Creating a Report

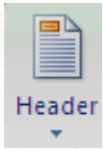
Making a Report

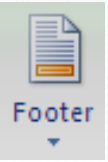
To create a complete report, you will need other parts beside the contents.

Microsoft Word has tools for you to easily add the followings:

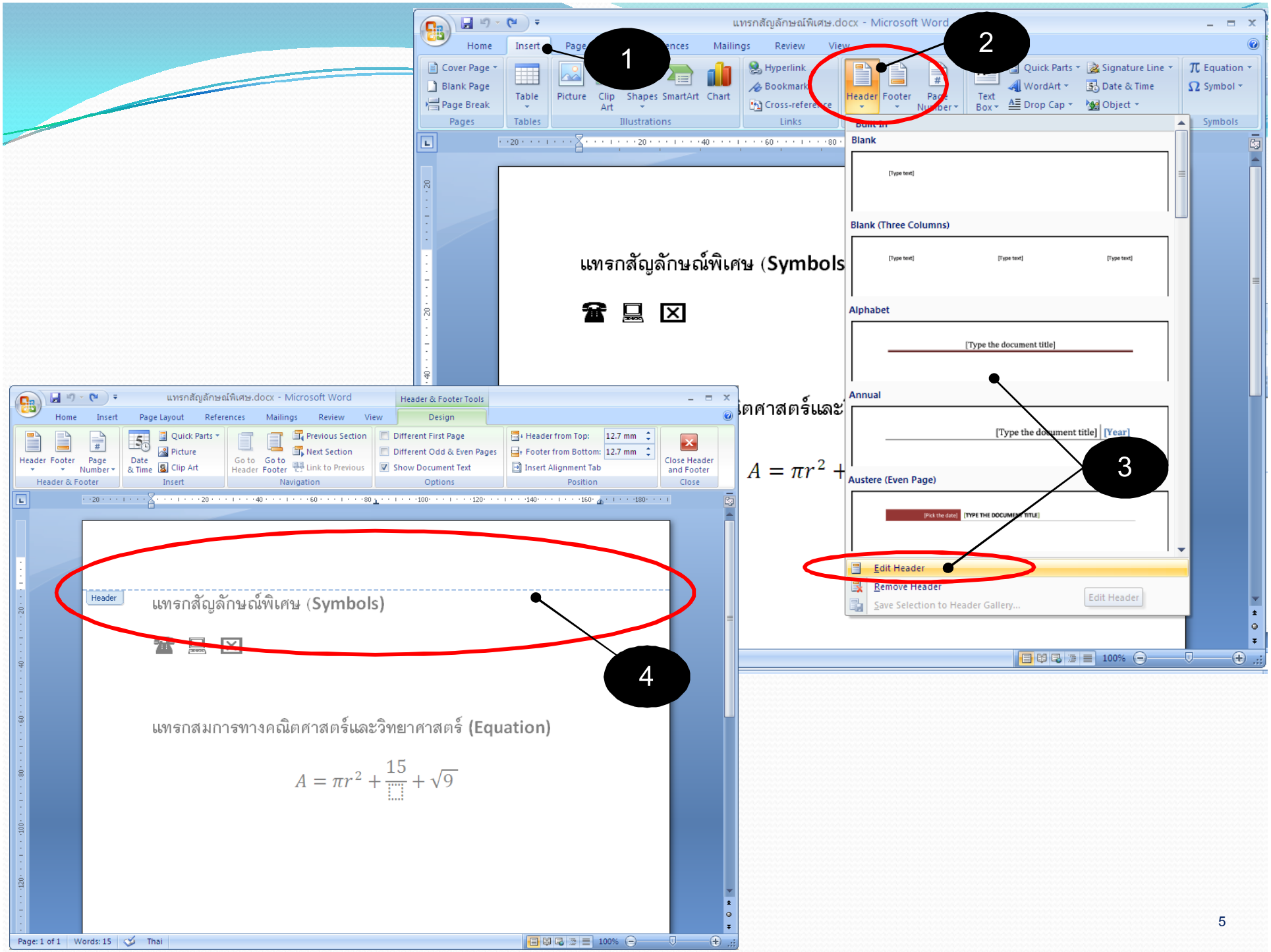
- Header and Footer
- Page Numbers
- Table of Contents
- Cover Page

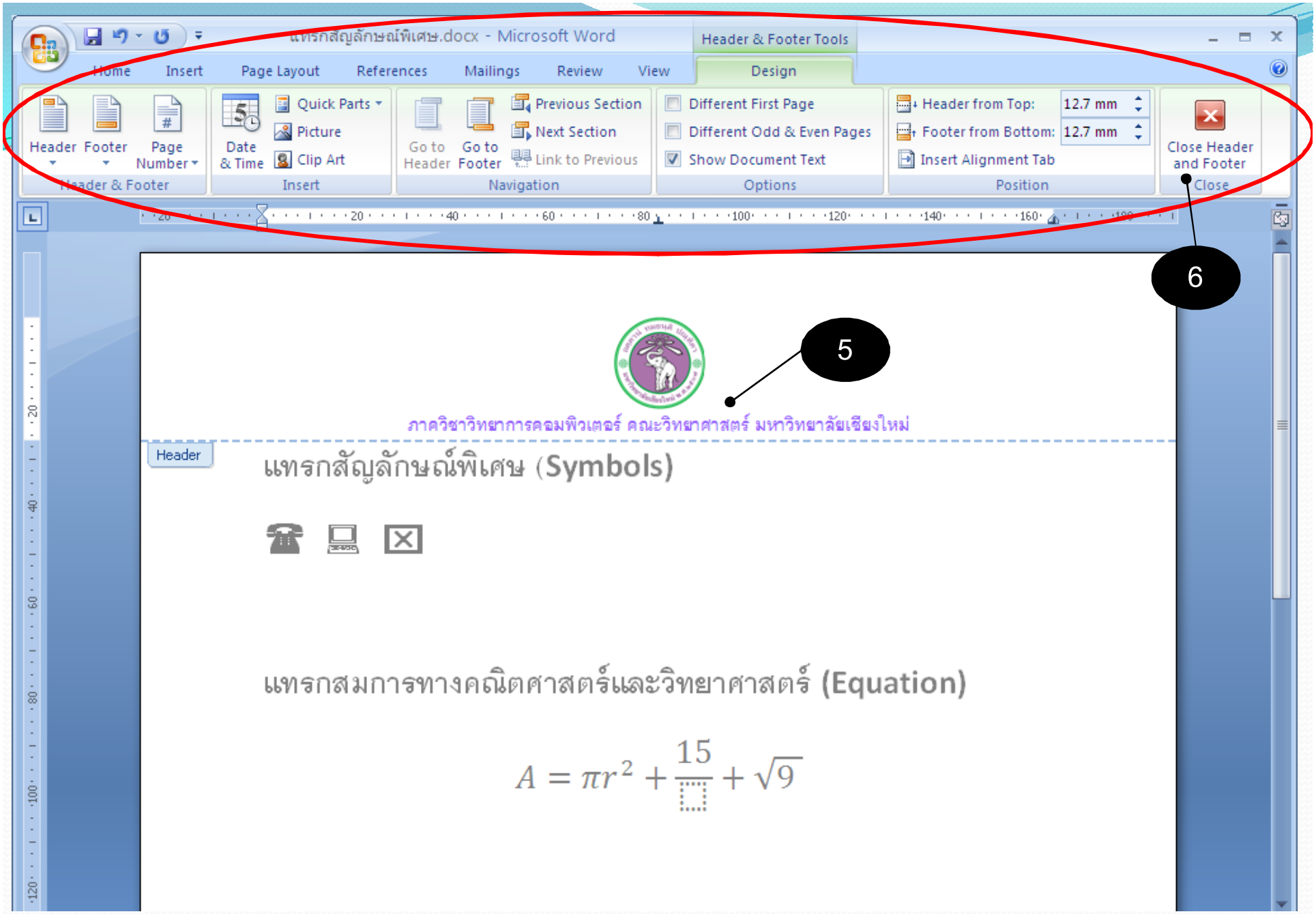
Inserting Header and Footer

1. Click *Insert* tab.
2. Under *Header & Footer* group, click *Header* button 

or *Footer* button. 

3. You can either pick premade header and footer styles, or click *Edit Header* or *Edit Footer* to create your own style.
4. Dashed line will appear at the header and footer area, while the rest of the page is greyed out.
5. Type in text where the cursor is. You can add picture, symbols, or other objects into header and footer. The header and the footer can be formatted like the main body of the document. (Note the *Design* tab, which is available in *Header and Footer Tools*)
6. Under *Design* tab, click *Close Header and Footer* button to exit header and footer editing and go back to the rest of the document.


แทรกสัญลักษณ์พิเศษ (Symbols)
แทรกสมการทางคณิตศาสตร์และวิทยาศาสตร์ (Equation)
$A = \pi r^2 + \frac{15}{\square} + \sqrt{9}$
1
2
3
4
Header
Footer
Blank
Blank (Three Columns)
Alphabet
Annual
Austere (Even Page)
Edit Header
Remove Header
Save Selection to Header Gallery...


แทรกสัญลักษณ์พิเศษ.docx - Microsoft Word
Header & Footer Tools
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Review
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Footer
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Quick Parts
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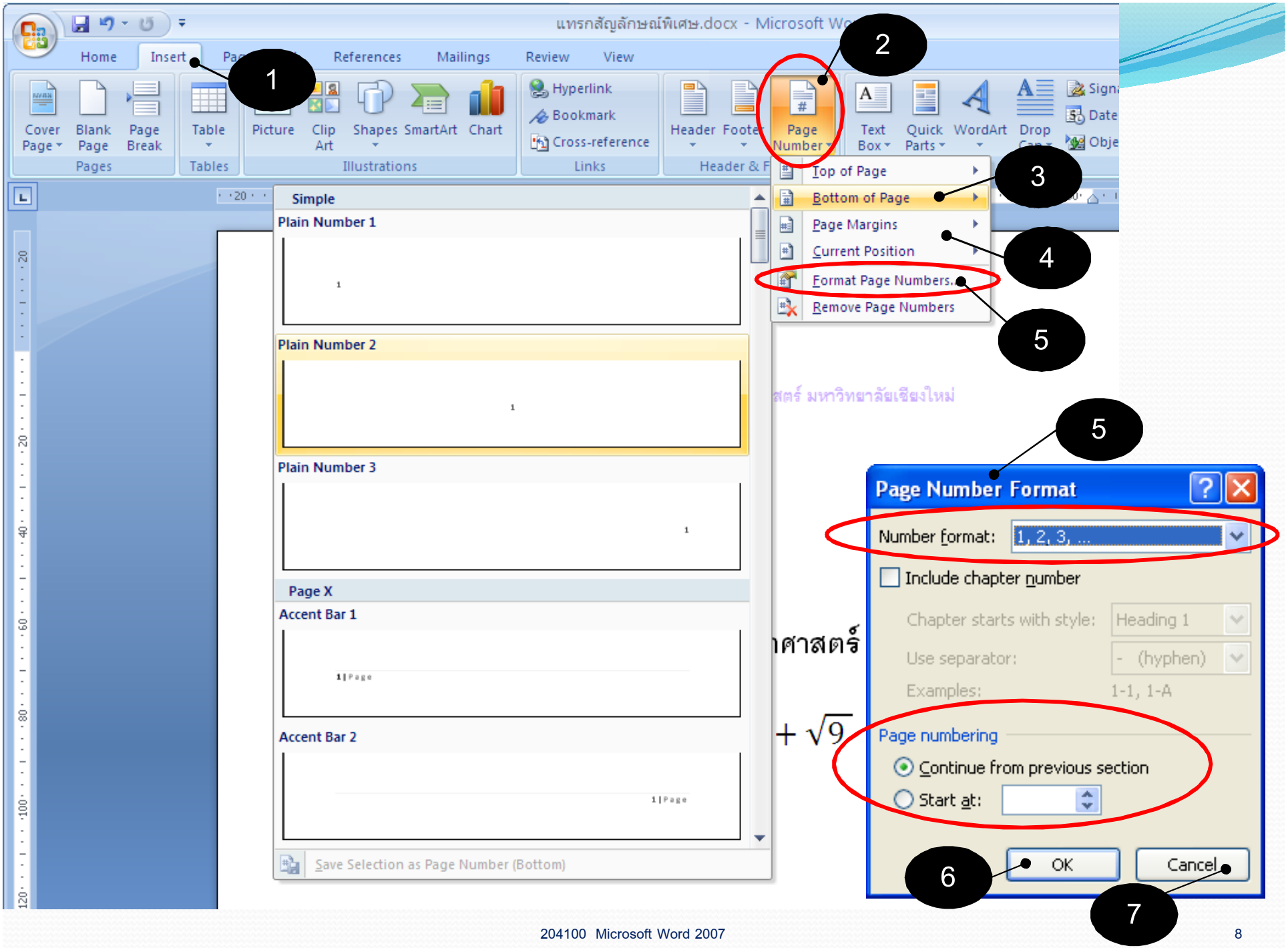
Clip Art
Insert
Go to Header
Go to Footer
Previous Section
Next Section
Link to Previous
Navigation
Different First Page
Different Odd & Even Pages
Show Document Text
Options
Header from Top:
12.7 mm
Footer from Bottom:
12.7 mm
Insert Alignment Tab
Position
Close Header and Footer
Close
6
5
ภาควิชาวิทยาการคอมพิวเตอร์ คณะวิทยาศาสตร์ มหาวิทยาลัยเชียงใหม่
Header
แทรกสัญลักษณ์พิเศษ (Symbols)
แทรกสมการทางคณิตศาสตร์และวิทยาศาสตร์ (Equation)
$A = \pi r^2 + \frac{15}{\square} + \sqrt{9}$

Inserting Page Numbers

1. Click *Insert* Tab.
2. Under Header & Footer group, click *Page Number* button.
3. Select where you want the page numbers to be. Either on *Top of Page* or on *Bottom of Page.*
4. If you want to customize where page number will be, click at *Page Margin* or at *Current Position.*
5. If you want to customize how page number will appear on the document, select *Format Page Numbers. Page Number Format* dialog box will appear.
   - *Number Format :* let you choose how the numbers will be displayed.
   - *Page Numbering :* let you choose how page numbers will be counted.
     - *Continue From Previous Section* will continue counting pages from last section.
     - *Start at:* will start counting from specified number. The smallest starting number is 0.
6. Click *OK* to insert the page numbers as specified.
7. Click *Cancel* to return to the document without inserting/changing the page numbers.


แทรกสัญลักษณ์พิเศษ.docx - Microsoft Wo
Home
Insert
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Page Break
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Clip Art
Shapes
SmartArt
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Illustrations
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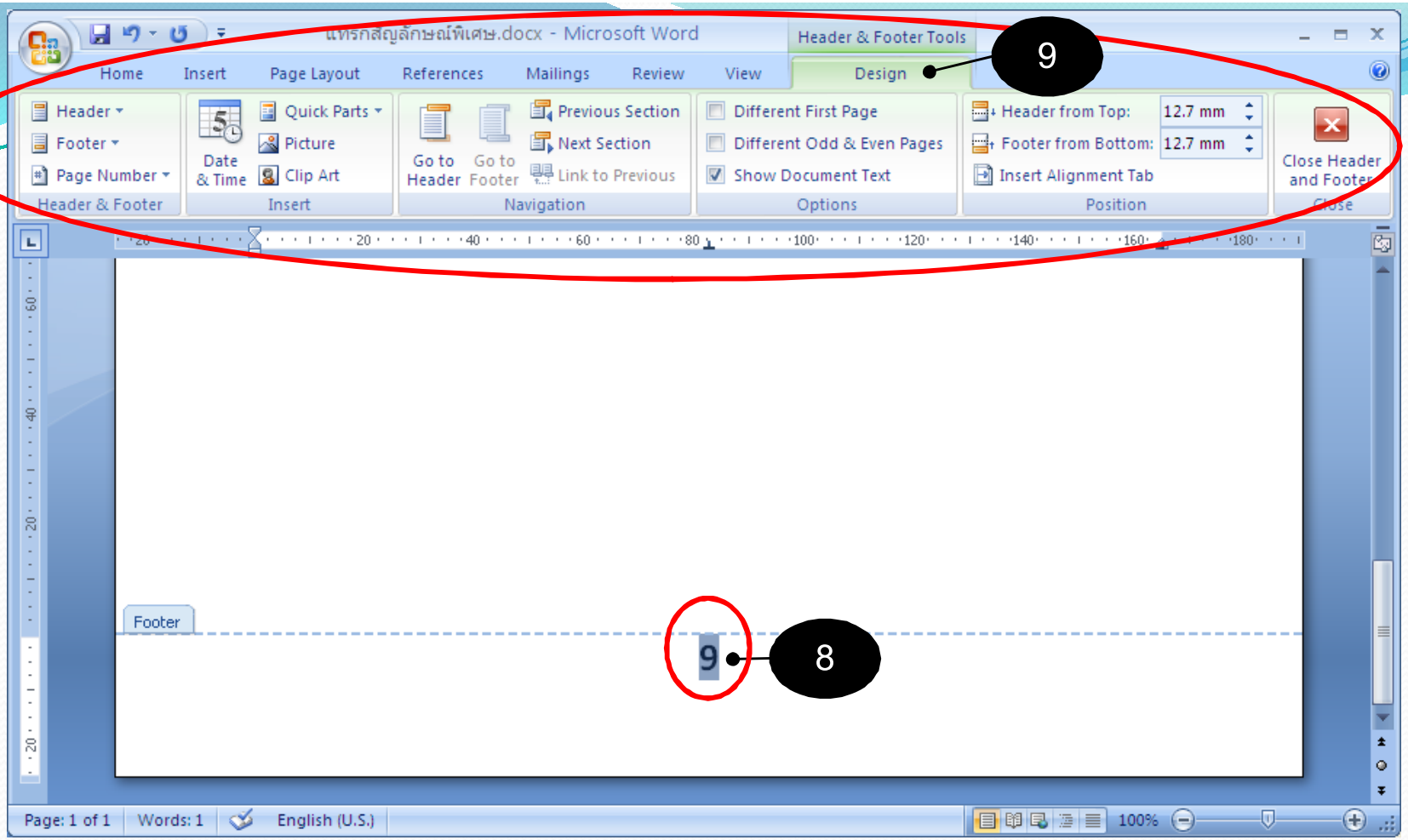
Bookmark
Cross-reference
Links
Header
Footer
Page Number
Header & F
Text Box
Quick Parts
WordArt
Drop Cap
Date
Top of Page
Bottom of Page
Page Margins
Current Position
Format Page Numbers...
Remove Page Numbers
Simple
Plain Number 1
Plain Number 2
Plain Number 3
Page X
Accent Bar 1
Accent Bar 2
Save Selection as Page Number (Bottom)
1
2
3
4
5
5
6
7
Page Number Format
Number format:
1, 2, 3, ...
Include chapter number
Chapter starts with style:
Heading 1
Use separator:
- (hyphen)
Examples:
1-1, 1-A
Page numbering
Continue from previous section
Start at:
OK
Cancel



8. When the page numbers appear in the document, they can be formatted (color, font, size, style) like other text

9. Additional details, such as *Different First Page*, can be set at the *Design* tab.

Creating Table of Contents — Assign Headings

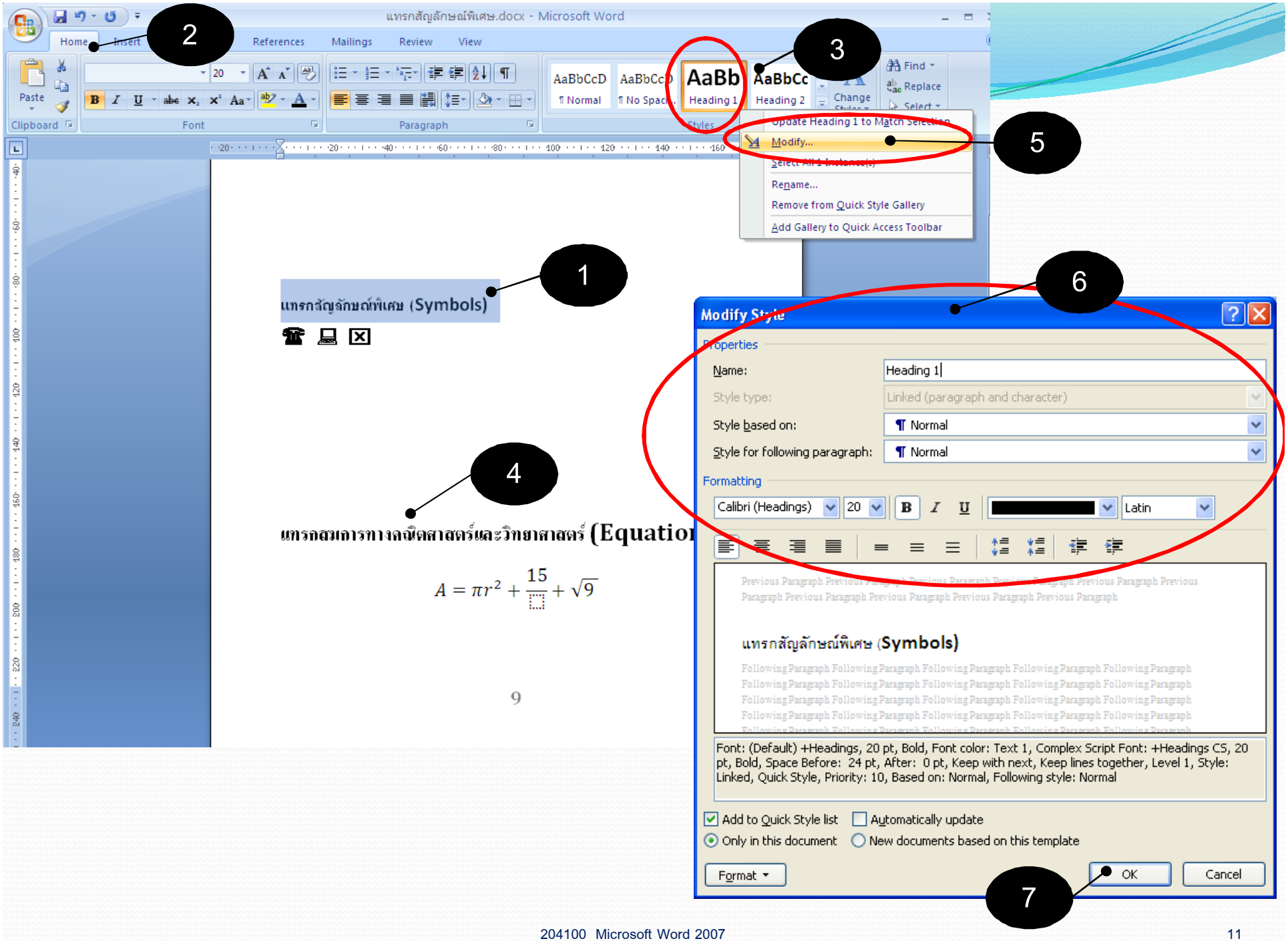
Before Microsoft Word can create the table of contents (ToC) automatically, you will need to assign heading style to each part of text you want to include into the ToC: Heading 1 for main topics, Heading 2 for sub topics, and so on.

You can assign style to each topic as follow:

1. Highlight a main topic.
2. Click Home tab. Then, under *Style* group, select ***Heading 1***.
3. Highlight a sub topic.
4. Click Home tab. Then under *Style* group, select ***Heading 2***.
5. Repeat throughout the document until all topics have appropriate heading styles.

NOTE: You can select the heading style before you type out the text. It might be faster to assigning headings while you are typing the document than assigning them later.

6. If you want to change how each type of heading text looks, under *Style* group, right-click on that *Heading* and select *Modify. Modify Style* dialog box will appear, where you can change details such as color, font, font size, and others.
7. Click *OK* when you finish modifying each Heading style to return to assigning headings to topics.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Home
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Paste
Clipboard
Font
Paragraph
Styles
Find
Replace
Change Styles
Heading 1
Heading 2
Update Heading 1 to Match Selection
Modify...
Rename...
Remove from Quick Style Gallery
Add Gallery to Quick Access Toolbar
1
2
3
4
5
6
7
แทรกสัญลักษณ์พิเศษ (Symbols)
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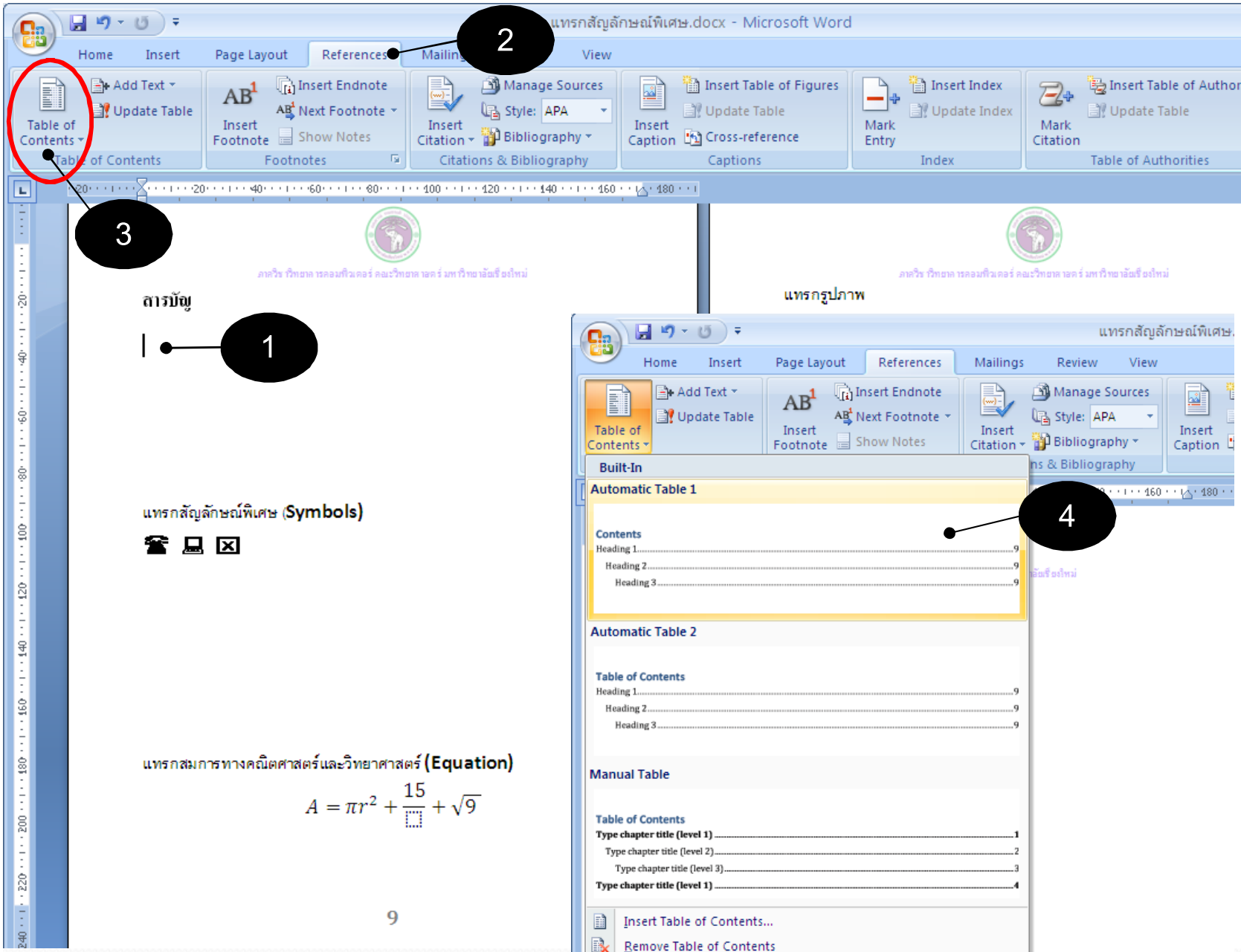
$A = \pi r^2 + \frac{15}{\square} + \sqrt{9}$
9
Modify Style
Properties
Name: Heading 1
Style type: Linked (paragraph and character)
Style based on: Normal
Style for following paragraph: Normal
Formatting
Calibri (Headings)
20
Latin
แทรกสัญลักษณ์พิเศษ (Symbols)
Font: (Default) +Headings, 20 pt, Bold, Font color: Text 1, Complex Script Font: +Headings CS, 20 pt, Bold, Space Before: 24 pt, After: 0 pt, Keep with next, Keep lines together, Level 1, Style: Linked, Quick Style, Priority: 10, Based on: Normal, Following style: Normal
Add to Quick Style list
Automatically update
Only in this document
New documents based on this template
Format
OK
Cancel

Creating Table of Contents (3)

After you finish assigning headings, do the following:

1. Move the cursor (click) to where you want to insert the ToC.
2. Click *References* tab.
3. Click *Table of Contents* button.
4. Select ToC's format.
5. ToC will be automatically created and inserted where the cursor is.
6. If the document is changed later on and the ToC need to be updated:
   - Under *Reference* tab, at *Table of Contents* group, *click Update Table* button. The ToC will update its page numbers to match where the topics are.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Add Text
Update Table
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Show Notes
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Manage Sources
Style: APA
Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Mark Entry
Insert Index
Update Index
Mark Citation
Insert Table of Authorities
Update Table
Table of Contents
Footnotes
Citations & Bibliography
Captions
Index
Table of Authorities
2
3
สารบัญ
1
แทรกสัญลักษณ์พิเศษ (Symbols)
แทรกสมการทางคณิตศาสตร์และวิทยาศาสตร์ (Equation)
$A = \pi r^2 + \frac{15}{\square} + \sqrt{9}$
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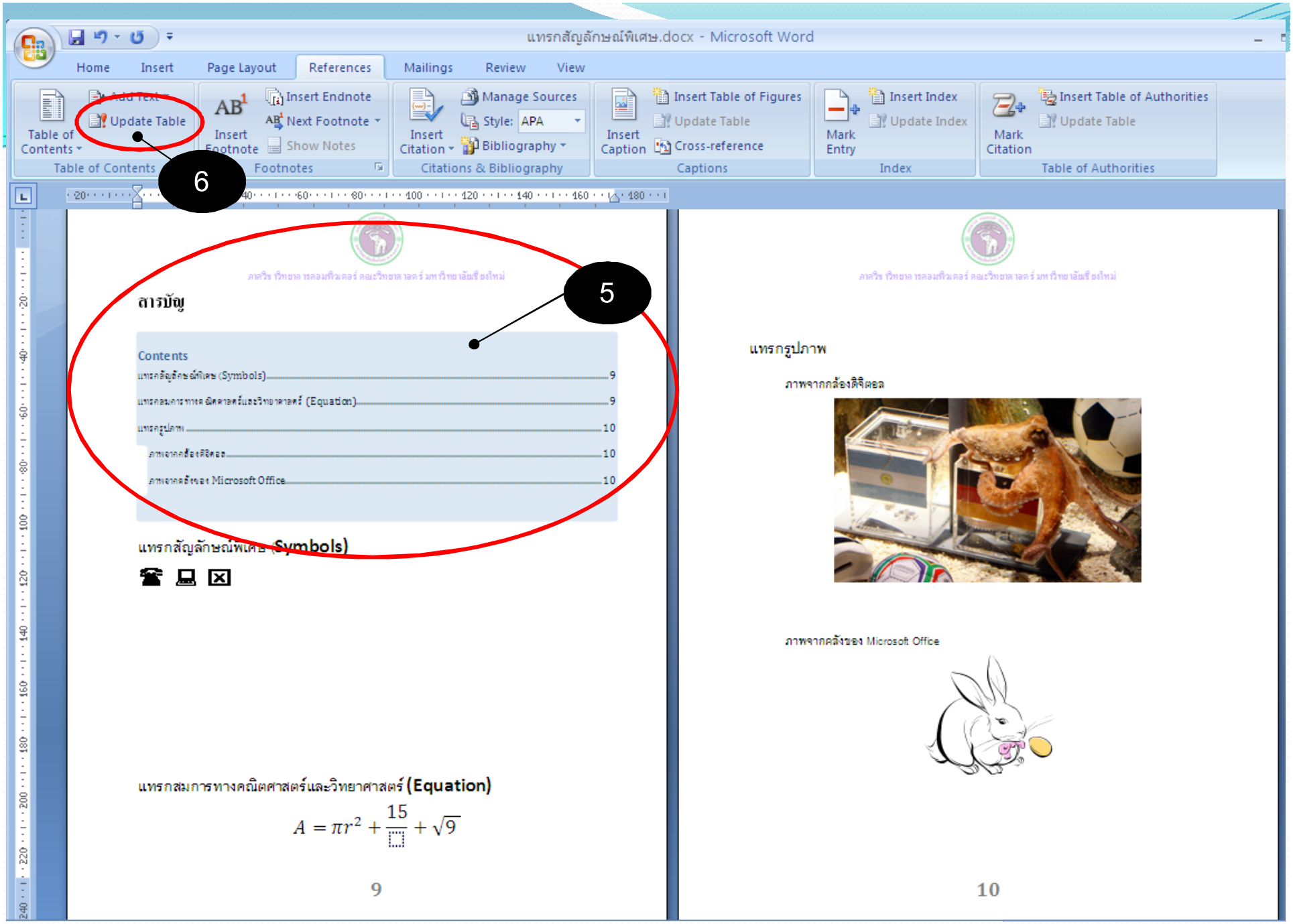
แทรกรูปภาพ
Built-In
Automatic Table 1
Contents
Heading 1 9
Heading 2 9
Heading 3 9
Automatic Table 2
Table of Contents
Heading 1 9
Heading 2 9
Heading 3 9
Manual Table
Table of Contents
Type chapter title (level 1) 1
Type chapter title (level 2) 2
Type chapter title (level 3) 3
Type chapter title (level 1) 4
Insert Table of Contents...
Remove Table of Contents
Save Selection to Table of Contents Gallery...
4
แทรกสมการทางคณิตศาสตร์และวิทยาศาสตร์ (Equation)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ภาพจากคลังของ Microsoft Office
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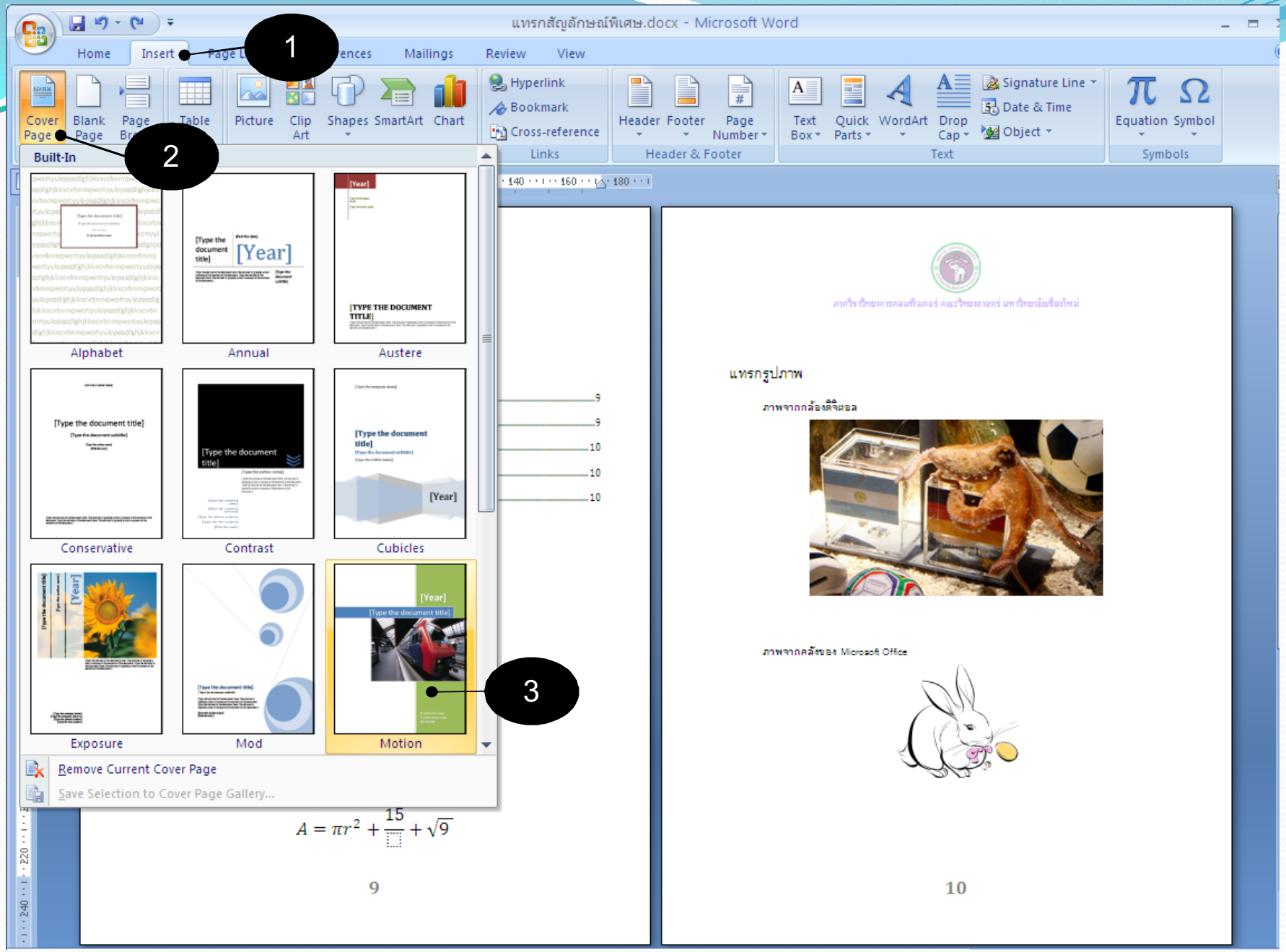
Making a Cover Page

1. Click *Insert* tab.
2. Under *Pages* group, click *Cover Page* button.
3. Select a cover page design you want.
4. Cover page template will appear on the document. Type in text to complete it.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WordArt
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Signature Line
Date & Time
Object
Text
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Symbol
Symbols
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Text Box Tools

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Paste | Clipboard | Calibri (Headings) | 48 | Font | Paragraph | Styles | Change Styles | Find | Replace | Select | Editing

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Year

2010

การใช้งานโปรแกรมไมโครซอฟท์เวิร์ด 2007

อ.ดร.ชูรี เดชวุฒิ และอ.วรวุฒิ ศรีสุขคำ

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$$A = \pi r^2 + \frac{15}{\square} + \sqrt{9}$$

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