

How to Layout an Assignment

Using Microsoft Word 2010

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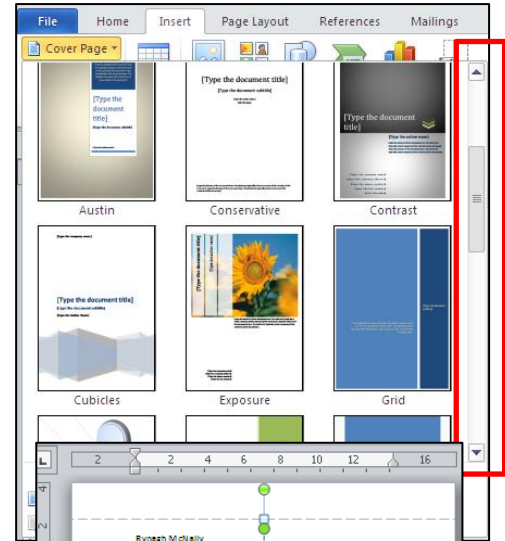
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1. Cover Page

Open a blank Microsoft Word Document by clicking on the blue Word W.



Go to the **Insert** tab and in the **Pages** group click on the **Cover Page** button, which will show a drop down menu of cover pages. This menu has a scroll bar to allow different cover pages which are currently available (more options can be downloaded from Microsoft.com).

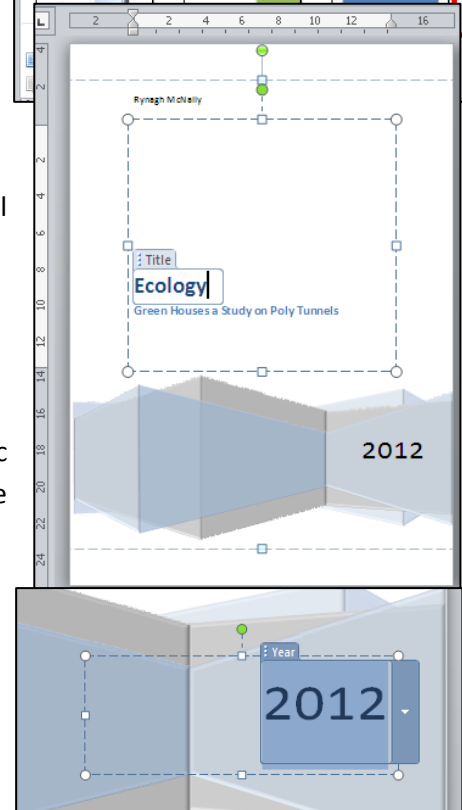


COMPLETE COVER PAGE: Complete the Cover Page by filling in the information required by the tutor. This could include students name, course title, module title, assignment name and due date among other details.

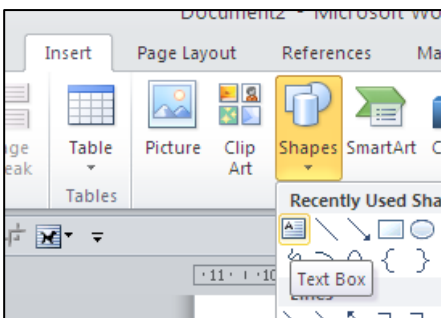
FORMATTING: These auto areas can be formatted using the usual format methods. The font style, size, colour, etc. can all be changed.

DELETE UNREQUIRED AREAS: If there are any unrequired automatic areas click on the light blue bar at the top of the area and press the delete key.

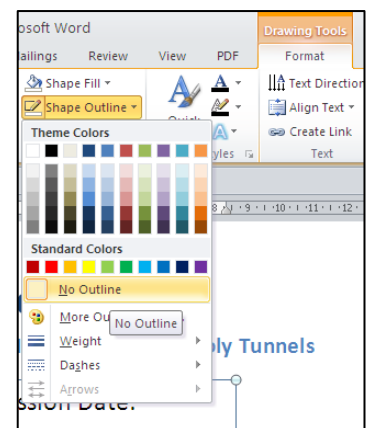
For example to remove this **Date** auto area, click on the blue word **Year** and press the delete key on the keyboard.



ADD ADDITIONAL TEXT BOXES: To add additional text boxes go to the **Insert** tab and select **Shapes** in the **Illustrations** group. Choose the **Text Box** shape add it to the page and enter the text required.



When the text box has been added, the outline and background colour can be turned off using the **Shape Fill** and the **Shape Outline**. Leaving the text box displaying only the text.



2. Heading Styles

Assignments are usually broken down into different sections. In this example, the assignment is about Poly Tunnels and will have the following sections – Introduction, Where to Build, Materials, What to Plant, When to Plant and Conclusion.

ADD HEADINGS/SECTIONS: Each of the sections should be added to the assignment and set to **Heading 1** (Note: it does not matter if the assignment is created first and the Heading Styles are added after but it is easier to create all the headings at the start of the assignment).

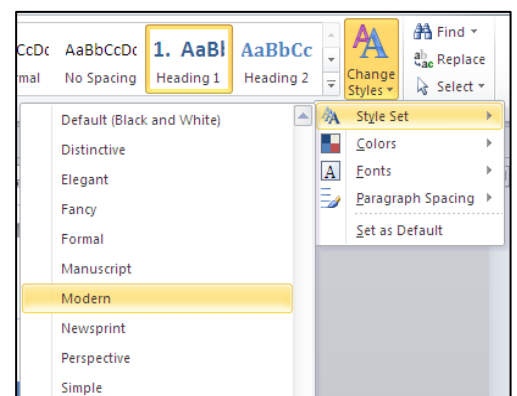
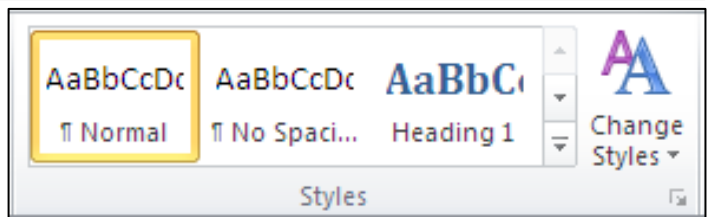
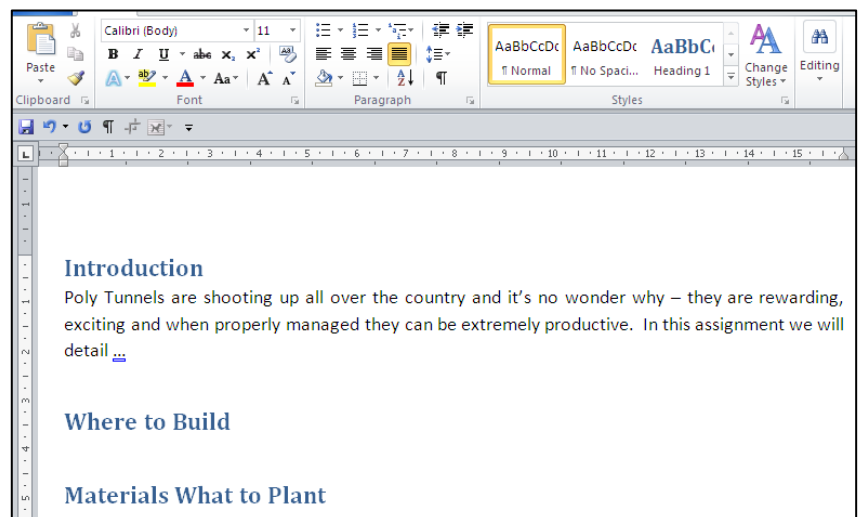
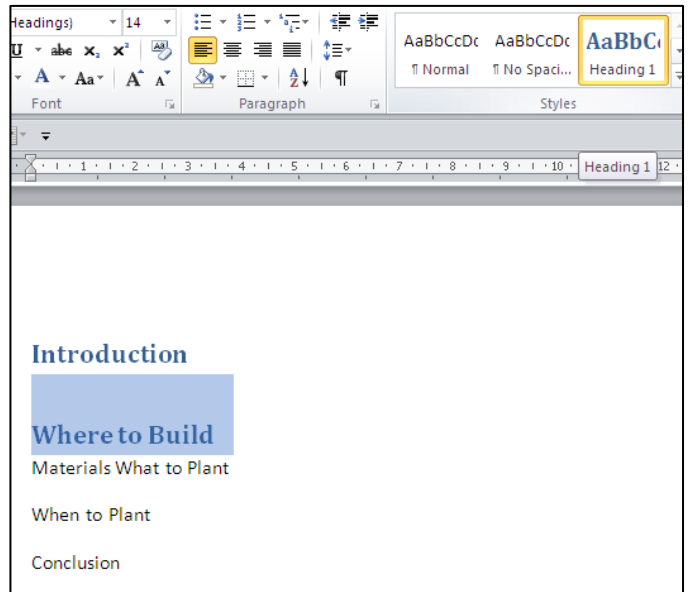
SET TO HEADING 1: To do this, type the heading, highlight the text and assign the heading style by clicking on it.

Each of the headings should be set to **Heading 1** (this is very important for creating the Contents Page).

ADD ASSIGNMENT CONTENT: To add content/text after each of the headings click after them and create a new paragraph by clicking on the enter key. The text will then change over to the **Normal** style which is what the majority of the text in the assignment should be set too.

REMEMBER: When creating an assignment all headings should be set to **Heading 1** and all content should be set to **Normal**.

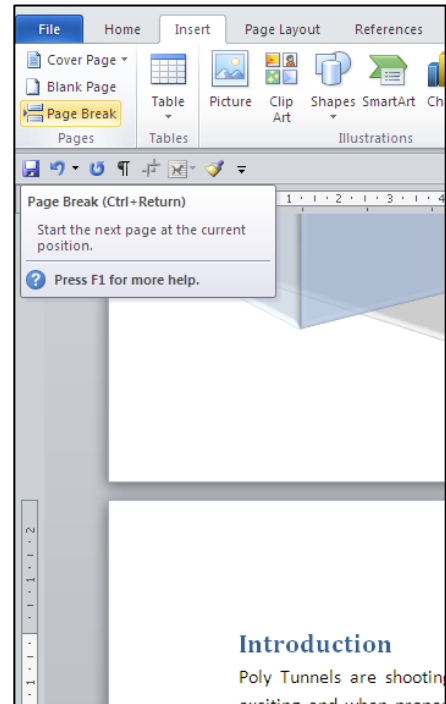
STYLE SET: To change the **Style Set** or **Colours** of the **Heading Styles** being used go to the Styles and select a Style Set and Colour as required. To display the different Style Sets hover over the names to see a preview of the finished text.



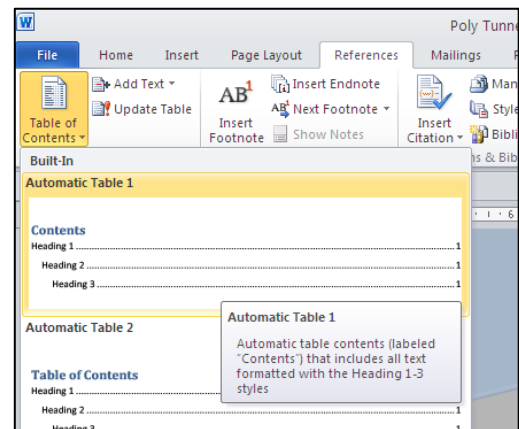
3. Contents Page

To create a contents page it is very important that each of the headings or sections is set to **Heading 1** in **Styles** on the **Home** menu (to do this view the previous section).

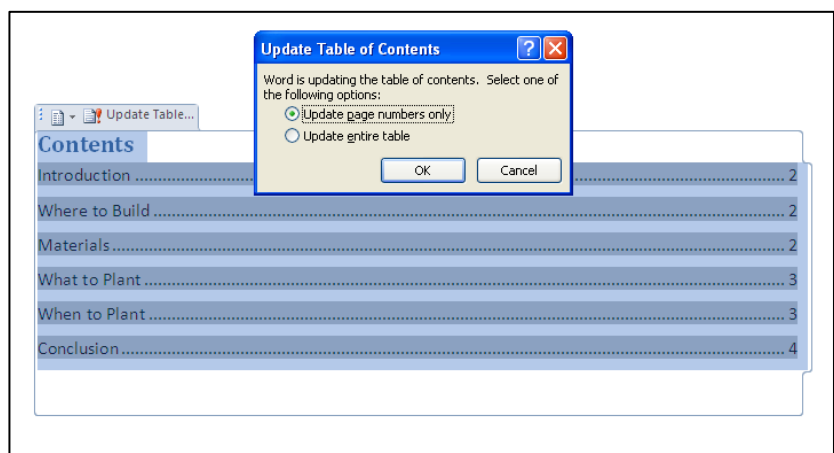
ADD A BLANK PAGE: After each heading is set to Heading 1, go to the second page of the document after the first contents page and insert a blank page as shown here by going to **Insert** tab, **Pages** group and click on the **Page Break** button. This will insert a new blank page to put the contents page on.



ADD A CONTENTS PAGE TO THE BLANK PAGE: Click at the top of the blank page and select the **References** tab then go to the **Table of Contents** button, this will show a drop down menu with Automatic Table options. Choose the first **Contents** option and the table will be automatically added to the blank page.

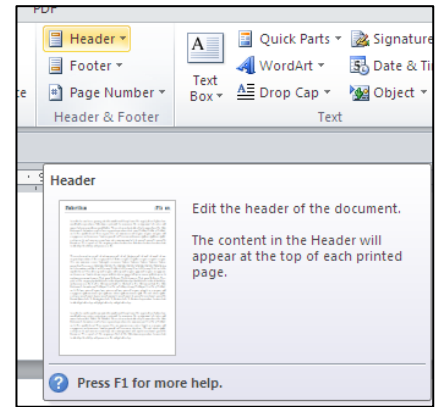


UPDATE CONTENTS MENU: As the document is updated the page numbers and heading titles may need to be updated. To do this click on the **Update Menu** at the top of the contents, right click and select **update page numbers only** to update pages or **update entire table** to update page numbers and text of the contents.

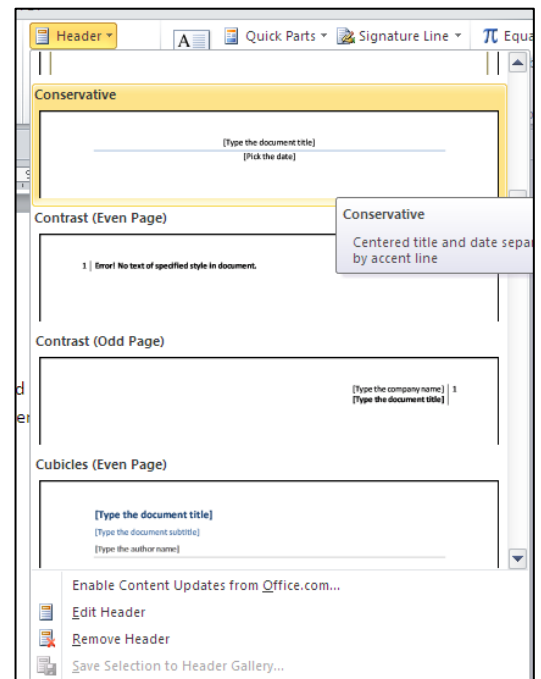


4. Header

ADD HEADER: To add a header go to the second page of the document (after the cover page) and select **Insert** tab and **Head & Footer** group and select the **Header** button. This will drop open the header options select an appropriate header for the document. Type the relevant information into the header for example the module title, assignment title or authors name.

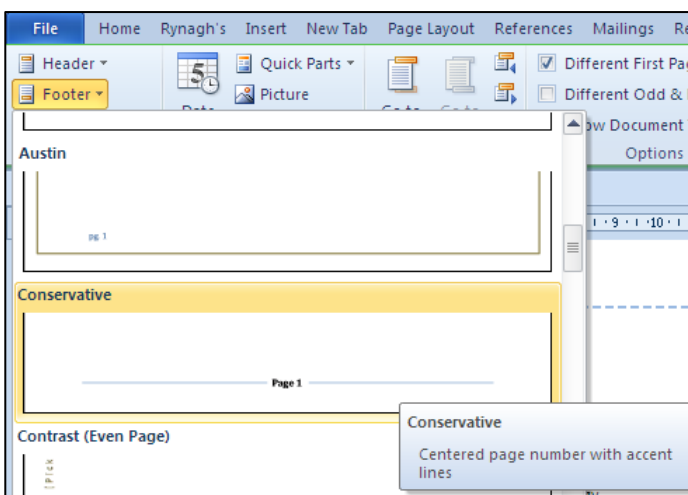


HEADER & FOOTER TOOLS: when the header or footer is turned applied, automatically the **Header & Footer Tools** are opened. Note that this menu is only available when the mouse is clicked into a header or footer area. The quick method of opening this menu is to double click and to close click out of it. From this menu a variety of header and footer options can be applied such as **Navigation** and **Position** options.

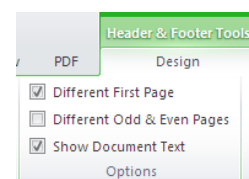


5. Footer & Page Numbers

ADD FOOTER: The footer of a document is applied in the same way as the header of the document. Typically the footer of a document contains the page number. To add the page number click on the **Insert** tab and select the **Footer** button, choose an appropriate footer for the document and it will automatically be applied.

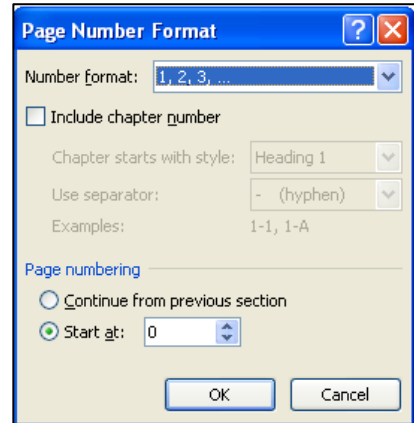
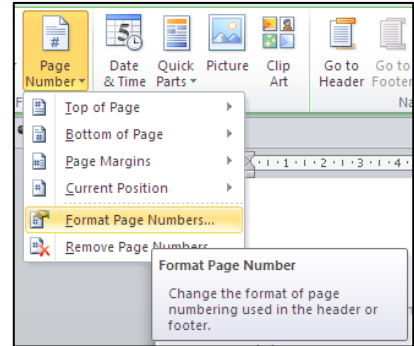


NOTE: The header and footer of a document are visible on every page of the document except the cover page, unless the **different first page** button on the **Header and Footer** is selected.



FORMAT PAGE NUMBER: To format the page number to start a 0 zero and not have a page number on the first page.

Click into the footer and select **Page Number** and **Format Page Number**, in the **Page Number Format** set the **Start at:** 0.



ADDITIONAL NOTES: