

SCIENCE FAIR REPORT FORMATTING

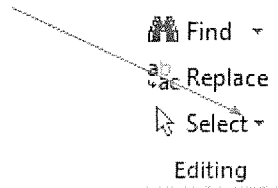
Practice Document Instructions



Incarnate Word Academy

Single Space Entire Document:

Look in the upper right hand corner of the menu while in the **HOME** tab. Click the down button next to **SELECT**.



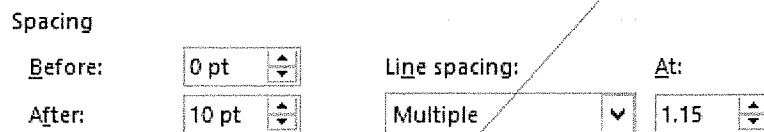
Choose **SELECT ALL**.

Right click with your mouse while pointing to any part of the selected text.

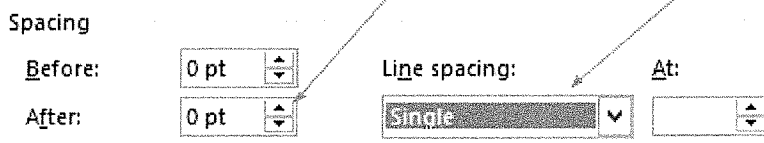
Choose **PARAGRAPH...**

When the menu box appears make two changes: Change **AFTER/SPACING** from 10 pt. to 0 pt. and **LINE SPACING** from Multiple to Single.

Before:

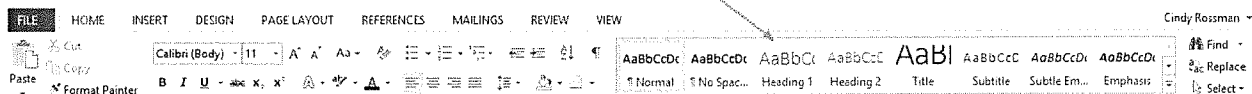


After:



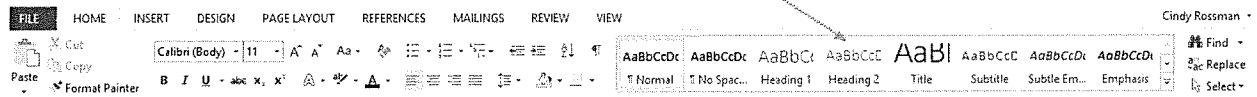
Apply Headings

Highlight the following titles in the document one at a time. While each title is highlighted, click **HEADING 1** in the menu bar while on the **HOME** tab.



- ✓ Abstract
- ✓ Introduction
- ✓ Experimental
- ✓ References

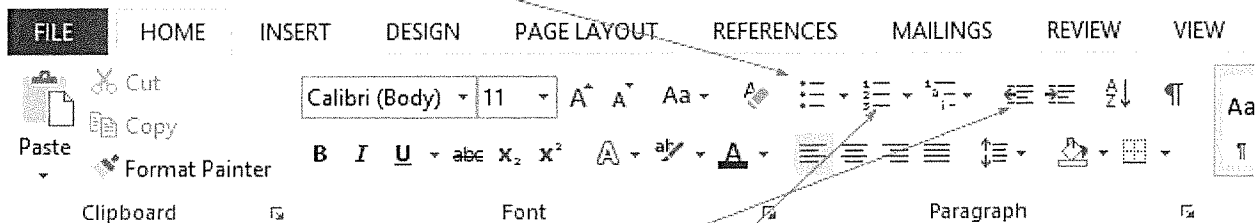
Next apply secondary headings using the same procedure as above but this time select **HEADING 2** for the following subtitles:



- ✓ Reason for Interest
- ✓ Historical Background
- ✓ Scientific Background
- ✓ Reason Proof Should be Done
- ✓ How Information Can be Used
- ✓ Problem, Need, or Question
- ✓ Hypothesis or Design Statement
- ✓ Materials
- ✓ Procedure
- ✓ Observation
- ✓ Data Analysis
- ✓ Conclusion
- ✓ Credits

Format Lists

Scroll to the **MATERIALS** section. With your mouse, select all the *content* in that section (not the title). In the menu bar, choose the *bullet button* while in the HOME tab...



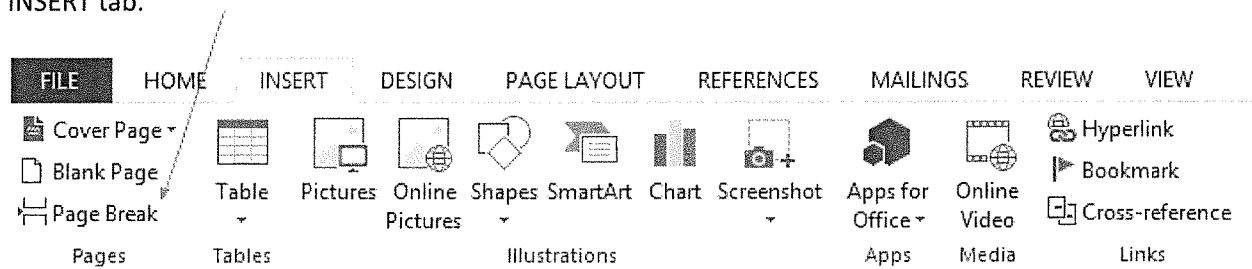
Your bulleted list will automatically jump five spaces to the right. Reduce the indent while still selected by clicking the *reduce indent button*. Notice the hanging indent in your list. This refers to the clean left margins among the words regardless of whether the bulleted item is one line or several.

Now select all the text in the **PROCEDURE** heading (but not the heading). Follow the same steps as above except this time choose the *numbered list button* instead of bullets. Once the list is numbered, reduce the indent so that the numbers are on the left margin.

Finally, go the **CREDITS** section and follow the procedure above, making the names contained in this section a bulleted list.

Add Page Breaks

You will add formal page breaks to select sections in your paper. When done, this tells the computer to start a new page at specific sections. The computer will continue to maintain a new start of page even if you edit your paper after the page breaks are input. This is done by placing your cursor at the very beginning of the word you wish to begin a new page. From the *Insert Tab*, choose **PAGE BREAK**. The location of this button will vary slightly from version to version of Word, but is always located in the INSERT tab.

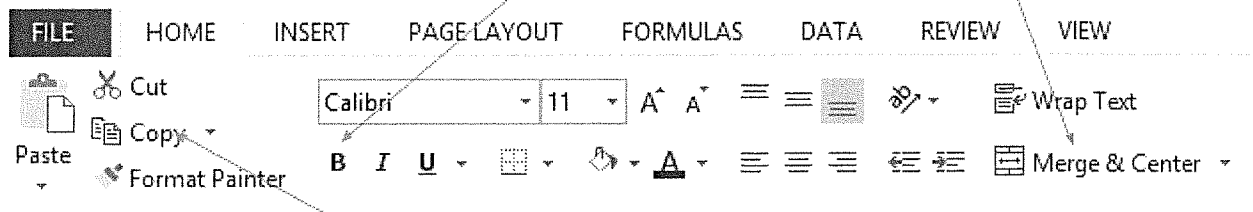


Put your cursor before the “I” in **Introduction** and click **PAGE BREAK**. Do the same before the first letter in the following sections:

- ✓ Experimental
- ✓ References

Adding Data and Tables

While your science fair formatting template is still open, also upon up (using Excel) the *SF Practice Formatting Data Spreadsheet Student Template* file. It contains a generic spreadsheet that will be used to practice adding data tables and graphs to the science fair research report. When you create your data table, make sure you input only numbers into the cells. If you try and include a unit of measure, the spreadsheet will not show the numbers in the graph. The unit of measure will be added afterwards as an axis label. Start by taking your mouse and highlighting cells A1 through D1. Click the **MERGE AND CENTER** button in Excel. While still selected, apply **BOLD** formatting to the title.



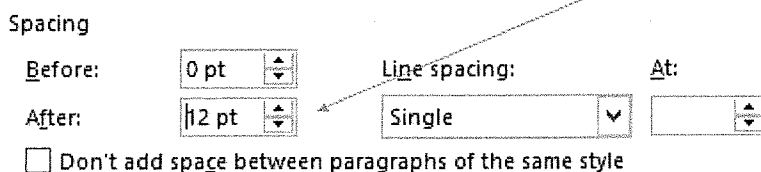
Select cells A1 through D5. Click **COPY** in the menu. Switch back to your Word Document and place the cursor at the end of the *Observations* section, just before the *Data Analysis* section. Click **PASTE** to place your data table in your report. Return to the Excel spreadsheet.

With the data table still selected, click the INSERT tab at the top of the screen. Choose LINE chart.

The view in your version of Excel may vary slightly, but the general selections will remain consistent. Click on the first line graph choice. You will need to change the CHART LAYOUT or DESIGN in order to add or edit your chart and axis titles. Once you have done so, click on the chart to select it. It will behave like a piece of clipart. Copy and paste it into your research report under the data table.

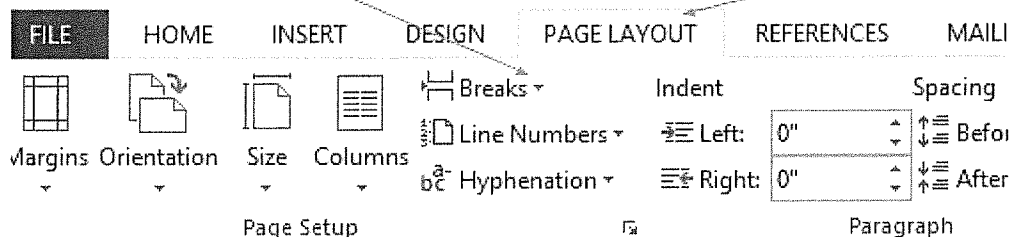
Formatting Paragraphs

Select the body text only in the HISTORICAL BACKGROUND section. While pointing with your mouse inside any line of the selected text, choose PARAGRAPH. Change the 0 to 12 in the AFTER box. Then do the same for the SCIENTIFIC BACKGROUND section. Make sure you do not highlight the section headings when doing this.

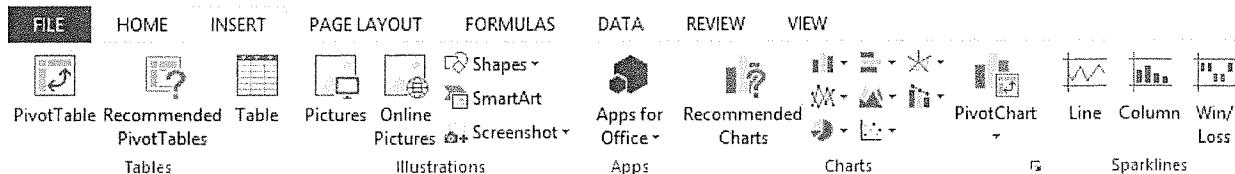
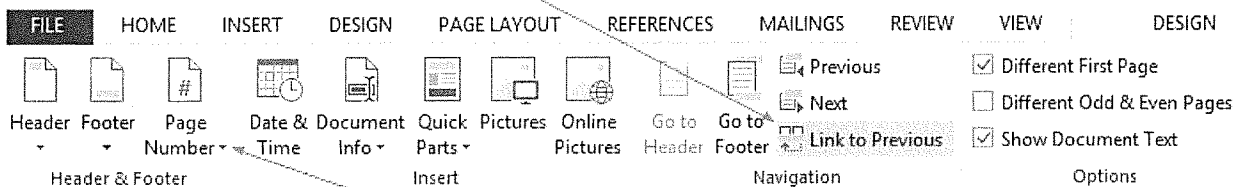


Adding Page Numbers

Place cursor at the very beginning of the report before the "A" in ABSTRACT. Choose PAGE LAYOUT tab, then the down arrow next to BREAKS. Select NEXT PAGE.



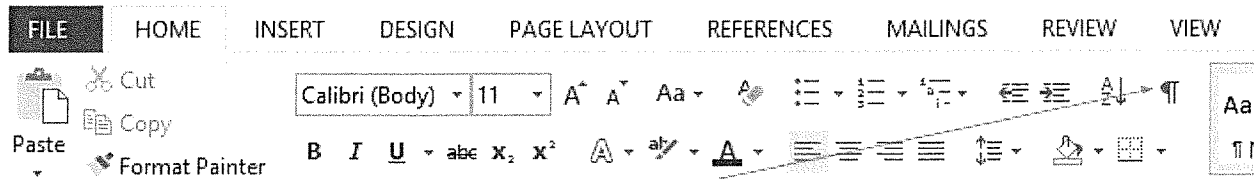
Double click in the header section of the page that contains the word ABSTRACT. This will open the header window. The LINK TO PREVIOUS link must be de-selected by clicking on it with your mouse. This will allow you to tell the computer that you want this second sheet in your document to start with the number one.



Next click on the down arrow next to **PAGE NUMBER** and select the option that places the page number in the upper right corner of the page. Confirm that the page with **ABSTRACT** is numbered one.

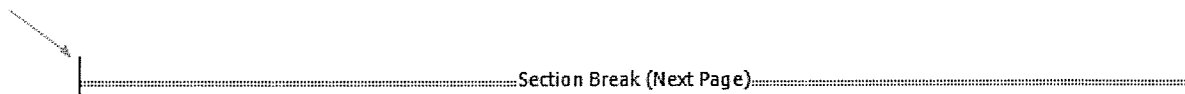
Adding a Table of Contents

For this task, it is best to turn on the **SHOW/HIDE** button in the menu because your cursor must be precisely placed.



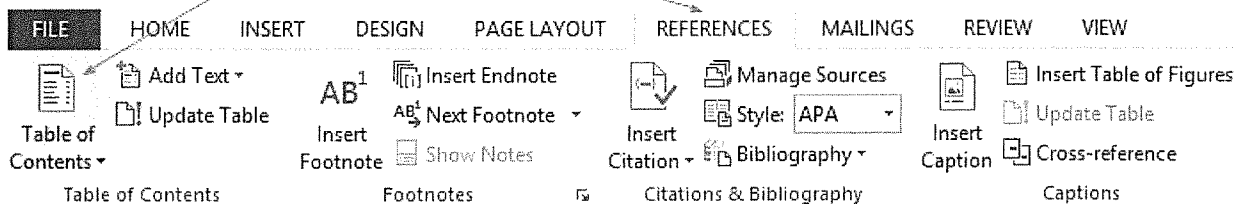
To do this, click the **SHOW/HIDE** button.

You will need to position your cursor at the beginning of the hidden section break. It should look like this:



Click

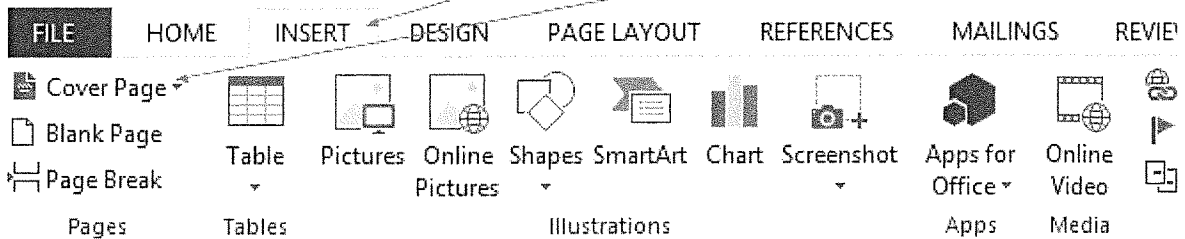
on the **REFERENCE** tab. Choose **TABLE OF CONTENTS**. Select the second choice (the one with the title *Table of Contents*). Your TOC is automatically generated for you based on the headings you created during formatting. Make sure you do NOT create a TOC until you are completely finished with your



report. It is the one element that will not update itself.

Create your Cover Page

Place your cursor before the "T" in *Table of Contents*. Click the **INSERT** tab and choose **COVER PAGE**. Your view may differ slightly; however, the general position should be the same on your screen.



Multiple templates will appear. You are the chooser. Once you load the template, click in each section to replace the template information with your information. The text boxes will act like clipart. If the cover page you choose contains more text than you want, click on the box and hit delete to remove unwanted text boxes. Remember to save your valuable work often. You now have your entire report formatted in a single document