

FORMATTING WITH MS WORD

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WELCOME!

Welcome to the workshop! I am Elizabeth Roberson, the technical editor for graduate students in the Office of Graduate Studies at Missouri S&T.



PURPOSE OF THIS WORKSHOP

- Work through the most basic features in MS Word
- Better utilize time-saving features
- Save time
- Produce higher quality documents
- Add to your skill base

My hope is that this workshop will help you produce a stronger format while saving you valuable time.

It looks like you're writing a letter.
Would you like help?

- Get help with writing the letter
- Just type the letter without help
- Don't show me this tip again



WHAT THIS
WORKSHOP
WILL NOT DO



- Offer specs for any one specific journal article, conference paper, thesis, dissertation, etc.
- Provide a completely comprehensive look at MS Word
- Make you an expert

WHAT CAN A DOCUMENT'S DESIGN SAY ABOUT YOU?

Be aware that a document's format lends a voice to your overall message. Make sure that message is positive!

WHAT MAKES A DOCUMENT'S DESIGN SUCCESSFUL?

- ✓ Balance
- ✓ Alignment
- ✓ Grouping
- ✓ Consistency
- ✓ Contrast*



WHAT DOES GOOD DOCUMENT DESIGN LOOK LIKE?

This document is incorporating the Five Principles of Design.

Can you identify them?

PCANY MONTHLY NEWSLETTER

Fending Flames, balanced design, precast concrete

An article in the June 7th issue of *Engineering News-Record* entitled "Fire Resistant" quotes Gerald Corley, who was team leader for the World Trade Center Performance Study, and who has weighed in on the vulnerability of apartment systems and the need to build fire-resistant structures. Corley has noted in a separate white paper, "Fire safety cannot be an afterthought proposition. Buildings for which apartments are appropriate should also have the resistant construction for better fire protection. Anything less puts occupants at emergency responders' risk, and is therefore unacceptable."

Failure of fireproofing

Failure of fireproofing on light steel flooring members is generally accepted as the cause of collapse on both of the Trade Towers. A balanced design approach to fire safety includes automatic detection or warning devices, automatic fire suppression systems, and fire-resistant materials such as precast concrete products and building systems.

Precast concrete provides excellent fire resistance and can be designed for whatever rating is required. Precast concrete floors and firewalls contain fires and reduce loss of a structure and its contents. Precast concrete qualifies buildings for lower insurance rates when compared with steel or wood.

Fire tests and rational design

The fire resistance of building assemblies is determined from fire tests defined by the American Society of Testing and Materials. The fire resistance of precast members and assemblies can also be determined by calculation, using the Rational Design Method. A discussion and calculations can be found in Chapter 6.3 of the PCI Design Handbook and MN-124-08, *Design for Fire Resistance of Precast/Prestressed Concrete* also published by the Precast/Prestressed Concrete Institute.

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Staggered steel trusses, floor to floor in depth, support hollow core slabs in new Marriott Hotel in Hartford, CT. Slabs provide instant work platform for other trades as shown above. Photo by Corley

Hollow core slabs on staggered steel trusses for Marriott Hotel

Hollow core precast slabs bearing on staggered steel trusses are currently being erected on the new 24-story Marriott Hotel in Hartford, CT. The steel trusses, which support slabs on both the top and bottom flanges are a vertical floor to floor height of 8'-0". are installed on alternate levels and alternate column lines for the full height of the tower.

Hollow core precast slabs which are 8' thick on mechanical floors and 12' and 12' on the upper mechanical floors are 8'-0" wide and typically span 27'-0" between trusses. The hollow core precast slabs are growing up at an alternate construction, an immediate work deck for other trades, a 2-hour fire rating, ceiling finishes, ready for paint and floor finishes ready for carpet. Two of precast slabs per floor are being installed, with the next frame on a typical four-day cycle per floor.

Waterford Development LLC, is the owner of the project. The architect is Brennan Brennan Associates, and the engineer is USGBCore Consulting Engineers. The contractor is Paris Building Company, J.P. Corney and Sons is casting the HC slabs at their plant in Middlebury, VT.

The project will require 1,000,000 of 8' slabs and 10,000 of 12' and 12' slabs, which it is essentially topped out.



Marriott Hartford Hotel under erection. Photo by Corley

WHAT DOES BAD DOCUMENT DESIGN LOOK LIKE? (CAN YOU IDENTIFY WHAT IS WRONG?)

**PIGS IN SPACE:
EFFECT OF ZERO GRAVITY AND
AD LIBITUM FEEDING ON WEIGHT
GAIN IN CAVIA PORCELLUS**

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ABSTRACT:
One unintended benefit of space travel is a potential alleviation of obesity, a chronic problem for a growing majority in many parts of the world. In space, where an individual is in a condition of zero gravity, weight is minimized. Indeed, in space one could conceivably follow ad libitum feeding and never even gain an gram, and the only side effect would be the need to upgrade one's stretchy pants/waistline pants. But because many diet restrictions aren't as very good humans only to be found to be rather harmful, we tested our anticipation with a long-term experiment in a colony of Guinea pigs (*Cavia porcellus*) maintained on the International Space Station. Individuals were housed separately and given unlimited amounts of high-calorie food pellets. Fresh fruits and vegetables were not available in space so were not offered. Every 30 days, each Guinea pig was weighed. After 3 years, we found that individuals, on average, weighed nothing. In addition to weighing nothing, no weight appeared to be gained over the duration of the project. If space continues to be gravity-free, and we believe that assumption is sound, we believe that sending the overweight — and those at risk for overweight — to space would be a testing time.

INTRODUCTION:
The current obesity epidemic started in the early 1980s with the invention and proliferation of elastane and related stretchy fibers, which released wearers from the rigid constraints of clothes and permitted monthly weight gain without the need to buy new outfits. Indeed, someone today for hundreds of million people involve only the act of wearing stretchy pants is public, presumably because the compressive pressure forces for molecules to adopt a more compact tertiary structure (Davies 1985). Luckily, at the same time that elastane became stretchy, the race to the moon between the United States and Russia yielded a useful fact: gravity in outer space is minimal to nonexistent. When gravity is zero, objects cease to follow weight. Indeed, many astronauts and cosmonauts had to secure themselves to their ships with seat belts and sticky boots. The potential application to weight loss was noted immediately, but at the time travel to space was prohibitively expensive and thus the issue was not seriously pursued. Now, however, multiple companies are developing cheap extra-orbital travel options for normal consumers, and potential travelers are also creating new ways to pay for products and services that they cannot actually afford. Together, these factors open the possibility that moving to space could cure overweight syndrome quickly and permanently for a large number of humans. We studied this potential by following weight gain in Guinea pigs, known on Earth as kind of as status-seeking Guinea pigs were long mentioned to be the "Guinea pig" of space research, too, so they seemed like the obvious choice. Studies on humans are of course desirable, but we feel this current study will be critical in acquiring the attention of granting agencies.

MATERIALS AND METHODS:
One hundred male and one hundred female Guinea pigs (*Cavia porcellus*) were transported to the International Space Laboratory in 2010. Each pig was housed separately and deprived of exercise wheels and fresh fruits and vegetables for all months. Each month, pigs were individually weighed by duct taping them to an electronic balance sensitive to 0.0001 grams. Back on Earth, an identical cohort was similarly maintained and weighed. Data was analyzed by statistics.

RESULTS:
Mean weight of pigs in space was 0.0000 ± 0.0002 g. Some individuals weighed less than zero, some more, but these variations were due to reaction to the duct tape, we believe, which caused them to be alarmed push back against the force plate in the balance. Individuals on the Earth, the control cohort, gained about 240 grams ($p < 0.0001$). Males and females gained a similar amount of weight on Earth (no main effect of sex), and size at any point during the study was related to starting size (which was used as a covariate in the ANCOVA). Both Earth and space pigs developed subcutaneous deposits (white fat) and were indistinguishable at the conclusion of the study.

CONCLUSIONS:
Our view that weight and weight gain would be zero in space was confirmed. Although we have not replicated this experiment on larger animals or primates, we are confident that our result would be mirrored in other model organisms. We are currently in the process of obtaining necessary human trial permissions, and should have our planned experiment started within 80 years, pending expedited review by local and Federal IRBs.

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LITERATURE CITED:
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Sokolac, S.R., D. D. Lukac, and N. M. Neumovic. 2005. The Future of Animal Exercise Like An Astronaut: Gravity Loading is Necessary For The Physiological Development During Spaceflight. *Medical Hypotheses*, 64:221-229.
Davies, M. 1985. Elastane: Purchases Accretion: Weight Gain in Case-control Study. *Journal of Obesity*, 3:23-40.

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HOW DO WE KNOW WHAT DOCUMENT DESIGN TO USE?

IEEE

APA

SPE

A style guide can be a very useful tool in helping you identify the most appropriate format for your document.

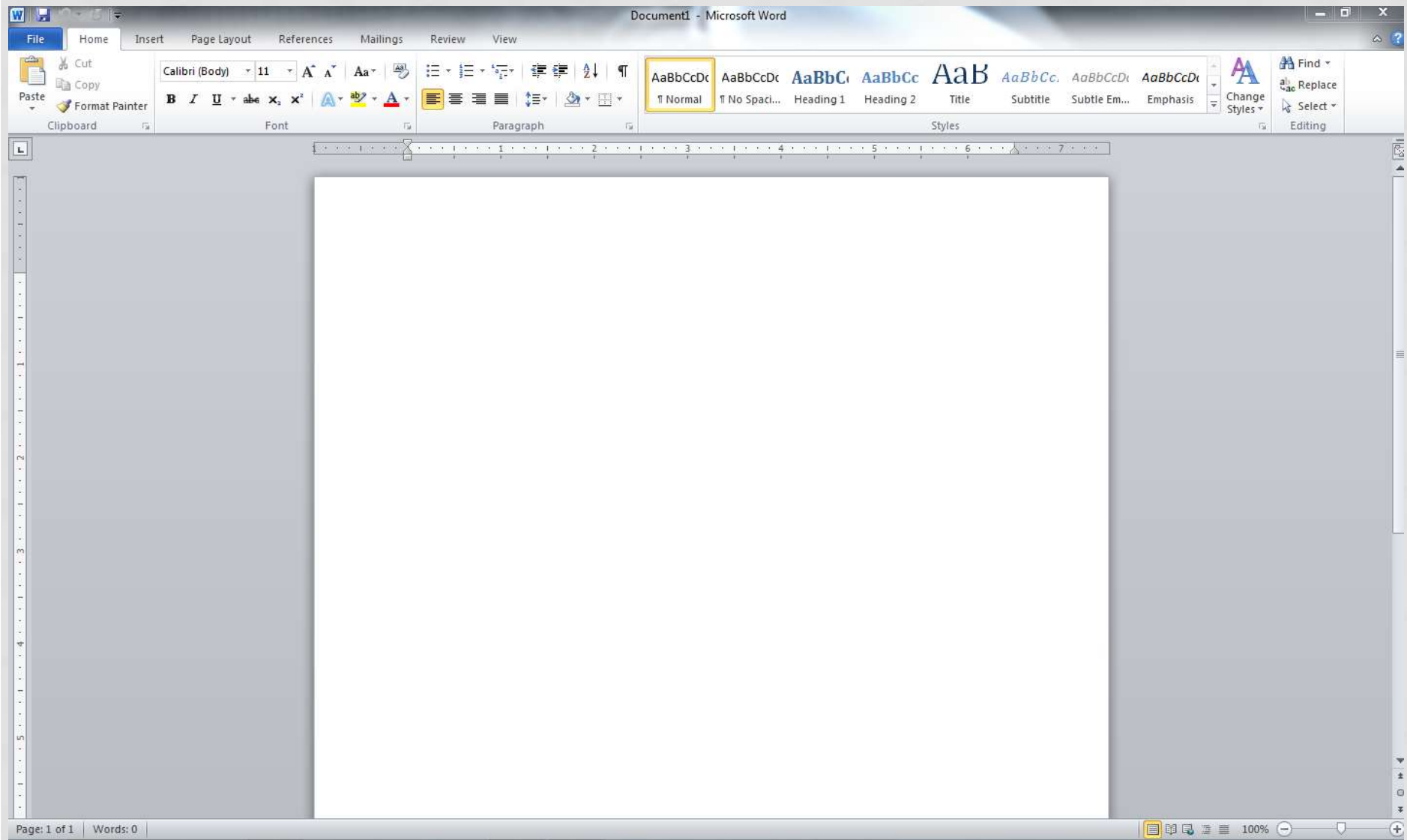
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WHAT FEATURES IN MS WORD DO YOU
USE MOST?





This is the screen users are likely most familiar with, though Word offers many more time-saving features!

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