Beyond Google Workshops
CONCORDIA UNIVERSITY LIBRARIES

USING MICROSOFT WORD WITH STYLE

Outline

Creating a table of contents

Establishing title structure

Before you start writing, think about the structure of your document, such as the different sections and sub-sections. For example, the introduction section could have sub-sections which include an opening, a problem statement or research question, a literature review, etc.

This step does not involve Microsoft Word and is rather an effective writing method.

Removing superfluous formatting symbols and styles

If you are copying text from another document, make sure it is cleared of all formatting and other superfluous formatting symbols, such as empty paragraphs.

A good method if to use: **Home > (Clipboard) Paste Special > Unformatted Text**

Also, you could show the paragraph marks: **Home > (Paragraph) ¶**

Applying styles to reflect title structure

Use the style browser to apply a title level to each section titles and sub-section titles. Section titles are "Title 1" and sub-section titles are "Title 2".

The style browser: **Home > (Styles)**

Dividing the document: multiple page number formatting

First, you must divide your document into different sections. Insert section breaks to a new page: **Page Layout > (Page Setup) Breaks > (Section Break) Next Page**

Then, access the page footer to make it different than the previous:

Insert > (Header & Footer) Footer > Edit Footer

Toggle this option: **Design > (Navigation) Link to previous**

This allows having different page numbering styles. Now, for each section, you need to do two things. First, you need to configure each footer's page numbering style (Roman numerals, Arabic numerals, letters). Second, you need to insert the page number. Here's how:

1. Format page numbering for section: **Insert > (Header & Footer) Page Number > Format Page Number**

   a. Select the desired **Number Format**

   b. Select **Start at 1** (toggle from **Continue from Previous Section**)

2. Insert page number in the section: **Insert > (Header & Footer) Page Number…**

Repeat for each section with page numbers (you can have a section with no page numbers).

Inserting and managing your table of contents

Now, once you have applied styles to your section and sub-section titles and the formatting of the page numbers for each section, you are ready to insert the table of contents:

References > (Table of Contents) Table of Contents > Insert Table of Contents

This will open the table of contents dialog box. You can select a **Format** for your table of contents as well as cluck on the **Options** button to decide which "title levels" to include.

If you later change your document, you can update the table of contents with a click of the mouse. Just hover the cursor over the table of contents and activate the contextual menu ("right-click") and select **Update Field > Entire Table**.

Creating a list of figures

First, below each figure, insert a caption:

References > (Captions) Insert Caption

Then, insert a table of figures:

References > (Captions) Insert Table of Figures

To update the table of figures, just hover the cursor over the table of contents and activate the contextual menu ("right-click") and select **Update Field > Entire Table**.

Creating an index

First, manually go through your text. Each time you refer to a concept you want included in the index, mark the entry:

References > (Index) Mark Entry

Then, insert an Index:

References > (Index) Insert Index

To update the index, just hover the cursor over the table of contents and activate the contextual menu ("right-click") and select **Update Field > Entire Table**.