

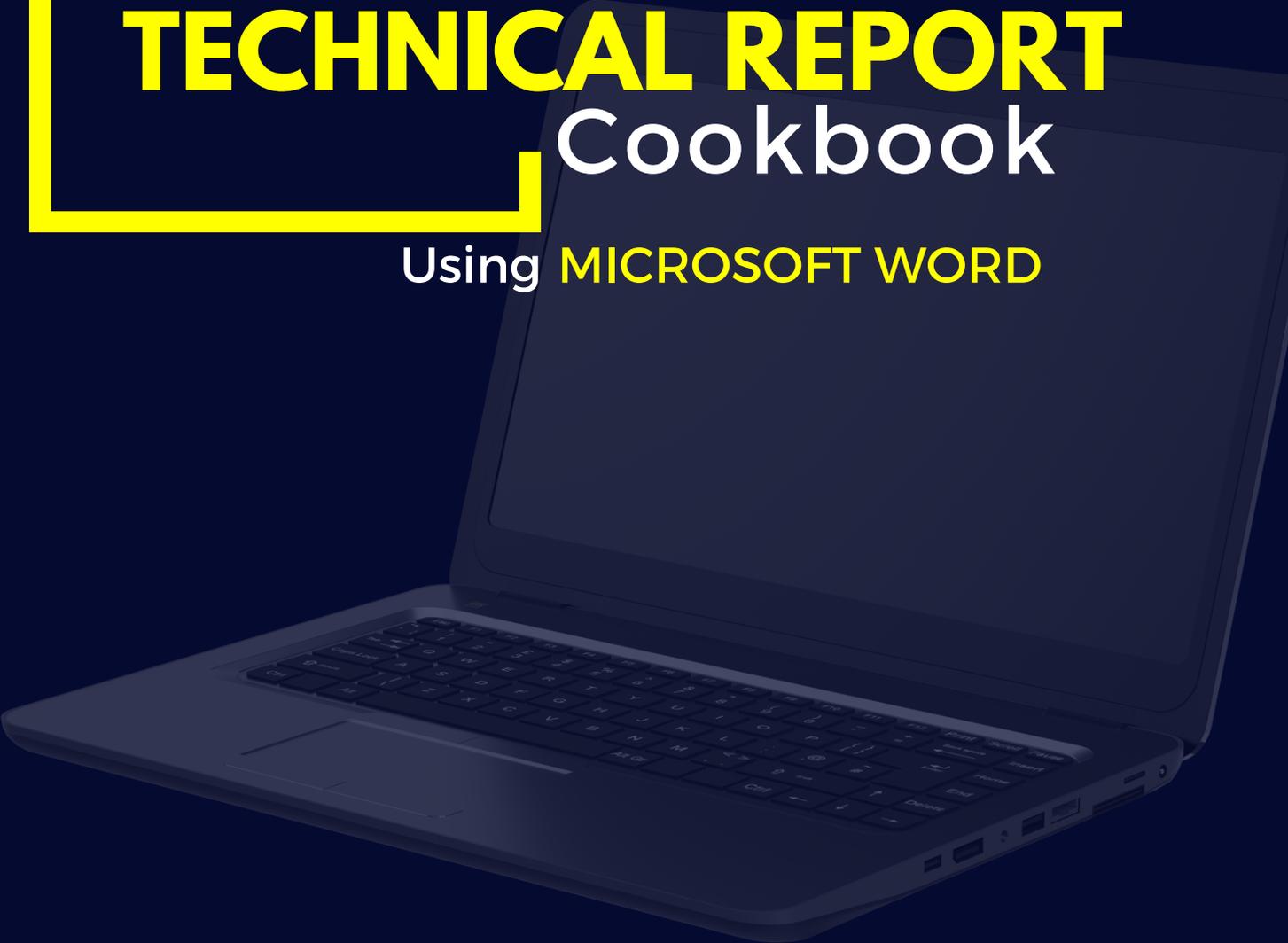
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Single File
TECHNICAL REPORT
Cookbook

Using **MICROSOFT WORD**



DIPLOMA IN INFORMATION TECHNOLOGY (DIGITAL TECHNOLOGY)

DEPARTMENT OF INFORMATION TECHNOLOGY
AND COMMUNICATION

KEMENTERIAN PENDIDIKAN TINGGI
JABATAN PENDIDIKAN POLITEKNIK DAN KOLEJ KOMUNITI

Single File TECHNICAL REPORT Cookbook

Using MICROSOFT WORD



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PREFACE

This book is a comprehensive guide that equips readers of all skill levels with the essential tools and techniques for efficient report writing. The book commences by introducing the concept of single file reports and outlines the advantages when being put in use. It emphasizes the crucial role of well-organized content and demonstrates how Microsoft Word can be harnessed as a powerful tool for report creation. In conclusion, "Single File Technical Report Cookbook Using Microsoft Word" is a necessary resource that facilitate both reviewer and writer in report writing. With a focus on efficiency, collaboration, and practical examples, this book enables users to harness the full potential of Microsoft Word to create impactful and professional reports, making it as valuable asset for students and professionals alike.

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chapter 1

INTRODUCTION TO SINGLE FILE REPORT

1 INTRODUCTION TO SINGLE FILE REPORTS

In this chapter, we will define what a single file report is and explain its advantages over traditional multi-file reports. Readers will understand the concept of consolidating all report elements into one document for better organization and accessibility.

We'll learn about a cool and efficient way to write reports called "Single File Reports." Imagine you have to write a technical report for your diploma course, instead of using multiple files, you can put everything into one document. That's what Single File Reports are all about

1.1 What are Single File Reports?

Usually, reports are divided into many separate files, like one file for the cover page, another for the table of contents, and more files for different sections of the report. This can get confusing and messy, right?

Well, a single file report is a different approach. It means putting all the content of your report into just one document! Everything, from the cover page to the last page, is kept together in a neat and organized manner. This approach makes it easy to share, store, and manage the report as it eliminates the need for multiple files and folders.

1.2 Single File Reports vs Traditional Reports

Both techniques are based on two different approaches to presenting information and data. To help us understand the reason behind this, let's examine a simple scenario.

Once, a group of students taking the Diploma in Digital Technology course found that the quarterly reporting process was a tedious affair. Each student crafted their respective sections of the report independently, resulting in a collection of separate files and formats. When the reports were disseminated to clients and team members, confusion occurred due to varying versions and missing sections.

Frustrated by the inefficiency and lack of continuity, the group leader decided to move towards an approach that is more efficient. A more streamlined perspective on reporting that would not only save time and effort but also enhance the overall communication within the group.

The team agreed to use a standardized template for the single-file report. This template includes built-in features such as headings, subheadings, and a dynamic table of contents to facilitate the document organization process. This method integrates all relevant information, including project updates, performance metrics, analytics, and visual elements, within one comprehensive Microsoft Word document.

The benefits of single-file reports quickly became evident. Team members could now work simultaneously on the same document, ensuring real-time updates and version control. They found it easier to maintain consistency in formatting and data presentation, resulting in a smooth and professional outcome. All members appreciated the seamless navigation, finding all the information they needed in one cohesive document.

Table 1: Summarized comparison of Single-File Reports vs. Traditional Reports.

Aspect	Single-File Reports	Traditional Reports
Format	All content in one document	Multiple physical documents/files
Organization	Structured with headings, TOC	Distributed across various files
Navigability	Easy internal navigation	Requires opening multiple files
File Management	One document to manage	Handling multiple files
Collaboration	Real-time collaboration possible	Merging changes from different files
Digital Distribution	Well-suited for digital sharing	May need conversion to digital form

1.3 Advantages of Single File Reports

So, what's the big deal? Let me share the advantages with you! When you use a Single File Report, accessing all your information becomes incredibly easy; no more searching through different files! Additionally, it presents a neat and organized appearance, leaving a good impression on your teachers and readers. And here's the best part – when you submit your report, you only need to share one file. Say goodbye to worries about missing parts of your report!.

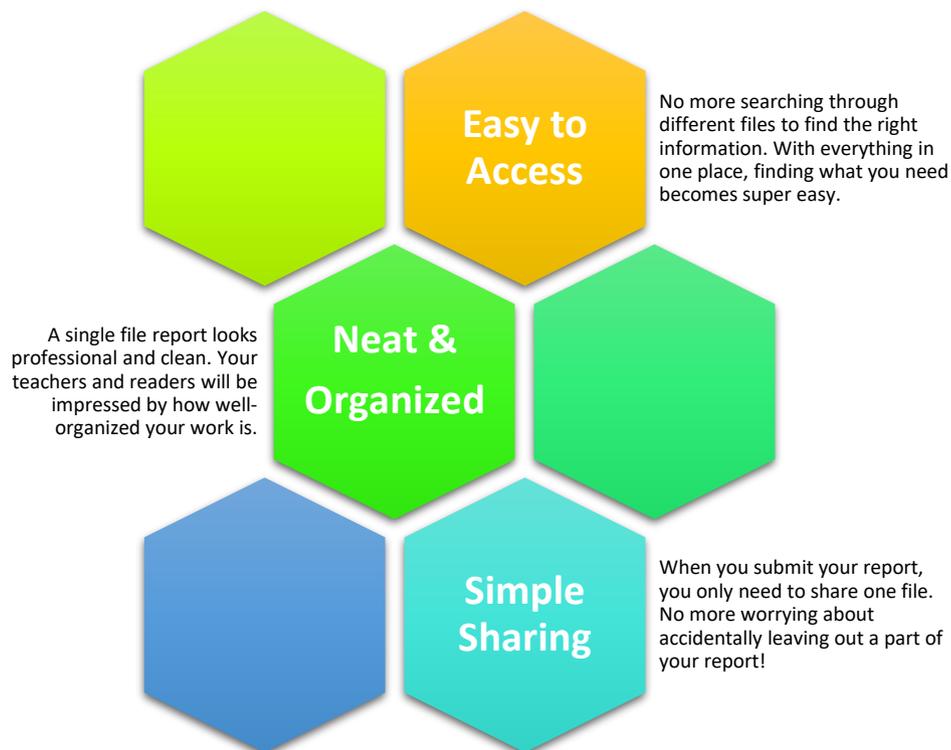


Figure 1 : Single file advantages

1.4 Importance of Efficient Content Organization

Now, let's discuss why organizing your report is crucial. Imagine reading a book without chapters or headings – it would be confusing, wouldn't it? The same principle applies to reports. By structuring your report with clear headings, you assist your readers in better comprehending your ideas. A logical and coherent structure enhances the overall readability and impact of the report. It's akin to providing them with a roadmap to navigate your report seamlessly.



Figure 2 : Efficient content organization for a successful report

1.5 Benefits of Using Microsoft Word for Report Writing

In this section, we'll explore why Microsoft Word is an excellent choice for creating Single File Reports. It's a popular and user-friendly software that many people already have on their computers. So, let's get ready to discover the fantastic features of Microsoft Word and begin creating impressive Single File Reports together!

Microsoft Word offers wide range of benefits for a single file report writing, making it a versatile and user-friendly tool for creating professional and well-organized reports.

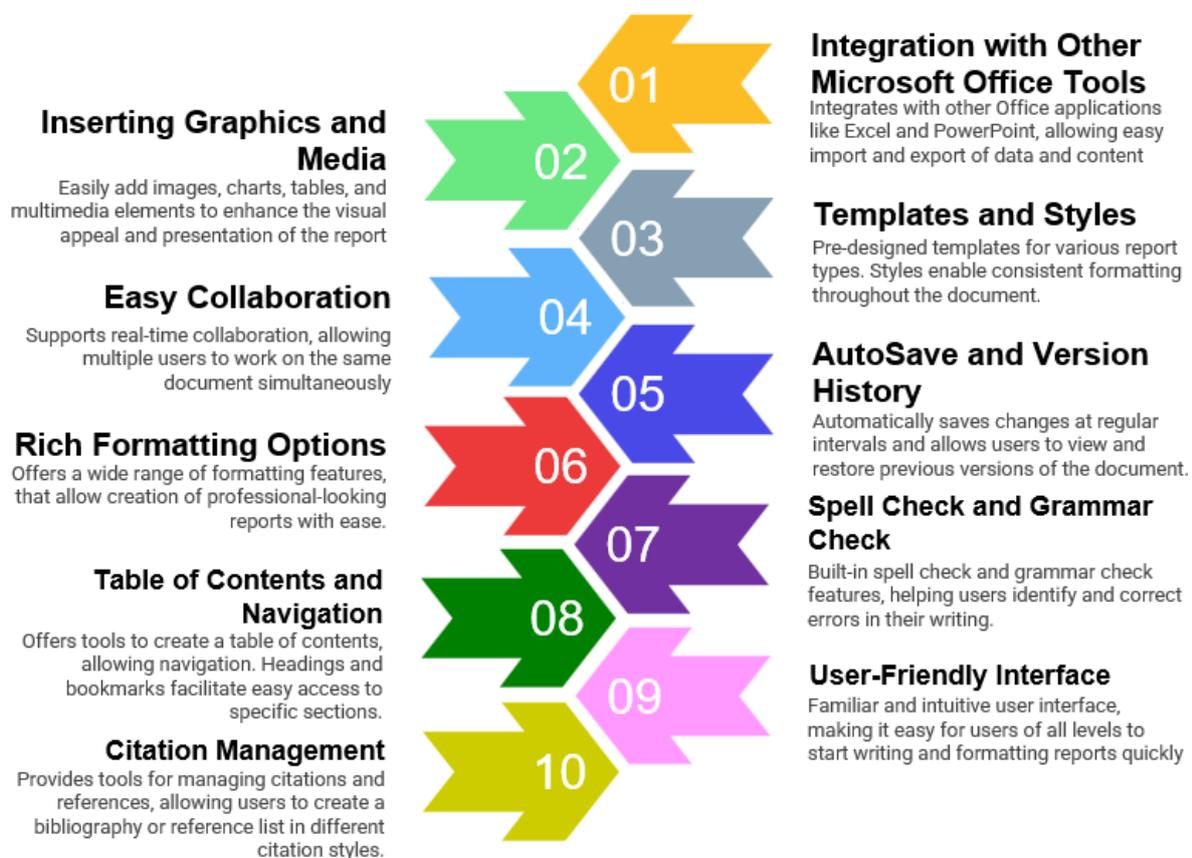


Figure 3 : Overview of the benefits Microsoft Word offers for a single report writing.

01

Let's Practice Topic 1



1. Identify the correct statement that best explain the concept of 'a single file report'.

- A) A report saved in multiple files
- B) A report containing only one page
- C) A report stored in a single digital file
- D) A report with multiple authors

2. How does organizing content efficiently in a report benefit readers?

- A) It confuses them with complex structure
- B) It helps them find information quickly
- C) It increases the report's length
- D) It adds unnecessary details

3. Choose the correct reason behind the importance of organizing content efficiently in report writing.

- A) To impress readers with fancy formatting
- B) To reduce the word count
- C) To improve readability and clarity
- D) To save on printing costs

4. Choose the best statement to explain the benefits of single-file reports for teams that work remotely.

- A) By requiring physical signatures
- B) By facilitating collaborative editing
- C) By restricting access to the report
- D) By increasing report length

5. Identify the software being introduced in this chapter for report writing?

- A) Microsoft Excel
- B) Microsoft PowerPoint
- C) Microsoft Word
- D) Microsoft Outlook

6. Choose one disadvantage of using multiple files for a report.

- A) Improved organization
- B) Version control issues
- C) Reduced file size
- D) Enhanced collaboration

7. Identify the reason for Microsoft Word being recommended for report writing in this chapter.

- A) It is free to use
- B) It offers advanced data analysis tools
- C) It provides extensive formatting options
- D) It has limited font choices

8. Choose the primary purpose of introducing single-file reports in this chapter.

- A) To save paper
- B) To make reports longer
- C) To streamline report management
- D) To increase font size



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chapter 2

PREPARING THE DOCUMENT STRUCTURE

2 PREPARING THE DOCUMENT STRUCTURE

Think of it as creating a strong foundational structure for your report, much like building a house.

Imagine your report as a map that guides your readers. A clear and organized map makes the journey smooth. That's our goal here – making your report easy to navigate. In this chapter, you will learn how to enhance the appearance of your pages by adjusting elements such as margins, page arrangement, and text formatting. Get ready to give your report a professional touch. Let's dive into Chapter 2 and discover how to set up your report using the wonderful features of Microsoft Word!

2.1 Setting Up the Document

In this section, we'll walk you through the steps to set up the basic elements of your Microsoft Word document. These elements include page layout, page size, margins and font styles. By following these steps, you'll ensure that your report's visual appearance is polished and aligned with academic standards.

Step 1: Open a New Document

- I. Open Microsoft Word on your computer.
- II. Click on "Blank Document" to start a new document.

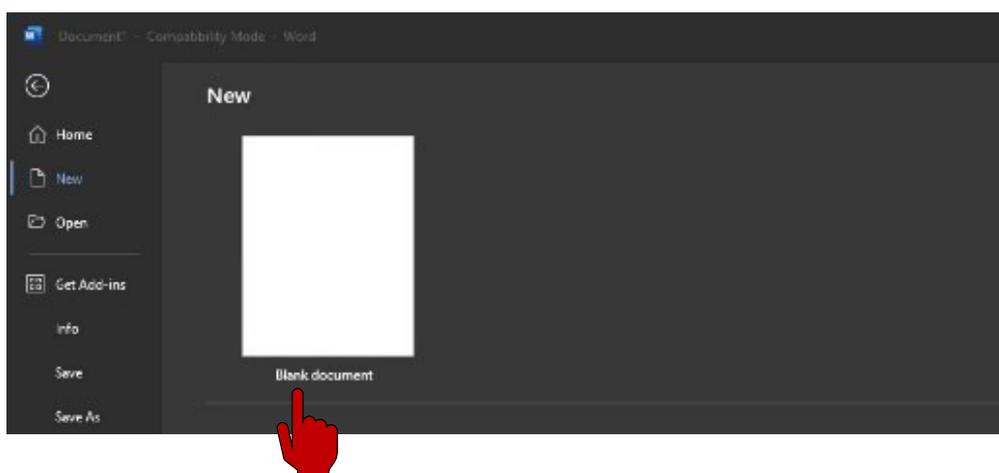


Figure 4: Blank Document

Step 2: Setting Page Layout

- I. Stay in the "Layout" tab.

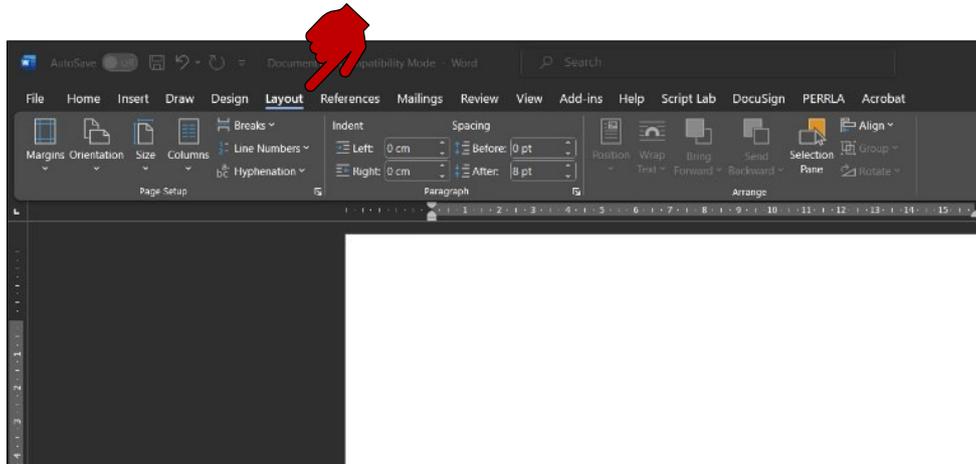


Figure 5: Layout Tab

- II. Click on "Page Setup" to open the settings window.

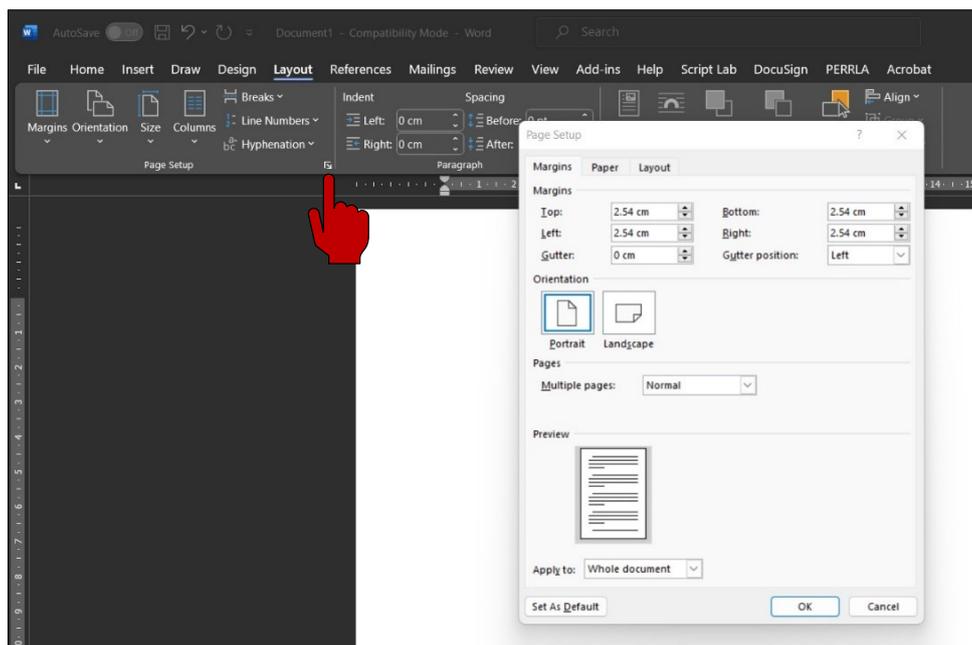


Figure 6: Page Setup

- III. Here, you can adjust page orientation (portrait or landscape) and paper size. Choose the options that match your report's requirements.

Step 3: Setting Paper Size

- I. Click on "Size" icon.
- II. Select A4 for standard report paper size.

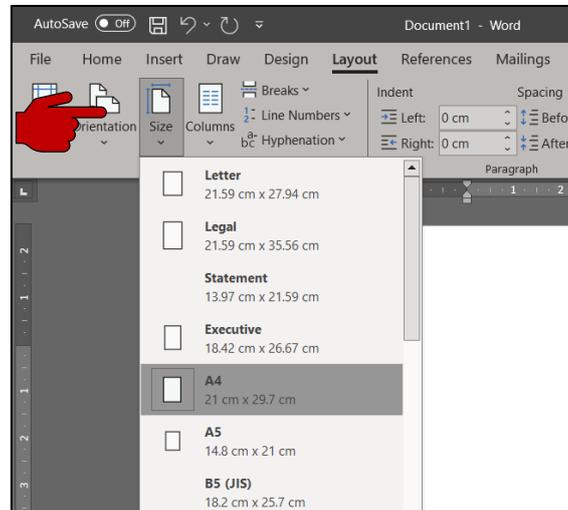


Figure 7: Paper size

Step 4: Set Left Margin

- I. In the "Page Layout" tab, locate the "Margins" button in the "Page Setup" group.
- II. Click on the "Margins" button to open a drop-down menu.
- III. From the menu, select "Custom Margins."

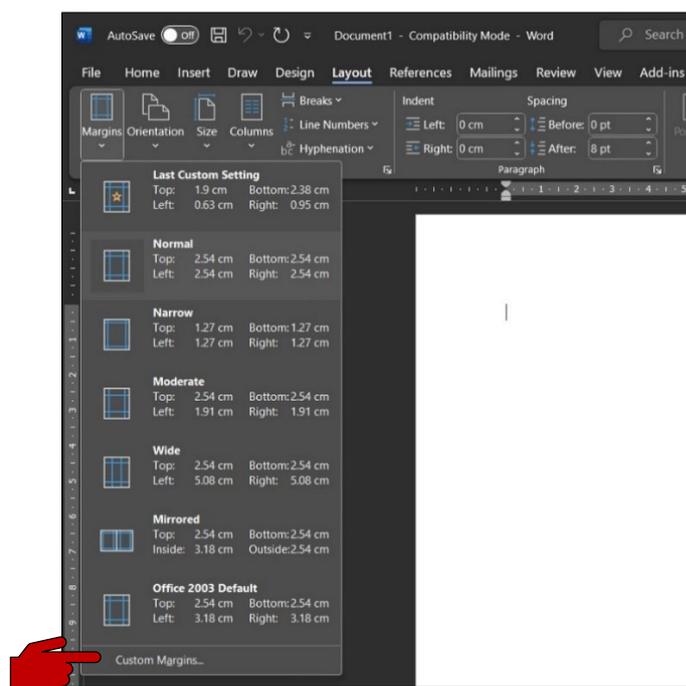


Figure 8: Custom margins

Step 5: Adjust Left Margin

- I. In the "Page Setup" dialog box that appears, locate the "Margins" section.
- II. In the "Left" field, enter "3.5 cm."

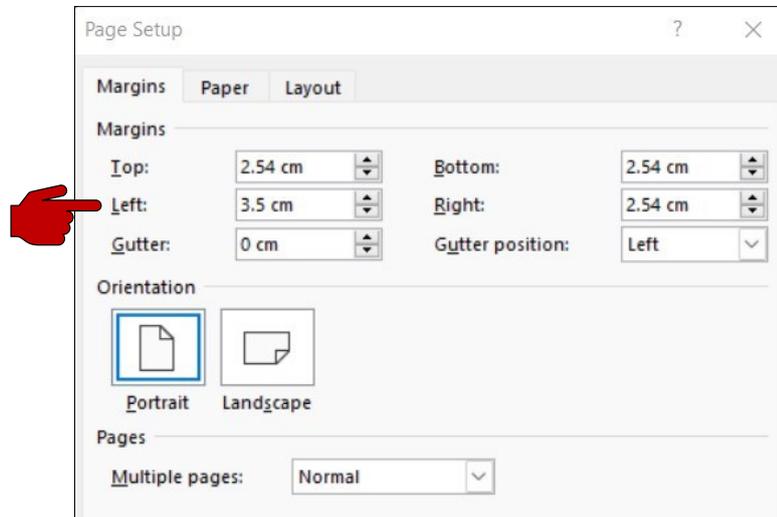


Figure 9: Left margin

Step 6: Set Top and Bottom Margins

- I. In the same "Page Setup" dialog box, locate the "Top" and "Bottom" fields.
- II. In both fields, enter "2.5 cm."

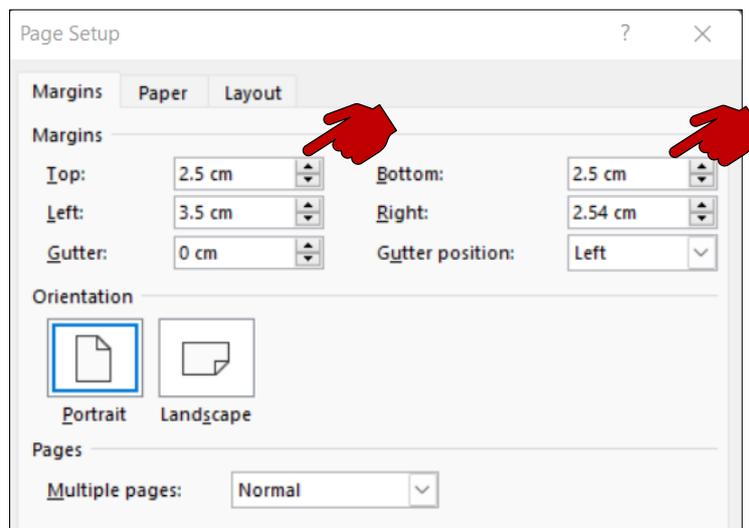


Figure 10: Top and bottom margin

Step 7: Set Right Margin

- I. In the same "Page Setup" dialog box, locate the "Right" field.
- II. Enter "2.0 cm" in the "Right" field.

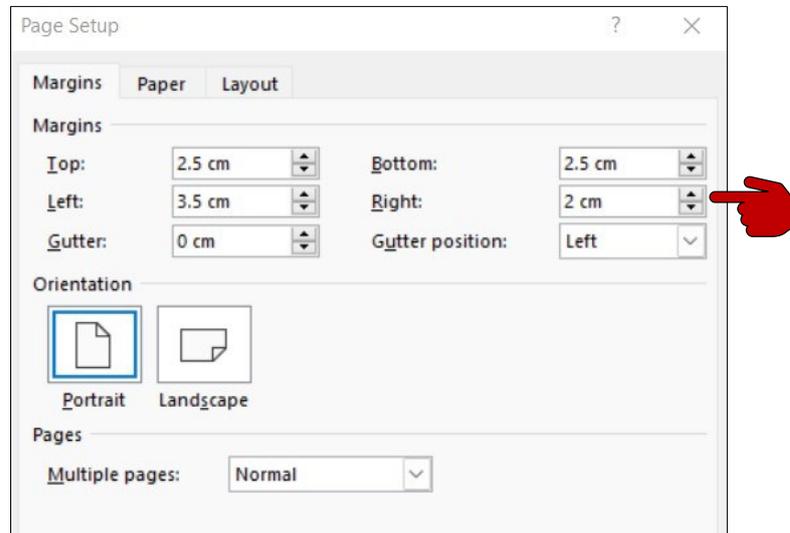


Figure 11: Right margin

Step 8: Set Header and Footer Margins

- I. In the same "Page Setup" dialog box, locate the "Header" and "Footer" fields in the "Layout" tab.
- II. In both fields, enter "1.5 cm."

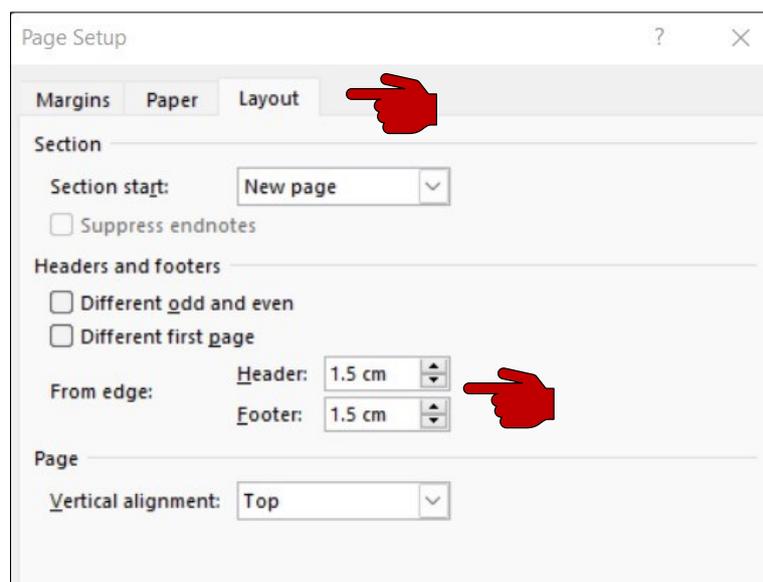


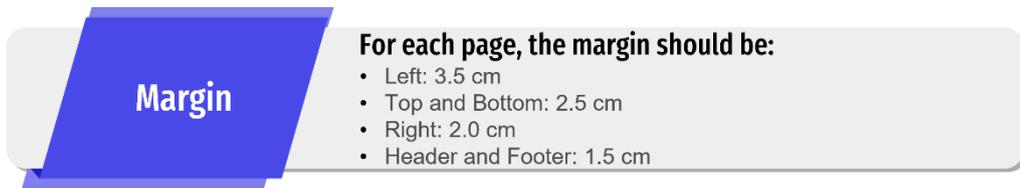
Figure 12: Header and Footer

Step 9: Apply Margins

After you have entered all the margin values as specified, click the "OK" button in the "Page Setup" dialog box to apply the margins to your document.

Step 10: Check Margins

To ensure that the margins have been set correctly, look at your document. You should see the specified margins on each page.

A callout box with a blue tab on the left containing the word "Margin". To the right, a grey rounded rectangle contains the text "For each page, the margin should be:" followed by a bulleted list of margin values.

Margin

For each page, the margin should be:

- Left: 3.5 cm
- Top and Bottom: 2.5 cm
- Right: 2.0 cm
- Header and Footer: 1.5 cm

By following these step-by-step instructions, you'll set up your Microsoft Word document with professional margins, an appropriate page layout, and consistent font styles. This will help your report look polished and adhere to academic standards. In the next section, we'll explore creating headers, footers, and page numbers for that extra touch of professionalism.

TIPS

MEASUREMENT UNIT

To change the measurement unit, open Word Options (File > Option) navigate to the Advanced, select your preferred unit of measurement (e.g., Inches, Centimeters), and then apply the changes, but note that it won't automatically convert existing measurements in your document.



2.2 Using Navigation Pane

Using the Navigation Pane in Microsoft Word is a handy way to quickly navigate through your document, especially when it's long or contains multiple sections. Here's a step-by-step guide on how to use the Navigation Pane:

Step 1: Enable the Navigation Pane

To enable the Navigation Pane, go to the "View" tab in the ribbon at the top of the screen.

Step 2: Open the Navigation Pane

- I. In the "View" tab, look for the "Show" group. Here, you'll find the "Navigation Pane" checkbox.
- II. Click on it to enable the Navigation Pane.

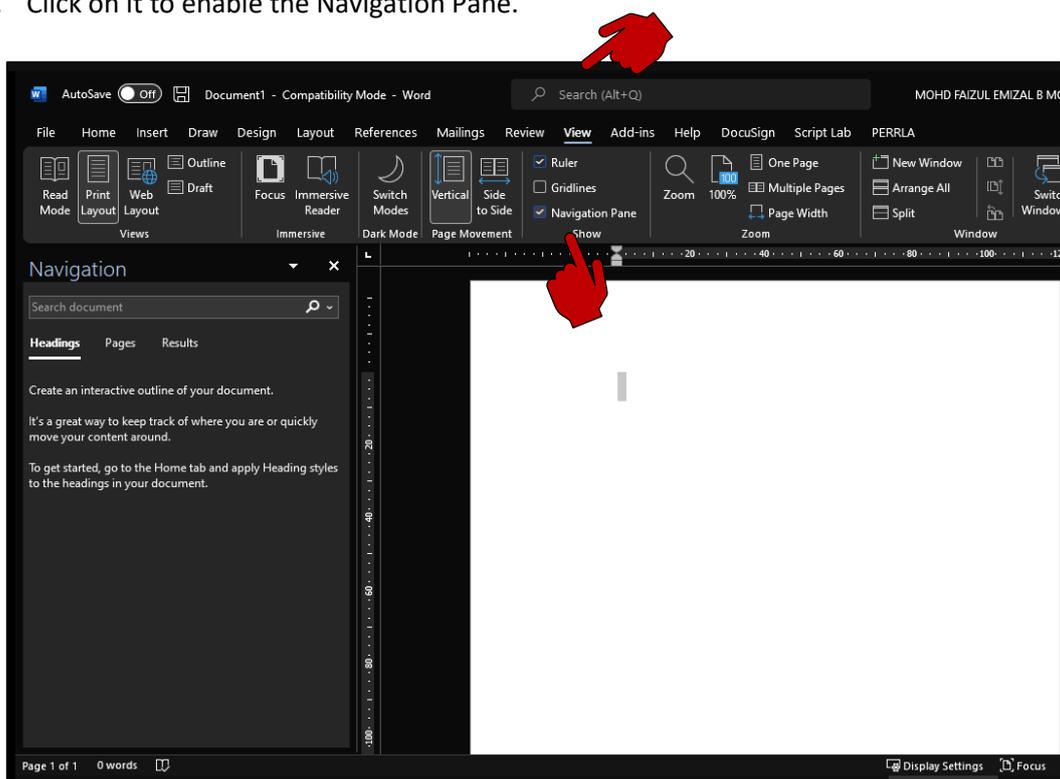


Figure 13: Enable navigation pane

Step 3: Navigate Using the Navigation Pane

Once the Navigation Pane is open, you'll see a pane on the left side of your document.

- I. **Search for Text:** You can use the search box at the top of the Navigation Pane to search for specific text or elements in your document. Simply type the word or phrase you want to find and press Enter. Word will highlight and display a list of search results in the Navigation Pane.
- II. **Browse Headings:** If you have applied heading styles (e.g., Heading 1, Heading 2) to your document's sections or headings, they will appear in the Navigation Pane. Click on a heading to jump to that section in your document.
- III. **Browse Pages:** Click on the "Pages" tab in the Navigation Pane to see thumbnails of each page in your document. You can click on a page thumbnail to navigate directly to that page.
- IV. **Browse Results:** If you've performed a search, the results will be displayed under the "Results" tab. Click on a result to jump to that specific location in your document.

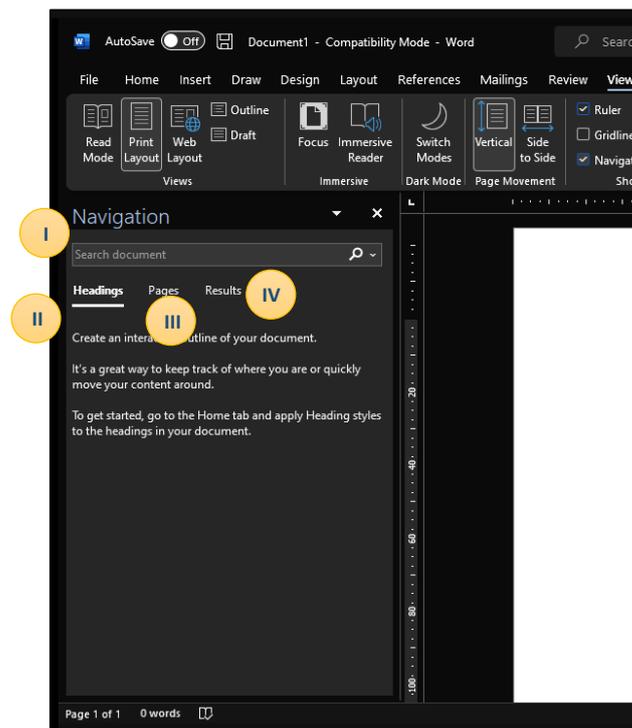


Figure 14: Navigation pane function

Step 4: Rearrange and Manage Content

- I. You can also use the Navigation Pane to rearrange and manage your document's content:
- II. Drag and Drop: In the Navigation Pane, you can click and drag headings or pages to reorder them within your document.
- III. Promote/Demote Headings: Right-click on a heading in the Navigation Pane, and you'll see options to promote or demote it, changing its level in the document's hierarchy.
- IV. Delete Content: You can right-click on a heading or page in the Navigation Pane and select "Delete" to remove it from your document.

Step 5: Close the Navigation Pane

- I. To close the Navigation Pane, simply click the "X" button in the upper-right corner of the Navigation Pane or go back to the "View" tab and uncheck the "Navigation Pane" option.
- II. That's it! You've successfully learned how to use the Navigation Pane in Microsoft Word to navigate, search, and manage your document's content more efficiently.

TIPS

NAVIGATION PANE

Use the Navigation Pane (View > Navigation Pane) to easily move around and manage large documents, especially useful for longer reports.



2.3 Footers and Page Numbers

In this section, we'll guide you through the process of adding consistent footers, and page numbers to your Microsoft Word document. These elements will provide a professional touch to your report and make it easier for readers to navigate your content.

Step 1: Inserting Page Numbers

- I. While still in the "Insert" tab, click on "Page Number."
- II. Choose where you want the page numbers to appear.
 - a. The setting designated in the Technical Project Report will be 'Bottom Right'.

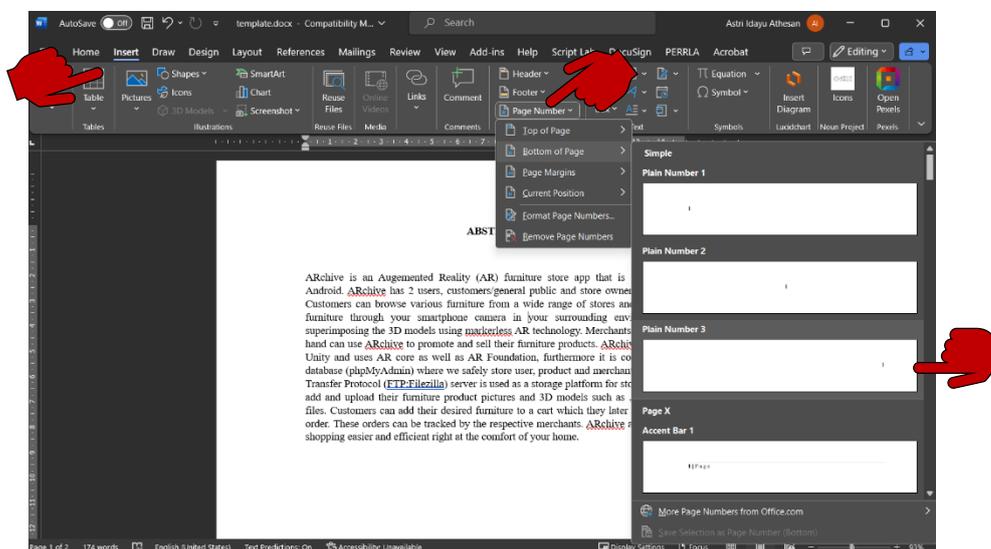


Figure 15: Insert page number

- III. You can customize the format and appearance of page numbers by selecting "Format Page Numbers." (If any).

TIPS

PAGE BREAKS

Insert page breaks (Insert > Page Break) to control where a new page begins, ensuring your document flows the way you want.





- I. Create a 'Cover Page' based on setting in Figure A below.

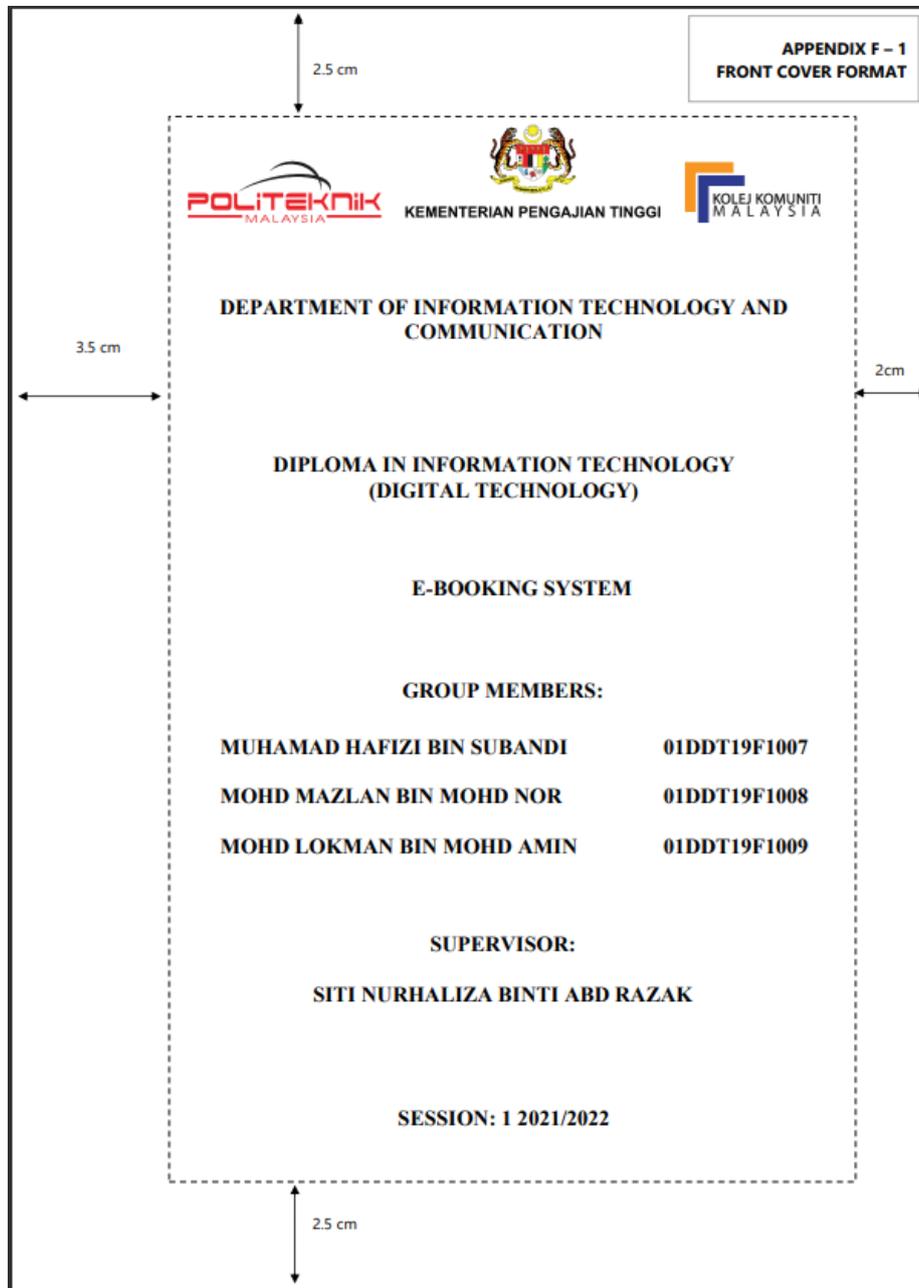


Figure A: Let Practice Topic 2

Font Style

Paper Size : A4

- Font Size : 14 pt
- Font Type: Times New Roman

- II. Insert and format Topic and Subtopic using Styles and Headings. Then try to navigate using the Navigation Pane. Refer Figure B as guidance.

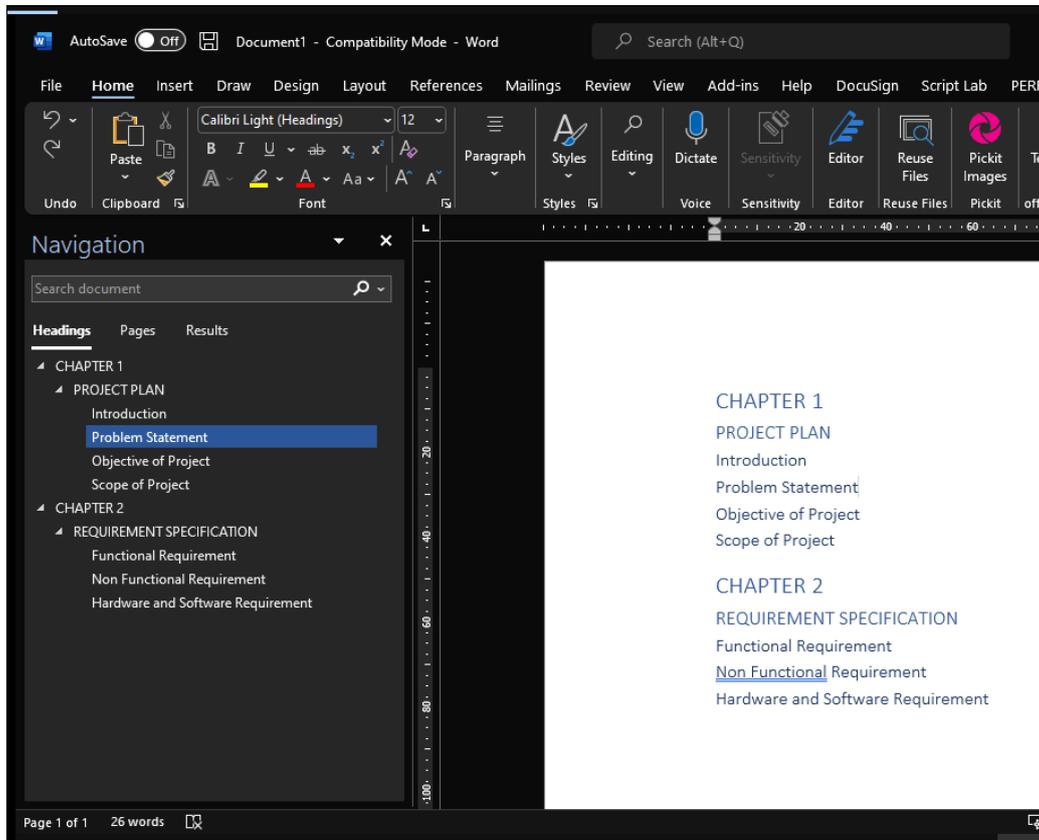


Figure B: Let Practice Topic 2

Single File
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chapter 3

FORMATING TEXT AND GRAPHIC

3 FORMATTING TEXT AND GRAPHICS

Welcome to Chapter 3, where we will explore the art of formatting text and graphics. This chapter is your guide to elevating your reports from simple documents to polished, engaging, and visually appealing works.

In this chapter, we'll dive into the details of text formatting and styling. You'll learn how to set up multilevel lists, choose the right fonts, colors, sizes, and styles to make your text not only informative but also visually captivating. We'll also explore the world of visual elements such as images, charts, and graphics, and show you how to insert, align, and style them effectively to enhance your reports. Get ready to transform your reports into compelling visual journeys in this chapter!

3.1 Setting Multilevel list

Creating a multilevel list in Microsoft Word can be useful for organizing information with different levels of hierarchy, such as outlines, legal documents, or structured documents. Here's a step-by-step guide to setting up a multilevel list in Microsoft Word:

Step 1: Selecting Text

- I. Open your Microsoft Word document in which you want to create a multilevel list.
- II. Select the text where you want to apply the multilevel list.

Step 2: Open the Multilevel List Dialog

- I. Go to the "Home" tab in the Word ribbon, and in the "Paragraph" group, you'll find the "Multilevel List" button (it may look like a numbered or bulleted list icon).
- II. Click on the drop-down arrow next to this button.

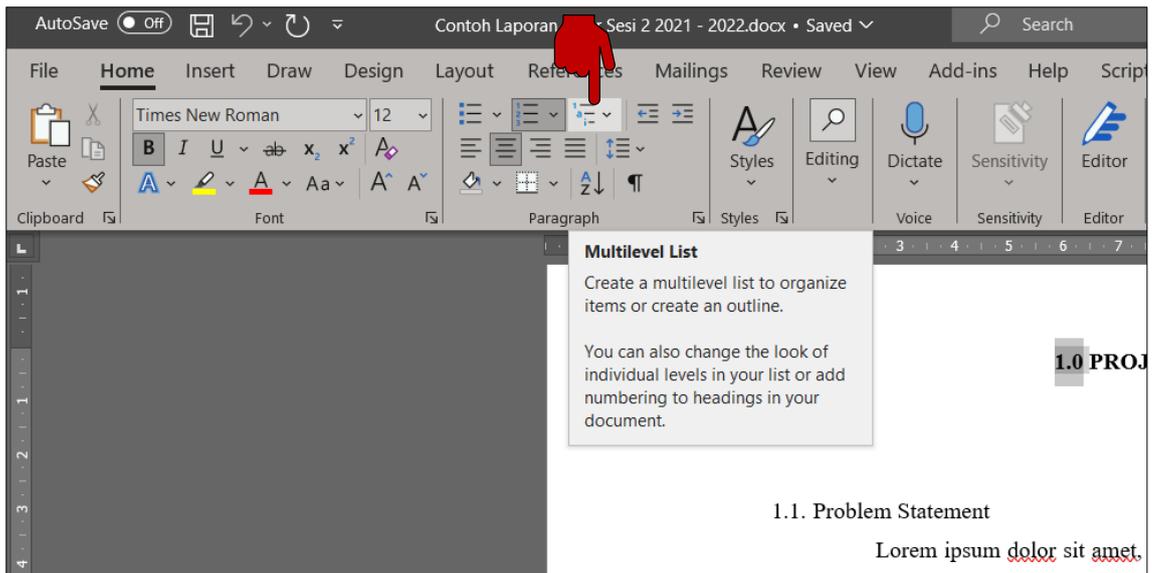


Figure 16: Multilevel List

Step 3: Choose a Multilevel List Style

- I. In the "Multilevel List" menu, you can choose from a variety of predefined multilevel list styles.
- II. These styles offer different formatting options for your list.
- III. For better control choose "Define New Multilevel List" to create a custom list style.

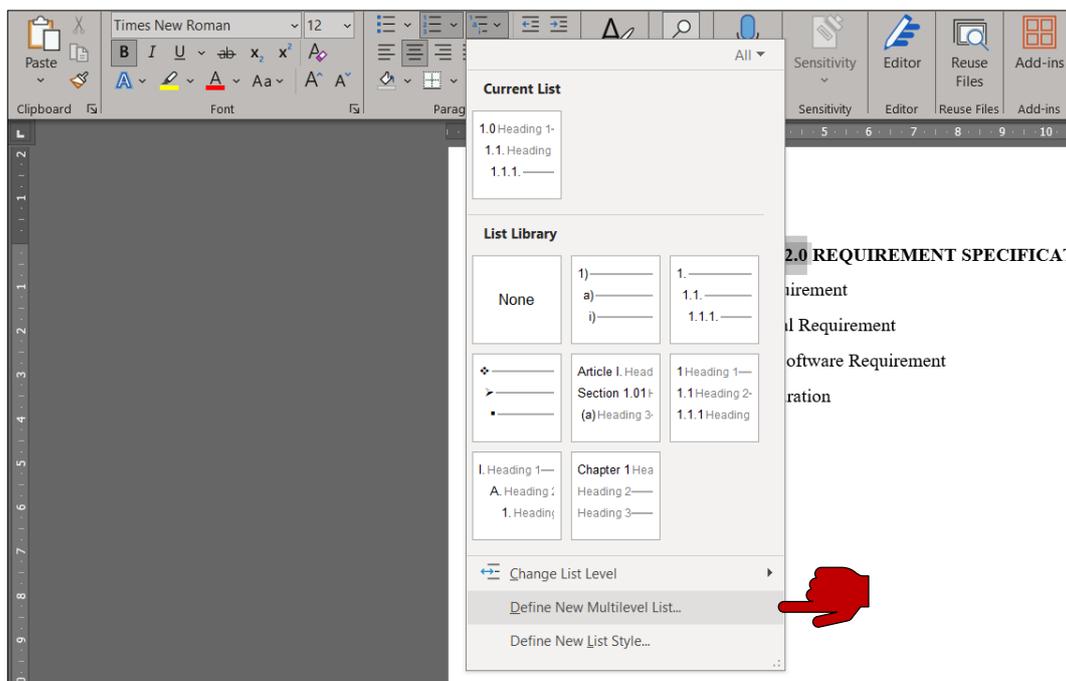


Figure 17: Define Multilevel List

Step 4: Customize the List Style

- I. Select "Define New Multilevel List," and the "Define New Multilevel List" dialog will open.
- II. Here, you can customize the list format to meet your specific requirements.
- III. Specify the number of levels, choose a numbering format (1, 1.1, 1.1.1), and customize the appearance of each level (font, alignment, etc.).

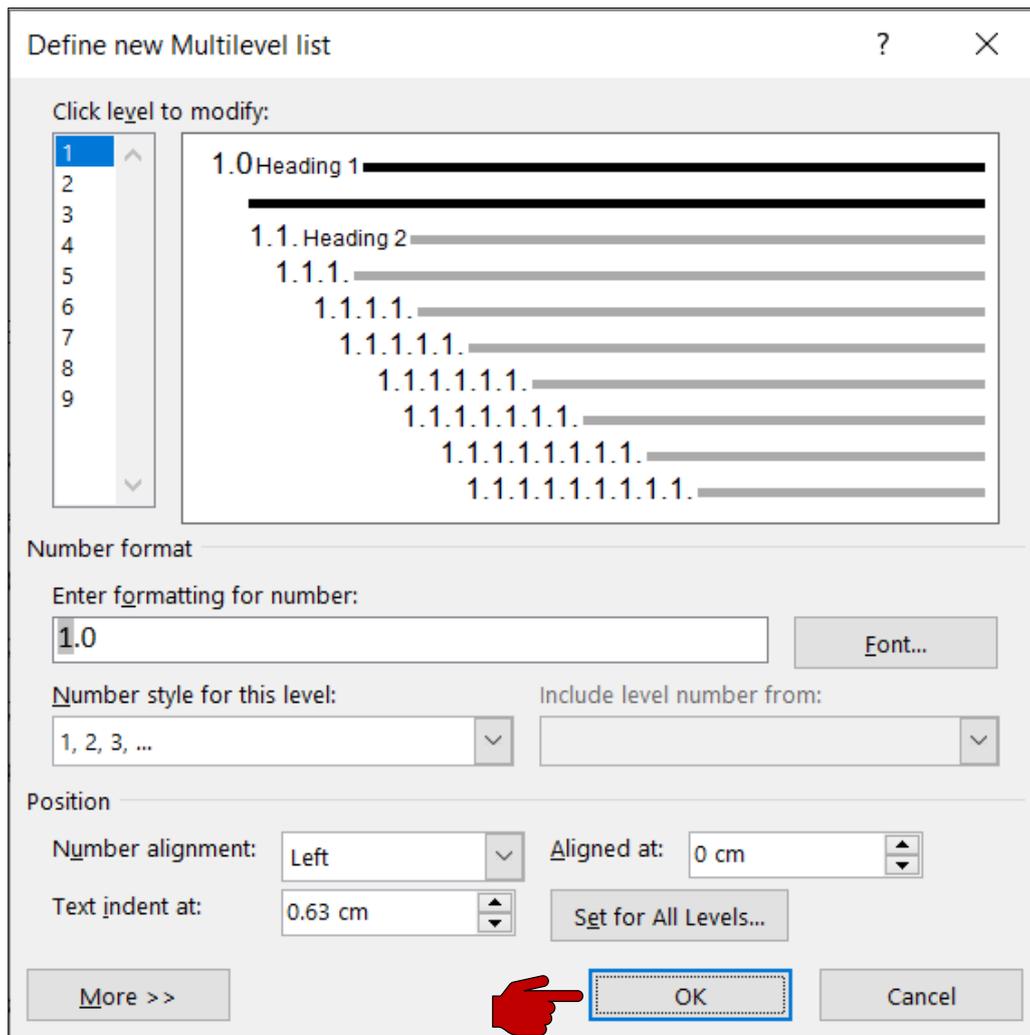


Figure 18: Custom list format

Step 5: Apply the List Style

- I. After customizing the list style, click the "OK" button to apply it to your selected text.
- II. If you chose a predefined style, Word will apply it directly.

Step 6: Start Typing Your List

- I. Begin typing your list.
- II. As you press "Enter" at the end of each item, Word will automatically adjust the list levels for you.
- III. To create a new top-level item, simply press "Enter" at the end of the last item and then use the "Increase Indent" button to move to the next level.

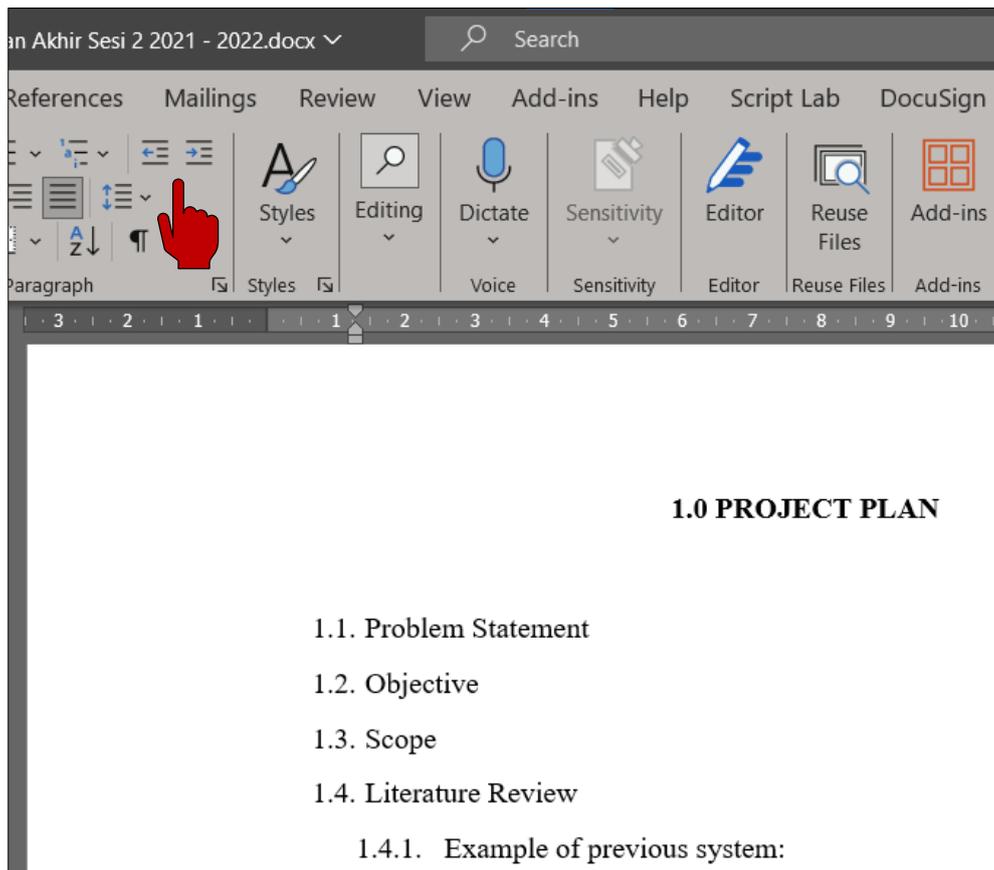


Figure 19: Decrease Indent and Increase Indent

That's it! You've successfully created a multilevel list in Microsoft Word and customized it to suit your needs. You can use this feature to create structured documents, outlines, or any content that requires a hierarchical list format.

TIPS

KEYBOARD SHORTCUTS

Learn and use common keyboard shortcuts like Ctrl+C for copy, Ctrl+V for paste, and Ctrl+S for save to speed up your work.



3.2 Enhancing Text with Styles and Headings

In this section, we'll guide you through a step-by-step process using the "Styles" section to format text. By doing so, you'll have a consistent and visually appealing report that enhances readability.

Step 1: Selecting Text

- III. Open your Microsoft Word document.
- IV. Highlight the text you want to format. You can select a single word, a sentence, or an entire paragraph.

Step 2: Applying Font Styles

- I. In the "Home" tab, locate the "Styles" section. Here, you'll find a list of predefined styles like "Normal," "Heading 1," "Heading 2," and more.
- II. Choose the appropriate style for the selected text. For example, if it's a main heading, choose "Heading 1."
- III. Your text will now be formatted according to the style you selected, which includes font styles, sizes, and colors.

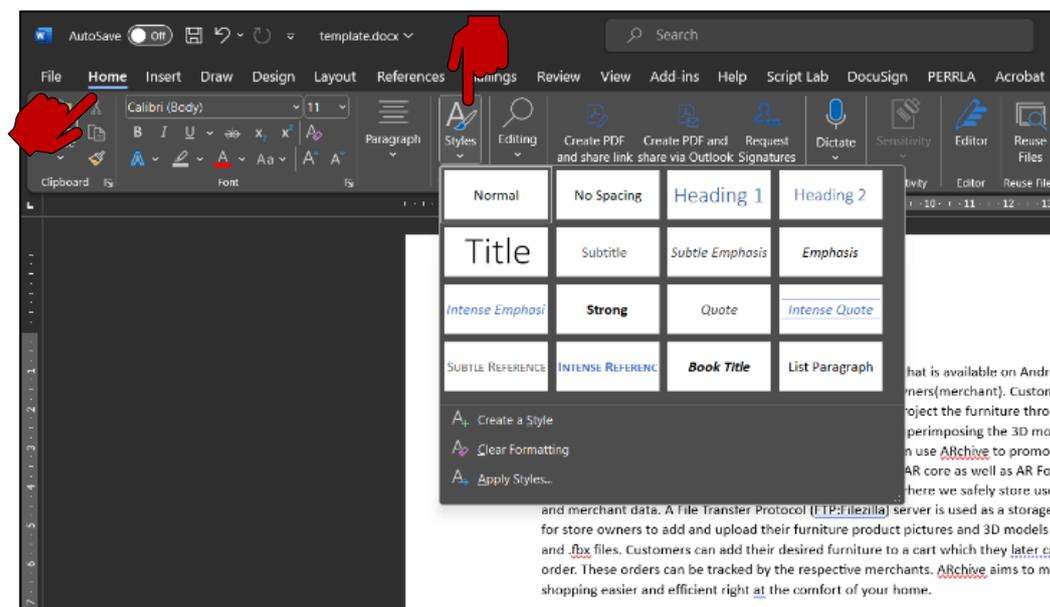


Figure 20: Predefined Font Style

Step 3: Customizing Styles

- I. If you want to customize a style further, right-click the style in the "Styles" section and select "Modify."

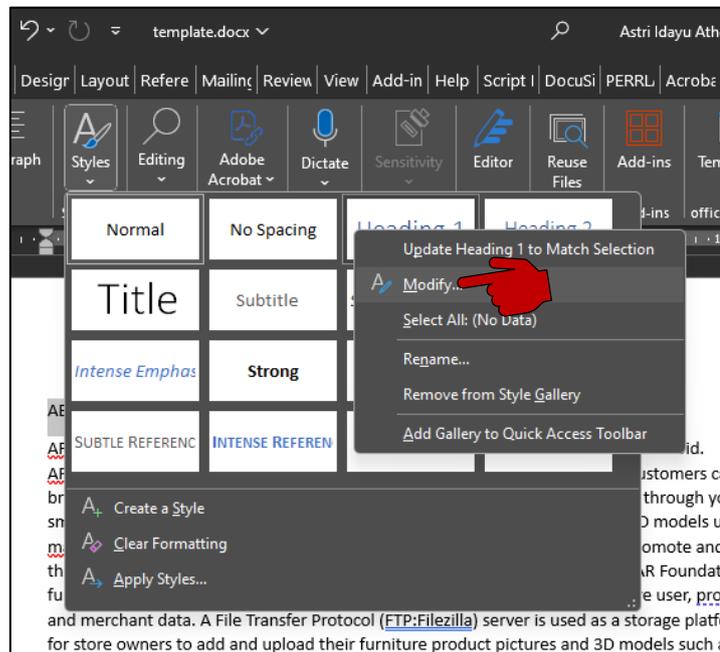


Figure 21: Modify Font Style

- II. In the "Modify Style" dialog box, you can change font styles, sizes, colors, and other formatting options.
- III. Set the style below according to your technical project report setting.
 - a. Use the **Header 1** style to be your 'Chapter Title'.
 - Spacing: 1.5 spacing
 - Font Types: Times New Roman
 - Font Size: 12 pt
 - Font Style: Uppercase, Bold
 - Alignment: Centred

***Follow the steps in Figure 22 through Figure 26 as your guide.*

- IV. Click "OK" when you're satisfied with your changes.

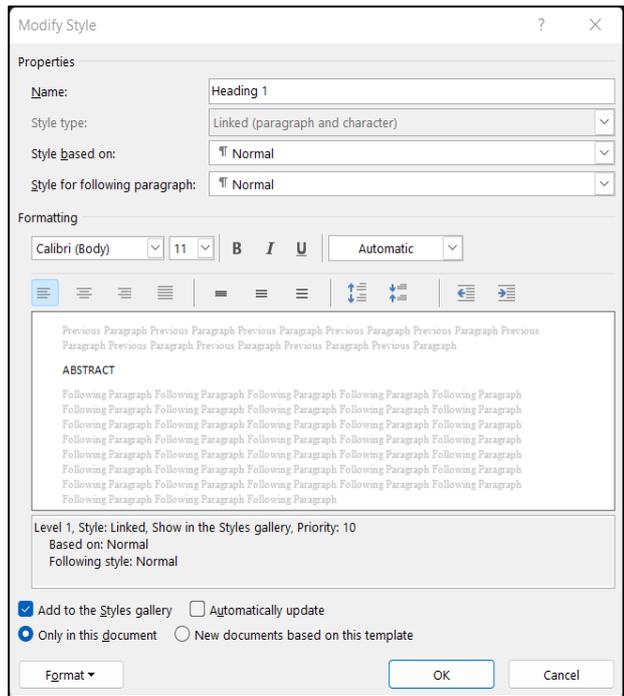


Figure 22: Modify Style Windows

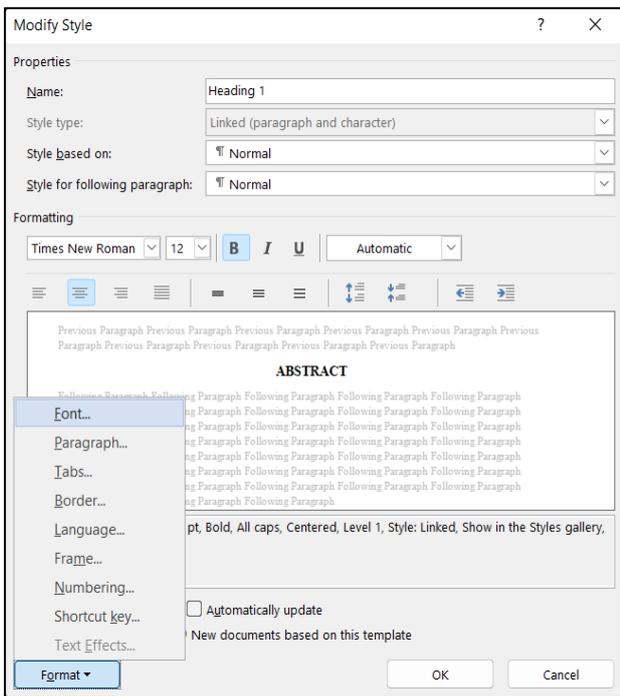


Figure 23: Select Font

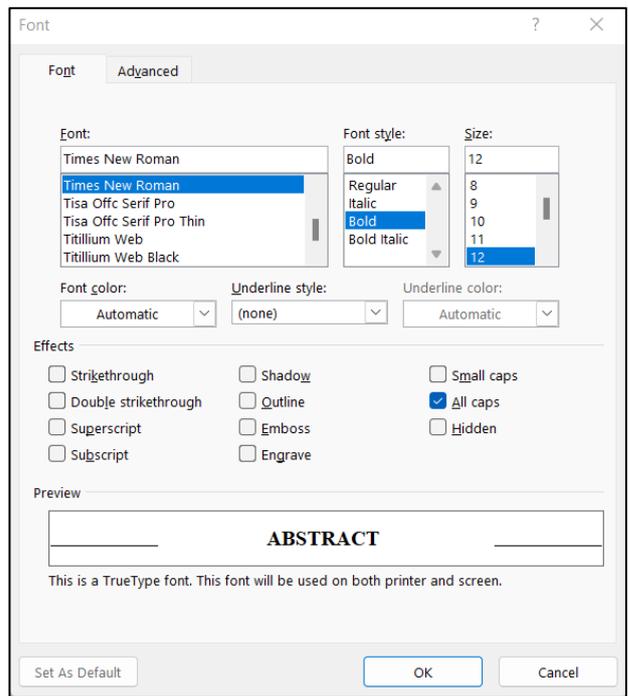


Figure 24: Custom Font

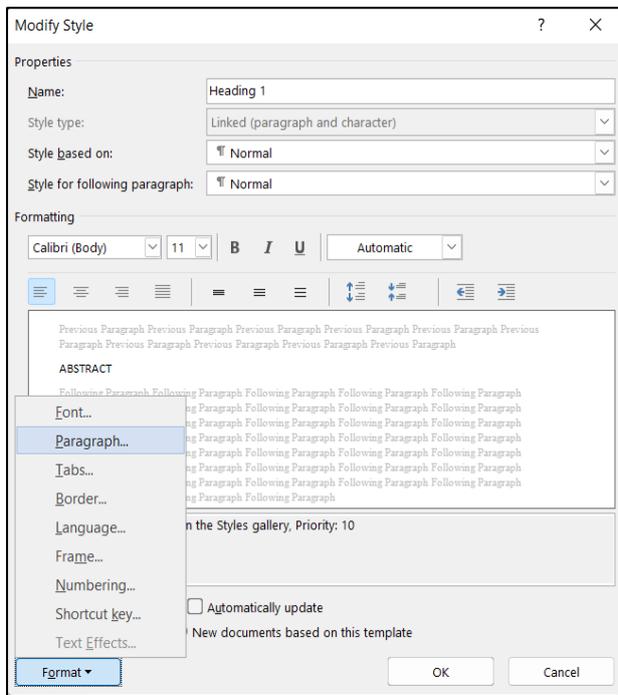


Figure 25: Select Paragraph

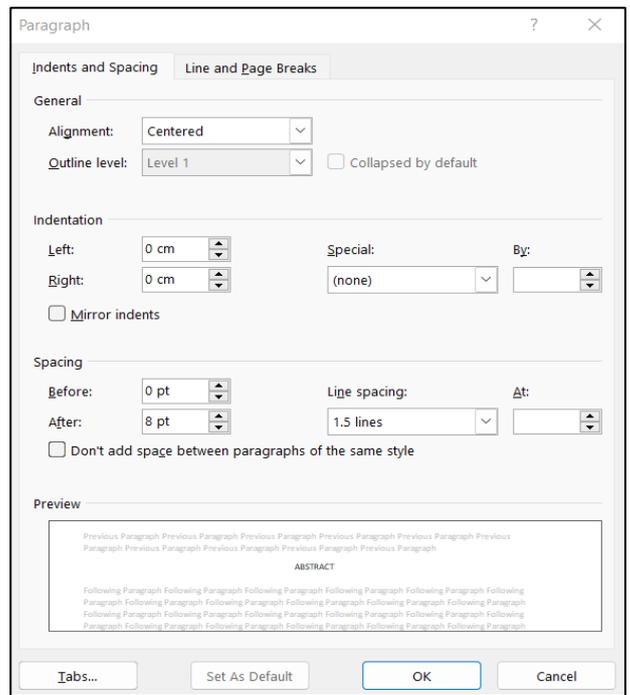


Figure 26: Custom Spacing and Alingment

- V. Based on step III, continue the document setting as describe below.
- a. Use the **Header 2** style to be your '**Chapter Subsection**'.
 - i. Spacing: 1.5 spacing
 - ii. Font Types: Times New Roman
 - iii. Font Size: 12 pt
 - iv. Font Style: Title case, Bold, Black Forecolour
 - v. Alignment: Left
 - b. Use the **Normal** style to be your '**Paragraph**'.
 - i. Spacing: 1.5 spacing
 - ii. Font Types: Times New Roman
 - iii. Font Size: 12 pt
 - iv. Font Style: Black Forecolour
 - v. Alignment: Justify

Step 4: Consistency is Key

- I. To maintain consistency throughout your report, apply styles consistently. Use "Heading 1" for main headings, "Heading 2" for subheadings, and so on.
- II. When you want to format new text, simply select it, and apply the appropriate style. This ensures that all headings, subheadings, and body text have a uniform appearance.

Step 5: Updating Styles

- III. If you make changes to a style, such as font size or color, and you want these changes to apply to all instances of that style in your document, right-click the style in the "Styles" section and select "Update [Style Name] to Match Selection."

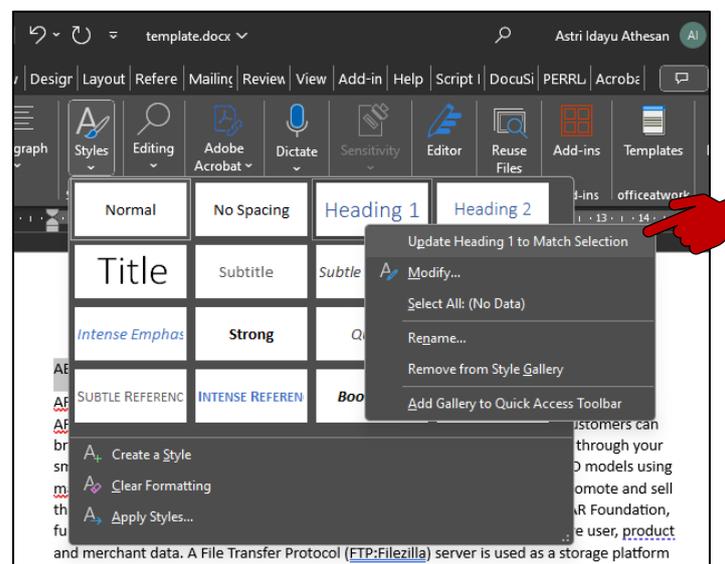


Figure 27: Updating Style

By following these step-by-step instructions, you can use the "Styles" section to format text in your report consistently and professionally. This approach not only enhances readability but also ensures a visually appealing document.

TIPS

STYLES AND FORMATTING

Utilize styles to maintain consistent formatting throughout your document. Create custom styles for a professional look



3.3 Inserting and Aligning Visual Elements

Visuals can greatly enhance the understanding and appeal of your report.

Step 1: Inserting Images

- I. Open your Microsoft Word document.
- II. Place your cursor where you want to insert an image.
 - a. For this example, choose chapter subsection of Literature Review.
 - b. Navigate to the "Insert" tab and click on "Picture" to browse your computer for the image file you wish to insert.

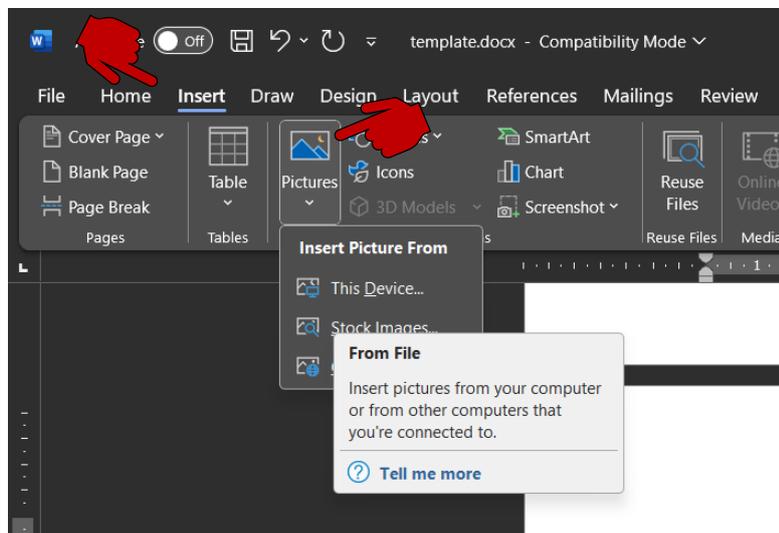


Figure 28: Insert images

- c. Select the image and click "Insert." It will now appear in your document.

Step 2: Inserting Charts

- I. Position your cursor where you want to add a chart.
 - a. For this example, choose chapter subsection of Literature Review.
 - b. Visit the "Insert" tab and choose "Chart" to open the "Insert Chart" dialog.
 - c. Select the chart type you want, such as bar, pie, or line chart.
 - i. For this example, choose the bar chart.

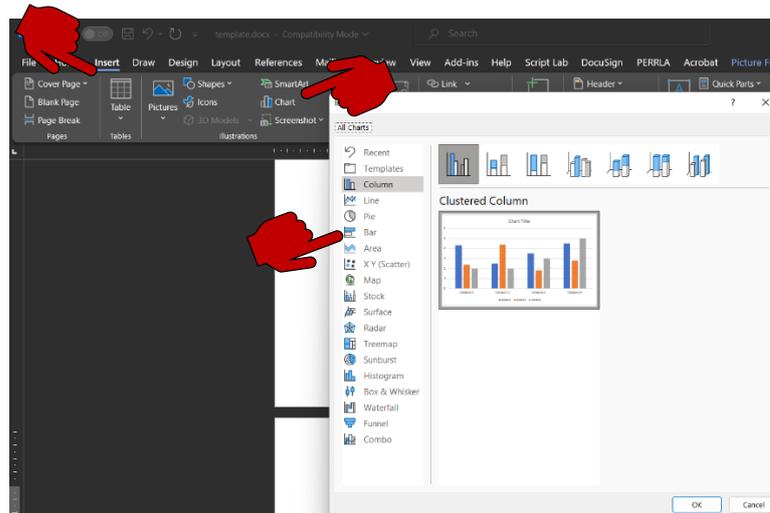


Figure 29: Insert charts

- d. A spreadsheet will appear for you to enter your data. Replace the sample data with your own by clicking on the cells.
 - i. For this example, follow data in Figure 26.

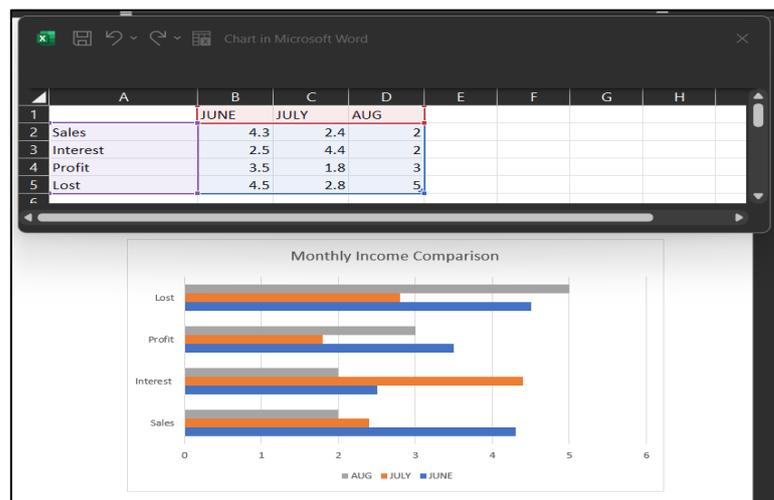


Figure 30: Sample data

- e. Click "OK" when you're done, and your chart will be inserted into your document.

Step 3: Aligning Visual Elements

- I. Select the image or chart that is to be aligned.
- II. Choose the alignment that suits your report's layout.
- III. You can fine-tune the position by dragging the image or chart to the desired location within the document.

Step 4: Adding Captions

- I. All tables, chart, figures, and graph should be numbered and have titles.
- II. To add captions, place your cursor on the image or chart.
- III. Go to the "References" tab and click "Insert Caption."
- IV. In the dialog box, select the label (e.g., "Figure" for images or "Chart" for charts) and enter a description.

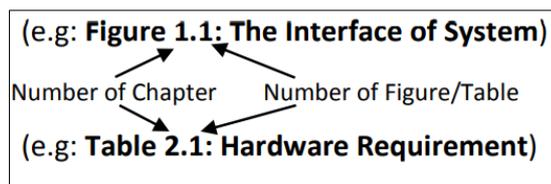


Figure 31: Caption guidelines

- V. Click "OK," and your caption will be added below the visual element.

Visual Elements

For all visual components :

- Table : Should be centered above
- Figure : Should be centered below
- Numbering : Should be related to Chapter

Step 5: Resizing and Cropping Visuals

- I. To resize, select the image or chart and use the corner handles to adjust its dimensions.

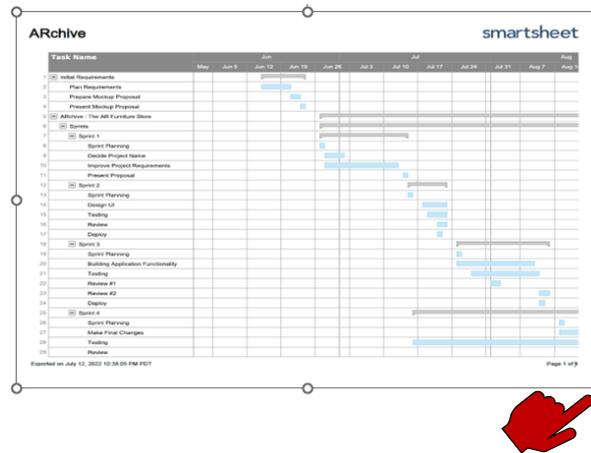


Figure 32: Resize image

- II. To crop, select the image or chart, click "Format" under the "Picture Tools" or "Chart Tools" tab, and choose "Crop." You can then adjust the cropping handles to trim as needed.

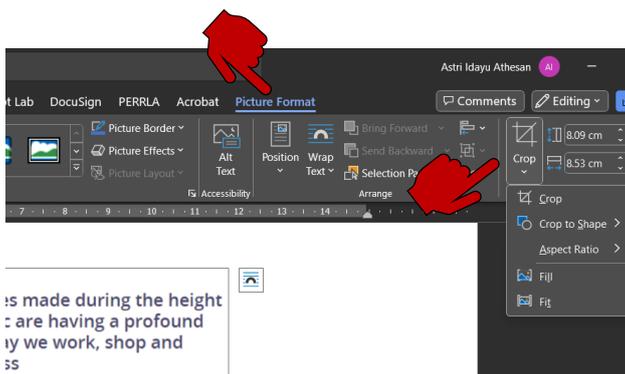


Figure 33: Picture Format and Crop

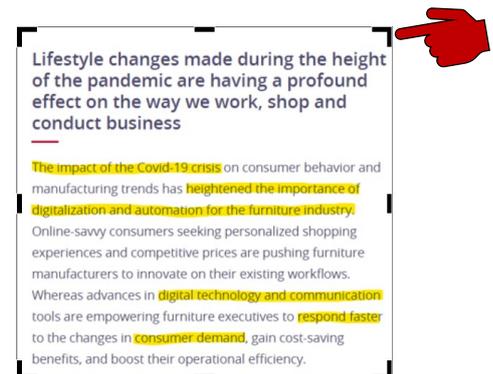


Figure 34: Crop image

Step 6: Grouping Visual Elements

- I. To group multiple visuals for easier alignment and positioning, hold down the Shift key and click each element.
- II. Right-click and choose "Group." Now, you can move and resize the grouped visuals as a single unit.

Visuals not only make your report more engaging but also help in conveying complex information more effectively.

3.4 Utilizing Tables for Data Presentation

Tables are a powerful tool for presenting data in your report. They offer several advantages, making information more concise and enhancing comprehension:

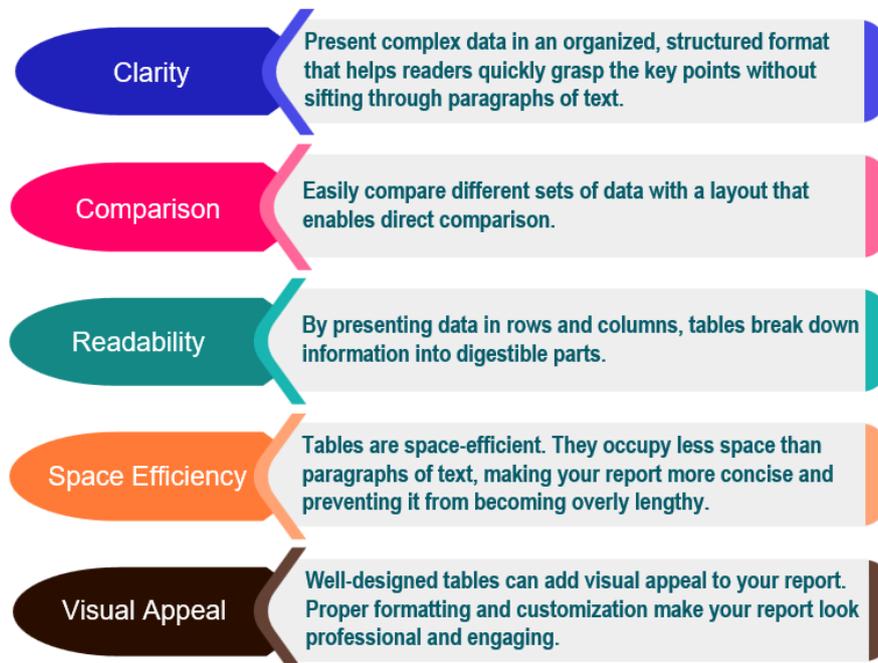


Figure 35 : Advantage of using Table Data Presentation

Step 1: Inserting a Table

- I. Open your Microsoft Word document.
 - a. For this example, choose chapter subsection of Literature Review.
 - b. Place your cursor where you want to insert the table.
 - c. Go to the "Insert" tab at the top and click "Table."
 - d. Drag your cursor over the grid to select the number of rows and columns you need.

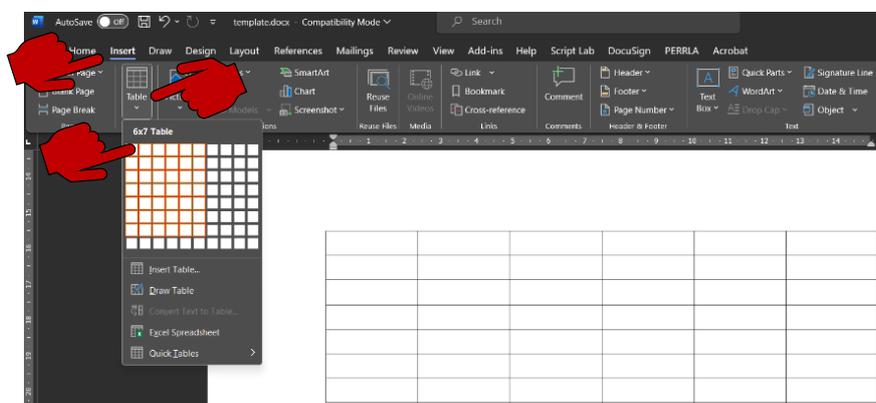


Figure 36: Insert table

Step 2: Entering Data

- I. Create a table consisting of 7 rows and 6 columns.
- II. Start typing directly into the cells to enter your data. Refer Table 2.
- III. Use the "Tab" key to move from one cell to another, just like you would in a spreadsheet.

Table 2 : Sample Table

Features	ARchive	Houzz	Augment	Amikasa	IKEA Place
Platform	Android	IOS, Android	IOS, Android	IOS	IOS
AR	Available	Available	Available	Available	Available
Multiple Store	Available	Available	Not Available	Not Available	Not Available
In-app Order	Available	Not Available	Not Available	Not Available	Not Available
Products	Extensive	Extensive	Limited	Extensive	Limited
Add Items	Available	Not Available	Not Available	Not Available	Not Available

- IV. As you reach the last cell in a row, pressing "Tab" will create a new row below.

Step 3: Formatting the Table

- I. Select the entire table or specific cells that you want to format.
- II. Visit the "Table Design" tab. Here, you can change the table style, cell shading, and border options.

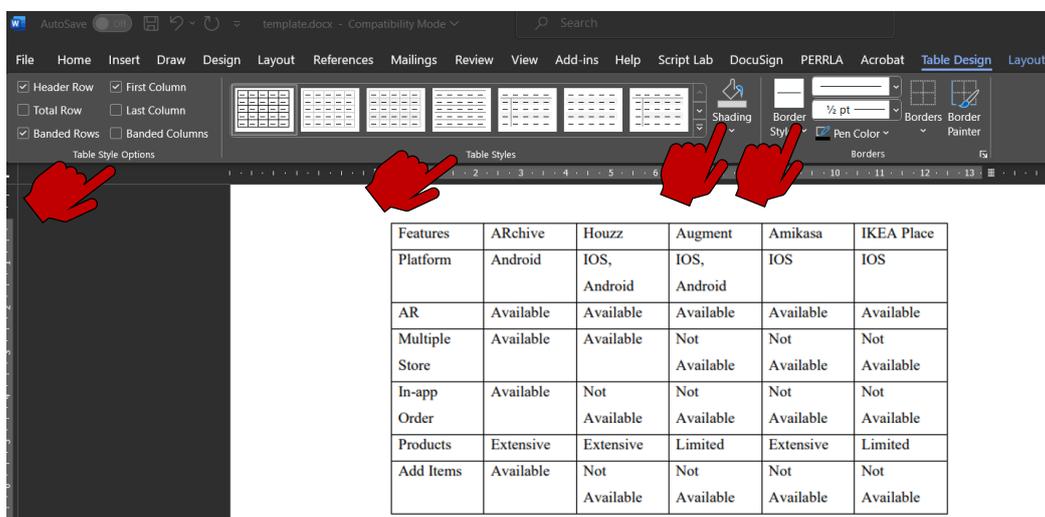


Figure 37: Format table

Step 4: Customizing the Table

- I. To customize the table further, right-click and choose "Table Properties." Here, you can adjust the table's size, alignment, and text wrapping.
- II. Explore "Table Options" for more advanced settings, like controlling text alignment within cells. Refer Figure 33.

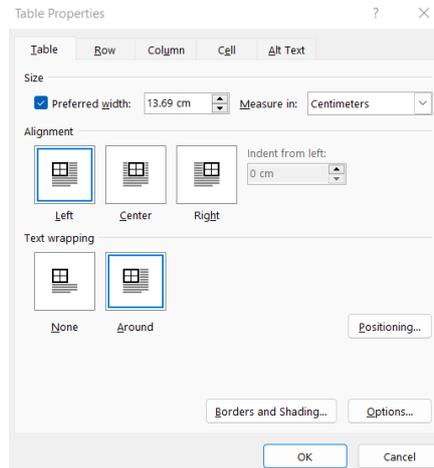


Figure 38: Table Properties

Step 5: Merging and Splitting Cells

- I. To merge cells, select the cells you want to merge and right-click, then choose "Merge Cells."
- II. To split cells, select the cell you want to split and choose "Split Cells." You can specify the number of rows and columns for the split.

Step 6: AutoFit and Resizing

- I. To automatically adjust cell size to fit content, right-click the table, choose "AutoFit," and select "AutoFit Contents."
- II. To manually resize, hover your cursor over a cell border until it turns into a double-headed arrow. Click and drag to adjust the cell size.

TIPS

SPLIT VIEW

Work on multiple sections of your document simultaneously by opening a split view (View > Split).





- I. First, insert the content of your report consisting of a title, various paragraphs of sentences, diagrams, and tables for at least two chapters.
 - a. For each chapter, insert suitable caption for the diagram and table in your report.
 - b. Remember to choose table styles and formatting that align with your report's overall design for a professional and visually appealing result.
- II. Insert page break to separate your report chapters.
- III. Auto generate Table of Contents base on your Heading and report content.





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chapter 4

MANAGING CITATIONS AND REFERENCES

4 MANAGING CITATIONS AND REFERENCES

In the academic world, the foundation of any well-crafted report or research paper lies not only in the originality of ideas but also in the integrity of your sources. Chapter 4 explores into the art of managing citations and references, a skill that is fundamental to academic and professional writing. The meticulous process of citing sources not only protects your work from the perils of plagiarism but also showcases your commitment to academic honesty.

This chapter will be your guide to navigating the often-intricate landscape of citation styles and reference management tools. We'll walk you through understanding the importance of citations, using Microsoft Word's built-in referencing tools, and crafting a meticulously organized references or works cited page. In the world of scholarly communication, precision and adherence to citation standards are dominant, and this chapter will equip you with the essential skills needed to excel in this area.

4.1 Understanding Citations and Academic Integrity

The Importance of Citing Sources in Your Report

Citing sources is a fundamental aspect of academic writing and research. It serves several critical purposes.



Figure 39 : Citation importance

Common Citation Styles for Reports

Several citation styles are commonly used in reports, each with its own set of rules and guidelines.

Here are a few of the most widely recognized styles:

APA (American Psychological Association)	Commonly used in the social sciences, education, and psychology, the APA style emphasizes author-date citations and a consistent format for references.
MLA (Modern Language Association)	Often used in the humanities, arts, and literature, MLA style utilizes parenthetical in-text citations and a "Works Cited" page.
Chicago/Turabian	Used in history, art history, and some other fields, it offers two documentation styles: the notes and bibliography style and the author-date style.
IEEE (Institute of Electrical and Electronics Engineers)	Primarily used in engineering and computer science, IEEE style employs numerical citations in square brackets and a corresponding reference list.
Harvard	This style is flexible and used in various disciplines. It often employs author-date citations and is known for its simplicity.
Vancouver	Commonly used in medicine and the natural sciences, Vancouver style employs a numerical system for in-text citations and a corresponding numbered reference list.

Figure 40 : Common citation style

When using a specific citation style, it's crucial to adhere to its guidelines consistently. This includes formatting your references according to the style's rules. It's also important to know that different academic disciplines and institutions may have preferences for citation styles, so it's a good practice to confirm which style is expected in your report. Proper citation not only ensures academic integrity but also facilitates clear communication and accountability in the scholarly community.

TIPS

ZOOM SLIDER

Use the Zoom slider in the bottom-right corner to quickly adjust the document's zoom level for better readability (or use Ctrl+Scroll Wheel).



4.2 Using Microsoft Word's Referencing Tools

A well-organized reference or works cited page is essential for academic and professional writing. It helps others evaluate and verify the validity and reliability of references.

Step 1: Adding and Managing Sources

- I. Go to the "References" tab at the top of the screen.
- II. In the "Citations & Bibliography" group, you'll find the "Manage Sources" button. Click on it.
- III. In the "Source Manager" dialog box, click "New" to add a new source. Choose the source type (e.g., book, journal article, website), and fill in the required fields. Click "OK" to save the source.

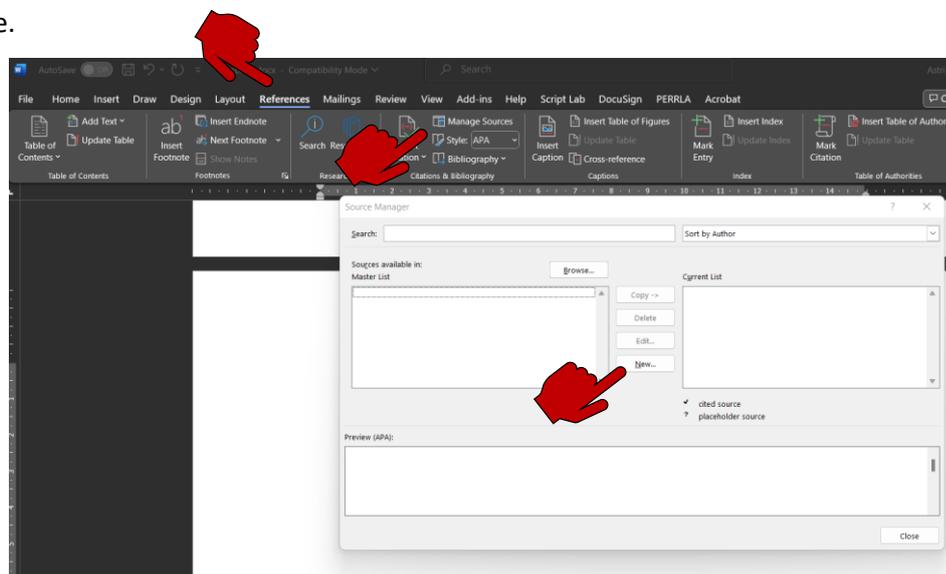


Figure 41: Manage Sources

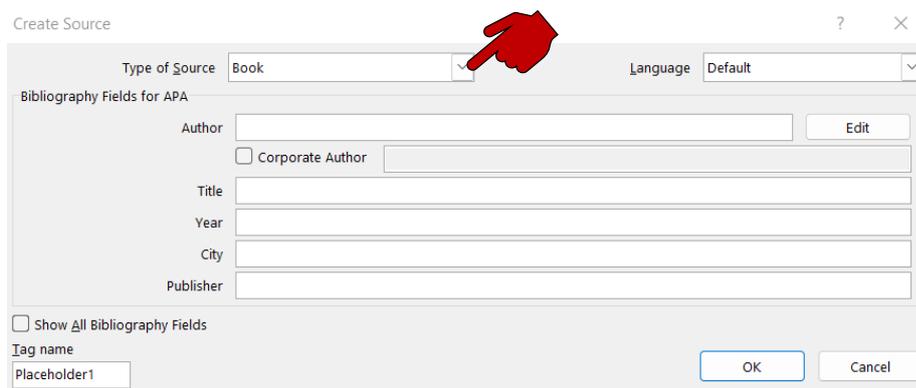


Figure 42: Add Sources

- IV. To edit or delete sources, use the "Edit" or "Delete" button in the "Source Manager."

Step 2: Choosing a References Style

- I. In the "References" tab, go to the "Citations & Bibliography" group.
- II. Click the "Style" dropdown menu to select your preferred citation style. Word will automatically update your in-text citations and references to match this style.
- III. The style designated in the Technical Project Report is APA.

References

The American Psychological Association (APA)

- Any material taken from another source must be identified and cited/quoted.

Step 3: Inserting a References

- I. Place your cursor where you want to insert the references or works cited page.
- II. In the "References" tab, click "Bibliography."
- III. Choose "References" to insert a standard APA-style list

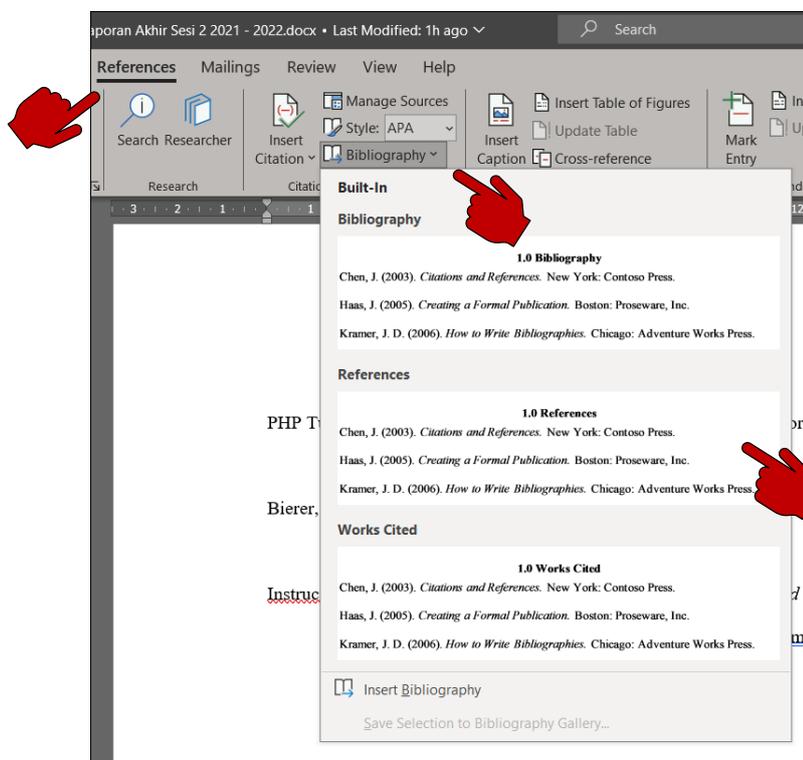


Figure 43: Insert References from Manage Sources

Step 4: Managing your References

- I. If you need to add, edit, or delete references, you can always return to the "Manage Sources" option in the "References" tab.
- I. As you continue working on your document, you might add or edit sources.
- II. To ensure your references reflects these changes, periodically update it by right-clicking within the references and selecting "Update Field."

By following these steps, you can create, organize, and maintain a references or works cited page in your Microsoft Word document with ease. Word's referencing tools simplify the process, and you can customize the formatting to meet the requirements of your specific citation style. Regularly updating your references ensures that they accurately reflect the sources you've used in your report.



- I. Listed are several references. Using the reference generator, insert citation and reference of your report using a proper APA style format.
- a. Website :
 - Page: <https://www.w3schools.com/css/default.asp>
 - Access date: 10th January 2023
 - b. Book :
 - Title : Mastering HTML The KWEI Group.
 - Publisher: Kings Information
 - Publication date : 02 April,2000
 - Contributors : Jiin-Kwei Hung, The Kwei Group
 - c. Blog:
 - URL: <https://eshop.macsales.com/blog/>
 - Blog name: Rocket Yard – The Official OWC Blog (macsales.com)
 - Title: OWC Monthly Podcast Roundup for October 2021
 - Publication Date: 11 November 2021
 - Access Date: 5 September 2023
 - d. Journal:
 - Title:
 - Journal name: The Role of Gamification in Education – A Literature Review
 - Contributors: Garamkhand Surendeleg, Violet Murwa, Han-Kyung Yun, Yoon Sang Kim
 - Publication date: 2 December 2014
 - Page: 8
 - URL:
https://www.researchgate.net/profile/Violet-Murwa-2/publication/287480678_The_role_of_gamification_in_education_-_a_literature_review/links/5a9d06420f7e9be379686518/The-role-of-gamification-in-education-a-literature-review.pdf

A laptop is shown in the top left corner, displaying the text 'Single File TECHNICAL REPORT Cookbook' on its screen. The text is white and yellow, matching the book's branding.

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chapter 5

COLLABORATIVE WRITING AND FINALIZING THE REPORT

5 COLLABORATIVE WRITING AND FINALIZING THE REPORT

In the world of academia and beyond, effective writing often involves a collaborative effort. Chapter 5 introduces you to the art of collaborative writing and guides you through the critical stages of finalizing your report. Collaboration not only enhances the quality of your work but also reflects the spirit of teamwork and shared knowledge that is integral to the modern academic and professional landscape.

This chapter explores the tools, techniques, and best practices for working with peers on the same document using Microsoft Word's collaborative features. From real-time editing to version control, you'll discover how to streamline the writing process. We'll also delve into the crucial phase of reviewing and editing your report, ensuring that it shines in terms of clarity, coherence, and correctness. Whether you're part of a student group project or a professional team, this chapter will equip you with the skills needed to create a polished, error-free report and present it confidently for submission or publication.

5.1 Collaborating with Peers

Collaborative writing is a powerful tool when working on reports, especially with multiple authors. Microsoft Word provides a range of features to help authors work together efficiently. Here's a step-by-step guide to enable multiple authors to collaborate on the same document:

Step 1: Sharing Your Document

- I. Open your document in Microsoft Word.
- II. Go to the "File" tab.
- III. Click "Share."
- IV. Choose how you want to share your document, either by inviting people via email or generating a shareable link. You can specify whether they can view or edit the document.

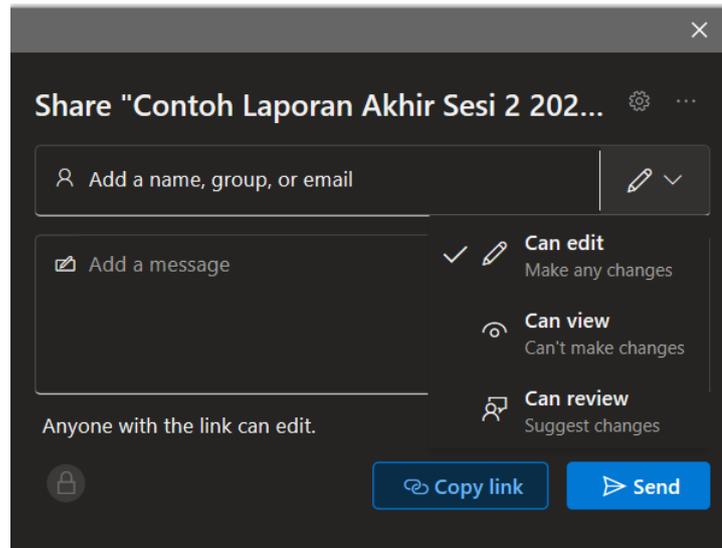


Figure 44: Invite people with share option.

Step 2: Tracking Changes

- I. When multiple authors are working on the document, tracking changes is essential. This feature allows you to see who made what edits.
- II. Go to the "Review" tab.
- III. Click "Track Changes" to turn it on.
- IV. As authors make changes, Word will highlight them in different colors and provide comments on the side.
- V. To accept or reject changes, right-click on a highlighted edit and choose "Accept" or "Reject."

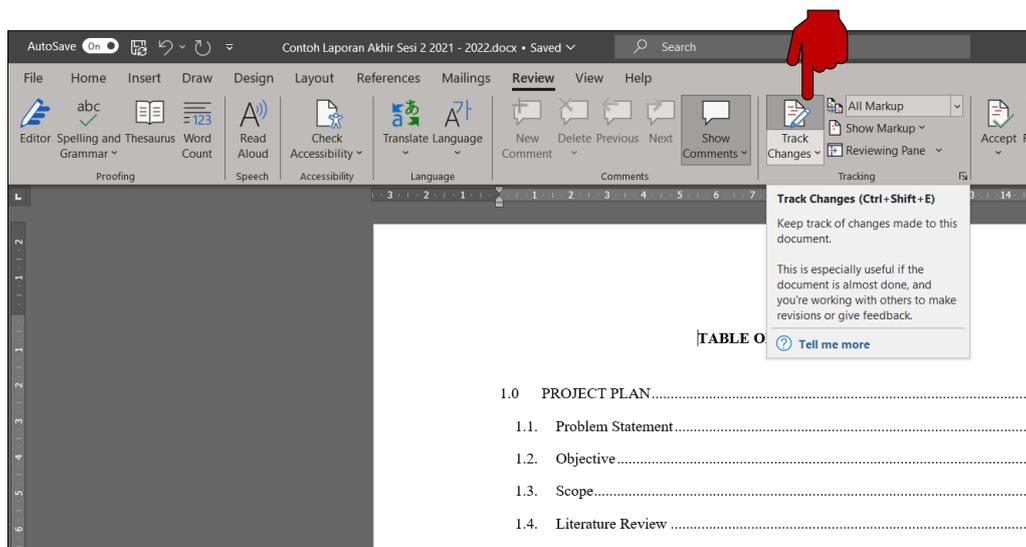


Figure 45: Track changes

Step 3: Real-Time Collaboration

- I. If you and your collaborators want to work on the document simultaneously, open it online in Word for the web.
- II. Click the "Open in Word for the web" button when sharing your document.
- III. You can see edits and comments in real-time as others are working on the document.

Step 4: Managing Versions

- I. It's crucial to keep track of different versions of your document.
- II. Click the file name in the top bar in Microsoft Word.
- III. Select "Version History" to view a list of document versions.
- IV. You can restore or review previous versions, which is particularly useful if you need to revert to an earlier draft.

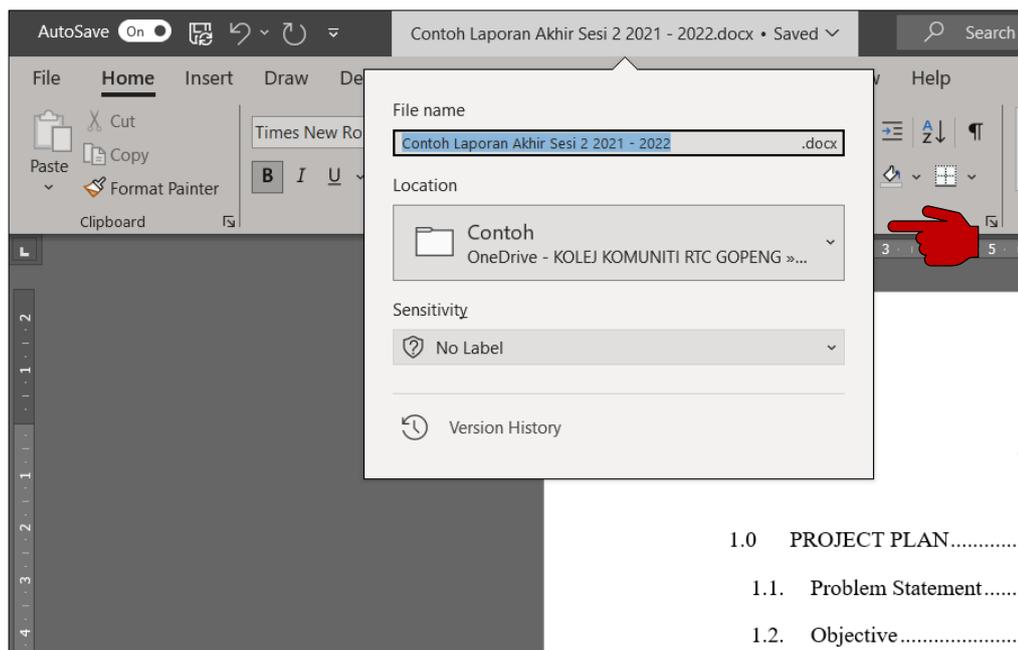


Figure 46: Access to Version History

By following these steps, you can enable multiple authors to work together efficiently on the same document in Microsoft Word. Collaborative writing features like tracking changes and leaving comments make the process smoother and more productive, while version history ensures you can access and compare different iterations of your report. Effective communication is the glue that holds this collaborative effort together, ensuring a successful final report.

5.2 Finalizing the Single File Report

As you approach the final steps of your report-writing journey, it's crucial to ensure that your document is well-protected, free from errors, and ready for submission or publication. Here's a comprehensive step-by-step guide to prepare your report:

Step 1: Protect Your Document (Optional)

If your report contains sensitive or confidential information, consider protecting it with a password:

- I. Open your document in Microsoft Word.
- II. Go to the "File" tab.
- III. Select "Info."
- IV. Click on "Protect Document" and choose "Encrypt with Password."
- V. Enter and confirm your chosen password.

Step 2: Final Spellcheck and Grammar Check

Ensure your report is free from spelling and grammar errors:

- I. In Microsoft Word, click the "Review" tab.
- II. Choose "Spelling & Grammar" to run a final spell and grammar check.

Step 3: Table of Contents

If your report includes a table of contents:

- I. Place your cursor where you want to insert it.
- II. In the "References" tab, select "Table of Contents."
- III. Choose a format or customize it to fit your document's style.

Step 4: Save a Final Version

Save a final version of your document:

- I. Click "File."
- II. Select "Save As."
- III. Choose a destination folder and save your document with an appropriate file name (e.g., "Report Final").

Step 5: Export or Save as PDF

- I. For a universal and professional format, consider exporting your report as a PDF:
- II. In Microsoft Word, go to the "File" tab.
- III. Click "Save As."
- IV. Choose the destination folder and select "PDF" as the file type.

Step 6: Review the PDF

Open the PDF version of your report and conduct a final review to ensure it looks as expected and retains formatting.

By following these steps, you can ensure your report is well-protected, error-free, and ready for submission or publication. Exporting it as a PDF is often a best practice, as it maintains document formatting and is universally compatible. Finally, remember to archive and backup your work to safeguard against data loss and for future reference.

TIPS

WORD COUNT

Check word count and character count (Review > Word Count) to ensure you meet document length requirements.



05

Let's Practice Topic 5



Completing the 'Single File Report' Template.

1. In order to complete the 'Single File Report' template, invite your team members to collaborate and edit your report.
2. Monitor the report version history on a regular basis.



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chapter 6

CONCLUSION

6 CONCLUSION

As you reach the final chapter of this report-writing journey, you've embarked on an educational and skill-enhancing adventure by producing a professional Technical Book Report. This chapter summarizes the knowledge and techniques you've acquired throughout the book.

We'll recap the key takeaways from each chapter, reinforcing the importance of understanding what a single-file report is and how it can work to your advantage. We'll revisit the critical steps for structuring and formatting your document effectively, managing citations and references with precision, incorporating visuals for impact, and collaborating seamlessly with peers. Additionally, we'll emphasize the significance of the review and finalization process, ensuring that your reports shine with clarity, coherence, and correctness.

This chapter not only serves as a conclusion to your learning journey but also as a reminder that the skills you've gained here will continue to benefit you in your academic and professional accomplishments.

6.1 Summarizing Key Points

In this book, we've embarked on a comprehensive journey into the world of single file report writing, harnessing the power of Microsoft Word to our advantage. Here are the key concepts we've explored:

- I. **Understanding Single File Reports:** We've grasped the concept of single file reports, which offer numerous benefits such as simplicity, organization, and easy sharing.
- II. **Efficient Document Structure:** We've learned how to set up our documents with the right margins, page layouts, and font styles, ensuring our reports look professional and align with academic standards.
- III. **Visual Enhancements:** We've explored the art of formatting text and graphics to improve the readability and visual appeal of our reports.
- IV. **Citations and References:** We've understood the importance of citations for academic integrity and how to use Microsoft Word's referencing tools to manage them effectively.
- V. **Collaborative Writing:** We've harnessed Microsoft Word's collaborative features to work efficiently with peers on the same document, making teamwork seamless.
- VI. **Review and Finalization:** We've honed our skills in reviewing and editing reports for clarity, coherence, and correctness, ensuring our final documents shine.

Throughout this journey, we've come to appreciate the strong features of Microsoft Word that make report writing more accessible, organized, and professional. From structuring your document to managing citations, collaborating with others, and fine-tuning your report, Microsoft Word's capabilities have proved indispensable in simplifying the complex world of report writing, making the process efficient and effective. By embracing these techniques, you're well-equipped to create impactful reports that captivate your audience and leave a lasting impression.

TIPS

SMART LOOKUP

Use the Smart Lookup feature (right-click a word or phrase and select "Smart Lookup") to get definitions, synonyms, and more from the web without leaving Word.



6.2 Encouraging Further Exploration

Congratulations on completing this book and gaining invaluable insights into the art of report writing with Microsoft Word. You've taken a significant step toward becoming a proficient report writer but remember that your journey doesn't end here. The world of Microsoft Word is vast, and there are numerous advanced features waiting to be explored. Here's why you should continue your quest to master this powerful tool for even more efficient and effective report writing:

Microsoft Word continues to evolve, incorporating cutting-edge technology like AI. By staying current and exploring these innovations, you're better prepared for the report writing demands of the future. You'll be on the forefront of what's possible.

Your journey as a report writer doesn't have to end here; it's just the beginning. Dive deeper into the features of Microsoft Word, embrace the advanced capabilities, and continue polishing your skills. Your reports will become more than just documents; they will be powerful tools for communication, persuasion, and knowledge dissemination. Remember, the most skilled report writers are those who never stop learning. Keep exploring, keep writing, and keep excelling. Your journey to mastery is just one click away.

TIPS

VERSION HISTORY

If using Office 365 or OneDrive, access the version history to view and restore previous versions of your document (File > Info).



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attachment

PRACTICE 1 ANSWER

ATTACHMENT

Let's Practice Topic 1<Answer>

1. C
2. B
3. C
4. C
5. B
6. B
7. C
8. C

LIST OF

references

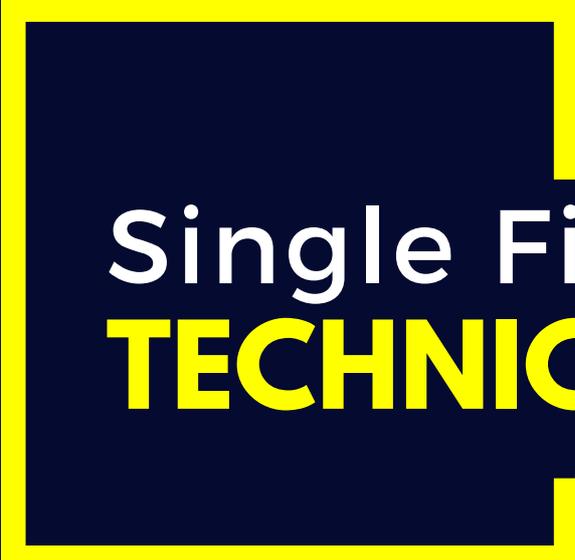
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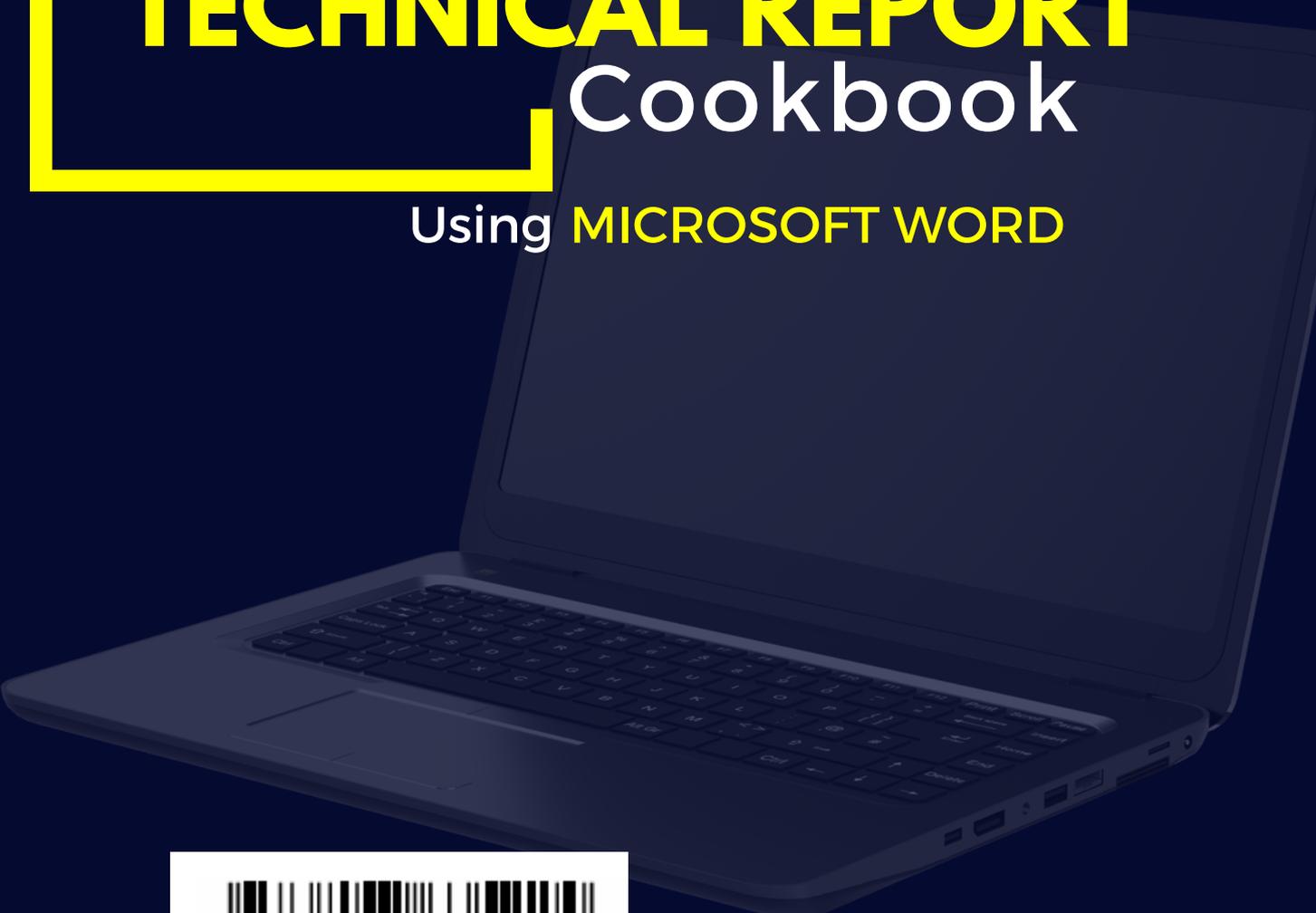
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