GradSteps Workshop: Formatting your thesis using Microsoft Word

WORD 2011 FOR MAC USERS

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Note: Screenshots in this handout come from Microsoft Word 2011 from a Macintosh computer.

Use of styles
Styles are formatting that you can apply to portions of your document. The advantage of styles is this will allow you to automatically generate and easily update a Table of Contents. Most commonly used styles are headings. To apply a heading:

1. Highlight the text you wish to use a heading on.
2. Select a heading style on the Home tab in the Styles section.

Adjust a heading style
If you want to adjust how the heading style looks like so that you do not have to use the default heading styles:

1. Make formatting changes to your text so that it has all the attributes you want the heading style to have such as bolding, font size, font style, etc.
2. Highlight your text then right-click on the heading style in the styles section of the home tab and click on Update to Match Selection.
Create a heading style

You can also create headings styles. To do this:

1. Click on the icon below the two A’s beside on right side of the styles (it has a blue image on it).

2. You now have the Styles popup window open. Click on New Style button, a green circle with a white plus sign in it.

3. You should now have open the New Style popup window. Create the style you want be sure to give it a name and then click on ok.

Figure 3: Creating a style heading screenshot for instructional steps
View Document Map

Once you have applied styles like headings to your document, you will be able to see these headings in the Document Map. The Document Map allows you to easily move through your document. To open the Document Map:

1. Go to the View dropdown menu, then go to the Sidebar and select Document Map Pane.

Figure 4: View Document Map screenshot for instructional
Create section breaks

Section breaks are special breaks in your document that allow you to do some special formatting to your document such as creating different headers and footers for separate sections of your document or change the page layout for one page and then change back to the original page layout. To create a section break:

1. Click on Layout tab then in the Page Setup section use the Break dropdown menu. You are likely to use Next Page and Continuous breaks most often for your document.

Figure 5: Create section break screenshot for instructional step
Insert a header and footer

Headers and footers allow you to add additional information to your page without taking space up on your page by placing header and footer information into the margins of your document. Headers appear at the top of your page and footers appear at the bottom of the page. You can create both a header and a footer for the same page. To create a header and/or footer:

1. Go to the Document Elements tab and select either Header or Footer in the Header & Footer section. You will have a variety of options from the dropdown menu.

Figure 6: Insert a header and footer screenshot for instructional step
Unlink a header and/or footer

When you use section breaks in your document you have the option to unlink headers and/or footers to previous sections in your document. The advantage of unlinking your headers and/or footers is that different sections of your document can have different headers/footers. This is especially useful when you need different page numbering within your document. The default setting in Word is to have all headers and/or footers linked so that they all appear the same way throughout your document. To unlink your section header and/or footer from the previous section:

1. Double click on the header and/or footer, which will display the Header and Footer tab.

2. Click on the checkbox Link to Previous in the Options section to unlink the header and/or footer to the previous section. You should now be able to make changes to this header and/or footer without it affecting the previous header and/or footer.

Figure 7: Unlink a header and footer screenshot for instructional step
Insert page numbers and page number format
To insert a page number,

1. Go to the Insert menu and click on Page Numbers.

2. This will open Page Numbers popup window. Click on Format (below Show number on first page).

3. You will now see Page Number Format popup window appear. Select the Number Format from the dropdown menu, then click on ok.

Figure 8: Insert page numbers screenshot for instructional step
Add captions to figures and tables

If you add captions to figures and tables using Word’s built-in option you will be able to create a List of Tables and List of Figures quickly. To insert a table/figure caption:

1. Select a table/figure you wish to make a caption for then right-click on the table and select Insert Caption.

Group a caption with a figure

You can group a caption with a figure together which will allow for you to move the figure anywhere in your document together with your caption. To do this:

1. Select the caption then hold down the Command key and select the figure. Let go of the Command key, right-click, and select Grouping from popup menu and click on Group.

NOTE: Word does not allow for grouping of Tables with captions.
Generate a Table of Contents
Now that you have all your headings in place, you can generate an automatic Table of Contents. To create,

1. Click on the Document Elements tab then in the Table of Contents section and select a Table of Contents style with either the dropdown menu or clicking on one that is previewed.

Figure 11: Generate a Table of Contents screenshot for instructional step
Be sure to remember to update the Table of Contents periodically. To do this,

1. Select the Table of Contents and click on the arrow pointing down to open up a dropdown menu. Click on Update Table. You will now see a popup window giving you two options: 1) to update entire table or 2) update page numbers. I recommend updating the entire table each time.

Alternatively to using the dropdown menu. You can first click on the Table of Contents and then click on Update (above options and in the section where you inserted the Table of Contents).

**Insert Table of Figures**

A Table of Figures is a special type of Table of Contents that lists out the figures or tables or graphs you have in your document. To create a Table of Figures,

1. Go to the Insert menu, click on Index and Tables.

2. This will open up the Index and Tables popup menu. Click on the Table of Figures tab.

3. Choose the Caption label you want to use. For example, if you want a Table of Contents for all your tables select Table. Select a Format that you like and this will be previewed for you. When you are happy with how it looks click on OK.
Cross-referencing can be useful in your document to let your reader know that they need to go to another section of your document to find out more details such as referring the reader to a figure/table. Cross-references can be inserted when you have used Word’s built-in styles, captions, etc. To insert a cross-reference,

1. Go to the Insert menu and select Cross-reference.

2. You should now see the Cross-reference popup window.

3. The first thing you will need to select is Reference type from the dropdown menu. Anything that you have applied a style to such as headings or a caption to such as figures will be allowed to use as a reference type.

4. Next you will need to select Insert reference to from the dropdown menu.

5. When you are happy with your selections click on Insert.

Figure 15: Insert a cross-reference screenshot for instructional steps 2-5