

Exercise 6

Download the file from <http://www.peter-lo.com/Teaching/WK-S1101/Source6.zip>, you will use these files to finish the following exercises

1. Open the Word file “Question 6-1.docx”. By using the Microsoft Word techniques you learnt, reformat the word file which similar to “Output 6-1.pdf”

A) Label the figure and create the Table of Figure

Table of Figure

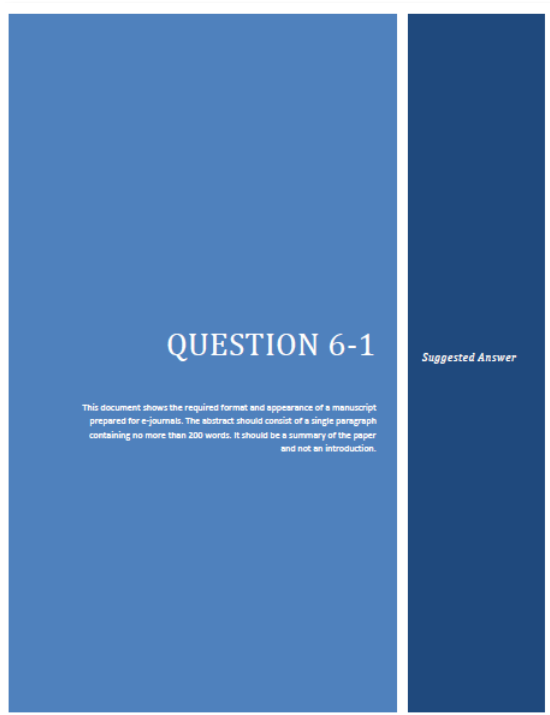
Figure 1: MS Word 2010 Home ribbon. Red arrow indicates where to access Styles window.	1
Figure 2 Styles window	1
Figure 3: Example of a figure caption: (a) sun and (b) blob.	6
Figure 4: Example of a multimedia still image (MPEG, 2.5 MB).	7

B) Label the table and create the Create Table of Table

Table of Table

Table 1: Recommended fonts and sizes.	2
--	---

C) Create Cover Page



D) Create the Bibliography:

5 Bibliography

[1] G. J. Alred, C. T. Brusaw, and W. E. Oliu, Handbook of Technical Writing, 7th ed., New York: St. Martin's, 2003.

[2] L. C. Perelman, J. Paradis, and E. Barrett, Mayfield Handbook of Technical and Scientific Writing, California: Mayfield, Mountain View, 1997.

E) Insert Page Number. Please note that the Table of Contents, Table of Figures, Table of Tables are numbered in i, ii, iii, ... and not included in the Table of Content. The main content should be numbering as 1, 2, 3, ...

F) Create Table of Content

Table of Contents	
1	Introduction 1
1.1	Use of This Template..... 1
1.2	English 2
1.3	Page Setup and Fonts..... 2
2	Parts of a Manuscript..... 3
2.1	Title and Author Names 3
2.2	Abstract..... 3
2.3	Subject Terms/Keywords 3
2.4	Body of Paper..... 3
2.5	Footnotes 3
2.6	Appendices..... 4
2.7	Acknowledgments..... 4
2.8	References 4
2.8.1	Reference linking and DOIs 4
2.9	Author Biographies and Photographs..... 4
3	Section Formatting (Heading 1) 5
3.1	Subsection Headings (Heading 2) 5
3.1.1	Sub-subsection headings (Heading 3) 5
4	Figures and Tables..... 6
4.1	Figures..... 6
4.2	Tables 6
4.3	Multimedia..... 6
5	Bibliography 8