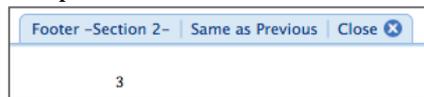


# MICROSOFT WORD FOR FINAL PROJECTS

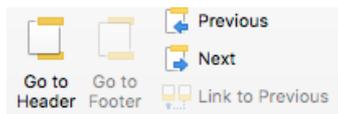
## Page numbers: Sections with different numbering

How to have your first pages (e.g. abstract and contents page) use Roman numerals (e.g. i, ii, iii) and the main text use Arabic numerals (e.g. 1, 2, 3).

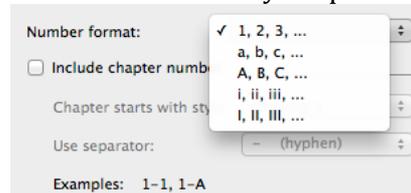
1. Locate the page where you want the second type of numbering system to begin. Click at the very start of that section so the blinking line is just in front of the text.
2. Go to the **Layout** ribbon.
3. Under **Page Setup**, click on **Break**.
4. Under **Section Break**, click on **Continuous**. This will split the document into two sections from the computer's point of view. You should notice no change.
5. Add page numbers as described above. If you have a cover page, de-select the **Show number on first page** option and change the page numbering to start at 0.
6. Go back to the page where you want the second type of numbering system to begin. Double-click on the page number to open Header and Footer editing. It will look something like this:



7. Your header and footer should be saying "Same as Previous". This means that the page numbers will match those of the previous section. Click next to the page number on the page where you want the second type of numbering to start.
8. Go to the **Header and Footer** ribbon. In the middle of the ribbon, un-select **Link to Previous**:



9. Select the page number on the page where you want the new numbering to start and go to the **Document Elements** ribbon. Under **Header and Footer**, click on **Page #**.
10. Go to **Format**. Change the setting from **Continue from previous section** to **Start at** and put in the number you want the first page to be.
11. Double click in the main body of the text to stop editing headers and footers. Now your page numbering should start again at the number you've chosen.
12. If you want the first few pages to be in Roman numerals (i.e., i, ii, iii, iv, etc), go to the first page and open the Header and Footer editing as in step 6.
13. Go to the **Document Elements** ribbon. Under **Header and Footer**, click on **Page #**.
14. Go to **Format**. Change the **Number format** to your preferred style.



15. If you have used Arabic numerals for your first few pages you may not be able to choose to have no page number on your cover page. Go to the page after the cover page and follow steps 1-8 above to make a new section and unlink it to the previous one.
16. Then you should be able to select the page number on your cover page so it looks something like this  and delete it without deleting any other page numbers.
17. Check all the page numbers to make sure they're working correctly.

## Making a contents page

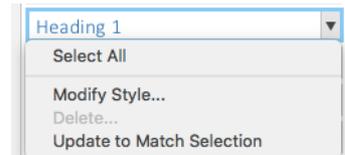
Word can automatically create a contents page as long as the document is set up properly.

### Setting up Headings

For Word to automatically create a contents page, it has to know which parts of the document go into the contents. Do this by using the **Styles pane** to designate parts of the document as *Headings*.



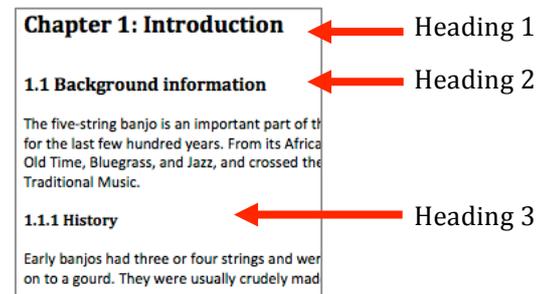
1. Select your first major heading (these are usually chapter titles, the abstract title, etc). While it is highlighted click on **Heading 1** in the Styles Pane. This will change the formatting.
2. To get the formatting as you need it, click on the **Styles Pane** button. Under *Apply a Style* find **Heading 1**. Click on the arrow next to it and select **Modify Style...**



3. Here you have options for formatting your heading, e.g. bold, italics, font face, line spacing. Change them as needed and click **Okay**. Your first heading is now formatted.



4. Select your second most major heading and while it is highlighted click on **Heading 2** in the Styles Pane. Again, this will change the formatting but you can modify this the same as you did Heading 1.
5. If you have another level of heading then you can change that to **Heading 3** and modify that to suit. Do this until you have formatted all the levels of heading that you need.
6. Once you have the Headings formatted, go through your document and highlight each heading and change it to the appropriate style. If you need to change the format of any of your headings at any time, go to the **Styles Pane** and change the formatting there. This will then change the formatting for all text that has been marked with that style.



### Making a Table of Contents

Once your headings are all marked as being the appropriate style, you can make a Table of Contents.

1. Put the cursor where you want your contents page and go to the **References** tab.
2. On the left hand side of the tab is a **Table of Contents** button. Click on this and choose the style of table of contents that you want.
3. Change the Table of Contents heading to the colour or font you want by selecting the text and changing it as you normally would under the Home tab.



NB: Clicking on a heading in the table of contents will take you to the page it comes from.

### Updating a Table of Contents

If you have added sections to your document or changed your page numbers after adding your table, these changes won't show up immediately.

1. Click on the Table of Contents heading to get a blue tab at the top of your Contents.
2. Click on the arrow on the right of the tab and click on **Update table** to show the changes.
3. Use **Update entire table** if you have changed anything other than page numbers.

