Microsoft Office
Word
Table of Contents

INFORMATION TECHNOLOGY SERVICES
EAST TENNESSEE STATE UNIVERSITY
Table of Contents

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Overview

Microsoft Word is probably the most used software on our campus. This guide will introduce you to Microsoft Office Word 2013 Table of Contents.

Objectives for MS Word Part I

This session is a hands-on see and do training session.

Participants will have skills and knowledge following this training create a functional, editable Table of Content 100% of the time with verbal assistance.

- Create a new Document
- Work in all versions of MS 2013 Word applications
- Use the Navigation Pane
- Reveal Formatting
- Use Section Breaks
- Add Headers and Footers
- Arrange Images and Text
- Modify Images

Changing Documents Style

Writing with Style

Although most of us never think about the style associated with our document. If we don't like what we have, we pick and choose the font and etc. from the Ribbon. If we manually pick and choose fonts, spacing, and bullet styles or if we select a group of words and change the font, we are just placing code on top of previous code, because there is a style already associated with the text. This is why the next tab or the next bullet acts differently than we might want it to. Instead of fighting with the software, we can take control by creating or modifying the bulleted list or the paragraph in the Style Set manager. Now, one click could fix all the problems. Instead of manually changing the font each time you start a new document or new paragraph, try modifying the default style and the formatting that is within a Style Set.

Formatting a Document

Settings that control Style and Formats can be found in the Styles Group. Notice, you have several formatted styles in the Quick Styles area in the Styles Group.

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To see the styles being used type in a word or select a paragraph in your Word document and right click the Style box that is bordered with a yellow or blue border.

When you right click you will see the modify option. In the next dialog box you will see the font type, format, spacing, and Style that is associated with this paragraph.

This particular paragraph is using the default Font Calibri, it is left aligned, and has multiple line spacing. MS 2013 makes it easier to assign a Design to an entire document. 2013 added a Design Tab. An author can see how each aspect of the Design will look. Find the Design that closest matches the desired style and then modify any parts that are not suitable. Save the Design with a new name. Using the diagonal drop down Save as New Style Set.
You may use the individual style method to modify by using the icons or go to the lower left corner and select Format to make changes.
Assign Styles

Every word in the document has some style assigned to it. If you are manually making changes, it is easy to miss a paragraph or a few words. If you edit a portion of the document, it will probably insert the default style. All titles should have a title style. Paragraphs should have a paragraph or body style and list, a list paragraph style etc.

Adjust and Modify Paragraph Style

An easy way to assign/change styles to the document is to right click on a section, phrase, title or paragraph. Go to Modify and make changes to the associated font, spacing, and size. When you save it or close the dialog box, it will ask you if you want to 'Select All X Instance(s)'. If you have 42 paragraphs in the document you can select yes and it will modify all 42 instances. It could not be easier.
Creating a Table of Content

If your document is formatted and if all titles are styled with the Header style, it is easy to make a Table of Content. Create a new cover/first page. You can do this by positioning the cursor just before the first character on the first page and use the keystroke CTRL + Enter or position your cursor and go to the Ribbon, select Insert, and Command Insert Blank Page. Place your cursor at the top of the page and Go to the References Tab, Table of Contents Grouping, and Select Table of Contents. Either insert an automatic TOC style or you can manually create the style and look you want. If you are looking for the familiar method of inserting a TOC, use the drop-down and select Insert Table of Contents. If you like the Automatic Table of Contents you see, select one of those.

If your document will be accessed online, you may decide to create links. If you need hyperlinks leave the 'Use hyperlinks instead of page number' checked. The links will be attached to the titles. If you want the typical page numbers following a Tab leader then uncheck the hyperlink option and pick out the type of Tab leader you want and the type of Format.

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While you are in the TOC settings, take a look at the Options Button. This is where you can assign a Heading Style to a TOC level. You may never need to know this unless you are creating a document that requires Tables of Tables and Tables of Figures also in the document.

Once a document is styled and formatted, make edited changes, update page numbers and TOC with one click. You can add Tables of Figures, Tables of Authority and Indexes with a point and click. Now you can control the document instead of it controlling you.

If you are working on a large document that requires Tables of Tables and Tables of Figures you will need to assign a Heading style to those also. I recommend using Styles that are seldom used such as Header 5 and Header 6. For example we will assign a Style to the Title of the Table(s) in your document. We will Type in the Title of the Table (the part you want to show up in the TOC) and select it. Go to the Styles Area and find Header 5. If you do not see Header 5, use the tiny little diagonal dropdown and you will find Header 5. If you still do not see it go to the bottom of the pane and select the Create New Style from Formatting option at the lower left corner.
You should be able to find Heading 5 here and select it.

Using a Heading Style for a Table of Figures or Table of Tables

Assign a Heading Style that will be dedicated to the Table of Figures and then apply that style to the Table of Figures Title. When you are ready to insert this information in the TOC or just after the TOC, depending on the format required, go to the References Tab. Select Insert Table of Figures. Select Options and Build the table of figures from the style choice. Assign the Heading Style. The same process works for the Table of Tables.

Creating an Index

So you need an index in this document. Go to the References Tab. Find the word or phrase and Mark the Entry. Go to the end of the Document and Insert the Index. If each item is marked; just like the Table of Contents and the Table of Figures, changes can be made to the document without manually recreating the TOC, TOF or Index.

Citations are easy to create in MS Word. Go to the References Tab. Select the type of Style you wish to use and Manage Sources. Fill in the Blanks. Go to end of document and add Bibliography or Works Sited.

Creating Running Heads and Chapters

- Go to the Tab called Page layout. Find the Page Setup group and use the dialog arrow to open the drop down options.
• Select the Layout Tab and select ‘Different Odd and Even’ pages and also select ‘Different First Page’. In the ‘From Edge’ enter a value of 1.75 in the Header and Footer.

• Open the first page of the document and under the Insert Tab select the Header and Footer Group. Go to Edit Header and the Header and Footer Tools will display.

• The First page of the document/Header will be blank. This would be the Chapter’s First page. Go to the Footer. See the Center tab icon and also the right tab icon. Drag the center tab to 2 ¼ inches (you must have the horizontal ruler enabled).

• Now in the Header and Footer Group select Page Number, Current Position and select your number style. I would select Plain number. A ‘1’ will be inserted. Hold down the CTRL +A and select the entire area of the Footer and set the font to 1 point smaller than the regular text.

• Now you are ready for the next page. Go to the Insert Tab again. And Click on Header and Edit again. Even Page Header should be displayed. Select insert Page Number, Current Position and select number style again. I would select Plain. Now page number 2 will appear. Note, is the center tab still set a 2 ¼ inches on the ruler? Tab to the Center and type Chapter 1 (Running Head) and use CTRL+A to select all again. Set the font at 1 point smaller than the regular text. Add italics and etc.

• Add the third page and again go to the Insert Tab. Pick the Header and Footer Group. Go to the Header and Edit it. Now, it should read Odd Page Header. Select the center tab at 2 ¼ inches and tab to it. Type in the chapter title and move the right tab all the way to the edge of the right margin and TAB once. In the Header and Footer group select the Page Number option, current Position and pick the Plain number style. You should see a 3 inserted. From this point on the Running heads should be inserted automatically.

**Simple Running Head – APA Style**

Go to the Insert Tab and the Header & Footer Group. Go to Header and using the dropdown select Edit Header, found at the bottom of the dropdown. Look for the Center Tab Stop and move it to 2.5 inches (adjust as needed to meet department or publisher requirements). Tab to the Center and type the RUNNING HEAD, then Tab to the Right Tab Stop and Use Page Number in the Header & Footer Group DropDown and select Current Position.

**Using a Theme**

A theme in Word is a set of Colors, Fonts, and Effects that control the way a document looks. Steps to modify or use a Theme:

• Go to the Design Tab and select Themes
• Pick the Theme desired
• IF a Theme needs to be modified, select a different color scheme, effect or font
• Save the modified Theme by selecting Save Current Theme from the drop down
• Give it a name

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