



WORKSHOP

MICROSOFT OFFICE WORD - SHIPPING, FINANCE & MANAGEMENT SKILLS

TUTORIAL CASE – Preparing a research paper

You are a member of a team working on a research paper. Please, proceed with the following:

1. Apply Center Alignment to the Title and the Authors' Affiliations.
2. Look up the word 'practitioners' that is located in the second line of the Introduction.
3. Translate the First Paragraph of the Introduction into Greek.
4. Count the words in the first paragraph and mention the number in a comment.
5. Track the following Changes that will be made to the document.
6. Insert, after the highlighted in the yellow color words, the footnotes you will find in the file 'Footnotes'.
7. Insert the parts of the text highlighted in blue color as citations.
8. Create a bibliography table.
9. Accept all changes that you have made and stop tracking future changes.
10. Compare this Document with the one named 'Kavussanos, Visvikis, Dimitrakopoulos (2014) - to compare'.
11. Combine the two documents to a new one.
12. Embed in the last page of the Word file the table stored in the Excel file named 'Table'.
13. In the last page of the Word file, link the Table stored in the Excel file named 'Table'.
14. Break the link to the source file.
15. Insert a blank row into the table, above the record C8_03.
16. Merge the cells containing the title 'Route Description' and those containing the title 'Typical Cargoes Carried'.
17. Format the table with a Style.
18. Insert a bookmark to the table. Use this bookmark to create a hyperlink to the table. Place the hyperlink at the end of the first paragraph.
19. Remove the Hyperlink.
20. Delete the Table.
21. Insert the e-mail address of the first author as a Hyperlink.
22. Create a macro that you will use in the future to insert the ISFM logo to your MS Word documents. Create a button for the macro and place it in the Quick access toolbar.
23. Delete the macro.