

C-International Research Consultancy

Promoting integrity in research and mentoring researchers across the globe

Research Methodology Workshop

Module 4

Basic Skills in Designing and Formatting the Template of a Dissertation in MS Word

<https://doi.org/10.33515/cintarchrescon/rmw/m4>

Contact details

- To join our team of “Locum Research Consultancy Specialists and Workshop Facilitators”, please click on this link: <http://www.cintarch.org/research-consultancy/>
- To access our “Research Consultancy Services”, please click on this link: <http://www.cintarch.org/research-consultancy-request/>
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Outline

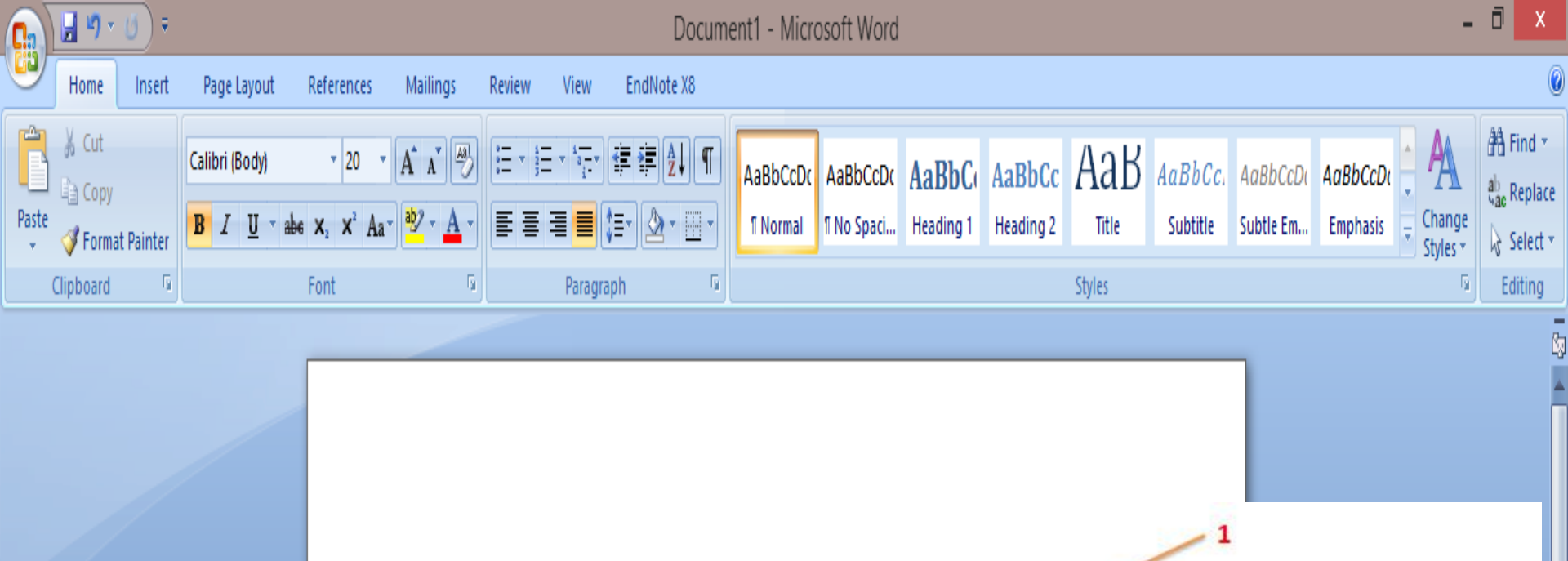
- **Designing the Template of a Dissertation**
- **Text Editing and Insertion of Special Characters and Pictures**
- **Creating and Formatting Tables**
- **Creating List of Tables & Figures, and Table of Contents**

DESIGNING THE TEMPLATE OF A DISSERTATION

Starting Microsoft Word

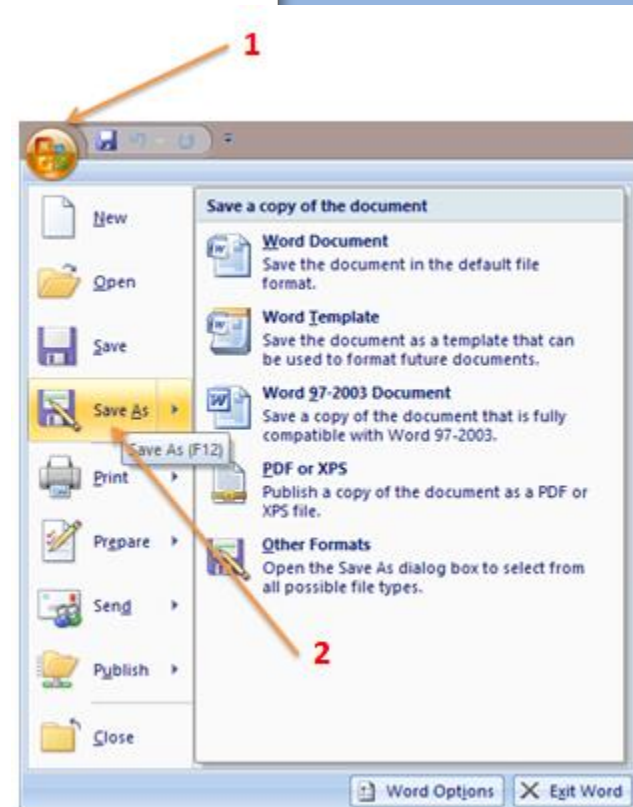
- Double click on the MS WORD icon (if you have it on your desktop).
- Alternatively, click the start button and then select:
All programs > Microsoft Office > Microsoft Word 2010
- A new empty document (Document1-Microsoft Word) will be displayed on your screen (as shown on the next slide).

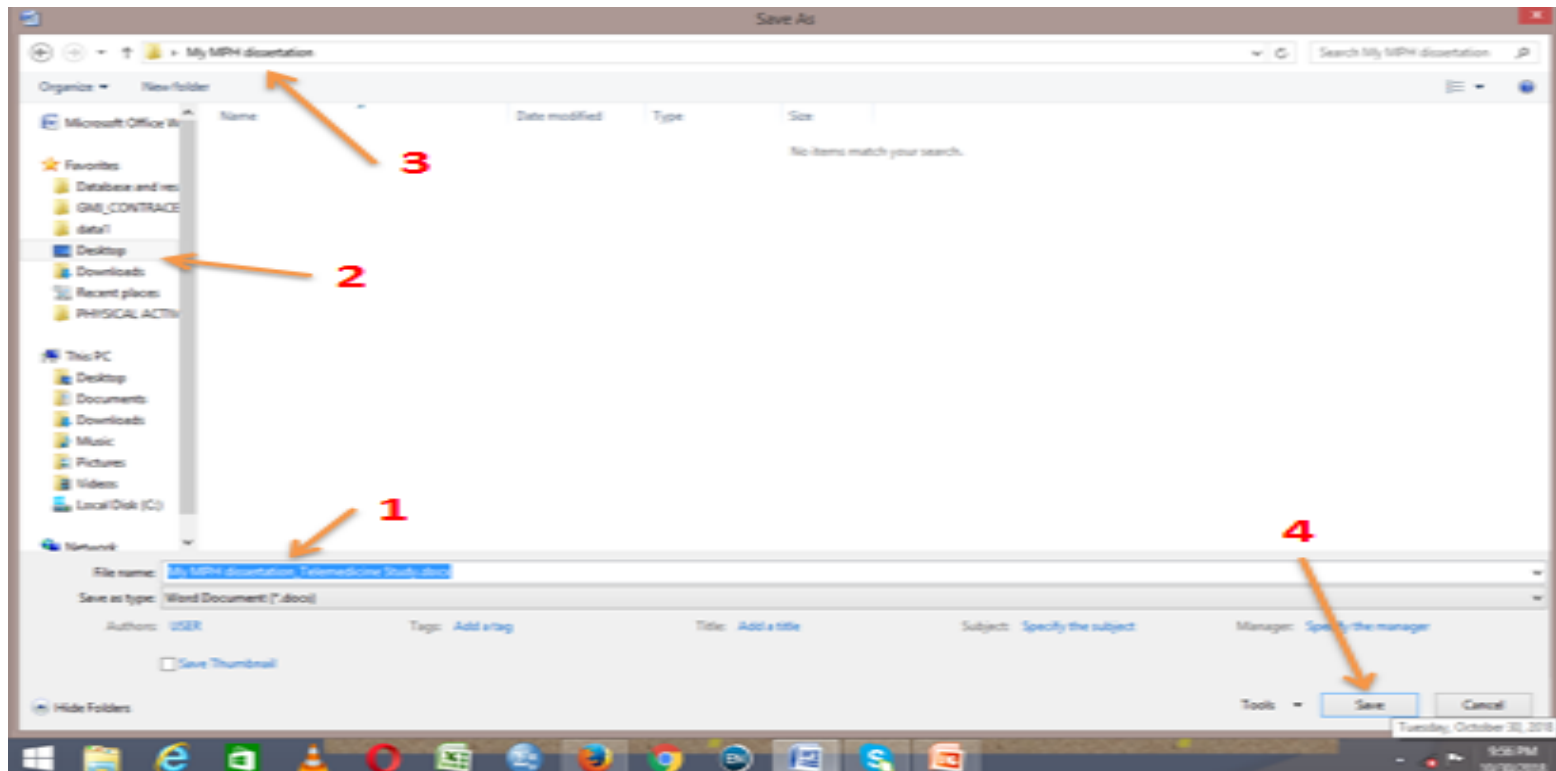




Name and save your document:

- Click on the **Office** button [1] in the top left-hand corner and then choose **Save As** [2] (A new dialog box will appear as shown on the next slide)

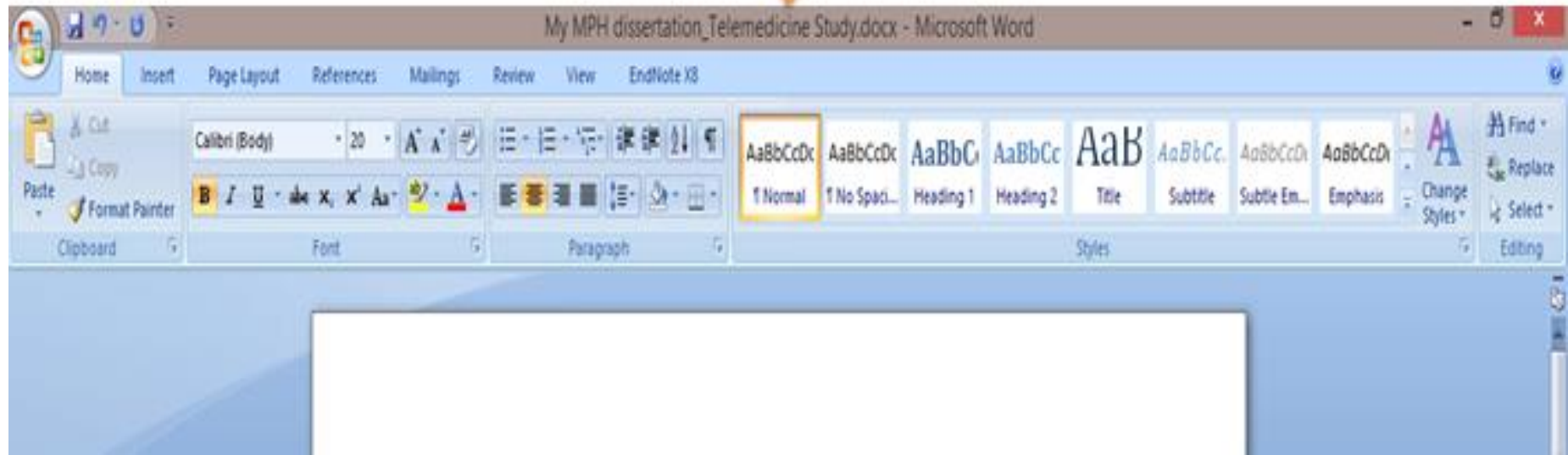




Name and save your document contd.

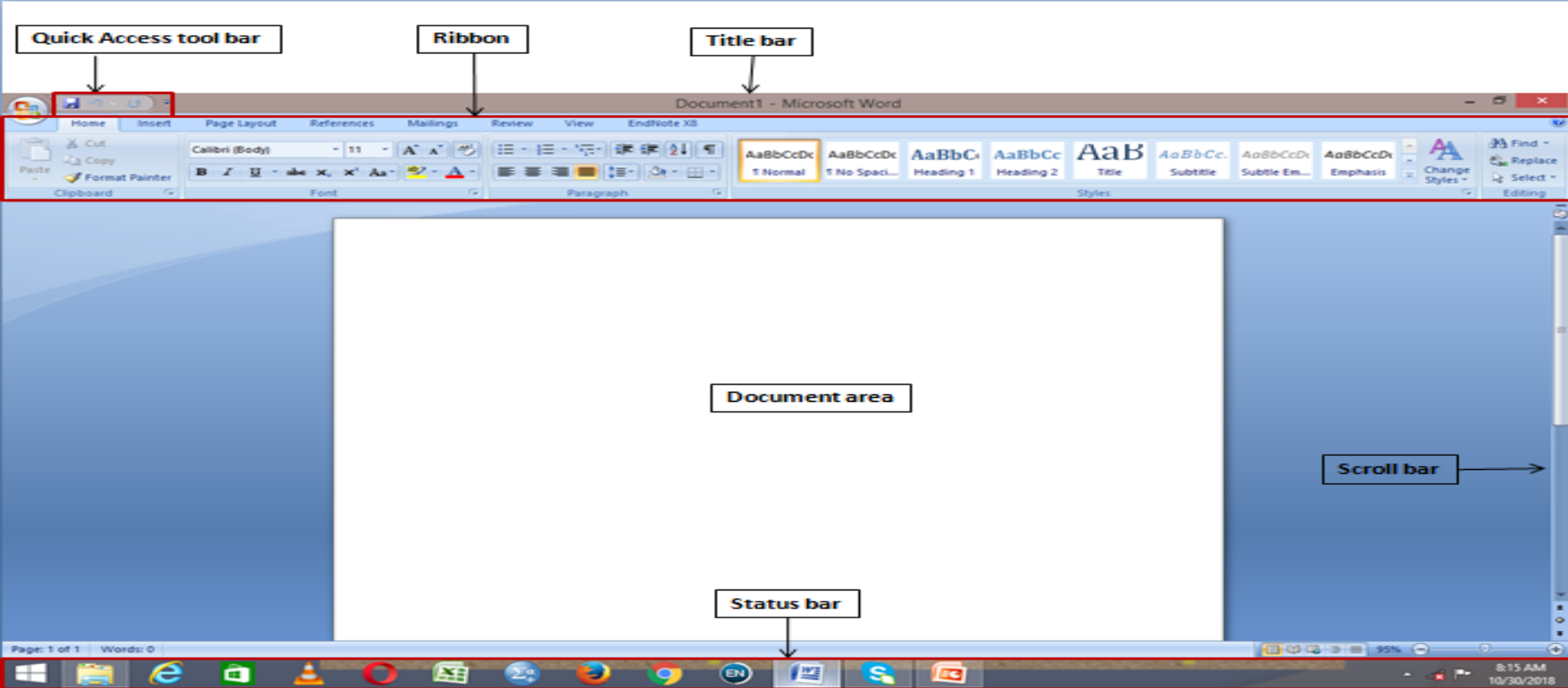
- Type the name you want to give your document in the **File name** box, there is no need to clear what is inside the box before typing the name, whatever you type will replace what is already there [1].
- Select the location where you want to save your document (the **desktop**) [2].
- Select the folder (if you have already opened a folder for the document) or click on **New Folder**, and **give it a name**, then click **open** [3].
- Finally click **Save** [4]. Your document now has a name as shown on the next slide

File name



Name and save your document contd.

- The file name (**My MPH dissertation Telemedicine Study**) is displayed in the **Title bar**.
- The type of document is also displayed in front of the name (**docx-Microsoft Word**).
- Letters and numbers should be used for file names (spaces, hyphens and underscores are also permitted); but the program will not accept any other punctuation marks.



Features of MS Word working environment contd.

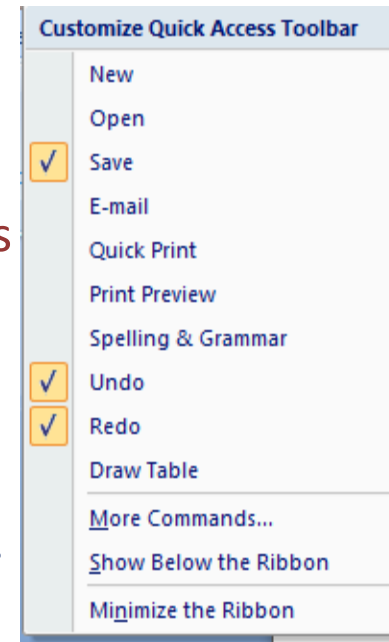
Some of the important features of Microsoft Word working environment include:

- **Title bar:** Appears at the top of the program window and displays the name of the document and program. The buttons on the right side of the Title bar are used to minimize, restore and close the program window.
- **Quick Access tool bar:** Appears on the left side of the Title bar and contains frequently used commands that are independent of the tabs displayed on the Ribbon.
- **Ribbon:** Extends across the top of the program window, directly below the Title bar, and consists of a set of tabs, each of which contains groups of related commands.
- **Document area:** This is the white environment where the processing of the document is done.
- **Scroll bars:** Appear along the right side and bottom of the document area and enable you to scroll through the document.
- **Status bar:** Appears at the bottom of the program window and displays various messages (including the opened files and folders).

Quick Access toolbar



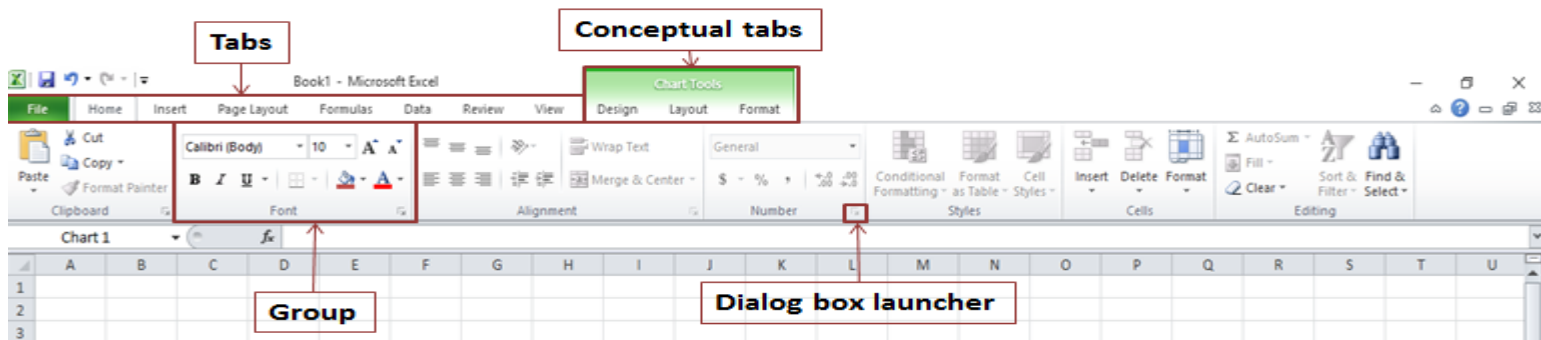
- The Quick Access toolbar provides one-click access to commonly used command and options.
- By default, it is located on the left side of the Title bar and displays the Save, Undo, and Redo buttons.
- **To add a command to the Quick Access toolbar:**
On the **Ribbon**, right-click the command that you want to add, and then click **Add to Quick Access toolbar** on the shortcut menu.
- **To remove a command from the Quick Access toolbar:**
On the **Quick Access toolbar**, right-click the command that you want to remove, and then click **Remove from Quick Access toolbar** on the shortcut menu.
- **To customize the Quick Access toolbar:**
On the arrow on the right side of the **Quick Access toolbar**, a menu which includes additional commands and options that can be used to customize the toolbar is displayed. Select the item(s) of your choice.



Ribbon

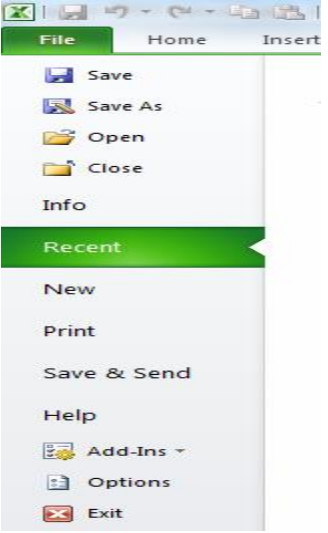


- The Ribbon is designed to help you quickly find the commands that you need to complete a task.
- It consists of a set of task-specific tabs. The main tabs are visible at all times; other tabs, known as contextual tabs, appear only when you create or select certain types of objects (e.g., images, tables, charts). These tabs are indicated by colored headers and contain commands that are specific to working with the selected object.
- Clicking a tab displays a set of related commands that are organized into logical groups.
- A dialog box launcher appears in the lower-right corner of most groups on the Ribbon. Clicking it opens a related dialog box or task pane which offers additional options or more precise control than the commands available on the Ribbon.
- If a command on the Ribbon appears dimmed, it is unavailable.



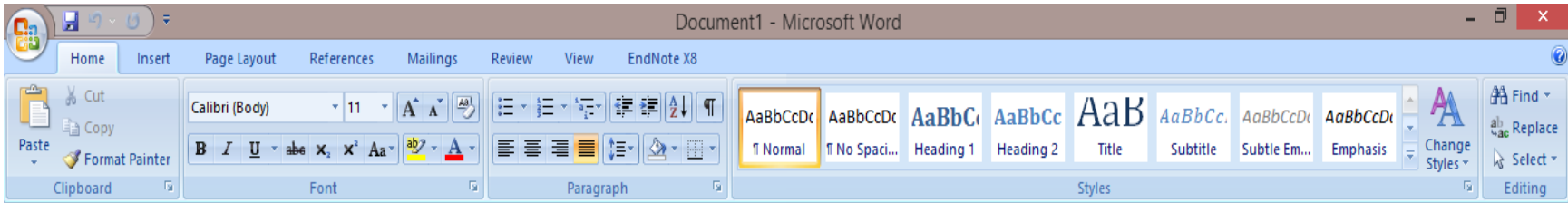
Ribbon tabs

- File tab:** This tab displays the backstage view which contains commands related to managing files and customizing the program. The File tab replaces the Microsoft Office button and File menu used in earlier releases of Microsoft office.

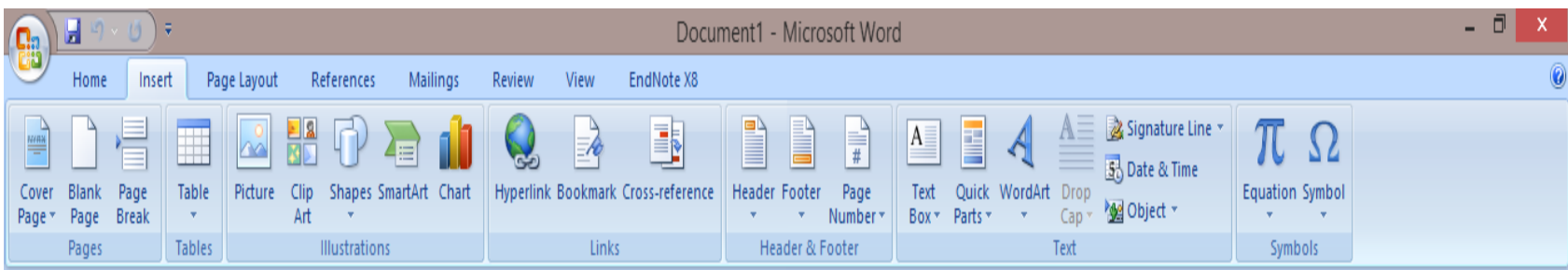


Clicking on the File tab displays a dialog box which contains options such as Save, Save As, Open, Close, Info, Recent, New, Print, Save & Send etc.

- Home tab:** This is the most used tab; it incorporates all text and cell formatting features such as font and paragraph changes.

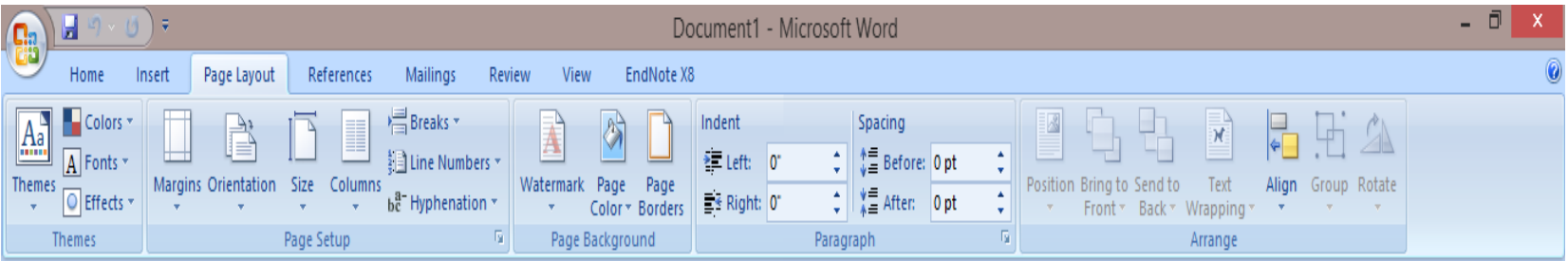


- Insert tab:** This tab allows you to insert a variety of items into a document from pictures, clip art, shapes, charts, and headers and footers.

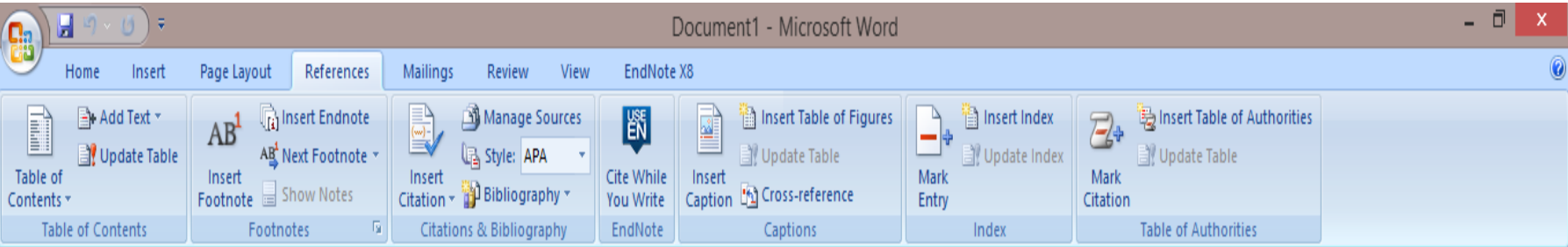


Ribbon tabs contd.

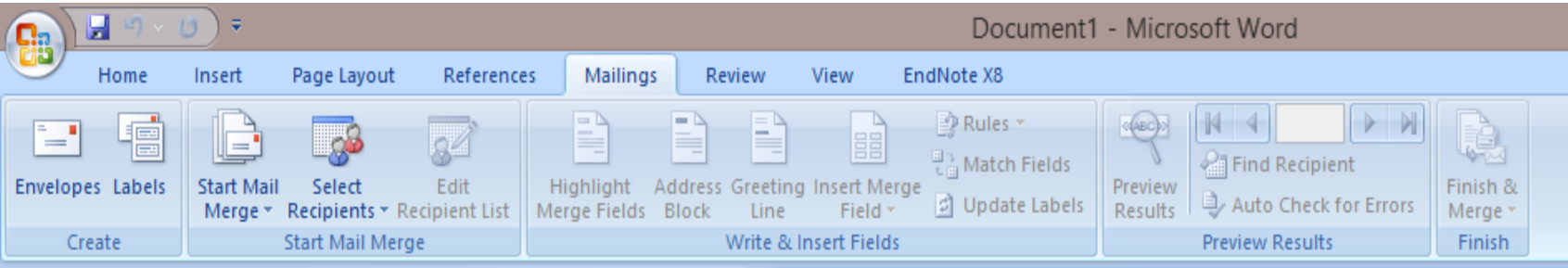
- **Page Layout tab:** This tab has commands to adjust page elements such as margins, orientation, inserting columns, breaks, line numbers, page background and themes.



- **References tab:** This tab has commands to use when creating a table of Contents and citation page for a paper.

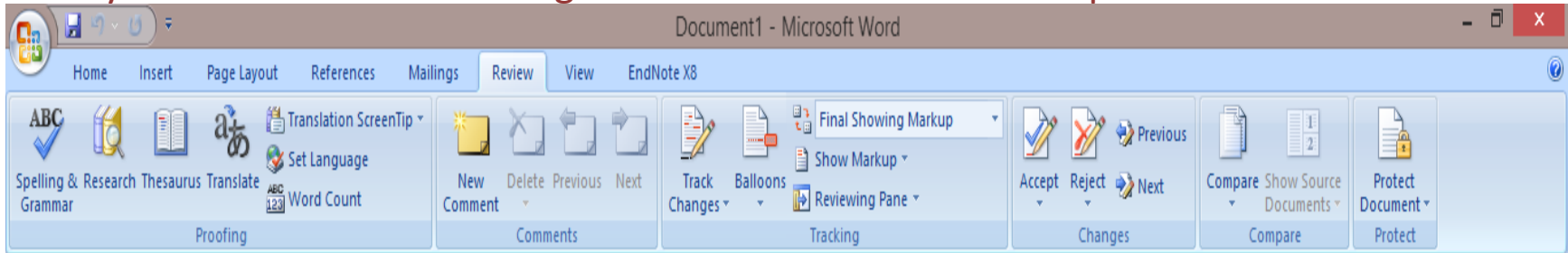


- **Mailings tab:** This tab allows you to create documents to help when sending out mailings such as printing envelopes, labels and processing mail merges.

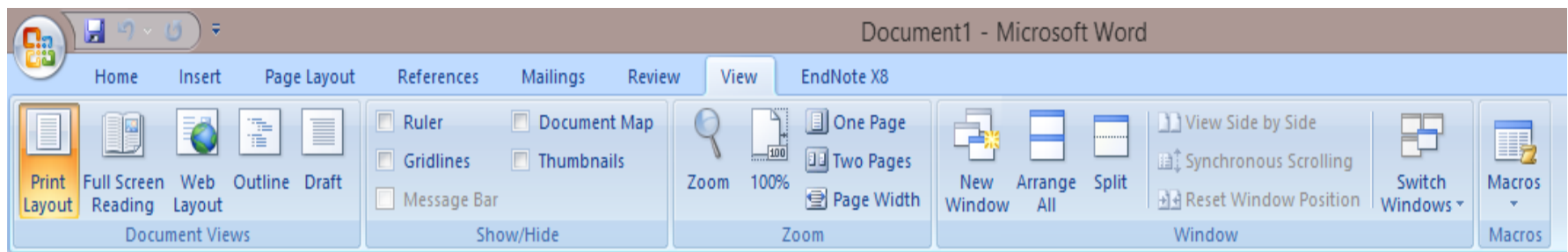


Ribbon tabs contd.

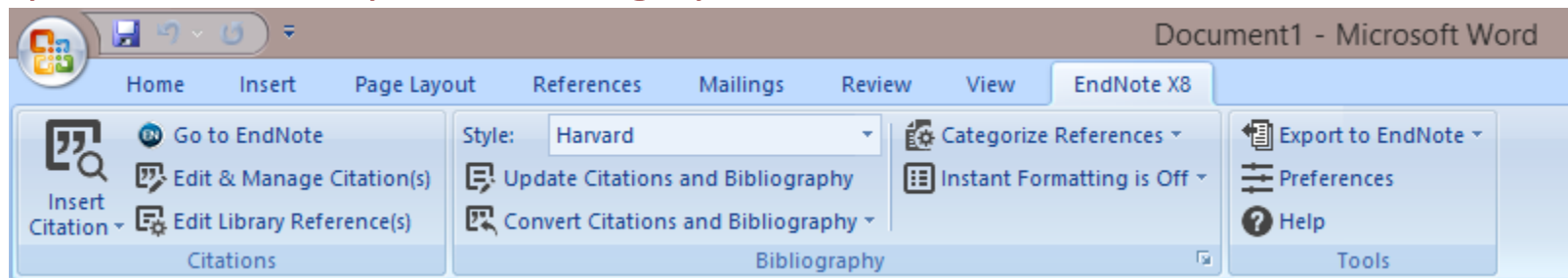
- **Review tab:** This tab allows you to correct spelling and grammar issues as well as set up security protections. It also hold the track changes feature which provides people with the ability to make notes and changes to a document of another person.



- **View tab:** This tab allows you to change the view of your document to a different two page document or zoom.



- **EndNote X8 tab:** This tab will only appear if the application is installed in your system. It allows you to manage your citations.



Designing the template of your dissertation

- The first thing to be done before designing the template of your dissertation is to obtain the guideline of the institution (i.e., university or postgraduate medical college) concerned.
- The information contained in such guidelines includes (but not limited to):

1. The font to be used
2. The font size
3. The spacing
4. The page set up (margins and gutter)
5. The paper size
6. The order of arrangement
7. Numbering of the sections of the dissertation

BROAD GUIDELINES FOR PROPOSALS AND DISSERTATIONS.

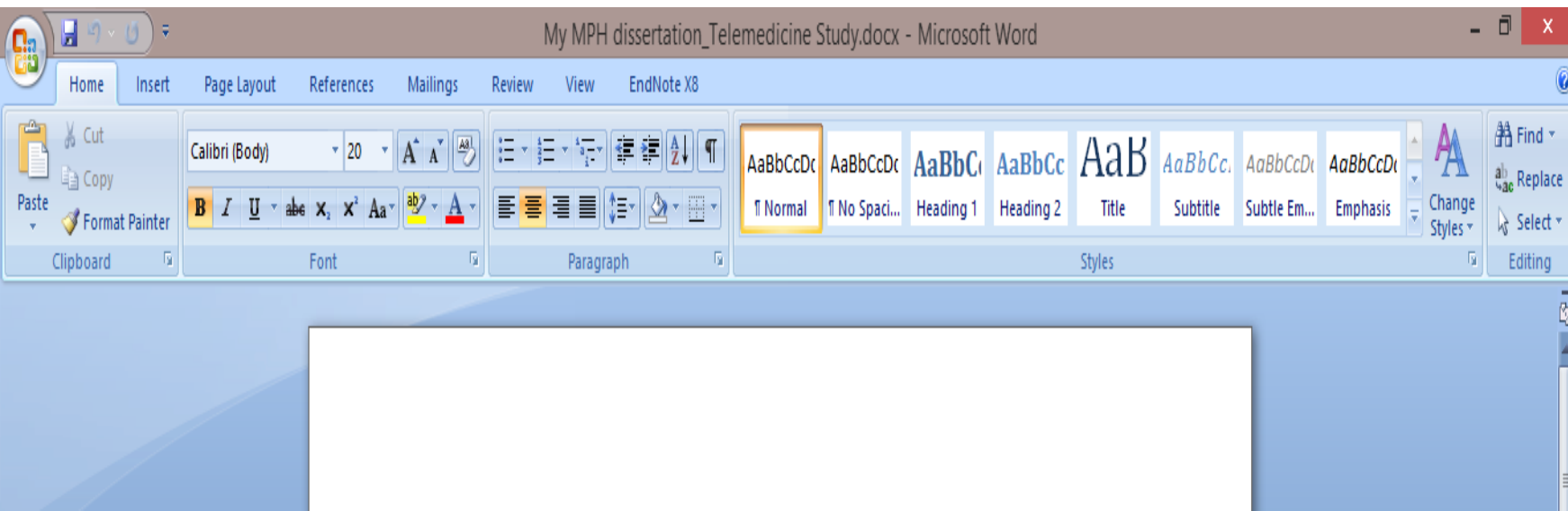
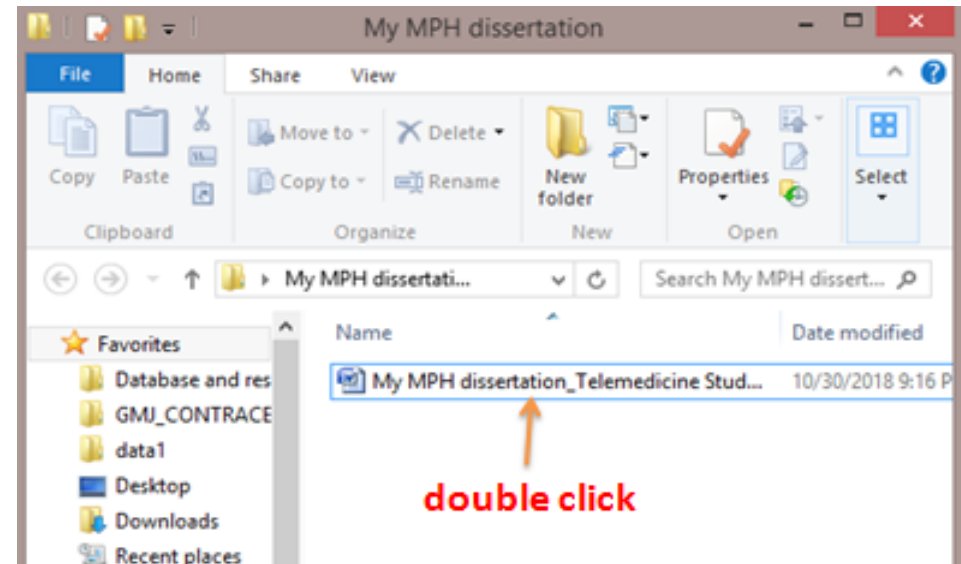
1. Times New Roman Font.
2. Font Size 12.
3. Double Spacing.
4. 2.5cm (1inch) Margin on Each Side of Paper.
5. A4 Paper Size.
6. IMRAD Format for Dissertation (Introduction, Materials & Methods, Results, Analysis of Data, Discussion, Conclusion, Recommendation, References).
7. Page numbering up to Table of Contents should be in Roman Numeral while it should be in Arabic Numeral from the Summary to List of References.

For publication in journals, authors are expected to prepare their manuscripts based on the **Guideline for Authors**, and in some cases using the **Manuscripts templates** designed by the journals concerned.

Designing the template of your dissertation contd.

To design the dissertation template:

- Open the folder in which the document was saved.
- Double click on the file to open it.
- The next thing to do is to set the margins and spacing (based on the guideline of the institution concerned).



Designing the template of your dissertation contd.

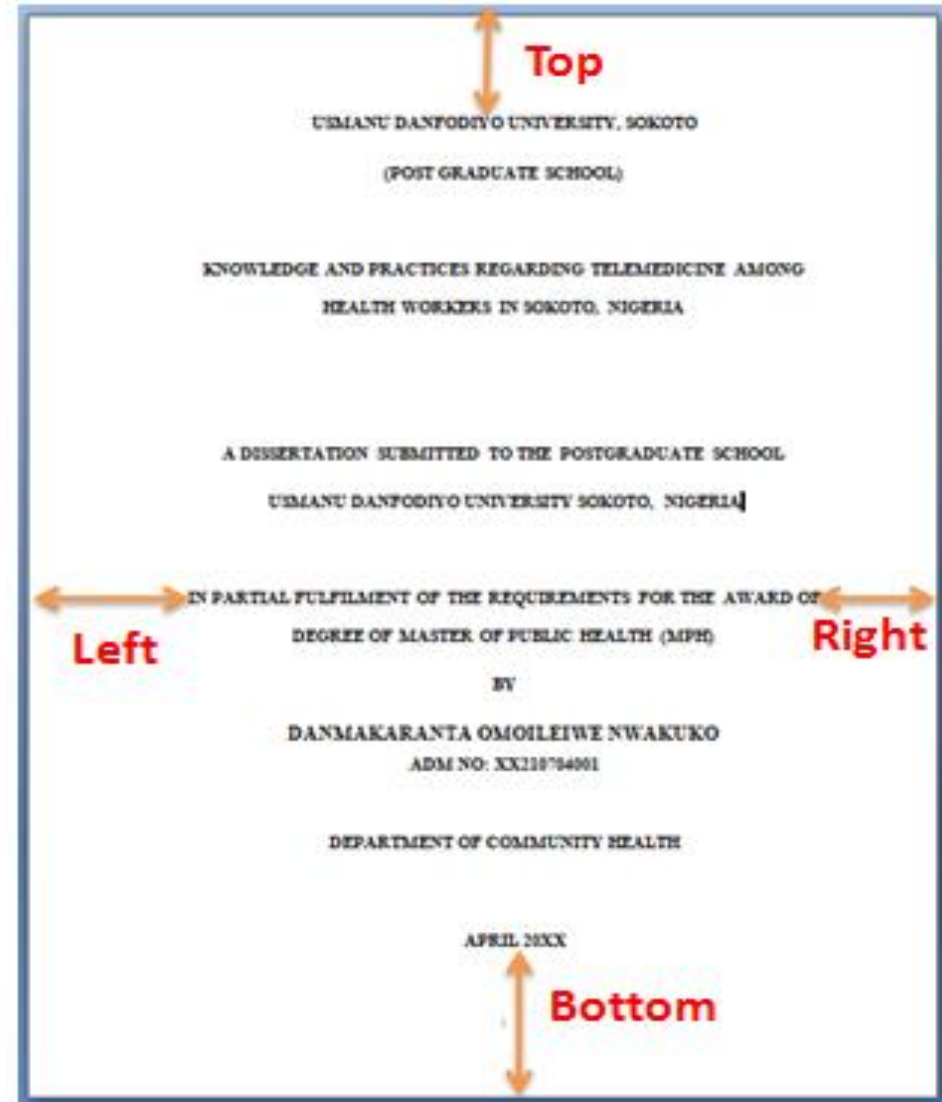
Margins and Line spacing:

Margins:

- Margins are the space between the edge of the paper and the text.
- You can adjust the left, right, top and bottom margins of your document.
- By default, **Word** sets all margins left, right, top and bottom to one inch.

Line spacing:

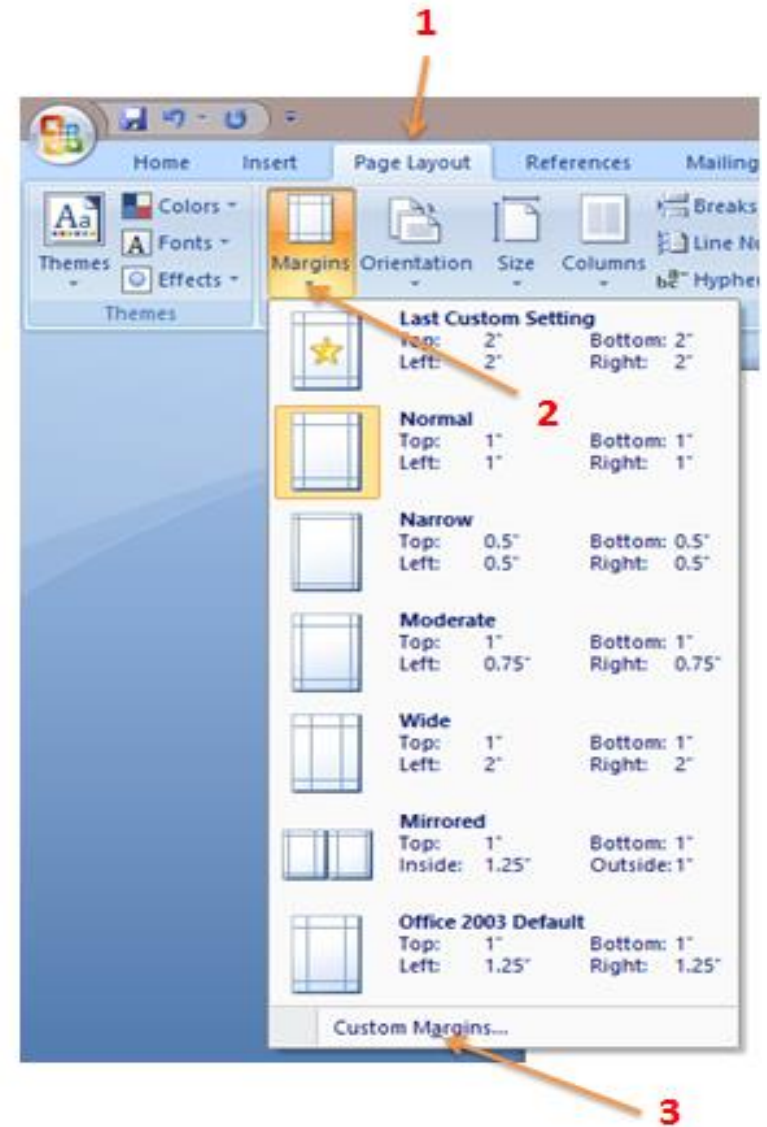
- Line spacing determines the amount of vertical space between the lines of the text in a paragraph.
- By default, lines are single-spaced, meaning that the spacing accommodates the largest font in that line, plus a small amount of extra space.



Designing the template of your dissertation contd.

To set the margins:

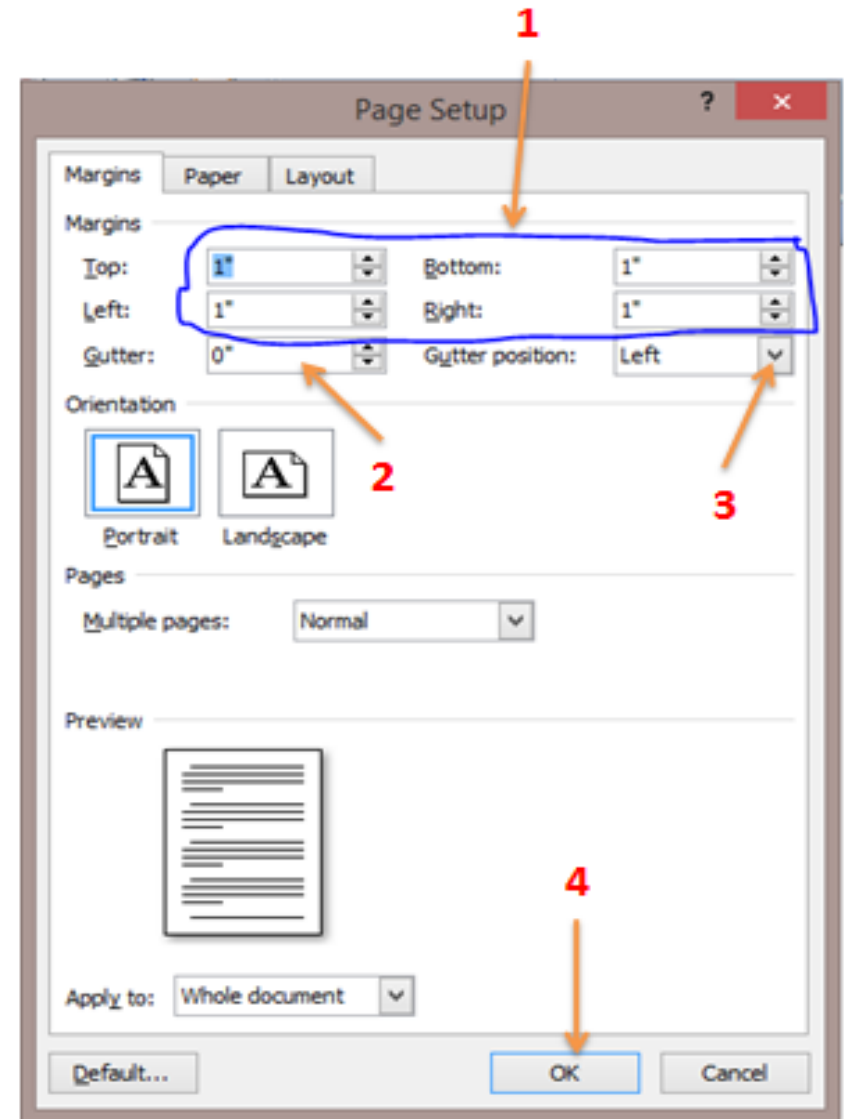
- Open the document
- Click the **Page Layout** tab [1], and click the draw down arrow below the **Margins** button [2] in the **Page Setup** group.
- A lot of options will appear, go down and click on **Custom Margins** [3].
- A **Page Setup** dialog box will appear as shown on the next slide.



Designing the template of your dissertation contd.

To set the margins contd.:

- By default all the margins are set to one inch [1], set the margins in the text boxes for the respective margins inline with your institution's guideline if it is different from the default settings. If you are adopting an existing template, the dimensions of the margins will also appear.
- If you are going to bind the document and want to add an extra amount of space on one edge for the binding, enter that amount in the **Gutter** text box [2], and select the side for the gutter using the drop-down arrow in the **Gutter position** text box [3].
- By default the setting is applied to Whole document.
- Click the **OK** button [4] to apply the margins



Designing the template of your dissertation contd.

Creating the sections of the dissertation

- The next thing to do is to create the sections of the dissertation.
- There are 2 sections in a dissertation, these include:
 - a. The **preliminary section** (which consists of **Title page, Dedication, Certification, Acknowledgements, Table of contents, List of tables, List of figures, List of abbreviations and Abstract**).
 - b. The **body of the dissertation** (which consists of **Chapters 1 to 6, References and Appendices**).
- A dummy dissertation (using random words) containing 100 paragraphs, each with about 10 lines (i.e., about 20 pages or more) can be created by typing: `=rand(100,10)` and then press **Enter**.

TITLE PAGE
DEDICATION
CERTIFICATION
ACKNOWLEDGEMENTS
TABLE OF CONTENTS
LIST OF TABLES
LIST OF FIGURES
LIST OF ABBREVIATIONS
ABSTRACT
CHAPTER ONE: INTRODUCTION
CHAPTER TWO: LITERATURE REVIEW
CHAPTER THREE: MATERIALS AND METHODS
CHAPTER FOUR: RESULTS
CHAPTER FIVE: DISCUSSION
CHAPTER SIX: CONCLUSION AND RECOMMENDATIONS
REFERENCES
APPENDICES

Allocate a page to each of the components of the **preliminary section** (i.e., from Title page to Abstract) and 2 pages to each of the components of the **body of the dissertation**.

Designing the template of your dissertation contd.

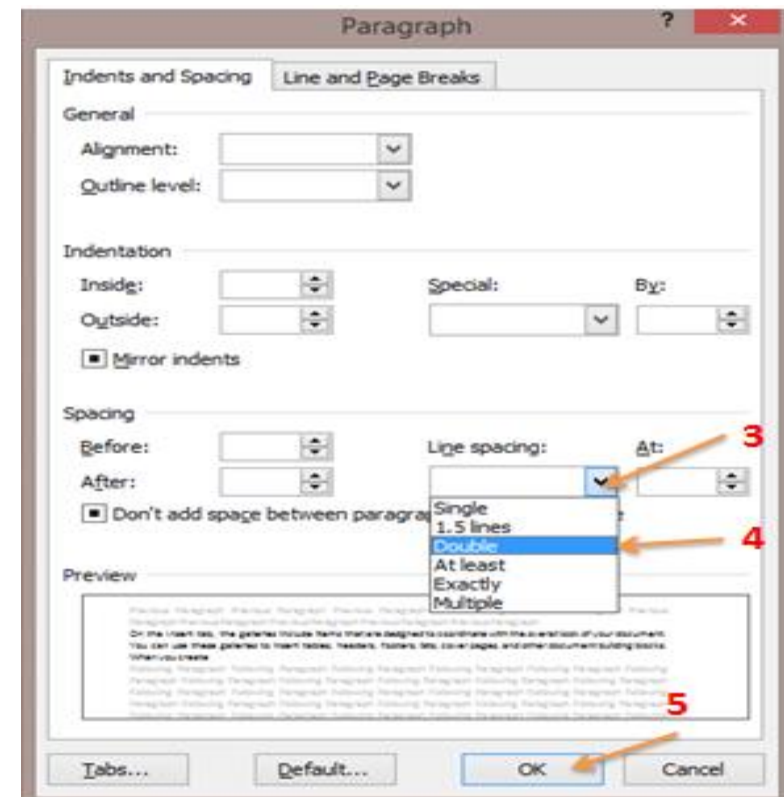
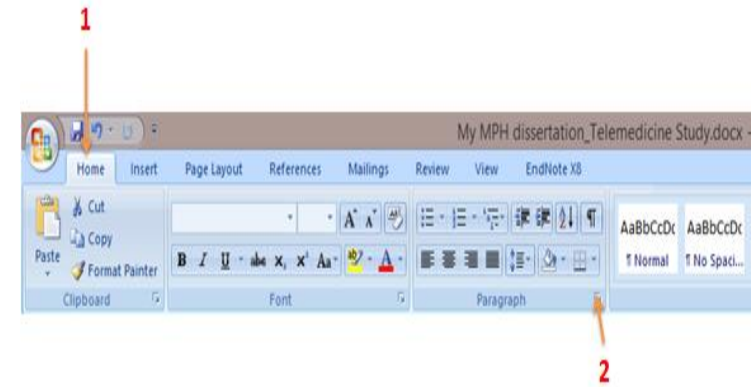
Creating the sections of the dissertation contd.

- Open the dummy dissertation you have created and set the line spacing.

To set the line spacing:

- Press **Ctrl + A** to highlight the whole document.
- On the **Home** tab [1], find the **Paragraph** group, and click on the drop-down arrow next it [2].
- In the **Paragraph** dialog box that appears, find **Spacing**, click on the drop down arrow in the **Line spacing** box [3] and select the desired spacing (**UDUS** recommends **double spacing** [4] for all dissertations).
- Click **OK** [5].

Extra spaces can be inserted between paragraphs by entering the dimensions in the **Before** and **After** boxes under **Spacing**



Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

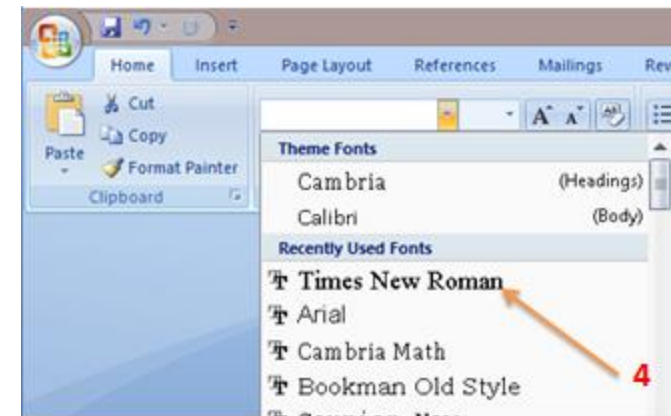
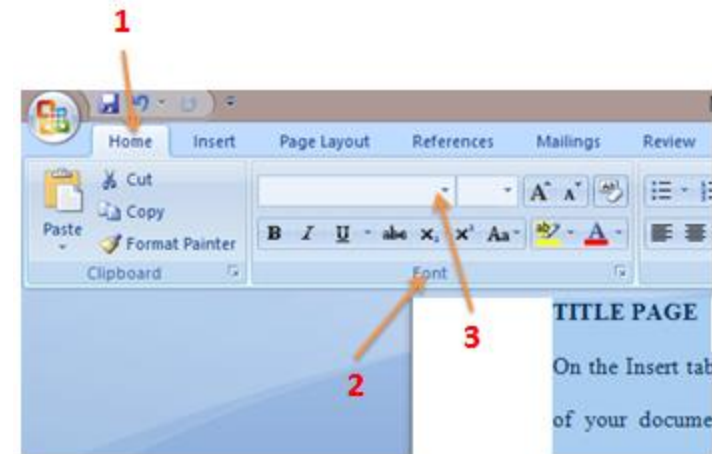
- Also set the font and font size .

To set the font:

- Press **Ctrl + A** to highlight the whole document.
- On the **Home** tab [1], find the **Font group** [2],
- Click on the drop-down arrow in the **font box** [3].
- In the **Themes Fonts** dialog box that appears, click on the specified font (**Times New Roman**) [4].

To set the font size:

- Click on the drop-down arrow in the font size box [5].
- Select the specified size out of the various sizes that appear in the dialog box (usually **12**)[6]; or enter the specified size directly into the box and click **Enter**.



Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

- Press **caps lock** (for upper case) and type **TITLE PAGE** before the words on the first line of the first page. Highlight it and press **Ctrl + B** to make it bold.
- Press **Enter** to shift the other words after it to the next line.

TITLE PAGE

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they

- Scroll down and type **DEDICATION** before the words on the third line to the end of the page. Highlight it and press **Ctrl + B** to make it bold.
- Press **Enter** to shift the other words after it to the next line.

document text by choosing a look for the selected text from the Quick Styles gallery on the

DEDICATION

Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change

Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

- Repeat the procedure for the other components of the preliminary section contd. (i.e., from CERTIFICATION to ABSTRACT).

CERTIFICATION

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick

ABSTRACT

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick

- Highlight the respective headings and press **Ctrl + E** to move them to the center one after the other (as shown below).

ABSTRACT

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick

Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

- The next thing to do is to complete the components of the preliminary section as specified in the guideline of the university (or institution) concerned.
- Whereas the headings of the other components are retained, and the necessary information is typed under them, the title page has no heading.
- All you need to do is to highlight the heading for the title page (already moved to the center) and replace it with in accordance with format specified by the university (or institution concerned) as follows:
- Press **caps lock** (for upper case) and type USMANU DANFODIYO UNIVERSITY, SOKOTO
- Press **Enter once** (to shift to the next line) and type (POSTGRADUATE SCHOOL)
- Press **Enter thrice** (to create sufficient space) and type the title of your research (e.g., KNOWLEDGE AND PRACTICES REGARDING TELEMEDICINE AMONG HEALTH WORKERS IN SOKOTO, NIGERIA)
- Press **Enter thrice** and type A DISSERTATION SUBMITTED TO THE POSTGRADUATE SCHOOL
- Press **Enter once** and type USMANU DANFODIYO UNIVERSITY, SOKOTO, NIGERIA
- Press **Enter thrice** and type IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF
- Press **Enter once** and type DEGREE OF MASTER OF PUBLIC HEALTH (MPH)
- Press **Enter thrice** and type By
- Press **Enter once** and type your name (e.g., DANMAKARANTA OMOILEIWE NWAKUKO)
- Press **Enter thrice** and type DEPARTMENT OF COMMUNITY HEALTH
- Press **Enter thrice** and type the month and year of graduation (usually the date fixed for the external defense (e.g., June 2019))

The completed title page is shown on the next slide.

Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

- The completed title page is shown here.
- Please note that there is no separate heading for the **TITLE PAGE.**

USMANU DANFODIO UNIVERSITY SOKOTO
(POSTGRADUATE SCHOOL)

KNOWLEDGE AND PRACTICES REGARDING TELEMEDICINE AMONG HEALTH
WORKERS IN SOKOTO

A DISSERTATION SUBMITTED TO THE POSTGRADUATE SCHOOL
USMANU DANFODIYO UNIVERSITY, SOKOTO, NIGERIA

IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE AWARD OF
DEGREE OF MASTER OF PUBLIC HEALTH (MPH)

BY
DANMAKARANTA OMOILEIWE NWAKUKO

I
DEPARTMENT OF COMMUNITY HEALTH

APRIL 2019

Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

- For the components of the body of the dissertation
- Press **caps lock** (for upper case) and type **CHAPTER ONE** before the words on the first line of the first page.
- Press **Enter** to shift the other words after it to the next line.
- Type the title of the chapter (**INTRODUCTION**) before the words on the second line and press **Enter** to shift the other words to the next line.
- Type **1.1 Background to the Study** (with all the main words in capital letters) on the third line and press **Enter** to shift the other words to the next line.
- Highlight the chapter heading and subheading, and press **Ctrl + B** to make them bold.
- Highlight only the chapter heading and press **Ctrl + E** to move it to the center.

CHAPTER ONE

INTRODUCTION

1.1 Background to the Study

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick

Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

For the components of the body of the dissertation contd.

- Count three lines under the subheading, place the cursor before the first word on the fourth line and press **Enter** twice to create a new paragraph with adequate space between it and the lines under the subheading earlier created.
- Type **1.2 Problem Statement** (with all the main words in capital letters) in the first line of the new paragraph created and press **Enter** to shift the other words to the next line.
- Highlight the newly created subheading, and press **Ctrl + B** to make it bold.
- Repeat the procedure for the other subheadings in the chapter

CHAPTER ONE INTRODUCTION

1.1 Background to the Study

To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command.

1.2 Problem Statement

Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

1.3 Rationale for the Study

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover

Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

- For the components of the body of the dissertation contd.
- In situations where there are sub-subheadings:
- Count three lines under the last subheading, place the cursor before the words in the fourth line and press **Enter** twice to create a space between it and the lines under the last subheading.
- Type **1.4 Aim and Objectives of the Study** (with all the main words in capital letters) in the first line and press **Enter** to shift the other words to the next line.
- Place the cursor in front of the words in the next line and type **1.4.1 Aim** and press **Enter** to shift the other words to the next line.
- Count two lines under the newly created sub-subheading, place the cursor in front of the words on the next line and type **1.4.2 Specific objectives** (with only the first word in capital letter) and press **Enter** to shift the other words to the next line (as shown on the next slide).
- There is no need to create any space between sub-subheadings.
- Repeat the procedure for all the chapters of the dissertation.

Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

- For the components of the body of the dissertation contd.
- In situations where there are sub-subheadings contd.

1.3 Rationale for the Study

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they

1.4 Aim and Objectives

1.4.1 Aim

Home tab. Also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the

1.4.2 Specific objectives

Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document, choose new

1.5. Research Hypothesis

1.5.1 Null hypothesis

Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set

1.5.2 Alternative hypothesis

A ¶ command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists,

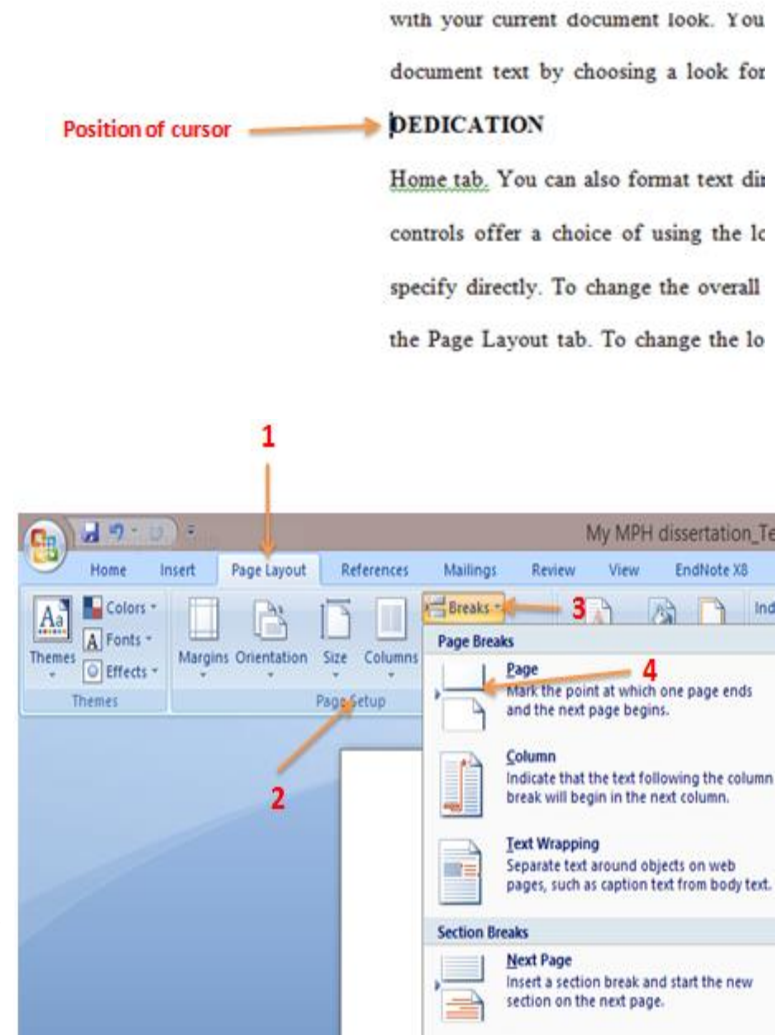
Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

- Since each of the components is expected to be on a separate page, the next thing to do is to create page breaks.

To create page breaks

- Put the cursor directly before **DEDICATION**.
- On the **Page Layout** tab [1], find the **Page Setup** group [2], and click on the drop-down arrow next to **Breaks** [3].
- In the dialog box that appears, find **Page Breaks** and click on **Page** [4].
- **DEDICATION** automatically shifts to the next page (as another heading). Repeat the procedure for the remaining components (i.e., from **Certification** to **Appendices**).



Short cut: Put the cursor directly before the next component to be moved to a new page and press **Ctrl + Enter**

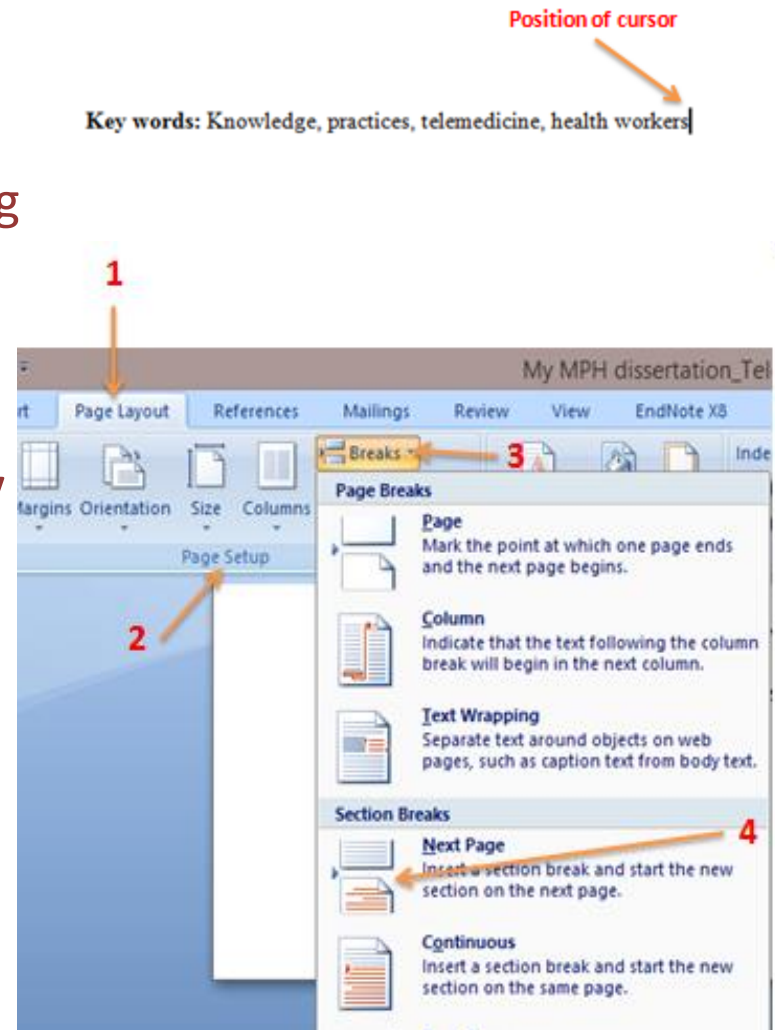
Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

- The next thing to do is to divide the dissertation into 2 sections (i.e., **preliminary section** and **body of dissertation**) since they have different numbering formats by creating section breaks.

To create section breaks

- Put the cursor immediately after the last **Key word** under **ABSTRACT**.
- On the **Page Layout** tab [1], find the **Page Setup** group [2], and click on the drop-down arrow next to **Breaks** [3].
- In the dialog box that appears, find **Section Breaks** and click on **Next Page** [4].



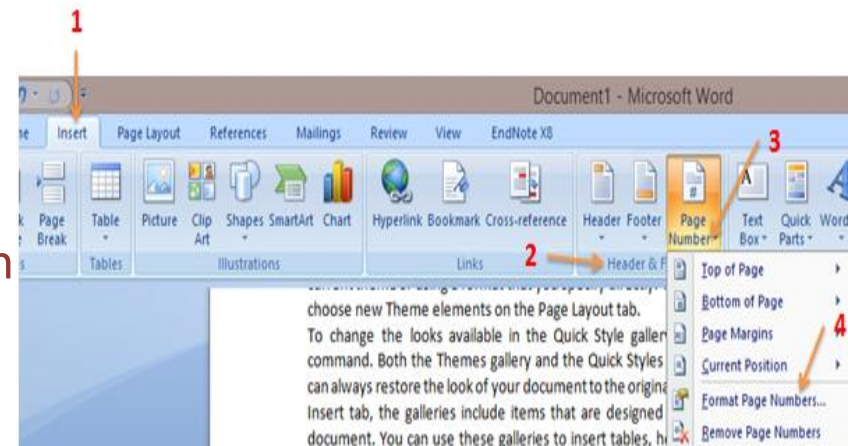
Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

- Finally, the sections are numbered.

To number the preliminary section:

- Go to the first page of the **preliminary** section
- On the **Insert** tab [1], find the **Header and Footer** group [2], and click on the drop-down arrow next to **Page Number** [3].
- In the dialog box that appears, click on **Format Page Numbers** [4].
- In the dialog box that appears, click on **Format Page Numbers** [4].
- Click on the drop-down arrow in the **Number format** box [5] of the **Page Number Format** dialog box that appears, go down and select the **Roman Numeral** format (i.e., **i, ii, iii**) [6].
- Find **Page numbering** and use the drop-down arrow in the **Start at** box [7] to indicate that the numbering should start at **i**.
- Click **OK** [8].

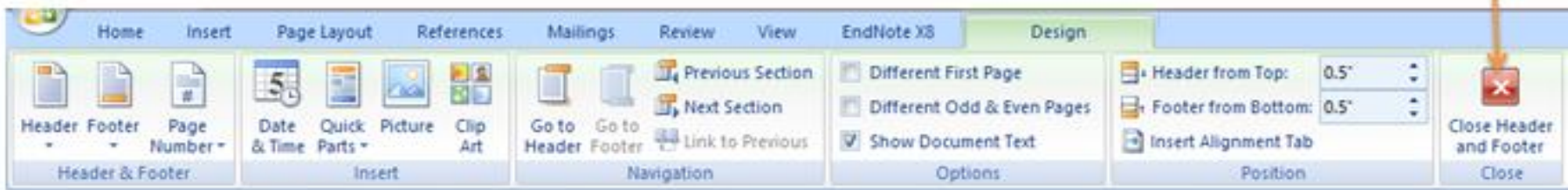
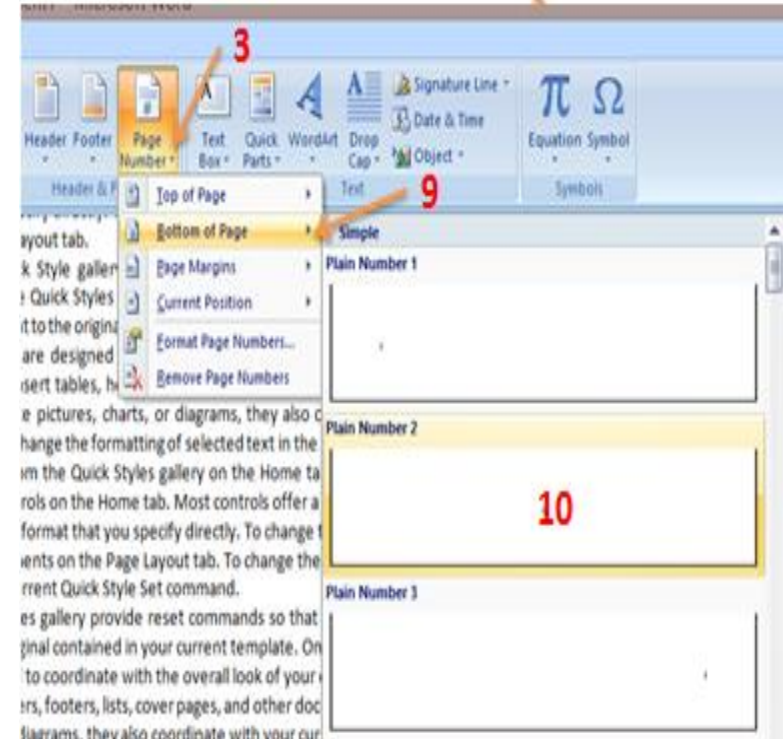


Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

To number the preliminary section contd.:

- Click again on the drop-down arrow next to **Page Number** [3].
- In the dialog box that appears, click on **Bottom of page** [9].
- In the **Simple** options that appear, select **Plain Number 2** [10].
- Finally, click on **Close Header and Footer** [11], or press **Escape**.



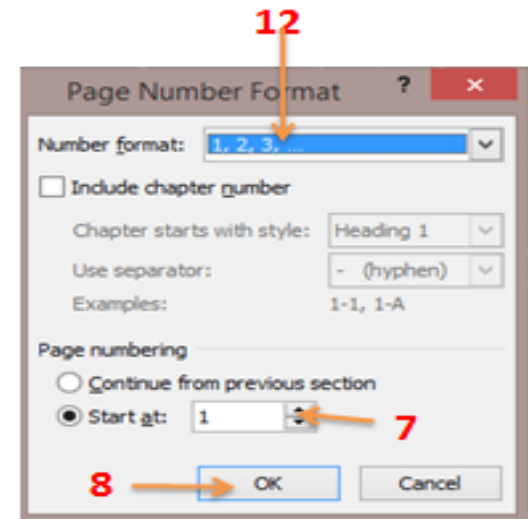
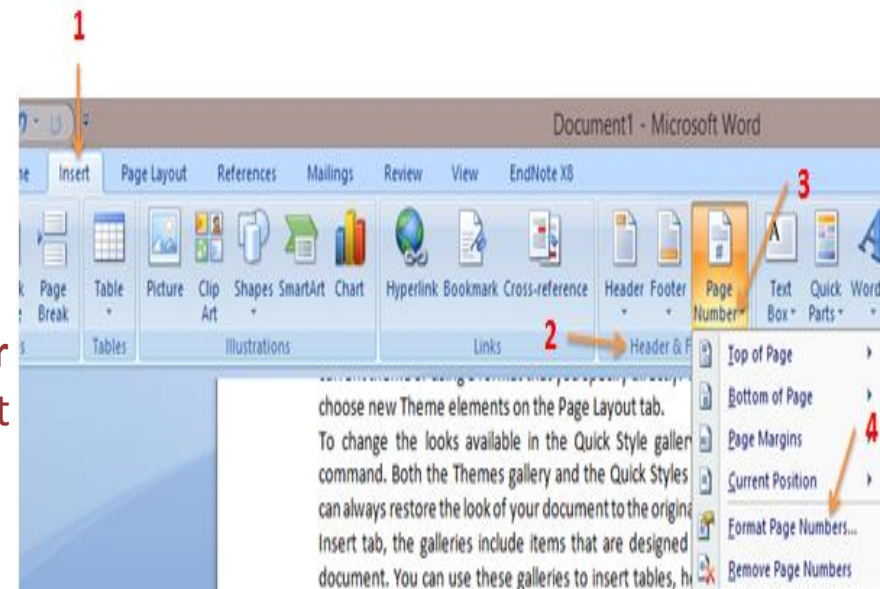
Designing the template of your dissertation contd.

Creating the sections of the dissertation contd.

- Finally, the body of dissertation section is numbered.

To number the body of dissertation section:

- Go to the first page of the **body of dissertation** section (i.e., the first page of **CHAPTER ONE**).
- On the **Insert** tab [1], find the **Header and Footer** group [2], and click on the drop-down arrow next to **Page Number** [3].
- In the dialog box that appears, click on **Format Page Numbers** [4].
- Click on the drop-down arrow in the **Number format** box of the **Page Number Format** dialog box that appears, and select the Arabic Numeral format (i.e.,**1,2,3**) [12].
- Find **Page numbering** and use the drop-down arrow in the **Start at** box [7] to indicate that the numbering should start at **1**.
- Click **OK** [8].
- Finally, **save and close**.



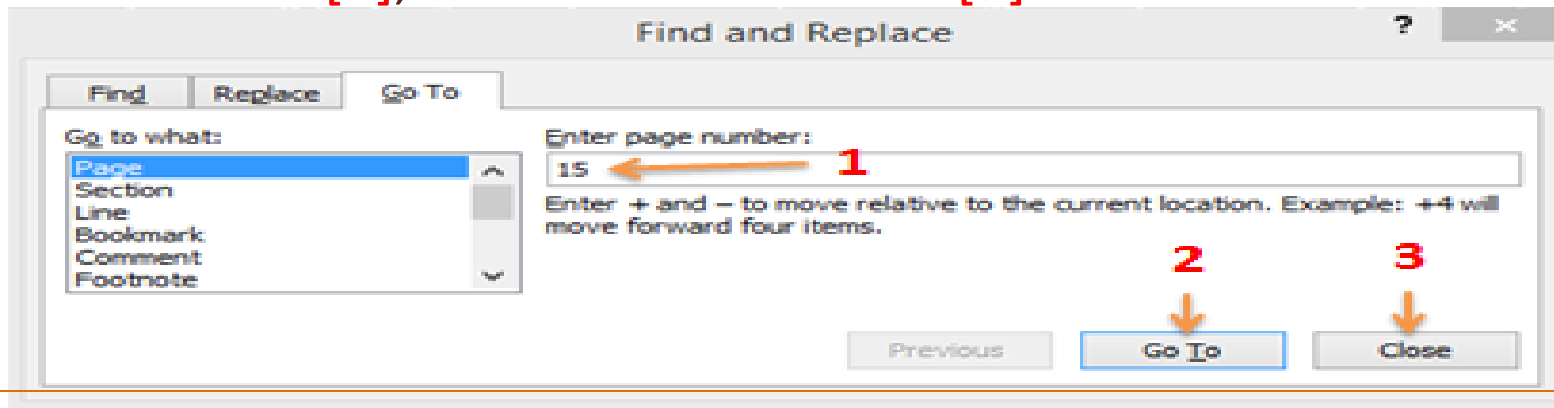
TEXT EDITING AND INSERTION OF SPECIAL CHARACTERS AND PICTURES

Moving to a specific page (Go To)

This function enables you to move from a particular page to any specific page directly instead of using the cursor movement keys or scroll bar.

To move from a particular page to a specific page:

- Press **Ctrl + G**
- Type the page number you want to go to (e.g., **15 [1]**) in the **Enter page number** box of the **Find and Replace** dialog box that appears.
- Click **Go To [2]**, and then click **Close [3]**.



To go directly to the end of a file from any location in the file:

Press **Ctrl + End**

To go directly to the beginning of a file from any location in the file:

Press **Ctrl + Home**

Copy Function

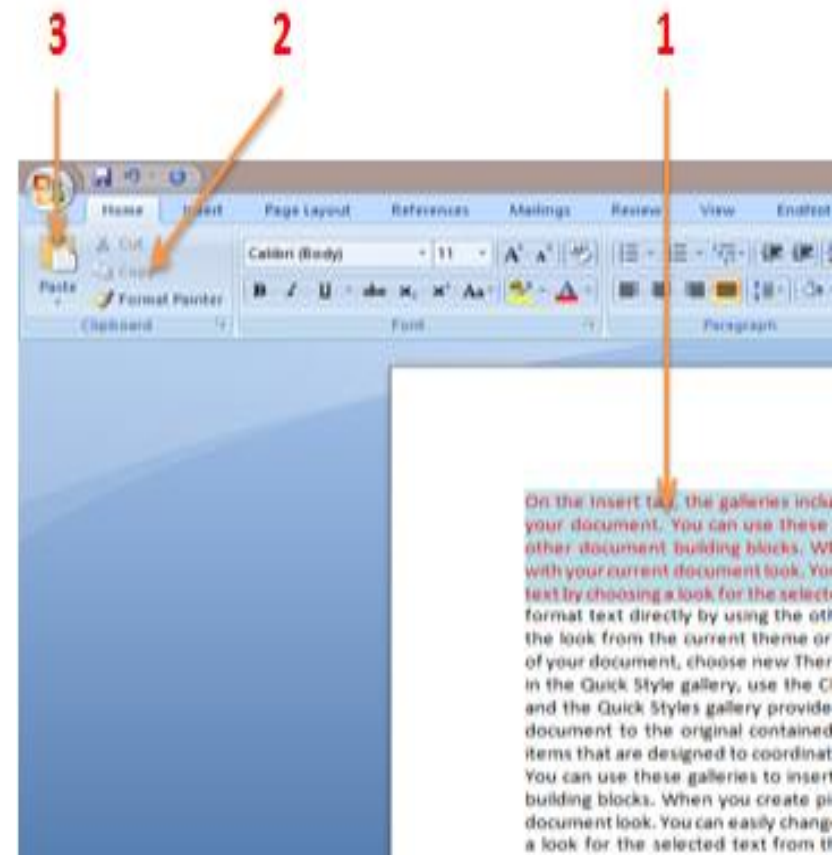
This function enables you to create a duplicate copy of the same text for the purpose of reproducing it as much as possible.

To copy a text:

- Highlight the text you want to copy [1].
- On the **Home** tab, in the **Clipboard** group, click **copy** [2].
- Position the cursor where you want to paste the copied text, and click **paste** [3].

Alternatively (Shortcut):

- Highlight the text you want to copy.
- Press **Ctrl + C** to copy.
- Position the cursor where you want to paste the copied text.
- Press **Ctrl + V** to paste.



Cut Function

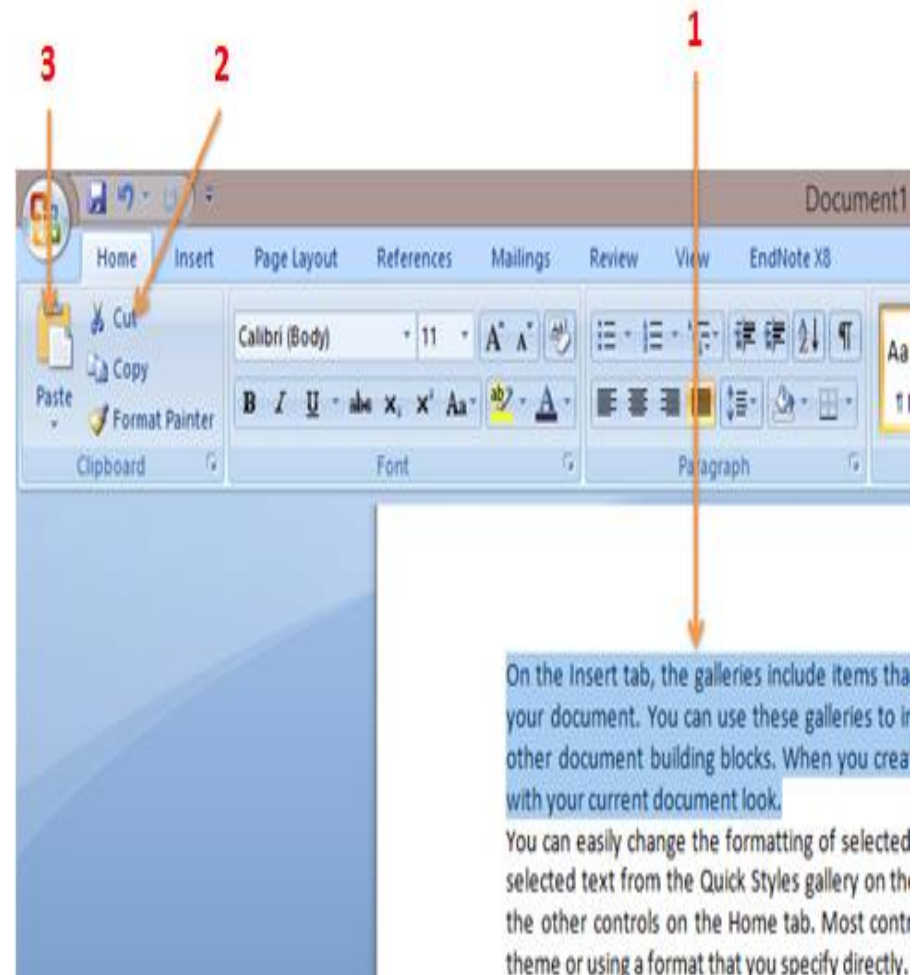
This function enables you to remove a text, or an object from its original location, and transfer it to another location.

To cut a text or object:

- Highlight the text or object you want to cut [1].
- On the **Home** tab, in the **Clipboard** group, click **cut** [2].
- Position the cursor where you want to paste the text or object and click **paste** [3].

Alternatively (Shortcut):

- Highlight the text or object you want to cut.
- Press **Ctrl + X** to cut.
- Position the cursor where you want to paste the text or object.
- Press **Ctrl + V** to paste.

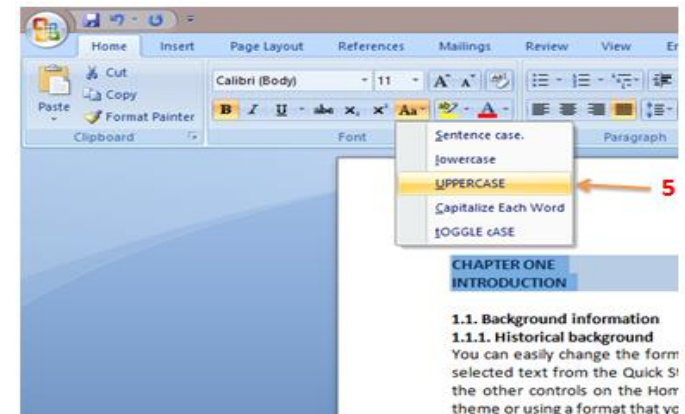
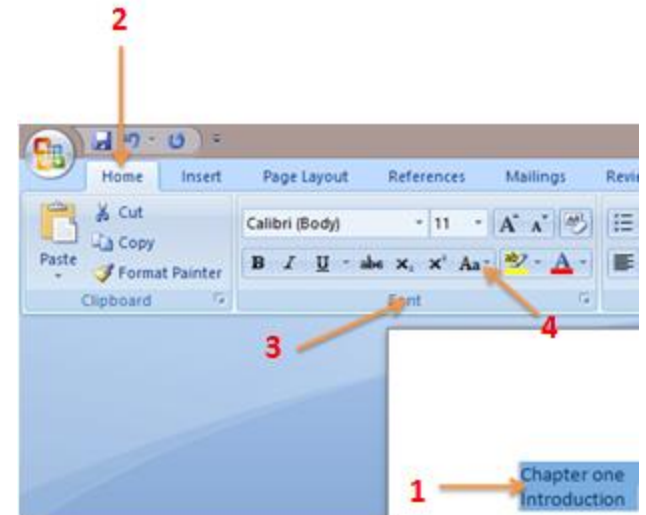


Case conversion

This function enables you to change the text from one case to another.

To convert text from one case to another:

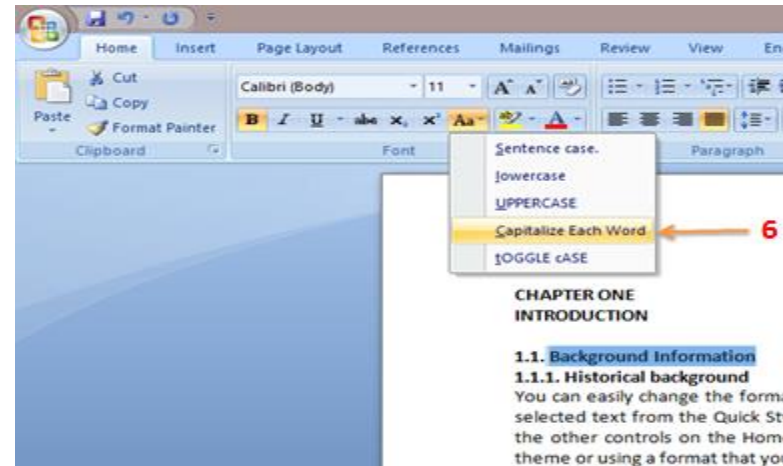
- Highlight the text you want to convert to another case [1].
- On the **Home** tab [2], in the **Font** group [3], click on the drop down arrow next to the **Change case** icon (**Aa**)[4].
- In the dialog box that appears select the case you want.
- For the main headings of the preliminary section, Chapters 1 to 6, References and Appendices (Heading 1) select **UPPER CASE** [5].



Case conversion contd.

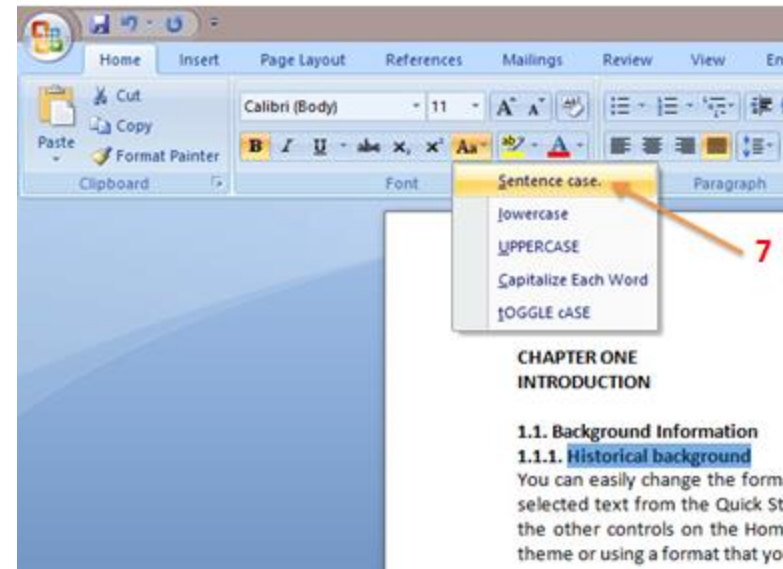
To convert from one case to another contd.:

- For the sub-headings (Heading 2) select **Capitalize Each Word** [6].
- For the sub-sub-headings (Heading 3) select **Sentence case** [7]



Alternatively (Short cut):

- Highlight the text that you want to convert to another case, and press **Shift + F3**.
- Each time you press **Shift + F3**, the text changes from one case to another (i.e., **UPPER CASE** to **lower case** and **Capitalize Each Word**).

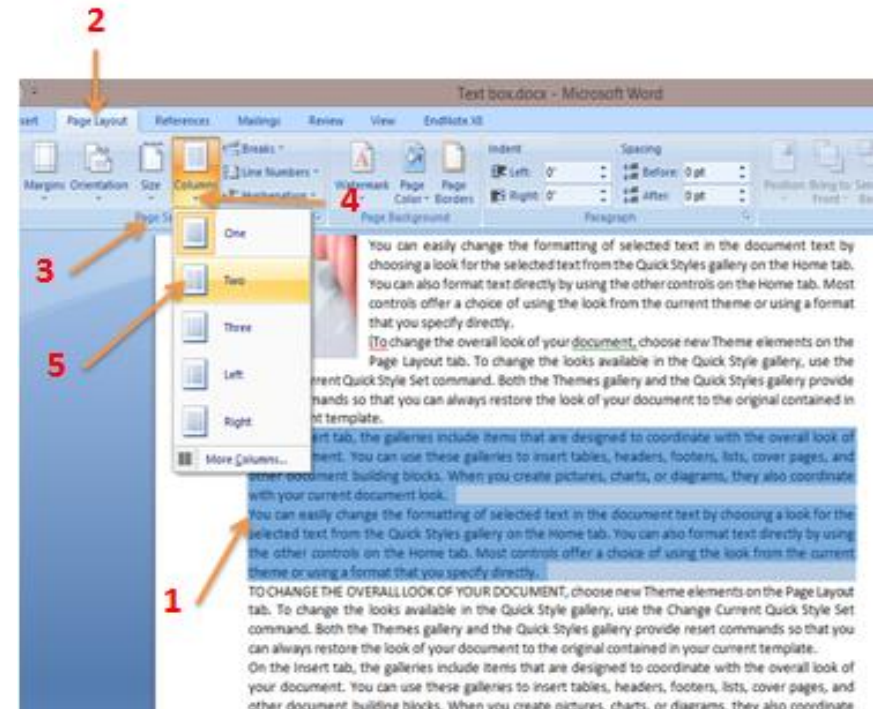


Creating columns

This function enables you to divide the text into columns, this can be useful where you wish to make illustrations on page.

To create columns:

- Highlight the text you want to format in columns [1].
- On the **Page Layout** tab [2], in the **Page Set Up** group [3], click on the drop down arrow below **Columns** [4].
- In the dialog box that appears, click the number of columns that you want (e.g., **Two**) [5].



To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

TO CHANGE THE OVERALL LOOK OF YOUR DOCUMENT, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

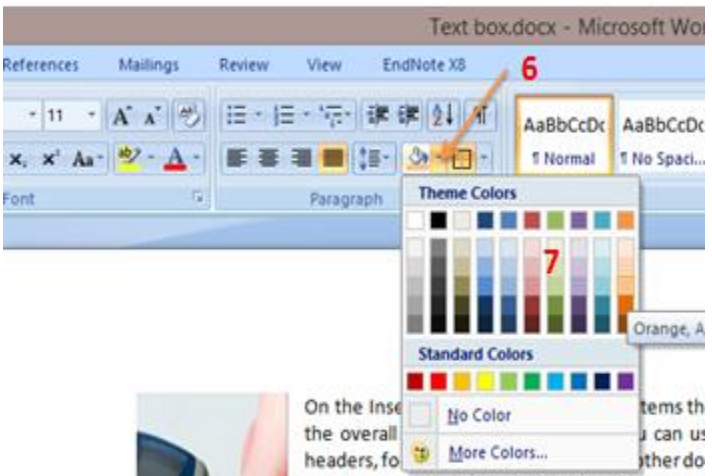
You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

Adding borders to text

This function enables you to add borders to a selected range of text in your document in order to highlight it.

To add borders to text:

- Highlight the text you want to add borders to [1].
- On the **Home** tab [2], in the **Paragraph** group [3], click on the drop down arrow next to **Borders** icon [4].
- In the dialog box that appears, select the border you want (e.g., **Outside**) [5].
- **To add color to the background**, click on the drop down arrow next to **Color text background** icon [6] and select the color you want in the dialog box that appears [7].



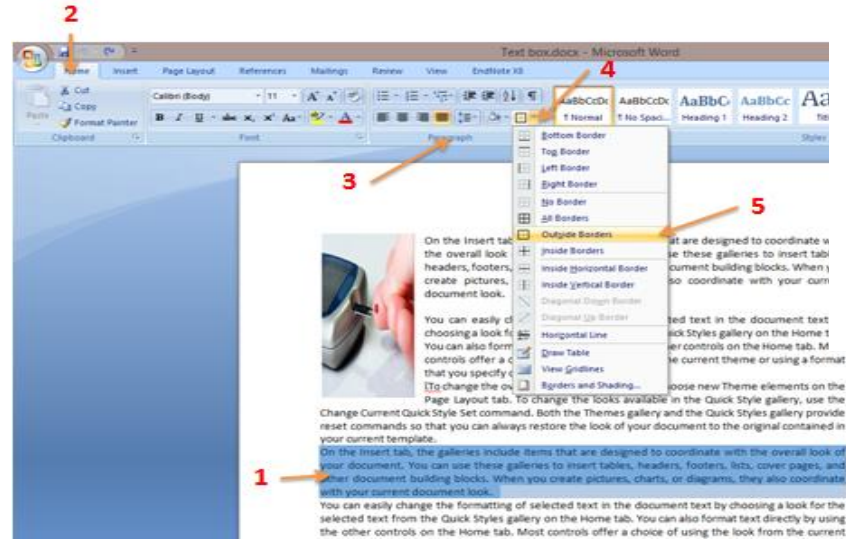
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.

To change the overall look of your document, click the Change Current Quick Style Set command on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command. Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template.

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly.



Adding bullets to text

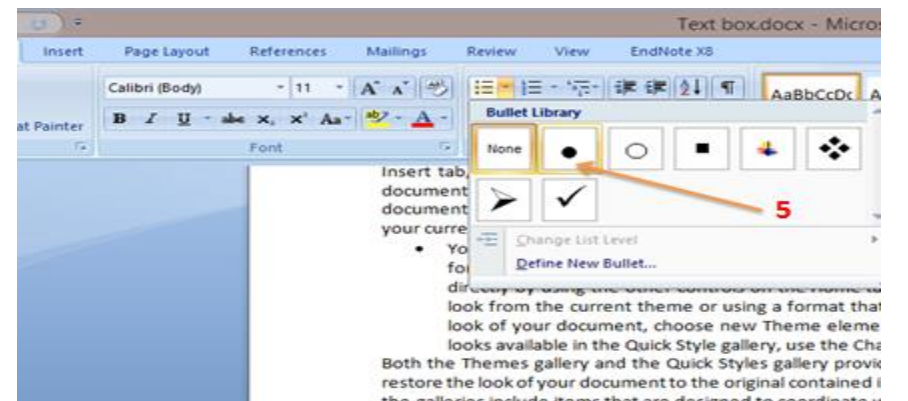
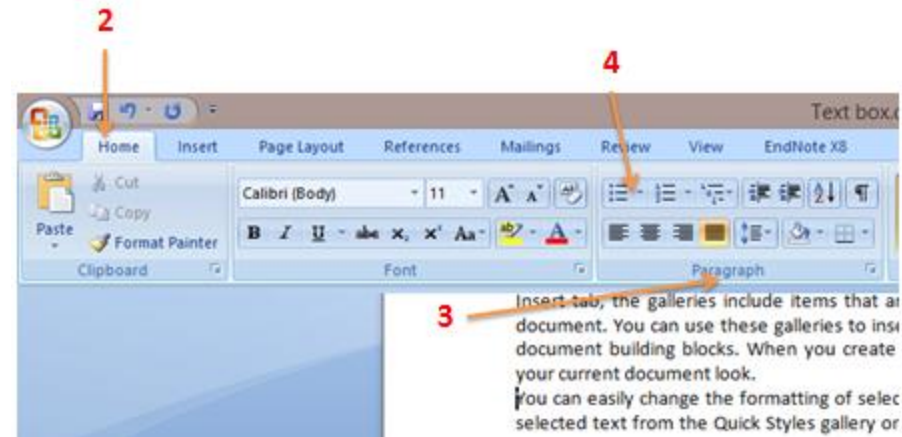
This function enables you to highlight some key points.

To add bullets to text:

- Place the cursor before the first letter on the line where you want to add a bullet [1].
- On the **Home** tab [2], in the **Paragraph** group [3], click on the drop down arrow next to **Bullets** icon [4].
- In the **Bullet Library** dialog box that appears, click on the type of bullet you want [5].
- Place your cursor in front of the next line you want to add a bullet and press **Enter**.
- Repeat the procedure for the other lines that require bullets.

document. You can use these galleries to insert tables, heading document building blocks. When you create pictures, change your current document look.

1 → You can easily change the formatting of selected text in the selected text from the Quick Styles gallery on the Home tab the other controls on the Home tab. Most controls offer a theme or using a format that you specify directly. To change new Theme elements on the Page Layout tab. To change the use the Change Current Quick Style Set command.

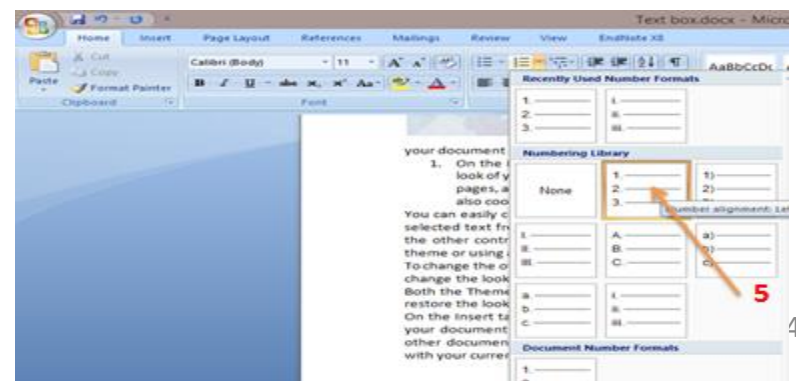
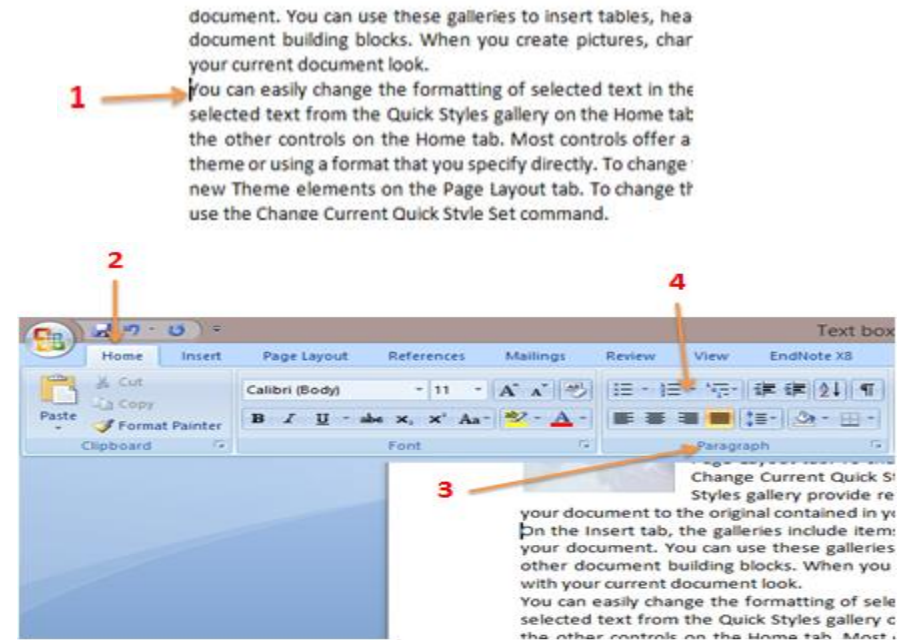


Numbering items in a text

This function enables you to number the items in a text, rather than just using bullets to highlight them.

To number the items in a text:

- Place the cursor before the first letter on the line you want to number [1].
- On the **Home** tab [2], in the **Paragraph** group [3], click on the drop down arrow next to the **Numbering** icon [4].
- In the **Numbering Library** dialog box that appears, click on the numbering format you want [5].
- Place your cursor in front of the next line you want to number and press **Enter**.
- Repeat the procedure for the other lines you want to number.



Indenting text

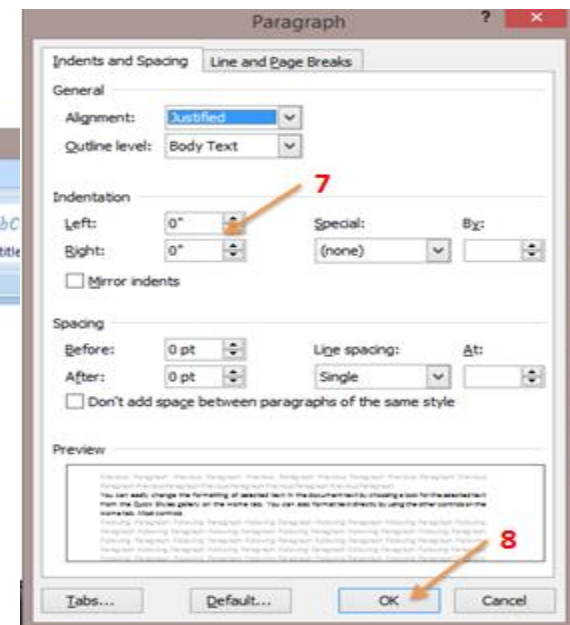
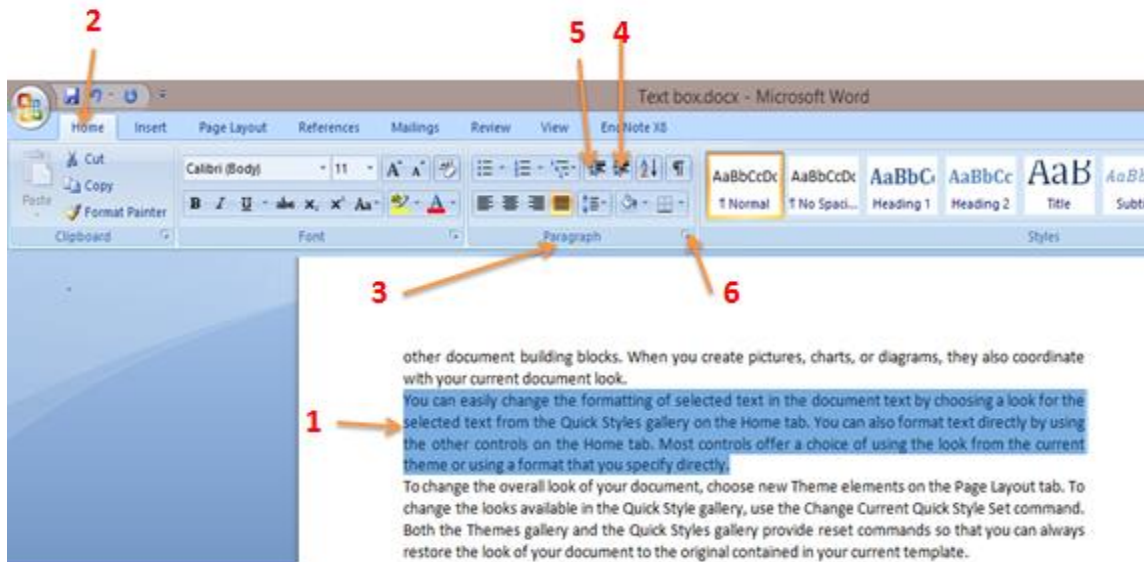
This involves shifting your text either right or left, starting from the end or beginning of a line or range of lines.

To indent text:

- Highlight the text you want to indent [1].
- On the **Home** tab [2], in the **Paragraph** group [3], click the **Increase indent** [4] or **Decrease indent** [5] icons (to indent inwards, or reverse the indentation).

Alternatively (Shortcut):

- Highlight the text you want to indent and press **Ctrl + M**
- If you don't want the first line of each paragraph to be indented press **Ctrl + T**; or **Ctrl + Y**
- Another option is to click on the drop down arrow [6] next to the **Paragraph** group and set the **Rt** and **Lt** indentations [7] in the **Indentation** boxes of the dialog box that appears, and then click **OK** [8].

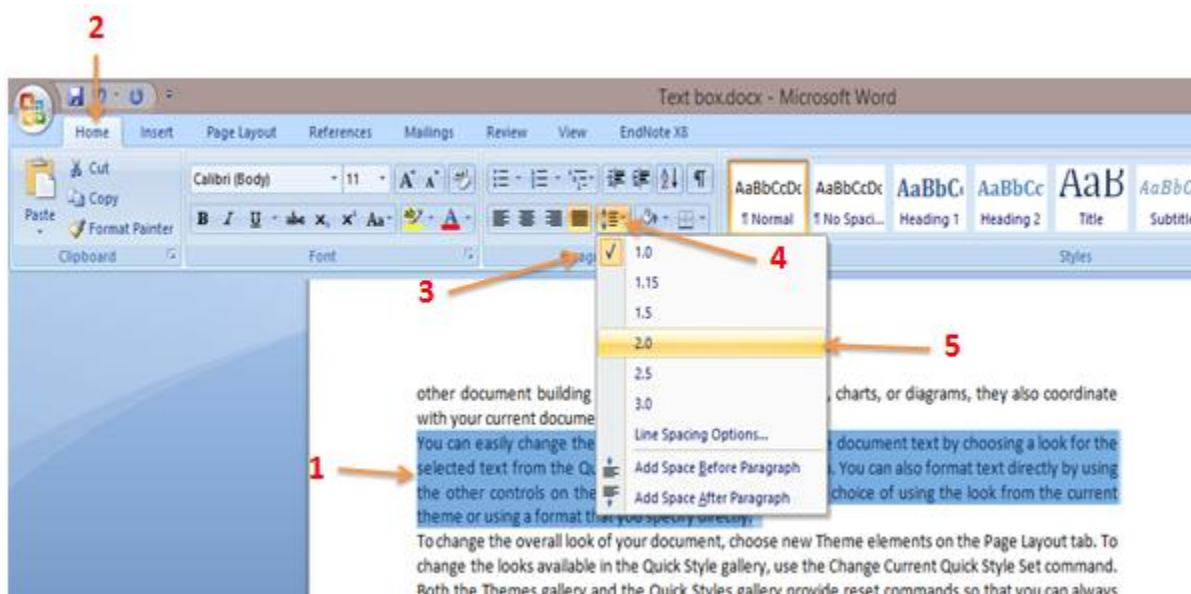


Adjusting line spacing

The line spacing of your text can be increased or decreased if necessary.

To increase or decrease line spacing:

- Highlight the text you want to adjust the line spacing [1].
- On the **Home** tab [2], in the **Paragraph** group [3], click on the arrow next to the **Line spacing** icon [4].
- In the dialog box that appears, click on the line spacing you want (e.g., **2.0**) [5].



Aligning and justifying text

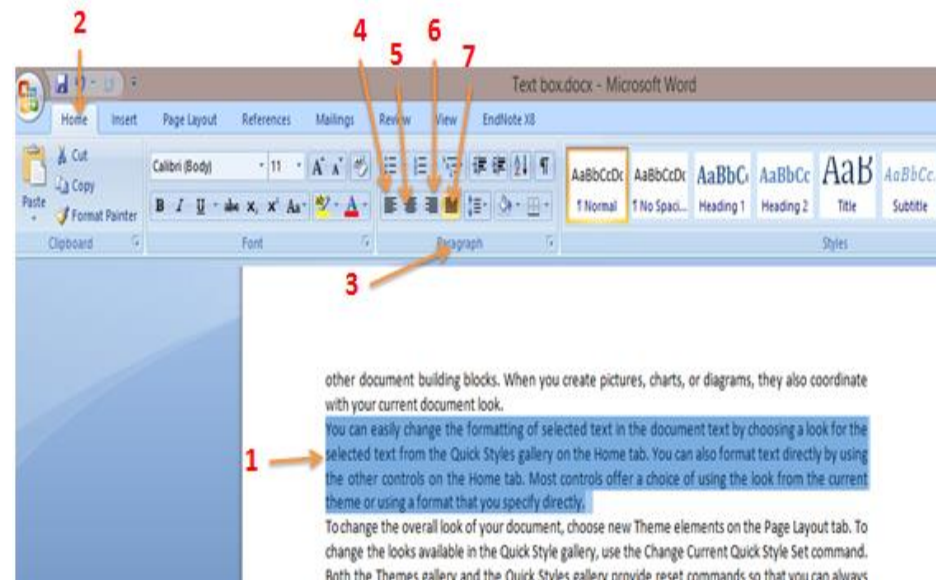
This function enables you to align your text to the left, right, and centre, or justify it (i.e., aligned to both sides).

To align or justify text:

- Highlight the text you want to align or justify [1].
- On the **Home** tab [2], in the **Paragraph** group [3], click on the one you want among **Align left** [4], **Centralize** [5], **Align right** [6], or **Justify** [7] icons.

Alternatively (Shortcut):

- Highlight the text you want to align or justify
- Press **Ctrl + L** to align to the **left**
- Press **Ctrl + R** to align to the **right**
- Press **Ctrl + E** to **centralize**
- Press **Ctrl + J** to **justify**

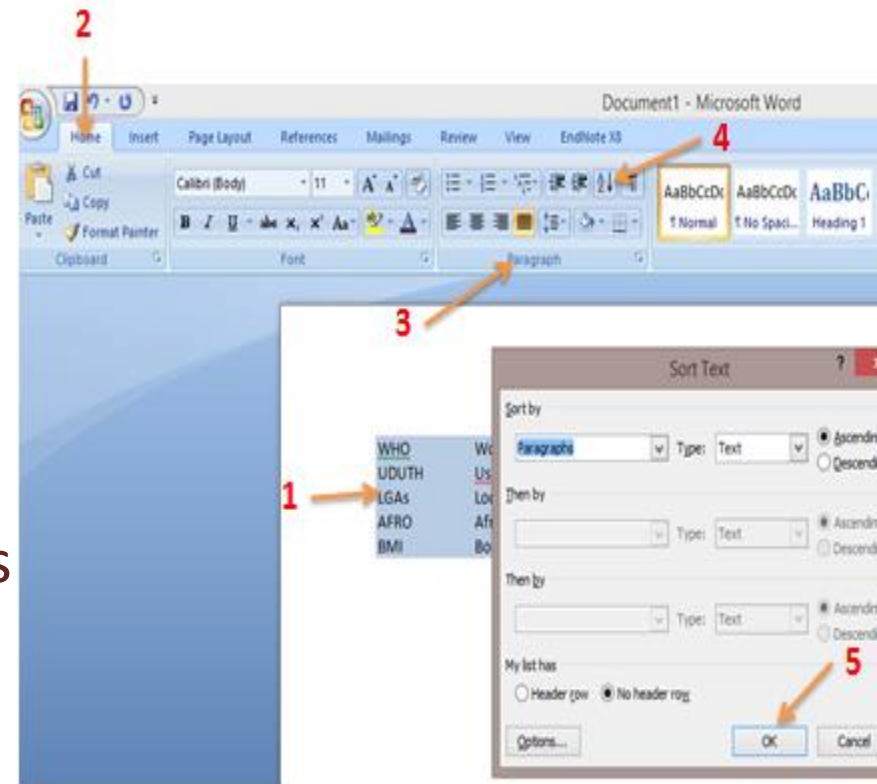


Sorting text

This function enables you to arrange the lines of text alphabetically (in ascending or descending order based on the first letter on the respective lines). This function is used in arranging the LIST OF ABBREVIATIONS alphabetically.

To sort text:

- Highlight the text you want to sort [1].
- On the **Home** tab [2], in the **Paragraph** group [3], click on the **Sort (A to Z)** icon [4].
- Since the dialog box that appears already shows sorting by **paragraph** and in **ascending order**, just click **OK** [5].
- The text automatically becomes arranged in ascending order alphabetically from A to Z.



AFRO	African Regional Office
BMI	Body Mass Index
LGAs	Local Government Area
UDUTH	Usmanu Danfodiyo University Teaching Hospital
WHO	World Health Organization

Subscripting, superscripting and making spike through

Subscript refers to lowering a character or number to the base of a neighboring number or character, while superscript refers to raising the power of the character. Spike through refers to the act of cancelling a text. Double spike through enables you to create currency symbols.

To subscripts, superscripts and make spike through:

- Highlight the letter you wish to subscript [1], superscript [2], or make a spike through [3], one at a time.
- On the **Home** tab [4], go to the **Font** group and click on the drop down arrow next to it [5].
- In the dialog box that appears, go to **Effects** and select the action you want [6], and then click **OK** [7].

1.5 Study Hypothesis
 1.5.1 Null hypothesis (H₀)
 1.5.2 Alternative hypothesis (H_A)

The temperature was 32^oC yesterday

The minimum wage has been increased to ₦30,000:00

OR:

- Highlight the letter, and click on the **subscript** [8], **superscript** [9], or **spike through** [10] icons directly.

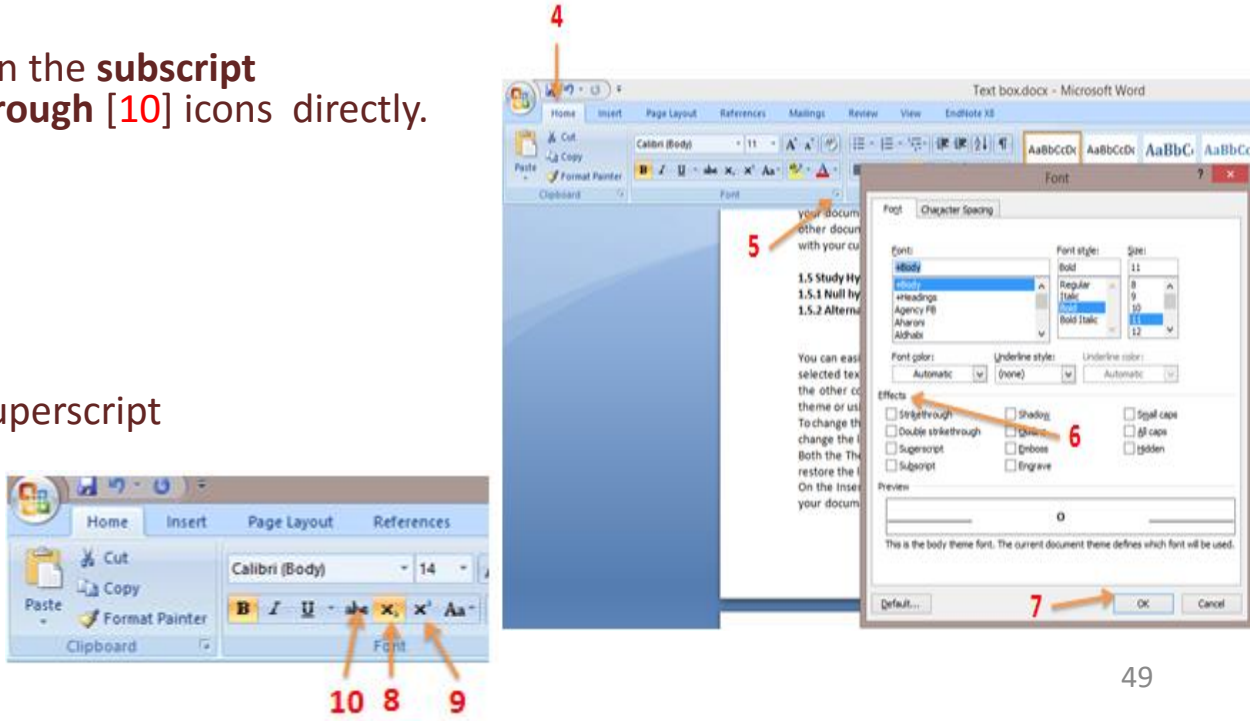
Alternatively (Shortcut):

- Highlight the letter,
- Press **Ctrl + +** to subscript
- Press **Shift + Ctrl + +** to superscript

1.5 Study Hypothesis
 1.5.1 Null hypothesis (H₀)
 1.5.2 Alternative hypothesis (H_A)

The temperature was 32^oC yesterday

The minimum wage has been increased to ₦30,000:00

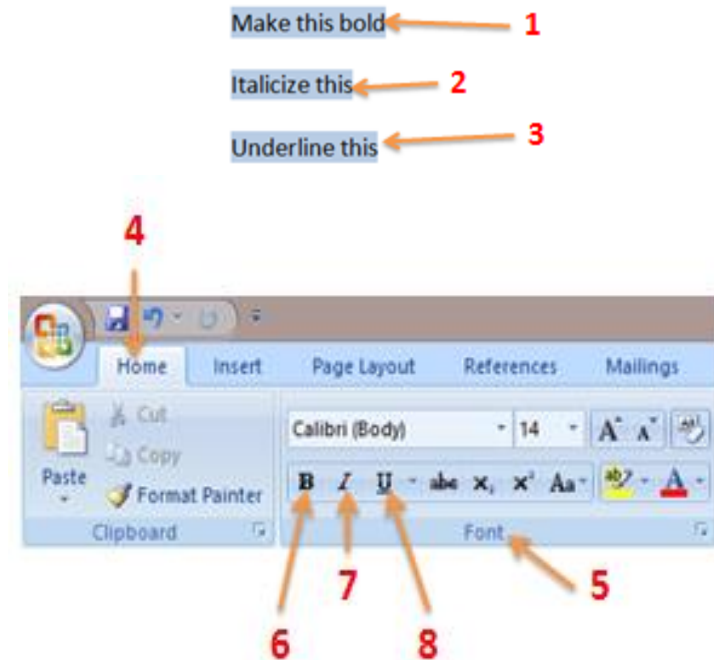


Bolding, italicizing, and underlining text

This function enables you to highlight words, headings or portions of text by bolding, italicizing or underlining them.

To bold, italicize or underline text:

- Highlight the text you want to bold [1], italicize [2] or underline [3].
- On the **Home** tab [4], in the **Font** group [5], click on **Bold** [6], **Italicize** [7], or **Underline** [8] icons as applicable, one at a time.



Alternatively (Shortcut):

- Highlight the text,
- Press **Ctrl** + **B** to bold it
- Press **Ctrl** + **I** to italicize it
- Press **Ctrl** + **U** to underline it

Make this bold

Italicize this

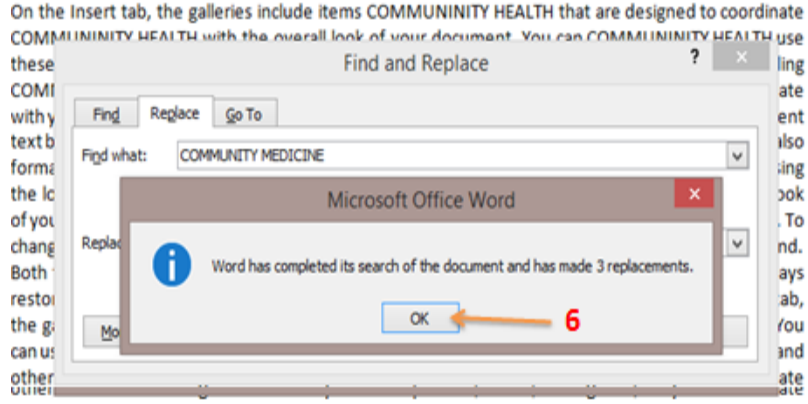
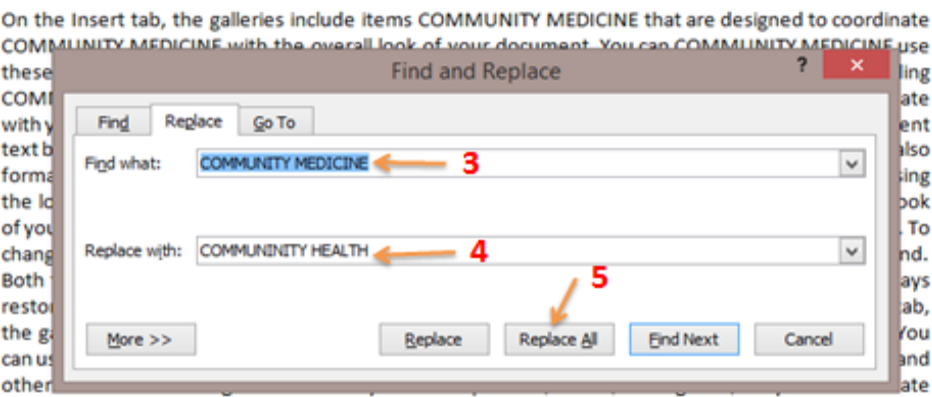
Underline this

Finding and replacing text

This function enables you to search for a particular word or phrase in a document, and when found, replace it with another word or phrase. For instance searching for **Community Medicine** and replacing it with **Community Health**.

To find and replace text:

- Position the cursor at the beginning of the document
- On the **Home** tab, in the **Editing** group [1], click **Replace** [2].
- In the **Find and Replace** dialog box that appears, type what you want to find in the **Find what** box (e.g., COMMUNITY MEDICINE)[3], and what you want to replace it with in the **Replace with** box (e.g., COMMUNITY HEALTH)[4], and click **Replace All** [5].



- Finally click **OK** [6] in the dialogue box that appears.

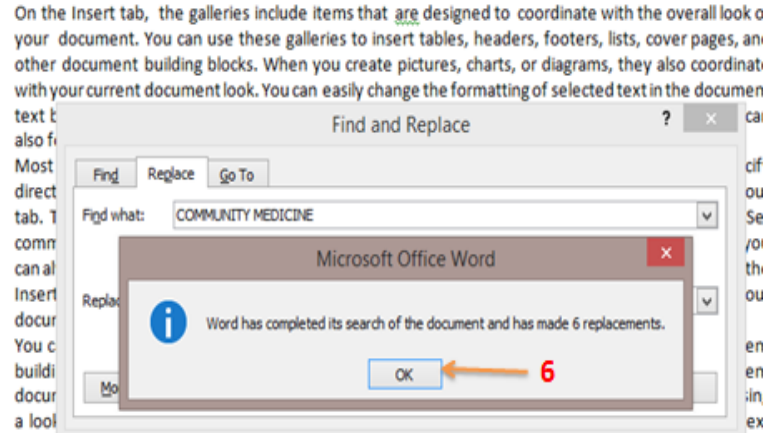
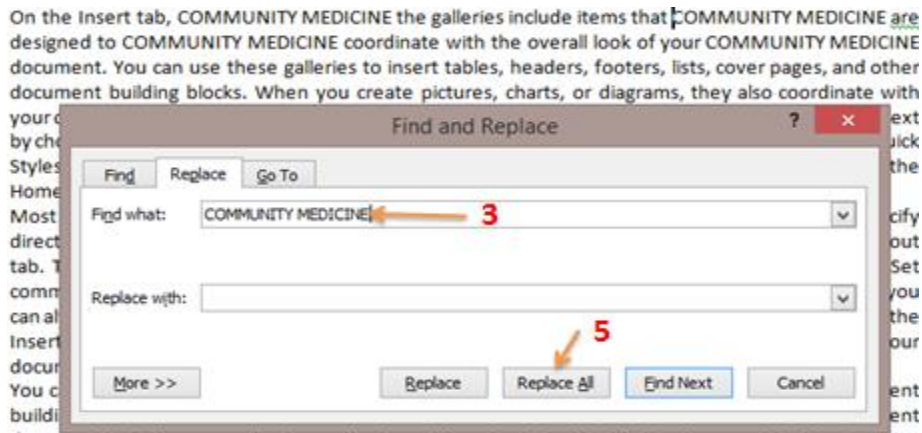
Alternatively (shortcut): Press **Ctrl + F**, click **Replace** in the dialog box that appears, and perform steps 3 to 6 as described above.

Finding and replacing text contd.

The find and replace text function can also be used to search for a particular word or phrase within a document, and when found, delete it completely.

To find and delete a text:

- Position the cursor at the beginning of the document
- On the **Home** tab, in the **Editing** group [1], click **Replace** [2].
- In the **Find and Replace** dialog box that appears, type what you want to find in the **Find what** box (e.g., COMMUNITY MEDICINE)[3], leave the **Replace with** box with blank field and click **Replace All** [5].



- Finally click **OK** [6] in the dialogue box that appears .

Delete Function

This function enables you to remove a text completely.

To delete a text:

- Highlight the text you want to delete [1].



On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab.

- Press **delete** on the keyboard [2].

2



Delete Function contd.

To delete a letter at a time:

- Place the cursor before the letter you want to delete [1].
- Press **delete** [2] on the keyboard.

1



On the Insert tab, the galleries include your document. You can use these other document building blocks. Wh with your current document look.

2



OR:

- Place the cursor after the letter you want to delete [3].
- Press **backspace** [4] on the keyboard.

3



On the Insert tab, the galleries include your document. You can use these other document building blocks. Wh with your current document look.

4



To delete a word:

- Place the cursor before the word you want to delete.
- Press **Ctrl + delete** on the keyboard.

OR:

- Place the cursor after the word you want to delete.
- Press **Ctrl + backspace** on the keyboard.

Undoing a command

This command is used to reverse the last (or most recent) action or operation on a document.

To undo an action:

- Click on the **undo** icon [1] on the **Quick Access Toolbar**.

Shortcut: Press **Ctrl + Z**



To reverse the undo action:

- Click on the **redo** icon [2] on the **Quick Access Toolbar**.

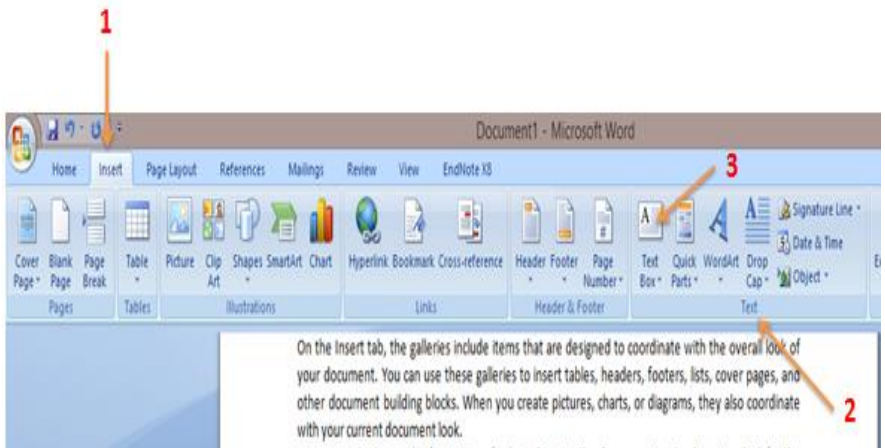


Inserting text boxes

This function enables you to type and make designs anywhere in your document.

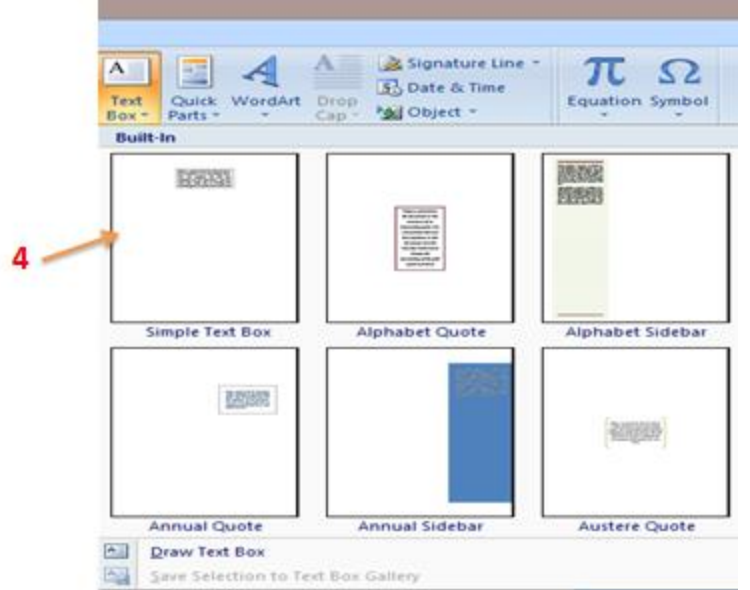
To insert a text box:

- On the **Insert** tab [1], in the **Text** group [2], click **Text Box** [3].
- In the text box dialog box that appears, click on the design you want (e.g., Simple Text Box) [4].
- Click inside the text box and type or paste text [5].



On the Insert tab, the galleries include items that are designed to coordinate with your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. In the text box dialog box that appears, click on the design you want (e.g., Simple Text Box) [4].

Hello, I am using a text box



5

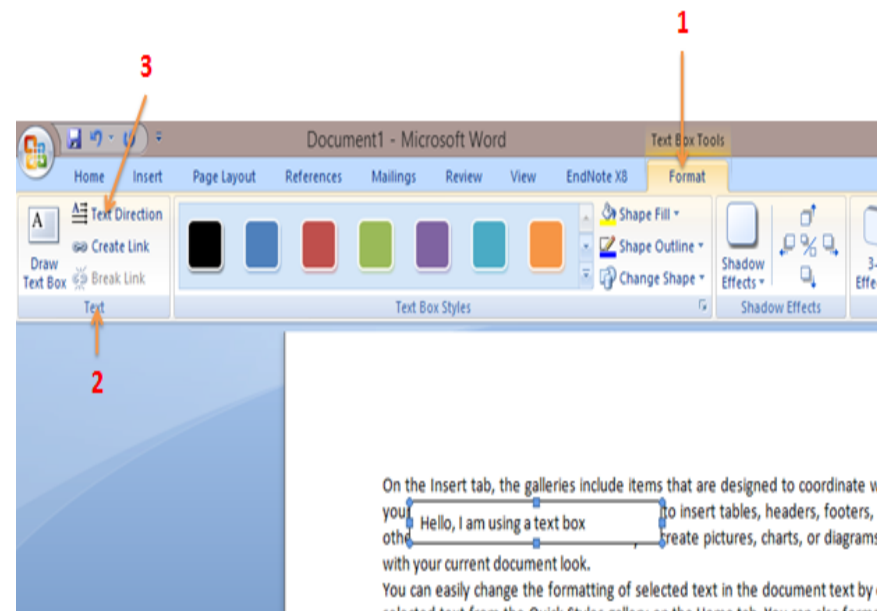
Inserting text boxes contd.

Changing the direction of textbox and text

This function enables you to change the direction of the textbox from horizontal to vertical (and with the text facing up or down) as you want.

To change the direction of textbox and text:

- Click on the margin of the textbox to highlight it.
- On the **Format** tab [1], in the **Text** group [2], click **Text Direction** [3].
- The direction of the text box changes following the first click, while the direction of the text inside the box changes following the second click on **Text Direction**.



On the Insert tab, your other with You sele the ther To ch char Both restore the look of On the Insert tab, your document. Y

On the Insert tab, your other with You sele the ther To ch char Both restore the look of On the Insert tab,

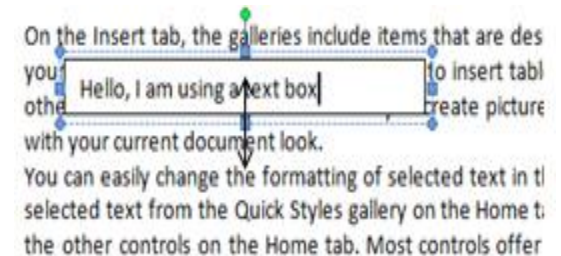
Inserting text boxes contd.

Adjusting the size of a textbox, moving and duplicating it

This function enables you to adjust the size of your textbox, move it from one location to another, and make duplicates. This operation is very useful in designing the conceptual framework of your study.

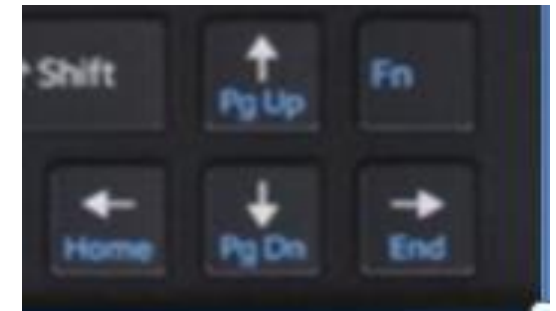
To adjust the size of the textbox:

- Click on the margin of the textbox to highlight it.
- Move the mouse over the margin of the text box in the direction in which you wish to adjust the textbox until the arrow with two heads appears.
- Hold down the Left mouse button and drag the margin of textbox as necessary, and then release the button.



To move the text box from one location to another:

- Click on the margin of the textbox to highlight it.
- Move the textbox vertically (i.e., up or down) using the **Pg up** and **Pg Dn** arrow keys, and horizontally (i.e., left or right) using the **Home** or **End** arrow keys on the keyboard.
- For precise movement hold down the **Ctrl** button while moving the textbox with the arrow keys.



To duplicate a textbox:

- Click on the margin of the textbox to highlight it.
- Press **Ctrl + D** to duplicate it, click on the margin of the new textbox and move it to the desired location as indicated above.

Inserting text boxes contd.

Changing the shape of the text box

To change the shape of the text box:

- Click on the margin of the textbox to highlight it.
- On the **Format** tab [1], in the **Text Box Styles** group [2], click on the drop down arrow next to **Change Shape** [3].
- In the dialogue box that appears click on the shape you want [4].
- The shape of text box automatically changes to the selected shape [5]



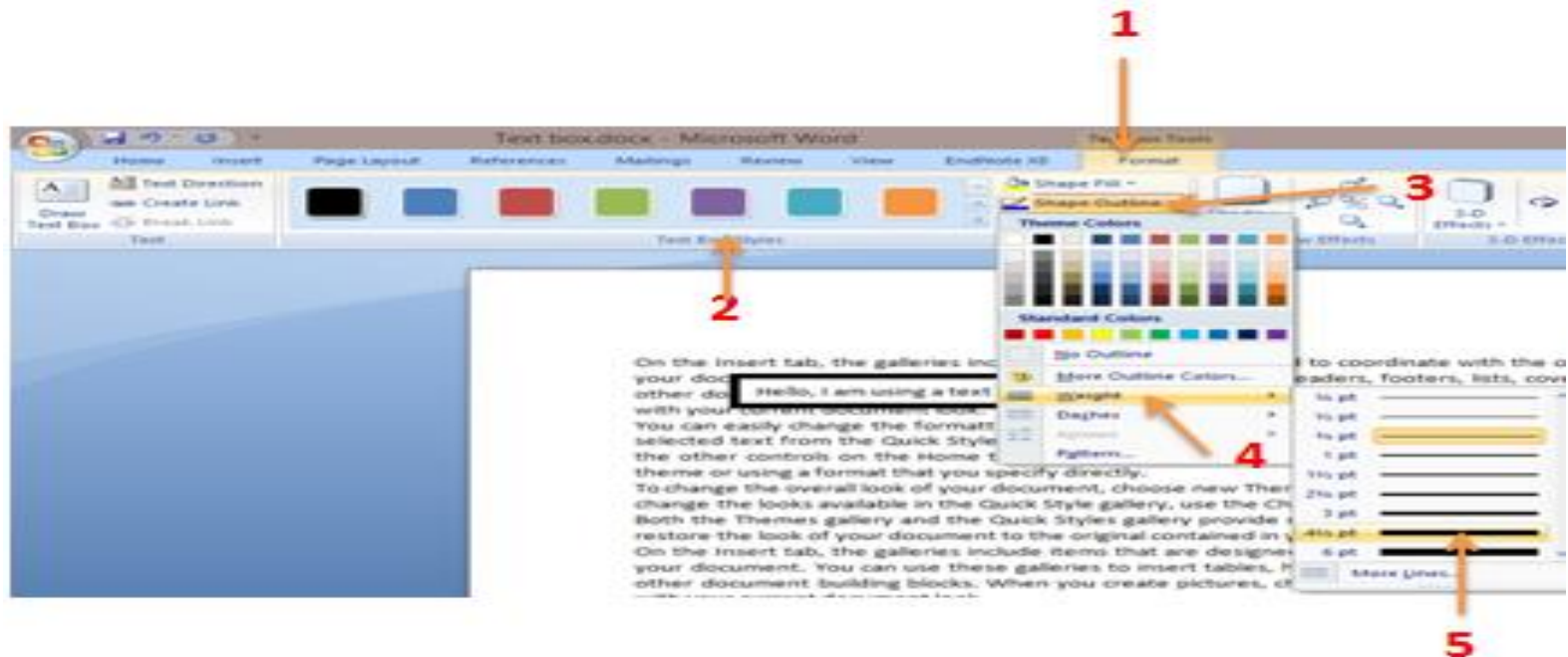
On the Insert tab, the galleries include items that you can use to insert into your document. You can also use the galleries to insert other items into your document. For example, you can insert a text box to insert text into your document. You can also insert a text box to insert text into your document.

Inserting text boxes contd.

Adjusting the thickness of the textbox margin

To adjust the thickness of the textbox margin :

- Click on the margin of the textbox to highlight it.
- On the **Format** tab [1], in the **Text Box Styles** group [2], click on the drop down arrow next to **Shape Outline** [3].
- In the dialogue box that appears, click on **Weight** [4].
- Click on the thickness you want from the next dialog box that appears [5]

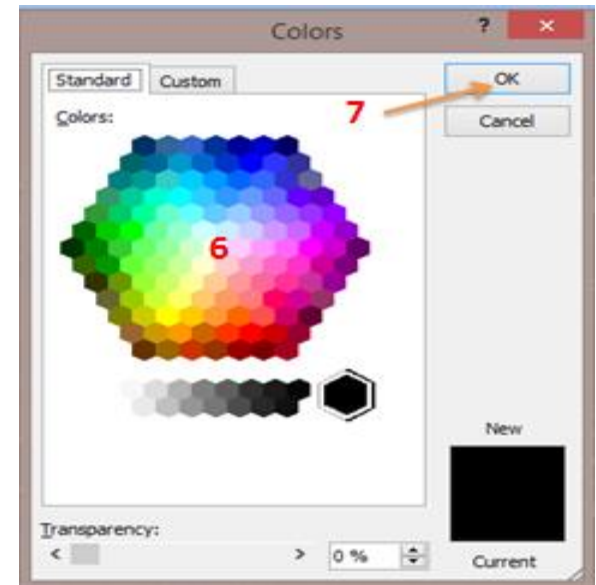
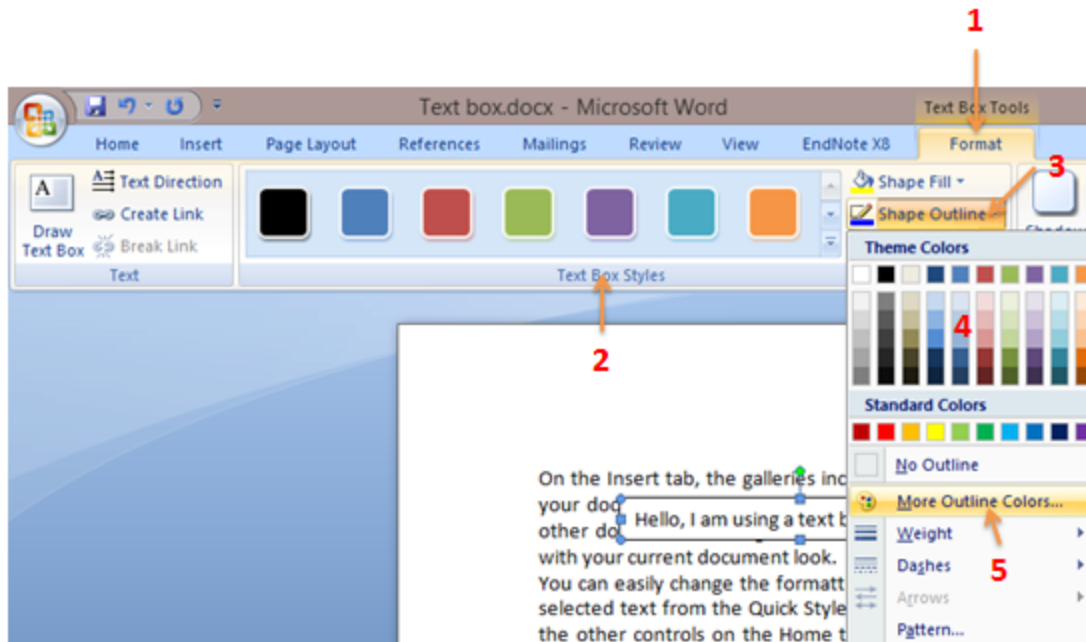


Inserting text boxes contd.

Changing the color of the textbox margin

To change the color of the textbox margin:

- Click on the margin of the textbox to highlight it.
- On the **Format** tab [1], in the **Text Box Styles** group [2], click on the drop down arrow next to **Shape Outline** [3].
- In the **Themes Color** dialog box that appears, select the color you want [4].
- If you want a color that is not in the options displayed , click on **More Outline Colors** [5], select from the colors displayed in the dialog box that appears [6], and then click **OK** [7].



Inserting text boxes contd.

Deleting the textbox margin

To delete the textbox margin:

- Click on the margin of the textbox to highlight it.
- On the **Format** tab [1], in the **Text Box Styles** group [2], click on the drop down arrow next to **Shape Outline** [3].
- In the **Themes Color** dialog box that appears, click on **No outline** [8].

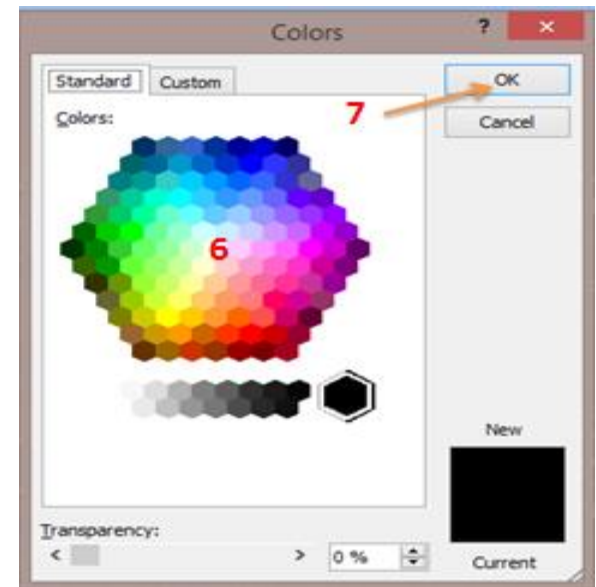
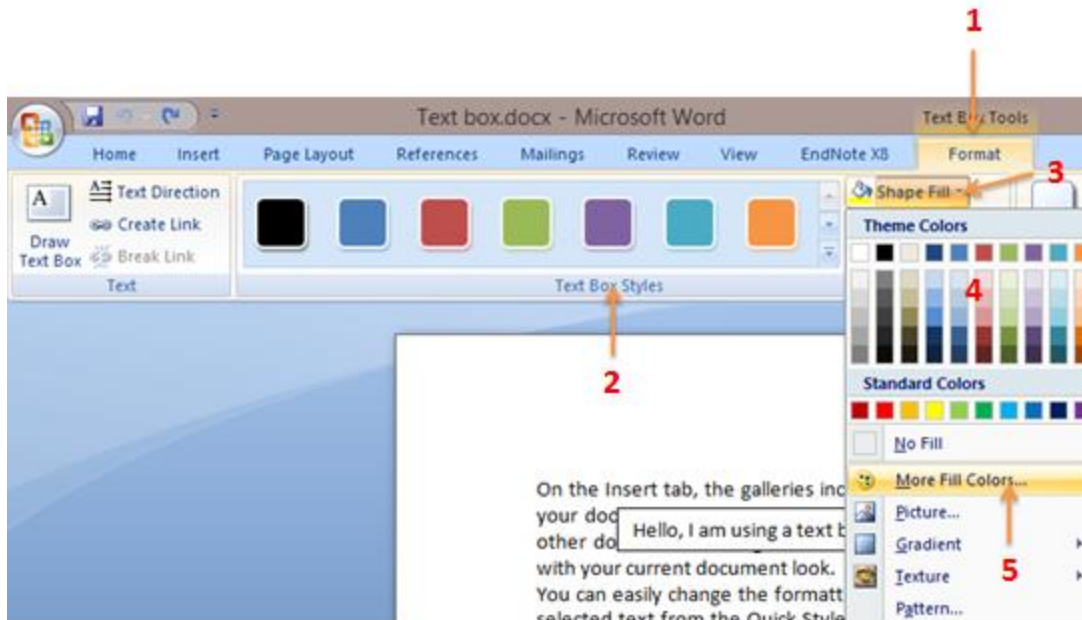


Inserting text boxes contd.

Adding color to the textbox background

To add color to the textbox background:

- Click on the margin of the textbox to highlight it.
- On the **Format** tab [1], in the **Text Box Styles** group [2], click on the drop down arrow next to **Shape Fill** [3].
- In the **Themes Color** dialog box that appears select the color you want [4].
- If you want a color that is not in the options displayed , click on **More Fill Colors** [5], select from the colors displayed in the dialog box that appears [6], and then click **OK** [7].



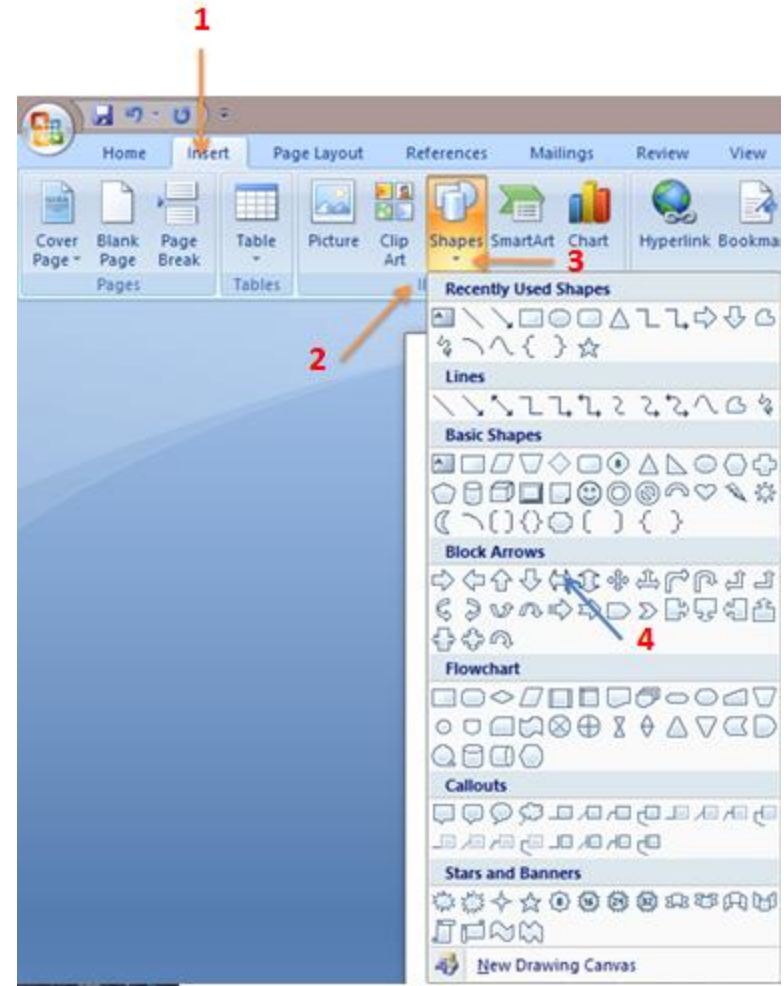
To delete the background color: After step [3] click on **No Fill**

Inserting shapes

This function enables you to make designs (illustrations or diagrams) in your document.

To insert a shape:

- On the **Insert** tab [1], in the **Illustrations** group [2], click on the drop-down arrow under **Shapes** [3].
- Select the shape you want from the shapes in the dialog box that appears [4].
- Use the cursor to drag the cross sign + that appears to where you want the shape to be in your document and click on the Left button.



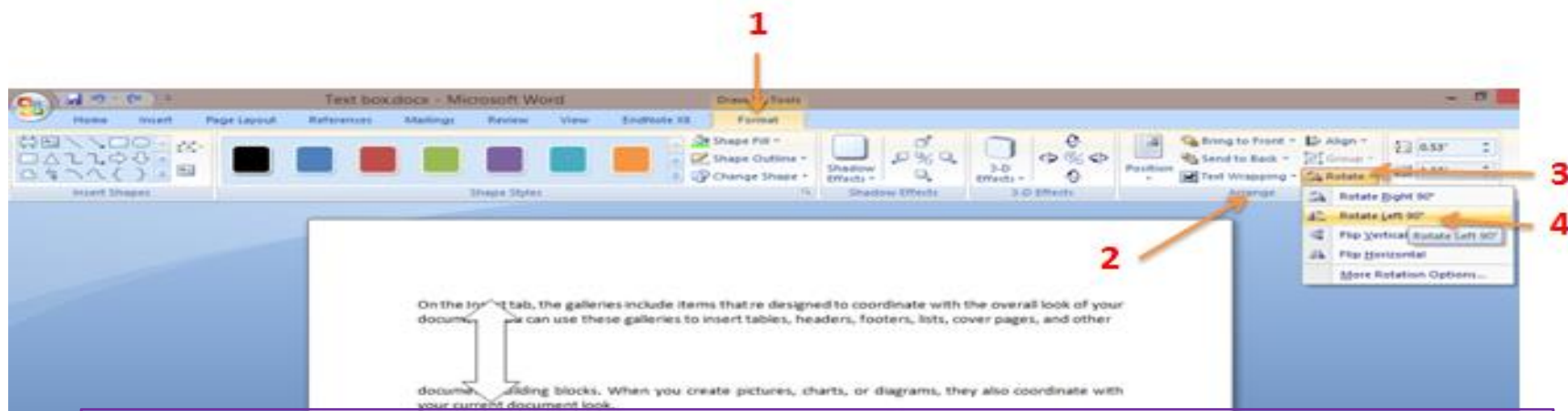
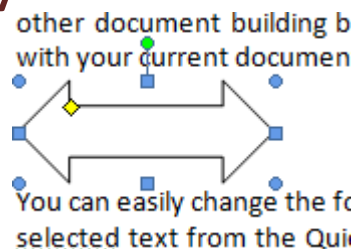
Inserting shapes contd.

Changing the direction of shapes

In designing diagrams you may need to change the direction of some of the shapes .

To change the direction of a shape:

- Click on the shape to highlight it.
- On the **Format** tab [1], in the **Arrange** group [2], click on the drop down arrow next to **Rotate** [3].
- Click on the rotation you want in the dialog box that appears (e.g., **Rotate Left 90°**) [4].
- The direction of the shape changes, depending on the rotation selected.



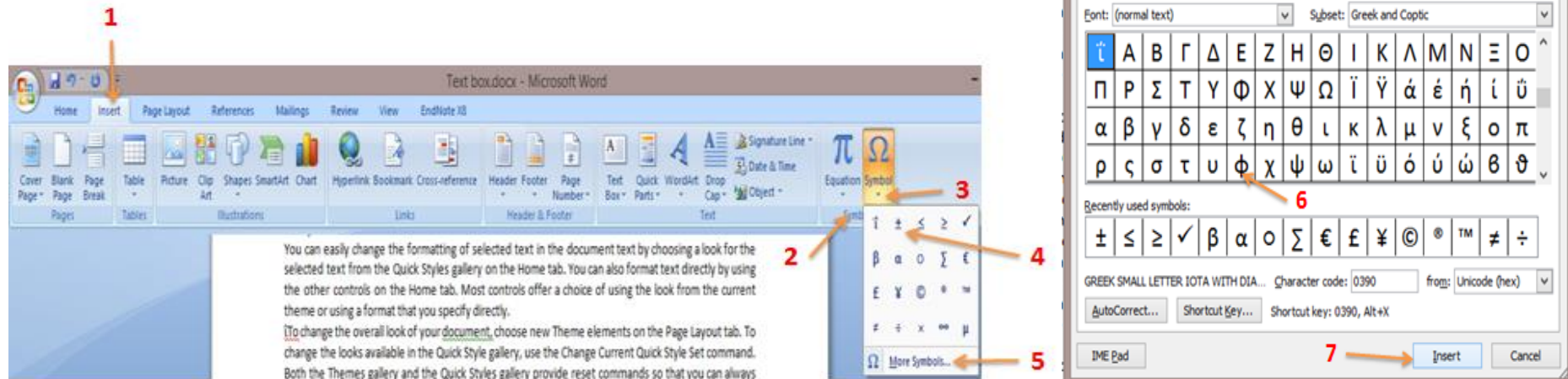
Other modifications (including changing the size, moving it, and adding background color) are as described for textboxes in the preceding slides .

Inserting symbols

This function enables you to insert symbols that are not seen on the computer keyboard.

To insert a symbol:

- On the **Insert** tab [1], in the **Symbols** group [2], click on the drop-down arrow under **Symbols** [3].
- Click on the symbol you want from the symbols in the dialog box that appears [4].
- If the symbol you want is not available in the box, click on **More Symbols** [5]



- Use the drop-down arrows in the dialog box that appears to search for the symbol you want, click on it [6], click **insert** [7], and then click **close**.

Inserting equations

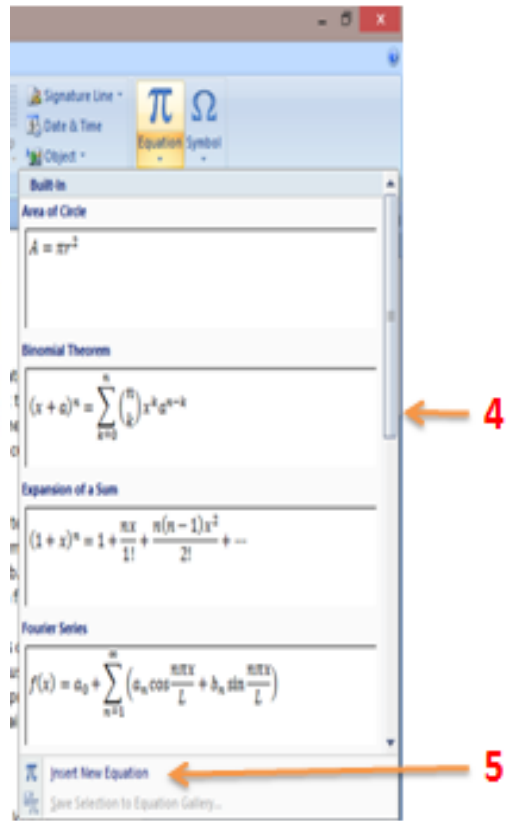
This function enables you to insert equations (e.g., the formula for sample size estimation) in your document.

To insert an equation:

- Place the cursor where you want to insert the equation.
- On the **Insert** tab [1], in the **Symbols** group [2], click on the drop-down arrow under **Equation** [3].



- In the dialog box that appears [4] scroll down and click on the equation you want.
- If the equation you want is not available in the box, click on **Insert New Equation** [5] and type the equation in the text box that appears [6].



Inserting equations contd.

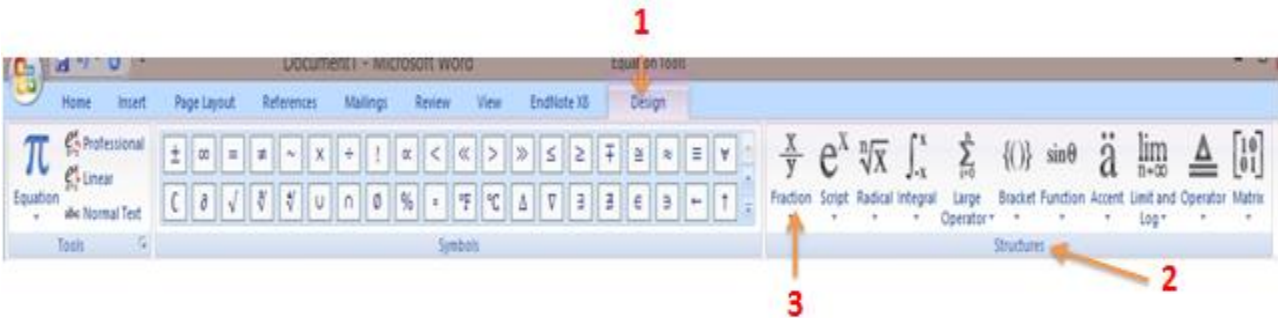
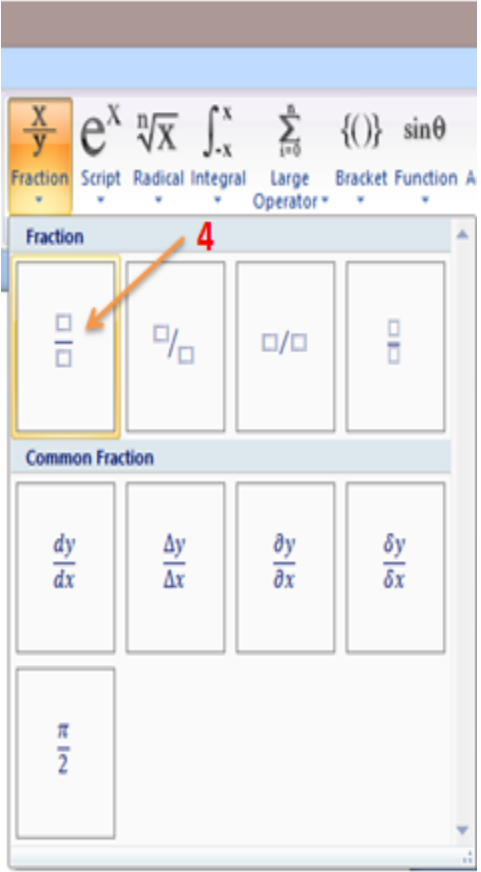
Alternatively (shortcut):

- Place the cursor where you want to insert the equation.
- Press **Alt** + **=** to generate the equation box.



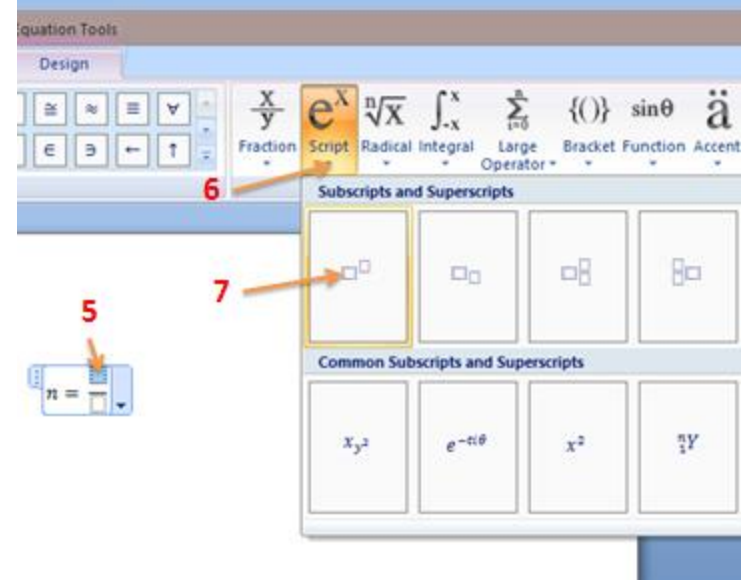
To build the equation: $n = \frac{z^2pq}{d^2}$

- Click inside the box and type **n =**
- Since the equation is in the form of a fraction
- On the **Design** tab [1], in the **Structures** group [2], click on the drop down arrow under **Fraction** [3].
- In the dialog box that appears, click on the fraction format you want [4].



Inserting equations contd.

- Click on the **upper** box in the equation box [5] to highlight it.
- Click on the drop down arrow below **Script** [6], and click on the **superscript** box [7] in the dialog box that appears (to insert and make it replace the upper box).
- Then type **pq** after the superscript symbol already inserted.
- Click on the lower rectangle in the equation box [8] to highlight it.
- Repeat steps 6 and 7 (to also replace the lower box with a superscript box).
- Type **Z** in the **upper** box, and **2** in its superscript box.
- Finally, type **d** in the **lower** box and **2** in its superscript box.

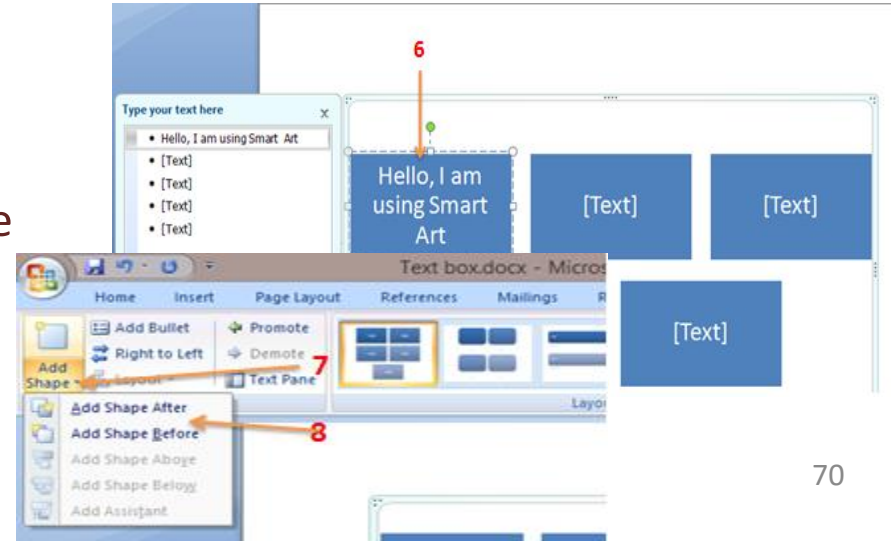
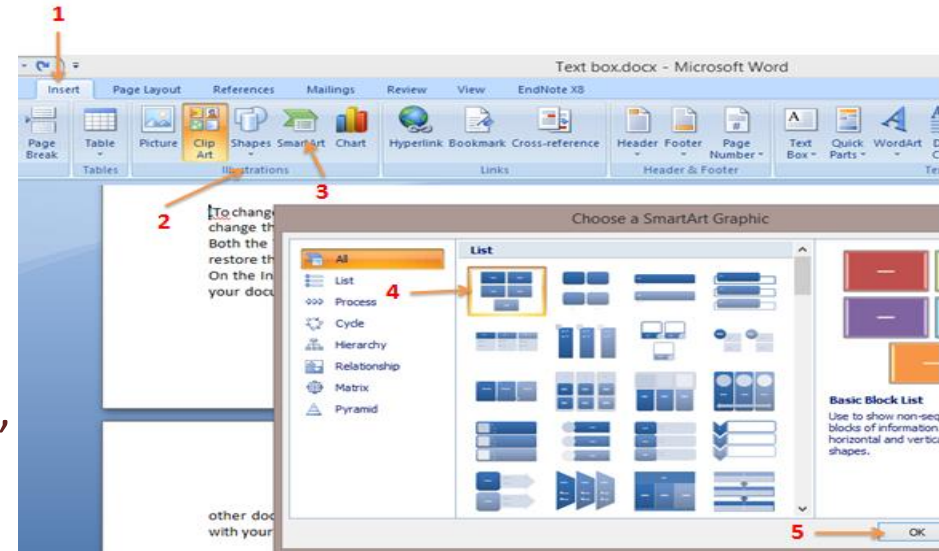


Inserting SmartArts

This function enables you to insert different SmartArt templates (used in constructing organograms and flow charts).

To insert a Smart Art:

- Place the cursor where you want to insert the SmartArt.
- On the **Insert** tab [1], in the **Illustrations** group [2], click on **SmartArt** [3].
- Use the drop down arrow in the dialog box that appears to scroll down and select the design you want, click on it [4], and then click **OK** [5].
- On the SmartArt design that is automatically inserted into your file, type the relevant information in the boxes marked **[Text]** [6].
- If there is need for additional boxes, click on the drop down arrow next to the **Add Shape** box [7] and select where the additional boxes should be (i.e., **before** or **after**, **above** or **below**) [8] in the dialog box that appears.
- Finally, press **Esc**

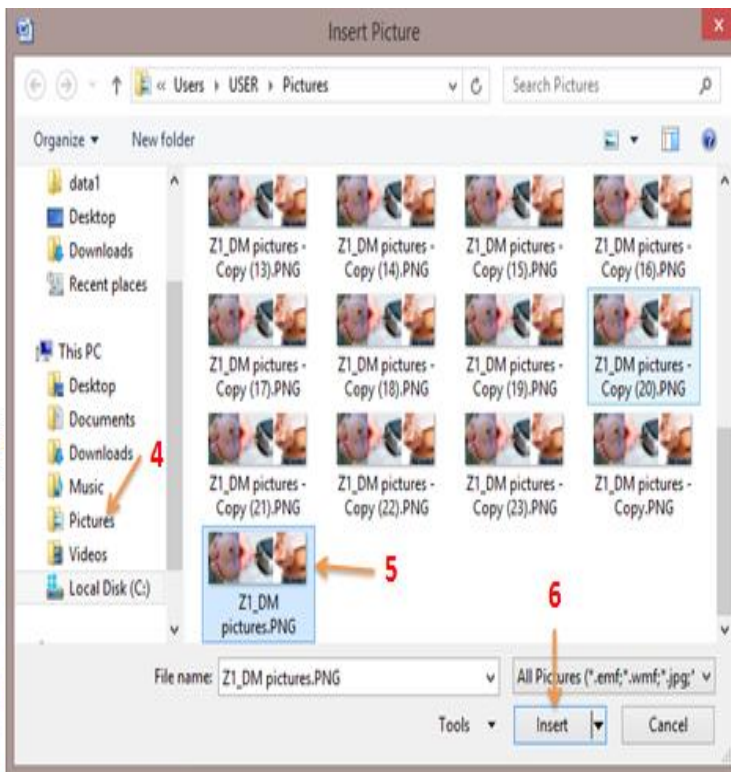
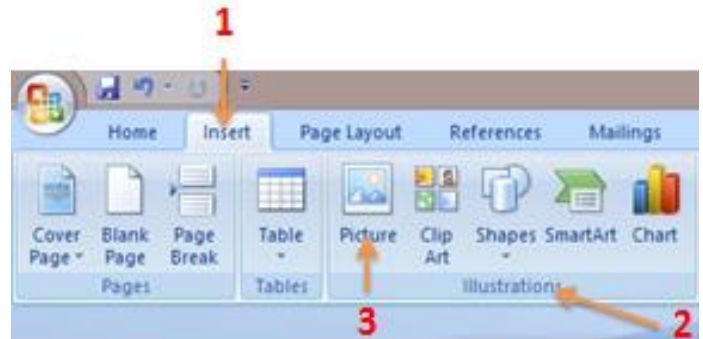


Inserting pictures

This function enables you to insert pictures of clinical conditions, equipment, logos of institutions etc).

To insert a picture:

- Place the cursor where you want to insert the picture.
- On the **Insert** tab [1], in the **Illustrations** group [2], click on **Picture** [3].
- In the **Pictures** folder [4] of your PC that opens, select the picture you want, click on it [5], and then click on **Insert** [6].



You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using

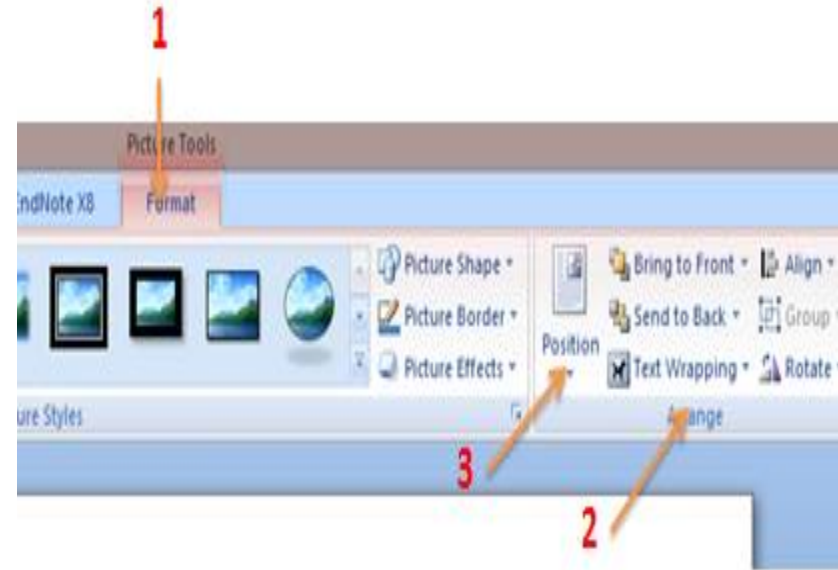
Inserting pictures contd.

Changing the position of your picture

This function enables you to move your picture to where you want it to be, and also wrap the text round it, if that is how you want it.

To change the position of a picture:

- Click on the picture to highlight it.
- On the **Format** tab [1], in the **Arrange** group [2], click on the drop down arrow below **Position** [3].
- In the dialog box that appears, click on the position you want [4].



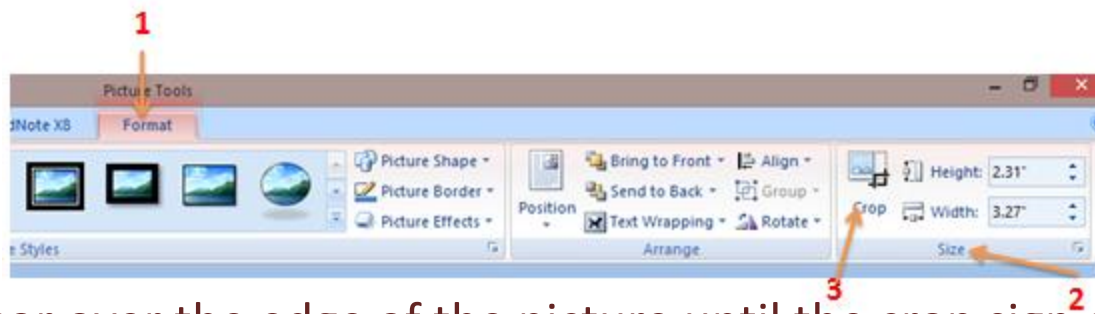
Inserting pictures contd.

Trimming your picture

This function enables you to reduce the size of your picture (to contain only the desired part of the picture).

To trim a picture:

- Click on the picture to highlight it.
- On the **Format** tab [1], go to the **Size** group [2] and click on **Crop** [3].



- Move the cursor over the edge of the picture until the crop sign changes to a horizontal T (—|) sign.
- Hold down the left button of the mouse and move the edge of the horizontal T inwards leaving only the desired part of the picture.
- Release the left button of the mouse and press **Esc**.



On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also format text directly by using the other controls on the Home tab.

Most controls offer a choice of using the look from the current theme or using a format that you specify directly.



Change Current Quick Style reset commands so that your current template.

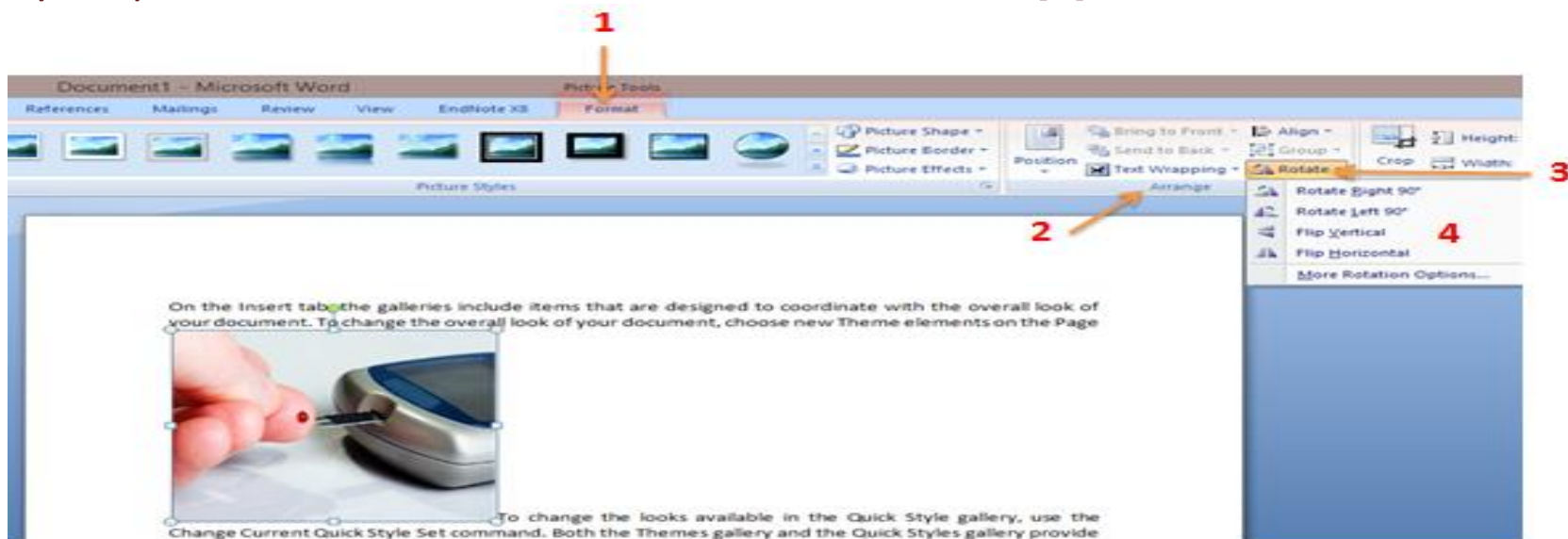
Inserting pictures contd.

Rotating your picture

This function enables you to change the direction of your picture depending on how you want it to be.

To rotate a picture:

- Click on the picture to highlight it.
- On the **Format** tab [1], in the **Arrange** group [2], click on the drop down arrow next to **Rotate** [3].
- Click on the rotation you want in the dialog box that appears [4].
- The direction of the picture changes depending on the rotation selected.
- You can copy (**Ctrl + C**) and paste (**Ctrl + V**) several copies of your picture and rotate them in different directions [5].



CREATING AND FORMATTING TABLES

Creating and Formatting Tables

Tables are lines that are arranged in rows and columns, a common way of presenting data is by use of Frequency Distribution Tables. Whereas, different journals have different designs (as shown below), the first one (i.e., **A: GMJ**) is preferred in a dissertation.

A: GMJ

Table 1 Socio-demographic characteristics of participants

Variables	Frequency (%) n = 320
Age group (in years)	
20 - 29	68 (21.3)
30 - 39	144 (45.0)
40 - 49	74 (23.1)
50- 59	34 (10.6)
Sex	
Male	126 (39.4)
Female	194 (60.6)
Cadre	
Medical doctor	82 (25.6)
Nurse	149 (46.6)
Medical laboratory scientist	31 (9.7)
Physiotherapist	6 (1.9)
Pharmacist	7 (2.2)
Cleaner/Ward attendant	42 (13.1)
Optometrist	1 (0.3)
CHEW	2 (0.6)
Length of practice (in years) (n = 319)	
1 - 9	189 (59.2)
10 -19	69 (21.6)
20 -29	47 (14.7)
30 - 39	14 (4.4)

B: AAM

Table 1: Sociodemographic profile of respondents (n=472)

Variables	Frequency (%)
Age groups (years)	
20-29	145 (30.7)
30-39	222 (47.0)
40-49	80 (16.9)
50-59	21 (4.4)
60-69	4 (0.8)
Sex	
Male	286 (60.6)
Female	186 (39.4)
Marital status	
Single	104 (22.0)
Married	361 (76.5)
Separated	4 (0.8)
Widowed	3 (0.6)
Religion	
Islam	347 (73.5)
Christianity	125 (26.5)
Cader	
Doctor	139 (29.4)
Nurse	230 (48.7)
Laboratory scientist/tech	32 (6.8)
Admin staff	14 (3.0)
Others	57 (12.2)

GMJ: Ghana Medical Journal
AAM: Annals of African Medicine
PAMJ: Pan African Medical Journal

C: PAMJ

Table 1: Socio-demographic profile of respondents

Variables	Frequency (%), n = 239
Age groups (in years)	
20 – 39	73 (30.5)
40 – 59	116 (48.6)
60 – 79	39 (16.3)
80 and above	11 (4.6)
Sex	
Male	82 (34.3)
Female	157 (65.7)
Marital status	
Single	11 (4.6)
Married	179 (74.9)
Separated	4 (1.7)
Divorced	12 (5.0)
Widowed	33 (13.8)
Religion	
Islam	174 (72.8)
Christianity	65 (27.2)
Education level	
None and Quranic school only	68 (28.5)
Formal (primary, secondary and tertiary)	171 (71.5)
Occupation	
Unemployed	80 (33.5)
Artisan	17 (7.1)
Business	66 (27.6)
Civil servant	44 (18.4)
Professional	32 (13.4)

Creating and Formatting Tables contd.

To create a table:

- The first thing to do is to draw a rough sketch of the table you want to create on a piece of paper in order to know the number of columns and rows the table should have.
- However, additional columns or rows can be added if it becomes necessary to do so.
- The number of columns required depends on the information to be presented, and the study design.
- The frequency distribution table of a **cross-sectional study** in a dissertation requires at least **3 columns** (1 column for **Variables**, 1 column for **Frequency**, and one column for **Percentage**).
- A row is assigned to the **column heading** [1], while a row is assigned to each of the variables (e.g., **Age group** [2], **Sex** [3], **Marital status** [4], etc), while the components of the respective variables are typed under them.

CHAPTER FOUR

RESULTS

4.1 Socio-demographic characteristics of respondents
Table 1: Socio-demographic characteristics of respondents

Variables	Frequency (n=382)	Percentage (%)
Age group (years)		
20-29	156	40.8
30-39	156	40.8
40-49	59	15.4
50-59	11	2.9
Sex		
Male	224	58.6
Female	158	41.4
Marital status		
Single	149	39
Married	224	58.6
Separated	2	0.5
Widowed	1	0.3
Divorced	6	1.6

Creating and Formatting Tables contd.

To create a table contd.:

- The frequency distribution table of a **comparative cross-sectional study** in a dissertation requires at least **4 columns**:
 - ❖ 1 column for **Variables** [1];
 - ❖ 1 column for the **Rural group's Frequency and Percentage** merged together, and with the percentage sign (%) in round brackets [2];
 - ❖ 1 column for the **Urban group's Frequency and Percentage** merged together, and with the percentage sign (%) in round brackets [3].
 - ❖ 1 column for the result of the **Statistical Test** done to check for any significant difference between the groups [4].

Table 1: Socio-demographic profile of respondents

Variables	Rural group n = 202 Frequency (%)	Urban group n = 199 Frequency (%)	Test of significance
Age groups (in years)			
15 – 19	32 (15.8)	20 (10.1)	$\chi^2 = 17.782,$ $p = 0.007$
20 – 24	30 (14.9)	46 (23.1)	
25 – 29	46 (22.8)	65 (32.7)	
30 – 34	46 (22.8)	44 (22.1)	
35 and above	48 (23.7)	24 (12.0)	
Marital status			
Single	1 (0.5)	6 (3.0)	$\chi^2 = 5.560,$ $p = 0.135$
Married	189 (93.6)	187 (94.0)	
Divorced	6 (3.0)	3 (1.5)	
Widowed	6 (3.0)	3 (1.5)	
Religion			
Islam	202 (100.0)	192 (96.5)	$\chi^2 = 7.239,$ $p = 0.007$
Christianity	0 (0)	7 (3.5)	
Educational status			
None	7 (3.5)	0 (0)	$\chi^2 = 71.839,$ $p < 0.001$
Quranic only	173 (85.6)	100 (50.3)	
Primary	14 (6.9)	16 (8.0)	
Secondary	5 (2.5)	11 (5.5)	

Creating and Formatting Tables contd.

To create a table contd.:

- The frequency distribution table of the **pre-intervention** results section of an **experimental study** in a dissertation requires at least **4 columns**:
 - ❖ 1 column for **Variables** [1];
 - ❖ 1 column for the **Intervention group's Frequency and Percentage** merged together, and with the percentage sign (%) in round brackets [2];
 - ❖ 1 column for the **Control group's Frequency and Percentage** merged together, and with the percentage sign (%) in round brackets [3].
 - ❖ 1 column for the result of the **Statistical Test** done to check for any significant difference between the groups [4].

1 **2** **3** **4**

↓ ↓ ↓ ↓

Table 1. Socio-demographic characteristics of participants

Variables	Intervention group n = 108 Frequency (%)	Control group n = 108 Frequency (%)	Test of significance
Age group (years)			
20 - 29	36 (33.3)	35 (32.4)	$\chi^2=0.215$
30 - 39	41 (38.0)	43 (39.8)	$p=0.975$
40 - 49	24 (22.2)	22 (20.4)	
50 - 59	7 (6.5)	8 (7.4)	
Sex			
Male	63 (58.3)	65 (60.2)	$\chi^2=0.077$
Female	45 (41.7)	43 (39.8)	$p=0.445$
Marital status			
Single	32 (29.6)	44 (40.7)	$\chi^2=2.923$
Married	76 (70.4)	64 (59.3)	$p=0.058$

Table 6. Knowledge of the risk factors of coronary heart disease among participants

Variables	Intervention group n = 108 Frequency (%)	Control group n = 108 Frequency (%)	Test of significance
Knowledge grade			
Adequate	36 (33.3)	35 (32.4)	$\chi^2=0.215$
Inadequate	41 (38.0)	43 (39.8)	$p=0.975$

Creating and Formatting Tables contd.

To create a table contd.:

- The frequency distribution table of the **post-intervention** results section of an **experimental study** in a dissertation requires at least **5 columns**:
 - ❖ 1 column for **Variables** [1];
 - ❖ 2 columns for the **Intervention group's** results (i.e., a column each for the pre-intervention and post-intervention **Frequency** and **Percentage** merged together, and with the percentage sign (%) in round brackets [2 and 3];
 - ❖ 2 columns for the **Control group's** results (i.e., a column each for the pre-intervention and post-intervention **Frequency** and **Percentage** merged together, and with the percentage sign (%) in round brackets [4 and 5].
- The result of the **Statistical Test** done to check for any significant difference between the **pre- and post-intervention** results is placed in a row below the results [6].
- The cells in the two columns under each group are merged for the respective **group heading** and the result of the test of significance done to compare the pre- and post-intervention results (**highlighted in yellow background**).
- If it is necessary to add additional rows for the other variables, do so before merging the cells for the results of the test of significance.

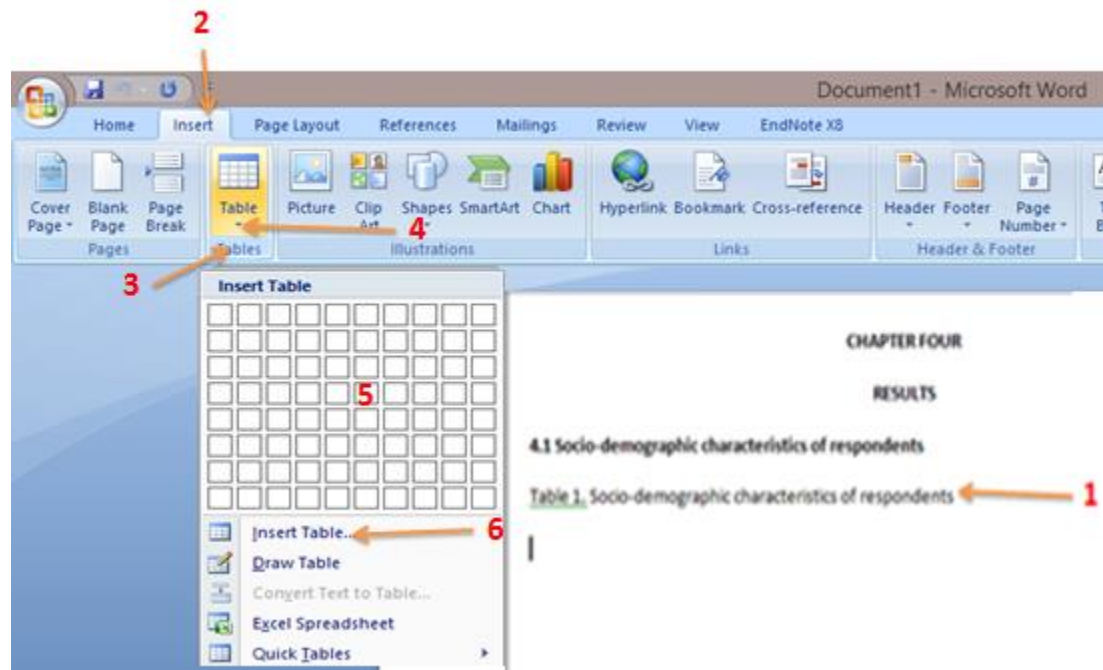
Table 14. Knowledge of the risk factors of coronary heart disease among participants at post-intervention

Variables	Intervention group		Control group	
	Pre-intervention n = 108 Frequency (%)	Post-intervention n = 101 Frequency (%)	Beginning of study n = 108 Frequency (%)	End of study n = 99 Frequency (%)
Knowledge grade				
Adequate	34 (31.5)	81 (80.2)	28 (25.9)	28 (28.3)
Inadequate	74 (68.5)	20 (19.8)	80 (74.1)	71 (71.7)
	$\chi^2 = 50.05, p < 0.001$		$\chi^2 = 0.145, p = 0.0703$	

Creating and Formatting Tables contd.

To create a table contd.:

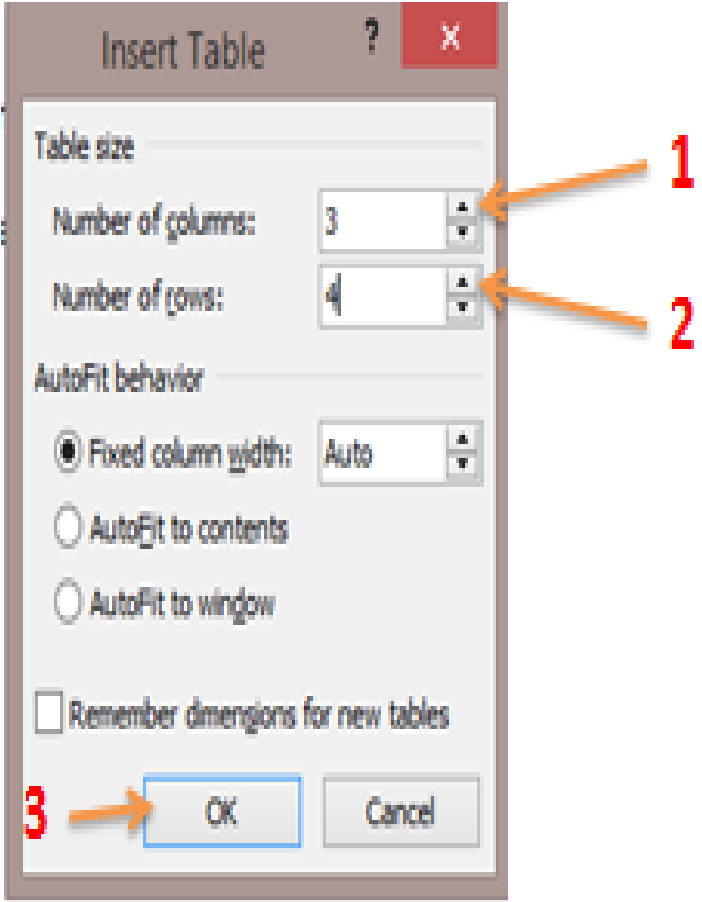
- To create the frequency distribution table of a **cross-sectional study** in a dissertation:
- Press **Enter** twice to create a space between the text and the title of the table.
- Type the **title** of the table [1], and press **Enter** to create a space between it and the table.
- On the **Insert** tab [2], in the **Tables** group [3], click on the drop down arrow next to **Table** icon [4].
- In the **Insert Table** dialog box that appears, you either block the range of cells and columns that you want [5], or click **Insert Table** [6].



Creating and Formatting Tables contd.

To create a table contd.:

- In the new **Insert Table** dialog box that appears, enter the number or **columns** you want (e.g., **3**) [1], and the number of **rows** you want (e.g., **4**) [2] in the respective boxes, and click **OK** [3].
- The table is automatically inserted.
- Enter the column headings in the first row of the respective columns.
- Enter the variables in each of the rows (with their components under them in the respective rows).

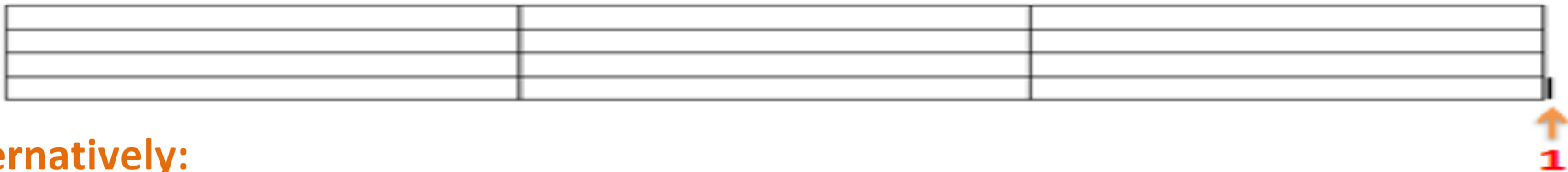


Creating and Formatting Tables contd.

To create a table contd.:

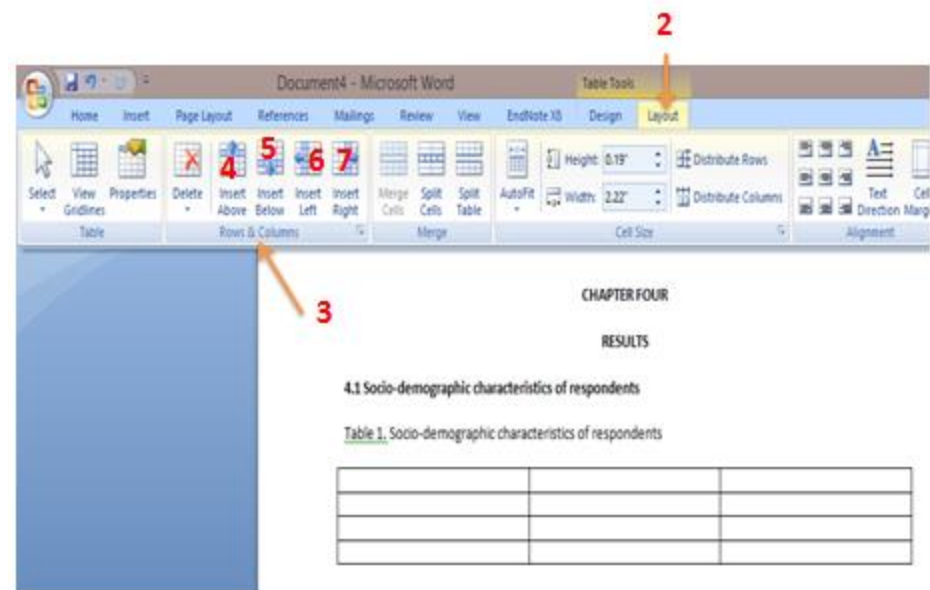
To add additional rows and columns:

- Click the cursor outside the last row [1] and press **Enter** (an additional row is added each time you click the cursor outside the last row and press Enter).



Alternatively:

- Click the cursor inside the last row (or the row you want to add additional rows above or below).
- On the **Layout** tab [2], in the **Rows and Columns** group [3], click on the **Insert Above** [4] or **Insert Below** [5] icon as applicable (an additional row is inserted each time you click on any of the icons).
- Similarly, to insert additional columns, place the cursor in the column you want to add additional columns before or after, repeat steps [2] and [3] and click on **Insert Left** [6] or **Insert Right** [7] icon as applicable (an additional column is inserted each time you click on any of the icons).



Document4 - Microsoft Word

Table Tools

Home Insert Page Layout References Mailings Review View EndNote X8 Design Layout

Select View Properties Delete Insert Above Insert Below Insert Left Insert Right Merge Cells Split Cells Split Table AutoFit Width: 2.22" Cell Size

Table Rows & Columns Merge Distribute Rows Distribute Columns Text Cell Direction Marg

CHAPTER FOUR

RESULTS

4.1 Socio-demographic characteristics of respondents

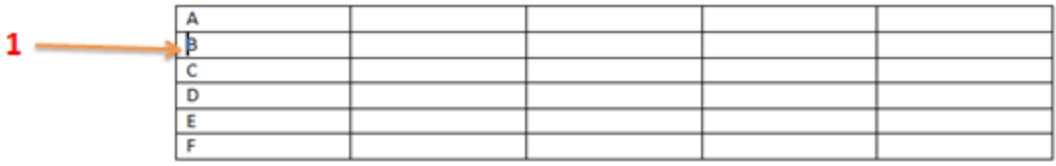
Table 1. Socio-demographic characteristics of respondents

Creating and Formatting Tables contd.

To create a table contd.:

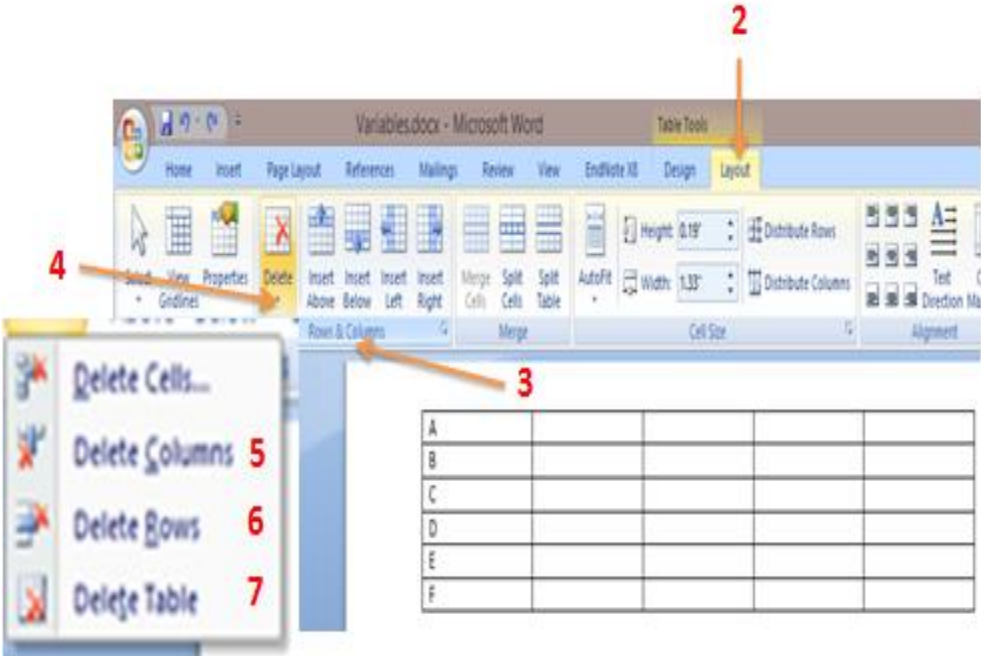
To delete rows and columns:

- Click inside the row or column you want to delete [1].



A				
B				
C				
D				
E				
F				

- On the **Layout** tab [2], in the **Rows and Columns** group [3], click on the drop down arrow next to **Table** icon [4].
- In the dialog box that appears, click on **Delete Columns** [5], or **Delete Rows** [6] to delete a column or row as applicable.
- And, if you want to delete the whole table, click on **Delete Table** [7].

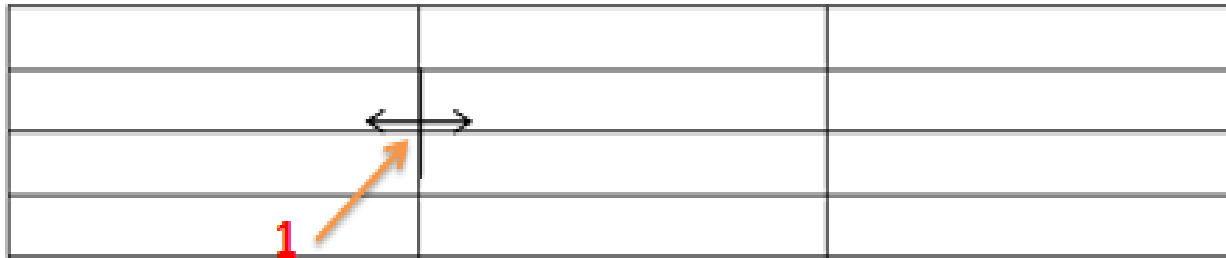


Creating and Formatting Tables contd.

To Format a table:

To adjust the width of a column:

- Gently move the cursor over the border of the column you want to adjust the width until the cursor changes to a cross sign with the horizontal bar as a double edged arrow **[1]**.



- Hold down the left button of the mouse and drag the line to the side you want (i.e., to reduce or increase the width of the column as application), and then release the button. The width of the column becomes adjust depending on how you want it.

Creating and Formatting Tables contd.

To format a table contd.:

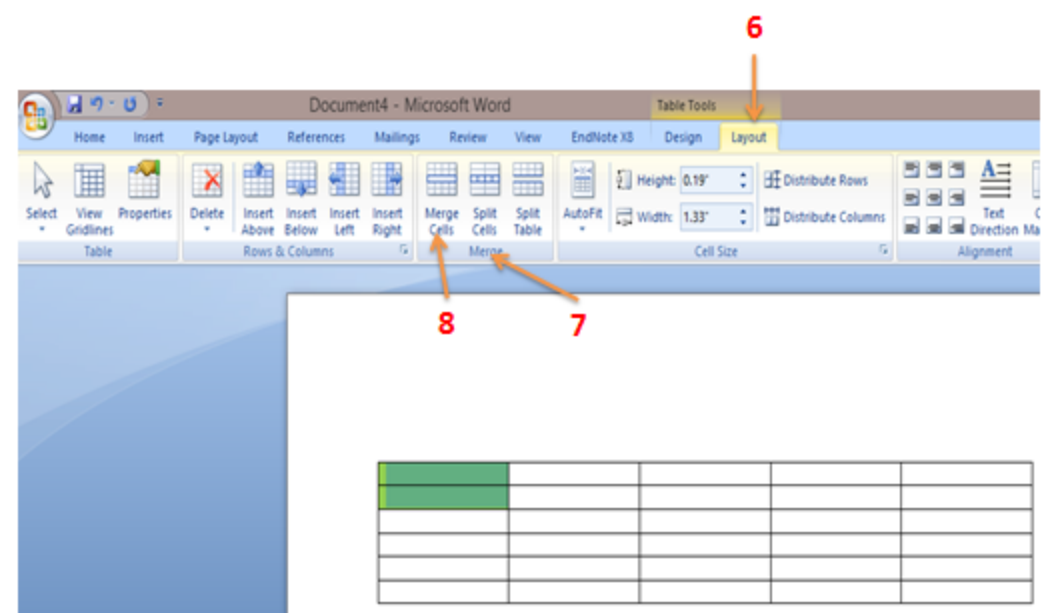
To merge cells across rows or columns:

Variables	Intervention group		Control group	
	Pre-intervention n = 108 Frequency (%)	Post-intervention n = 101 Frequency (%)	Beginning of study n = 108 Frequency (%)	End of study n = 99 Frequency (%)
Knowledge grade				
Adequate	34 (31.5)	81 (80.2)	28 (25.9)	28 (28.3)
Inadequate	74 (68.5)	20 (19.8)	80 (74.1)	71 (71.7)
	$\chi^2 = 50.05, p < 0.001$		$\chi^2 = 0.145, p = 0.0703$	

- Highlight the cells you want to merge (i.e, across the first and second rows of the first column [1], the second and third columns of the first [2] and sixth [3] rows, and the fourth and fifth columns of the first [4] and sixth [5] rows) one at a time.

1	2		4	
	3		5	

- On the **Layout** tab [6], in the **Merge** group [7], click on **Merge Cells** [8]. Repeat the procedure for the other cells to be merged, and then type your text inside the merged cells.

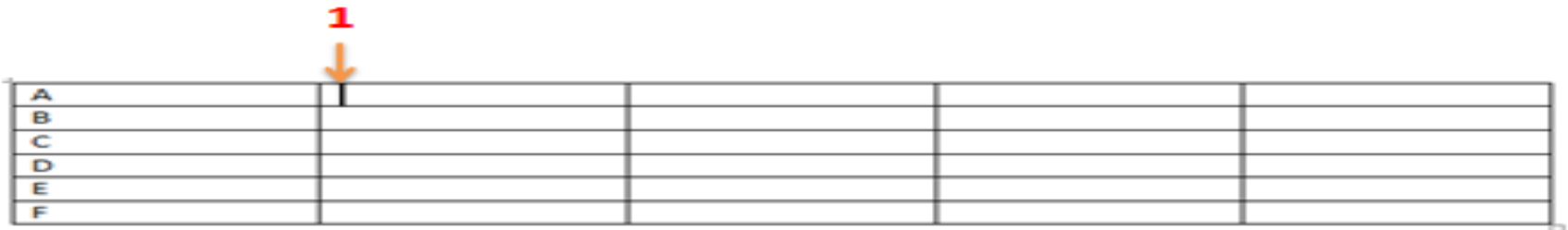


Creating and Formatting Tables contd.

To format a table contd.:

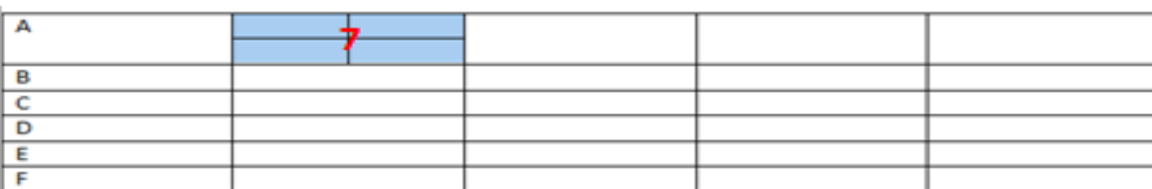
To split a cell into rows or columns:

- Click inside the cell you want to split into rows and columns [1].

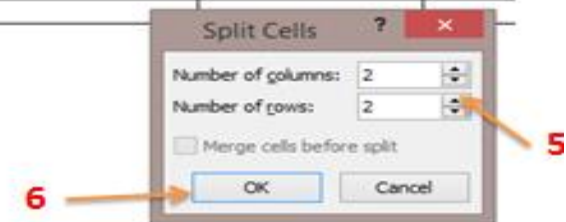


A				
B				
C				
D				
E				
F				

- On the **Layout** tab [2], in the **Merge** group [3], click on **Split Cells** [4].
- In the **Split Cells** dialog box that appears, enter the number of columns (e.g., 2) and rows (e.g., 2) [5] you want to split the cell into, and click **OK** [6].
- The cell becomes divided into 2 rows and two columns [7].



A				
B				
C				
D				
E				
F				




Creating and Formatting Tables contd.

To format a table contd.:

To remove cell borders:

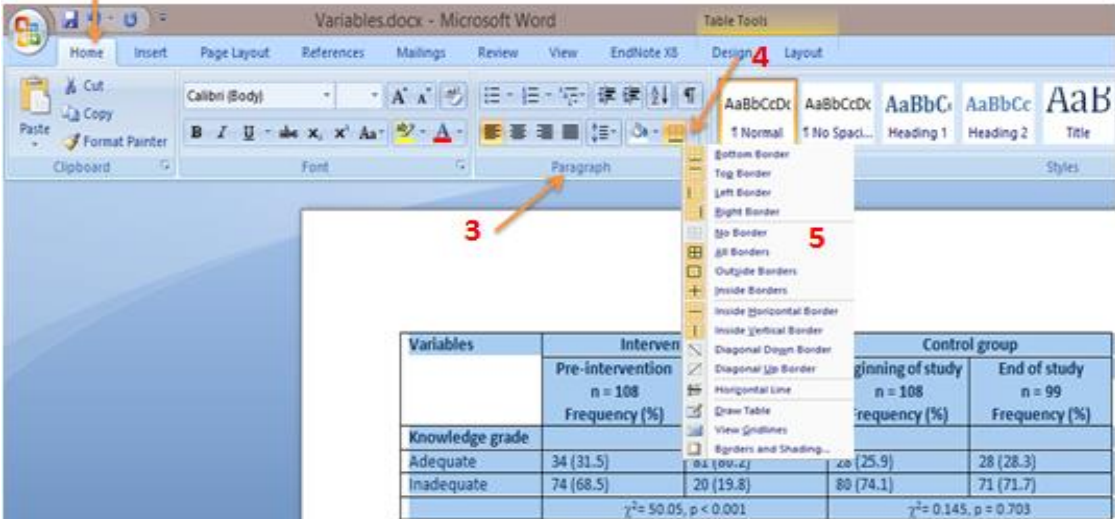
- Gently move the cursor over the left upper edge of the table until a cross made of two double arrows inside a box [1] appears, click on it to select the entire table.



Variables	Intervention group		Control group	
	Pre-intervention n = 108 Frequency (%)	Post-intervention n = 101 Frequency (%)	Beginning of study n = 108 Frequency (%)	End of study n = 99 Frequency (%)
Knowledge grade				
Adequate	34 (31.5)	81 (80.2)	28 (25.9)	28 (28.3)
Inadequate	74 (68.5)	20 (19.8)	80 (74.1)	71 (71.7)
	$\chi^2 = 50.05, p < 0.001$		$\chi^2 = 0.145, p = 0.703$	

- On the **Home** tab [2], in the **Paragraph** group [3], click on the drop down arrow next to **Borders** icon [4].

- In the dialog box that appears [5], click on the border you want to delete.

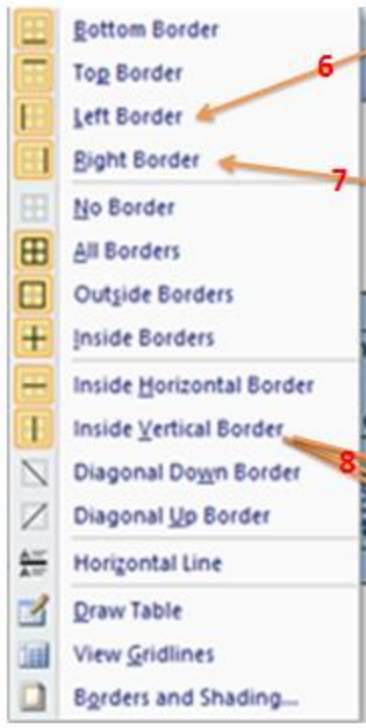


Creating and Formatting Tables contd.

To format a table contd.:

To remove cell borders contd.:

- Clicking on **Left Border** [6] deletes the left border.
- Click on the drop down arrow next to **Borders** icon again and click on **Right Border** [7] in the dialog box that appears again. This action deletes the right border.
- Click on the drop down arrow next to **Borders** icon again and click on **Inside Vertical Border** [8] in the dialog box that appears again. This action deletes all the inside vertical border.



Variables	Intervention group		Control group	
	Pre-intervention n = 108 Frequency (%)	Post-intervention n = 101 Frequency (%)	Beginning of study n = 108 Frequency (%)	End of study n = 99 Frequency (%)
Knowledge grade				
Adequate	34 (31.5)	81 (80.2)	28 (25.9)	28 (28.3)
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	$\chi^2 = 50.05, p < 0.001$		$\chi^2 = 0.145, p = 0.703$	

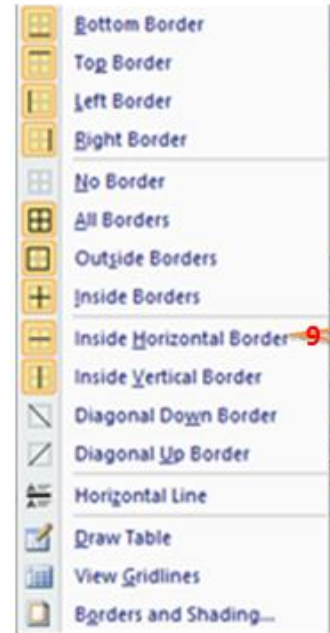
Creating and Formatting Tables contd.

To format a table contd.:

To remove cell borders contd.:

- Click anywhere outside the table to remove the complete highlighting of the table, and now highlight the rows below the columns headings
- Click on the drop down arrow next to **Borders** icon again and click on **Inside Horizontal Border** [9] in the dialog box that appears again. This action deletes all the inside horizontal borders.
- Your table is now fully formatted.

Variables	Intervention group		Control group	
	Pre-intervention n = 108 Frequency (%)	Post-intervention n = 101 Frequency (%)	Beginning of study n = 108 Frequency (%)	End of study n = 99 Frequency (%)
	Knowledge grade			
Adequate	34 (31.5)	81 (80.2)	28 (25.9)	28 (28.3)
Inadequate	74 (68.5)	20 (19.8)	80 (74.1)	71 (71.7)
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Variables	Intervention group		Control group	
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Inadequate	74 (68.5)	20 (19.8)	80 (74.1)	71 (71.7)
	$\chi^2 = 50.05, p < 0.001$		$\chi^2 = 0.145, p = 0.703$	

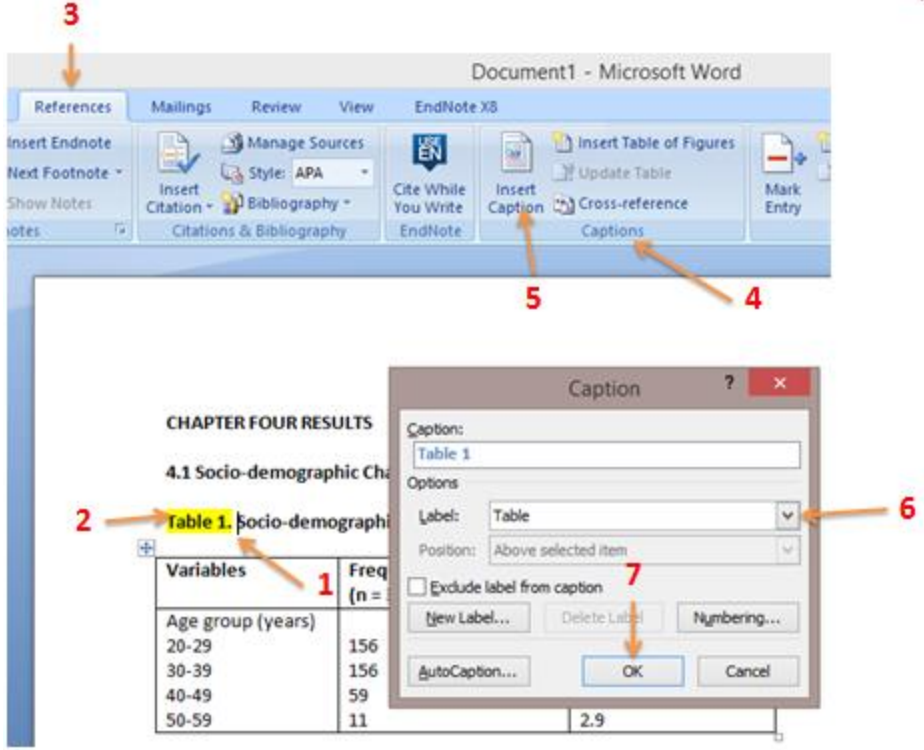
Variables	Intervention group		Control group	
	Pre-intervention n = 108 Frequency (%)	Post-intervention n = 101 Frequency (%)	Beginning of study n = 108 Frequency (%)	End of study n = 99 Frequency (%)
	Knowledge grade			
Adequate	34 (31.5)	81 (80.2)	28 (25.9)	28 (28.3)
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	$\chi^2 = 50.05, p < 0.001$		$\chi^2 = 0.145, p = 0.703$	

CREATING LIST OF TABLES & FIGURES, AND TABLE OF CONTENTS

Creating List of Tables

To create the List of Tables:

- The first thing to do is caption the titles of the respective tables.
- Place your cursor before the first word of the title of the table to be captioned [1].
- Delete the original number assigned to the table by you (e.g., Table 1) [2].
- On the **References** tab [3], in the **Captions** group [4], click on the **Insert caption** icon [5].
- In the **Label box** of the **Caption** dialog box that appears use the drop down arrow to select **Table** [6], and click **OK** [7].
- The table is automatically labeled as Table 1 with a change in the font and color of the title [8].
- Repeat the procedure for all the other tables sequentially.



CHAPTER FOUR RESULTS
 4.1 Socio-demographic Characteristics of Respondents
 Table 1 Socio-demographic characteristics of respondents ← 8

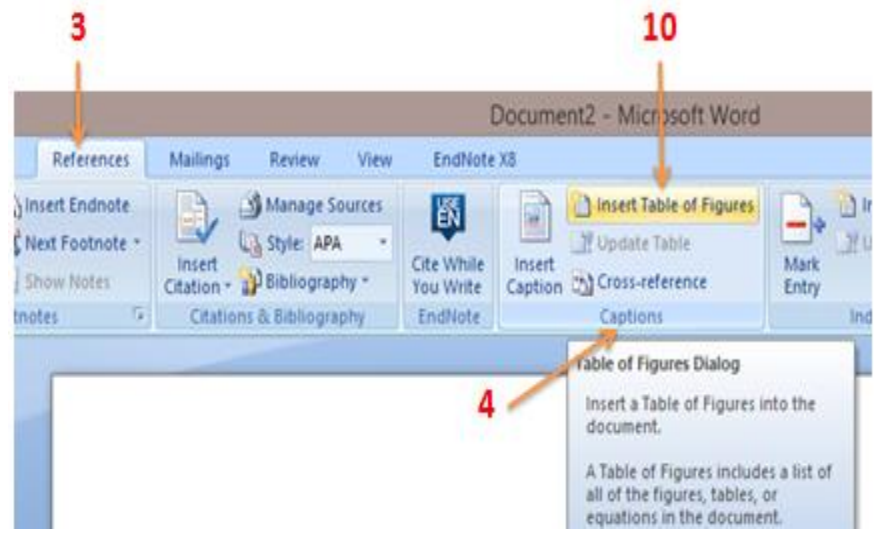
Variables	Frequency (n = 382)	Percentage (%)
Age group (years)		
20-29	156	40.8
30-39	156	40.8
40-49	59	15.4
50-59	11	2.9

Creating List of Tables contd.

To create the List of Tables contd.:

- After all the tables have been captioned, the next thing to do is to go to the page for the **List of Tables** (in the preliminary section of the dissertation), and click your cursor below the heading for the page (leaving at least a space) [9].
- Finally, on the **References** tab [3], in the **Captions** group [4], click on the **Insert Table of Figures** icon [10].
- The list of tables becomes automatically inserted.

LIST OF TABLES



LIST OF TABLES

Table 1 Socio-demographic characteristics of respondents.....1

Table 2 Awareness of telemedicine by respondents.....2

Table 3 Respondents' knowledge of telemedicine3

Table 4 Respondents' attitude to telemedicine.....4

Table 5 Respondents practices regarding telemedicine5

Creating List of Figures

To create the List of Figures:

- The first thing to do is caption the titles of the respective figures.
- Place your cursor before the first word of the title of the figure to be captioned [1].
- Delete the original number assigned to the figure by you (e.g., Figure 1) [2].
- On the **References** tab [3], in the **Captions** group [4], click on the **Insert caption** icon [5].
- In the **Label box** of the **Caption** dialog box that appears use the drop down arrow to select **Figure** [6], and click **OK** [7].
- The figure is automatically labeled as **Figure 1** with a change in the font and color of the title [8].
- Repeat the procedure for all the other figures sequentially.

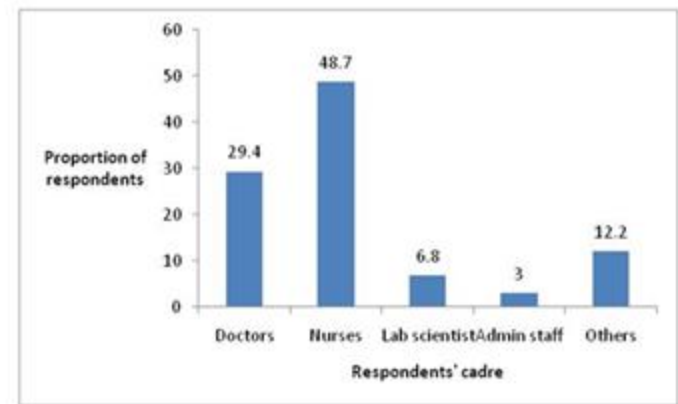
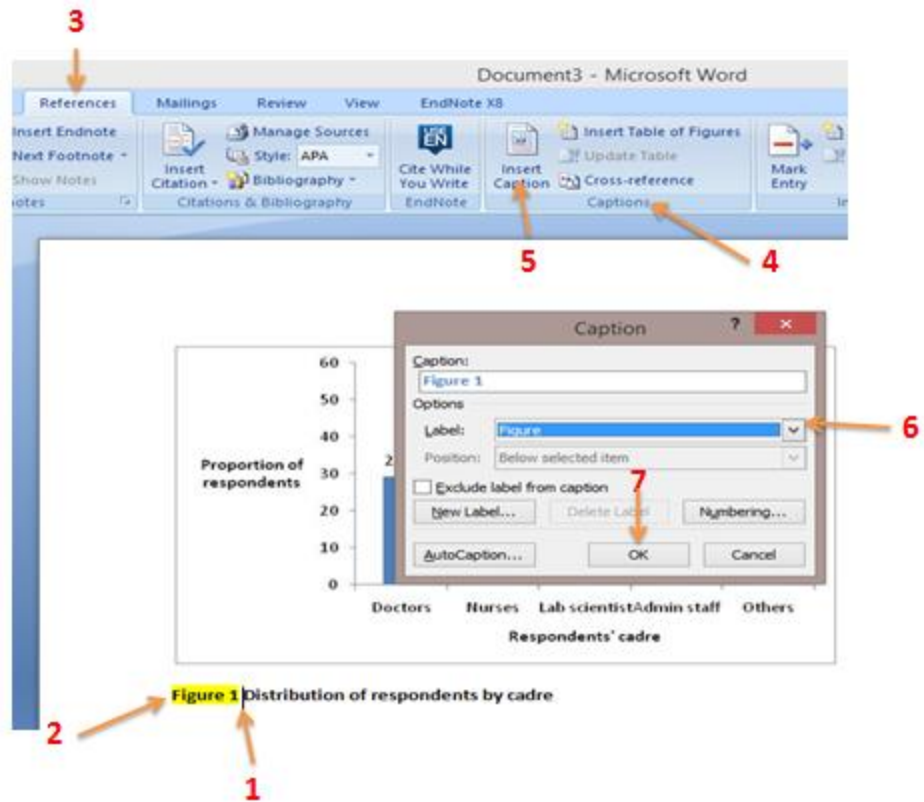


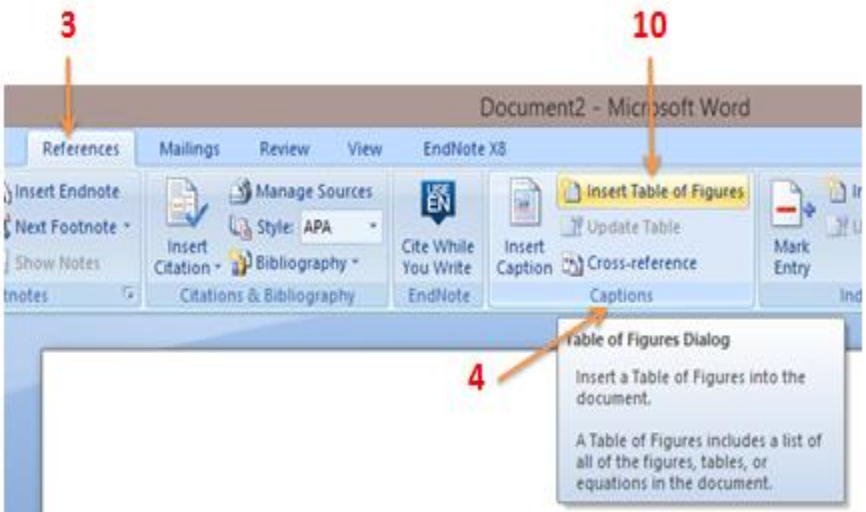
Figure 1 Distribution of respondents by cadre

Creating List of Figures contd.

To create the List of Figures contd.:

- After all the figures have been captioned, the next thing to do is to go to the page for the **List of Figures** (in the preliminary section of the dissertation), and click your cursor below the heading for the page (leaving at least a space) [9].
- Finally, on the **References** tab [3], in the **Captions** group [4], click on the **Insert Table of Figures** icon [10].
- The list of figures becomes automatically inserted.

LIST OF FIGURES



LIST OF FIGURES

Figure 1 Distribution of respondents by cadre1

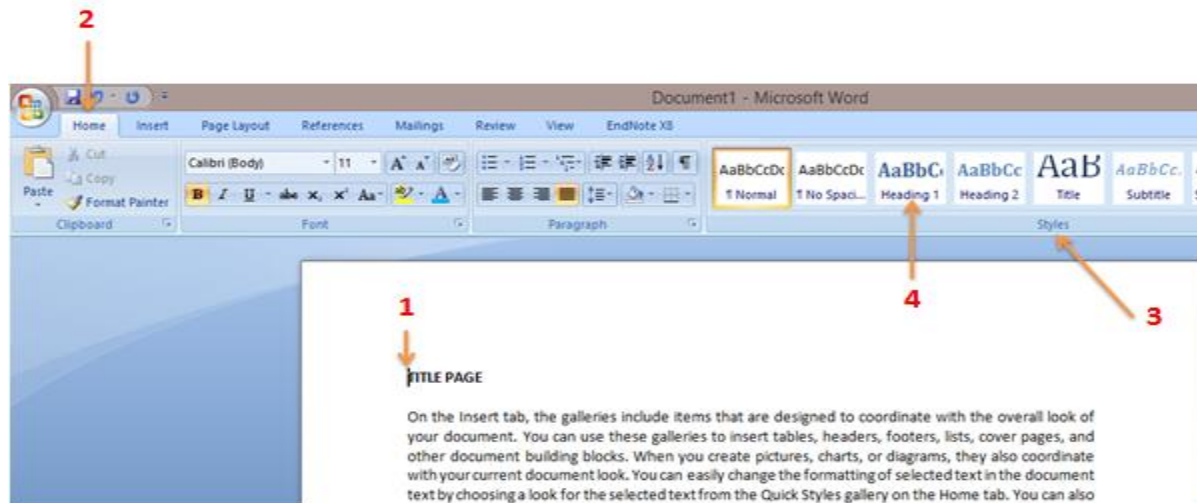
Figure 2 Sources of information on Telemedicine2

Figure 3 Disposure to promotion of telemedicine5

Creating Table of Contents

To create the Table of Contents:

- The first thing to do is caption the main headings of the components of both the **preliminary section** (which consists of **Title page, Dedication, Certification, Acknowledgements, Table of contents, List of tables, List of figures, List of abbreviations and Abstract**) and the **body of the dissertation** (which consists of **Chapters 1 to 6, References and Appendices**) as **Heading 1**.
- Place your cursor before the first word of the heading to be captioned [1].
- On the **Home** tab [2], in the **Styles** group [3], click on **Heading 1** icon [4].
- The main heading automatically becomes captioned with a change in the font and color [5].
- Repeat the procedure for the main headings of all the other components of the preliminary section and body of the dissertation sequentially.



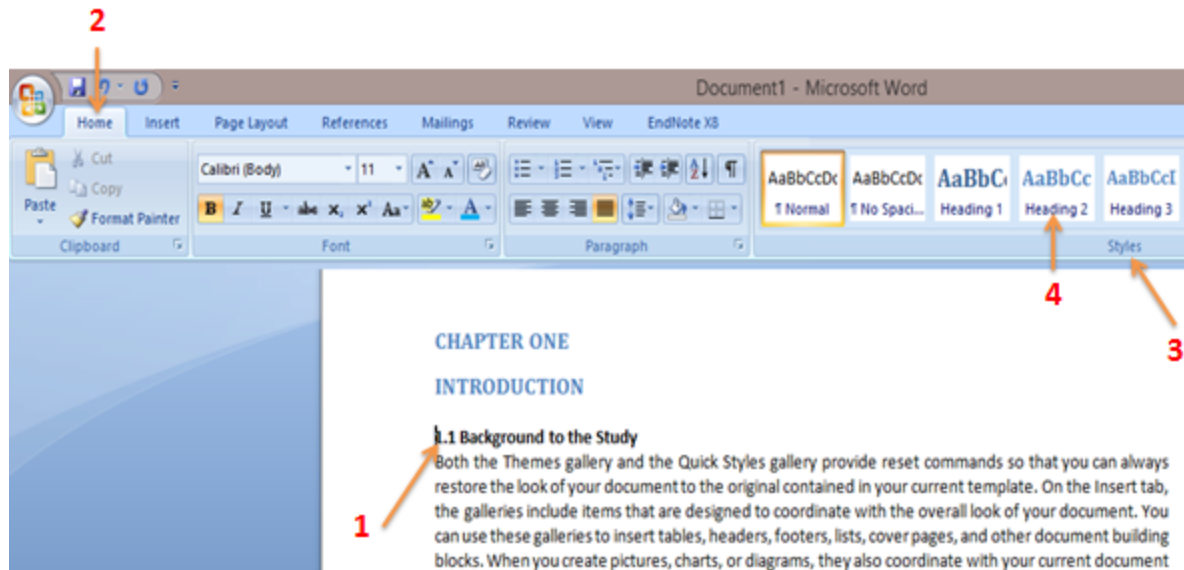
TITLE PAGE ← 5

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look. You can easily change the formatting of selected text in the document text by choosing a look for the selected text from the Quick Styles gallery on the Home tab. You can also

Creating Table of Contents contd.

To create the Table of Contents contd.:

- The next thing to do is caption the sub-headings (numbered **1.1, 1.2, 2.1, 2.2, 3.1, 3.2, 4.1, 4.2, 6.1, 6.2**) of **Chapters 1 to 4** and **Chapter 6** as **Heading 2** (please note that **Chapter 5** [i.e., **DISCUSSION**] has no sub-heading).
- Place your cursor before the first word of the sub-heading to be captioned [1].
- On the **Home** tab [2], in the **Styles** group [3], click on **Heading 2** icon [4].
- The sub-heading automatically becomes captioned with a change in the font and color [5].
- Repeat the procedure for all the other sub-headings in **Chapters 1 to 4** and **Chapter 6** of the dissertation sequentially.



CHAPTER ONE

INTRODUCTION

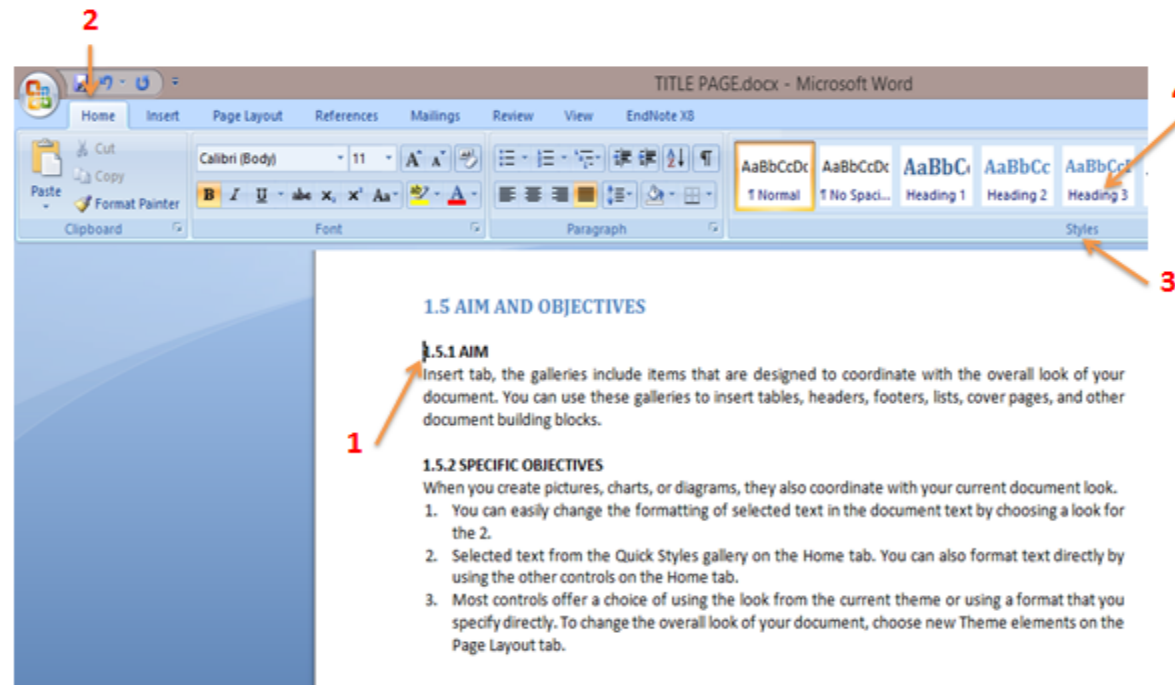
1.1 Background to the Study

Both the Themes gallery and the Quick Styles gallery provide reset commands so that you can always restore the look of your document to the original contained in your current template. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document

Creating Table of Contents contd.

To create the Table of Contents contd.:

- The next thing to do is caption the sub-sub-headings (e.g numbered **1.5.1**, **1.5.2**, **2.4.1**, **2.4.2**, **3.3.1**, **3.3.2** etc) of **Chapters 1 to 4** as **Heading 3**.
- Place your cursor before the first word of the sub sub-heading to be captioned [1].
- On the **Home** tab [2], in the **Styles** group [3], click on **Heading 3** icon [4].
- The sub sub-heading automatically becomes captioned with a change in the font and color [5].
- Repeat the procedure for all the other sub sub-headings in **Chapters 1 to 4** in the dissertation sequentially.



1.5 AIM AND OBJECTIVES

1.5.1 AIM
Insert tab, the galleries include items th
document. You can use these galleries to
document building blocks.

Creating Table of Contents contd.

To create the Table of Contents contd.:

- After all the headings (**Heading 1**), sub-headings (**Heading 2**) and sub sub-headings (**Heading 3**) have been captioned, the next thing to do is to go to the page for the **Table of Contents** (in the preliminary section of the dissertation), and click your cursor below the heading for the page (leaving at least a space) [6].
- On the **References** tab [7], in the **Table of Contents** group [8], click on the drop down arrow below **Table of Contents** icon [9].
- In the dialog box that appears, click on **Automatic Table 2** [10].
- The Table of Contents becomes automatically inserted.

TABLE OF CONTENTS

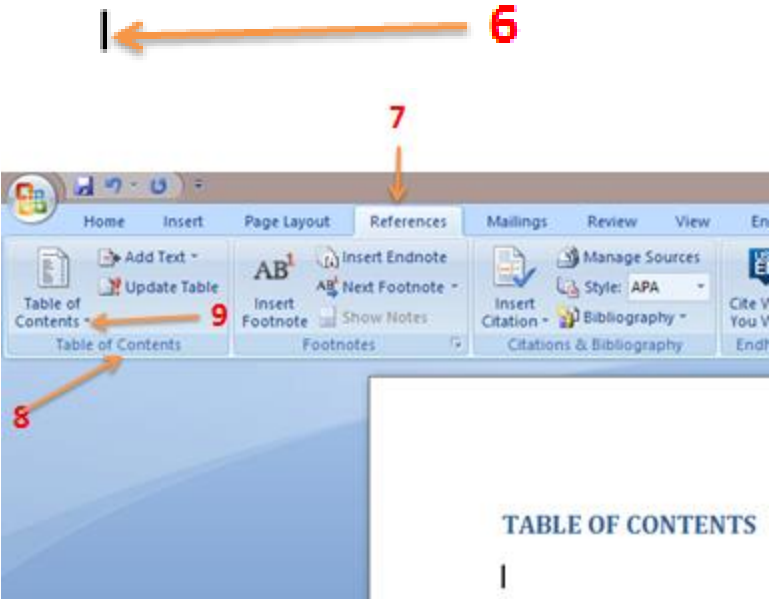


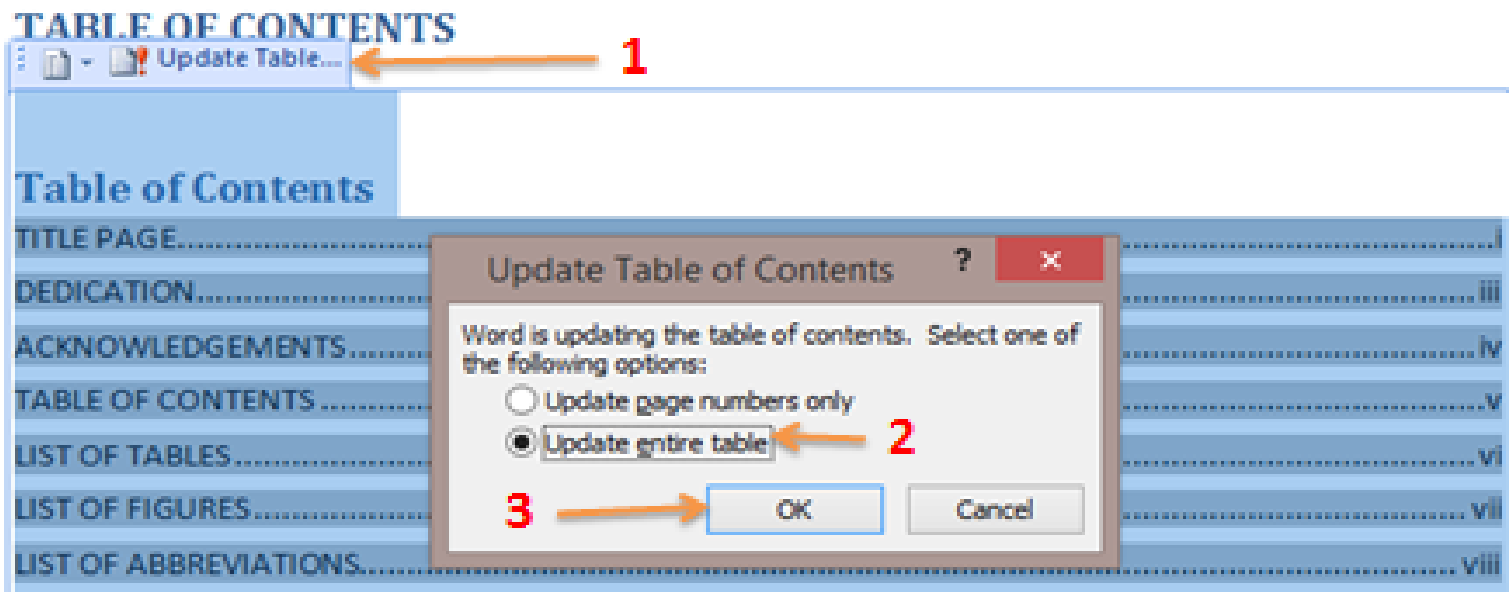
Table of Contents

TITLE PAGE.....	i
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ACKNOWLEDGEMENTS.....	iv
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Creating Table of Contents contd.

To update the Table of Contents:

- If there is any modification (such as inserting or deleting text, or moving text from one page to another) that causes changes in the page numbering of the items in the dissertation, all you need to do is to update the Table of Contents.
- However, if a new sub-heading or sub-sub-heading has been inserted, you need to caption it before updating the Table of Contents.
- Click inside the Table of Contents, and then click **Update Table** [1] in the highlighted field code box that appears.
- In the **Update Table of Contents** box that appears, select **Update entire table** [2] and click **OK** [3].
- The Table of Contents becomes automatically updated.



C-International Research Consultancy

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Design or Review of Protocol / Proposal

We provide technical support in the design of study protocol / proposal. We provide guidance on formulation of research topic, specific objectives, research questions, and research hypothesis. We provide technical support regarding choice of appropriate study design, sample size estimation and sampling technique; as well as choice of appropriate method and instrument of data collection, and data management. We also review protocol / proposal and provide guidance on how to improve the quality in compliance with the guidelines of the institution concerned.



Development of Data Collection Instrument

We provide technical support in the development and validation of data collection instrument. We build questionnaires into the Open Data Kit (ODK) software for data collection with android phones. This saves the cost of printing questionnaires, makes data collection easier, eliminates non-response, enables the researcher to monitor the research assistants recruited for data collection (particularly, when and where each questionnaire was administered, taking pictures of relevant locations, etc), and eliminates the stressful data entry stage that usually follows completion of data collection.

Design of Database, Data Analysis and Interpretation of Results

We provide technical support in the design of database, data entry, data analysis and interpretation of results. However, collecting data with the ODK software (instead of printed questionnaires) removes the need for (and the cost of) designing database and data entry.



Design or Review of Dissertation / Thesis / Project Report

We provide technical support in the design of dissertation / thesis / project report (in compliance with the guidelines of the institution concerned). We provide guidance on data presentation (including creation and formatting of tables and charts). We also review dissertation / thesis / project report and provide guidance on how to improve the quality in compliance with the guidelines of the institution concerned.

Manuscript Development

We provide technical support in the development of manuscript (for publication of article extracted from completed Dissertation, Thesis and Project report).