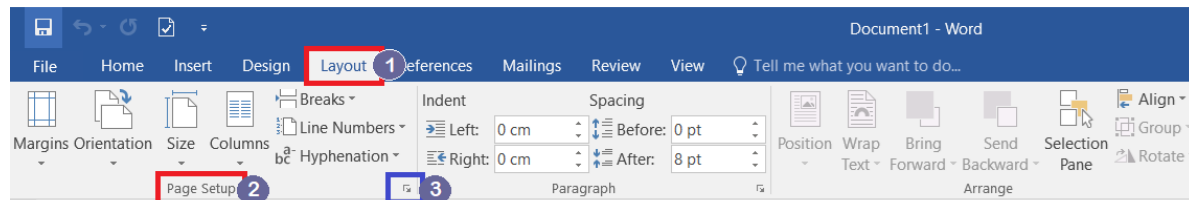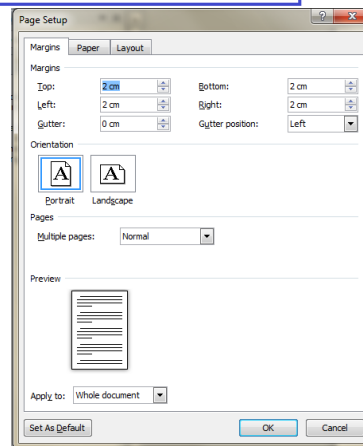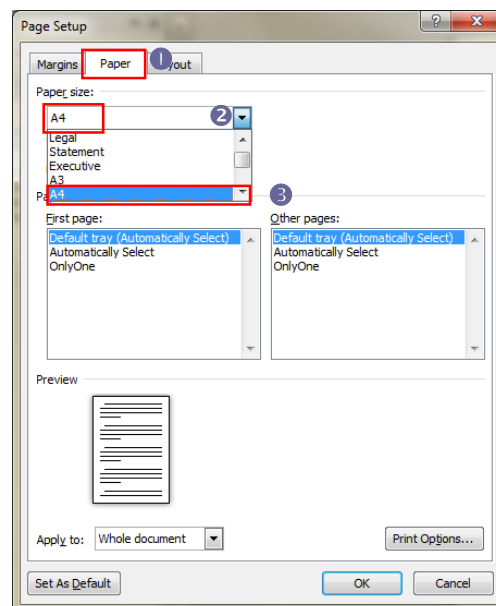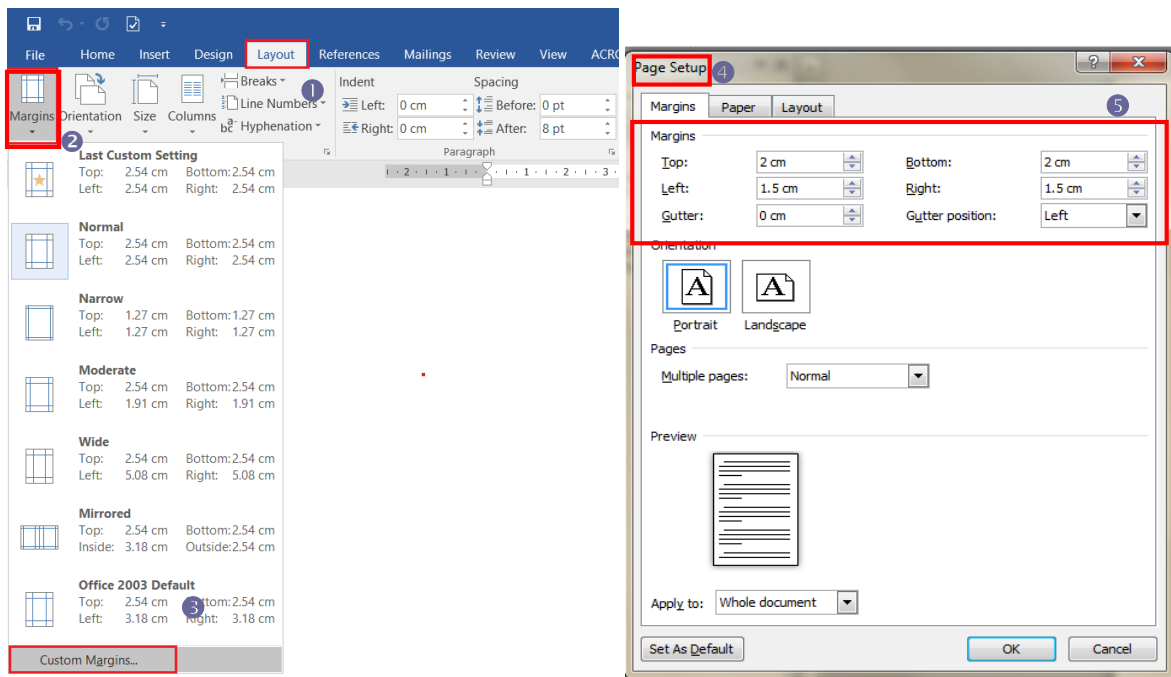# MICROSOFT WORD

PAPER FORMAT

- Layout:

Click this button to enter Page Setup

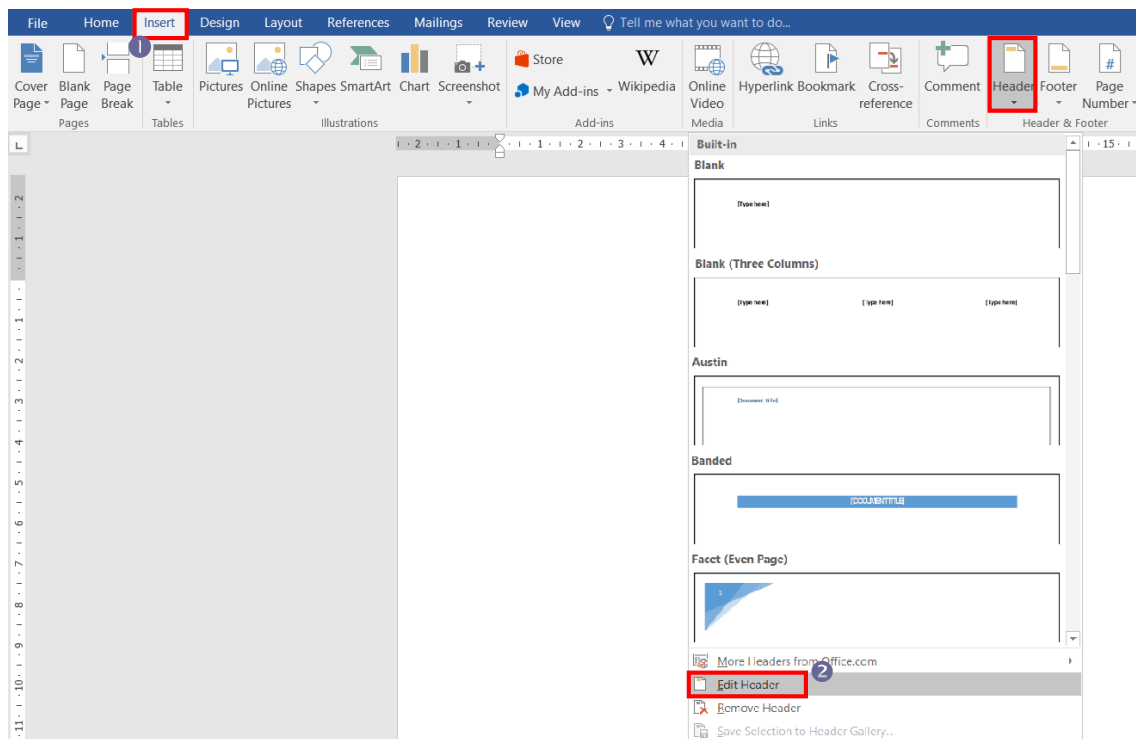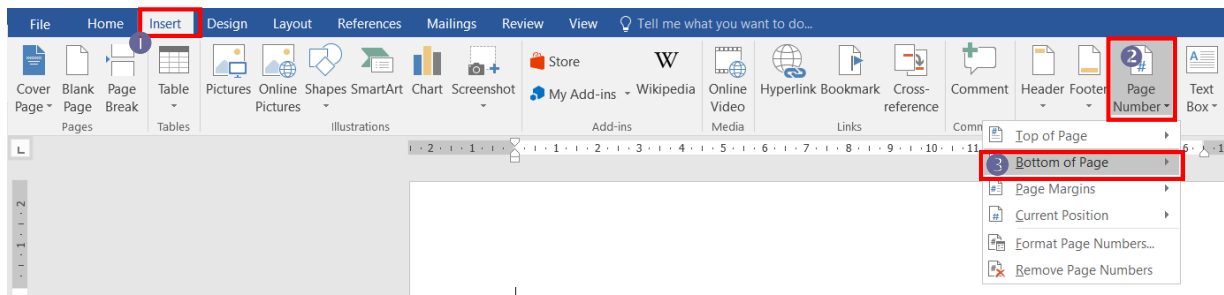 - o Paper:

- Custom Margins: **[Layout – Page Setup … - Margins]**
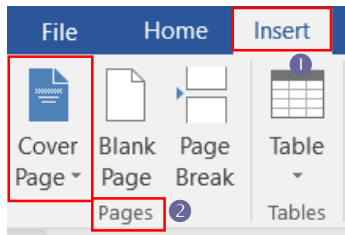
- Headers and Footers: **[Insert - Header]**

- Page Number: **[Insert - Page Number]**
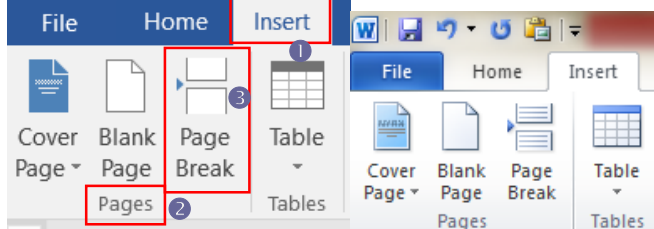
- Cover page: **[Insert – Pages – Cover Page]**

- Insert page break: **[Insert – Pages – Page Break]**
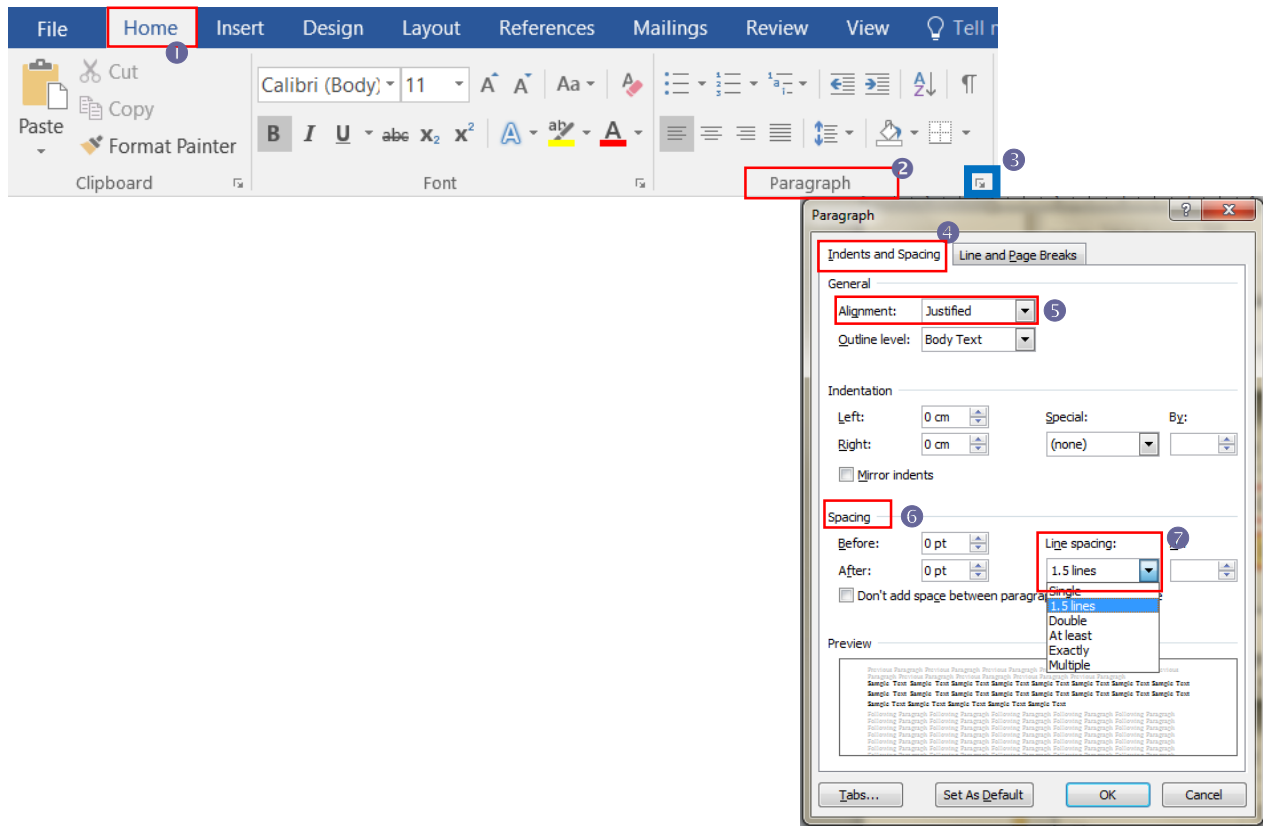
TEXT

- Formatting text: select the text and then **[Home - Font** (e.g. *ARIAL* ①); **Font Style** (e.g. *Bold -* ②); **Size** (*18 -* ③)**]**.
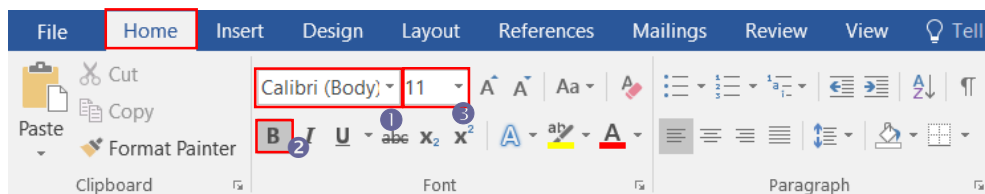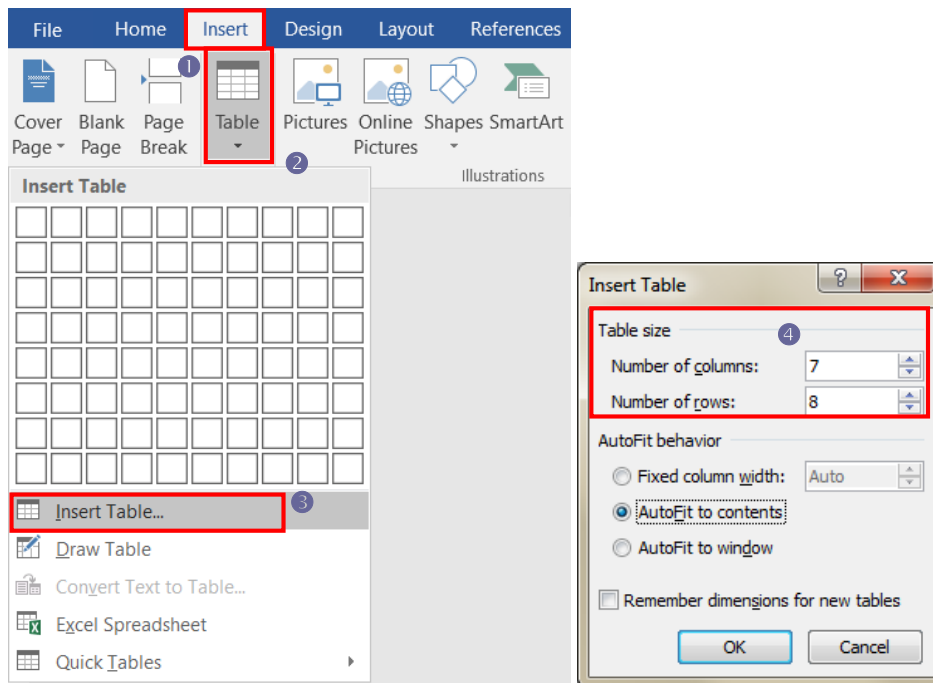
- Text Spacing and Alignment: **[Home - Paragraph - Indents and Spacing**: General-Alignment: Justified; Spacing-Line Spacing: 1.5 lines**]**.
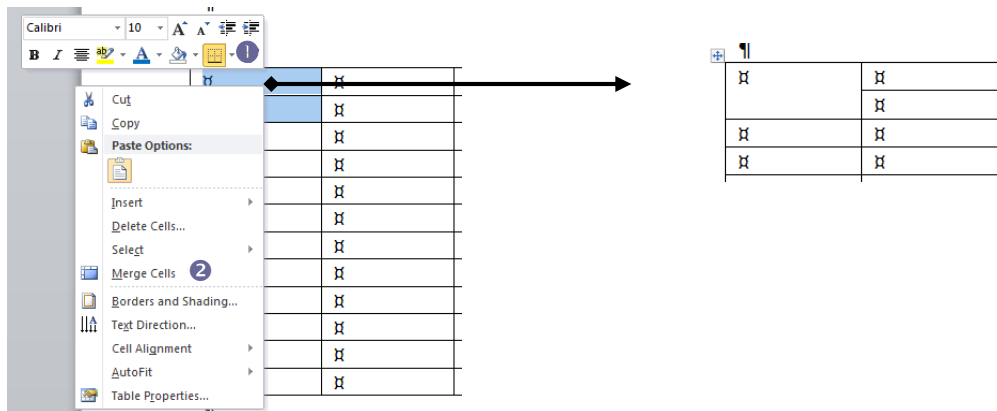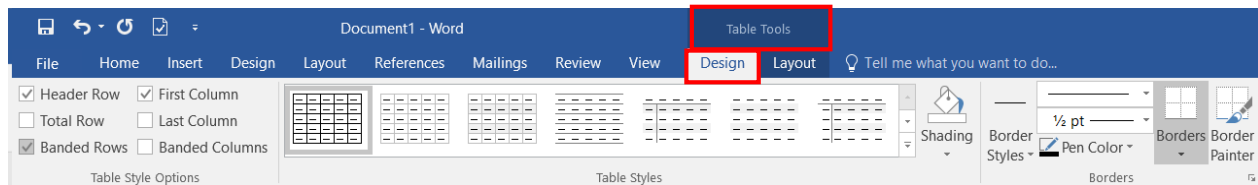
TABLE

- Insert a table for example with 7 columns and 8 rows: **[Insert – Table – Insert Table…]**.
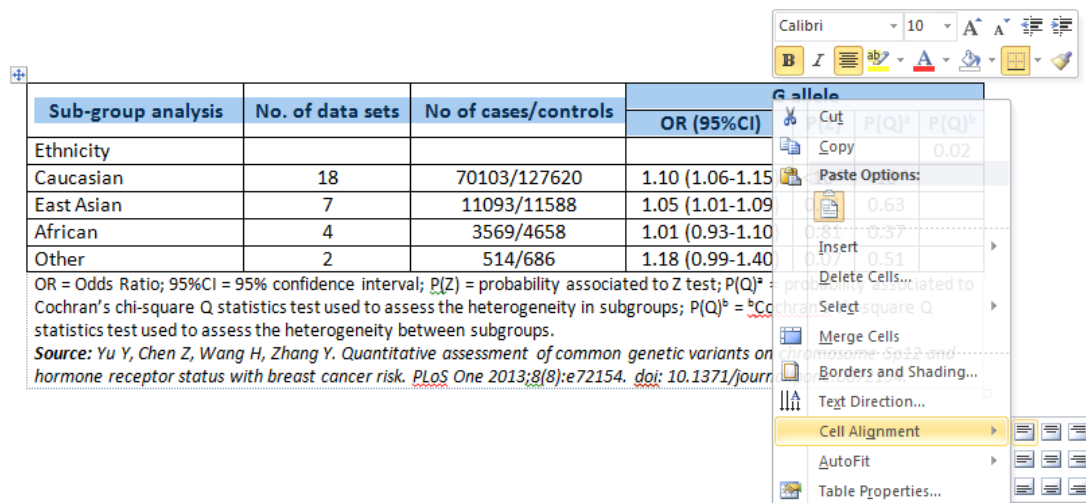
- To link two or more cells (even if the cells are on rows or columns) select the cell that you want to merge and right click – Merge Cells

- To apply a style, select first the whole table and **[Table Tools – Design – Table Styles]**

- To align text in a table: select the row or column and right click **[Cell Alignment]**

Sub-group analysis	No. of data sets	No of cases/controls	OR (95%CI)
Ethnicity			
Caucasian	18	70103/127620	1.10 (1.06-1.15
East Asian	7	11093/11588	1.05 (1.01-1.09
African	4	3569/4658	1.01 (0.93-1.10
Other	2	514/686	1.18 (0.99-1.40

OR = Odds Ratio; 95%CI = 95% confidence interval; $P(Z)$ = probability associated to Z test; $P(Q)^a$ = probability associated to Cochran's chi-square Q statistics test used to assess the heterogeneity in subgroups; $P(Q)^b$ = [b]Cochran's chi-square Q statistics test used to assess the heterogeneity between subgroups.
Source: Yu Y, Chen Z, Wang H, Zhang Y. Quantitative assessment of common genetic variants on chromosome 9p21 and hormone receptor status with breast cancer risk. PLoS One 2013;8(8):e72154. doi: 10.1371/journ
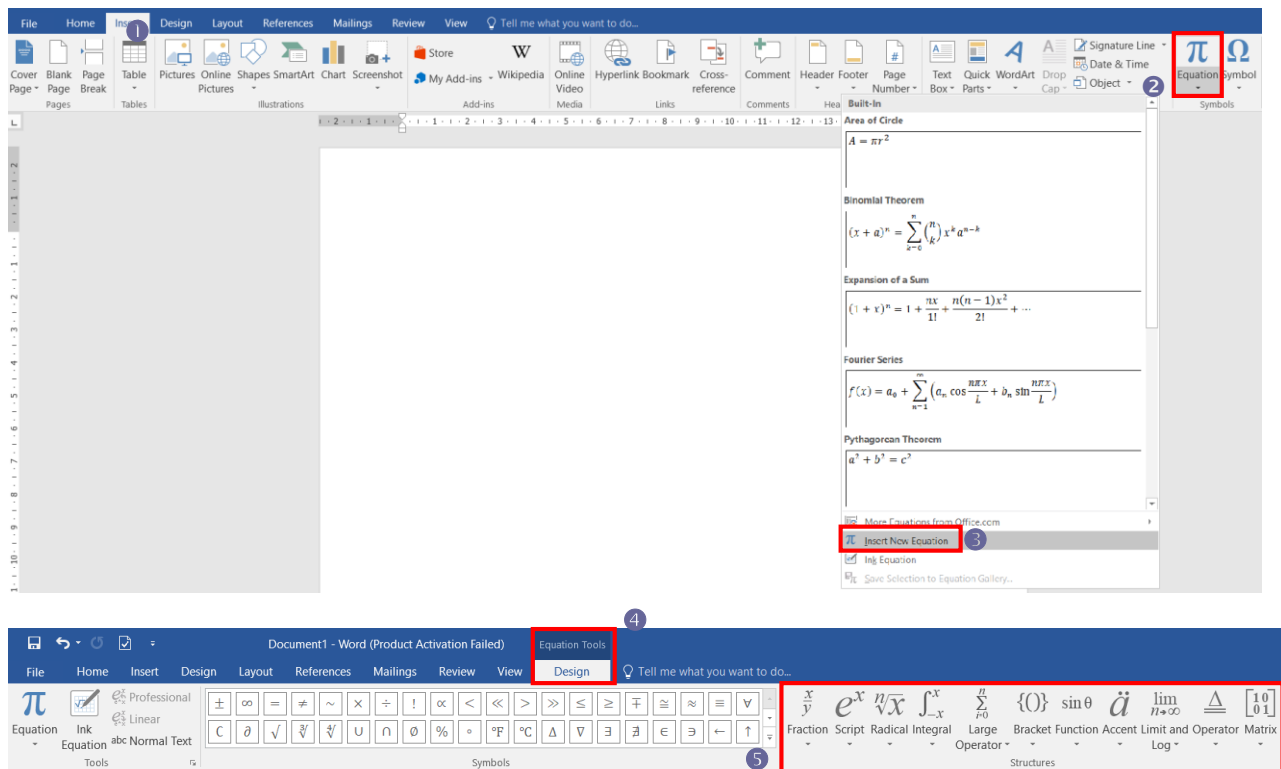

- To apply single paragraph: select the whole table and **[Home – Paragraph – Spacing – Line spacing = Single]**

- To put text to subscript: select the text and **[Home - Font – Subscript]**

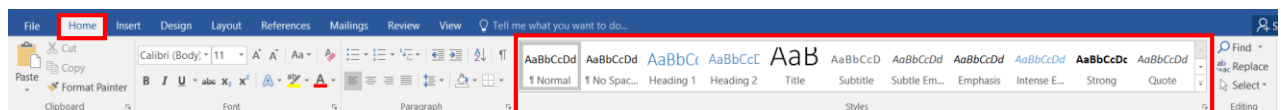- To put text to superscript: select the text and **[Home - Font – Superscript]**
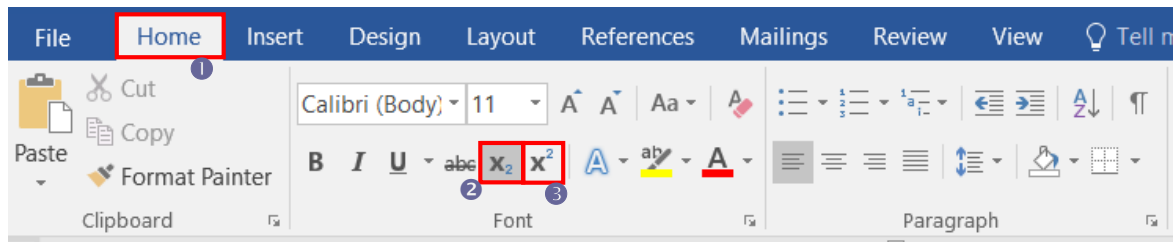
Formulas

- To insert a formula: **[Insert – Symbols - Equation – Insert New Equation]**:

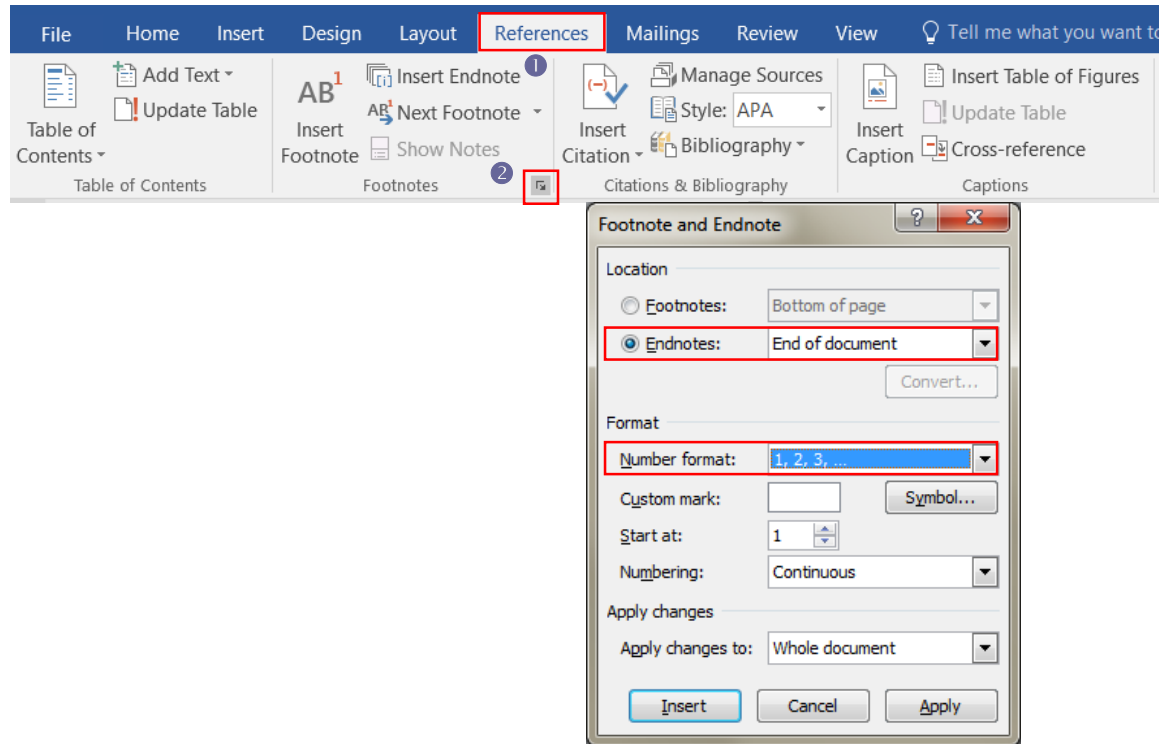## PREDEFINED STYLES & FORMATTING

- Using predefined Styles and Formatting: **[Home – Styles – Heading 1]**
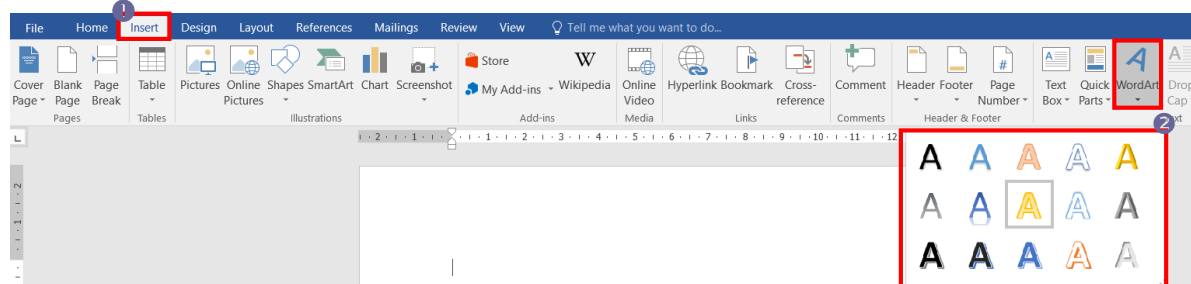
INSERTING REFERENCES TO THE END OF DOCUMENT

- Insert reference at the end of the document: **[References – Footnotes – Footnote and Endnote – Location = Endnotes & End of document – Format = Number format = 1, 2, 3, … - Insert]**
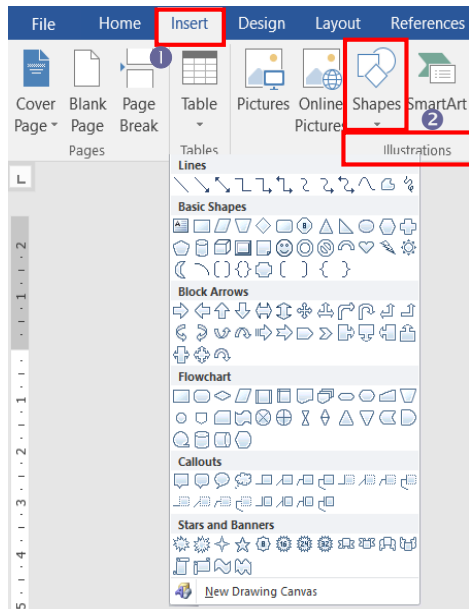
WORDART & DRAWING

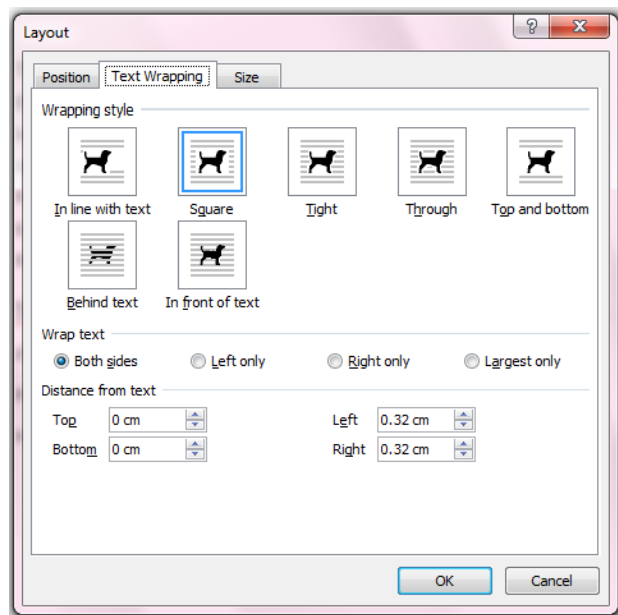- WordArt: activate Drawing toolbar: **[Insert – Text]** and **Insert WordArt**

- Shapes: **[Insert – Illustrations - Shapes]**

PICTURES

- **[Insert – Illustration - Pictures]** and choose the picture that you want to insert in the document.

- To align the image, right click on the Image and **[Size and Position… - Text Wrapping & Square]**:

- Set the dimensions of the picture for the Exercise 3 as follows: Height = 6.75 cm & Weight 6.75 cm.

TABLE OF CONTENTS

- Preliminary request: format your title and subtitles using **[Home – Styles – Heading(s)]**

- Create the content of the document: place the mouse where you want to have the contents and **[References – Table of Contents – Table of Contents – Custom Tables of Contents… - Ok]**