

# GradSteps Workshop: Formatting your thesis using Microsoft Word

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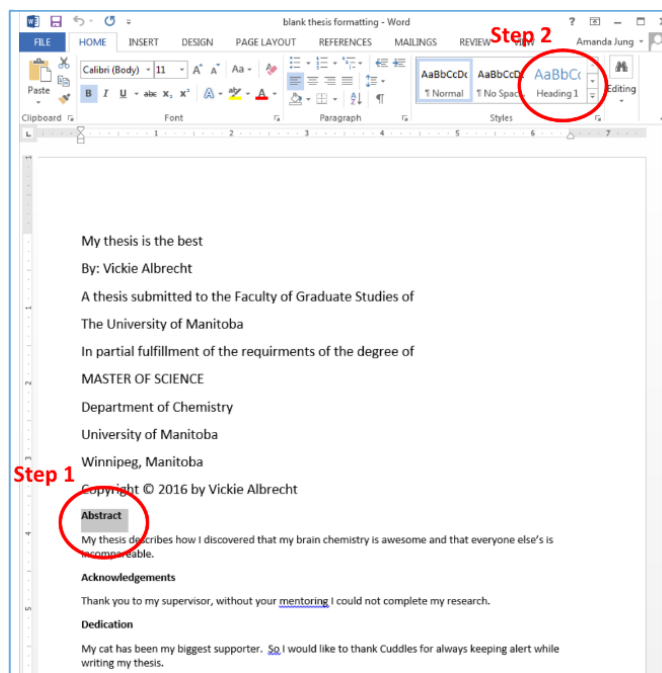
Note: screenshots in this handout come from Microsoft Word 2013 from a Windows computer.

## 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.

Figure 1: Use of styles screenshot for instructional steps

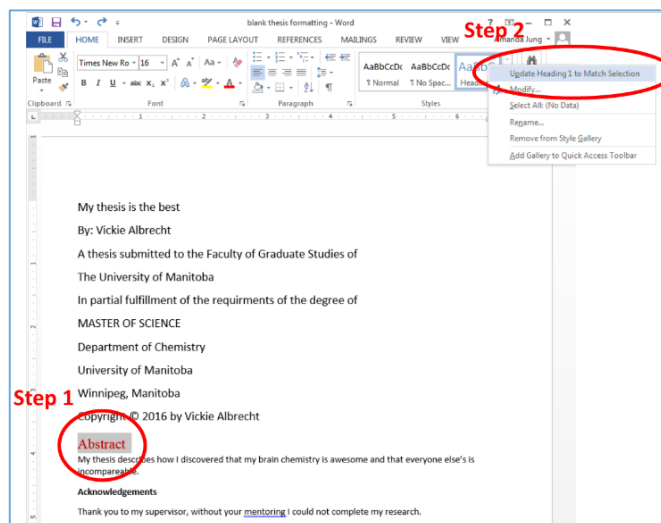


## Adjust a heading style

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.

Figure 2: Adjusting a heading style screenshot for instructional steps

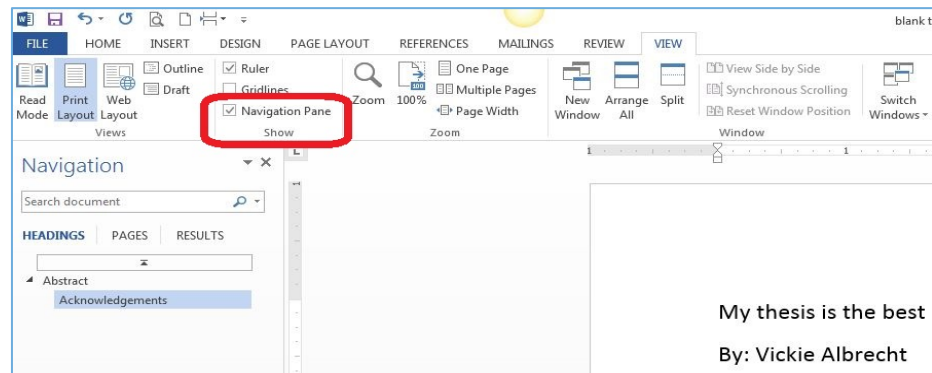


## View Navigation Pane

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

1. Click on the View tab and check the box in front of Navigation Pane in the Show section.

Figure 3: View Navigation Pane screenshot for instructional steps

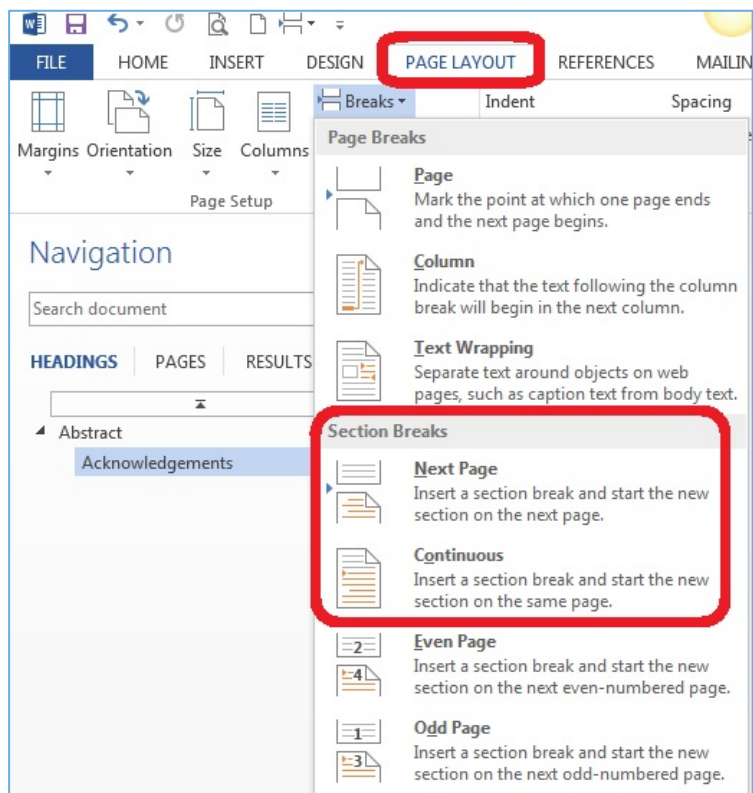


## Create section breaks

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

Figure 4: Create section break screenshot for instructional step

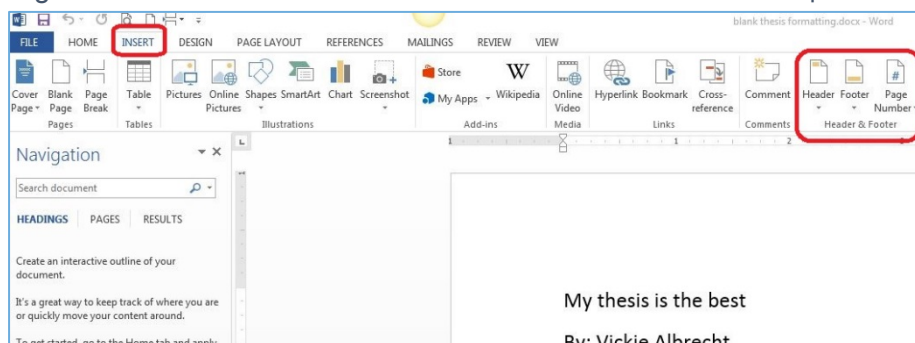


## Insert a header and footer

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 Insert tab and select either Header or Footer in the Header & Footer section.

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



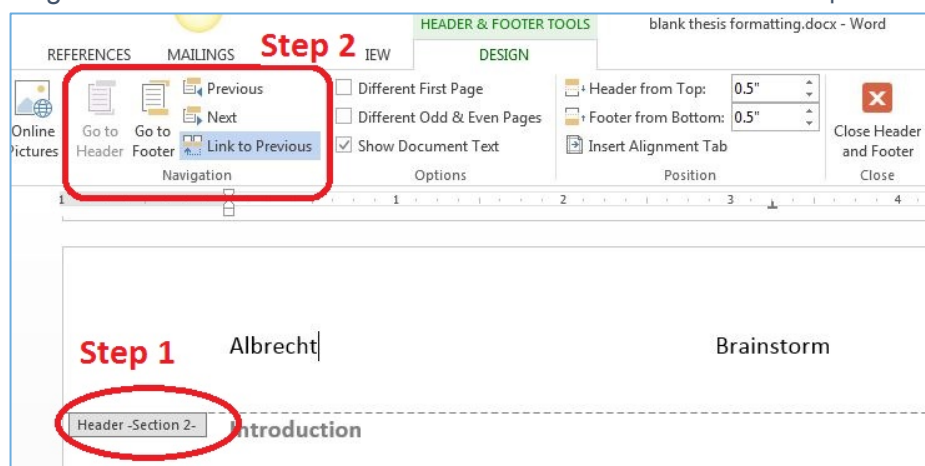
## Unlink a header and/or footer

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 Design tab for Headers & Footers.

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

2. Click on Link to Previous in the Navigation 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.



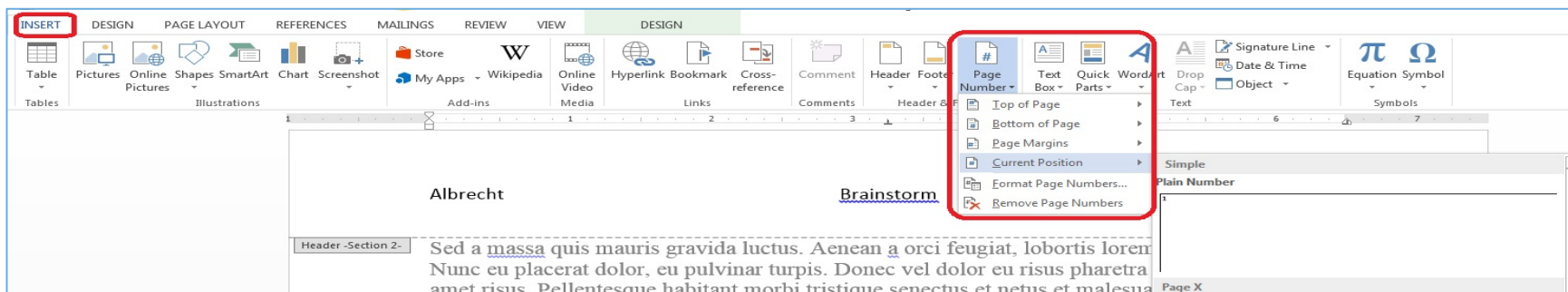
## Insert page numbers

To insert a page number,

1. Go to the Insert tab and click on Page Number dropdown menu in the Header & Footer section.

Note: You will notice that only Arabic numbers (1, 2, 3, etc.) are listed in the dropdown for Page numbers. To get the Roman numbers (i, ii, iii, etc.) you will need to select Format Page Numbers. Then you can select if you want Arabic or Roman numbers to appear.

Figure 7: 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.

Figure 8: Add captions to figures and tables screenshot for instructional steps

**Step 1**

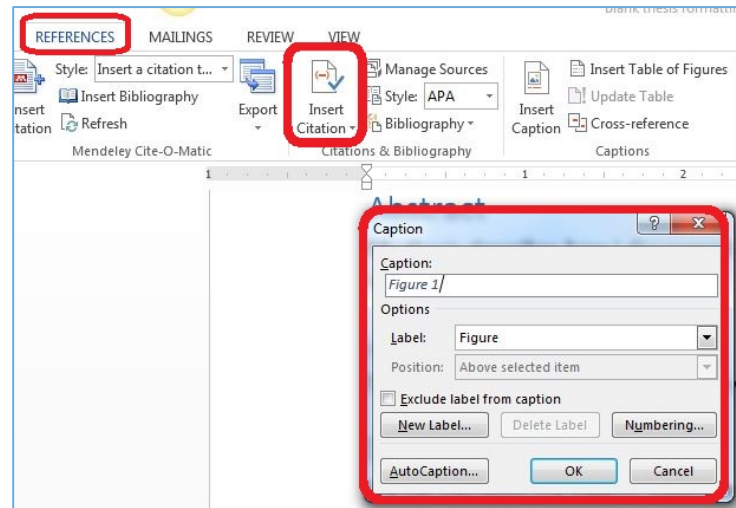
Board game	Number of Players
Catan	4
Lords of Waterdeep	4
Monopoly	4
Boggle	4
Scrabble	4

**Step 2**

Number of Players	time
4	60 minutes
4	90 minutes
4	60 minutes
4	10 minutes
4	90 minutes

Alternatively, you can insert a table/figure caption by going to the References tab and clicking on Insert Caption from the Captions section.

Figure 9: Alternative way to insert a caption screenshot

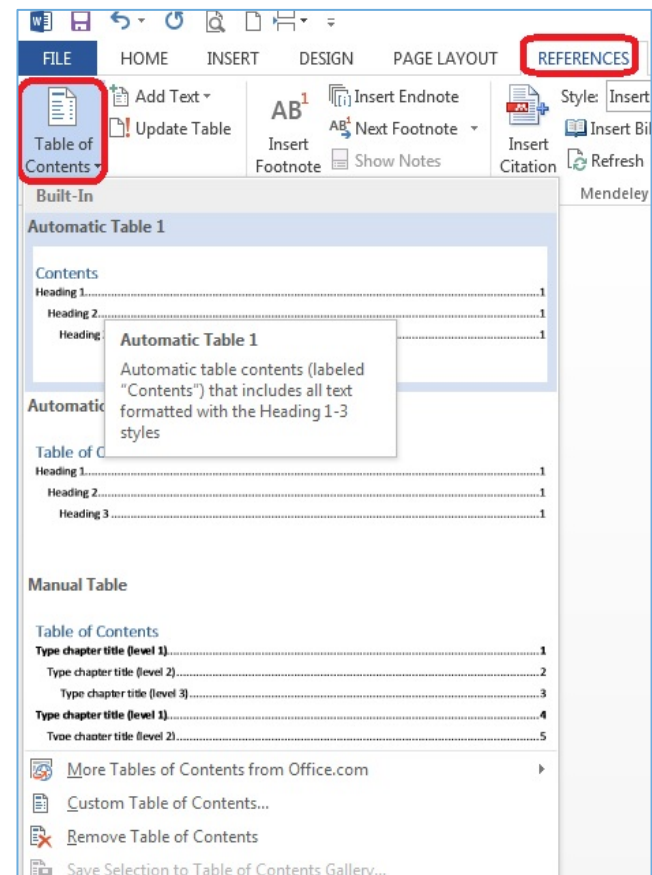


## Generate a Table of Contents

Now that you have all your headings in place, you can generate an automatic Table of Contents. To create,

1. Click on the References tab then in the Table of Contents section and select a Table of Contents style with the dropdown menu.

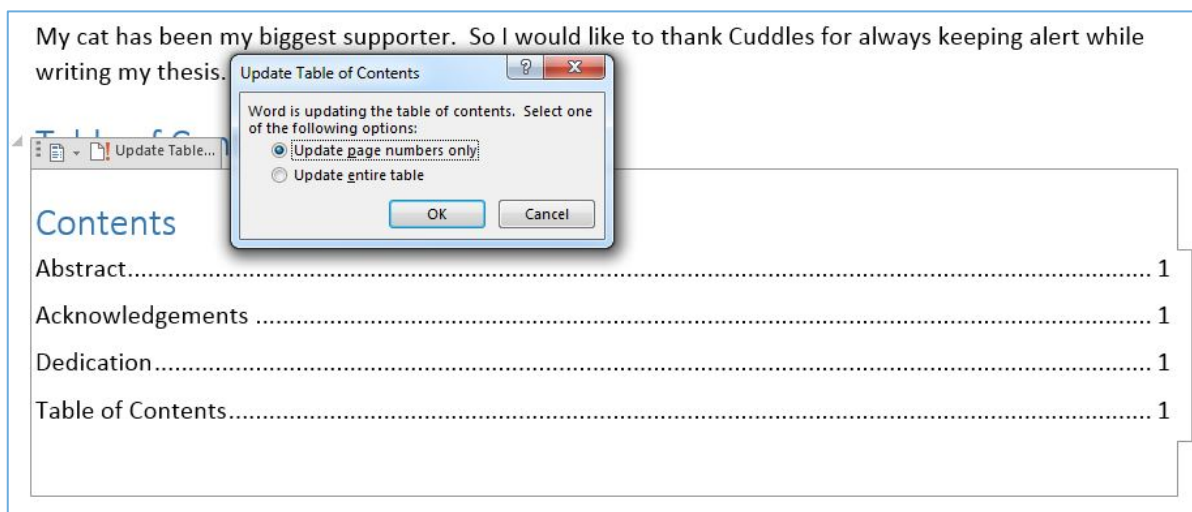
Figure 10: Generate a Table of Contents screenshot for instructional step



Be sure to remember to update the Table of Contents periodically. To do this,

1. Select the Table of Contents and click on Update Table that should appear above the words Table of Contents select Update Entire Table.

Figure 11: Update Table of Contents screenshot for instructional step



## Cross-reference

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. Click on the References tab then in the Captions section select Cross-reference. You can enter as many or as few references as you like.

Figure 12: Insert a cross-reference screenshot for instructional step

