

# Using Microsoft Word to Create Your Theses or Dissertation

## Overview

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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, and Times New Roman, you can create a style with those features in it and then apply the 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 just 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

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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 mark 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.

## Marking Table of Contents Items

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

In order to apply a heading style, you either have to have the Styles and Formatting task pane on or you can use the Styles and Formatting drop-down menu on the Formatting toolbar. We will assume that you are using the Styles and Formatting task pane which can be turned on by clicking **Task Pane** on the **View** menu and then selecting **Styles and Formatting** from the task pane.

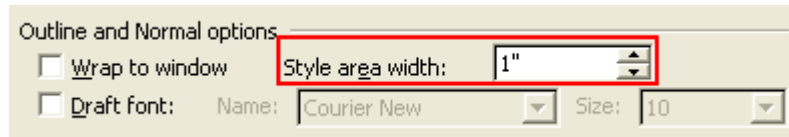
1. Highlight the text you want to apply a heading style to and make a Table of Contents entry.



2. In the **Styles and Formatting** task pane, click the Heading level you want to apply.

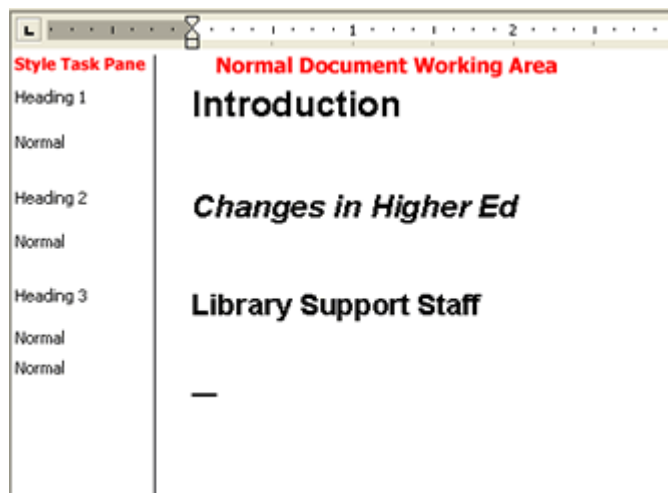
**Note:** You can see where styles are applied by displaying the styles pane. To display the styles pane, do the following:

- On the **View** menu, click **Normal**.
- On the **Tools** menu, click **Options**.
- Under **Outline and Normal Options**, select **1"** for the Style area.



- Click **OK**. You should now see a Style Task Pane down the left side of the document window. When a style is applied, the style name displays next to the text where you applied the style.

### Style Task Pane Example

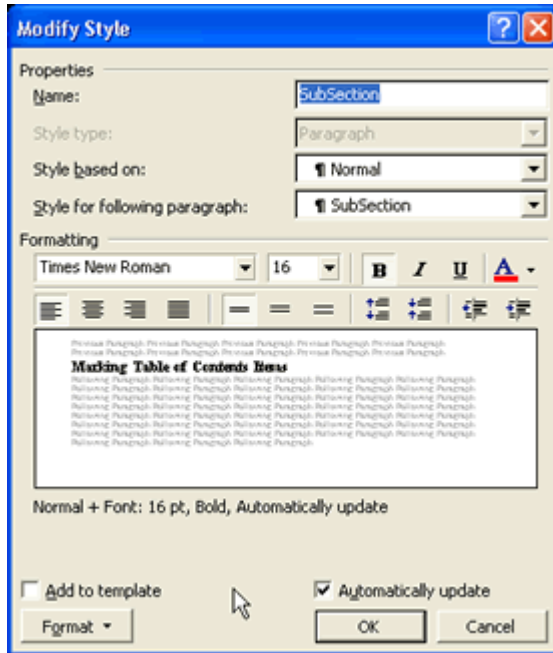


## Modifying Heading Styles

If you don't like the size or format of one of the pre-defined heading styles, you can modify the style by doing the following:

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.



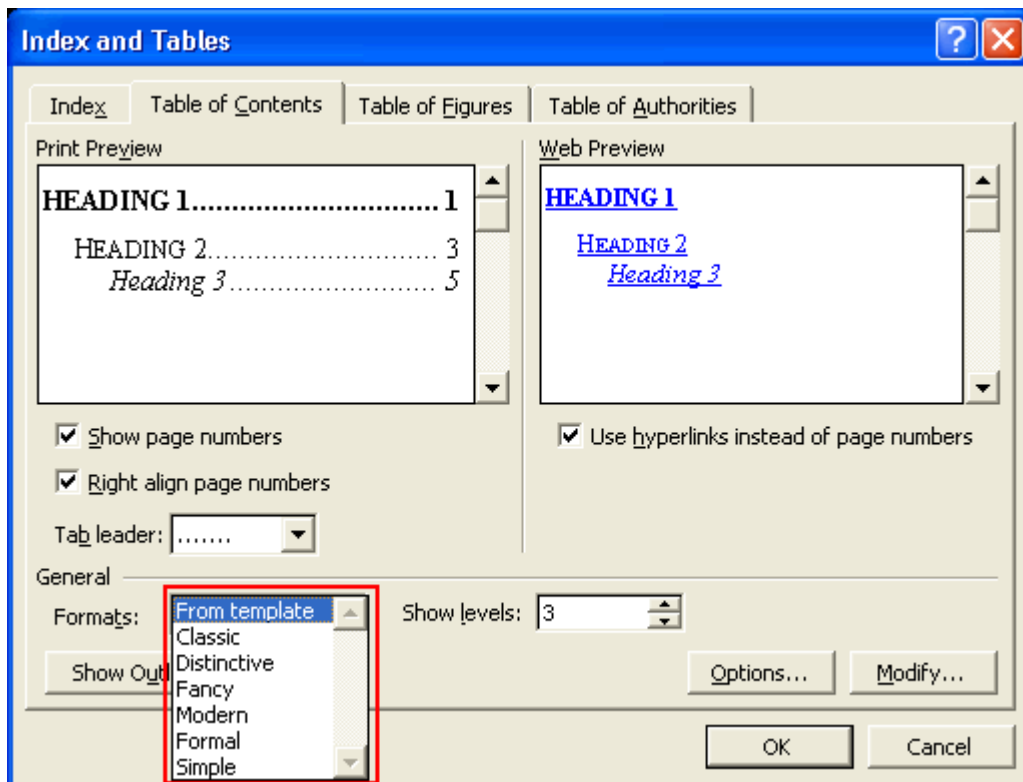
4. Click the **Automatically Update** checkbox and then click **OK**.

## 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. If you want to change the format of the table of contents, click the **Formats** list and then select the desired **Table of Contents** 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

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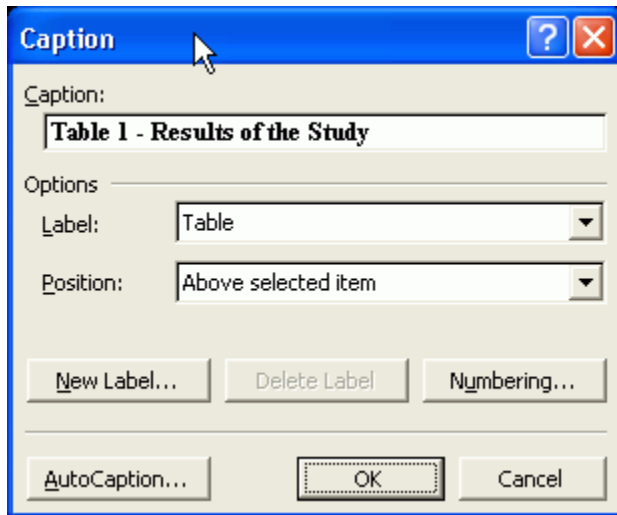
### Captioning

In order to generate a list of tables, you must 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.



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 **Table**.
3. Click **AutoCaption**.
4. Click **OK**.

### Labeling Tables

The 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 in your description.

**Example:** Table 1- Results of the Study

## 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, select **Table**.
5. Click **OK**.

# Creating a List of Figures

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

## Captioning

### Manual

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** checkbox and then click **OK**.

### Labeling Figures

The 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 in your description.

**Example:** Figure 2 - Process Model

## 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**.
5. Click **OK**.

Note: When you insert your figure, the figure caption will automatically be applied.

6. Type a description for you figure after the caption number.

**Example:** Figure 1 – Learning Objects