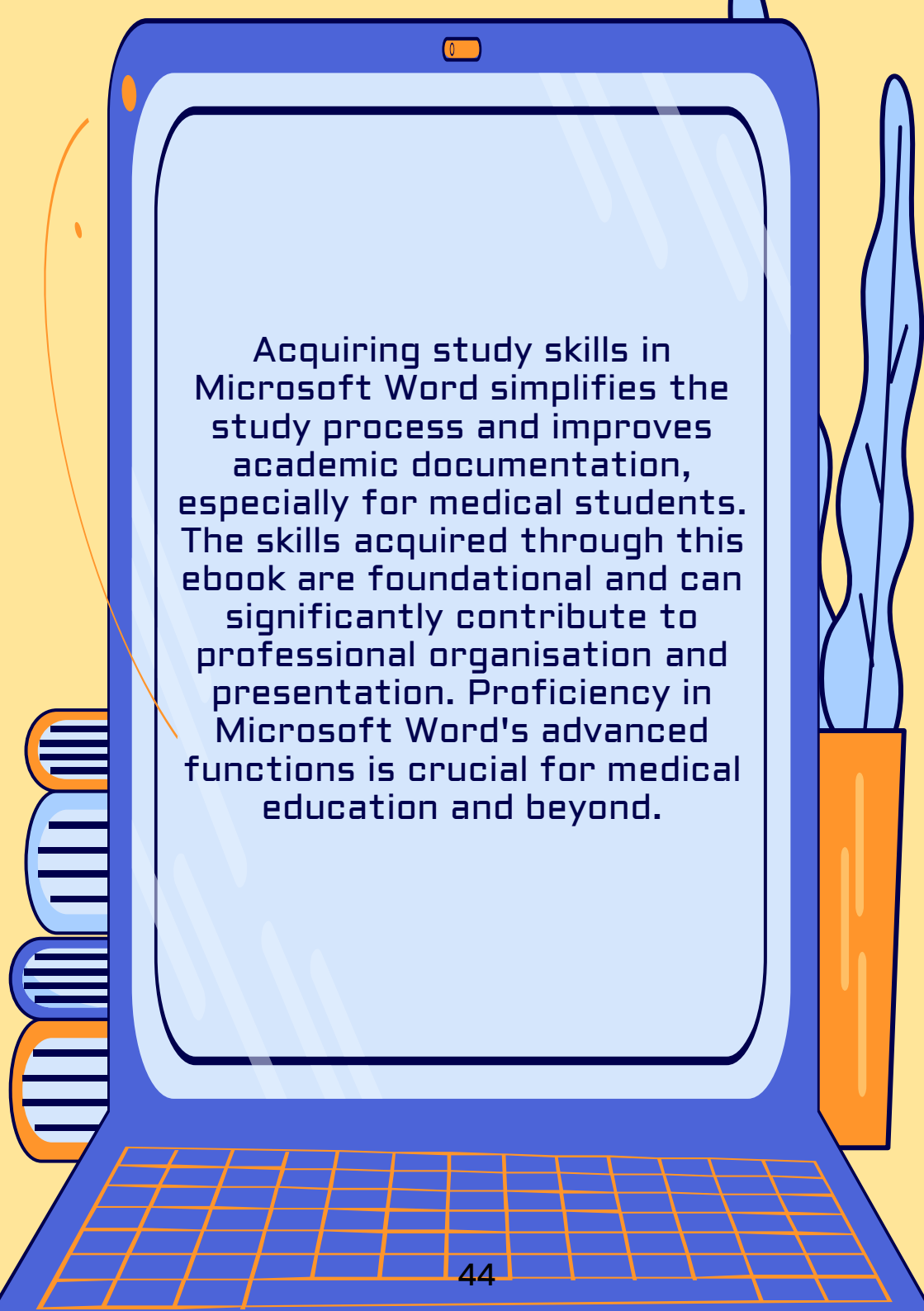


Effective reading

Revision skills



Time management


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.

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