



Công cụ Soạn Thảo Writer Tool

with Microsoft Office Word

Schedule



- Introduction to Editor software
- Introduction to Word
- Practice with lab exercises
- Individual exercises

Table of contents

1 Introduction to editor tools

2 Main functionalities

3 Advanced functionalities

4 Common issues

5 Example

6 Lab Exercises

7 Appendix

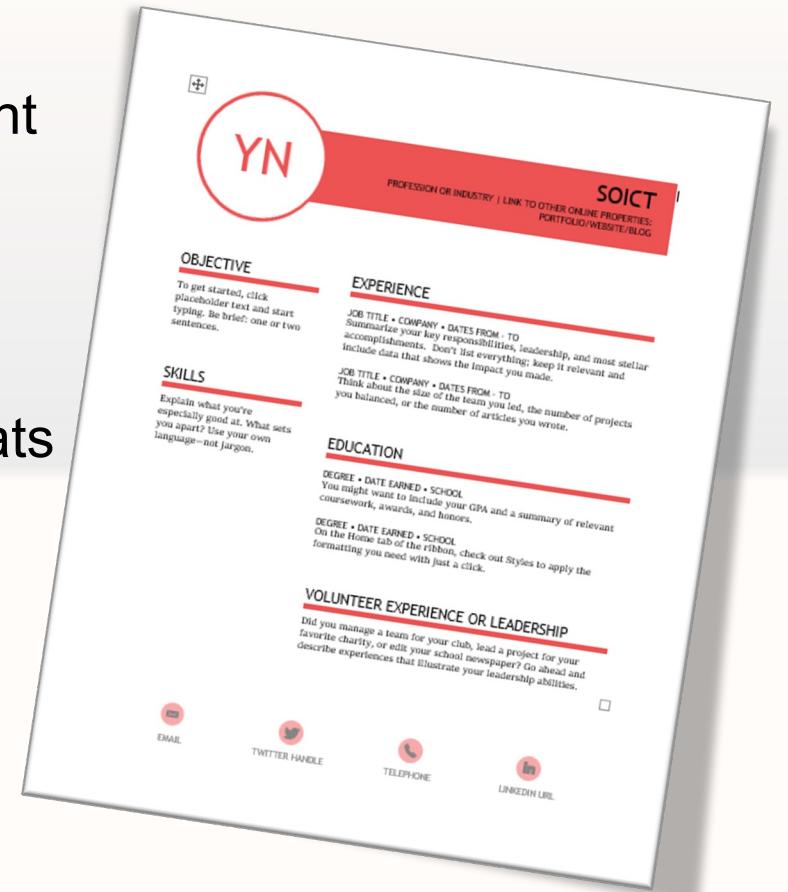


Introduction to Editor tools

What is an editor?



- **Editor tools allow to create and alter textual documents**
- Main functionalities
 - Show/Display the content of document
 - Allow users to alter the content
 - Customize font style, document style
 - Attach photos/images
 - Save document/Export to other formats
 - Support print tools

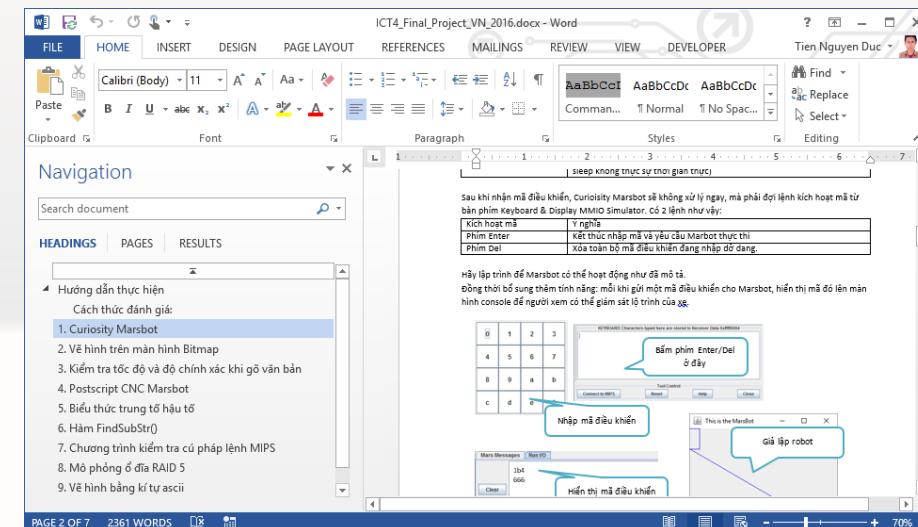


Editor softwares



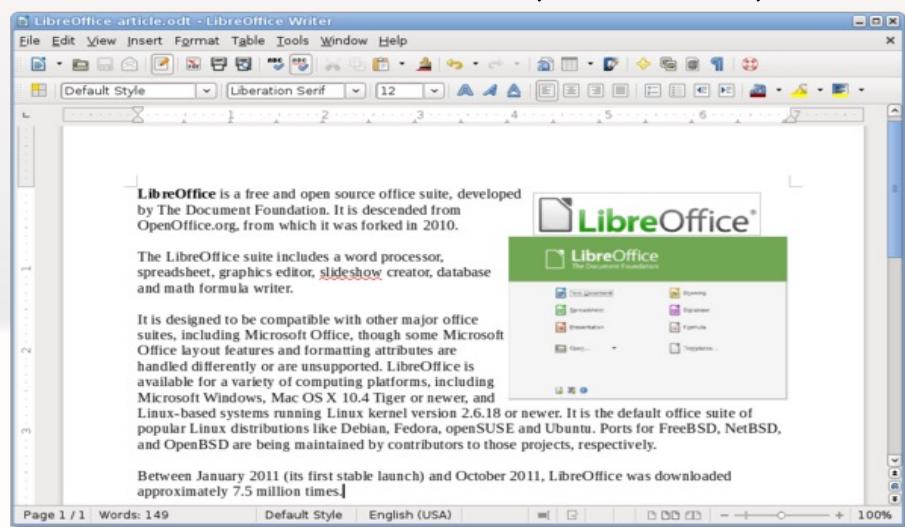
Microsoft Word

- Licensed
- Format .doc, .docx
- OS: Windows, MacOS



LibreOffice Writer

- Free
- Format .odt
- OS: Windows, MacOS, Linux



Others: OpenOffice, Apple Pages, BKAV eOffice...

Application



At school

- Editor project reports
- Editor thesis reports
- Scientific papers/reports

At work

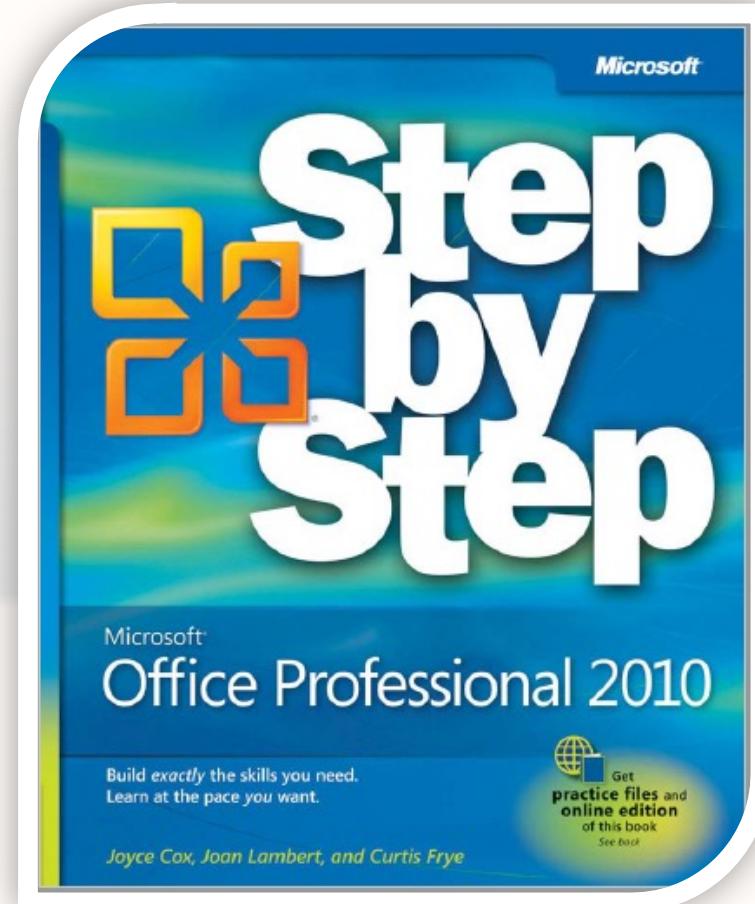
- CV to introduce yourself
- Project analysis documents
- Project Report
- Product Marketing

Using Word Office Tool



- This course focuses on introducing Word Office Tool
- It is possible to use any version of Word Office after 2010 Version
- References: Microsoft office professional 2010 Step by Step

[ftp://dce.hust.edu.vn/tiennd/nhapmoncntt/](http://dce.hust.edu.vn/tiennd/nhapmoncntt/)





Main Functionalities

Tab Design



- Any changes on Tab Design will be applied to
 - Theme for organizing everything in a systematic way
 - Style allows to present

Demo.docx - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAIL

Themes

Office

Facet Integral Ion

Ion Board... Organic Retrospect Slice

Wisp Badge Banded Basis

Berlin Celestial Circuit Crop

Damask Depth Dividend Droplet

Colors

Fonts

Paragraph Spacing

Effects

Set as Default

Custom

Office

Office 2007 - 2010

Grayscale

Blue Warm

Blue

Blue II

Blue Green

Green

Any changes to another theme when you had chosen a theme before may lead to incorrect forms

Font / Shape / Table



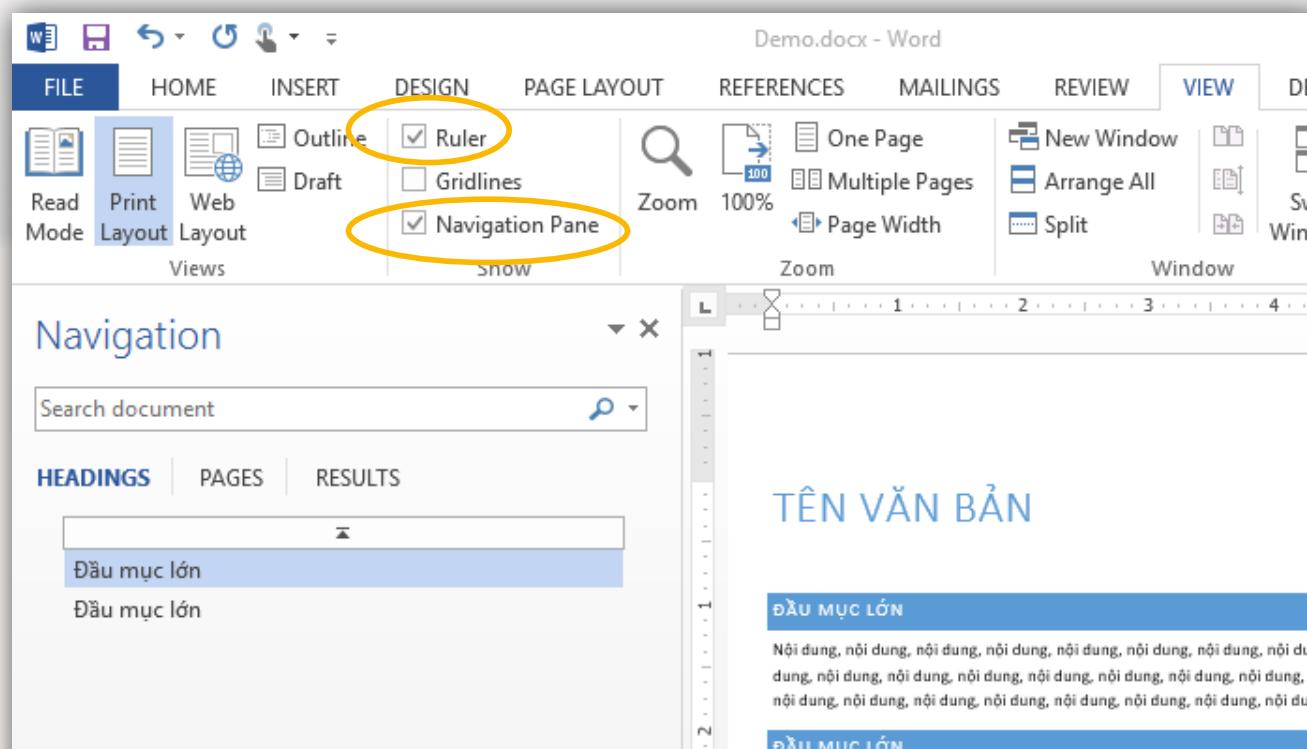
The screenshot shows a Microsoft Word document titled "Demo.docx" with the following features highlighted:

- Rules**: Points to the "Clipboard" section in the ribbon.
- Document content**: Points to the main text area containing three sections of placeholder text.
- Statistic information**: Points to the bottom of the ribbon, likely referring to the status bar.
- Ribbon Tool**: Points to the ribbon bar itself.
- 3 presentation modes: reading, web, doc**: Points to the bottom right corner of the ribbon.

Show supporting tool



- Show Ruler: to align the document
 - tab VIEW / group Show / Ruler
- Show Navigation Pane: to view the structure/table of contents
 - tab VIEW / group Show / chọn Navigation Pane



The screenshot shows the Microsoft Word ribbon with the 'VIEW' tab selected. In the 'Show' group, the 'Ruler' and 'Navigation Pane' checkboxes are checked and circled in yellow. The 'Navigation' pane is open, displaying a search bar and a list of headings: 'Đầu mục lớn' (Large heading) and 'Đầu mục lớn' (Large heading). The main document area shows the text 'TÊN VĂN BẢN' (Name of the document) and 'ĐẦU MỤC LỚN' (Large heading). The status bar at the bottom shows 'ĐẦU MỤC LỚN'.

Headings



- Headings make text stand out and help scan document
 - Add headings with heading styles
 - Benefits
 - Generate automatically table of contents
 - Create references
 - Changing styles applies to all the text using this style
 - Tab HOME / group Styles

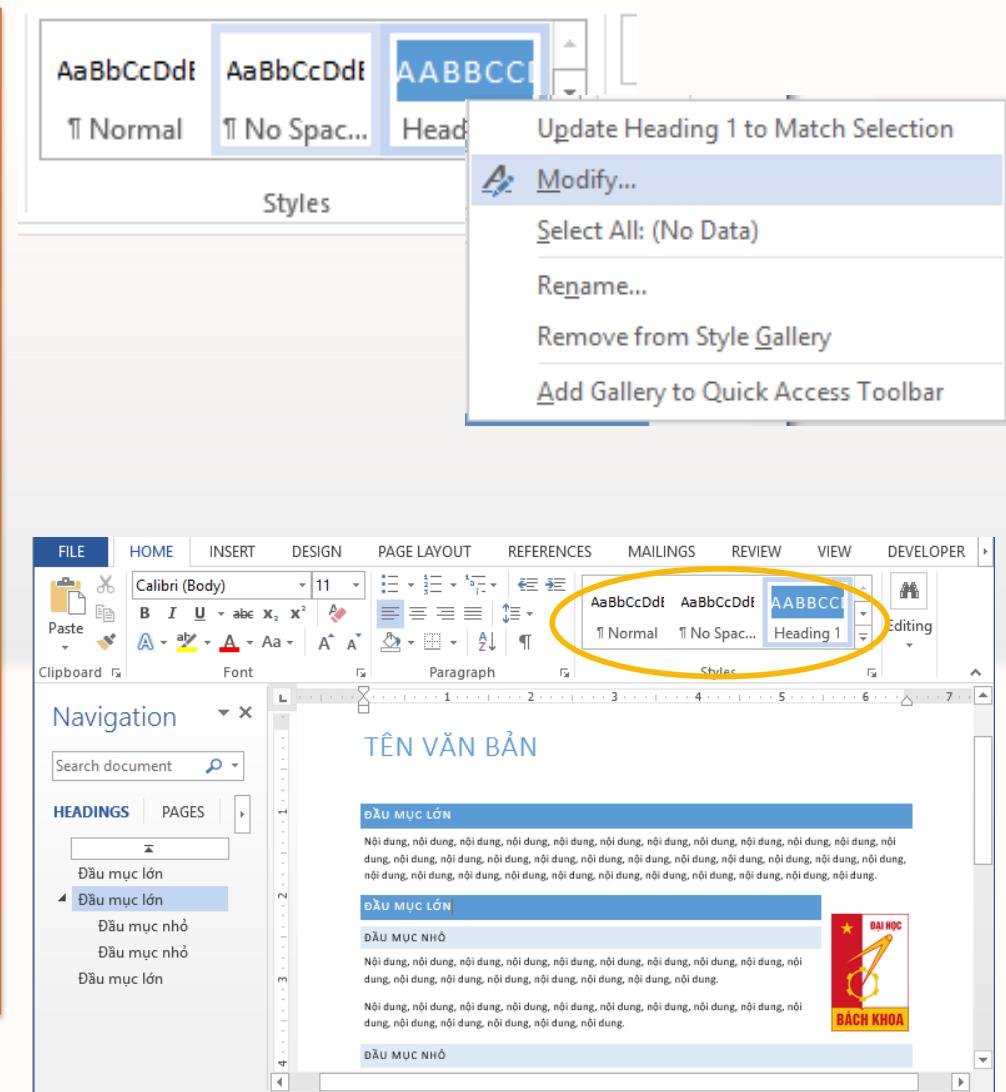
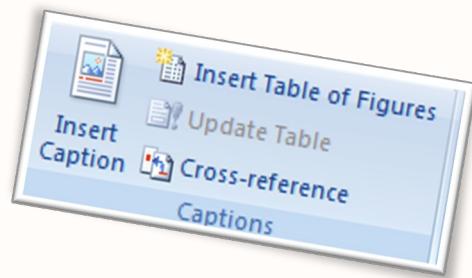


Table of Content

Mục lục

- All the heading text in the document will be added to the Table of Content
- Whenever text changes, to update the table of contents, select the table of contents or select the full text and press F9
- Tab REFERENCES / group Tables of Content
- See *the table of contents of the document in Navigation Pane*



1. Cách sử dụng Template	3
1.1. Đối với Microsoft Office.....	3
1.1.1. Chuẩn bị.....	3
1.1.2. Tạo báo cáo mới	3
1.1.3. Điền thông tin cho các trường dữ liệu tự động.....	3
2. Đặc tả định dạng text	6
2.1. Nội dung thường - normal text.....	6
2.2. Nội dung tiêu đề - Heading	6
2.2.1. Heading 1.....	6
2.2.2. Heading 2.....	6
2.2.3. Heading 3.....	7
3. Đặc tả định dạng trang in	7

Heading 1.....	1
Heading 2.....	1
Heading 3.....	1

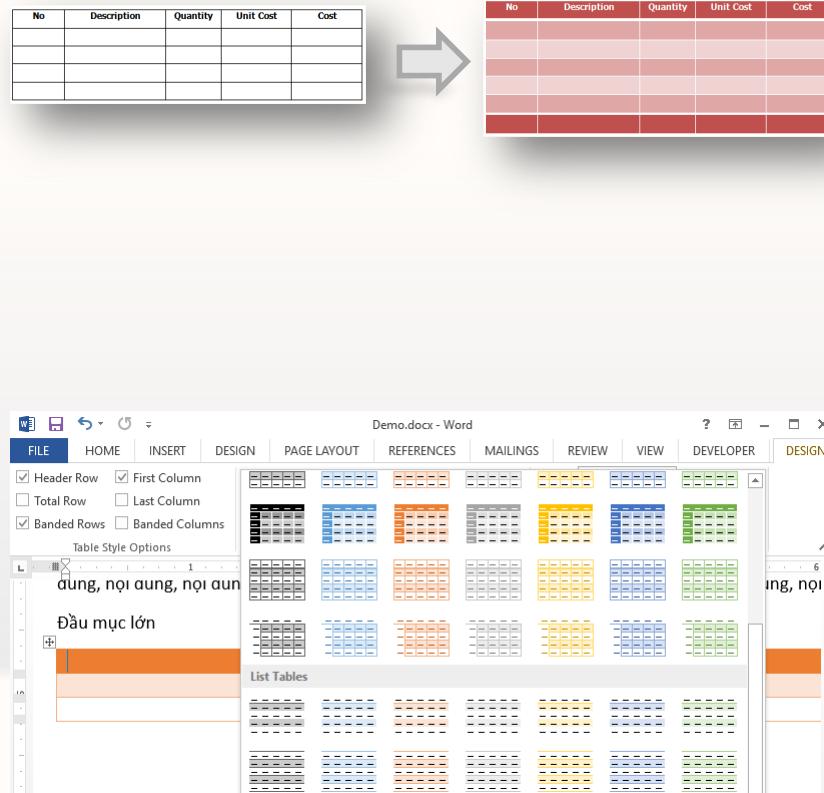


Table Design

Trình bày Table



- Automatically colorize the Table
- If additional columns and rows are added, the color is automatically re-painted
- It is possible to choose a special color for the first/last row/column.
- Click on Table / Design tab / Table Styles group

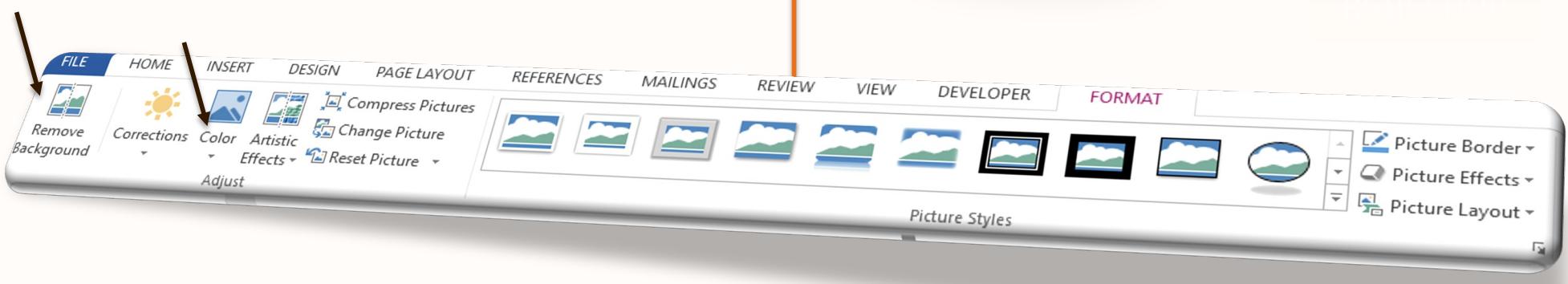


Picture Design

Trình bày Picture



- Select any Image, the Format ribbon will appear, with many default effects.
- The effect is fine-tuned by the functions “Picture Shape”, “Picture Border”, “Picture Effects”.
- Shapes also have similar features
- Remove Background and Color / Set Transparent Color function to remove background



SmartArt & Chart



- Create animation models, smart diagrams to represent a process, idea, workflow...
- Easy to edit

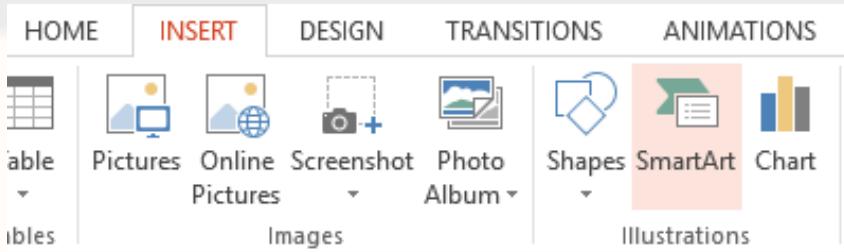


Table of Figures

Danh mục hình

- Step 1: Create a new caption
 - Select tab REFERENCES / group Captions / Insert Caption
 - Name the caption as Image
- Step 2: Set caption for each image in the file
 - Select tab REFERENCES / group Captions / Insert Caption
 - Choose caption as Image (named)
 - Press the OK button
- Step 3: Generate a list of images
 - Select the REFERENCES tab / group Captions / Insert Table of Figures
 - To update the image catalog and renumber the images, select the caption area and press F9

Hình 9: So sánh ưu điểm, nhược điểm của ASIC và FPGA	16
Hình 10: Cấu trúc của PLD (a) / PROM (b)	17
Hình 11: Cấu trúc của PLA (a) / PAL (b)	17
Hình 12: Phân loại FPGA theo kiến trúc tổng thể	18

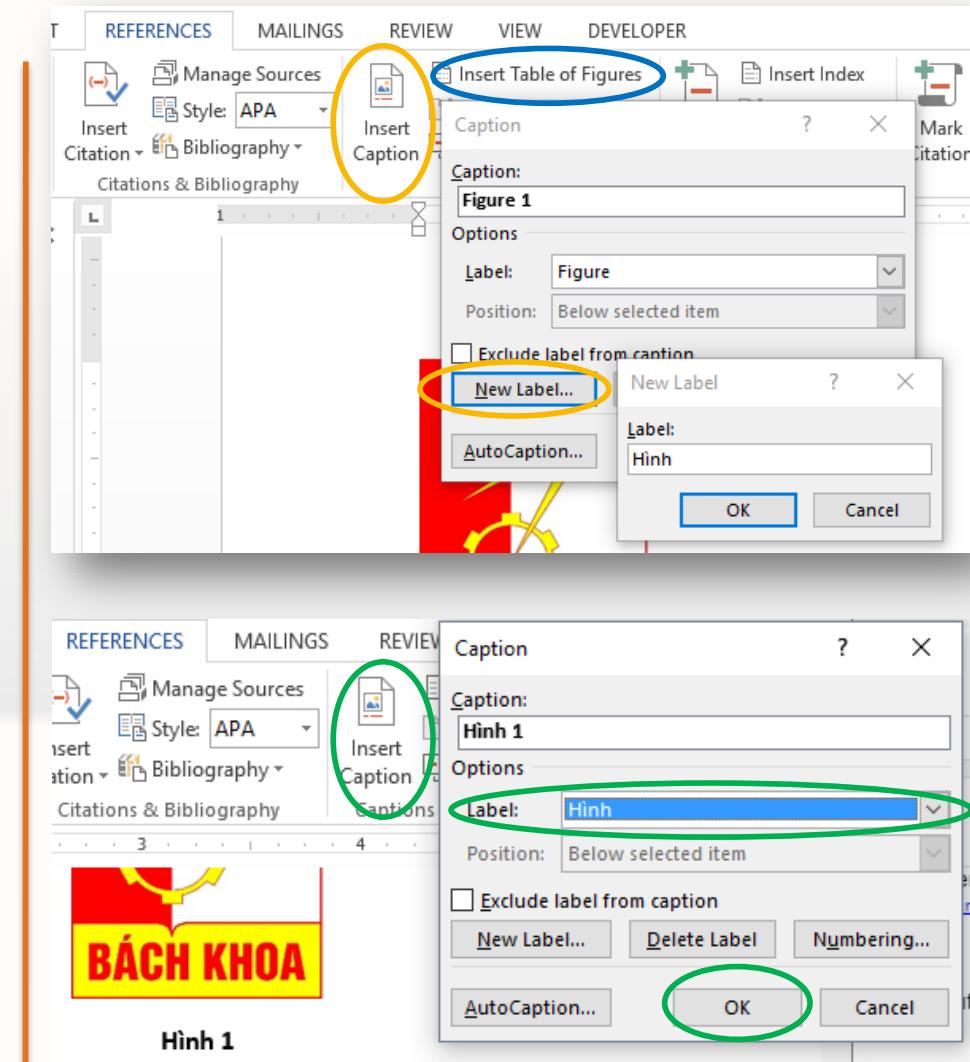


Table of Tables

Danh mục bảng

Bảng 15: Bảng chân lý mạch AND với tín hiệu vào không xác định.....	69
Bảng 16: Bảng vector ngắn	73
Bảng 17: Bảng mã phép toán trong BINADDER.....	81
Bảng 18: Bảng giải mã phép toán BINADDER	81

Bảng 19: Bảng mã hóa và giải mã cho bộ đếm BINADDER

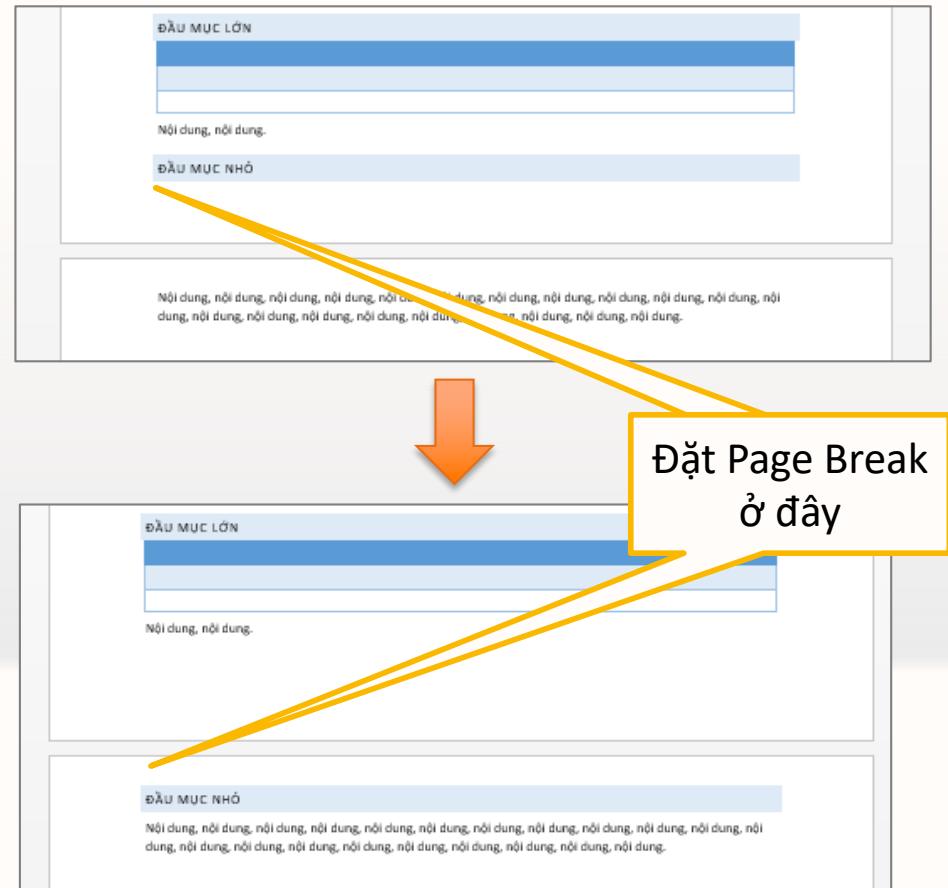
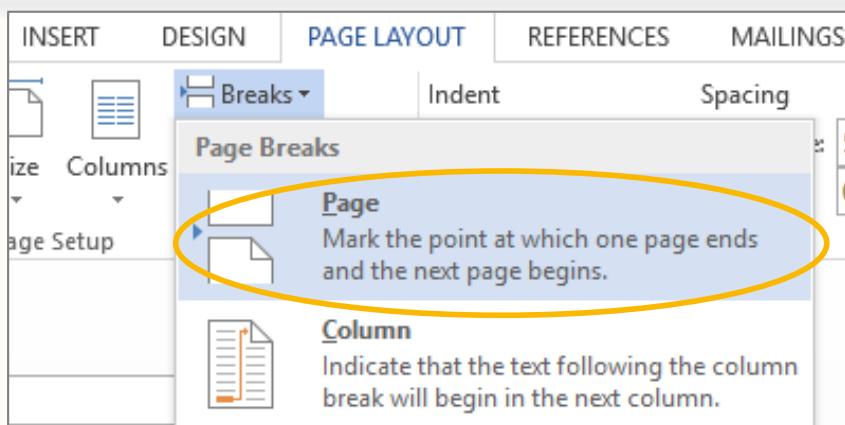
- Same as with Table of Figures

Page Break

Ngắt trang



- Page break allows the next content to be at the top of the new page.
- Select tab PAGE LAYOUT / group Page Setup / Breaks / Page



Paste As...

Specifical format when copy/paste



- When pasting content from another text, instead of pressing Ctrl+V, use the Context Menu (right-click menu) with various Paste options

keep the content but get the format of the destination file

SKILLS

Explain what you're especially good at. What sets you apart? Use your own language—not jargon.

..just paste the content, ignore the formatting

Skills

Explain what you're especially good at. What sets you apart? Use your own language—not jargon.

keep the content but get the format of the source file

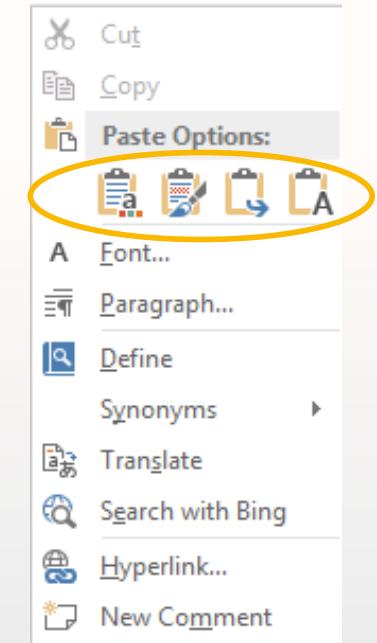
SKILLS

Explain what you're especially good at. What sets you apart? Use your own language—not jargon.

keep the content but mix the format of the source and destination files

SKILLS

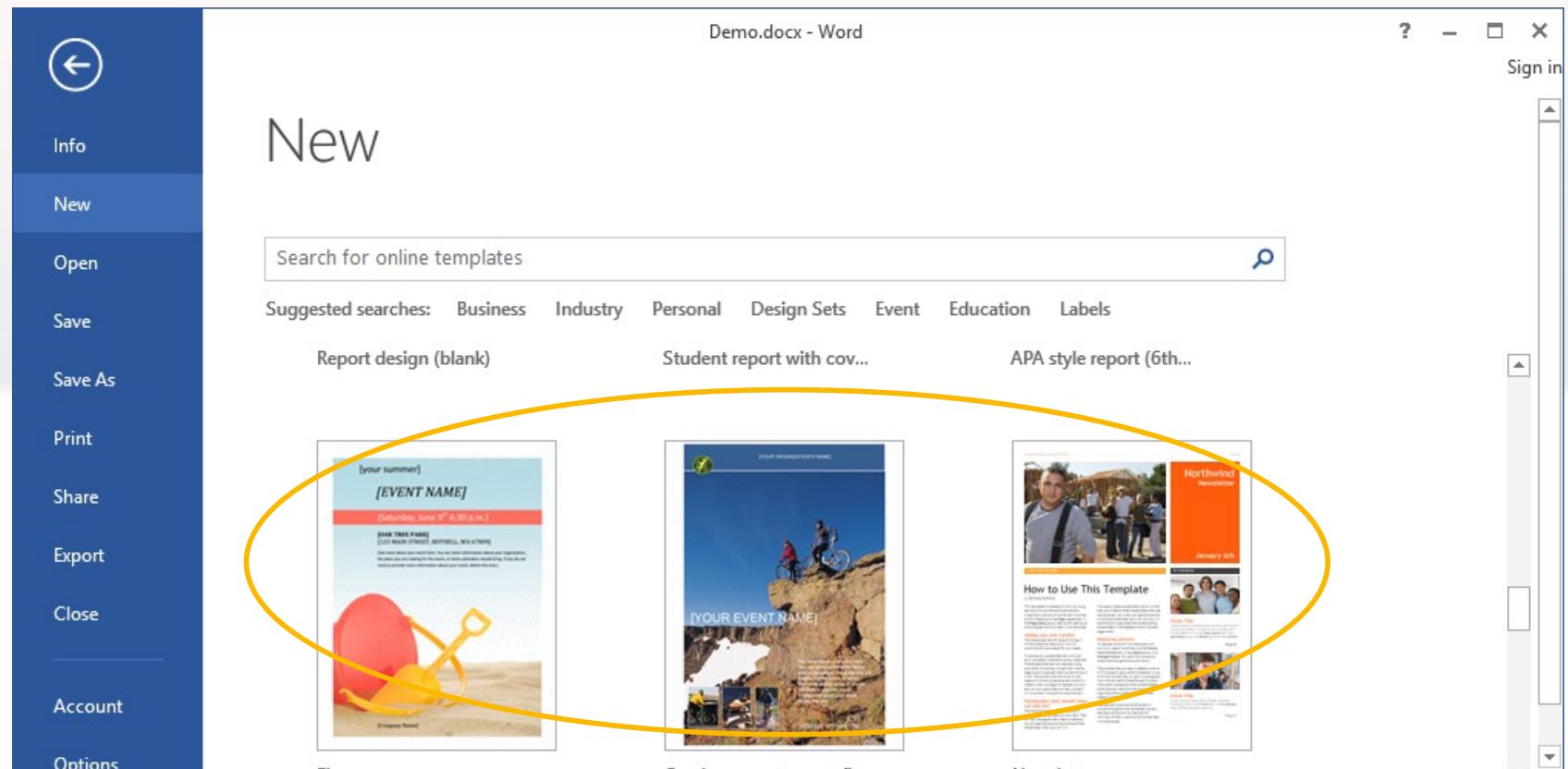
Explain what you're especially good at. What sets you apart? Use your own language—not jargon.



Using Online Template



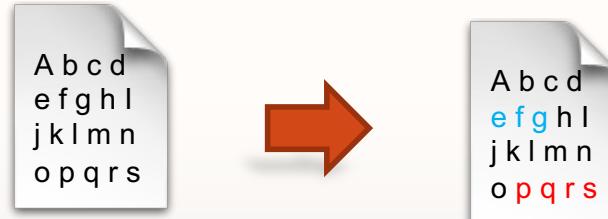
- When creating a new MS Word document, instead of creating a blank page, use the templates available for free



Colorize text



- Each time the document is edited, changes should be colorized so that the viewer can clearly see the text update.
- After sending the document to the client/manager, we continue to send newer documents in which any changes should be colorized
- Remind viewers of these coloring parts in email or doc history.



改版履歴			
Mốc thời gian	版	Mốc sửa đổi	Người sửa
2003/10/30	1	(STEP1)	宮川匠
2004/02/06	1	(STEP2)	宮川匠
2005/01/31	1	(STEP3)	幸田正義
2006/03/24	1	(STEP4)	幸田正義

Em gửi thay phiếu đề xuất HDKH2012. Đề thay tiện theo dõi thì:
- Các nội dung giống với phiếu cũ, em tô màu blue:
- Các nội dung mới viết thêm, em tô màu green:

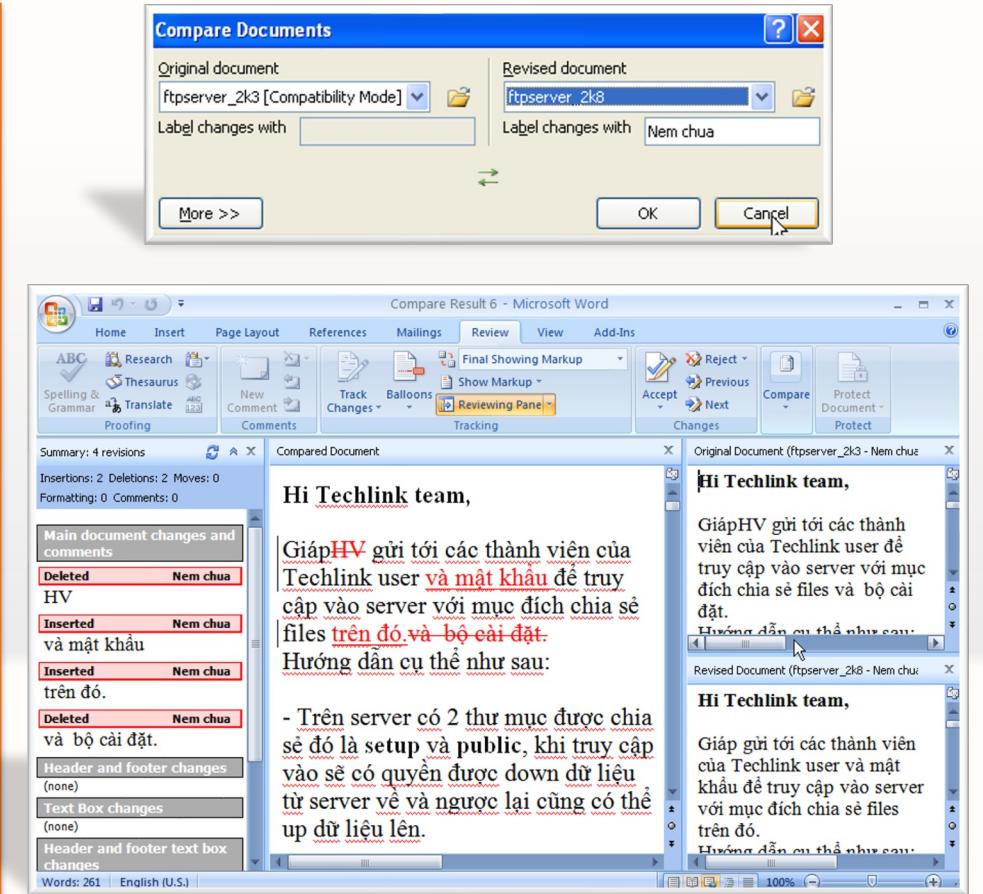
Compare two documents



- Received the message "**I have sent additional documents, please see**". Where are these additions



- This functionality compares any 2 documents to find out the difference
 - reduce document review time.
 - Focus on reviewing additions without reviewing the entire document.
- Select tab REVIEW / group Compare



Compare Documents

Original document: ftpserver_2k3 [Compatibility Mode] Revised document: ftpserver_2k8

Label changes with: Nem chua

Label changes with: Nem chua

OK Cancel

Compare Result 6 - Microsoft Word

Home Insert Page Layout References Mailings Review View Add-Ins

ABC Research Thesaurus New Comment Comments Proofing Track Changes Show Markup Reviewing Pane

Summary: 4 revisions
Insertions: 2 Deletions: 2 Moves: 0
Formatting: 0 Comments: 0

Main document changes and comments

- Deleted Nem chua HV
- Inserted Nem chua và mật khẩu
- Inserted Nem chua trên đó.
- Deleted Nem chua và bộ cài đặt.
- Header and footer changes (none)
- Text Box changes (none)
- Header and footer text box changes

Words: 261 English (U.S.)

Original Document (ftpserver_2k3 - Nem chua)

Hi Techlink team,
GiápHV gửi tới các thành viên của Techlink user và mật khẩu để truy cập vào server với mục đích chia sẻ files trên đó. và bộ cài đặt. Hướng dẫn cụ thể như sau:

- Trên server có 2 thư mục được chia sẻ đó là setup và public, khi truy cập vào sẽ có quyền được download dữ liệu từ server về và ngược lại cũng có thể upload dữ liệu lên.

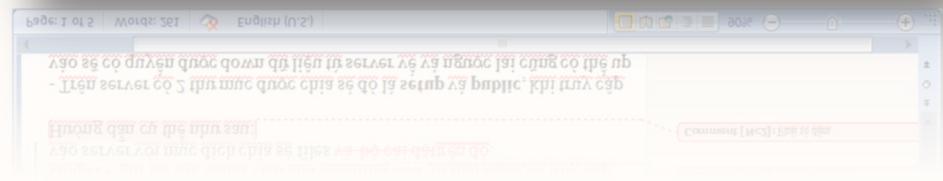
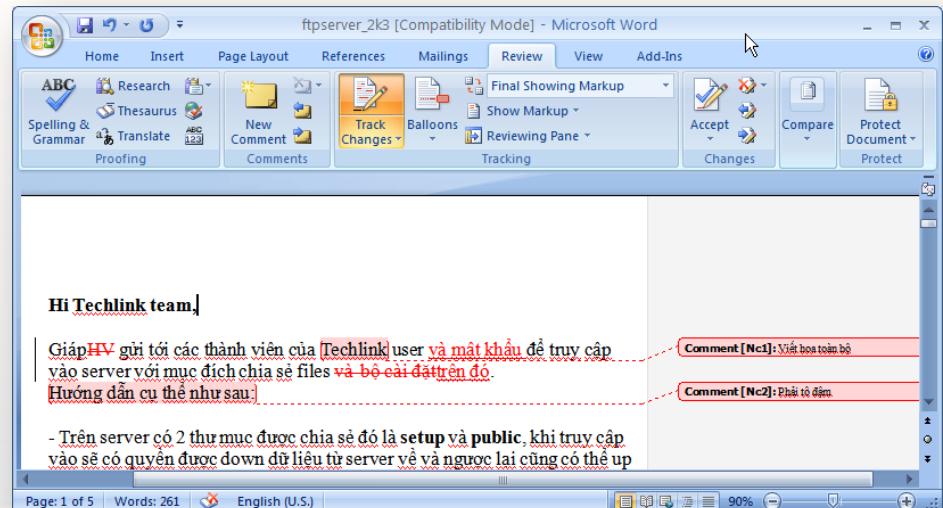
Revised Document (ftpserver_2k8 - Nem chua)

Hi Techlink team,
Giáp gửi tới các thành viên của Techlink user và mật khẩu để truy cập vào server với mục đích chia sẻ files trên đó. Hướng dẫn cụ thể như sau:

Track changes



- After updating a document, each person must also keep track of what they have corrected, in order to:
 - Check again
 - Distinguishing coloring
 - Send test order
- Use the “Track Change” function
- 4 viewing can be changed
 - (1) viewing the original
 - (2) the new version
 - (3) the original + the change mark
 - (4) the new version + the change symbol.
- The manager adds comments or approves changes.



Mail Merge



- A combination of static and dynamic content to form a series of documents that share the same format.
- Static content is presented in a .docx file, while dynamic content is populated in an .excel file
- Apply: to create invitations, announcements, thank you letters, report cards...

1. Số lượng sinh viên toàn đoàn: «Số_SV»

2. Địa điểm thực tập: «Địa điểm thực tập»

3. Thời gian thực tập: «Thời_gian»

4. Họ và tên cán bộ trưởng đoàn: Nguyễn Đức Tiến

Họ và tên sinh viên thực tập/ trưởng nhóm: «Trưởng_nhóm»

A	B	C	D	E	F	G	H	I
1	Năm học	Học kỳ	Mã học	Đơn vị thực tập	Thời gian	Số SV	Trưởng nhóm	
2	2015-2016	20152	IT4991	Công ty CP Trueplus Việt Nam	15/2/2016 – 20/05/2016	6	Đàm Khắc Tạo	
3	2015-2016	20152	IT4992	Công ty CP Trueplus Việt Nam	15/2/2016 – 20/05/2016	1	Phạm Hoàng Khương	
4	2015-2016	20152	IT4991	Công ty TNHH Alt Plus Việt Nam	15/2/2016 – 20/05/2016	5	Đỗ Đức Minh	
5	2015-2016	20152	IT4991	Công ty Cổ phần Truyền thông và Phát tri	15/2/2016 – 20/05/2016	1	Nguyễn Tuấn Anh	
6	2015-2016	20152	IT4991	Công ty TNHH Liên kết Công nghệ	15/2/2016 – 20/05/2016	2	Nguyễn Đại Phong	
7	2015-2016	20152	IT4991	Trung tâm khí tượng thủy văn quốc gia	15/2/2016 – 20/05/2016	2	Nguyễn Hương Vũ	

1. Số lượng sinh viên toàn đoàn: 2

2. Địa điểm thực tập: Trung tâm khí tượng thủy văn quốc gia

3. Thời gian thực tập: 15/2/2016 – 20/05/2016

4. Họ và tên cán bộ trưởng đoàn: Nguyễn Đức Tiến

Họ và tên sinh viên thực tập/ trưởng nhóm: Nguyễn Hương Vũ

1. Số lượng sinh viên toàn đoàn: 2

2. Địa điểm thực tập: Công ty TNHH Liên kết Công nghệ

3. Thời gian thực tập: 15/2/2016 – 20/05/2016

4. Họ và tên cán bộ trưởng đoàn: Nguyễn Đức Tiến

Họ và tên sinh viên thực tập/ trưởng nhóm: Nguyễn Đại Phong

Common issues



- Table of contents, list of figures/tables are faulty

OTHER PRECAUTIONARY STEPS TO BE TAKEN	6
AN OVERVIEW OF THE SURGICAL TREATMENT	Error! Bookmark not defined.
PRECAUTIONS TO BE TAKEN AFTER SURGERY	Error! Bookmark not defined.
CONCLUSION	7
References.....	Error! Bookmark not defined.

- **Cause:** Content of Heading changed, but the table of contents and categories have not been updated.
- **Solution:** click on the table of contents, categories and press F9 to update again

Ví dụ minh họa



Tên văn bản

Đầu mục lớn

Đầu mục lớn

Đầu mục nhỏ

Đầu mục nhỏ

Đầu mục lớn

TÊN VĂN BẢN

CONTENTS

Đầu mục lớn	1
Đầu mục lớn	1
Đầu mục nhỏ	1
Đầu mục nhỏ	1
Đầu mục lớn	1
Đầu mục nhỏ	1

ĐẦU MỤC LỚM

ĐẦU MỤC LỚN

ĐẦU MỤC NH

ĐẦU MỤC NH

ĐẦU MỤC LỚM

ĐẦU MỤC NH

Lab 01



- Open Demo.Original.docx
- Using tab DESIGN / group Document Formation change **Theme** and **Style** of the document
- Save to file Demo.Result.docx

Lab 02



- Open file
Demo.Original.docx
- Use tab DESIGN / group
Page Background /
Watermark / to change the
background of the document
- Save to file
Demo.Result.docx

Tên văn bản

ĐẦU MỤC LỚN
nội dung, nội
dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội
dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội
dung, nội dung, nội dung.

ĐẦU MỤC LỚN
Đầu mục nhỏ
nội dung, nội
dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội dung,
nội dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội
dung, nội dung, nội dung, nội dung, nội dung.

ĐẦU MỤC LỚN
Đầu mục nhỏ
nội dung, nội
dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội dung, nội
dung, nội dung, nội dung, nội dung, nội dung.

ĐẦU MỤC LỚN

Lab 03



- Open file Demo.Original.docx
- Use tab DESIGN / group Document Formation / Colors and Fonts/ to change **the color style and font style** of the document
- Save to file Demo.Result.docx

Lab 04



- Open file Demo.Original.docx
- Use tab HOME / group Styles / to apply heading style to a Heading text
- Show Ruler and Navigation Pane
- Verify the content of Heading showed at the Navigation Pane.
- Save file to Demo.Result.docx

Lab 05



- Open file Demo.Original.docx
- Use tab HOME / group Styles / to apply other heading styles in the document.
- Show Ruler and Navigation Pane
- Verify the content of heading showed in Navigation pane
- Save to file Demo.Result.docx

Lab 06



- Open file Demo.Original.docx
- Use tab HOME / group Styles / to apply **Strong** font style to the text **SOICT** in the document
- Using tab HOME / group Styles/ customize **Strong style** to have font Arial, Size 24, **blue**
- Save to file Demo.Result.docx

Lab 07



- Open file Demo.Original.docx
- Use tab REFERENCES/ group Table of Contents / to create automatically the table of contents for the document.
- Customize your document so that the headings appear in different pages.
- Change “Đầu mục lớn” to “Phần”, Change “Đầu mục nhỏ” to “Chương”.
- Update the table of contents.
- Save to Demo.Result.docx

Lab 08



- Open file Demo.Original.docx
- Use tab PAGE LAYOUT/ group Page Setup / to setup Page Break before the headings “Đầu mục lớn”.
- Add more content after the first “Đầu mục lớn”.
- Review the changes applied to other “Đầu mục lớn”
- Save to file Demo.Result.docx

Lab 09



- Open file Demo.Original.docx
- Use tab INSERT / group Page/ Cover Page to add a cover page.
- Input the student information in the cover page.
- Save to file Demo.Result.docx

Lab 10



- Open file Demo.Original.docx
- Use tab REFERENCES/ group Captions/ Insert Caption / to create a caption named **Hình**.
- Setup captions for all photos of the document
- Fill in the details of the caption to explain the photo.
Example: Logo of Bach Khoa school; Logo of Institute of Information and Communication Technology; Floor plan of Bach Khoa school
- Insert the List of Pictures at the beginning of the file
- Save the results to the file Demo.Result.docx

Lab 11



- Open file Demo.Original.docx
- Use tab REFERENCES/ group Captions/ Insert Caption / to edit the old caption named “Hinh” to have Numbering to number as A,B,C...
- Add content so that the SOICT logo is on page 2.
- Use tab HOME / group Styles / edit Caption style to center align, blue text color, font size 15
- Click Table of Figures at the top of the file, press F9 to update the content again.
- Save the results to the file Demo.Result.docx

Lab 12



- Open file Demo.Original.docx
- Add vietnam.jpg and set the Caption **Hình** for this picture.
- Click Table of Figures at the top of the file, press F9 to update the catalog again.
- Save the results to the file Demo.Result.docx

Lab 13



- Open the file Demo.Original.docx
- With the Bach Khoa logo, use the FORMAT tab / Picture Styles group to change the effects
- With SOICT logo, use FORMAT tab / Adjust group / Color / to change to yellow
- For a photo of the HUST campus, use the FORMAT tab / group Adjust / Remove Background/ to display only the logo on the background of the image.
- Save the results to the file Demo.Result.docx

Lab 14



- Open the file Demo.Original.docx
- Select table
- Use the DESIGN tab / Table Styles group / to change the style
- Use the DESIGN tab / group Table Style Options / to fine-tune the display style
- Save the results to the file Demo.Result.docx

Lab 15



- Open the file Demo.Original.docx
- Use tab REFERENCES/ group Captions/ Insert Caption / to create a new caption named “Bảng”.
- Set “Bảng” captions for all boards.
- Fill in the details next to the caption to explain the table.
- Insert Table List at the beginning of the file
- Save the results to the file Demo.Result.docx

Lab 16



- Open the file Demo.Original.docx
- Use tab INSERT / group Illustrations / Smart Art / to present the contents of the course “Nhập môn CNTT” more beautifully.
- Changing Smart Art about “Viện CNTT&TT”
- Save the results to the file Demo.Result.docx

Lab 17



- Open the file Demo.Original.docx
- Use tab INSERT / group Illustrations / Chart / to draw a chart about 12 the most searched programming languages
- Change Chart of the next 8 programming languages
- Save the results to the file Demo.Result.docx

Lab 18



- Open the file Project1.Original.docx
- View the design of the Calculator software interface with the Shapes tool.
- Use tab INSERT / group Illustrations / Shapes / New Drawing Canvas .. to create a drawing area
- Use tab INSERT / group Illustrations / Shapes / with shapes to design Paint software interface.
- Save the results in the file Project1.Result.docx

Lab 19

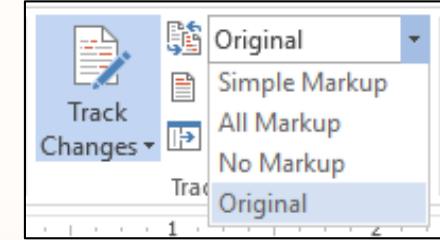


- Open file ver1.docx and file ver2.docx
- Observe the two documents and Find out the differences between the 2 files
- Use the REVIEW tab / group Compare / to compare and highlight the difference right away

Lab 20



- Open file Nhiemu.Original.docx



- Use tab REVIEW / group Tracking / click on Track Changes / to start the review process on the document
- Insert the individual information to file
- Set Style is **Heading 2** for all the sections 1, 2, 3
- Select the text “**Các tính năng tùy chọn**”, then open tab REVIEW /group Comments/ New comment/ to add a comment with the content “**SV đã hoàn thành**”
- Use tab REVIEW / group Tracking / change Display to Review / để Verify all changes
- Use tab REVIEW / group Changes/ select Accept or Reject to accept or reject changes.
- Save to file Nhiemu.Result.docx

Lab 21



- Open the file ADCoding.Original.docx

- In this file already defined Style is Coding.

- Please select each code text, then apply Style CodingArea to those codes.

- Save the results in the file
ADCoding.Result.docx

Individual Exercise 1



- Please select a course report that the student has done, save it with the file name
<MaSoSV>.BTL1.Original.docx. Example
20152345.BTL1.Original.docx
- Apply learned operations to present the course report.
Store as <MaSoSV>.BTL1.Result.docx

Individual Exercise 1



- Write your CV to introduce yourself. Use any of the templates, or one of the three templates in the BTL2 folder
- Archive with the file name <MaSoSV>.CV.docx. Example 20152345.CV.docx

Xin cảm ơn

Chú ý



- Nghỉ tuần 11 => học tiếp tuần 13
- Bài tập 03 nội dung: Word, Presentation, Excel
=> nộp vào tuần 13