# USING MICROSOFT WORD

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Please note: These guidelines show you how to use Microsoft Word for inserting page numbers and creating a Table of Contents in an assignment. However, you must pay close attention to the guidance provided by your lecturer about how your assignment should look.

INSERTING PAGE NUMBERS

1. Click on **Insert** at the top of your Microsoft Word document:
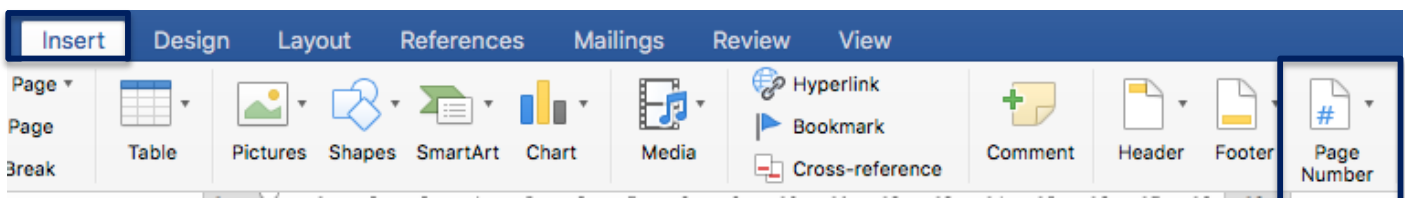
2. Click on the drop down arrow next to **Page Number**:

3. Choose your options from the box that appears:

   Position: Where do you want your page numbers to appear? **Bottom of page (Footer)** is usually chosen.

   Alignment: Do you want your page numbers to be on the right, left or in the centre?

   Show number on first page: If this box is ticked, the page numbers will start from the first page. If you have a cover page that should not have a number on it, you will need to un-tick this box.
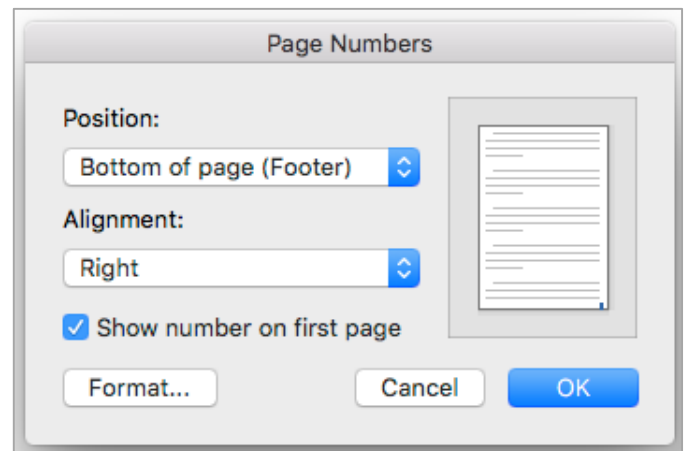
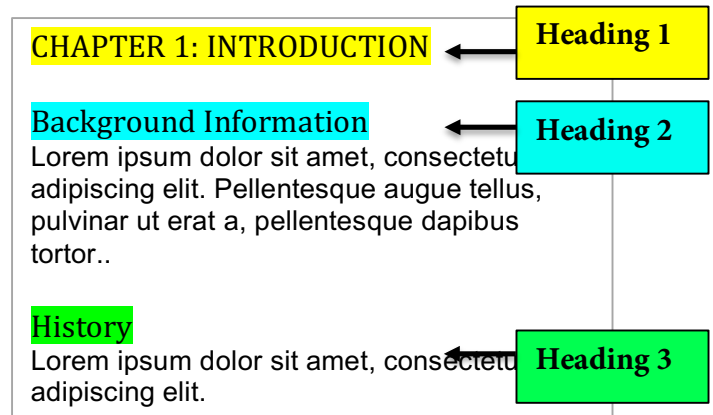   If you would like to change the format of your page numbers, click on the **Format** box at the bottom left.

4. Once you are happy with the options you have chosen, click on OK.

CREATING A "TABLE OF CONTENTS" PAGE

Word can automatically create a contents page as long as the document is set up properly. Follow the instructions on the next page to set your document up correctly.

Setting up Headings

1. Make sure you are on the **Home** screen. Highlight the first heading in your text – this is likely to be a **chapter** title.

2. Click on **Heading 1** from the list at the top right of the page:

CHAPTER 1: INTRODUCTION ← Heading 1

Background Information ← Heading 2
Lorem ipsum dolor sit amet, consectetu adipiscing elit. Pellentesque augue tellus, pulvinar ut erat a, pellentesque dapibus tortor..

History
Lorem ipsum dolor sit amet, consectetu Heading 3
adipiscing elit.

AaBbCcDdE€ AaBbCcDc AaBbCcDdE€
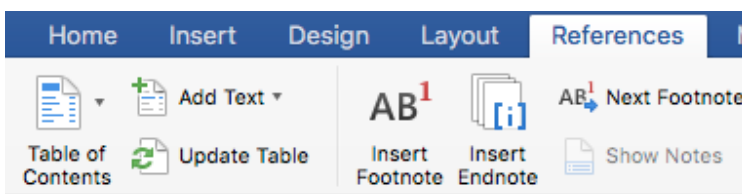No Spacing   Heading 1   Heading 2

3. If you would like to change the way the heading looks, click on **Styles Pane** to the right of the headings boxes at the top of the page. From there hover the cursor over the heading you're changing (e.g. Heading 1) and click on **Modify Style**. Now, you can make the heading look the way you want it to by formatting it.

Styles Pane

4. Follow steps 1-3 for other headings in your document. For example, Heading 2, Heading 3, and so on.

5. Once you have formatted all of the heading to suit you, go through the document highlighting each subsequent heading and selecting the Heading number from the list. For example, if you have chosen Heading 1 for your chapter titles, go through your document and apply Heading 1 to each of the chapter titles.

Adding a Table of Contents

Once you have set up the headings correctly, you can create a **Table of Contents** using those headings**.**

1. Place your cursor/mouse where you want the Table of Contents page to go.
2. Click on the **References** tab at the top of the page.

Home   Insert   Design   Layout   References   M

Table of   Update Table   AB¹   [i]   AB¹ Next Footnote
Contents   Insert   Insert   Show Notes
                         Footnote Endnote

3. Click on **Table of Contents**.
4. Choose the style you would like for the TOC (they way you want it to look).

Updating a Table of Contents (TOC)

If you have added new sections to your document or changed your page numbers after adding your Table of Contents, these changes won't show up automatically. To makes them appear, you need to:

1. Click on the **Table of Contents** heading to get a **blue tab** at the top of your Table of Contents.
2. Click on the arrow on the right of the tab and click on **Update table** to show the changes.
3. Select **Update page numbers only** or **Update entire table** depending on the changes you've made.