MICROSOFT WORD IN MEDICINE BY EXAMPLES

LEARNING OBJECTIVES:
• Creating tables (Exercise 1)
• Managing images (Exercise 2)

EXERCISE 1
Create a new Word document and include the following text and table:

A survey was conducted in a city of United Arab Emirates to assess breast cancer screening knowledge, attitudes and practice among women of ≥ 40 years old (Plos One 2014;9(9):e105783). Several factors were identified as predictors of breast cancer as presented in Table 1.

Table 1. Predictors of breast cancer screening

Predictor	BSE		CBE	
	OR (95%CI)	p-value	OR (95%CI)	p-value
Age	0.96 (0.90–1.02)	0.24	0.94 (0.88–1.00)	0.06
Educational level				
School	2.59 (0.59–11.24)	0.20	2.61 (0.60–11.20)	0.19
University	1.79 (0.39–9.13)	0.44	3.52 (0.78–15.90)	0.10

BSE = breast self-exam; CBE = clinical breast exam; OR = odd ratio;
95%CI = 95% confidence interval

EXERCISE 2

Download *CentralityMeasures.docx* file.

In the file CentralityMeasures – Example you'll find the way in which this document must be formatted. In order to do that, apply the formatting between [ ] (in blue). After applying the formatting, delete the text in blue. Leave the text in red as it is.

2. Applied the following formatting on the save document (check out the Hints file):
o Page: A4
o Margins: 2.5 cm for top and bottom; 2 for left and right margins
o Layout: Different first page
o Text: Times New Roman 10.

Create the table of content.
Create the list of references using **[References – Insert Endnote].**