

**Write your thesis is a single  
document**

**By: Qasim Marzani**

**Assist Professor**

**Department of Plant protection**

# The training course will cover

- Paragraph formatting
- Lists and list levels
- Paragraph styles
- Table of contents
- Section and page breaks
- Headers and footers
- Table and figure captions

# Paragraph formatting

- What's a paragraph?

A ***paragraph*** consists of any amount of text followed by a ***paragraph mark*** ¶.

The mark can be displayed by clicking on ***Show/Hide*** ¶ in the ***Paragraph*** group on the ***Home*** tab

# Benefits of paragraph mark?

- You can see where paragraphs start and finish. Spaces are indicated by dots (.) and tabs by right arrows (→).

# Example

- How many paragraphs in this text?
- **Control of plant diseases**
- control methods that exclude the pathogen from the host
  - Quarantines and inspections: regulations that prevent the entrance of a new disease
  - Avoidance of pathogen:
    - grow plants in unsuitable conditions for pathogens
    - keep plants distant from infected areas
  - Use of pathogen-free propagating material
    - Pathogen-free seed
    - Pathogen-free vegetative materials
  - Epidermal coatings: to spray a compound on the aboveground plant parts

# The answer

¶

## • Control of plant diseases ¶

1 → control methods that exclude the pathogen from the host ¶

a. → Quarantines and inspections: regulations that prevent the entrance of a new disease ¶

b. → Avoidance of pathogen: ¶

i. → grow plants in unsuitable conditions for pathogens ¶

ii. → keep plants distant from infected areas ¶

c. → Use of pathogen-free propagating material ¶

i. → Pathogen-free seed ¶

ii. → Pathogen-free vegetative materials ¶

d. → Epidermal coatings: to spray a compound on the aboveground plant parts ¶

# Formatting paragraphs

Because paragraph formatting affects everything in a paragraph, you do not need to select the entire paragraph to apply the formatting. As long as you are positioned somewhere in the paragraph, any paragraph formatting you apply will affect the entire paragraph.

# Creating paragraphs

When you press ENTER and start a new paragraph, it will use the formatting of the previous paragraph (unless specific style settings override this). This way, you can create a bulleted list and keep entering bullets until you no longer need them.

# Indents and outdents

Paragraphs can be indented in relation to the left and right margins. Indented text is text that starts further in on the page than other text.

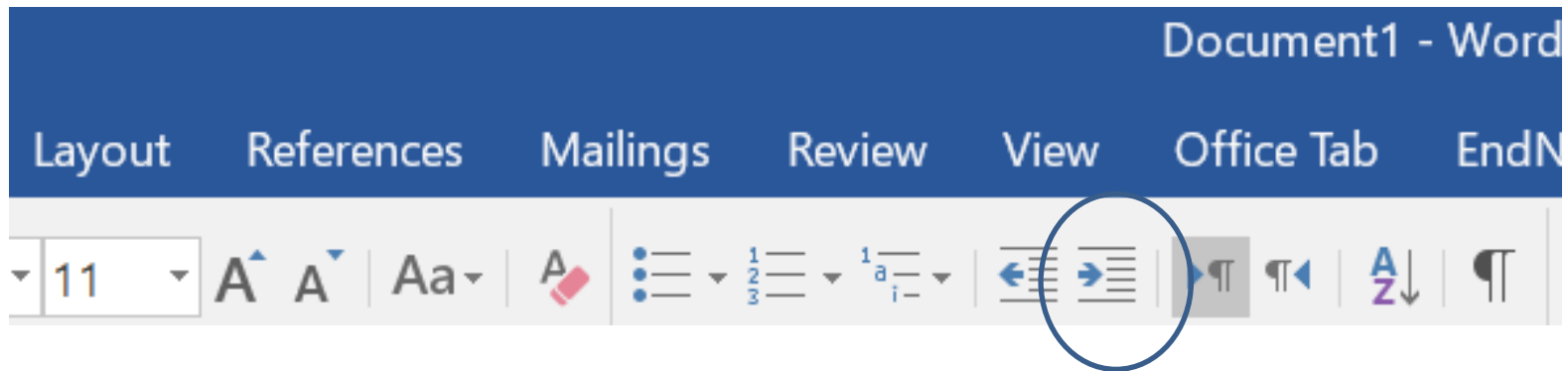
# Indenting

A simple left indent is often used as a way of showing that text is subordinate to the headings or text around it.

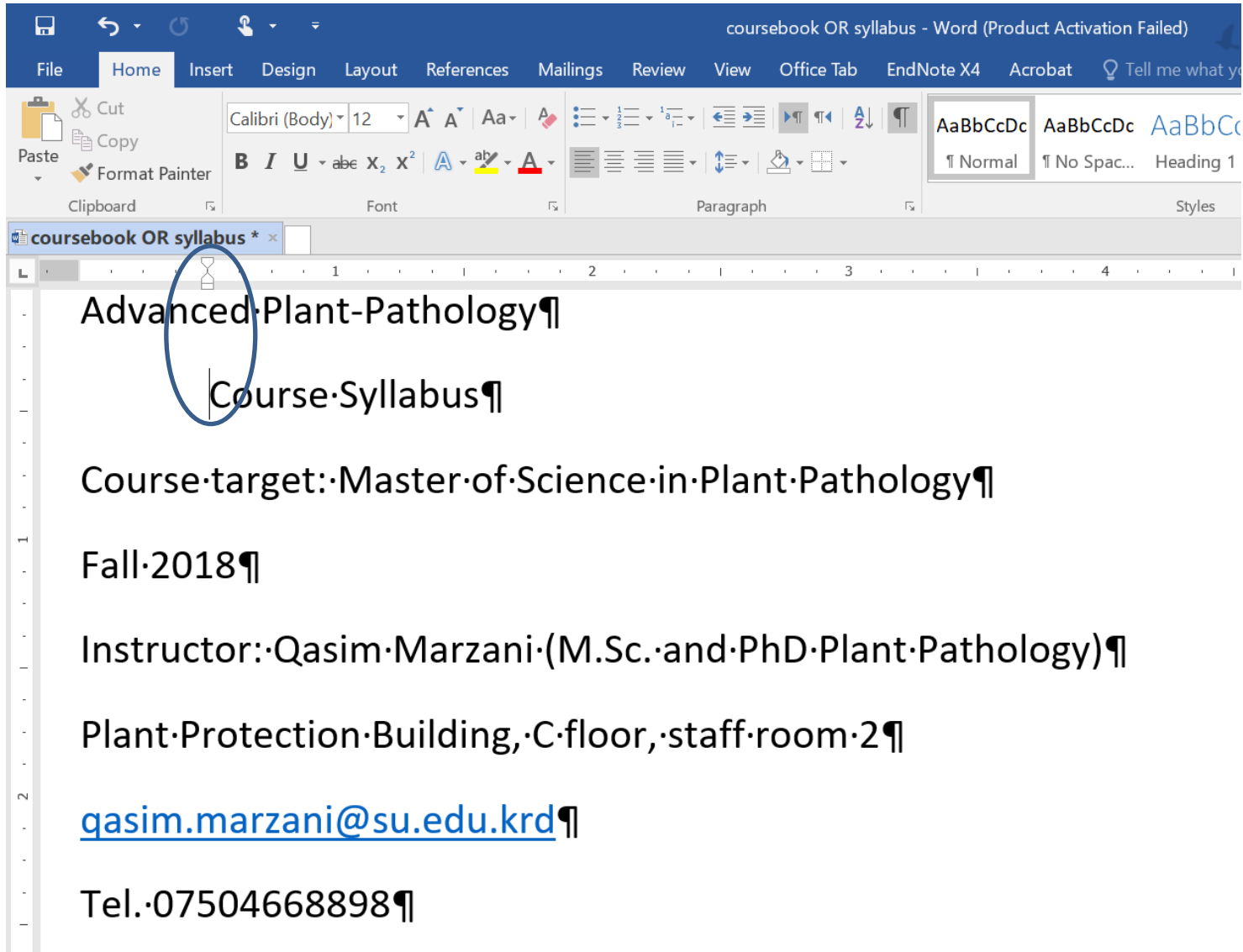
The ***Increase Indent*** tool (see home tab) uses the default tab stops on the ruler to align text

# Indenting

Press the button OR press Tab button



# Indenting



coursebook OR syllabus - Word (Product Activation Failed)

File Home Insert Design Layout References Mailings Review View Office Tab EndNote X4 Acrobat Tell me what you want to do

Cut Copy Paste Format Painter Clipboard

Calibri (Body) 12 A A Aa A B I U abc X<sub>2</sub> X<sup>2</sup> A ab A

Font Paragraph

AaBbCcDc AaBbCcDc AaBbCcDc ¶ Normal ¶ No Spac... Heading 1 Styles

coursebook OR syllabus \* x

Advanced Plant-Pathology¶

Course-Syllabus¶

Course-target: Master-of-Science-in-Plant-Pathology¶

Fall-2018¶

Instructor: Qasim-Marzani-(M.Sc.-and-PhD-Plant-Pathology)¶

Plant-Protection-Building, C-floor, staff-room-2¶

[gasim.marzani@su.edu.krd](mailto:gasim.marzani@su.edu.krd)¶

Tel. 07504668898¶

# Outdenting

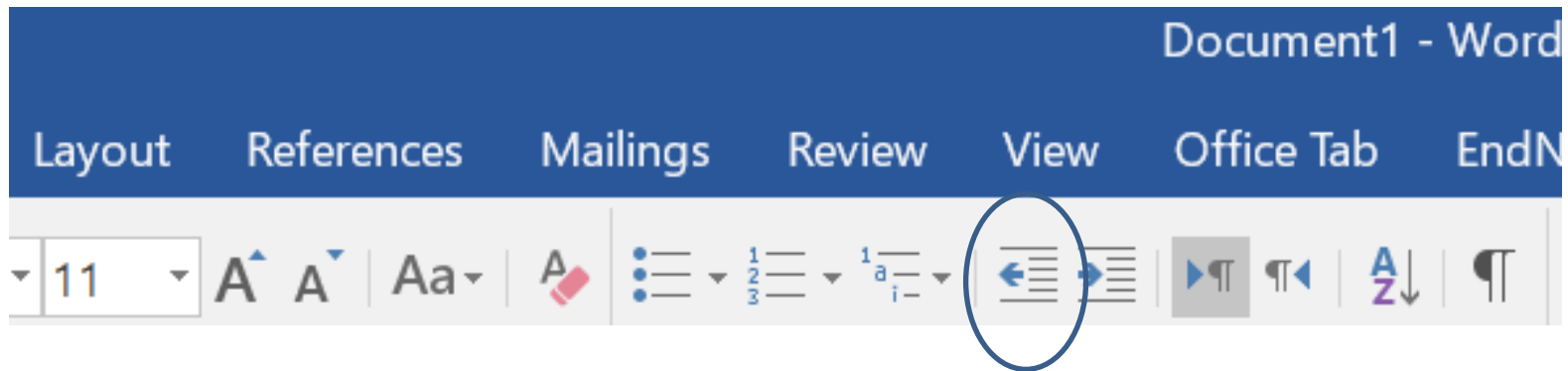
Outdenting means **decreasing** the indent that has been applied to a paragraph.

Human Physiological needs:

- Food
- Shelter
- Clothing
- Water
- Air
- sleep

# Outdenting

Press the button OR press Shift + Tab



**Practice time**

- Paragraph formatting
- Lists and list levels
- Paragraph styles
- Table of contents
- Section and page breaks
- Headers and footers
- Table and figure captions

# Starting a **bulleted list**

A bullet is simply a symbol or special character placed at the start of a sentence or a line of text.

Bulleted lists are used to make a list stand out from the rest of the text and make each item in the list easier to identify and read.

Bulleted lists are used where **the list of items has no particular order or priority.**

# Starting a bulleted list

Kingdoms of life:

Plantae

Animalia

Protista

Monera

Fungi

# Starting a bulleted list

Kingdoms of life:

- Plantae
- Animalia
- Protista
- Monera
- Fungi

# Adding bullets to existing paragraphs

In a bulleted list, each paragraph starts with a bullet. When you apply bullets to existing text, a bullet is placed at the beginning of each paragraph and the rest of the text is indented.

# Starting a **numbered list**

Numbered lists are used to make a list stand out from the rest of the text and make each item in the list easier to identify and read. **Numbered lists are used where the items have a particular order or priority.**

# Starting a **numbered list**

## **Your life priorities:**

Your Life Mission...

Physical Health. ...

Quality Time With Family. ...

Healthy Relationships. ...

Mental Health. ...

Finances. ...

Self-Improvement.

# Starting a **numbered list**

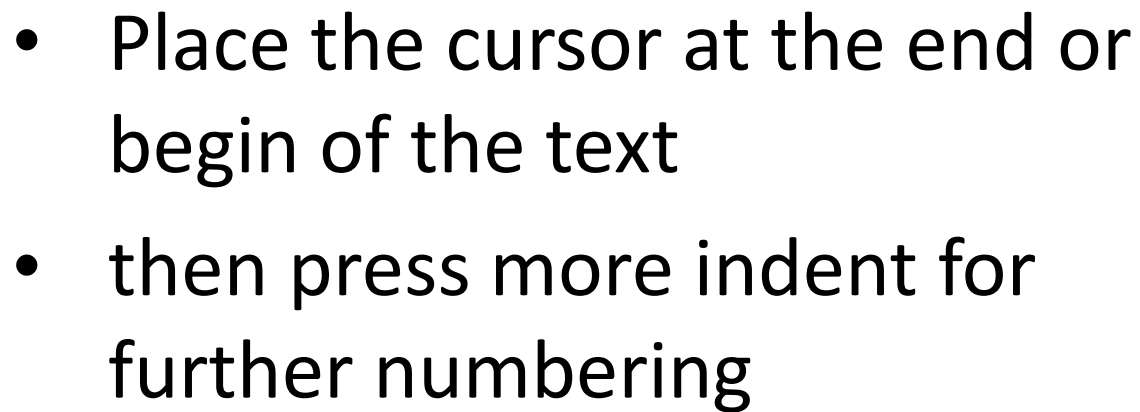
## **Your life priorities:**

1. Your Life Mission...
2. Physical Health. ...
3. Quality Time With Family. ...
4. Healthy Relationships. ...
5. Mental Health. ...
6. Finances. ...
7. Self-Improvement.

# Creating a multilevel list

A multilevel list is one where there are several levels of either numbered or bulleted items.

For example, your document may need to have detailed paragraph numbering so that each item can be identified uniquely.



# Chapter numbering

The screenshot shows the Microsoft Word interface with the 'List Library' task pane open. The 'Current List' section shows a custom list with three levels: 1. (numbered), a. (lowercase letters), and i. (lowercase letters). The 'List Library' section shows various predefined list styles. A custom list style is selected, which is a multi-level list with the following structure:

- 1 Heading 1
- 1.1 Heading 2
- 1.1.1 Heading 3
- 1.1.1.1 Heading 4
- 1.1.1.1.1 Heading 5
- 1.1.1.1.1.1 Heading 6
- 1.1.1.1.1.1.1 Heading 7
- 1.1.1.1.1.1.1.1 Heading 8
- 1.1.1.1.1.1.1.1.1 Heading 9

The 'Lists in Current Documents' section shows a list with three levels: 1. (numbered), 1.1. (numbered), and 1.1.1. (numbered). The 'Change List Level' button is visible at the bottom of the task pane.

The status bar at the bottom indicates 'Page: 1 of 1', 'Words: 0', and 'English (U.K.)'. A notification bubble in the bottom right corner states: 'Additional log on information may be required. Click to open your browser'.

**Practice time**

- Paragraph formatting
- Lists and list levels
- Paragraph styles
- Table of contents
- Section and page breaks
- Headers and footers
- Table and figure captions

# Produce great looking documents

What are styles ?

- A style is a set of character and paragraph formatting specifications that have been given a name.

# Paragraph style

Paragraph styles control all of the characteristics of a paragraph, such as alignment, spacing and all other settings that are included in the Paragraph dialog box.

# Paragraph style

Benefits of styles:

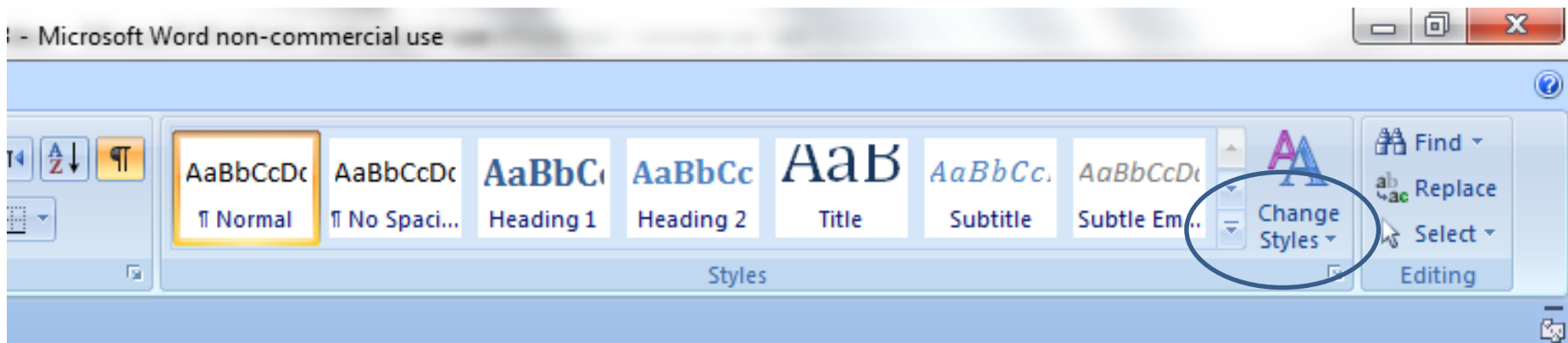
1. It ensures that all similar items in a document are formatted in the same way.
2. To change the appearance of a particular style, you can do so very easily, and everything formatted with that style will change immediately throughout the entire document.

# Character style

Character styles are similar to paragraph styles, except that they only specify character formatting. This includes the font, font size, style, colour and other settings that are included in the Font dialog box.

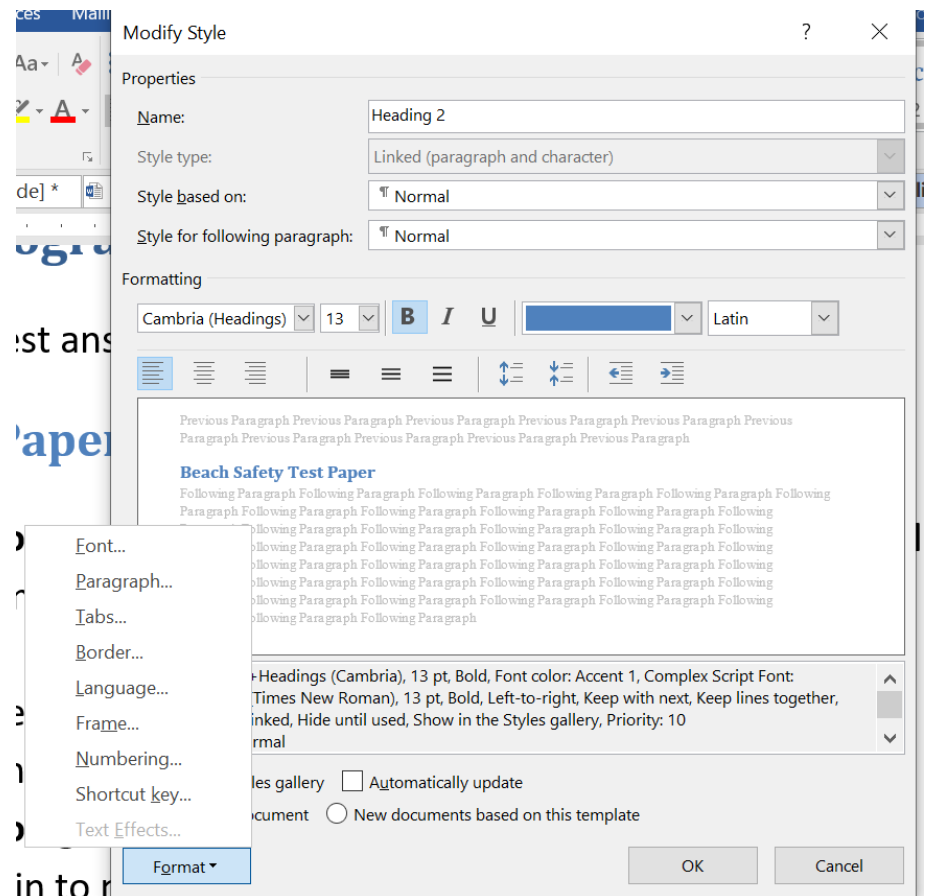
# Applying styles to the paragraphs

There are several sets of quick styles in MS Word located on the home tab on the ribbon



# Style modification

- Right click on a style
- Click modify
- Click on format



Practice time

# Navigating via table of contents

---

1.2.2.2 Taxonomy .....	14
1.2.2.3 Life cycle .....	15
1.3 DISEASE MANAGEMENT IN CEREALS.....	17
1.3.1 Cultural practices .....	17
1.3.2 Host resistance.....	18
1.3.3 Chemical control using fungicides .....	20
1.4 EVOLUTION OF FUNGICIDE RESISTANCE .....	25
1.5 MANAGING FUNGICIDE RESISTANCE .....	31
1.6 THESIS OBJECTIVES.....	34
<b>CHAPTER 2 GENERAL METHODS.....</b>	<b>35</b>
2.1 GENERAL CULTURE MEDIA.....	35
2.1.1 Pre-prepared PDA .....	35
2.1.2 V8 juice agar (V8JA).....	35
2.1.3 Peanut oatmeal agar (POA) .....	35
2.1.4 Modified Czapek's medium (MCM) .....	35
2.1.5 Malt extract agar (MEA) .....	35
2.1.6 Barley leaf agar (BLA) .....	36
2.1.7 Barley meal agar (BMA).....	36
2.1.8 Tomato paste agar (TPA) .....	36
2.1.9 Potato dextrose broth (PDB) .....	36
2.2 CHEMICALS .....	36
2.3 COLLECTION OF ISOLATES.....	36
2.3.1 <i>P. teres</i> .....	36

# Navigating via table of contents

## **A table of contents:**

Is a list of the headings contained within a document and usually includes the relevant page number, enabling you to quickly locate information.

# Styles And The Table Of Contents

To establish tables of contents, you need to:

- Built a document based on headings formatted with styles.
- Simply typing text into a document and apply formatting to the headings (e.g. bold, italics, font effects), but not styles, **Word will not identify any text to place in the table of contents.**

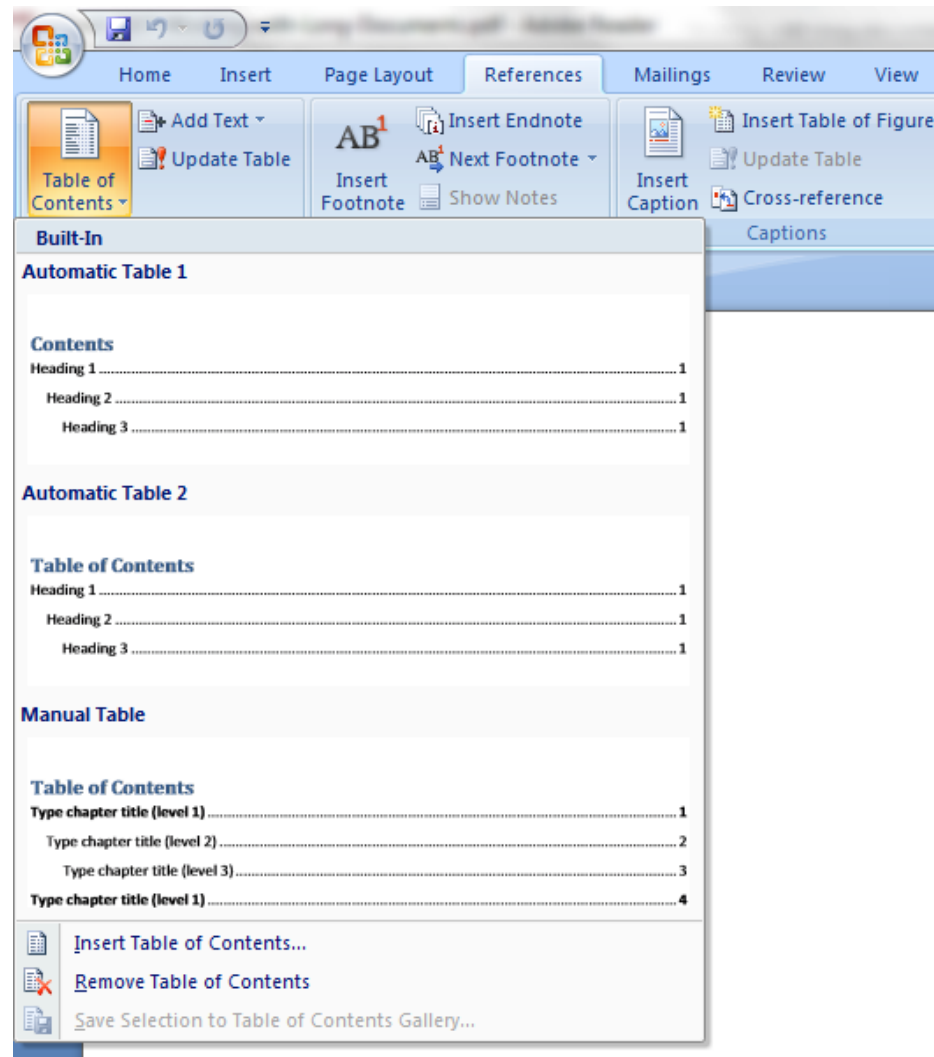
# How can you know a document is built on headings formatted with styles

- Go to view
- Tick document map (navigation pane)
- A map on the left side will appear
- Click on each on to take you to the title page
- Otherwise, there are no any applied headings or styles

# Means of creating table of contents

- A preset table of contents
- Create the table of contents using the ***Table of Contents dialog box***.
- Where to create table of contents?
- Path: References tab, table of contents (far left side)

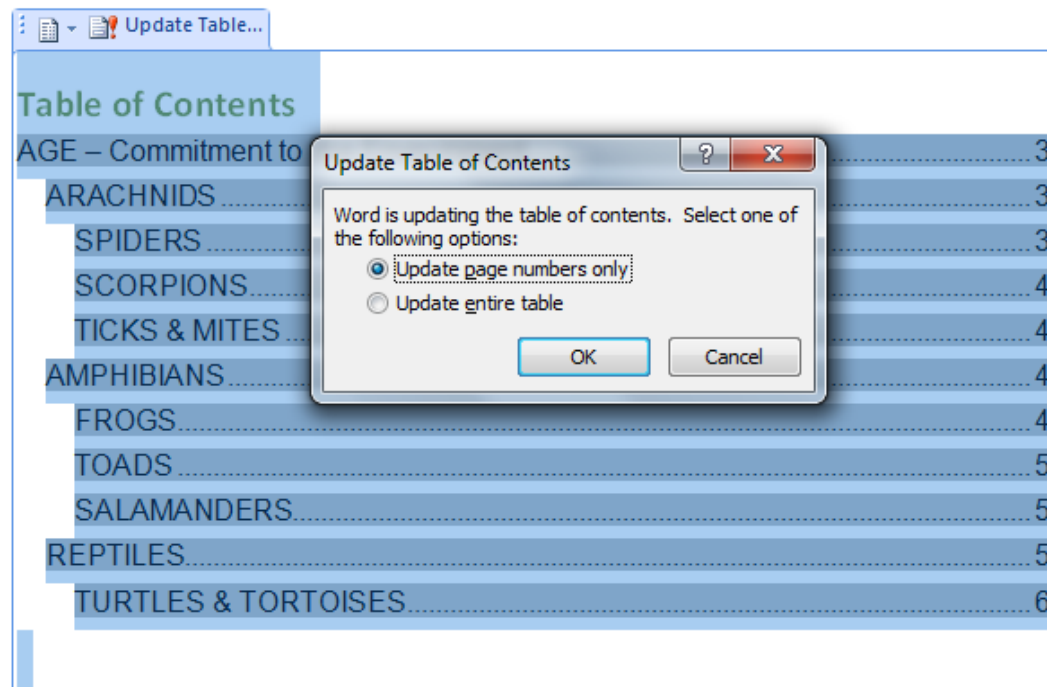
# Using a built in table of contents (preset)



# Update table of contents and page numbers

## Update page numbers only

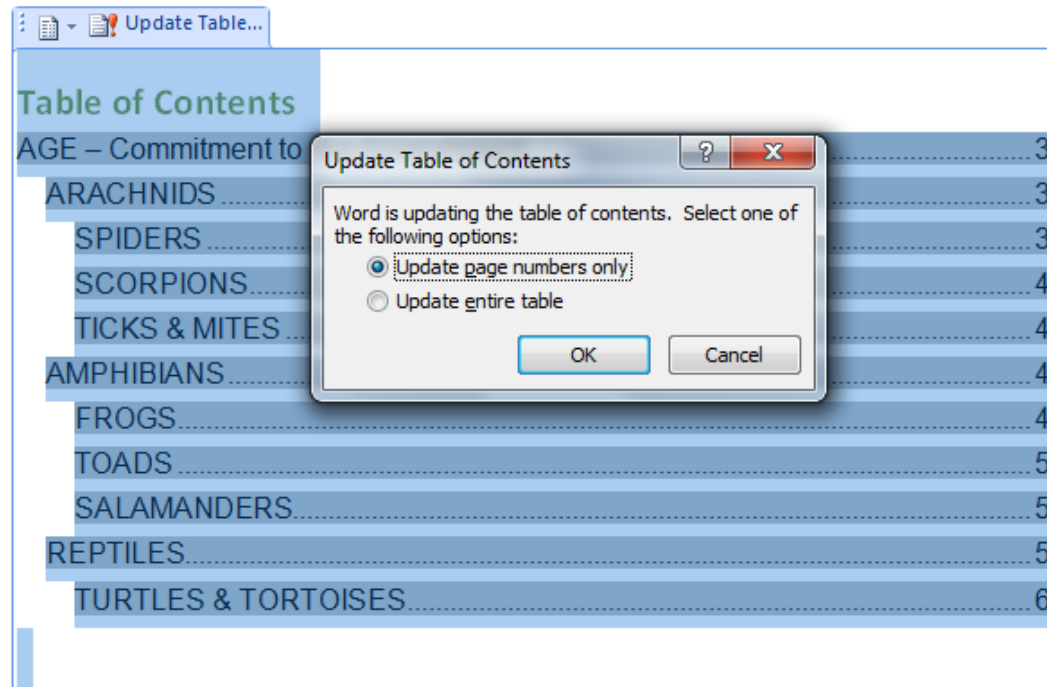
- Increase or decrease page numbers in a document
- Select table of contents
- Click on update table of contents to show:



# Update table of contents and page numbers

## Update entire table

- Increase or decrease page numbers in a document
- Select table of contents
- Click on update table of contents to show: (select all then F9)



**Practice time**

- Paragraph formatting
- Lists and list levels
- Paragraph styles
- Table of contents
- Section and page breaks
- Headers and footers
- Table and figure captions

# Section and page breaks

## **Section breaks**

Section breaks enable you to segregate parts of a document, thereby applying different formatting and layouts to different sections.

# Types of section breaks

- ***Next Page***
- ***Continuous***
- ***Even Page***
- ***Odd Page.***

some formatting and layout options available in Microsoft Word are applied automatically to an entire document, irrespective of whether it consists of one page or one hundred pages for example:

- headers and footers
- Margins
- page orientation
- text alignment

# Benefits of sections

- change the page orientation for individual pages
- change the vertical alignment of text on a page
- create different headers and/or footers for parts of a document
- create newspaper-style columns in parts of a document

# Section Break Types

## Next Page

Is the most commonly used of the section breaks, especially in large documents

To make a break for Next Page:

Go to **layout**, click on **breaks**, select **Next Page**

# Section Break Types

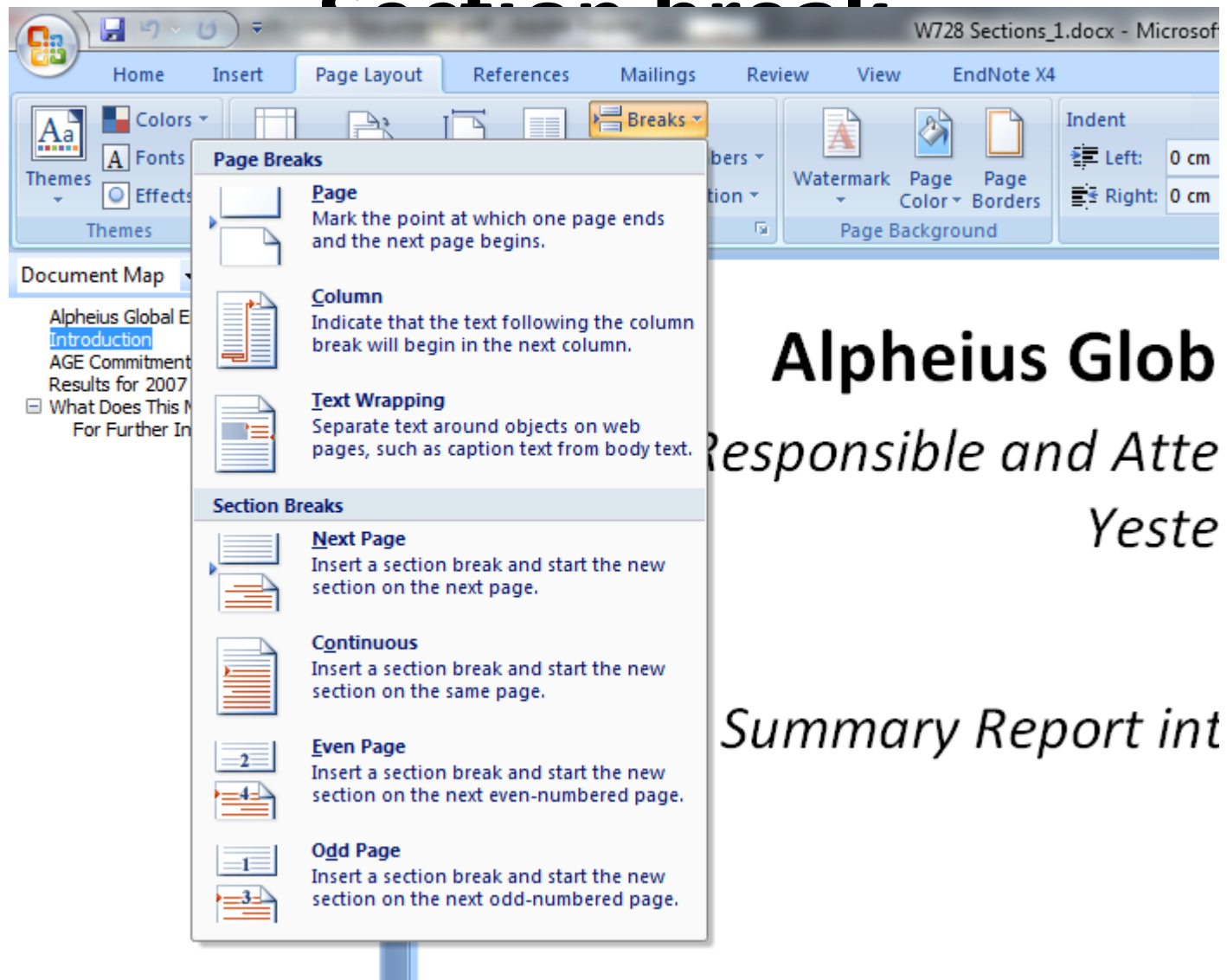
## Next Page

As the name implies, a ***Next Page*** section break will start the section on the next page. You would use this break when the changes you want to apply affect entire pages. For example if you want to: create different headers and footers for different chapters, or if you want to change the page size, orientation or the margins for one or a number of pages, then ***Next Page*** section breaks are ideal

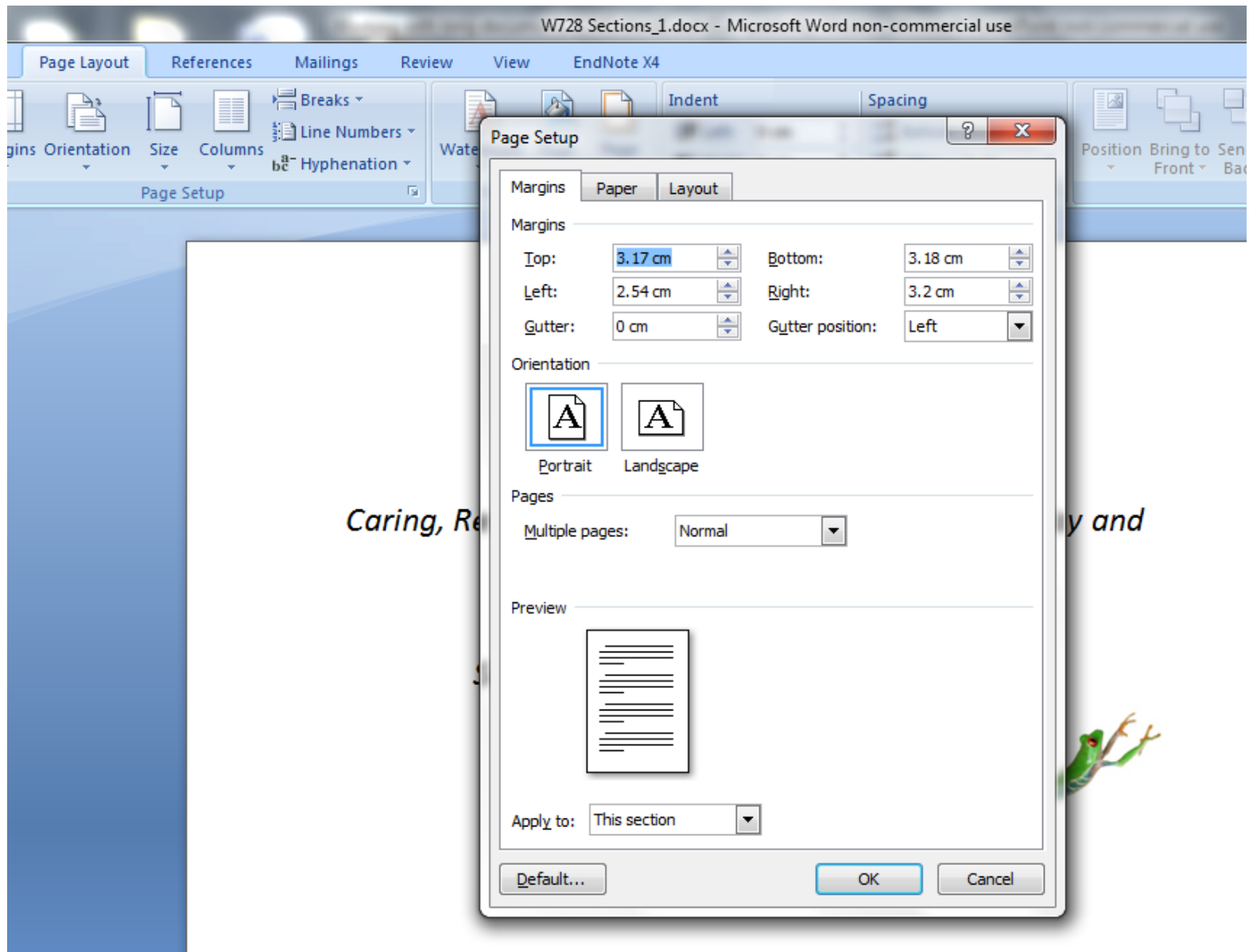
# Section break

## Insert a section break

- Open the file
- Click to the left of insertion point
- Click on the ***View tab***, then click on ***Draft***
- On the **Page Layout** tab, in the **Page Setup** group, click **Breaks**.
- Click the type of section break that you want to use.
- The **Next Page** command inserts a section break and starts the new section on the next page.



- Press **Ctrl + Home** to position the insertion point
- Repeat step **2 to change the view** back to ***Print Layout***
- Click on the ***Page Layout tab then*** click on the dialog box launcher for the ***Page Setup group to*** display the ***Page Setup dialog box***
- Click on the ***Layout tab then click*** on the drop arrow for ***Vertical Alignment and select Centre***
- Click on **[OK]** to apply the changes



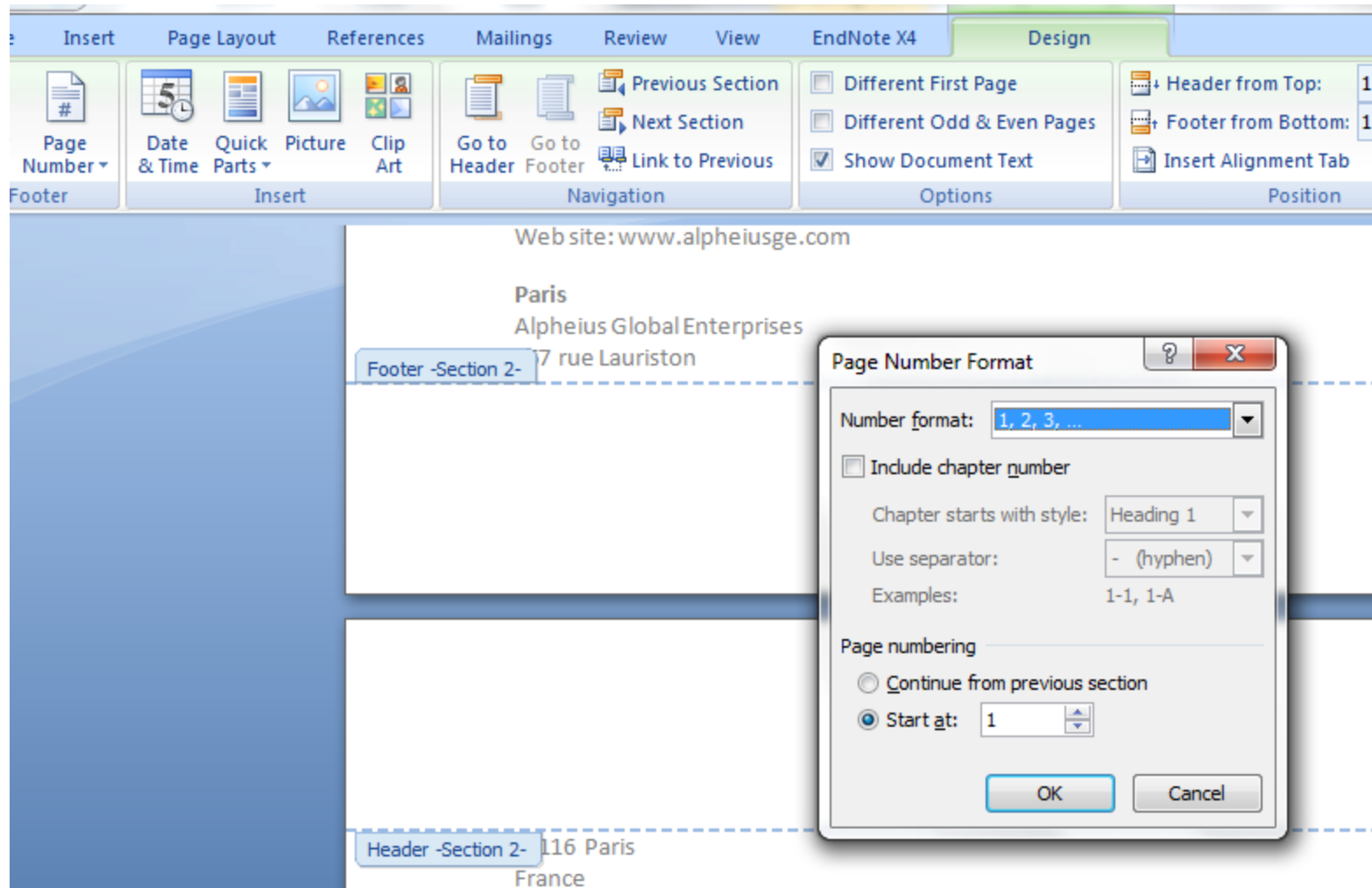
# Section break

- Different page No, for instance to start with i,ii,iii,iv.....for abstract and table of content
- Then in chapter 1 starts with no 1,2,3,4.....
- Chapter 2 continuous from previous section and so on....

# Section break

- To apply different page numbers:
- Do section break for your document
- Insert page number
- Then at the beginning of the next section change the page number to start at 1 by:
  - Select the page number of the second section
  - Go to page number
  - Format page numbers
  - Tick **start at**

# Section break



Note: don't forget to deactivate **link to previous** in the header and footer

# Section Break Types

## Continuous

A ***Continuous*** section break enables you to isolate text within a page and can be used, for instance, to create newspaper-style columns. By default, text on a page is in one column, which spans from the left to right margin. By inserting two continuous section breaks (one at the beginning of the text you want to isolate and the other at the end) you can apply a multi-column format to the section

# Section Break Types

## Even Page

The ***Even*** and ***Odd Page*** section breaks are used in documents with double-sided formatting. In this case, an ***Even Page*** section break will start the section on the next even page and is useful, for example, to ensure that the next chapter begins on a left hand page.

# Section Break Types

## Odd Page

An ***Odd Page*** section break will start the section on the next odd page and is useful to ensure, for example, that the next chapter begins on a right hand page

**Practice time**

- Paragraph formatting
- Lists and list levels
- Paragraph styles
- Table of contents
- Section and page breaks
- Headers and footers
- Table and figure captions

# Headers and footers

- ***Headers*** are located in the margin area at the top of the page. ***Footers*** are located in the margin area at the bottom of a page.
- Contain information regarding the document such as, title, author, date created & page numbering

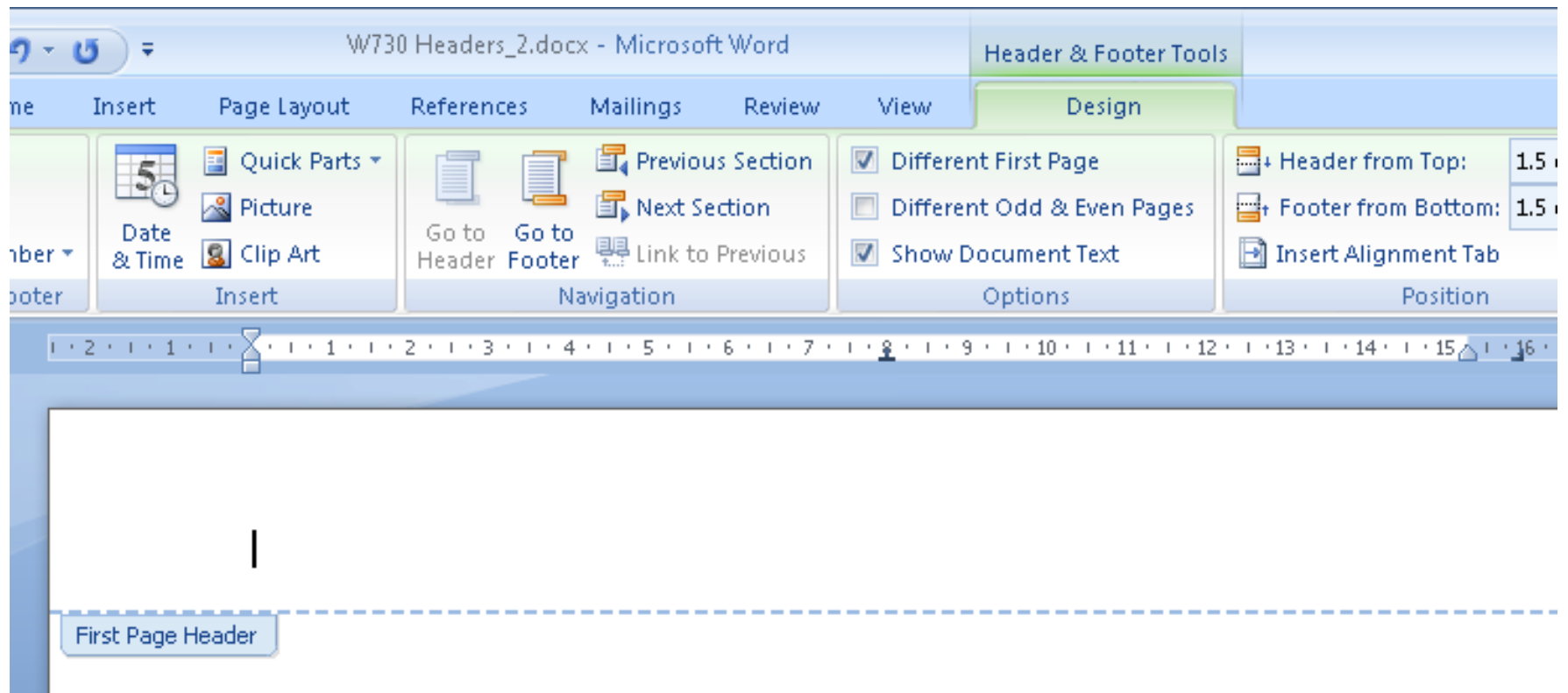
# Headers and footers

- The need for various headers and footers if you are creating a report that consists of a title page and several chapters such as chapter one and chapter two
- First Page Header/Footer –different header and footer enables you to construct a cover or title page.
- How to switch between headers and footers or edit them

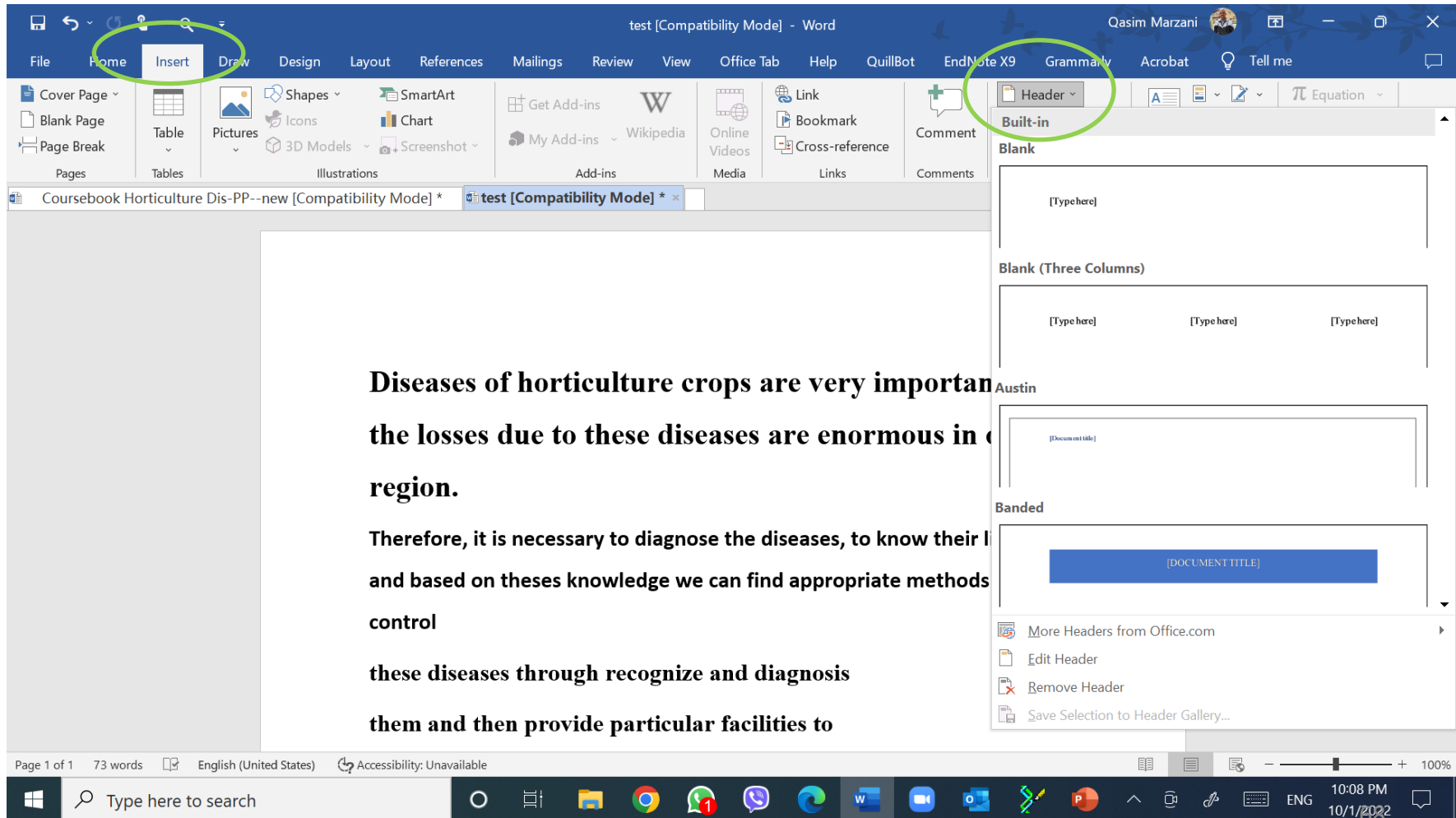
# Headers and footers

- Open the document you want to add headers and footers
- Click on the ***Insert tab***, then click on ***Header*** in the ***Header*** or ***Footer group*** to display the header style gallery then select one of headers
- Go to footer and select one footer
- Close header and footer

# Opening headers and footers



# Opening headers and footers



The screenshot shows the Microsoft Word interface. The 'Insert' tab is selected in the ribbon, and the 'Header' dropdown menu is open. The ribbon includes tabs for File, Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, Office Tab, Help, QuillBot, EndNote X9, Grammarly, Acrobat, and Tell me. The 'Header' dropdown menu is open, showing options: Blank, Blank (Three Columns), Austin, Banded, More Headers from Office.com, Edit Header, Remove Header, and Save Selection to Header Gallery... The main document area contains the following text:

**Diseases of horticulture crops are very important**  
**the losses due to these diseases are enormous in**  
**region.**

Therefore, it is necessary to diagnose the diseases, to know their  
and based on theses knowledge we can find appropriate methods  
control

these diseases through recognize and diagnosis

them and then provide particular facilities to

The status bar at the bottom indicates 'Page 1 of 1', '73 words', 'English (United States)', and 'Accessibility: Unavailable'. The taskbar at the bottom shows the Windows logo, a search bar, and various application icons.

# Endnote and footnote

- Footnotes and endnotes enable you to insert additional information
- Generally, footnotes appear at the bottom of the page in which they are inserted while endnotes appear at the very end of the document

# Endnote and footnote

- Useful for co-authors in papers
- Endnote: opens in ***References*** tab but footnote opens in ***insert*** tab

# Endnote and footnote

- For example, footnotes can be used in an essay to give the reference details of quotes used or additional information about a particular issue addressed in the text.
- The number one (1) will be inserted as a reference mark within the body of the text and the actual note text which located at the bottom of the page ready for you to type the footnote text.

# Endnote and footnote

- If you add another footnote it will start numbering it automatically at the bottom of the page.
- To delete a footnote, all you need to do is to delete the reference mark in the body of the document and the footnote text will be deleted automatically.

# Endnote and footnote

## Steps creating notes

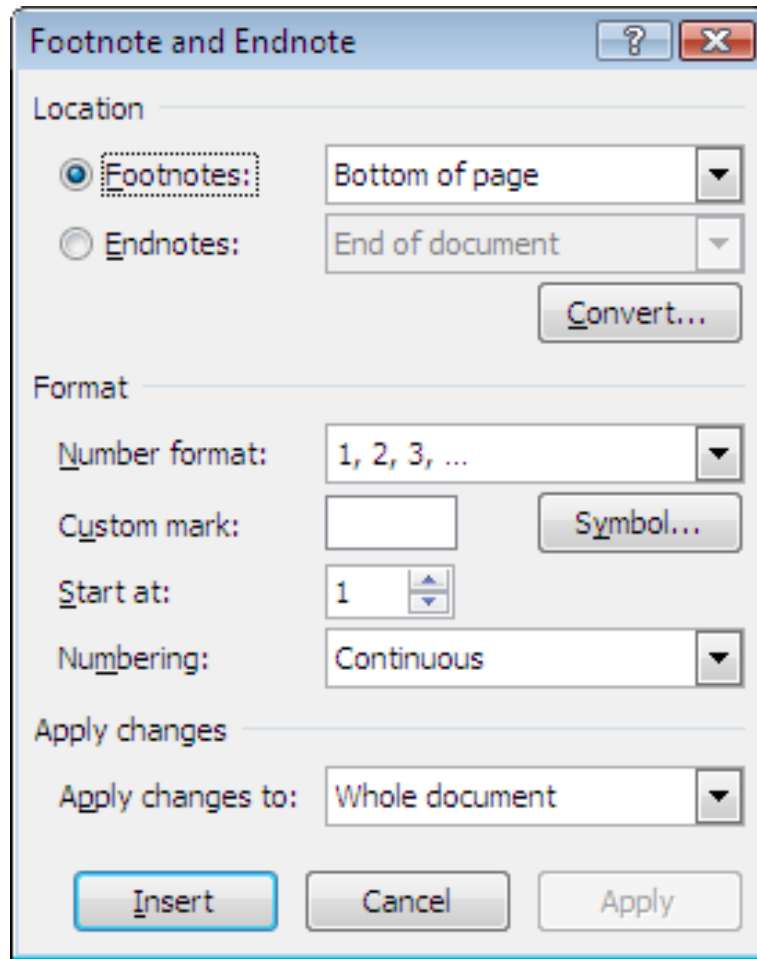
- References select the place using cursor – insert (endnote or footnote) – write your note at the bottom of page under the horizontal line.

# Endnote and footnote

## Steps deleting notes

- Place the cursor at the right of reference mark – press backspace – press delete, it will automatically delete both the ref mark and the text that linked to it.

# Changing the format of end or footnotes



The image shows a 'Footnote and Endnote' dialog box with the following settings:

- Location:**
  - ☒ Footnotes: Bottom of page
  - ☐ Endnotes: End of document
  -
- Format:**
  - Number format: 1, 2, 3, ...
  - Custom mark: [ ]   - Start at: 1
  - Numbering: Continuous
- Apply changes:**
  - Apply changes to: Whole document
-

**Practice time**

- Paragraph formatting
- Lists and list levels
- Paragraph styles
- Table of contents
- Section and page breaks
- Headers and footers
- Table and figure captions

# Table and figure captions

Captions are labels that you can apply to objects such as tables, figures, charts and the like

## Benefits

- Giving automatic and sequential numbers to figures, tables, etc.
- Generate a table of figures and list of tables
- Change caption labels
- Update captions, move or delete an object, the caption numbers are automatically adjusted to reflect the new order

# Captions

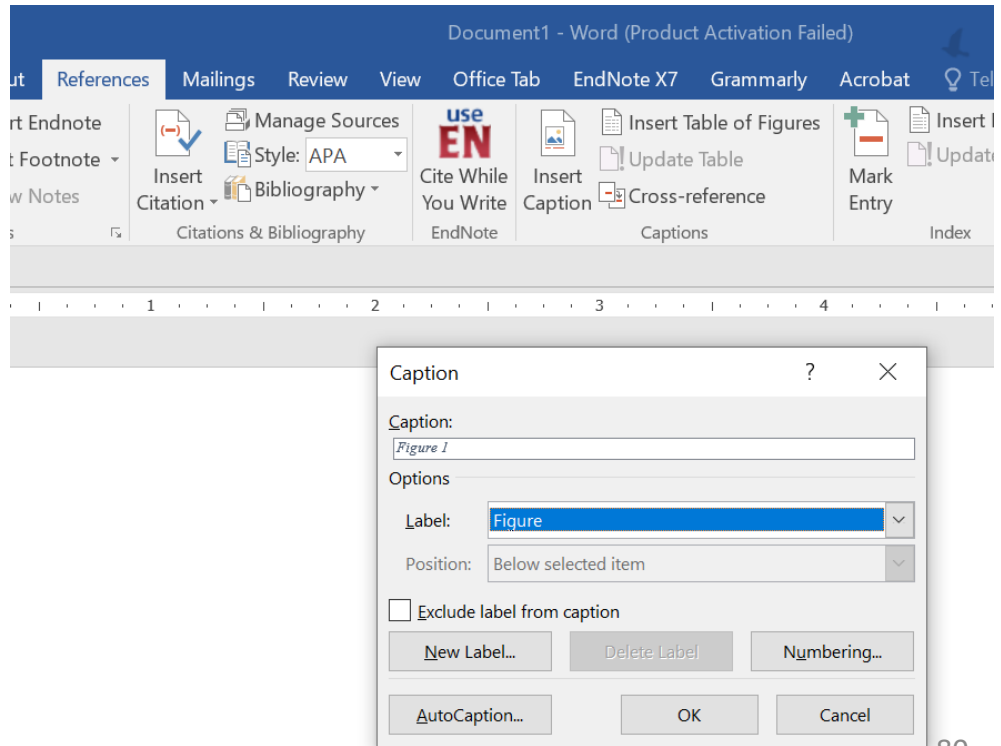
The caption consists of two parts:

- A label which identifies the type of object that it is (e.g. table, figure etc),
- A number to distinguish objects of the same label type.

# Captions

Steps:

Click on *References* tab, select *Inert Caption* to open this window:



# Captions

In the windows:

1. Select the figure or table in your document
2. Write the figure or table title in the con box of caption
3. Select a label (figure, table, ..)
4. Select the position of the label (above or below)
5. Other options

# Captions

## Cross-reference

Means placing or pointing to a figure or table within a text.

### Steps:

1. Click on **Insert** or **Reference** tab
2. Click on **Cross-reference**
3. Select reference type
4. Choose from the bottom list
5. Click insert

# Captions

## Cross-reference

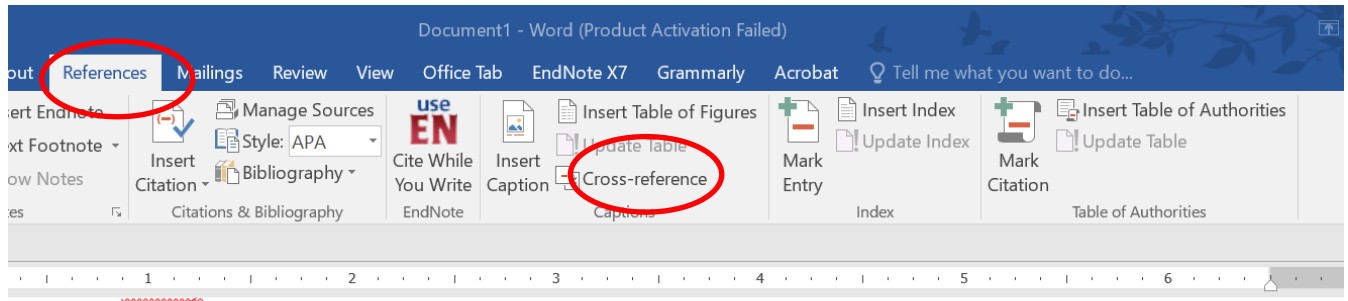
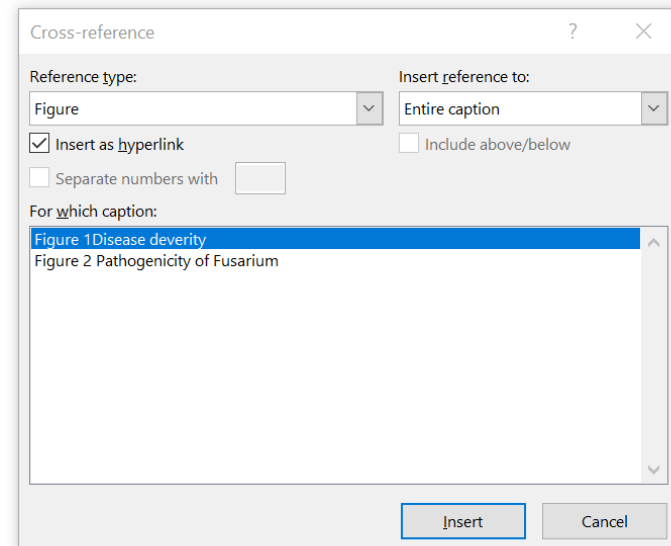


Figure 2 *Pathogenicity of Fusarium*

Figure 1



# Example of a caption

Caption

Caption:  
Figure 1 Bronze Froglet

Options

Label: Figure

Position: Below selected item

☐ Exclude label from caption

New Label... Delete Label Numbering...

AutoCaption... OK Cancel



Figure 1 Bronze Froglet

# Example of a caption

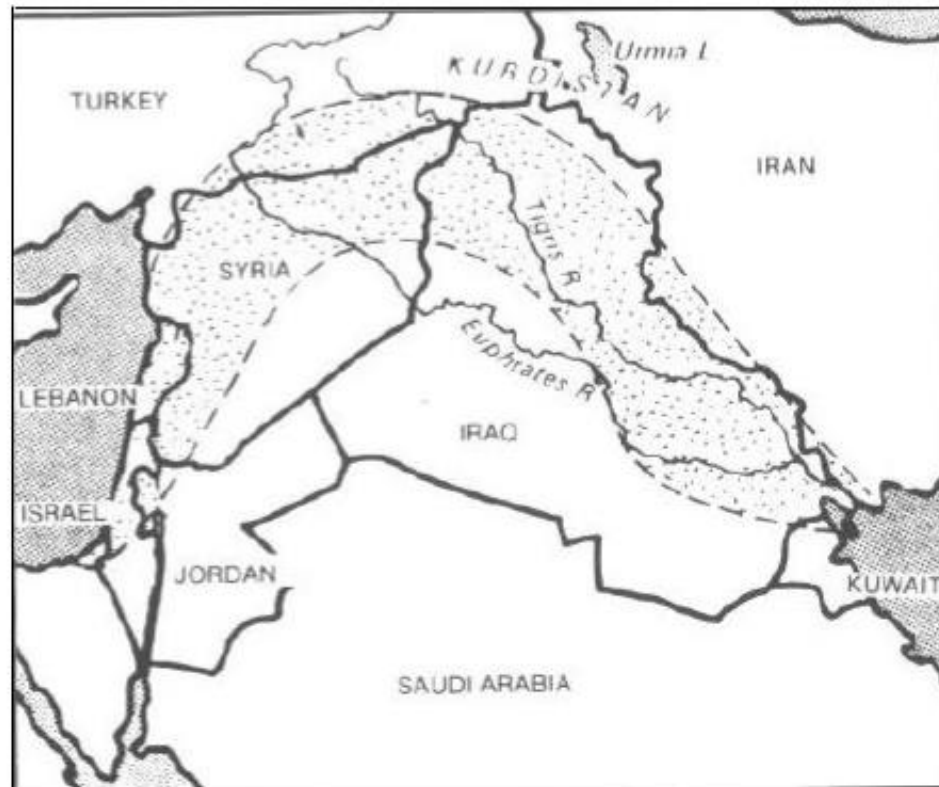
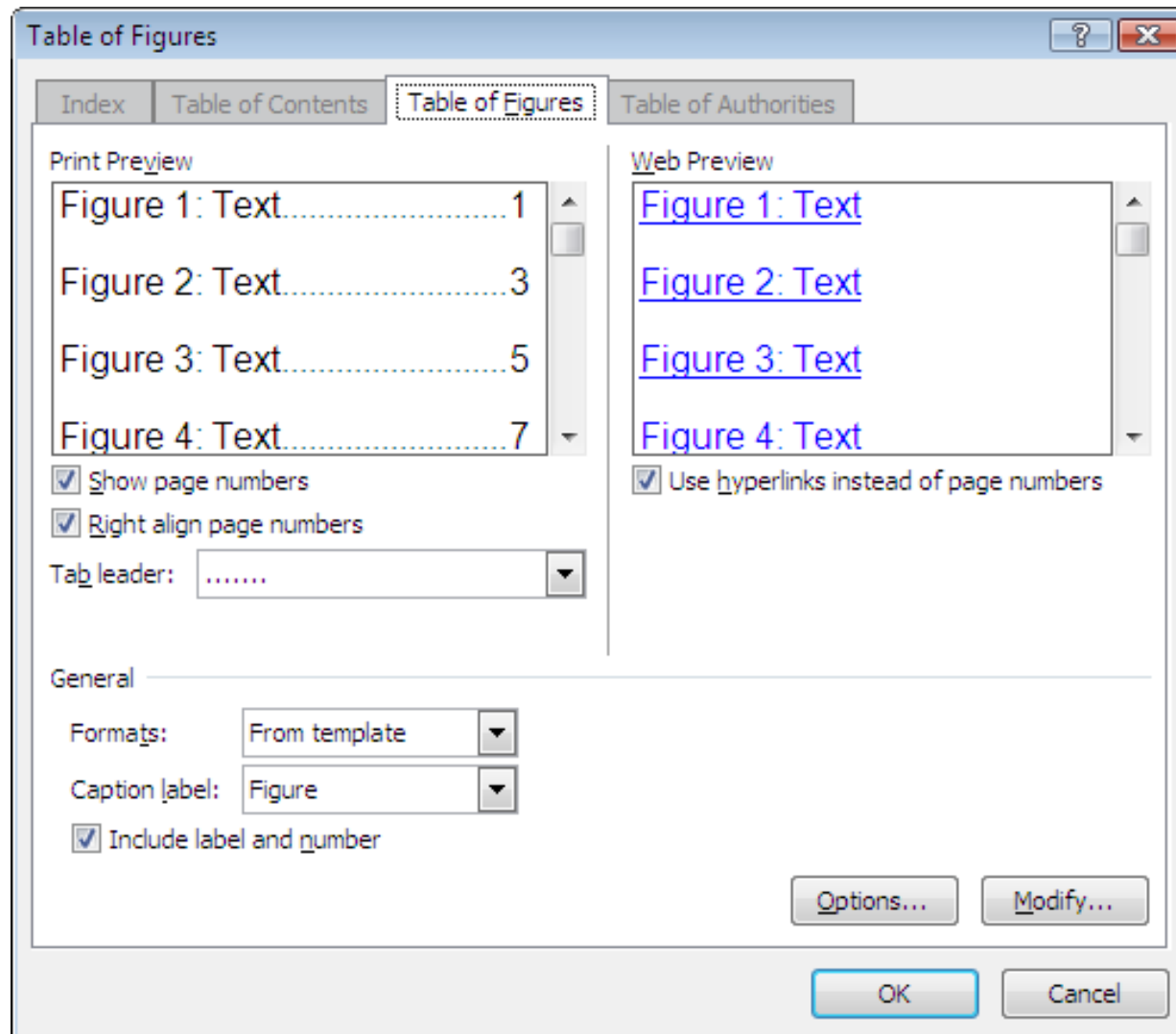


Figure 1.3 Fertile Crescent region, where wheat was first cultivated. Picture from Cook and Veseth (1991).

# Generating list of figures



# Example of list of figures

## List of figures

Figure 1.1 Barley production in 2010 by country - data from USDA.....	2
Figure 1.2 Barley production over the past 11 years in EU-27 - data from USDA.....	3
Figure 1.3 Fertile Crescent region, where wheat was first cultivated.....	4
Figure 1.4 Wheat growing areas (yellow) in the UK (From: ukagriculture.com) .....	7
Figure 1.5 Net-like symptoms (top) caused by <i>P. teres</i> f. <i>teres</i> and spot.....	11
Figure 1.6 Life cycle of <i>P. teres</i> explaining initiation and spread of net blotch .....	13
Figure 1.7 Conidia from <i>P. teres</i> , the asexual state of the fungus which spreads .....	13
Figure 1.8 The life cycle of <i>M. graminicola</i> illustrating initiation and spread of the ....	16
Figure 2.1 A numerical scale used for visual net blotch assessment on barley.....	40
Figure 2.2 Typical symptoms of STB caused by <i>M. graminicola</i> , including the .....	40
Figure 3.1 Mycelium plug as a method for artificial infection of barley plants .....	54
Figure 3.2 Barley seeds, cultivar Pearl, surface sterilised then put on the edges .....	55

# Creating a caption for a table

**Table 2.1 Factors affecting egg-to-adult survival.**

Source	Degrees of freedom	<i>F</i>	<i>P</i>
Host age	2	4.54	0.013
Host weight	2	4.69	0.032
Clutch size	2	0.39	0.535
Host age × Clutch size interaction	1	4.30	0.016
Host age × Host weight interaction	2	0.17	0.843
Host weight × Clutch size interaction	1	0.00	0.997
Host age × Host weight × Clutch size interaction	2	1.84	0.164
Residual deviance	112	678.16	
Total deviance	123	896.09	

**Caption**

Caption:  
**Table 2.1 Factors affecting egg-to-adult survival.**

Options

Label: Table

Position: Above selected item

☐ Exclude label from caption

New Label... Delete Label Numbering...

AutoCaption... OK Cancel

# Generating a list of tables

## List of Tables

Table 2.1 Factors affecting egg-to-adult survival. ....	41
Table 2.2 Assignment of resonances observed in the <sup>1</sup> H NMR spectra of caterpillars. ....	46
Table 2.3 Cross-validation results from partial least squares regression .....	48
Table 2.4 Spectral regions with the largest between-day metabolomic changes.....	49
Table 3.1 Influences on the proportion of behaviours that were aggressive .....	63
Table 3.2 Kin recognition components influenced the proportion of behaviours that were aggressive .....	66
Table 4.1 Inter-specific and inter-strain CHC profile variation.....	81
Table 4.2 Inter-sexual CHC profile variation.....	82
Table 4.3 Variation in CHC profile according to host species.....	83
Table 5.1 Primers designed for <i>G. legneri</i> .....	97
Table 5.2 Primers designed for <i>G. nephantidis</i> .....	99
Table 5.3 The six polymorphic primers for <i>G. legneri</i> strains .....	106

---

# Updating captions

To *update caption numbers*:

1. Press **ctr+A** to select the document
2. Right-click on the document and select **Update Fields**
3. You can also press **F9** to update fields.

In long documents, to update all fields tables of contents & indexes etc.. also consist of fields and will also be updated.

**Practice time**

End of the short training course