

Some hints about using Microsoft Word 2007 to create diagrams

More hints at, e.g., <http://www.brad.ac.uk/lss/documentation/graphics-word2007/graphics-word2007.pdf>

1	Norwegian language	English language	Location on screen, other hints
2	<i>To start a new diagram; position the cursor on the page; then:</i>		
3	Sett inn	Insert	Top menu, no. 2 from left
4	Illustrasjoner: Figurer	Illustrations: Shapes	Group 3 from left
5	Nytt lerret	New Drawing Canvas	Bottom of scroll-down menu
6	<i>As long as canvas is active, the menu "Tegneverktøy/Drawing Tools: Format" is open</i>		
7	<i>Typically, we start with 2 axes, i.e., 2 piler/arrows</i>		
8	Sett inn figurer	Insert Shapes	Leftmost group in menu
9	<i>In this box many different 2 and 3 dimensional elements (shapes) are shown</i>		
10	<i>The name of each shape is shown if you keep the cursor over it</i>		
11	<i>More shapes are available by means of the small arrows on right edge of box</i>		
12	Pil	Arrow	Left-click once on pil/arrow
13	<i>Position cursor in canvas where you want the origin; then left-click once</i>		
14	<i>Move cursor to where axis should end (in an arrow); then left-click once</i>		
15	<i>If not satisfied, use regret function, top of page, no. 3 from left</i>		
16	<i>If satisfied, repeat lines 12–14 to make the second axis</i>		
17	<i>Make now concave curve in diagram</i>		
18	Sett inn figurer: Bue	Insert Shapes: Arc	Left-click once on bue/arc
19	<i>Position cursor in canvas where you want left end of arc, left-click once</i>		
20	<i>Arc is "marked by handles" (small circles/squares), ready to be moved and stretched</i>		
21	<i>Blue handles are used to stretch arc in various directions, green to rotate</i>		
22	<i>To move arc, but keep its shape: Point at arc; hold down left mouse button; drag</i>		
23	<i>To turn off marking when a shape is completed: Click an empty part of canvas</i>		
24	<i>(See also line 15 above)</i>		
25	<i>To select (mark) a shape (e.g., arc or arrow) for changing or moving: Left-click it</i>		
26	<i>To make lines and curves: There are two types, connectors and non-connectors</i>		
27	<i>Connectors attach end points to end points of other (existing) shapes</i>		
28	<i>More often we need lines and curves which are not this type of connectors</i>		
29	<i>To draw line from point on arc to horizontal axis: Use shape "Freeform"</i>		
30	Sett inn figurer: Frihåndsform	Insert Shapes: Freeform	Left-click once on frihåndsform/freeform
31	<i>Position cursor in canvas where you want one end of line; left-click once</i>		
32	<i>Move cursor to where you want other end; without holding mouse button; double-click</i>		
33	<i>Change with one endpoint fixed: Select; click other endpoint; hold mouse button; drag</i>		
34	<i>To change to dashed line (or curve): Select and right-click to get menu</i>		
35	Formater autofigur	Format AutoShape	Left-click in menu
36	<i>To enter text, symbols, etc., in diagram: Make text box</i>		
37	Sett inn figurer: Tekstboks	Insert Shapes: Text Box	Left-click once the text box in the Insert Shapes group (leftmost)
38	<i>Position cursor in canvas where you want text box; left-click once</i>		
39	<i>Left-click in text box for menus to change format, font, to sub/superskript, etc.</i>		
40	<i>To remove edge around text box, etc.: Point to edge; right-click for menu</i>		
41	Formater tekstboks	Format Text Box	Left-click in menu

Some hints about using Microsoft Word 2007 to write mathematics

More hints at, e.g., <http://ist.uwaterloo.ca/ec/equations/equation2007.html>

1	Norwegian language	English language	Location on screen, other hints
2	<i>There are two main types of formulae: displayed (frittstående) and in-line (innebygd)</i>		
3	<i>To make in-line formula: Position cursor at right place within existing text; then:</i>		
4	<i>(Alternatively) For a new displayed formula: Position cursor at open line; then:</i>		
5	Sett inn	Insert	No. 2 from left
6	Symboler: Formel	Symbols: Equation	Rightmost group
7	Sett inn ny formel	Insert New Equation	Bottom of menu
8	<i>Field opens with "Type equation here."</i>		
9	<i>Obs: Next to the equation field there is a smaller, darker field with a downward arrow; containing menu for switching between display and in-line, etc.</i>		
10	<i>Easy: To write symbols on one line: Use keyboard, e.g., $x=y$, or choose on top of page:</i>		
11	Symboler: Δ	Symbols: Δ	Left-click; Δ appears in typing field
12	<i>Many symbols available: Click small arrows to the right of boxes with visible ones</i>		
13	<i>To write subscript, superscript, fraction, large symbols, symbols on top of others:</i>		
14	Strukturer: (velg)	Structures: (choose)	Left-click, left-click for choice
15	<i>Some choices are ready-made, others open typing field within equation field</i>		
16	<i>Position cursor in typing field, click; if there are many fields, move cursor between them</i>		
17	<i>Another structure may be positioned within a typing field, e.g., e^{x^y}</i>		
18	<i>To write multi-letter-symbols (e.g., lim, max, cov, MRS) with an upright font:</i>		
19	Verktøy: Normal tekst	Tools: Normal text	Left-click; also left-click when done
20	<i>To finish typing formula: Position cursor outside; left-click</i>		
21	<i>To continue typing formula (to make change, etc.): Position cursor inside; left-click</i>		
22	<i>To type formula covering more than one line: Finish one, start another</i>		