

OVERVIEW

MsWord's style feature provides you with several options for managing the creation of your theses or dissertation. Using the style feature will help you maintain a consistent layout throughout your document as well as performing tasks for you such as automatically generating your table of contents, list of figures and list of tables to name a few. In addition, when your document is converted to PDF, your heading styles will automatically be turned into bookmarks.

Styles are formatting options that you can apply to items in your document. If you would like all of your section headings to be bold, 16 pt, Times New Roman, then you can create a style for that and then apply that style to all of your section headings rather than having to manually apply each formatting option for each heading. In addition, if you change your mind and want your section headings to be 18 pt. instead of 16 pt., then you change the style and it will automatically be applied everywhere that style has been used. You will not have to go to each section and change the formatting manually.

CREATING A TABLE OF CONTENTS

By default, MsWord has many styles already created including Headings 1-9. MsWord also has the capability of automatically generating a Table of Contents (TOC) based upon those heading styles. In order to create a TOC, you must first make the entries to be included in the TOC and then you must generate the TOC. When you generate a TOC, MsWord searches through your document for all the text that was marked for the TOC and then automatically generates the TOC.

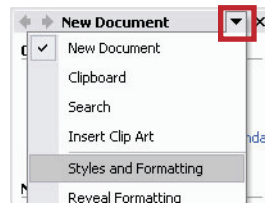
To mark an item for the table of contents, you must highlight the text you want to turn into a Table of Contents item and then apply a heading style to it. Text with a Heading 1 Style will become a Table of Contents level 1 item. Text with a Heading 2 style will become a Table of Contents level 2 item, etc.

OPENING STYLES AND FORMATTING TASK PANE

To apply a heading style, first open the **Styles and Formatting** task pane.

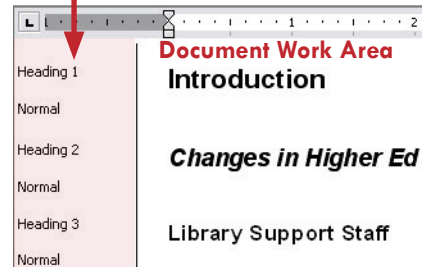
Note: You can also use the Styles and Formatting menu on the Formatting toolbar to apply a heading style.

1. On the **View** menu, click **Task Pane**.
2. On the **Task Pane**, use the menu at the top to select **Styles and Formatting**.



DISPLAYING THE STYLES PANE

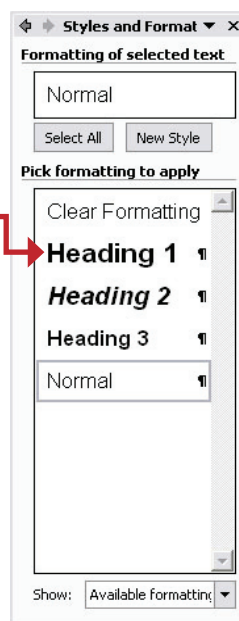
The **Styles Pane** displays along the left side of the document window and shows styles that have been applied. Displaying the pane is optional.



1. On the **View** menu, click **Normal**.
2. On the **Tools** menu, click **Options**.
3. Under **Outline and Normal Options**, select **1"** for the **Style area width**.
3. Click **OK**.

APPLYING HEADING STYLES

1. Highlight the text you want to apply a heading style to and make a Table of Contents entry.
2. In the **Styles and Formatting task pane**, click the **Heading level** you want to apply.



MODIFYING HEADING STYLES

If you don't like the size or formatting of the pre-defined heading styles, you can modify them.

1. In the **Styles and Formatting task pane**, right-click the Heading style you want to modify.
2. Click **Modify**.
3. Make the desired changes such as font, font-size, font-color, bold, etc.
4. Click the **Automatically Update** check box and then click **OK**.

GENERATING THE TABLE OF CONTENTS

After you apply heading styles to all of your sections, subsections, etc., you are ready to generate your Table of Contents.

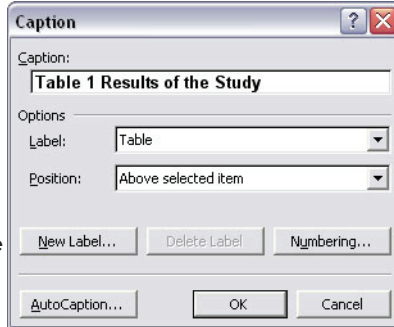
1. Position the cursor where you want to place your Table of Contents.
2. On the **Insert** menu, point to **Reference** and then click **Index and Tables**.
3. To change the format of the TOC, click the **Formats** list and then select the desired format.
4. Click **Options**.
5. Browse through the list to make sure the correct TOC level is next to each style that will be used for the Table of Contents.
6. Click **OK**.
7. Click **OK**.

CREATING A LIST OF TABLES

In order to generate a list of tables, you must first define a caption for each table. You can define captions manually or automatically.

MANUAL CAPTIONING

1. Click somewhere inside the table.
2. On the **Insert** menu, point to **Reference** and then click **Caption**.
3. In the **Label** list, select **Table**.
4. In the **Caption** box, type a caption for your table. The caption must include the table number and a short description and then click **OK**.



AUTO CAPTIONING TURNING ON AUTOCAPTION

1. On the **Insert** menu, point to **Reference** and then click **Caption**.
2. In the **Label** list, select **Table**.
3. Click **AutoCaption** and then click **OK**.
4. Type a brief description of the table after the table number.

LABELING TABLES

Tables will automatically be numbered (Table 1, Table 2, etc.) when they are inserted. In addition to the table number, you need to insert a brief description about the table after the table number. Simply click after the table number and type a description.
Example: Table 1: Study Results

GENERATING A LIST OF TABLES

1. Position the cursor where you want to insert the List of Tables.
2. On the **Insert** menu, point to **Reference** and then click **Index and Tables**.
3. Click the **Table of Figures** tab.
4. In the **Caption Label** list, click **Table**.
5. Click **OK**.

CREATING A LIST OF FIGURES

In order to generate a list of figures, you must first define a caption for each figure. You can define captions manually or automatically.

MANUAL CAPTIONING

1. Right-click the **Figure**.
2. Click **Caption**.
3. In the **Label** list, select **Figure**.
4. In the **Caption** box, type a caption for your Figure. The caption must include the figure number and a short description.
Example: Figure 1: Learning Objects.
5. Click **OK**.

AUTO CAPTIONING TURNING ON AUTOCAPTION

1. On the **Insert** menu, point to **Reference** and then click **Caption**.
2. In the **Label** list, select **Figure**.
3. Click **AutoCaption**.
4. Click the **Microsoft Word Picture** check box and then click **OK**.
5. Type in a brief description of the table after the table number.

LABELING FIGURES

Figures will automatically be numbered (Figure 1, Figure 2, etc.) when they are inserted. In addition to the figure number, you need to insert a brief description about the figure after the figure number. Simply click after the figure number and type a description.
Example: Figure 1: Study Participants

GENERATING A LIST OF FIGURES

1. Position the cursor where you want to insert the List of Figures.
2. On the **Insert** menu, point to **Reference** and then click **Index and Tables**.
3. Click the **Table of Figures** tab.
4. In the **Caption Label** list, select **Figure**, if it isn't already selected.
5. Click **OK**.