

Hints for Using Microsoft Word to produce your formal report.

Make sure your settings are correct.

Go to page layout

Change Before and After spacing to zero (not the default setting)

Left and right indent should also be zero (should be default)

NOTE: because you are not spacing between paragraphs anymore, you MUST indent at the beginning of each paragraph. It's what the "Tab" key is for! Extra vertical spacing on a double-spaced document just looks stupid.

Use Normal margins and portrait orientation (these should be the default settings)

On the home tab

Choose 2.0 for line spacing in the paragraph section (not default)→

Be sure to use left-only Justification in the paragraph setting (default)

Choose a standard font like Calibri or Times New Roman

Choose 12 point font

File → options → proofing

You will want to turn off most of the autocorrect options. Science and autocorrect do not get along.

Useful tricks

There are super and subscript buttons in the font section the home page. USE THEM.

Ctrl+enter = inserts a page break. You can use this to separate your title page from the rest of the paper

Insert → symbol

This is where you will find Greek letters like μ and many arrows

Insert → equation

You can write Mathematical and Chemical equations in this...it has more arrows and options

Insert → table

For your data table

More formatting tips

Headings that are on their own line are not followed by punctuation. Headings that are on the same line as the text (like Figure 1. Calibration Curve for stuff) are followed by a period.

Use the course syllabus to check that your graphs meet all the requirements detailed there.