

Typesetting skills in the use of word

中国科学技术大学 图书馆

赵培 信息咨询部

Crisis of the course caused by AIGC



Notion AI



Copilot

TOME

Catalog

- 1. Summaries of paper writing and submission**
- 2. Using word to format the paper**
- 3. Long document editing**
- 4. Advanced application of word**

Chapter 1. Summaries of paper writing and submission

- **1.1 The concept of paper and dissertation**
- **1.2 The format and arrangement of papers**
- **1.3 Writing standard of dissertation**

➤ 1.1 The concept of paper and graduation thesis

- **Paper:**

Scientific papers published in scientific journals and conferences.

Papers mainly refer to academic papers.

SCI 收录的文献类型包括期刊的所有文档: 论文 (Article)、综述 (Review)、书目 (Bibliography)、新闻 (News Item)、传记 (Biography)、书评 (Book Chapter)、修订 (Correction)、数据库评论 (Database Review)、社论材料 (Editorial Material)、硬件评论 (Hardware Review)、书信 (Letter)、会议摘要 (Meeting Abstract)、会议文献 (Proceedings Paper)、会议概要 (Meeting Summary)、再版 (Reprint)、软件评论 (Software Review) 等。

研究工作的能力, 在导师的指导下, 独立完成博士毕业论文, 并在学业上做出具有创新的研究成果。在学期间, 要求以第一作者在 SCI、EI 等国际核心期刊或国内专业性权威期刊 (由学位分委员会认定) 上发表(或接收发表)与博士毕业论文有关的研究论文至少 2 篇, 其中必须有 1 篇

- **Graduation thesis:**

A thesis written by the person **who wants to obtain a degree**. Also known as "dissertation".

The requirements for the number of words in a thesis of University of Science and Technology of China are: no less than **10,000 words for a bachelor's degree**, no less than **30,000 words for a master's degree** and no less than **50,000 words for a doctoral degree**.

曾现祥, 赵燕平, 刘大明

(中科院等离子体物理研究所, 安徽 合肥 230031)

摘要: 为了监测 HT-7 托卡马克离子回旋共振加热 (ICRH) 实验过程中天线阻抗的变化情况, 采用传输线探针方法, 设计了一套基于虚拟仪器技术的天线阻抗自动测量系统; 阐述了该系统的工作原理、设计方法和硬件、软件实现方法; 详细介绍了高频信号处理电路部分和系统软件的设计与开发; 测试结果表明, 整个系统稳定可靠, 界面友好, 满足实验要求。

关键词: 离子回旋; 天线; 阻抗测量; 虚拟仪器; LabVIEW

Design of Ion Cyclotron Resonant Heating Antenna Impedance Measurement System

Zeng Xianxiang, Zhao Yanping, Liu Daming

(Institute of Plasma Physics Chinese Academy of Sciences, Hefei 230031, China)

Abstract: In order to study variety of antenna impedance in ICRH experiment on HT-7 Tokamak, measurement system based on virtual instrument technology has been developed. It adopts the method of probes on transmission line. The system principle, design and realization of the hardware and the software are presented. The details about design of RF signal processing circuit and system software are given. In the test, the system is characterized by good GUI, reliability and stability.

Key words: ICRH; antenna; impedance measurement; virtual instruments; LabVIEW

0 引言

离子回旋共振加热 (Ion cyclotron resonant heating, 简称 ICRH) 系统主要由高频发射机、同轴传输线、阻抗匹配装置和天线 (称为 ICRH 天线) 组成^[1], 天线是其中的关键部件。研究表明, ICRH 天线输入阻抗很低, 其电阻分量在几欧姆左右, 而高频发射机和同轴传输线的特性阻抗为几十欧姆。而且, 在等离子体放电期间, ICRH 天线的输入阻抗随等离子体参数的变化而变化^[2], 这不仅影响波与等离子体的耦合效率, 还影响波与传输系统的匹配特性。为了提高波与等离子体的耦合效率以及改善波与传输系统的匹配状况, 必须详细了解等离子体放电期间的 ICRH 天线阻抗。以前的离子回旋共振加热实验中采用网络分析仪只能对 ICRH 天线阻抗进行静态空载测量 (即无等离子体情况下的静态天线阻抗测量), 不能实现等离子体放电期间的天线阻抗动态测量。本文采用虚拟仪器技术设计了 ICRH 天线阻抗自动测量系统。

虚拟仪器是计算机与测试技术相结合的产物, 与传统的测量仪器相比, 具有节约成本、可靠性强、使用灵活、测控兼备等优点^[3]。通过在 ICRH 天线阻抗测量系统中采用虚拟仪器技术, 不仅能够减少测试仪器的使用, 实现测量的自动化, 而且能使系统设计更简单、更灵活、扩展性更强。利用 LabVIEW[®] 虚拟仪器开发软件, 能够缩短系统软件的开发周期, 提高系统整体水平。

收稿日期: 2005-10-12; 修回日期: 2005-11-26。

作者简介: 曾现祥 (1981-), 男, 河南省正阳县人, 硕士研究生, 主要从事离子回旋共振加热 (ICRH) 天线的阻抗测量和调配控制的研究。

1 系统工作原理

ICRH 天线阻抗测量采用传输线探针法^[4-6], 即采集传输线上任意三个探针电压, 由传输线理论计算而得到天线阻抗, 原理如图 1 所示。

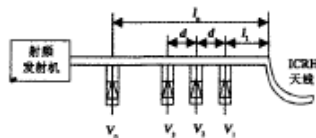


图 1 探针法 ICRH 天线阻抗测量原理图

假设采集所用三个探针到 ICRH 天线的距离分别为 l_1 , l_2 , l_3 , 相邻探针的距离均为 d 。采集得到的三个探针电压分别为 V_1 , V_2 , V_3 , 三个探针的耦合系数分别为 k_1 , k_2 , k_3 , 并假设射频射线为无耗传输线, 即 $\gamma = j\beta$, 其中相移常数 $\beta = \frac{2\pi}{c} f$ 由射频波频率决定。假设 ICRH 天线阻抗为 $Z_L = R + jX$, 根据无耗传输线上电压分布函数 $V(d) = V_L (\cos\beta d + j \frac{Z_L}{Z_0} \sin\beta d)$, 可得到三个探针电压方程组, 通过求解计算, 即可得到 ICRH 天线阻抗。

其中, 探针耦合系数的准确标定对测量结果影响很大, 采用的是静态空载匹配的标定办法。即在无等离子体的情况下, 在传输线上加载射频波并使整个传输系统达到匹配状态, 根据射频发射机的输出功率 P 和传输线的特性阻抗 Z_0 , 可得计算得到传输线上的分布电压 U_0 (匹配状态下传输线上电压处处相等), 再由测得的每个探针电压 V_i , 即可得到每个探针的耦合系数。



Incorporation and conduction of proton in $\text{SrCe}_{0.9-x}\text{Zr}_x\text{Y}_{0.1}\text{O}_{3-\delta}$

Yuji Okuyama^{a,*}, Kaori Isa^b, Young Sung Lee^b, Takaaki Sakai^c, Hiroshige Matsumoto^{d,e}

^a Organization for Promotion of Tenure Track, University of Miyazaki, Gakuen-Kibanadai, Miyazaki 889-2192, Japan
^b Interdisciplinary Graduate School of Engineering Sciences, Kyushu University, 6-1 Kasuga-Auen, Kasuga 816-8580, Japan
^c Center for Molecular Systems (CMS), Kyushu University, 744 Motooka, Nishi-ku, Fukuoka 819-0395, Japan
^d International Institute for Carbon-Neutral Energy Research (I2CNER), Kyushu University, 744 Motooka, Nishi-ku, Fukuoka 819-0395, Japan
^e Next-Generation Fuel Cell Research Center, Kyushu University (Next-FC), 744 Motooka, Nishi-ku, Fukuoka 819-0395, Japan



ARTICLE INFO

Article history:
Received 15 October 2014
Received in revised form 21 January 2015
Accepted 23 January 2015
Available online 7 February 2015

Keywords:
Proton
Conductivity
Hydration
Perovskite
Oxide

ABSTRACT

In order to clarify the mixed effect of a cation on proton conduction, the electrical conductivity and the proton concentration of $\text{SrCe}_{0.9-x}\text{Zr}_x\text{Y}_{0.1}\text{O}_{3-\delta}$ ($x = 0.0, 0.3, 0.5, 0.7, 0.9$) were measured by the AC impedance method and thermogravimetric analysis at 573–1173 K. The electrical conductivity reached a maximum value at $x = 0.5$. The proton concentration at $x = 0.5$ is the highest at this experimental temperature. The condition of the oxygen vacancy was examined by a Raman spectroscopic analysis. The Raman band around 350 cm^{-1} attributed to the CeO_6 stretching mode was observed and the half band width of the peak is broad when the cation on the B site is a mixture of Ce^{4+} and Zr^{4+} . It was found that the symmetry of the octahedron around B-site might be reduced due to the cation mix on the B-site.

© 2015 Elsevier B.V. All rights reserved.

1. Introduction

Some perovskite-type oxides show a proton conduction at intermediate temperatures [1,2]. Oxide ion vacancies are formed in the crystal when some cations of the perovskite-type oxide were replaced by a cation with a low valence. The uptake of water takes place at the formed oxide ion vacancy and the proton is formed on the interstitial site between two oxide ions. Many papers have reported that the maximum proton concentration might reach the dopant level. However, the proton concentration could not reach the dopant level for some oxide [3–6]. One of the reasons is considered to be the condition of the oxide ion vacancy that is more thermodynamically stable than the protonic defect. Oikawa et al. reported that the Sc doped perovskite-type oxide (BaZrO_3 , BaCeO_3 , SrCeO_3 and CaZrO_3) has a stable oxide ion vacancy in the isotropic CeO_6 polyhedra [7]. Furthermore, it showed that the proton concentration decreases with an increase in the stable oxide ion vacancy. Based on this report, some oxides might have a saturation limitation less than the dopant level.

Alkaline-earth cerates doped with a trivalent cation have a high proton conduction at intermediate temperatures. However, they react with carbon dioxide and easily decompose. In order to improve the chemical stability, the cerium ion in the alkaline-earth cerate is partially

substituted with the zirconium ion [8]. On the other hand, it might be inferred that the proton transport properties change due to the Zr substitution.

In order to clarify the mixed effect of the B site in the $\text{A}^{2+}\text{B}^{4+}\text{O}_3$ perovskite-type oxide, the proton concentration and conductivity for $\text{SrCe}_{0.9-x}\text{Zr}_x\text{Y}_{0.1}\text{O}_{3-\delta}$ were examined by an AC impedance analysis and thermogravimetric analysis. Moreover, the microscopic crystal structure was determined by Raman spectroscopy.

2. Experiment

2.1. Sample preparations

The samples of $\text{SrCe}_{0.9-x}\text{Zr}_x\text{Y}_{0.1}\text{O}_{3-\delta}$ ($x = 0.0, 0.3, 0.5, 0.7, 0.9$) were prepared by a solid state reaction method. The reagent-grade powders, SrCO_3 (99.99%), CeO_2 (99.99%), ZrO_2 (99.9%) and Y_2O_3 (99.99%), were weighed and mixed in ethanol using a zirconia mortar and pestle. The powder mixtures were formed into a pellet and calcined in air for 10 h at 1573 K. The calcined pellets were crushed and ball-milled in ethanol for 1 h. The mixture was then pressed into pellets at 300 MPa and sintered in air for 10 h at 1873 K. The compact densities of the obtained sample were over 98%. The sintered sample was used to measure the AC impedance. The crushed pellets were used for the X-ray diffraction analysis, thermogravimetric analysis and Raman spectroscopic analysis. The X-ray powder diffraction analysis confirmed the well-defined perovskite patterns of all the $\text{SrCe}_{0.9-x}\text{Zr}_x\text{Y}_{0.1}\text{O}_{3-\delta}$ samples as shown in Fig. 1.

* Corresponding author at: Organization for Promotion of Tenure Track, University of Miyazaki, 1-1 Gakuenkibanadai-nishi, Miyazaki 889-2192, Japan. Tel./fax: +81 985 58 7855.

E-mail address: okuyama@cc.miyazaki-u.ac.jp (Y. Okuyama).

➤ 1.2 The format and arrangement of paper submission

- **Go to the homepage of the journal to find the instructions for submission**
 - 1、 **Search journal names by Google, Baidu etc. to enter the journal homepage**
 - 2、 **Take the Journal of Alloys and Compounds included in SCI as an example, enter the homepage: [journal-of-alloys-and-compounds](http://journal-of-alloys-and-compounds.com)**
 - 3、 **Click Guide for Authors, and you can see the submission requirements.**
- **Manuscript template in Endnote provides template of journals**

The template provided by manuscript template contains various formats and typesetting of the papers' content.



ISSN: 0925-8388

Journal of Alloys and Compounds

An Interdisciplinary Journal of Materials Science and Solid-State Chemistry and Physics

Editor-in-Chief: [Ludwig Schultz](#)

> [View Editorial Board](#)

> **CiteScore: 4.12** ⓘ **Impact Factor: 4.175** ⓘ

[Submit Your Paper](#) ▼

[Supports Open Access](#)

[View Articles](#)

[Guide for Authors](#) ▼

General Perspective

- The *Journal of Alloys and Compounds* is an international peer-reviewed medium for the publication of work on materials comprising compounds as well as alloys. Its great strength lies in the diversity of disciplines which it encompasses, drawing together results from materials science...

[Read more](#)

[Most Downloaded](#) [Recent Articles](#) [Most Cited](#) [Open Access Articles](#)



> [Submit your paper](#)

> [Track your paper](#)

> [Order journal](#)

> [View articles](#)

> [Abstracting](#)

> [Editorial board](#)

Guide for Authors

Author information pack

INTRODUCTION

- [Types of Contributions](#)
- [Elsevier Editorial System](#)

- [Submission checklist](#)

BEFORE YOU BEGIN

- [Ethics in publishing](#)
- [Human and animal rights](#)
- [Declaration of interest](#)
- [Submission declaration and verification](#)

- [Contributors](#)

- [Changes to authorship](#)

- [Copyright](#)

- [Role of the funding source](#)

- [Open access](#)

- [Submission](#)

PREPARATION

- [Peer review](#)

- [Article structure](#)

- [Essential title page information](#)

- [Abstract](#)

- [Keywords](#)

- [Artwork](#)

- [Tables](#)

- [References](#)

- [Video](#)

- [Supplementary material](#)

- [RESEARCH DATA](#)

- [AudioSlides](#)

- [Interactive plots](#)

- [Keywords](#)

- [A. Types of Material](#)

- [B. Preparation and Processing](#)

- [C. Phenomena](#)

- [D. Experimental and Theoretical Methods](#)

AFTER ACCEPTANCE

- [Online proof correction](#)

- [Offprints](#)

- [Author Discount:](#)

AUTHOR INQUIRIES

((Catch Phrase))

((Title Text))

((Author(s), and Corresponding Author(s))*

((Dedication----optional))

((First Main Text Paragraph----without Indentation))
((Main Text Paragraphs----with Indentation))

((Insert Scheme here. Note: Please do not combine scheme and caption in a textbox or frame))

Scheme 1. ((Scheme Caption))

((Main Text Paragraphs----with Indentation))

((Insert Figure here. Note: Please do not combine figure and caption in a textbox or frame))

Figure 1. ((Figure Caption))

((Main Text Paragraphs----with Indentation))

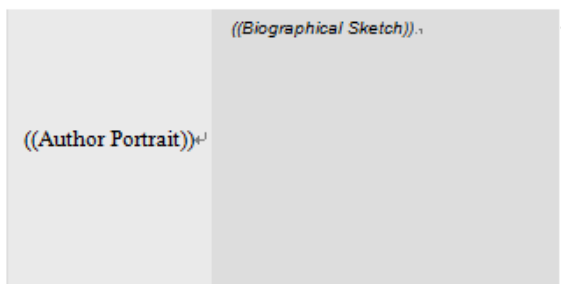
Table 1. ((Table Caption **Note: Please do not combine figure and caption in a textbox or frame.**))

Head 1^[1], Head 2., Head 3^[2], Head 4^[3], Head 5.,

((Lead-in text))

((1. Heading 1st Order))

((Main Text Paragraphs----with Indentation))



((1.1. Heading 2nd Order))

((Main Text Paragraphs----with Indentation))

((1.1.1. Heading 3rd Order))

((Main Text Paragraphs----with Indentation))

((Insert Scheme here. Note: Please do not combine scheme and caption in a textbox or frame))

Scheme 1. ((Scheme Caption))

((Main Text Paragraphs----with Indentation))

((Insert Figure here. Note: Please do not combine figure and caption in a textbox or frame))

Figure 1. ((Figure Caption))

((Main Text Paragraphs----with Indentation))

Table 1. ((Table Caption **Note: Please do not combine figure and caption in a textbox or frame.**))

Head 1 ^[1]	Head 2.	Head 3 ^[2]	Head 4 ^[3]	Head 5.
Column 1.	Column 2.	Column 3.	Column 4.	Column 5.
Column 1.	Column 2.	Column 3.	Column 4.	Column 5.

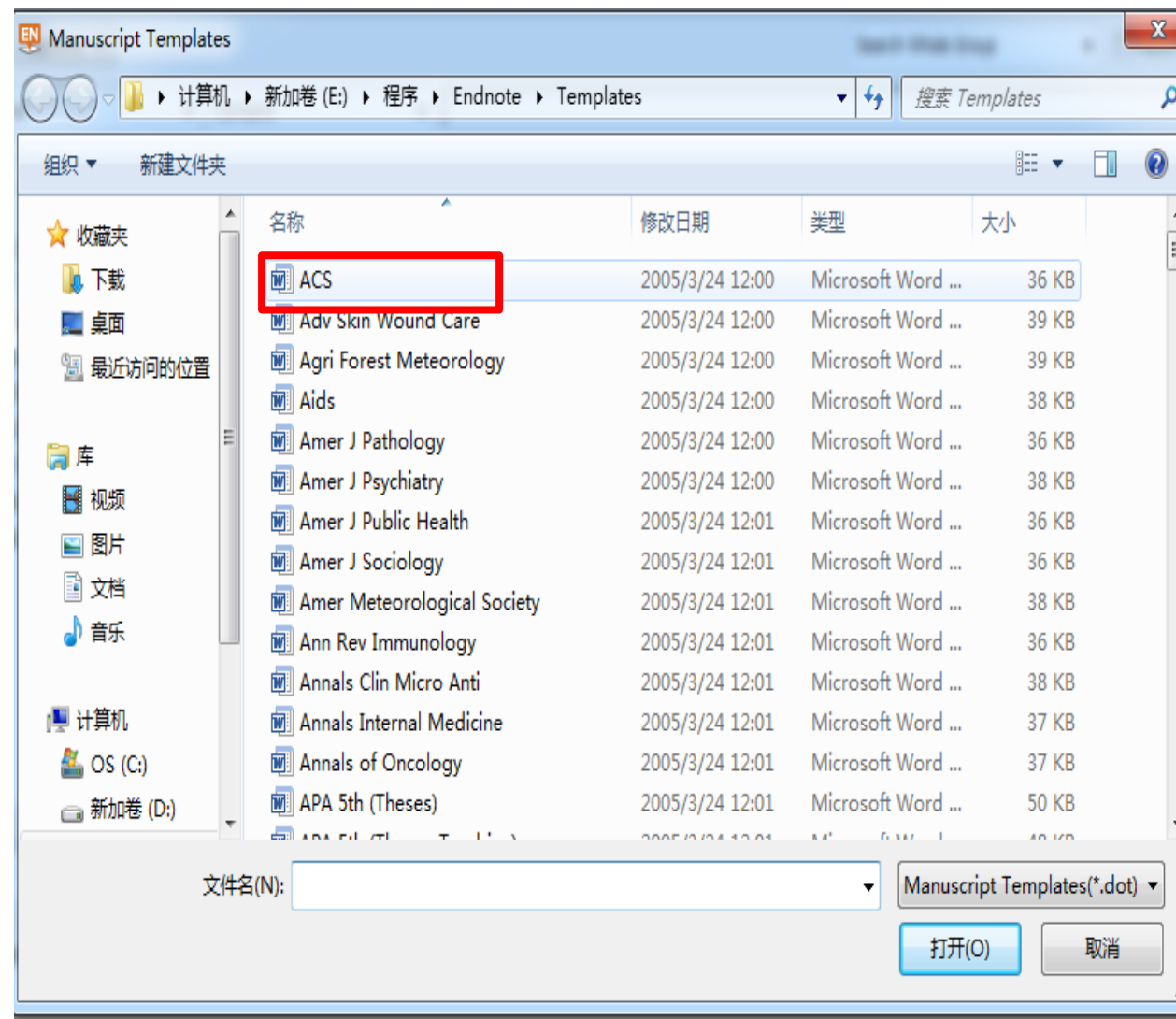
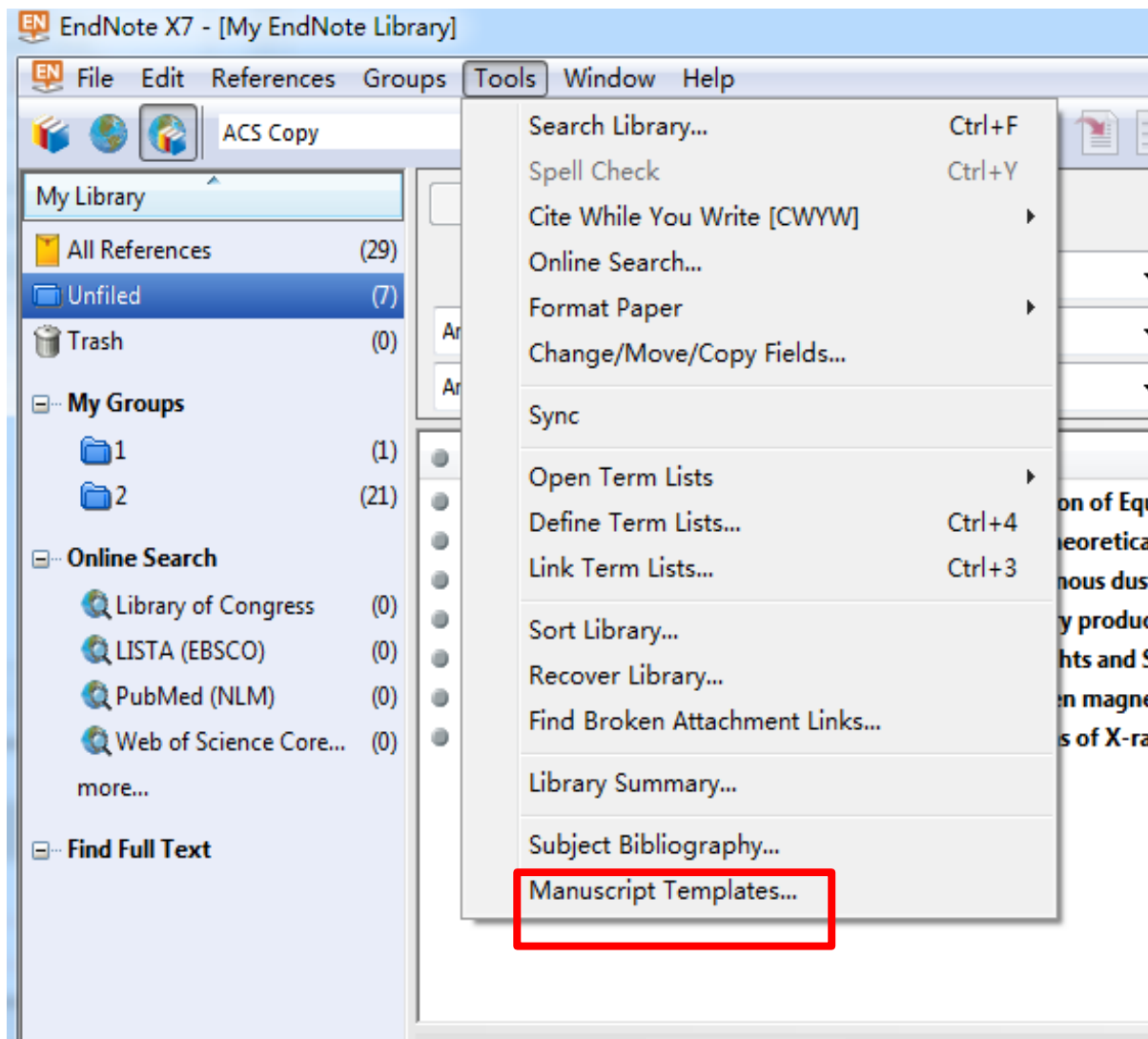
[a] ((Table Footnote)) [b]

((Acknowledgements----optional))

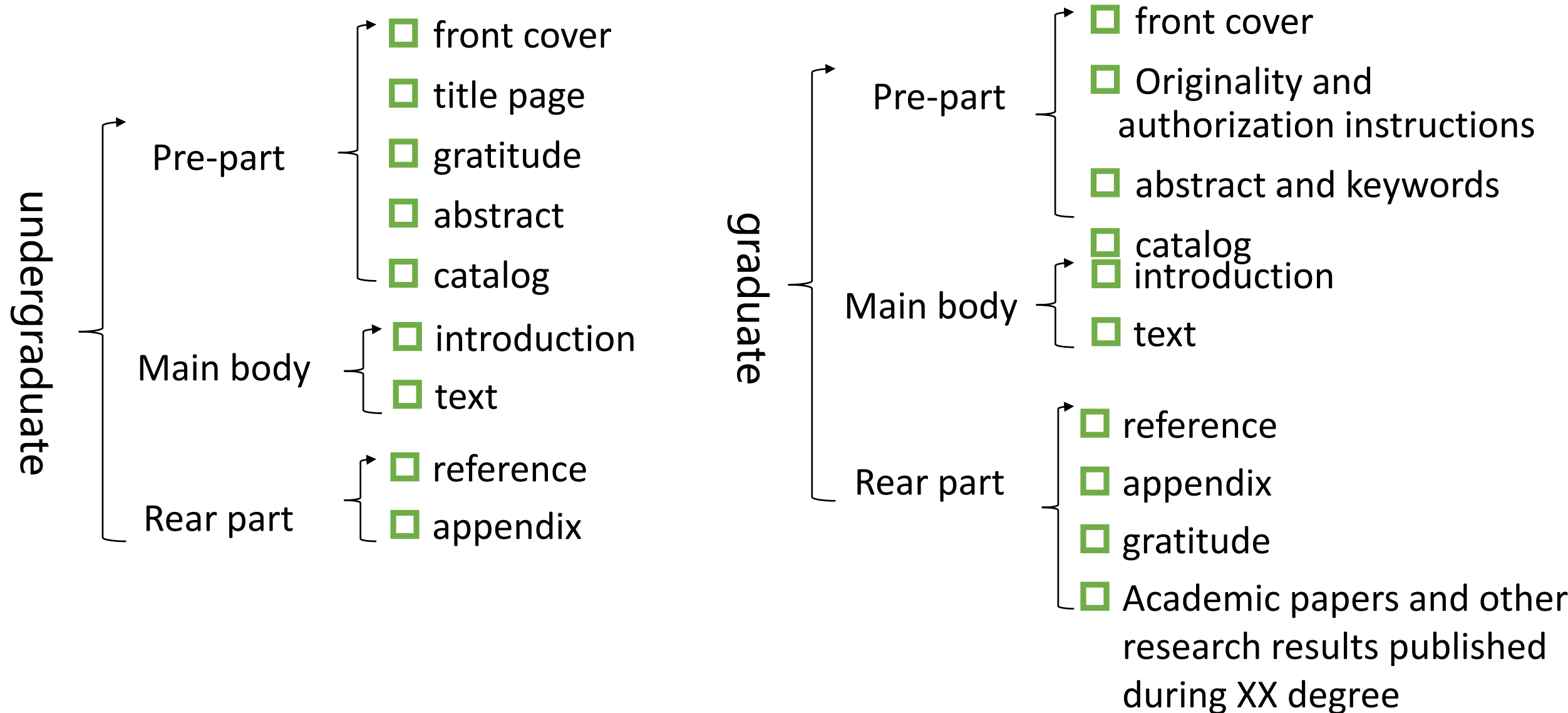
Received: ((will be filled in by the editorial staff))

Published online on ((will be filled in by the editorial staff))

- [1] ((Reference 1, Example for Journals: a) A. Author, B. Coauthor, *Angew. Chem.* 2006, 118, 1-5; *Angew. Chem. Int. Ed.* 2006, 45, 1-5; b) A. Author, B. Coauthor, *ChemBioChem* 2006, 7, 1-10.))
- [2] ((Reference 2: Example for Books: J. W. Grate, G. C. Frye, in *Sensors Update*, Vol. 2 (Eds: H. Baltas, W. Göpel, J. Hesse), WILEY-VCH, Weinheim, 1996, pp. 10-20.))
- [3]



➤ 1.3 Writing standard of dissertation



Taking the writing criterion of Dissertations of USTC as an example:

第3章 排版和印刷要求

第3章 排版和印刷要求

3.1 纸张要求和页面设置

	要求
纸张	A4 (210×297), 幅面白色
页面设置	上、下2.54cm, 左、右3.17cm, 页眉1.5cm, 页脚1.75cm, 装订线0cm, 封面上、下3.8cm, 左、右3.2cm, 页眉页脚3.0cm
页眉	宋体10.5磅居中, Abstract部分用Times New Roman 10.5磅
页脚	宋体10.5磅页面下部右端

3.2 封面

	中文要求	英文要求
密级	仿宋14磅	Times New Roman 14磅
论文题目	黑体26磅加粗居中(可分两行), 单倍行距	Arial 26磅加粗居中, 行距30磅
作者姓名	宋体16磅, 单倍行距, 距左边界6cm	Times New Roman 16磅居中, 行距30磅
学科专业	同上	同上
导师姓名	同上	同上
完成日期	用阿拉伯数字, 不用阿拉伯数字, 其他同上	同上

3.3 书脊

学位论文的书脊用黑体12磅, 行距14磅, 上方写论文题目, 生阅读系列, 下方写作者姓名, 威顿真“中国科学技术大学”, 距上下边界均为3cm左右。

3.4 摘要和关键词

	中文摘要	英文摘要
标题	摘要: 二字间空一格, 黑体16磅加粗居中, 单倍行距, 段前段后0磅	Abstract: Arial 16磅加粗居中, 单倍行距, 段前段后0磅

13

第3章 排版和印刷要求

	中文要求	英文要求
论文文字	宋体12磅, 行距20磅, 段前段后0磅	Times New Roman 12磅, 行距20磅, 段前段后0磅
关键词	同上, “关键词”三字加粗	同上, “Key Words”两词加粗

3.5 目录

	示例	要求
标题	目录	黑体16磅加粗居中, 单倍行距, 段前段后0磅
各章目录	第1章 绪论.....1	宋体14磅, 单倍行距, 段前段后0磅, 两端对齐, 页码右对齐
一级节标题目录	1.2 文献概述.....10	宋体12磅, 单倍行距, 左缩进1个汉字, 段前段后0磅, 两端对齐, 页码右对齐
二级节标题目录	1.2.3 尚待解决的问题.....10	宋体10.5磅, 单倍行距, 左缩进2个汉字, 段前段后0磅, 两端对齐, 页码右对齐

3.6 正文

	示例	要求
各章标题	第一章 XXX	黑体16磅加粗居中, 单倍行距, 段前段后0磅, 序号与章名间空一个汉字
一级节标题	1.2 XXX	黑体14磅居中, 单倍行距, 段前段后0磅, 序号与章名间空一个汉字
二级节标题	1.2.1 XXX	黑体13磅居中, 单倍行距, 段前段后0磅, 序号与章名间空一个汉字
三级节标题	1.2.1.1 XXX	黑体12磅居中, 单倍行距, 段前段后0磅, 序号与章名间空一个汉字
论文文字	XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX XXXXXXXXXX	宋体12磅(英文用Times New Roman 12磅), 两端对齐, 段前段后0磅, 行距20磅(段中有数学表达式时, 可根据表述需要设置段后行距)
图序、图名、图注	图2.1 XXX	置于图的下方, 宋体10.5磅居中, 单倍行距, 段前段后0磅, 图注位于图名下方, 标题加粗, 左缩进两个汉字, 各行首尾缩进半行, 两端对齐

14

第3章 排版和印刷要求

	中文要求	英文要求
表序、表名、表注	表2.1 XXX	置于表的上方, 宋体10.5磅居中, 单倍行距, 段前段后0磅, 表序位于表名文字之间空一个汉字, 表注位于表注标题加粗, 表注左缩进两个汉字, 单倍行距, 首尾缩进半行, 两端对齐
表达式	(3.2)	表达式居中, 序号加圆括号, 宋体10.5磅, 右顶格排

3.7 其它

	要求
符号说明	标题字体与正文同, 说明部分: 宋体10.5磅(英文用Times New Roman 10.5磅), 行距16磅, 段前段后0磅
参考文献	“参考文献”黑体16磅加粗居中, 左缩进1个汉字, 宋体10.5磅(英文用Times New Roman 10.5磅), 行距20磅, 段前段后0磅; 中英文之间用正体, 各行首尾缩进半行
附录	标题同参考文献, 内容部分: 宋体12磅(英文用Times New Roman 12磅), 两端对齐, 行距20磅, 段前段后0磅, 行距20磅(段中有数学表达式时, 可根据表述需要设置段后行距)
致谢	标题要求同各章标题, 正文部分宋体12磅, 行距20磅, 段前段后0磅
在论期间发表的学术论文与取得的其他研究成果	标题要求同各章标题, 正文部分: 宋体12磅(英文用Times New Roman 12磅), 行距20磅, 段前段后0磅, 学术论文书眉格式同参考文献

3.8 印刷及装订要求

论文封面使用中国科学技术大学统一印刷封面, 自中文摘要起双面印刷, 之前部分单面印刷, 论文必须用线装或热胶装订, 不使用钉子装订。

附录: 中国科学技术大学学位论文撰写格式范例

15

Chapter 2. Using word to format the paper

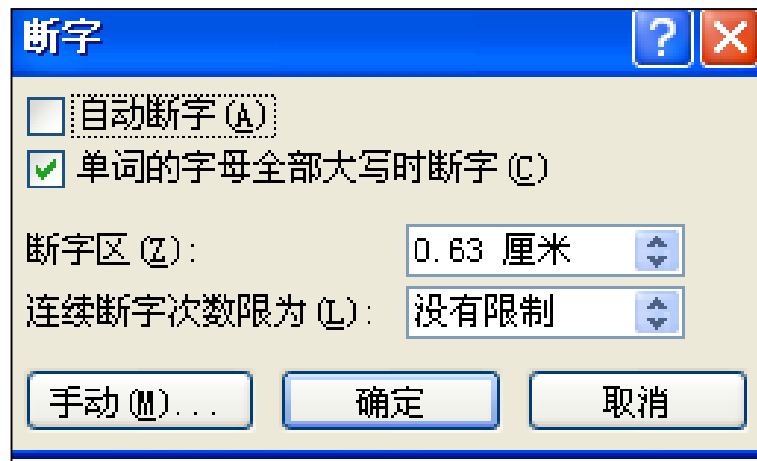
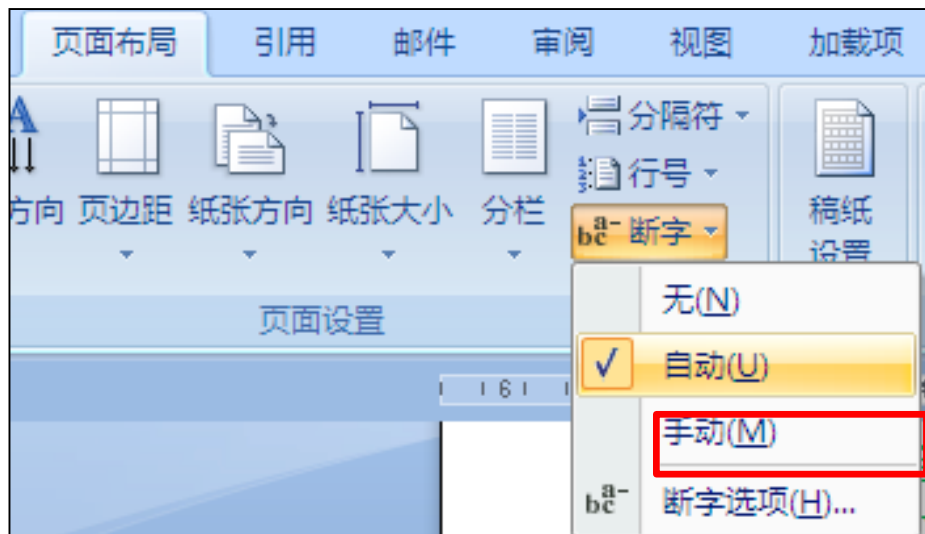
- **2.1 Format Document**
- **2.2 Graphic editing**
- **2.3 Form or table making**

➤ 2.1 Format Document

(一) Hyphenation function

Hyphenation function:

In the way of hyphenation, the word is disconnected from the position of automatic line to achieve the purpose of beautiful typesetting. There are two ways: automatic hyphenation and manual hyphenation.



(二) Text input and selection skills



1 Text selection skills

- ◆ In the paragraph: double-click can select words and triple-click select present paragraph
- ◆ On the left side of the document: Click to select a line, double-click to select the paragraph, and triple-click to select the whole article
- ◆ Discontinuous multiple texts: Hold the Ctrl key and use the mouse to select them
- ◆ Select rectangular area: hold Alt key and select with mouse
- ◆ Home/End: Move to the beginning or the end of this line
- ◆ Ctrl+Up/Ctrl+Down: Move to the previous/next paragraph head
- ◆ Ctrl+Home/Ctrl+End: Move to the beginning/end of the article

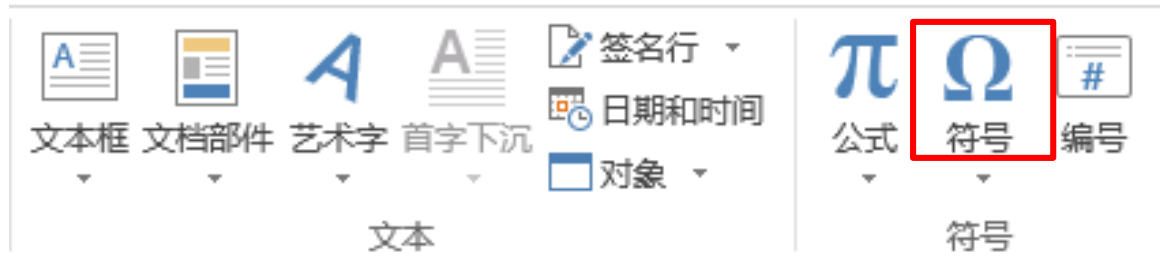
press Shift at the same time to select content

2 input the current date

- ◆ After entering "2021", you will be prompted for the current date, and you can directly press the Enter button to obtain it.
- ◆ Insert, date and time, select the date format, and let the date update automatically

(三) Symbol input

1、 Menu: [insert]/[symbol]

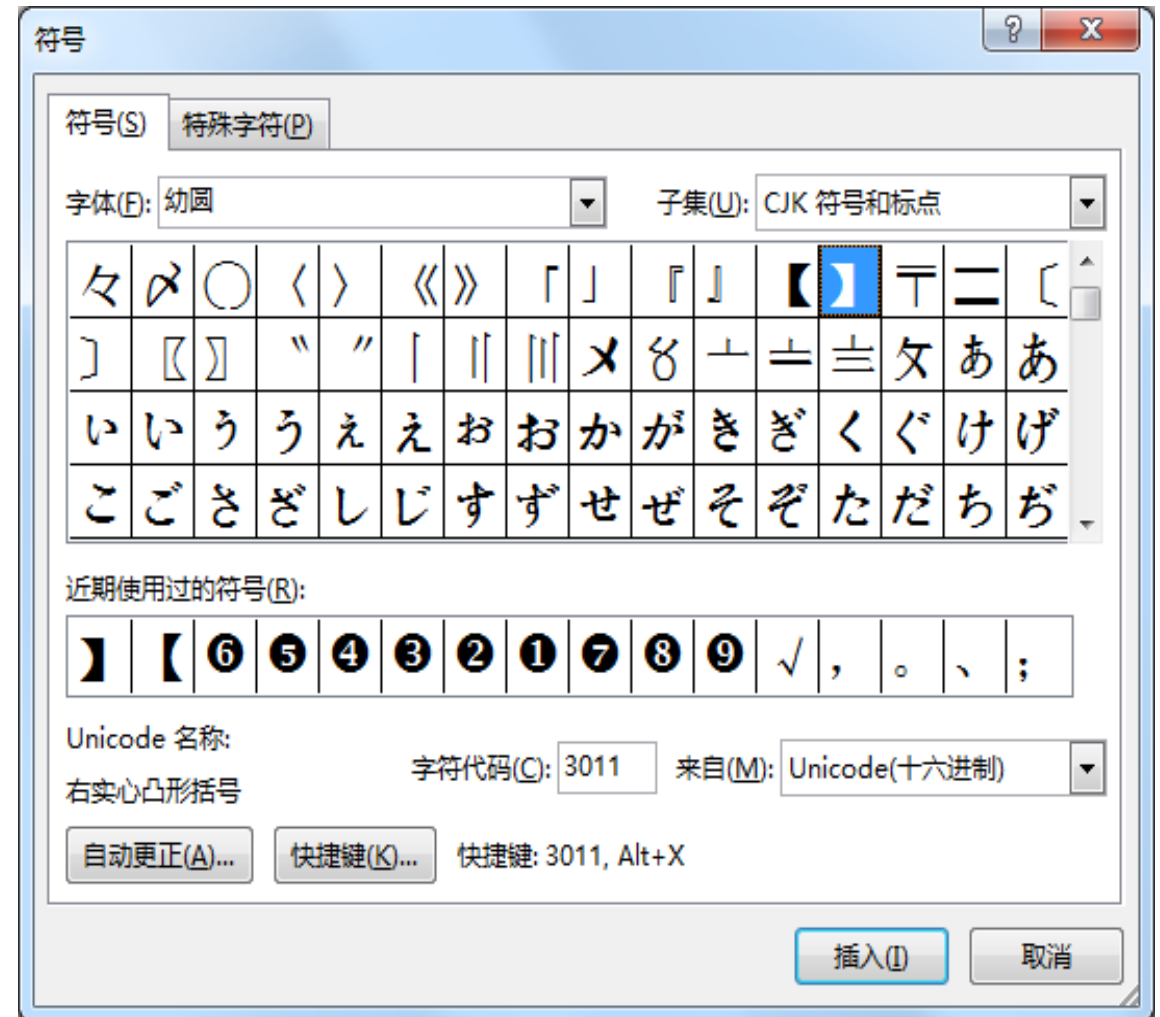


Special symbols are in the tab under [Symbols].

Tricks

Unicode Character code: after entering 3011, press alt+x.

<http://www.yedict.com/>



2、 Create shortcuts

(1) Click on shortcut button

(2) Put the mouse in [Please press the new shortcut key] and set a new shortcut.
For instance: L Alt +Z

Hold the left Alt key with your left hand and press the Z key.

(3) Click [Confirm] in the lower left corner.



3、 Generating separation lines

Enter 3 symbols continuously and press enter to generate separation line



~、 -、 _、 #、 =、 *

↑
~~~~~  
↑  
\_\_\_\_\_  
↑  
\_\_\_\_\_  
↑  
=====

↑  
\_\_\_\_\_  
↑  
~~~~~  
↑

(四) Find and replace

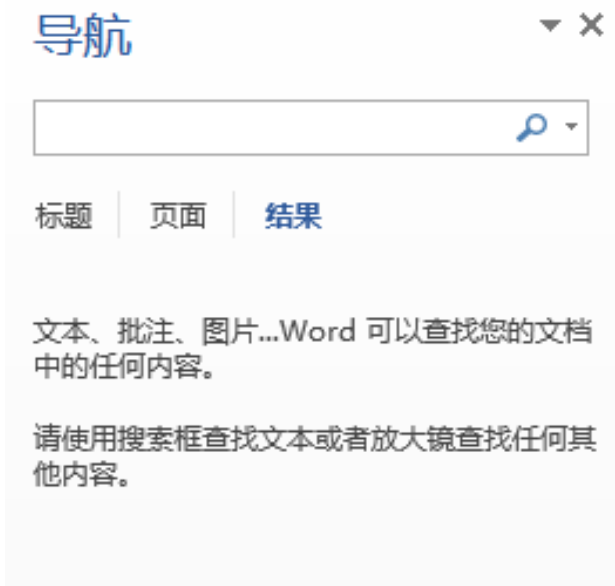
1、 Menu: [Start]/[Find]; [Start]/[Replace]

Function:

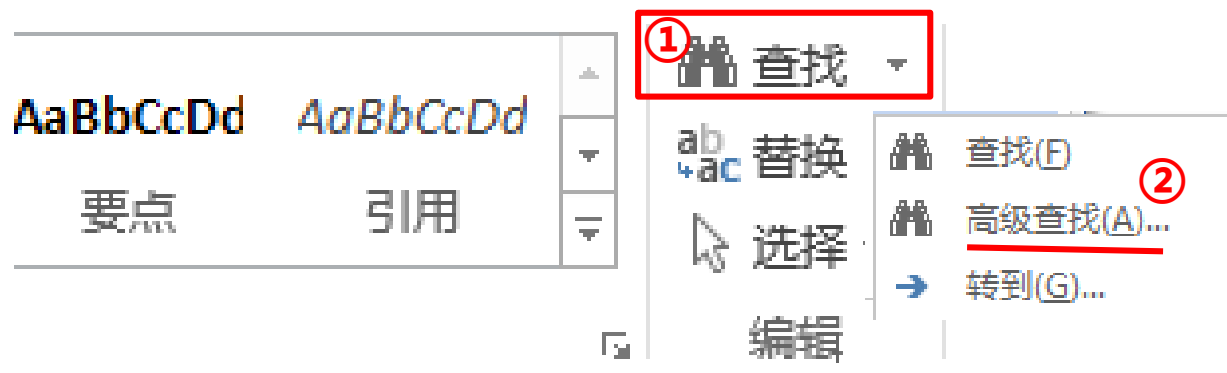
find and replace text, format, paragraph, pattern, tab stops, etc.

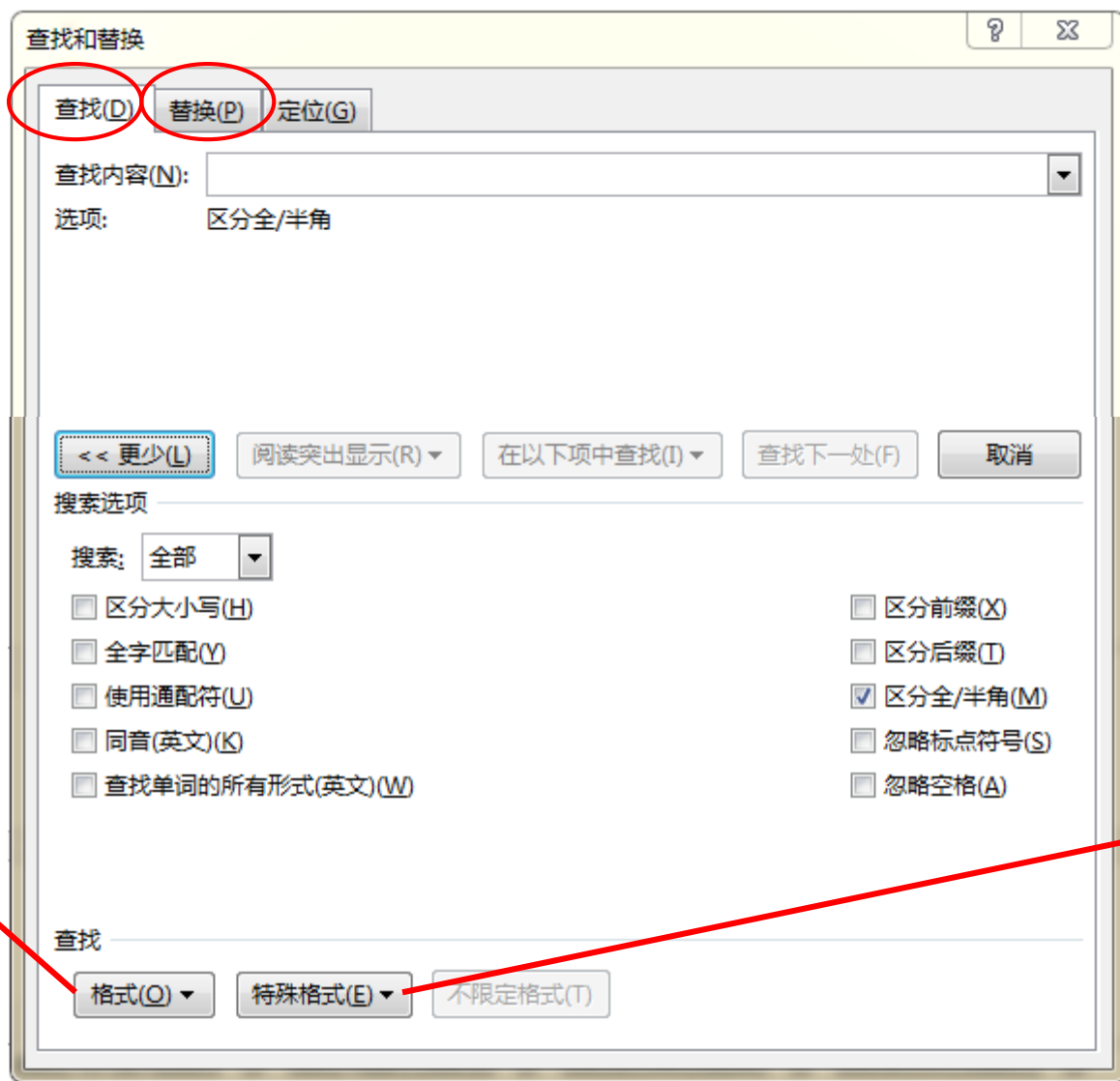
Find-open the tab:

(1) shortcut : ctrl+F



(2) menu

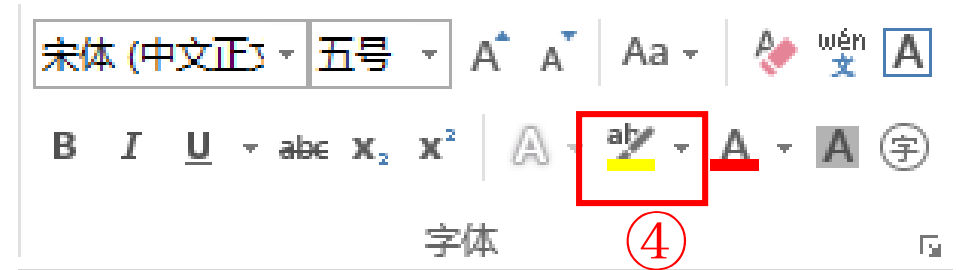
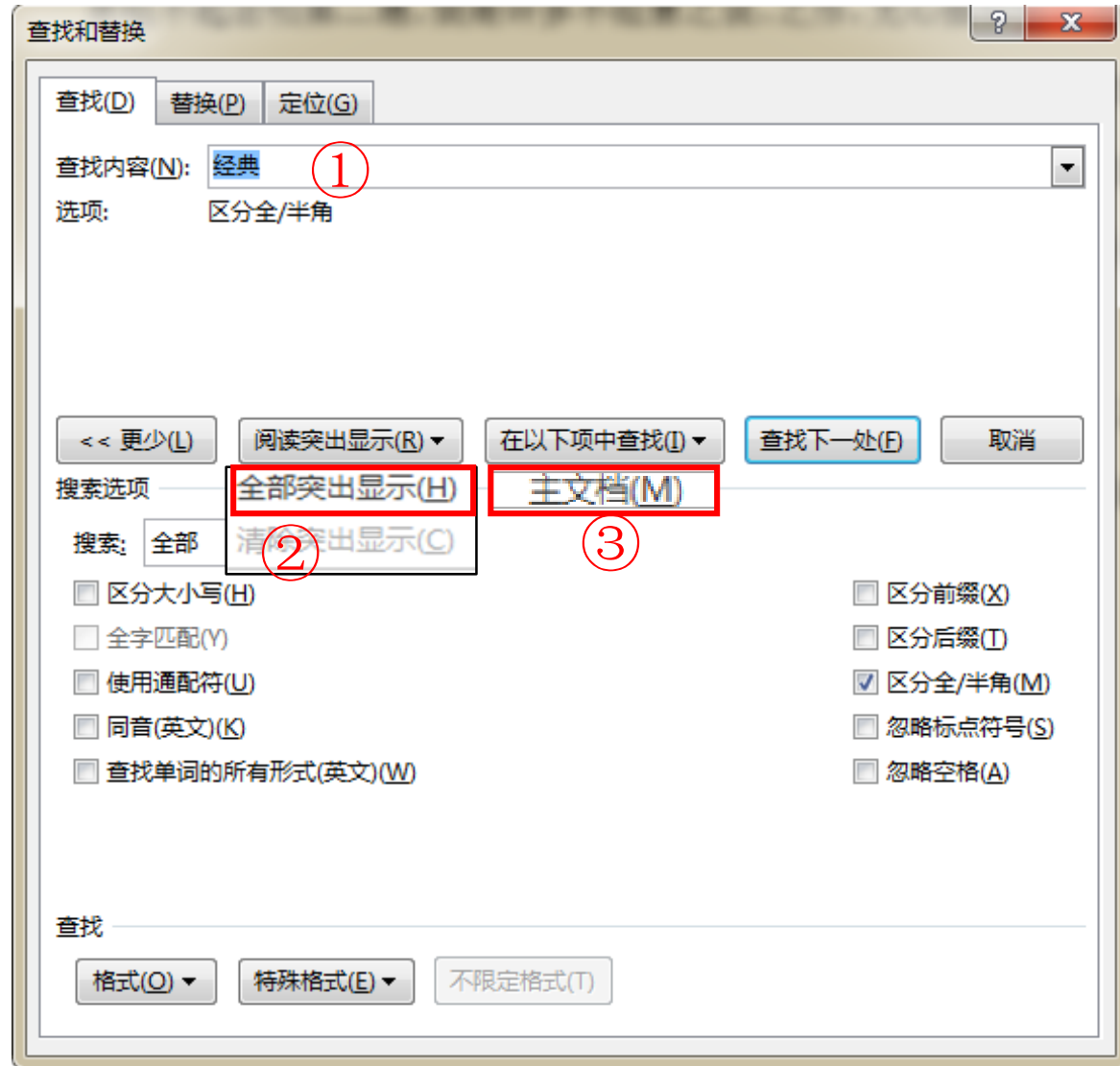




- 字体(F)...
- 段落(P)...
- 制表位(T)...
- 语言(L)...
- 图文框(M)...
- 样式(S)...
- 突出显示(H)

- 段落标记(P)
- 制表符(T)
- 任意字符(C)
- 任意数字(G)
- 任意字母(Y)
- 脱字号(R)
- § 分节符(A)
- ¶ 段落符号(A)
- 分栏符(U)
- 省略号(E)
- 全角省略号(F)
- 长划线(M)
- 1/4 全角空格(4)
- 短划线(N)
- 无宽可选分隔符(O)
- 无宽非分隔符(W)
- 尾注标记(E)
- 域(D)
- 脚注标记(F)
- 图形(I)
- 手动换行符(L)
- 手动分页符(K)
- 不间断连字符(H)
- 不间断空格(S)
- 可选连字符(O)
- 分节符(B)
- 空白区域(W)

(1) Find and replace--highlight the search content



(2) Find and replace----text



Count the times when “经典” appears, and replace it with “精粹”.

什么是经典？常念为经，常数为典。经典就是经得起重复。常被人想起，不会忘记。

经典的书，人们一遍遍地读，一代代地读。不但文字的经典这样，就是音乐、绘画等一切艺术品都是这样。许多人都在梦想自己的作品、事业成为经典，好让自己被历史记住，实现永恒。但这永恒之梦，总是让可怕的重复之斧轻轻一劈就碎。修炼不够，太轻太薄，不耐用甚至经不起念叨第二遍。倒是许多不经意之说、之作，无心插柳柳成阴，一不经意间成了经典。当然，经典也有呕心沥血、积久而成的。像米开朗琪罗的壁画《末日的宣判》，一画就是八年。不管是妙手偶成还是苦修所得，总之，它达到了那个水平，它如铜镜愈磨愈亮，要是一只纸糊灯笼呢？用三五次就破了。

经典所以经得起重复，原因有三：一是达到了空前的高度；二是有绝后的效果；三是上升到了理性，有长远的指导意义。经典不怕后人重复，但重复前人却造不成经典。

(3) find and replace----pictures



Replace “老鼠” with  , “香蕉” with  .

一天早晨，两只坏老鼠想去偷香蕉，他们的第一个目标是小妮的家。两只小老鼠蹑手蹑脚地爬到小妮家，很担心被小妮发现。这时小妮正想吃香蕉，发现两只坏老鼠在偷香蕉呢！她想抓住这两只坏老鼠，可老鼠偷了香蕉逃走了！小妮抓不到老鼠，却差点跌倒了，她生...

(4) replace----paragraph marks



Remove paragraph marks from the following text and connect them with or.

000279756700003+
000276861100010+
000283349200045+
000303351300022+
000287339000013+
000288569300019+
000289176100131+
000293197000001+
000286885400019+
000286714200002+
000298839400048+
000302149500043+
000300838100052+
000305676400018+
000310005700034+
000304295600010+
000306104900013+
000313646500041+
000313329000076+
000318271100032+
000321233100010+
000325284500035+
000333207800007+
000336362900022+
000337783900029+
000338979700052+
000337880200013+
000341064800039+ |

(五) Automatic correction mode entry



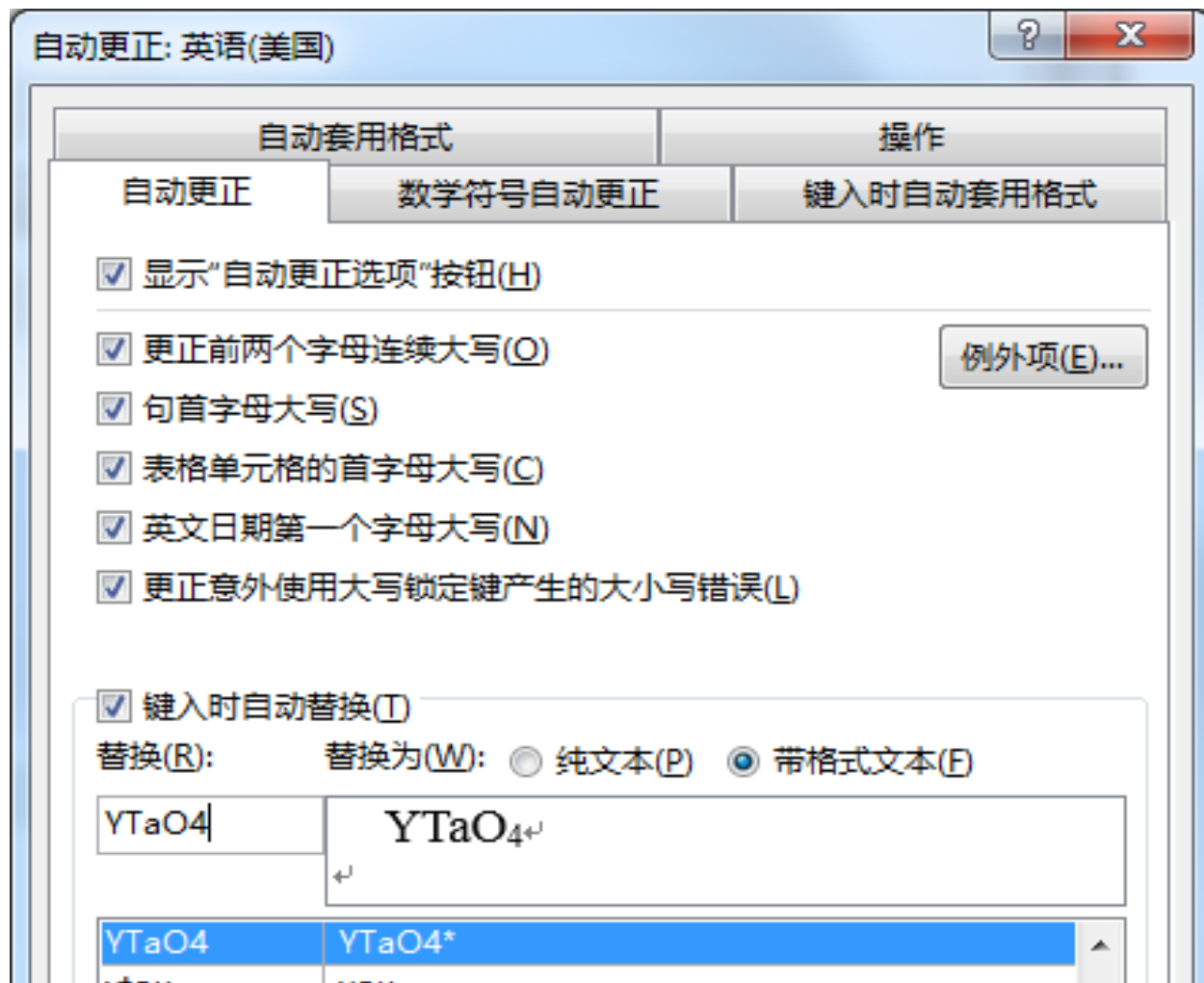
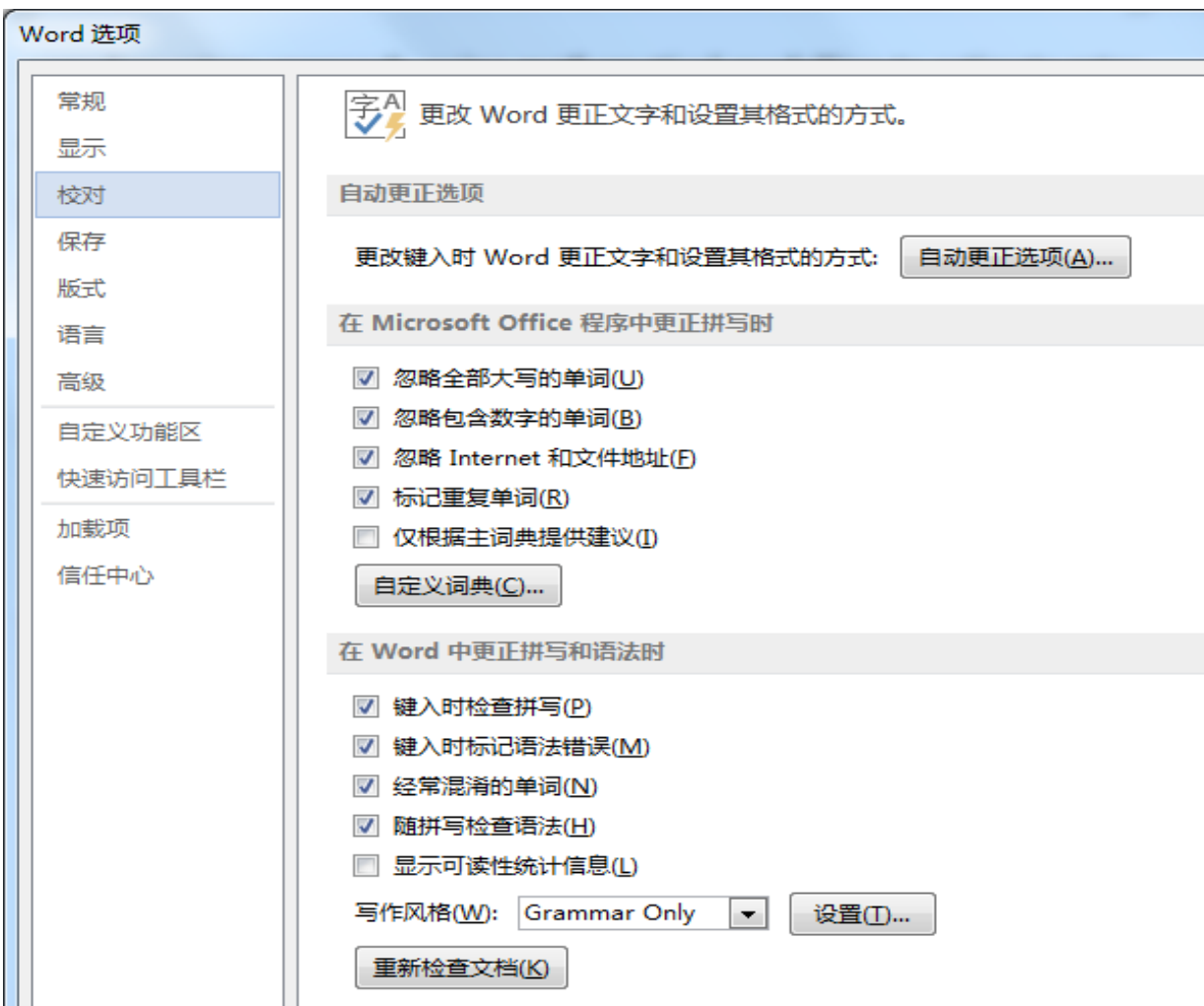
1、 Function description and usage

Description: The entry typed by the user can be automatically replaced with corresponding words, symbols, **tables**, **figures** or **formulas**.

Usage: to speed up document entry and reduce human error

2、 How to set the automatic correction mode?

Select the object first, and then click
[File]/[Option]/[Proofreading]/[AutoCorrect Option]



3、 Important notes in application!



- ★ **You must select the check box for "Replace automatically as you type"**
- ★ **If you want to set the target content with format (formatted text, graphics and formulas), you should select the target content first before opening the AutoCorrect Option dialog, and don't forget click "text formatted " option.**
- ★ **The typed entry should not generate a phrase with the previous text or the following text**
- ★ **Automatic substitution always occurs after typing an entry and before the next action**
- ★ **Temporary cancellation: Ctrl+Z**

(六) Formula entry

1、 How to enter the formula?

Through Menu: click [insert]/[formula] to edit in the new window, and click the blank space to return to the main window of Word. Click the formula object to edit it.

The screenshot shows the Microsoft Word ribbon with the 'Formula' (公式) button highlighted in red. Below the ribbon is a dropdown menu of built-in formulas (内置) with categories like '二次公式' (Quadratic formula), '二项式定理' (Binomial theorem), '傅立叶级数' (Fourier series), '勾股定理' (Pythagorean theorem), '和的展开式' (Expansion of sum), and '三角恒等式 1' (Trigonometric identities 1). At the bottom of the menu, the 'Insert New Formula' (插入新公式) button is also highlighted in red.

二次公式

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

二项式定理

$$(x + a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$$

傅立叶级数

$$f(x) = a_0 + \sum_{n=1}^{\infty} \left(a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)$$

勾股定理

$$a^2 + b^2 = c^2$$

和的展开式

$$(1 + x)^n = 1 + \frac{nx}{1!} + \frac{n(n-1)x^2}{2!} + \dots$$

三角恒等式 1

$$\sin \alpha \pm \sin \beta = 2 \sin \frac{1}{2}(\alpha \pm \beta) \cos \frac{1}{2}(\alpha \mp \beta)$$

Office.com 中的其他公式(M)

π 插入新公式(I)

将所选内容保存到公式库(S)...

2、 Formula layout (typesetting requirements: the formula is centered and the number is on the right)

Undesirable practice: put the formula and number to the left first, and move the formula to the center through the space key.

空间分辨以及超强空间定位功能的 STM 与传统的能谱技术结合,的确是实现极细微尺度的元素分析的一种现实而有效的手段。↵

$$\partial V_{BE} / \partial T = (V_{BE} - (4 + m)V_T - E_g / q) / T \quad (1) \quad |$$

空间分辨以及超强空间定位功能的 STM 与传统的能谱技术结合,的确是实现极细微尺度的元素分析的一种现实而有效的手段。↵

$$\partial V_{BE} / \partial T = (V_{BE} - (4 + m)V_T - E_g / q) / T \quad (1) \quad |$$

空间分辨以及超强空间定位功能的 STM 与传统的能谱技术结合,的确是实现极细微尺度的元素分析的一种现实而有效的手段。↵

$$\partial V_{BE} / \partial T = (V_{BE} - (4 + m)V_T - E_g / q) / T \quad | \quad (1)$$

Disadvantages:

- 1、 Not beautiful, difficult to accurately center the formula
- 2、 When the content and length of the formula changes, it is necessary to increase or decrease the space to make the formula stay in the middle of the line

Recommended practice--tab stops+Tab key

Tab stop: refers to the position of horizontal ruler, which specifies the indentation distance of text or the starting position of a column of text, so that users can align text lines to the left, right or center.

Types of tab stops: Left alignment, center alignment, right alignment, decimal point alignment and vertical line alignment.

Tab key: Press Tab key once, and the cursor will move to the tab stop position.

Advantages:

- 1、 If the length of the formula or number changes, the formula is always in the middle of the page and the number is always at the end of the line;**
- 2、 When multiple formulas are typeset, you can copy the first set formula and use them without setting the layout of the formula again.**

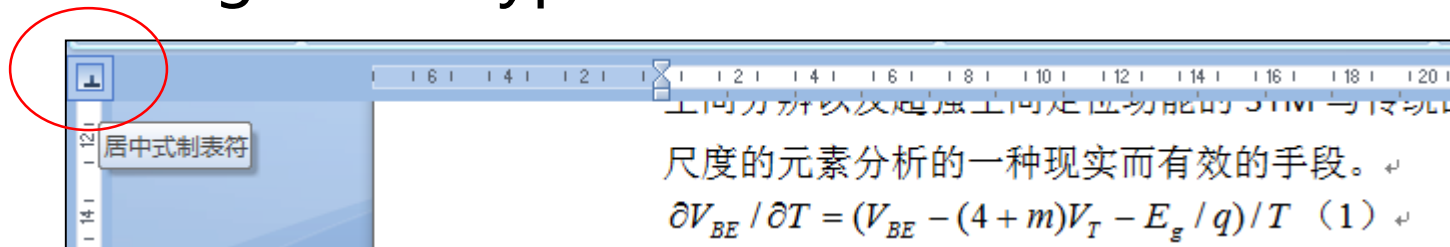
3、 steps

(1) Enter formula and number

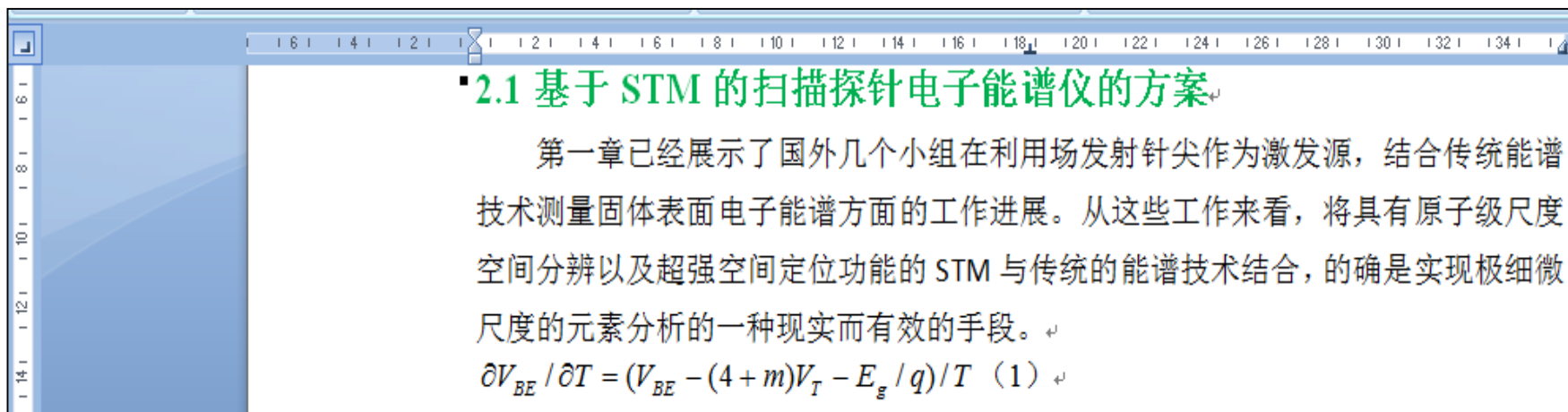
空间分辨以及超强空间定位功能的 STM 与传统的能谱技术结合，的确是实现极细微尺度的元素分析的一种现实而有效的手段。↵
$$\partial V_{BE} / \partial T = (V_{BE} - (4 + m)V_T - E_g / q) / T \quad (1) \quad \leftarrow$$

(2) Set center and right alignment tab stops

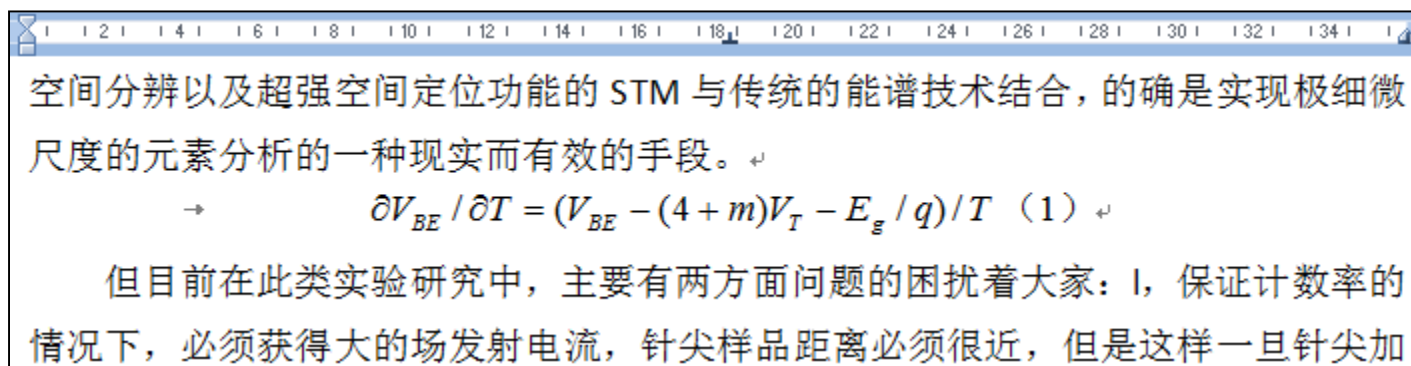
- ◆ Click tab stop button of the toolbar in the upper left corner to switch to center alignment type



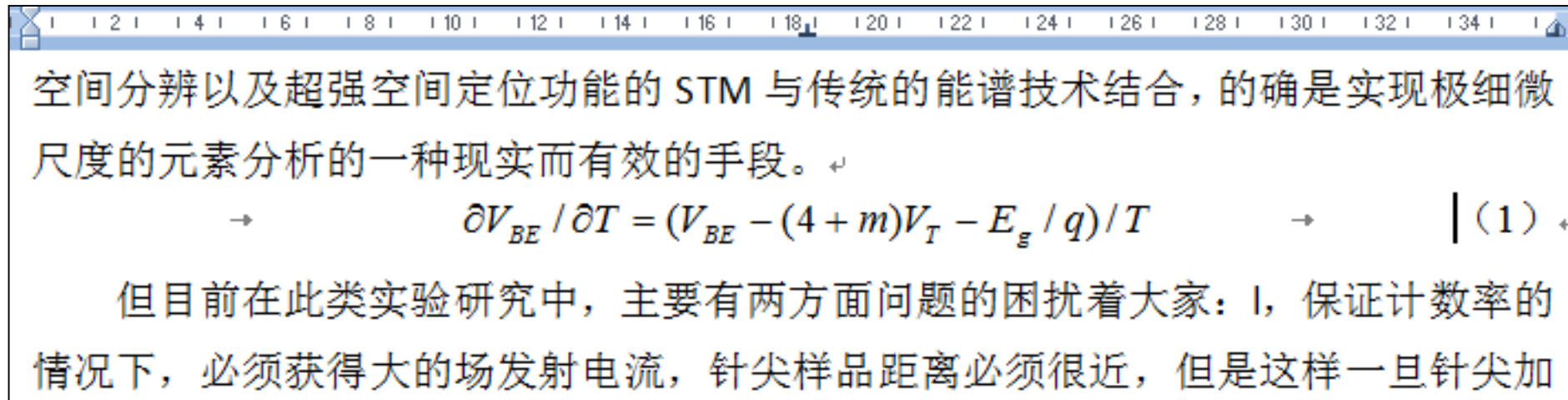
- ◆ Click the left mouse button in the middle of the horizontal ruler to place a center tab stop



- ◆ Press [Tab] once on the left side of the formula



- ◆ Click the mouse and places a right tab stop on the right side of the horizontal ruler, and press the [TAB] key once on the left side of the number to reach the right alignment position



空间分辨以及超强空间定位功能的 STM 与传统的能谱技术结合，的确是实现极细微尺度的元素分析的一种现实而有效的手段。

$$\rightarrow \quad \partial V_{BE} / \partial T = (V_{BE} - (4 + m)V_T - E_g / q) / T \quad \rightarrow \quad | (1) \leftarrow$$

但目前在此类实验研究中，主要有两方面问题的困扰着大家：1，保证计数率的情况下，必须获得大的场发射电流，针尖样品距离必须很近，但是这样一旦针尖加

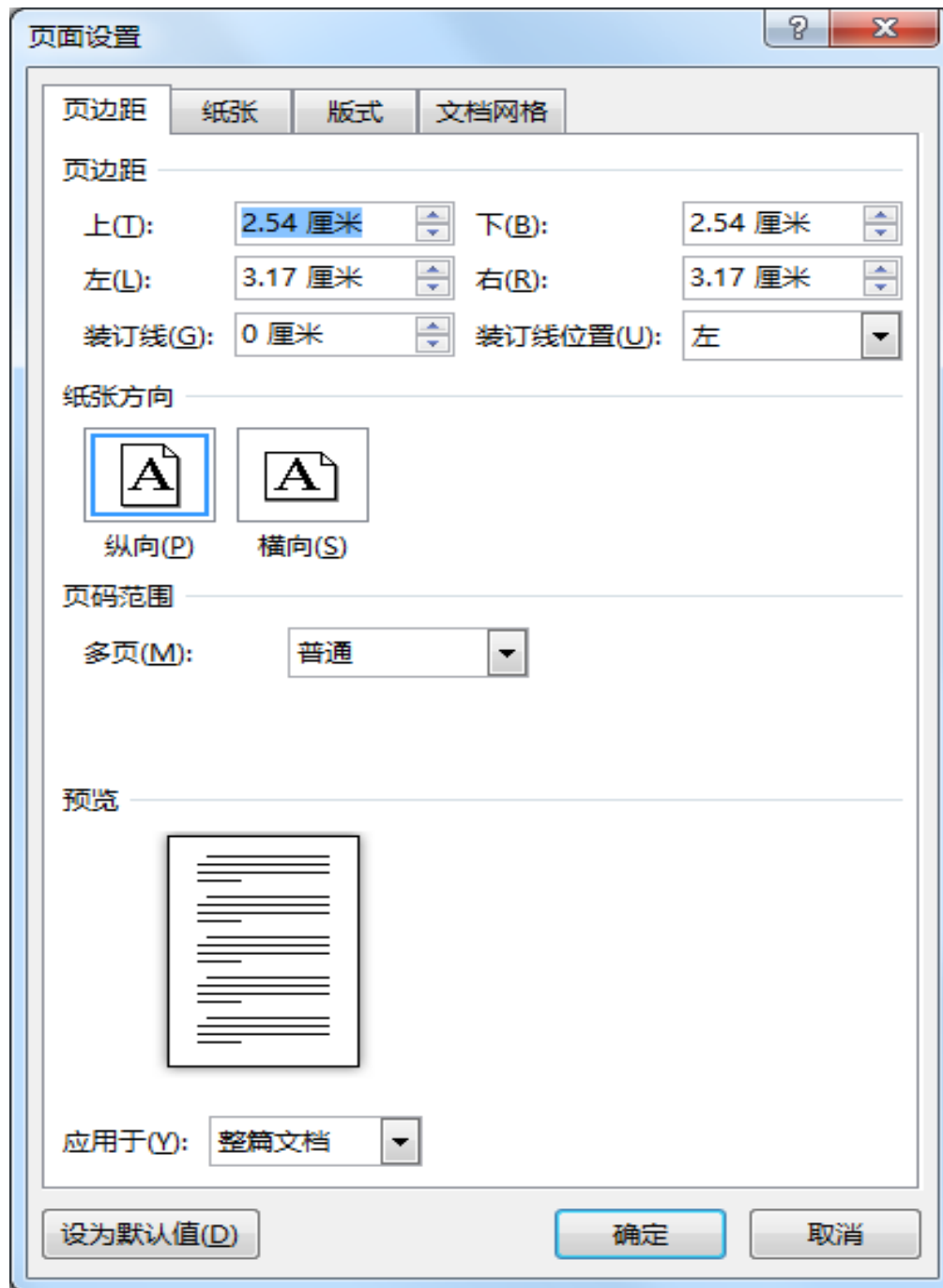
(七) Document formatting

(1) Page Setup

Note: The scope of page setup in Word is only in one [section].

◆ margin

Note: If you want to bind your thesis in the future, you can set the binding position and distance. At this time, the left margin refers to the distance from the left side of the edition center to the binding line.



◆ Compose type

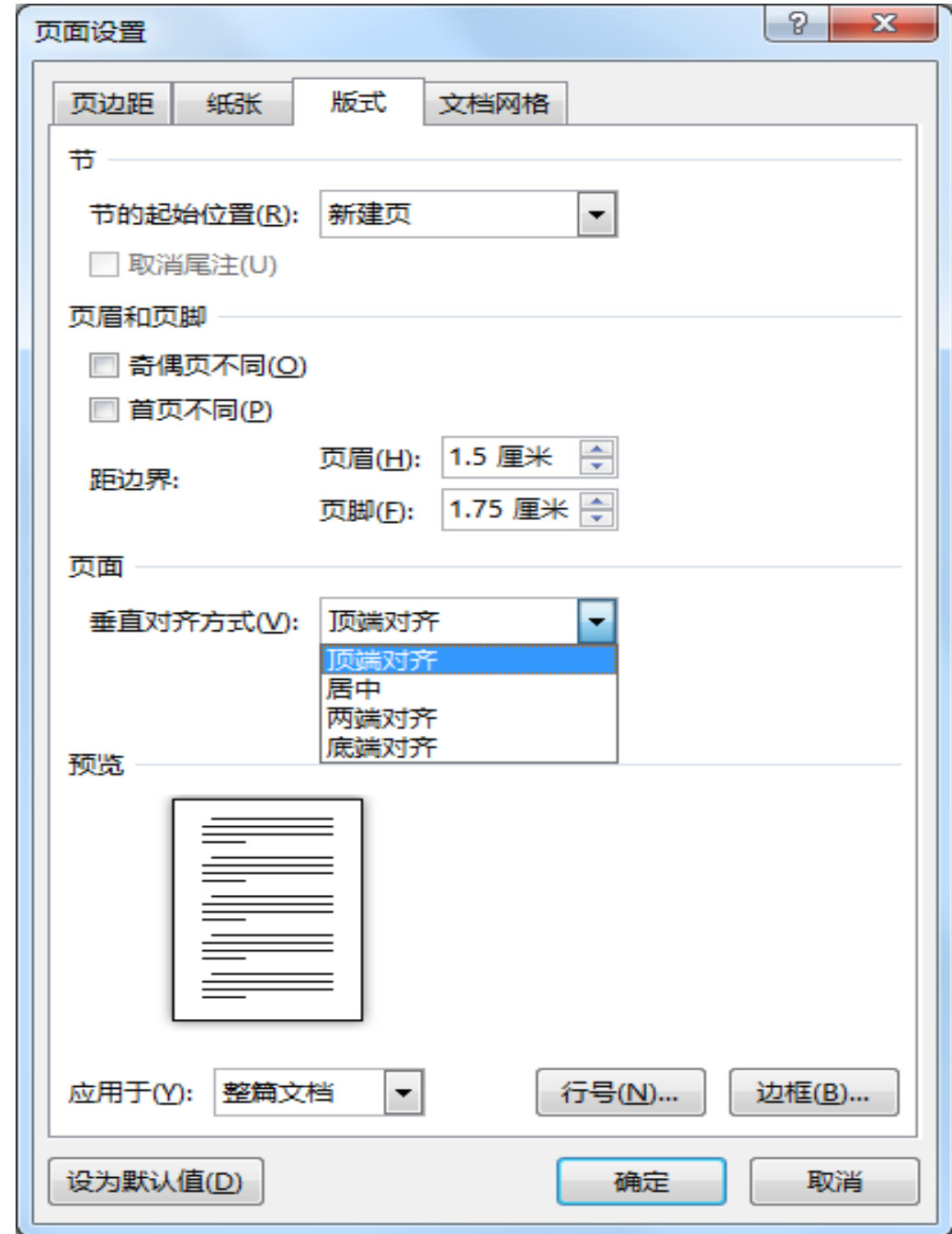
Note:

(1) Pay attention to the position of header and footer, and where the distance refers to.

(2) After selecting the checkbox of the header and footer with different for first page/parity pages, you can enter different contents in the header or footer.

Modes of vertical alignment of pages

Compare the top (default position)/bottom/both ends/center alignment, and pay attention to the starting position and new position of the cursor.



◆ Document grid

Purpose:

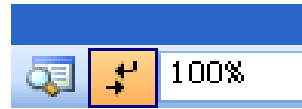
You can accurately set the number of lines in the page and the number of characters in each line.

Four kinds of grid settings:

- ① Gridless: There is no grid, simultaneously there is no grid alignment.
 - ② Row grid only: set how many rows there are on each page, and adjust the span between rows (simply speaking, row height)
 - ③ Row and character grid: set how many rows and words per page, and adjust the spacing.
 - ④ Text alignment character grid: set the number of rows and words per page, and place the text neatly and evenly in the center of the grid.
- However, in this state, the spacing or blank cannot be adjusted and the alignment of paragraphs cannot be adjusted either.

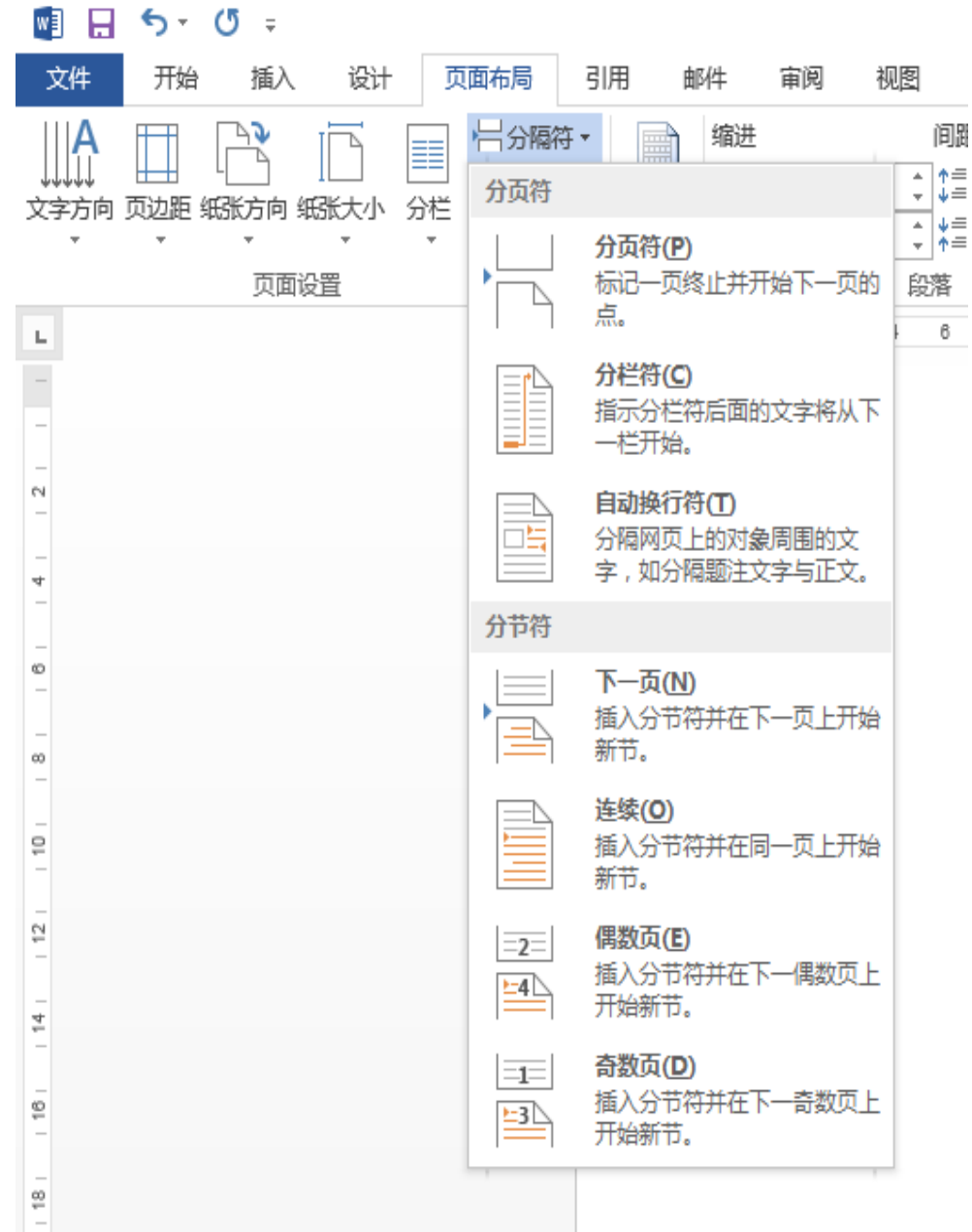


(2) Separator



1) How to insert separators? (turn on paragraph marks, then you can see)

After determining the insertion point, click Page Layout/Separator, and then select the type of separators in the separator window.

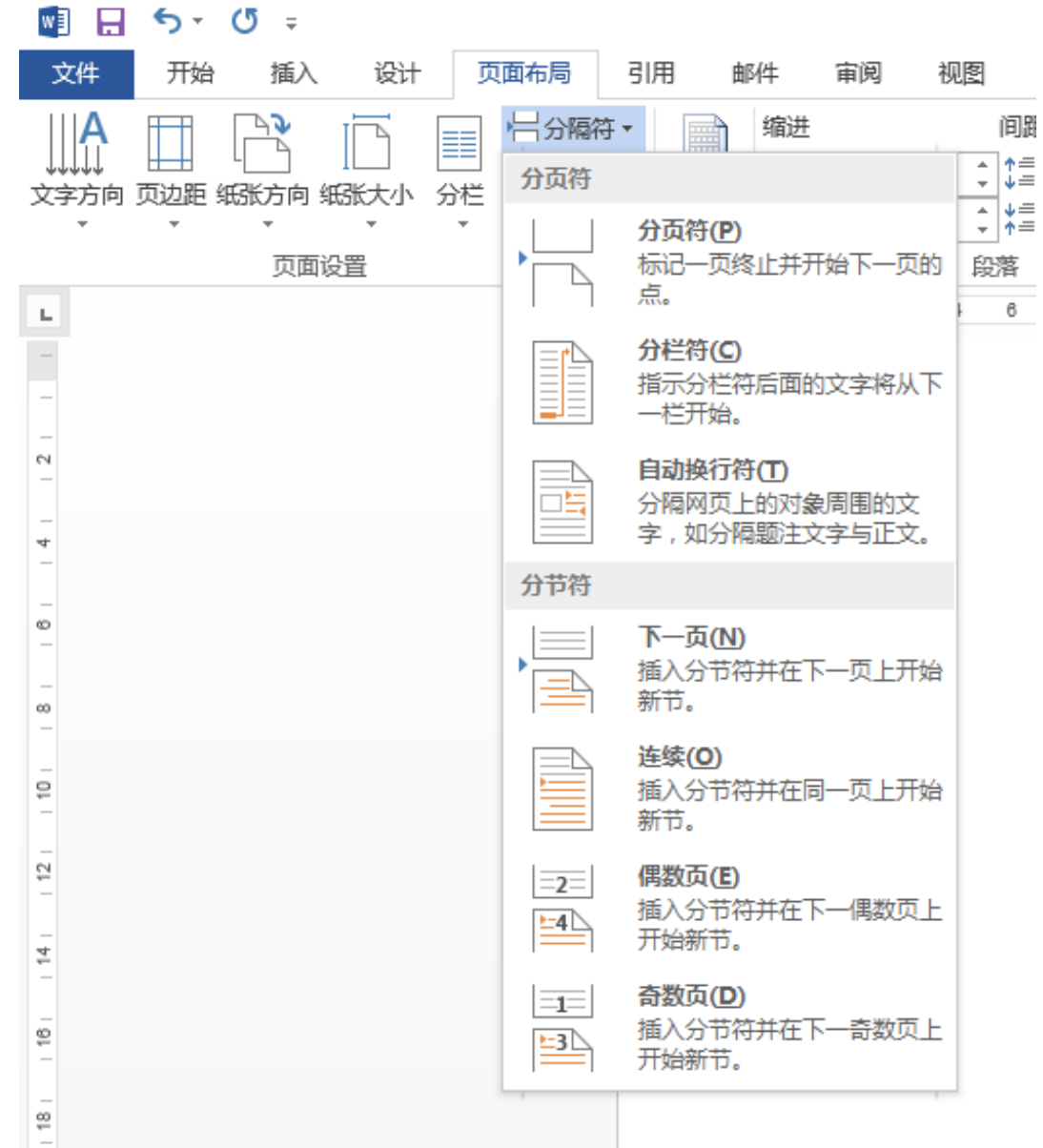


2) Page breaks (Ctrl+Enter) and column breaks

(1) Page break: It represents the end of the previous page and marks the beginning of the next page.

Delete page break: position the cursor in front of the page break and click Delete key to delete it.

(2) Column break: mainly used in paragraphs or pages with column format, which means that the display of the text in current column ends here and the subsequent text continues to be displayed in the next column.



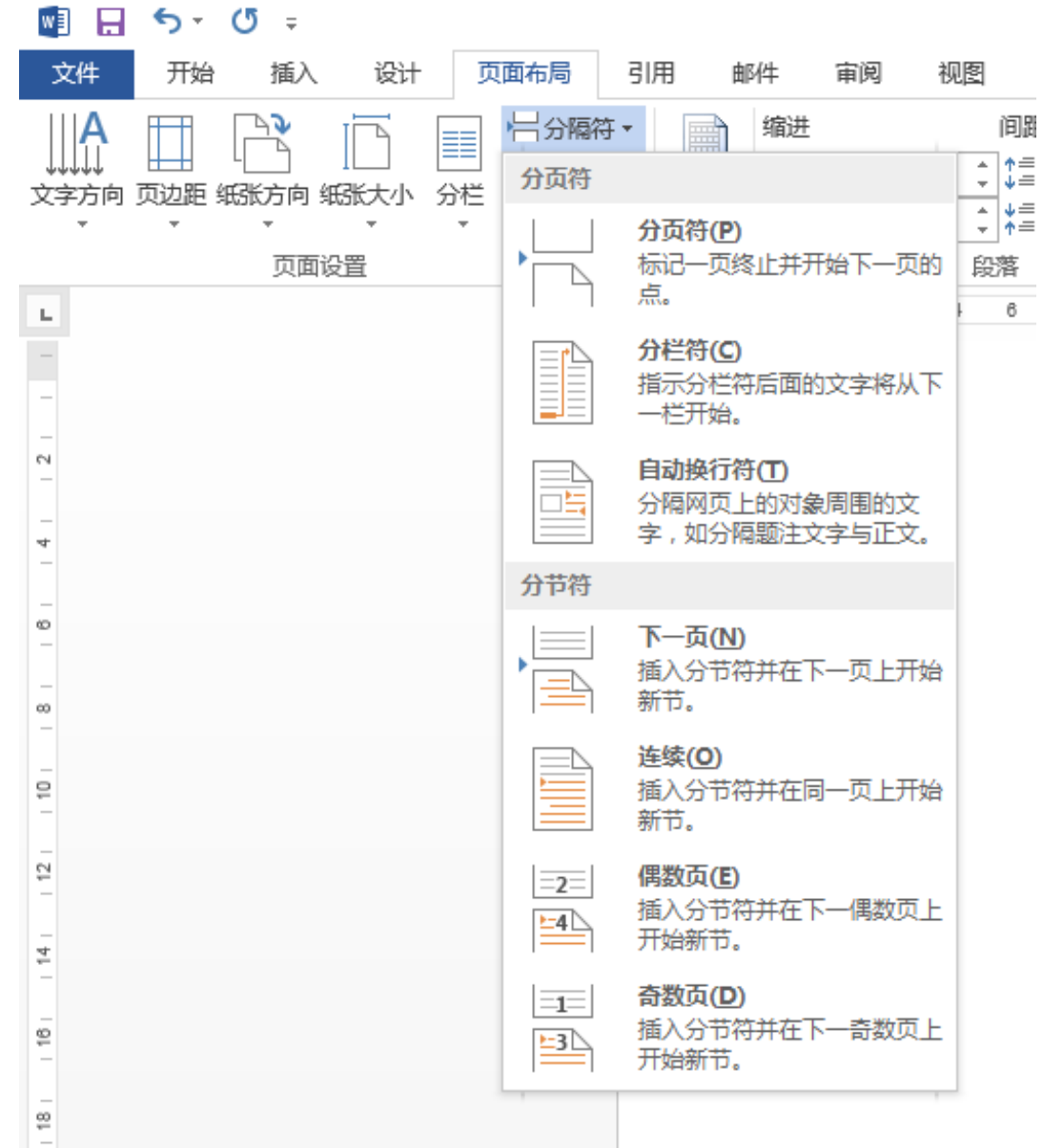
3) section break

What's the use of section break?

(1) The section in Microsoft Word is not the section in "book chapter". As we mentioned in page setup, it defines the scope of a document content format

(2) Each section of a document separated by a section break can contain different page orientation, paper size, header and footers, page number setting, column setting, and other formats.

(3) If a document must contain different formatting, then using section break is the most perfect solution.



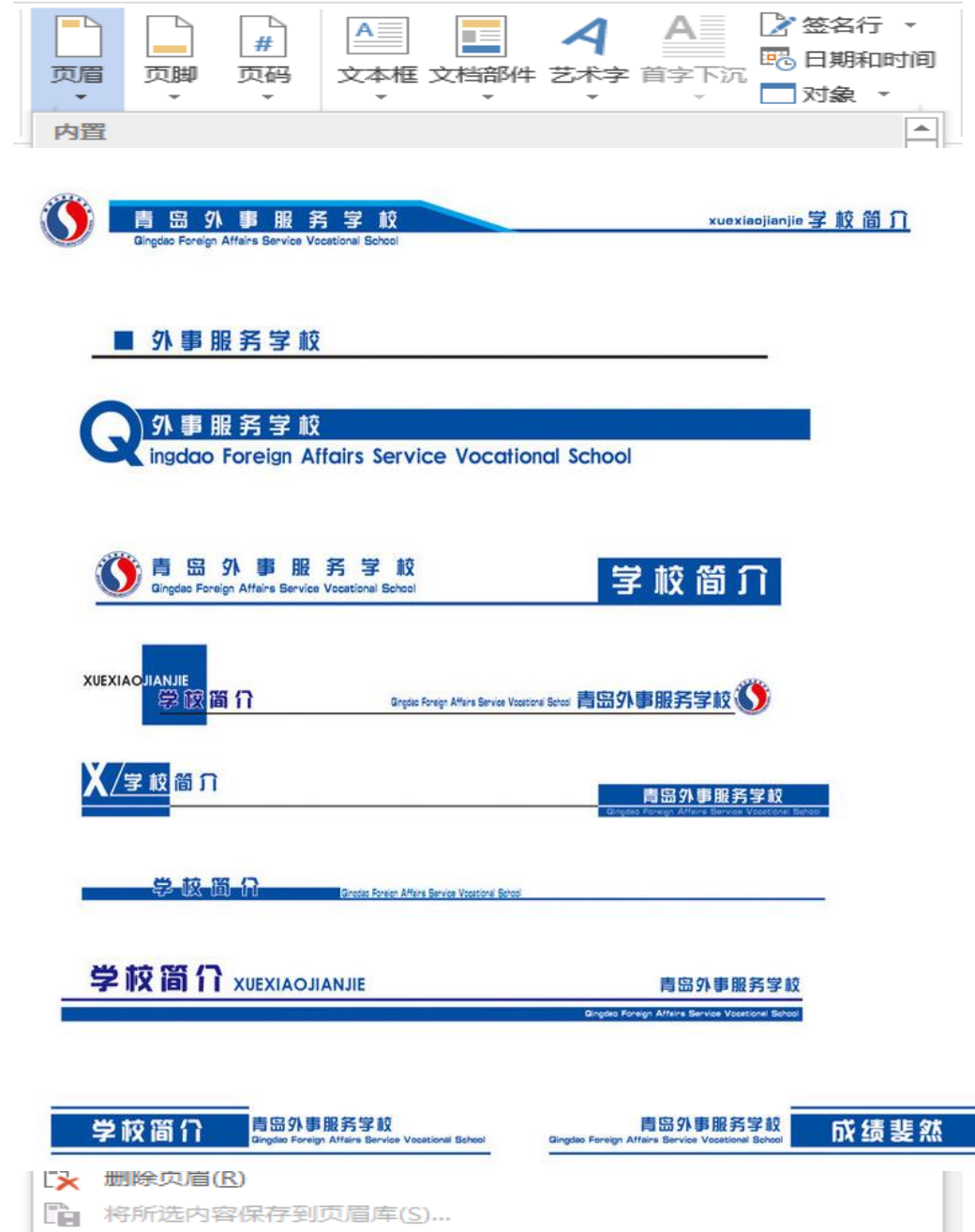
The difference between various types of section break

1. Next page: indicates that the starting position of the next section is at the beginning of a new page. (mainly used for setting different page directions, paper sizes, headers and footers, page numbers, text directions, etc.)
2. Continuous: indicates that the next section will start with a new line. (mainly used for setting text columns in the same page)
3. Even page: indicates that the next section will start on the next even page after the current page.
4. Odd page: indicates that the next section will start on the next odd page after the current page.

(3) Header and footer settings

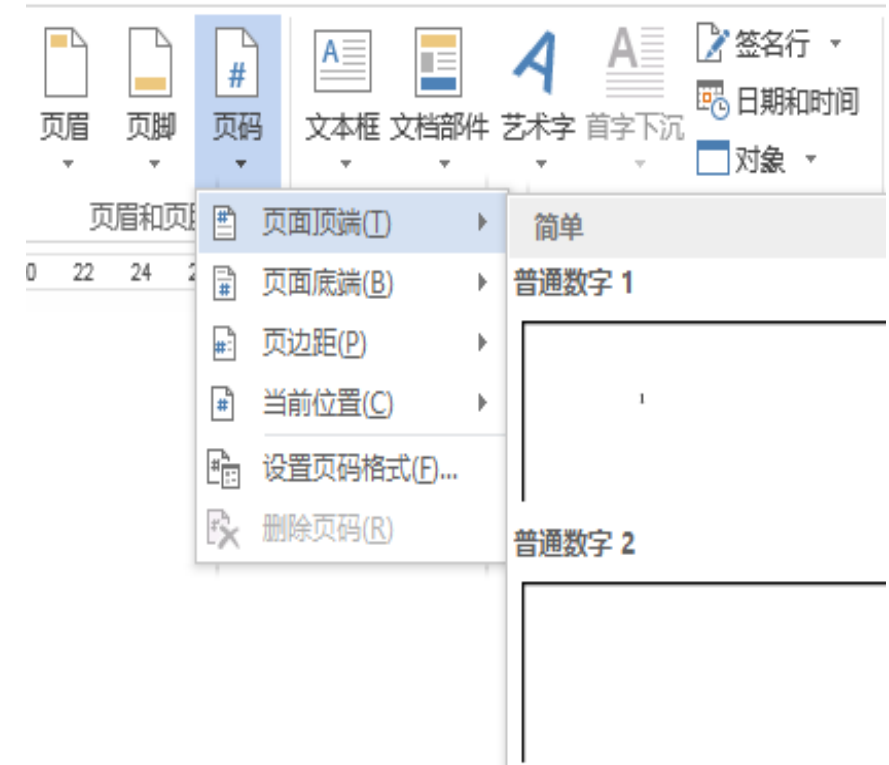
Note:

When entering the editing status of header and footer, it can be regarded as operating in "New Document", that is to say, all operations that can be performed in the document can also take effect in the editing status of header and footer.



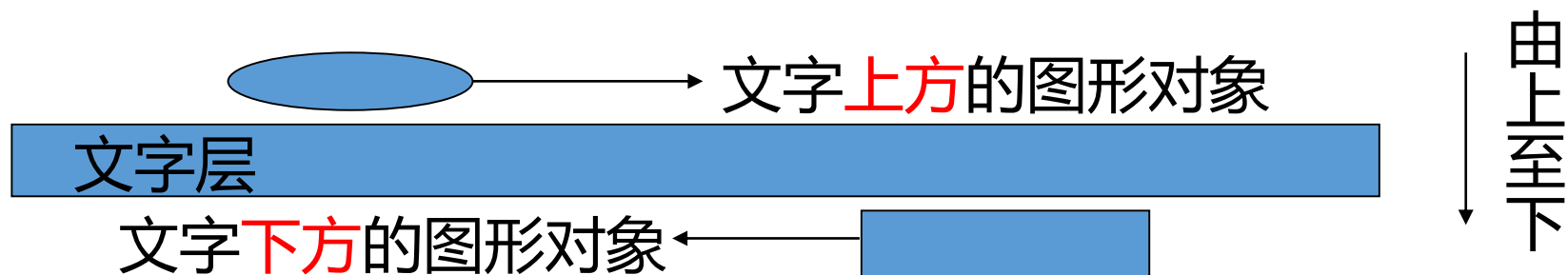
Common settings

1. Insert an updatable page number, number of pages, date time, file name, etc. --through the header and footers toolbar.
2. Insert pictures, autoshapes, tables and other objects -- through the Drawing toolbar to complete.
3. Set the page number with the number of chapters-by setting the page number format.
4. Position adjustment, different in first page and different for parity pages—[Layout]/[Page Setup]
5. Different page number formats: after inserting a section break and breaking the link with the previous section, click [Insert]/[Page Number], first select the position and alignment, then click the format button, select the page number format in the dialog box, and whether to restart numbering or continue numbering.



➤ 2.2 Graphic editing

(一) Graph



- First, when the graph is above the text layer, it will cover the text, but when it is below the text layer, it will not.
- Once the graphics are placed on the text layer (embedded type), the characteristics of the graphics will change and become the attributes of the text completely. At this time, when editing the graphics, most of the tools in the drawing toolbar will be invalid, and they can only be edited as text content.

(二) Layout



①

②

布局选项

嵌入型

文字环绕

随文字移动(M) ⓘ

在页面上的位置固定(N) ⓘ

查看更多...

③

布局

位置 文字环绕 大小

水平

对齐方式(A) 左对齐 相对于(R) 栏

书籍版式(B) 内部 相对于(F) 页边距

绝对位置(P) 0 厘米 右侧(D) 栏

相对位置(R) 相对于(E) 页面

垂直

对齐方式(G) 顶端对齐 相对于(E) 页面

绝对位置(S) 0.11 厘米 下侧(W) 段落

相对位置(I) 相对于(O) 页面

选项

对象随文字移动(M) 允许重叠(V)

锁定标记(L) 表格单元格中的版式(C)

确定 取消

位置

文字环绕

大小

环绕方式



嵌入型(I)



四周型(Q)



紧密型(T)



穿越型(H)



上下型(O)



衬于文字下方(B)



浮于文字上方(E)

环绕文字

 两边(S) 只在左侧(L) 只在右侧(R) 只在最宽一侧(A)

距正文

上(P)

0 厘米



左(E)

0.32 厘米



下(M)

0 厘米



右(G)

0.32 厘米



确定

取消

多晶硅纳米薄膜电阻率与掺杂浓度的测试结果如图 2-24 所示。

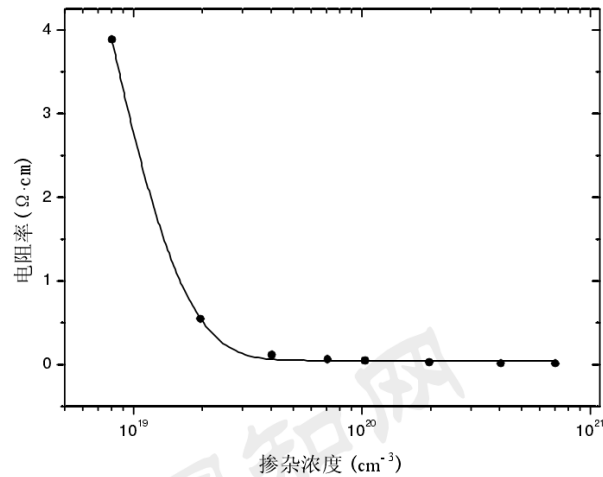


图 2-24 多晶硅纳米薄膜电阻率与掺杂浓度的关系

Fig.2-24 Resistivity versus doping concentration of polysilicon nanofilm

Embedded type
(the picture position is fixed)

对于历史来说,元稹带着自己的感情早已作古,但是他的诗文,带着他的感情,一直流传在时空中,给后人无限的感伤与留恋。

随着全球能源日趋紧张,太阳能成为新型能源得到了大力的开发,其中我们在生活中使用最多的就是太阳能电池了。太阳能电池是以半导体材料为主,利用光电材料吸收光能后发生光电转换,使它产生电流,



那么太阳能电池的工作原理是怎么样的呢? 太阳能电池是通过光电效应或者光化学效应直接把光能转化成电能的装置。当太阳光照射到半导体上时,其中一部

surrounding type
(you can change the arrangement of text)

Embedded type: inserted into the text layer, graphics can be dragged, but can only move from one paragraph mark to another.

Surrounding type: whether the picture is rectangular or not, the text surrounds the picture in a rectangular way.

Close-around type: if the picture is rectangular, the text will wrap around the picture in a rectangular way; if the picture is irregular, the text will wrap around the picture closely.

Word embedded image display incomplete



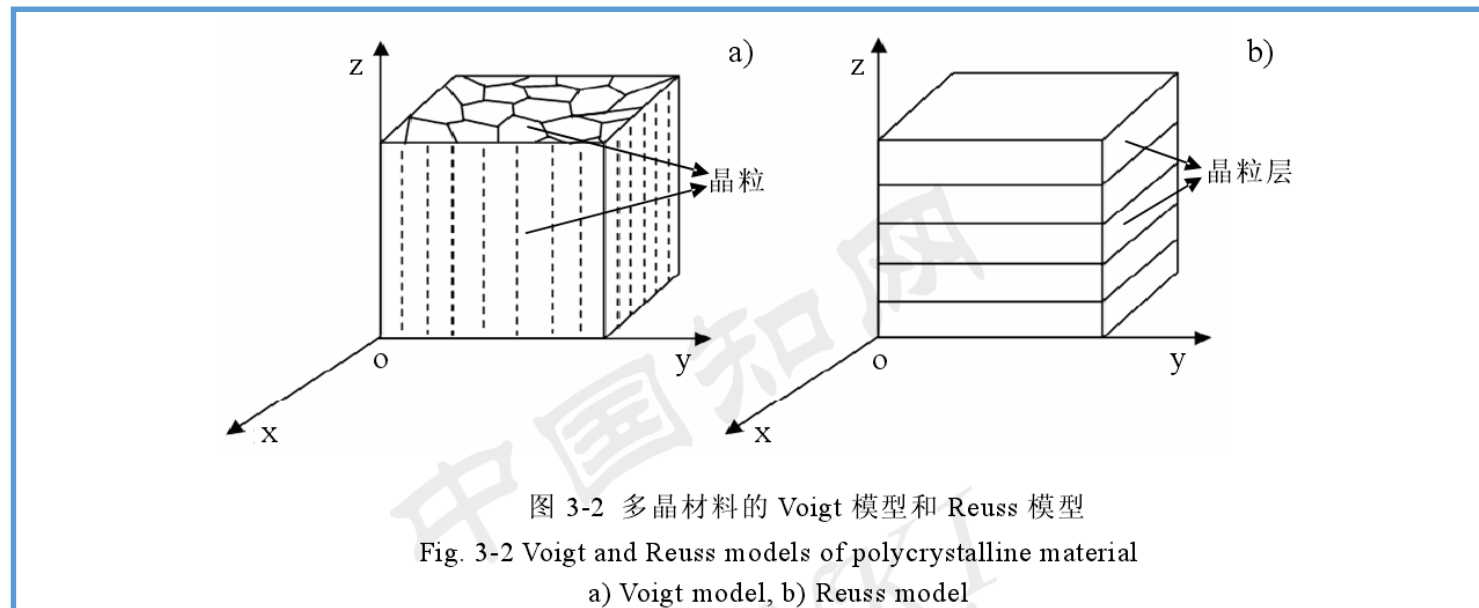
Set a larger line spacing or choose other line spacing, such as single line spacing or 1.5 line spacing, instead of a fixed number of points.



(三) combination


Key points of operation

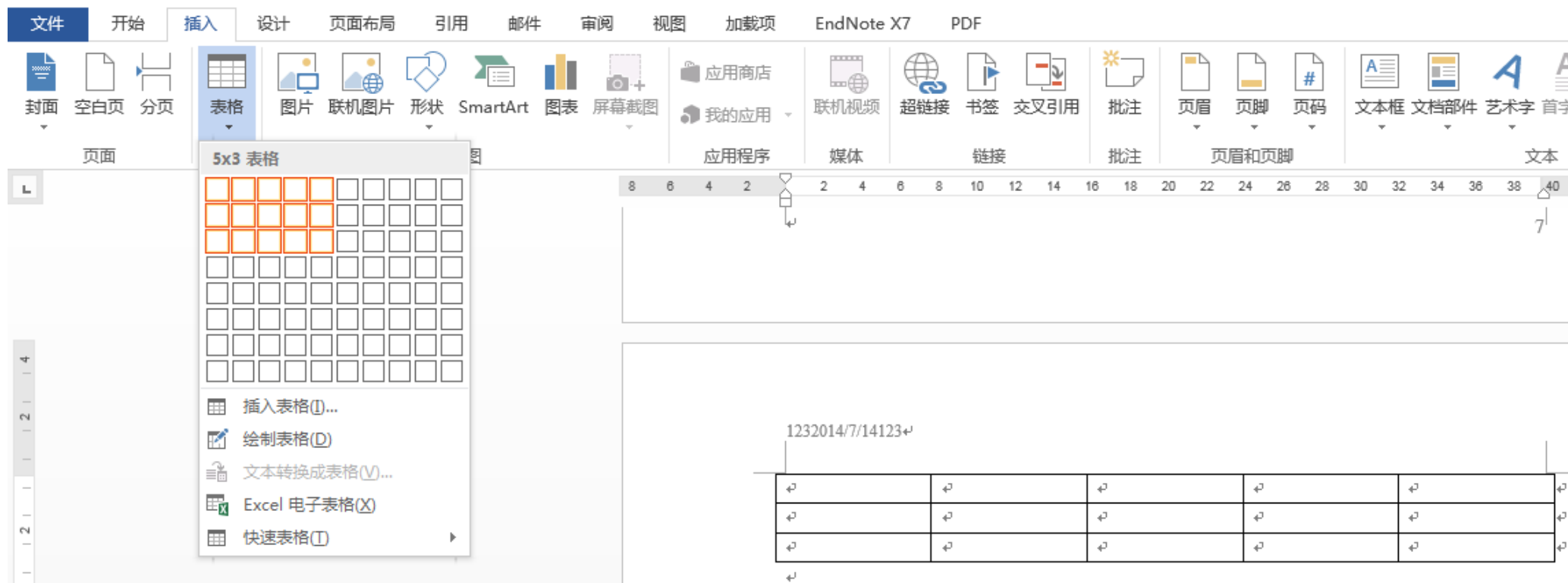
Action	Operation
Combine multiple graphics	Select graphic objects, and right-click to select [Combine]/[Uncombine]



➤ 2.3 Table Making

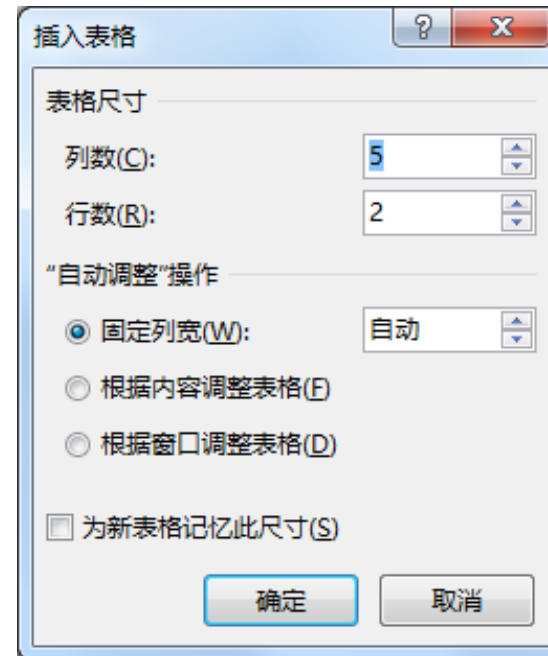
(一) Quickly create a regular table

Action	Operation
【Insert】 Menu	click 【insert】 / 【table】  , in the expanded list, drag with the left key



(二) Create tables of any size

Action	Operation
use 【insert】 / 【table】 to create table	<ol style="list-style-type: none">1. Select the 【insert】/【table】 command to open the 【insert table】 dialog box.2. Enter the number of rows and columns of the desired table, respectively.



(三) Draw irregular tables manually

1. Click [insert]/[table]/[draw table]. After the cursor becomes "brush", move the mouse pointer to the position where the table is drawn. Press Esc to cancel the drawing table status.
2. Hold the left button and drag the mouse to draw the outline of the table.
3. Drag the pointer to draw horizontal or vertical lines and diagonal lines in the table.
4. Use the Erase button to delete the lines.
5. Adjust the table.



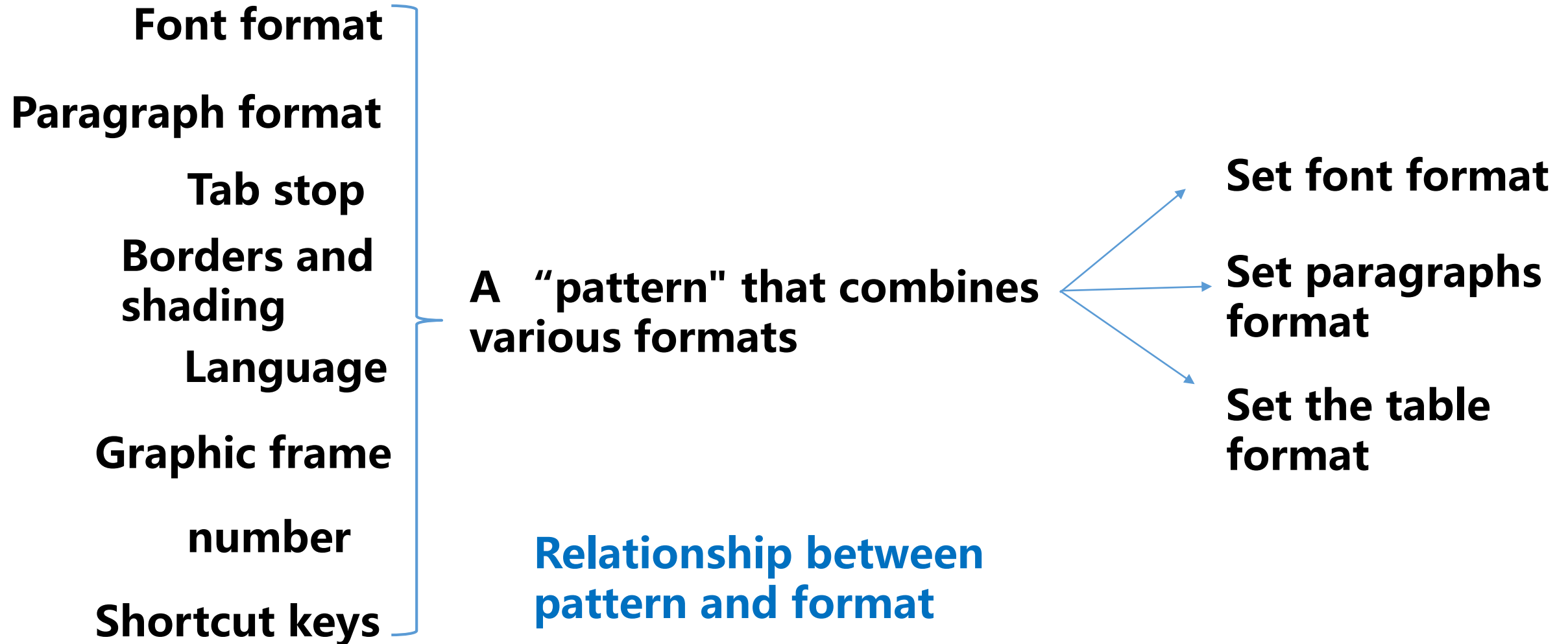
Chapter 3. Editing of long documents

- **3.1 Pattern**

- **3.2 Automation format editing of long document**

➤ 3.1 Long document editing--pattern

Pattern: a collection of character formats and paragraph formats saved with meaningful names.

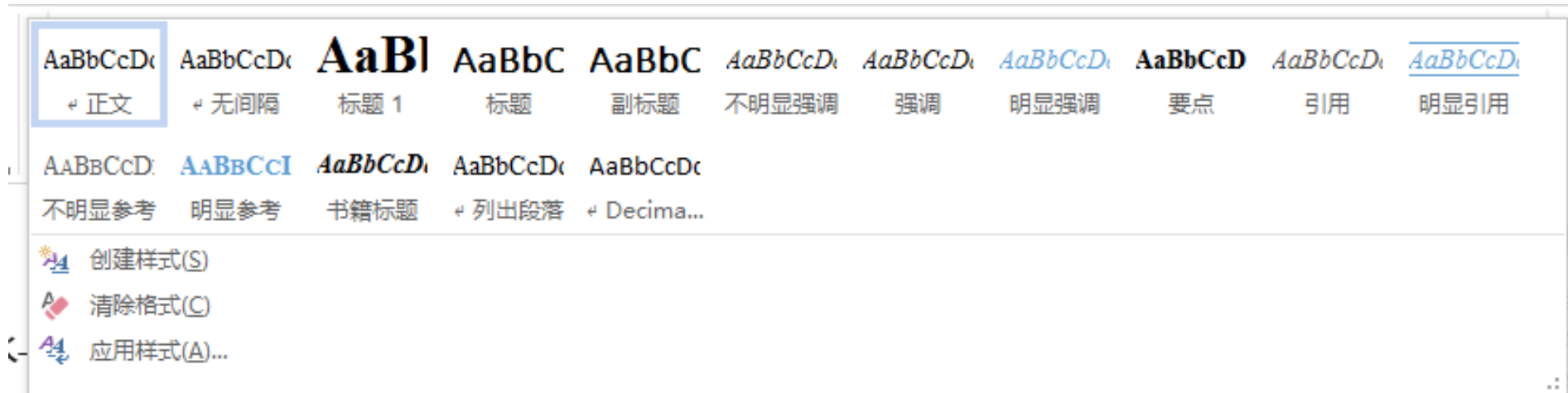


Advantages:

- 1、 When arranging repeated formats, you should create a pattern of the format first, and apply this pattern where necessary, without repeated formatting operations.
- 2、 If you want to adjust the typesetting format, just modify the related pattern once.

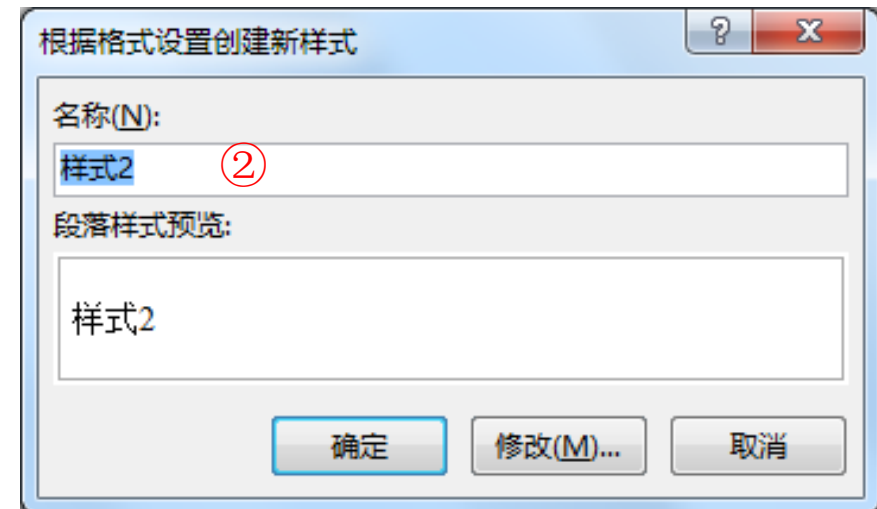
1、 Apply a built-in pattern

(1) Select "pattern" on the "Start" menu, and choose a specific pattern that meets your requirements.



2、 New pattern

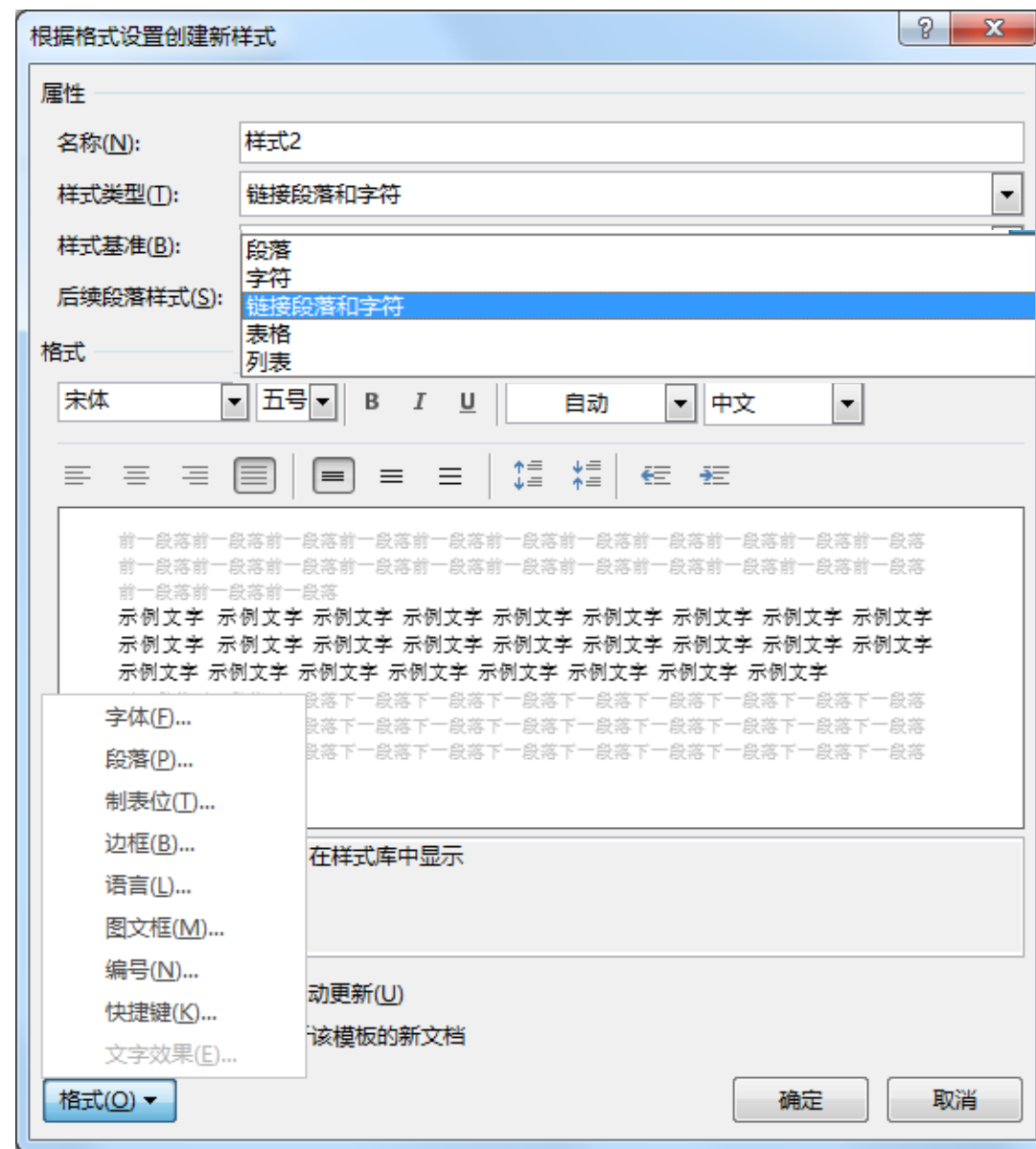
- (1) In the pattern group of the Start tab, select the Create pattern command.
- (2) Enter the name of the created pattern in the [Name] text box of the opened [Create a new pattern according to format settings] dialog box, and click the [Modify] button.



(3) Select a pattern type from the [Pattern Type] drop-down list box, such as paragraph, character or table and so on, and select an appropriate benchmark option from the [pattern benchmark] drop-down list, like text, title.

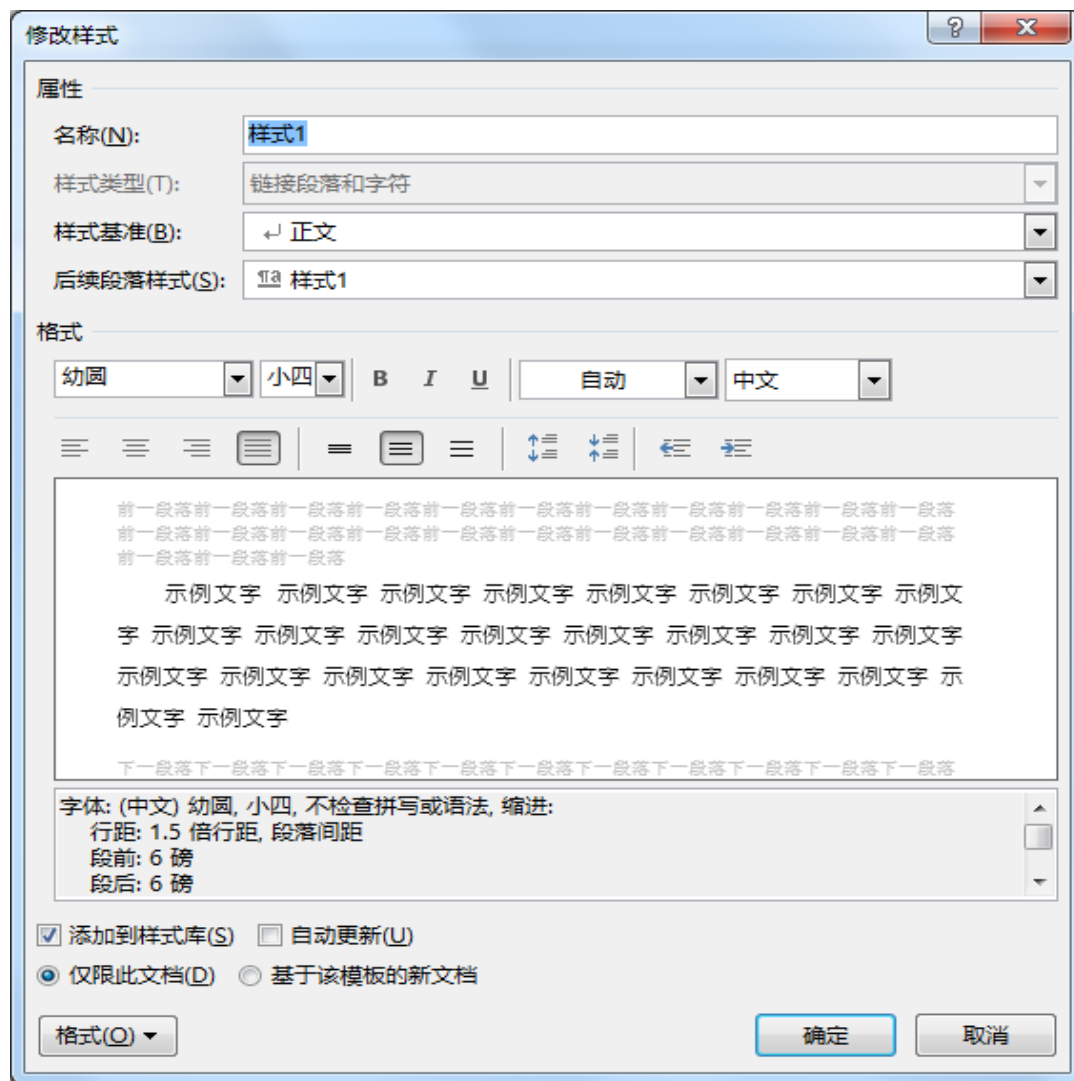
(4) Click the [font] button in the [format] column, select the appropriate font, and set the appropriate size, color, alignment and other parameters.

(5) Click [OK] to finish the creation.



3、Modify the built-in pattern

Click the right mouse button on the pattern, and select Modify from the pop-up shortcut menu to open the Modify pattern dialog box for modification.

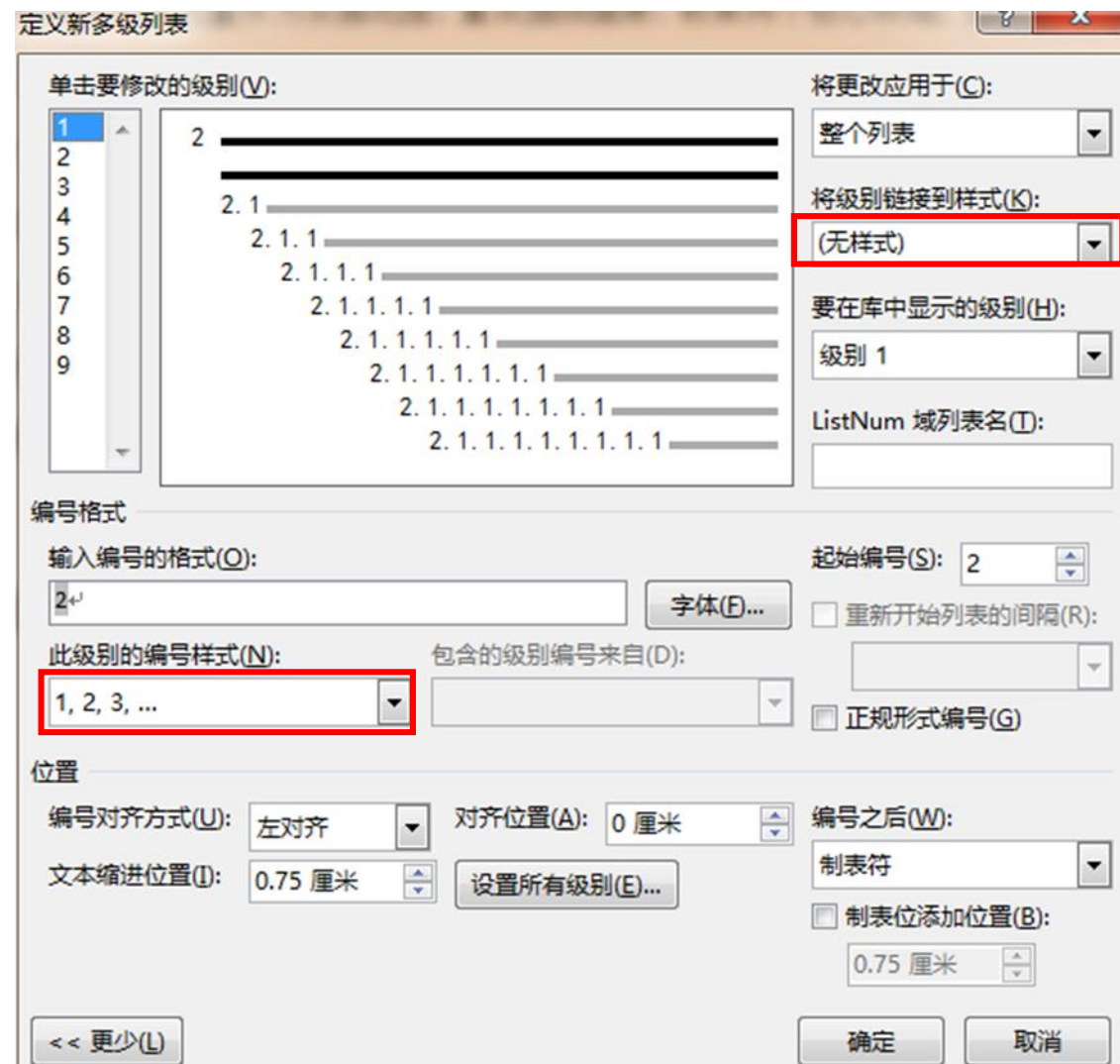


➤ 3.2 Long document editing-automation

(一) Automatic numbering of titles

- Set each title in the document to a different title pattern. (select from [pattern])
- Set different levels of automatic numbering format. (set in the dialog box of [define new multilevel list])





(二) Generation of catalog

(1) Automatic catalog generation

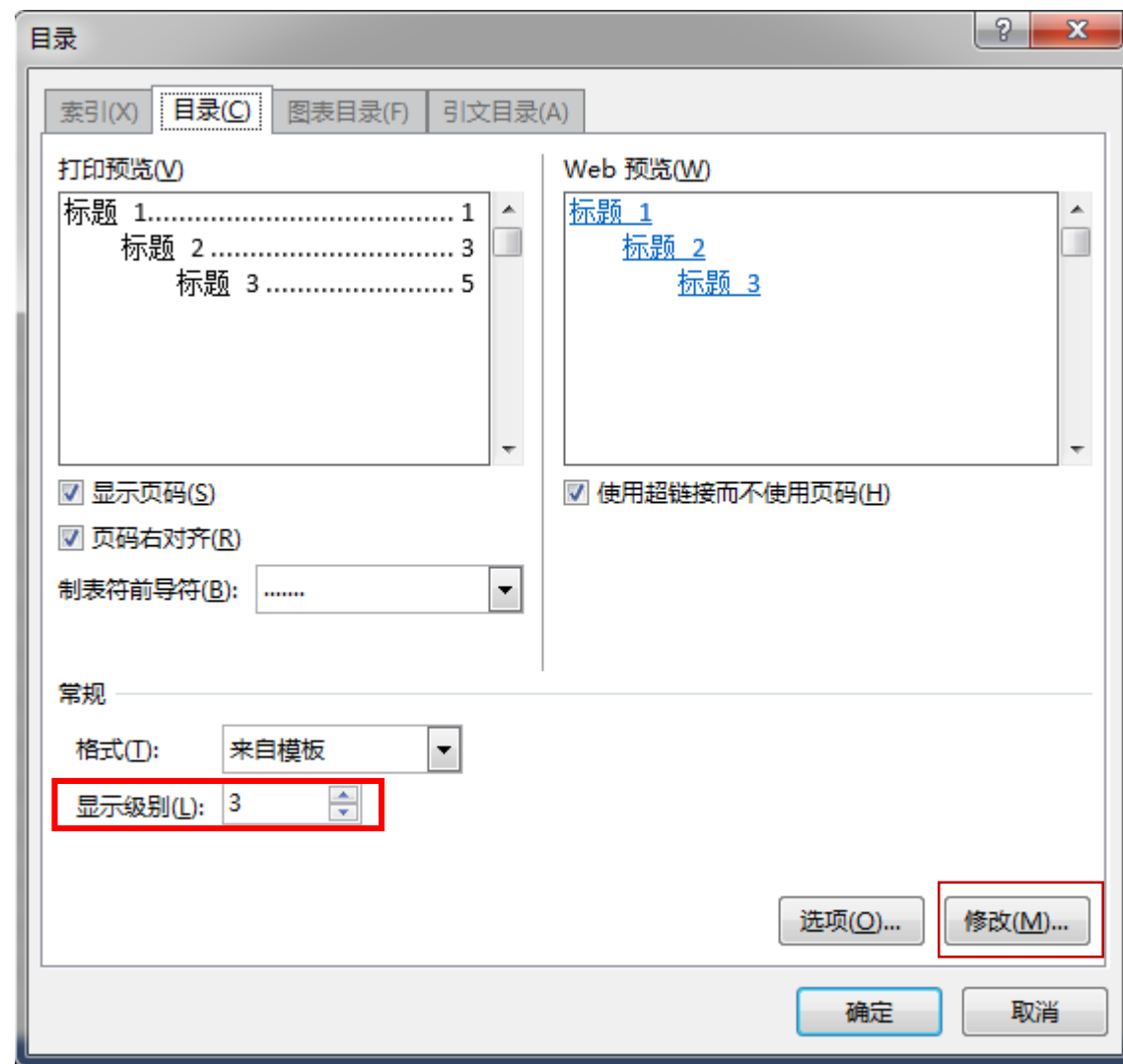
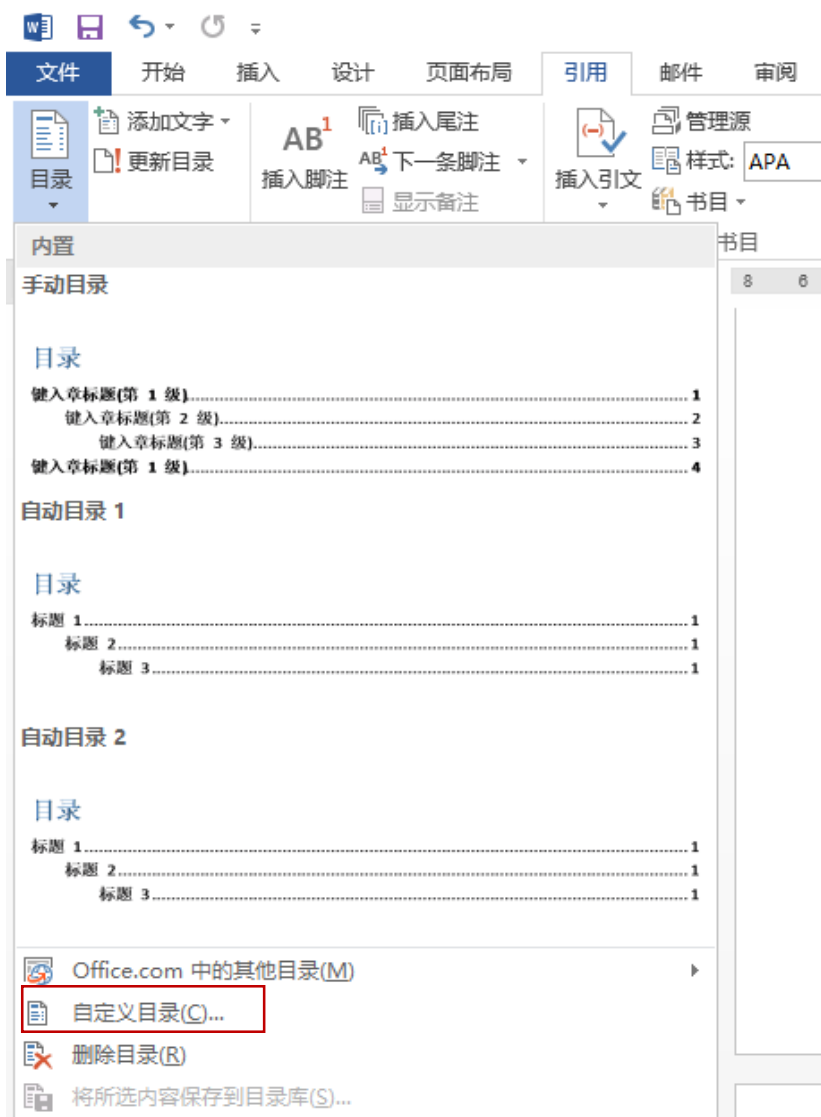
Click the [Catalog] button in the [Dialog] group of the [Quote] tab of main menu, and select [Automatic Catalog 1] or [Automatic Catalog 2] from the pop-up submenu. You can insert the Catalog of the current document in the form of a domain at the text insertion point.

目录

第 1 章 绪论.....	1
1.1 引言.....	1
1.2 微传感器常见结构介绍.....	1
1.3 微传感器读出电路国内外研究现状.....	2
国内研究现状.....	2
国外研究现状.....	2
第 2 章 读出电路原理图的设计与仿真.....	3
2.1 整体读出电路的原理图.....	3
2.2 读出电路的主要噪声源.....	3
2.3 整体读出电路原理图仿真.....	3
第 3 章 读出电路版图设计验证及后仿真.....	4
3.1 版图设计流程介绍.....	4
3.2 版图设计的要点.....	4
指状交叉器件.....	4
对称性.....	5
3.3 读出电路的版图设计.....	5

- 自定义目录(C)...
- 删除目录(R)
- 将所选内容保存到目录库(S)...

(2) Modify catalog



(3) Update catalog

1. On the quote tab, click Update Catalog.

2. Choose whether to update the entire contents of catalog or only the page numbers.

- If you change or add any chapter titles, please update the entire catalog. If changes are made to the main body text, but no chapter titles are changed, only the page numbers should be updated.
- Before printing or sending a document, updating the catalog is always as the last operation on the document, so that the last changes of the document can be included.

Recommended operation

1. Create a new pattern of [My Text] to protect the original content from being deformed with the change of pattern
2. Modify patterns of [titles 1, 2, 3] and other levels of titles to facilitate internal quotation to generate catalogs and serial numbers
3. Link multilevel numbering to patterns of titles at all levels to automate document title numbering
4. Write a thesis outline, such as determining chapter titles and applying patterns for the whole document at one time
5. Write the main body text with peace of mind, and no longer suffer from the trouble of frequently modifying the format and numbering.

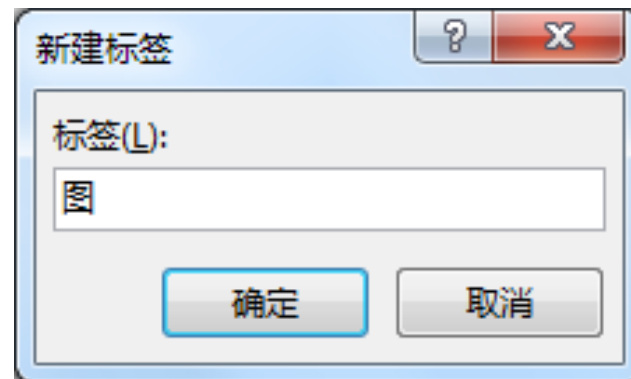
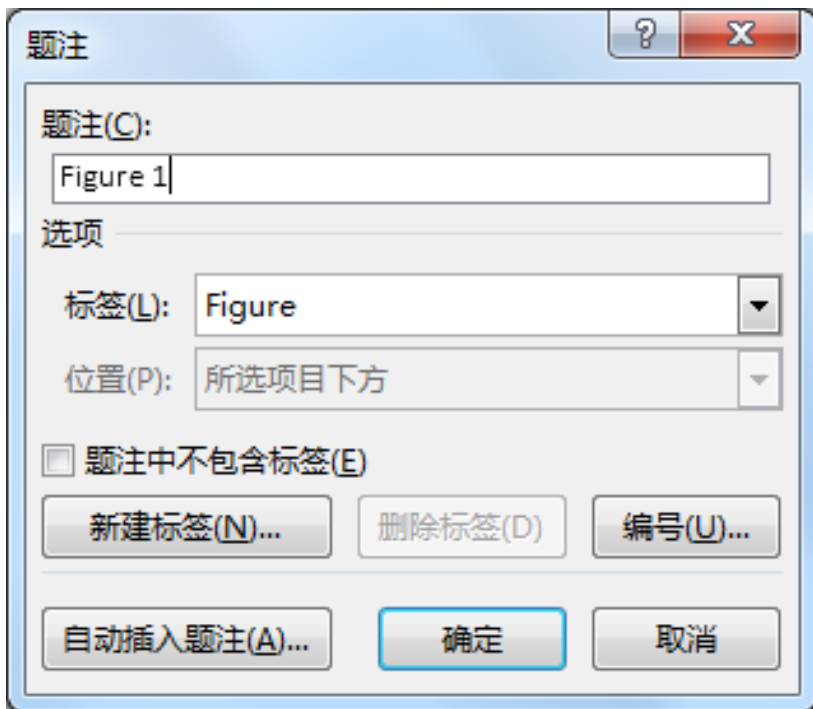
(三) Automatic numbering of figures and tables

(1) Create a caption label

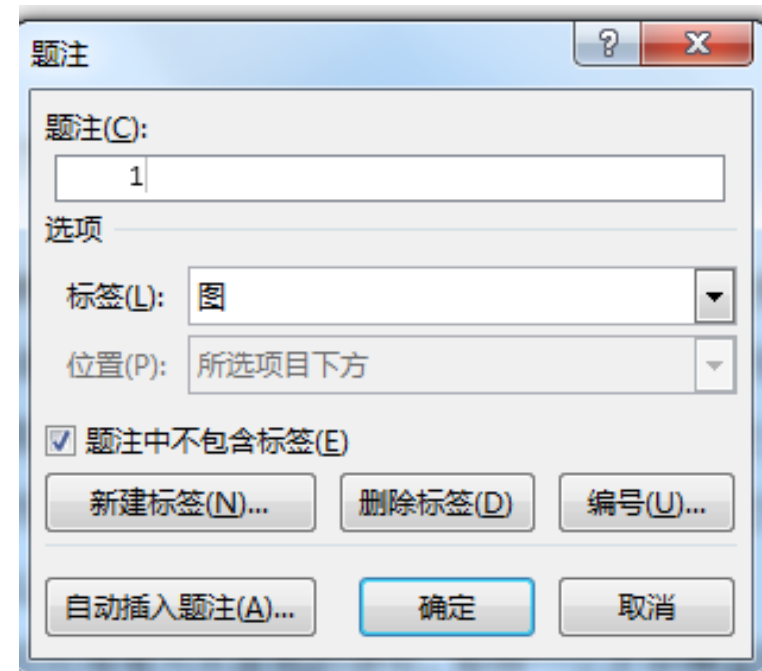
- ◆ Select the quote command and click the insert caption button in the caption group.



◆ Click **【new label】** button and enter the caption label in the label textbox



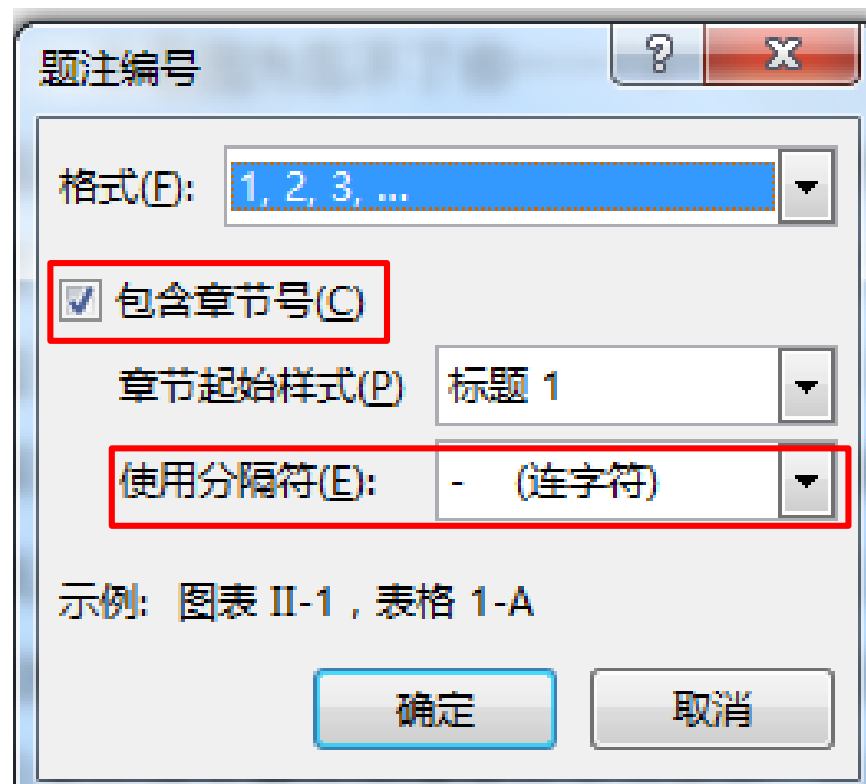
◆ Click OK to complete the creation in the label list.



Note: after creating a new caption, click close to complete the creation. If you click OK, the caption will be inserted into the document directly.

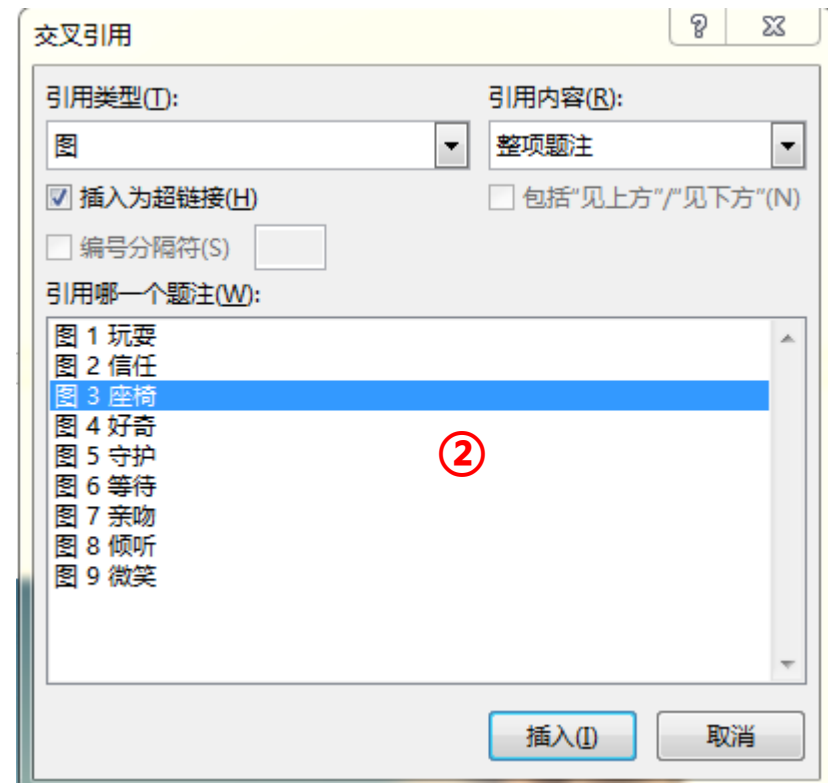
(2) Format caption number

Click [Number] in the [caption] dialog box, and select the appearance of title number in the [Format] list of the opened [Caption Number] dialog box.



(3) cross-quotation

: is a quotation to content elsewhere in the document, for example, you can create cross-quotations for titles, footnotes, bookmarks, captions, numbered paragraphs, and so on.



Import references



Automatically
import
references

- comparison to layered clays used as hemostatic agents[J]. Toxicology Research, 2013.
- [30] Zhang Y, Zhang J, Jiang T, et al. Inclusion of the poorly water-soluble drug simvastatin in mesocellular foam nanoparticles: Drug loading and release properties[J]. International Journal of Pharmaceutics, 2011,410(1 - 2):118-124.
- [31] Wang A, Wang H, Zhu S, et al. An efficient immobilizing technique of penicillin acylase with combining mesocellular silica foams support and p-benzoquinone cross linker[J]. Bioprocess and Biosystems Engineering, 2008,31(5):509-517.
- [32] 刘哲君. 漆酶在介孔泡沫MCF上的固定化研究[D]. 东北林业大学, 2010.
- [33] 邹泽昌. 氧化硅介孔泡沫材料的制备及其木瓜蛋白酶固定化[D]. 北京工业大学, 2009.
- [34] Kim J, Desch R J, Thiel S W, et al. Adsorption of biomolecules on mesostructured cellular foam silica: Effect of acid concentration and aging time in synthesis[J]. Microporous and Mesoporous Materials, 2012,149(1):60-68.
- [35] Zhang Y, Zhao L, Li J, et al. Template enhanced activity of lipase accommodated in siliceous mesocellular foams[J]. Biochemical and Biophysical Research Communications, 2008,372(4):650-655.
- [36] Feng X, Hu G, Hu X, et al. Tetraethylenepentamine-Modified Siliceous Mesocellular Foam (MCF) for CO₂ Capture[J]. Industrial & Engineering Chemistry Research, 2013.
- [37] Yan W, Tang J, Bian Z, et al. Carbon Dioxide Capture by Amine-Impregnated

Manually import references

The screenshot shows the CNKI website interface. At the top, there's a navigation bar with '文献' (Literature) selected. Below it, a search bar contains '主题:页岩气' (Topic: Shale Gas) and a '检索' (Search) button. The main content area displays a list of search results for '页岩气' (Shale Gas). A '文献输出' (Document Output) window is open, showing options for exporting references in various formats: CAI-CD, Refworks, EndNote, and NoteExpress. A blue text overlay in the bottom right of the window reads: 'Copy, paste into word, and manually add the volume period.'

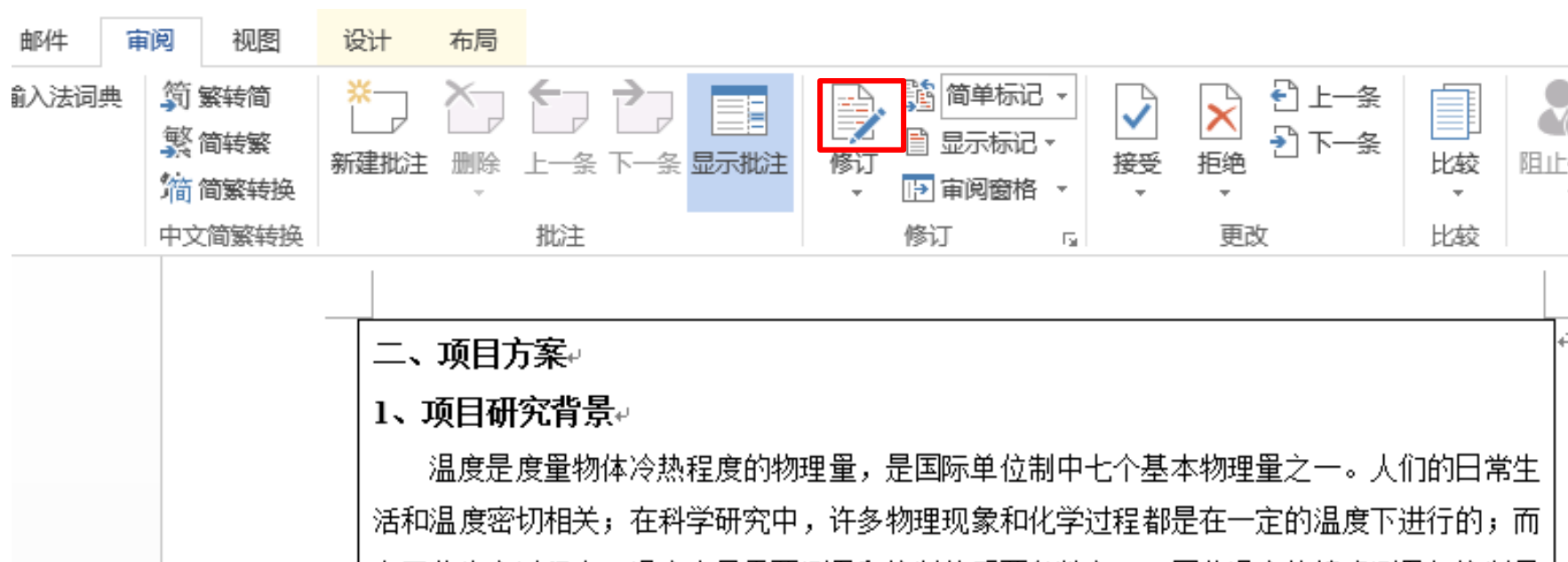
序号	题名	作者	来源	日期
1	中国页岩气勘探开发			
2	鄂尔多斯盆地南部中生界陆相页岩气地质特征	王香增,高胜利,高朝	石油勘探与开发	2014,03:294-304
3	中国页岩气勘探评价	董大忠,邹才能,杨彬,王玉满,李新景,陈更生,王世谦,吕宗刚,黄勇斌	石油学报	2012,S1:107-114
4	煤层气/页岩气开发地	孟召平,刘翠丽,纪懿明	煤炭学报	2013,05:728-736
5	页岩气选区评价方法与关键参数	王世谦,王书彦,满玲,董大忠,王	成都理工大学学报(自然科学版)	2013,06:609-620

(4) Update domain



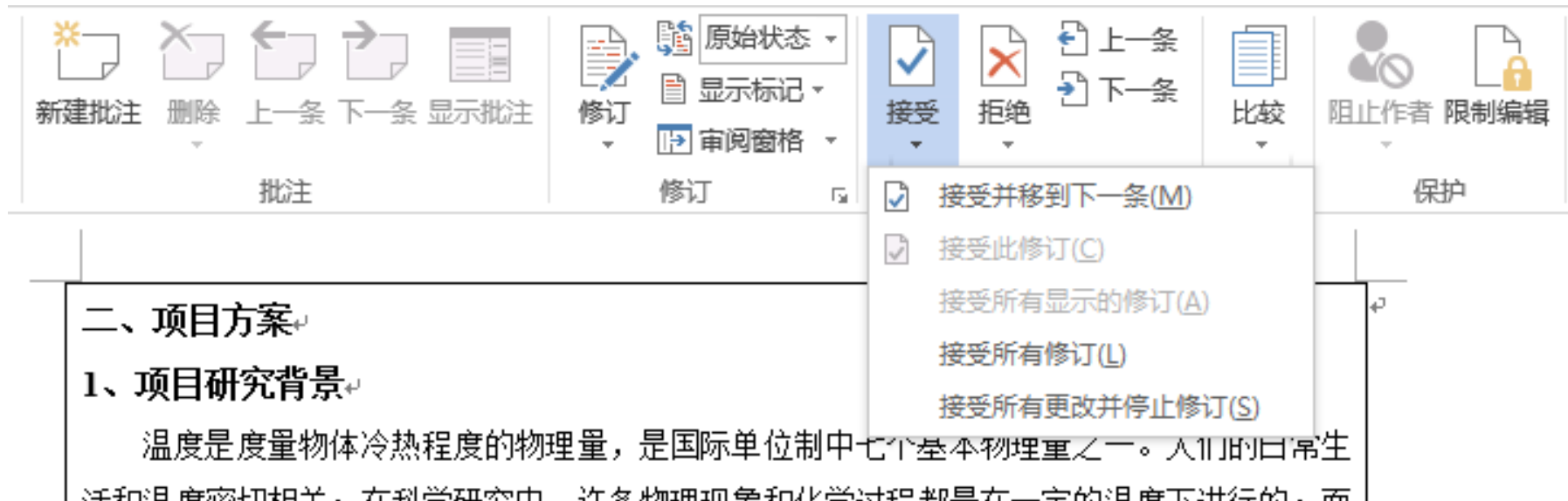
(四) Use revision to modify articles

- ◆ On the review tab of the main menu, click the [revise] button to turn revise mode on or off.
- ◆ When [revise] is turned on, any deleted, inserted or moved text or graphics will be displayed as revisions until [revise] button is turned off. It should be noted that turning off revise does not delete any revisions or comments.



Accept or reject the revision and delete the comment

- You can accept or reject revisions and delete comments one by one or all of them at the same time.
- If you don't want to accept the changes, you can click the Reject button to reject the revision and move to the next one or reject all revisions.



Chapter 4. Advanced application of Word

- **4.1 Domain**
- **4.2 Controls**
- **4.3 Mail merge function**

Domain

1. Concept

Domains in Word are a set of codes that guide Word to automatically insert text, graphics, page numbers or other information into documents. Each domain has a unique name, and its effect are very similar to functions in Excel.

2. Domain result:

That is, the result of domain which is similar to the value obtained after the function operation in Excel. For example, entering the Domain code "{Date \@ "yyyy year, month and day" \ * mergeformat}" in the document results in the current system date.

3. Use

Domain can automatically complete tasks without manual intervention, such as numbering document pages and counting the total number; insert date and time in different formats and update them; insert other documents into the active document through links and quotations; automatically create catalogs, keyword index and chart captions; realize automatic mail merge and printing; add pinyin to Chinese characters, and so on.

Control

1、 Plain text content control

Click 【development tool】 - 【control】 - 【plain text content control】 , then enable design mode, input the content you need, and then click design mode again to exit, then click [properties] to display border as none, and check two check boxes in Lock group, finally click Confirm button.

2、 Option button

Click 【development tools】 , find the 【old style form】 in the control group, and then click the 【option control】 button in Active X control group, then select the option control you just inserted, right-click the mouse and select properties, find the caption property, enter the content you want to, and then close the properties dialog box. Finally, copy the control and change it in the same way.



3、check box

Position the cursor at the position of gender, and then click 【development tool】 - 【check box content control】. When you check the check box, if you find ☑ symbol, you can open the property and change the symbol selected in the check box.



4、drop-down menu

Click **【Development Tools】** - **【Control】** - **【Drop-down List Content Control】** , click Properties, and add corresponding properties in Drop-down List Properties.

The screenshot shows the Microsoft Word ribbon with the 'Development Tools' tab selected. The 'Controls' group is active, showing options like 'Visual Basic', '宏', '加载项', 'Word 加载项', 'COM 加载项', '控件', 'XML 映射窗格', '保护', and '模板'. Below the ribbon, a form is displayed with a dropdown menu. The form contains the following data:

姓名	输入文字。	性别	<input type="checkbox"/> 男 · <input type="checkbox"/> 女
年龄		身份证号码	
学历		体检日期	2018年12月1日 星期六

5、Making multiple choice question

First click [Development Tools], find [Old-style Form] in the control group, then click the check box control, then select the Active X control check box, right-click and select [Properties], find [Caption Property], enter the content you want and close it. The last step is to copy the control and change the properties in the same way.



Mail merge function

In our daily work, we often encounter this situation: **the main contents of the processed documents are basically the same, but the specific data have changed**, such as salary tables, name cards, honorary credentials and so on.

When we create a template, and only a few related contents need to be modified, other document content remain unchanged, we can flexibly use **mail merge function** in Word. This is not only easy to operate, no need to set various formats repeatedly, and has good printing effect, which can meet different needs of many different users.

Application area

- 1、 Batch print invitations
 - 2、 Batch print tickets
 - 3、 Batch print student transcripts
 - 4、 Batch print honorary credentials
 - 5、 Batch printing of admission certificates, postcards, etc. 。
-

Steps

In Office, first create two documents:

A WORD includes the main document that contains the common content of all files (such as unfilled envelopes, etc.)

A data source EXCEL including change information (filled in the addressee, sender, zip code, etc.)

Then use the mail merge function to insert the changed information in the main document,

The combined file can be saved as a Word document, or directly printed out, or sent out in the form of an email.

Example

The method of generating a chart with photos in the mail merge function.

The case we prepared here is an admission certificate. Besides the name and basic information, the admission certificate will also include the candidate's photo.

Recording Macros

建好按钮后，Word会自动弹出录制宏工具图标，进入录制宏状态。接着可做以下几步操作：

1. 删除段首空格

(1) 按“Ctrl+Home”键，将光标移到段首，按回车键在段首插入一个段落标记。

(2) 单击“编辑/替换”，打开“替换”对话框，设定“查找内容”为“^p ”（“^p”为段落标记，后面跟一个中文空格），“替换为”设为“^p”，“搜索范围”为“全部”，然后单击[全部替换]按钮。替换结束后，再次单击此按钮，这样可删除段首的连续两个中文空格。

(3) 将“查找内容”改为“^p ”（“^p”后跟一个英文空格），“替换为”和“搜索范围”不变，然后单击四次[全部替换]按钮，这样可删除段首的连续四个英文空格。替换结束后单击[关闭]按钮退出对话框。

Recording Macros

2. 设置首行缩进两字符，行距调整为单倍行距

(1) 按 “Ctrl+A” 选定全文。

(2) 单击 “格式/段落”，在弹出的对话框中设定 “首行缩进” 两字符，行距为 “单倍行距”，然后单击[确定]退出对话框。

3. 设置字体

(1) 单击 “格式/字体”，在弹出的字体对话框中设置宋体、小四号，再单击[确定]退出对话框。

(2) 按 “Ctrl+Home” 键将光标移到段首，再按 “Delete” 键删除段首的一个空行。

(3) 单击 “格式/段落”，在弹出的对话框中设定 “首行缩进” 为 “无”，“对齐方式” 为 “居中”，然后单击[确定]退出对话框。

(4) 按 “Shift+End” 键选中第一行，然后单击 “格式/字体”，在弹出的字体对话框中设置黑体、三号，再单击[确定]退出对话框。

(5) 按 “Home” 键取消选定。

Recording Macros

4. 设置页面

单击“文件/页面设置”，在“页面设置”对话框中设定纸张大小为“19.5×27厘米”（即16开纸），上下左右边界分别设为“2.5”、“2.5”、“3”、“2”厘米，然后单击[确定]关闭对话框。

在完成以上操作后，单击[停止录制宏]按钮结束宏的录制，这样全部工作就完成了。

现在，你随便打开一个文档，然后单击[统一格式]按钮，格式不一的文档会自动转为你预设的格式（如段首还有空格，可再次单击[统一格式]按钮去除）。用这种方法，我们还可轻松处理从网页上复制到的文档呢，是不是很方便？

Thanks