



Microsoft Word

Creating a Structured Thesis (CaST)

Course objectives:

- Add structure with sections and styles
- Apply heading numbering
- Generate automated table of contents, figures etc.
- Insert captions and cross references
- Consolidate documents and merge formatting

Student & Staff Training and Support Information

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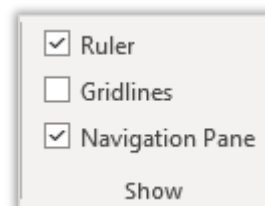
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Preparing the screen

1. Open the document Thesis Template Preliminary Pages
2. Turn on the Navigation Pane and Rulers

- Click the View tab
- Place ticks in the Ruler and Navigation Pane tick boxes

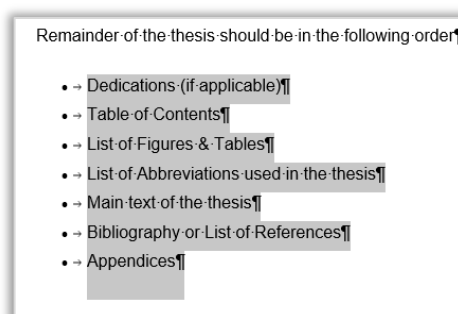


3. Turn on the hidden characters to display the pilcrow and page breaks

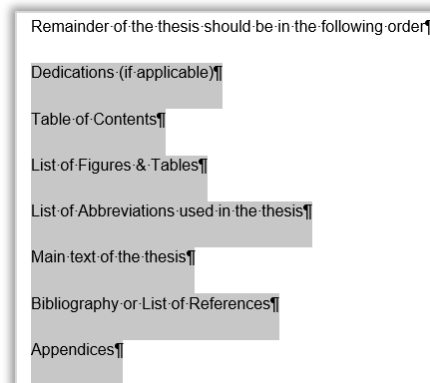
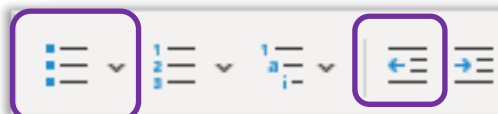
- Click the Home tab
- Click the Show/Hide button (approximately one third of the way across the ribbon)



4. Go to the last page (page 8)
- Click on the empty pilcrow above the text
Remainder of the thesis
 - Press Ctrl (Command on the Mac) + Enter to create a page break and move the text and bullet list to a new page
 - Select the contents of the bullet list from Dedications down to Appendices



- Click the Bullet List button to turn off the bullets
- Click the Indent button to remove the indents
- Click at the end of List of Figures
- Press Enter
- Add the text 'List of' and delete the ampersand
- Go to the end of List of Tables and press enter
- Add the text List of Charts



Section Breaks and Page Numbering

In Word you can set your page numbers to run consecutively across all pages or, if you have used section breaks in the document, to restart numbering when you reach a new section.

Exercise 1.

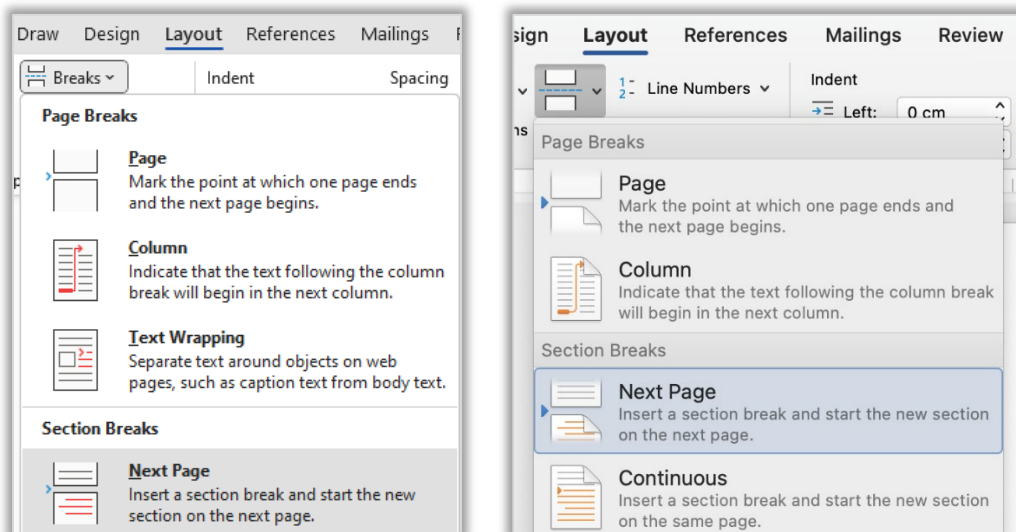
Inserting Section Breaks

With section inserted in a document, it is possible to reformat the page numbers between sections. For example, you can have Roman numerals for an introductory section and Arabic numerals for the main part of the document. Section breaks also allow a document to have more than one page layout so you can swap between portrait and landscape layouts.

Insert a section break

1. Click on the first page in front of the visible Page Break underneath Name of the enrolling unit
2. Press the delete key on the keyboard to delete the page break
3. Click on the line above at the end of Name of the enrolling unit
4. Press the Enter key on the keyboard
5. Go to the **Layout** tab
6. Click **Breaks**
7. Select **Section Breaks: Next Page**

See below the appearance of the interface for Windows (left) and Mac (right)



8. A Section Break should now be visible next to Name of the enrolling unit
9. Go to the last page (Ctrl+End shortcut)
10. Click at the end of the text **List of Abbreviations used in the thesis**
11. Press **Enter**
12. Go to the **Layout** tab
13. Click **Breaks**
14. Select **Section Breaks: Next Page**

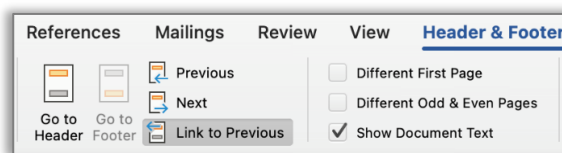
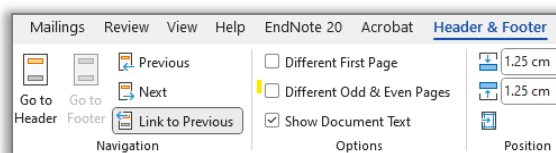
Remove Link between sections

1. Return to the first page of the document
2. Right click bottom of page then select **Edit Footer** (the footer will open and it should say **Footer - Section 1** on the left hand side)
3. The Header and Footer tab will open as well
4. Move to the next page of the document and look at the footer at the bottom
5. It should say **Footer - Section 2** on the left and **Same as Previous** on the right.

This 'Same as Previous' message means the two sections are linked and what you do in one will be repeated in the other. To avoid this (if necessary) we need to unlink the sections

6. Click into the footer
7. On the Header and Footer tab Click **Link to Previous** button

See below the appearance of the interface for Windows (left) and Mac (right)



8. The Same as Previous words on the right will disappear and this will ensure section 2 is independent of the previous section.

With an independent Section 2 we will be able to put page numbers into our document starting from the second page thereby leaving the first page blank

Exercise 2.

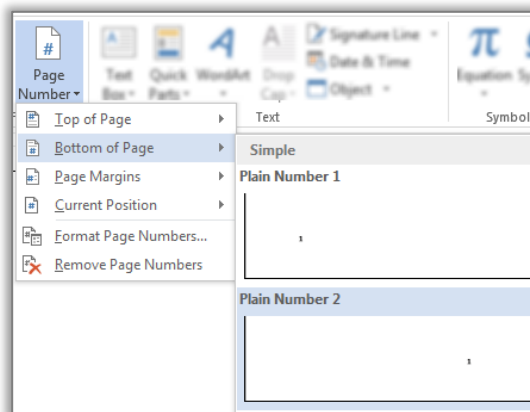
Page numbering

Insert page numbers into the document

A) Windows users:

Whilst still in section 2 and on what is Page 2 of the document...

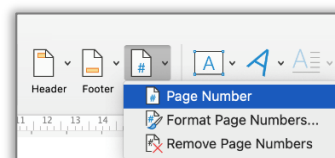
1. Go to **Insert** tab
2. Click **Page Number**
3. Select **Bottom of Page**
4. Select **Plain Number 2**
5. Close **Header and Footer** (if necessary)
6. **Save** the document



B) Mac users:

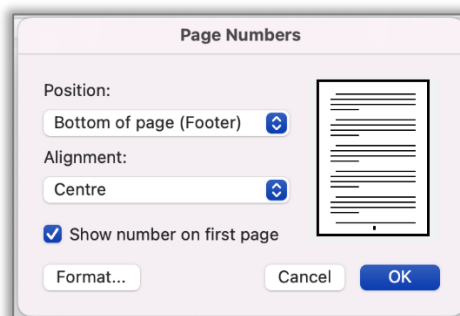
Whilst still in section 2 and on what is Page 2 of the document...

1. Go to the **Insert** tab
2. Click the **Page Number** button
3. Choose **Page Number**



In the Page Numbers dialogue box

4. Choose the required **Position** and **Alignment**
5. Click **OK**
6. **Save** the document

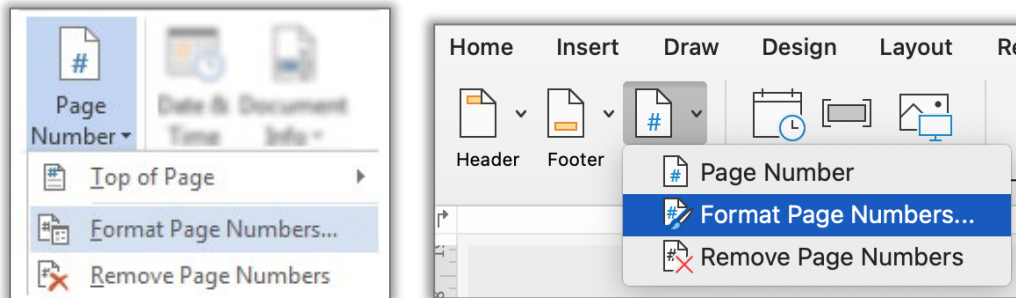


We should now have page numbers in our document, excluding the cover page

Format page numbers by section

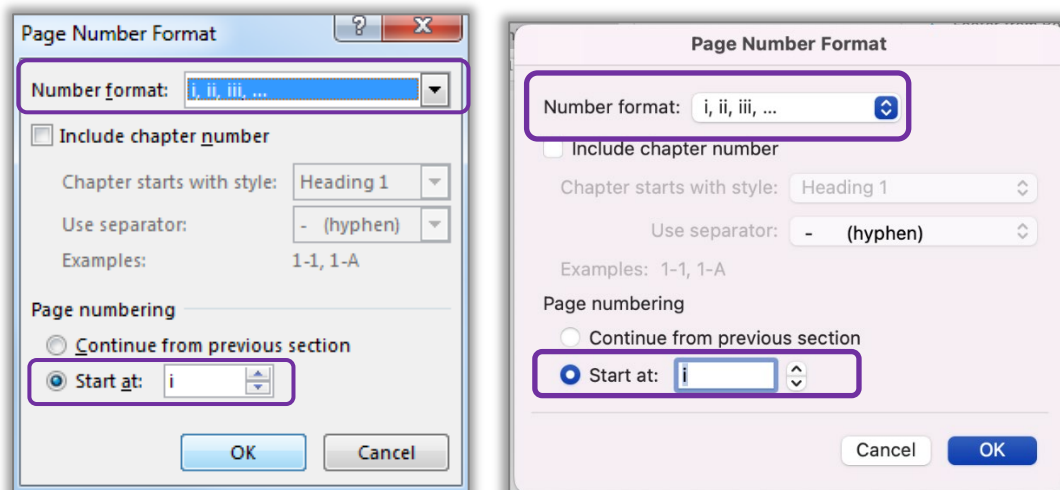
1. Click on **Page Number** button
2. Select **Bottom of Page**
3. Select **Plain Number 2**
4. Click **Page Number**
5. Click **Format Page Numbers...**

See below the appearance of the interface for Windows (left) and Mac (right)



6. Click '**Number format**' arrow
7. Select Roman Numerals
8. Set Start at: i
9. Click **OK**
10. Close Header and Footer tab
11. Save and close the document

See below the appearance of the interface for Windows (left) and Mac (right)



We should now have page numbers in our document formatted as Roman Numerals in Section 2, and in Arabic numbers in Section 3 (last page of the document).

Styles

What is a Word style?

A style is a combination of settings that can be stored together under a style name and can be applied to portions of the document with a single click. Styles are used to apply text and paragraph formatting quickly and easily.

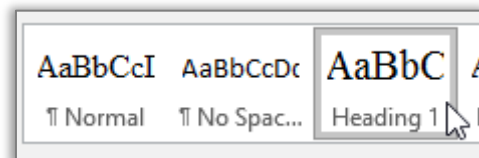
Exercise 3.

Apply quick styles

Open the document 'Unformatted_thesis.docx'

Apply Heading 1 to the headings

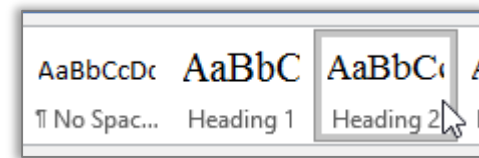
- Microsoft Word
 - StarOffice Writer
1. Select '**Microsoft Word**'
 2. Click the **Heading 1** quick style pane to apply the style
 3. Repeat for the rest of the required headings



Hover the mouse over a quick style to see a Live Preview of the style (Windows only)

Apply Heading 2 to the subheadings

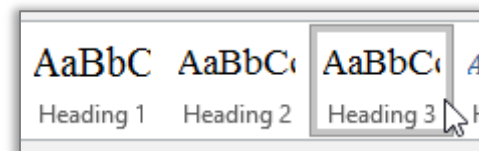
- Frequently Asked Questions
 - Writer saves documents in its own format
 - Word cannot open Writer documents
 - Some minor functions are not available in Writer
 - Writer is incompatible with Endnote
4. Select '**Frequently Asked Questions**'
 5. Click the **Heading 2** quick style pane



Repeat for the rest of the required subheadings

Apply Heading 3 to the sub subheadings

- How do I recover a Word document after a crash or mistake on a UQ Library computer?
 - Word closed unexpectedly. Where is my document?
 - Why can't I open a Word document?
6. Select '**How do I recover a Word Document**'
 7. Click the **Heading 3** quick style pane



Repeat for the rest of the required sub subheadings

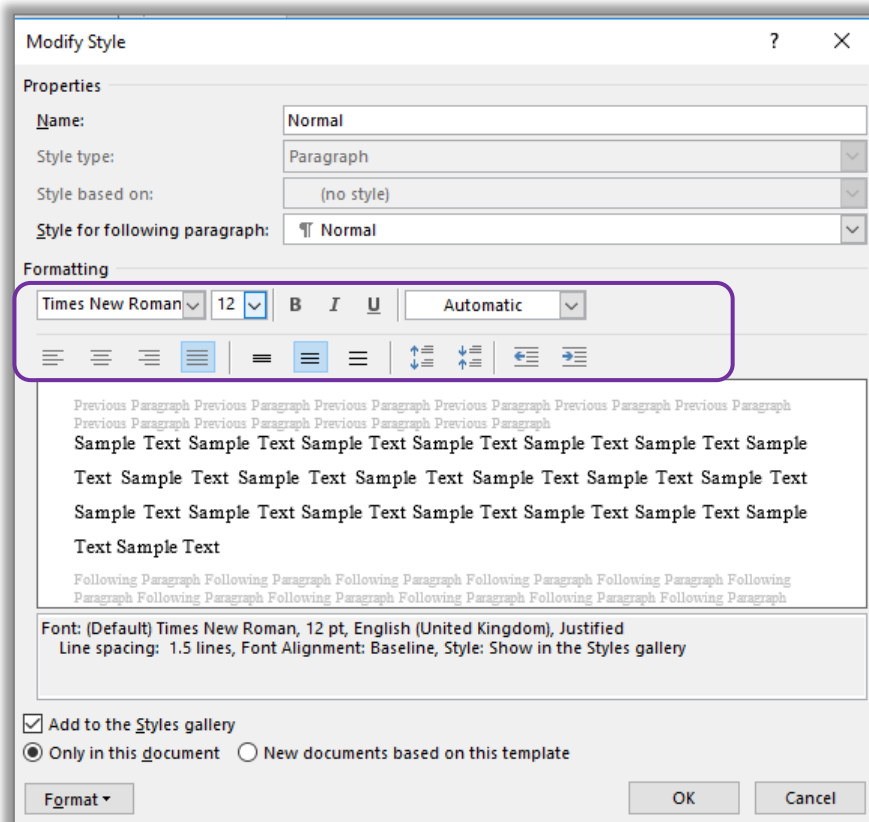
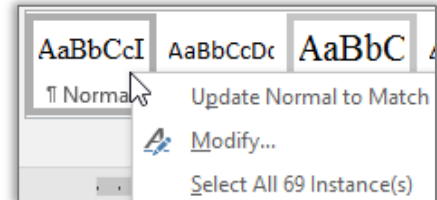
Modifying Styles

When using styles, you format the document by modifying the style definitions rather than directly formatting the document text. Formatting using styles is reliable, consistent and saves time.

Exercise 4.

Modify Normal Style

1. Select a Normal paragraph
2. Go to the **Home** Tab
3. Right click on **Normal** quick style
4. Select **Modify**
5. Make changes to style
e.g. Times New Roman, size 12 and 1.5 line spacing
6. Click **OK**

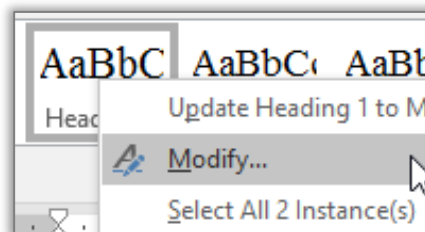


Exercise 5.

Modify heading style

It is generally recommended to use the built-in Heading styles: Heading 1, Heading 2 etc for major and minor topic points and modify these styles to suit your needs. Many of Microsoft Word's automatic features, such as Table of Contents, Multilevel Numbering and Figure Caption, are based on these styles.

1. Select heading: **Microsoft Word**
2. Go to the **Home** Tab
3. Right click on **Heading 1** quick style
4. Select **Modify**
5. Make changes to style (as in Modify Normal Style image above)
e.g. Times New Roman, size 16, automatic colour and 1.5 line spacing
6. Click **OK**



Repeat for Heading 2 and 3.

- Heading 2 – Times New Roman, size 14, automatic colour and 1.5 line spacing
- Heading 3 – Times New Roman, size 13, automatic colour and 1.5 line spacing

Exercise 6.

Create a new style

There may be times when the built in styles are not suitable for modification. In this case it may be necessary to create a new style.

1. Select any text that is formatted with the **Normal style**
2. Click the (on Windows) - **Styles** group **dialog box launcher** or (on Mac) – **Styles Pane button** on the **Home tab**
The Styles Pane will open

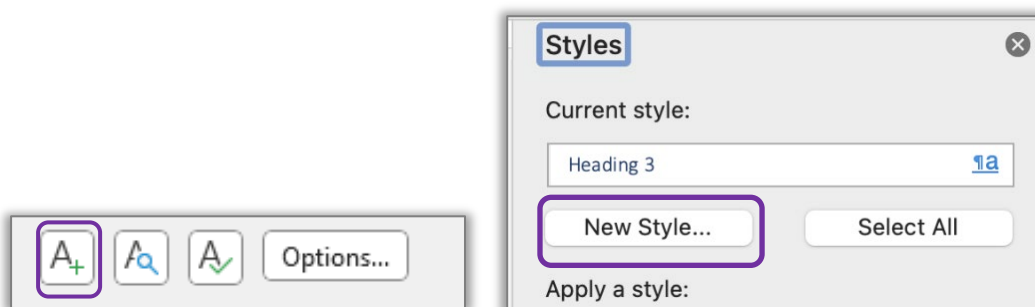
See below the appearance of the interface for Windows (left) and Mac (right)



3. Click the **New Style** button in the **Style Pane**

Located in the bottom left hand corner of the Styles Pane on Windows
Located near the top on Mac

See below the appearance of the interface for Windows (left) and Mac (right)



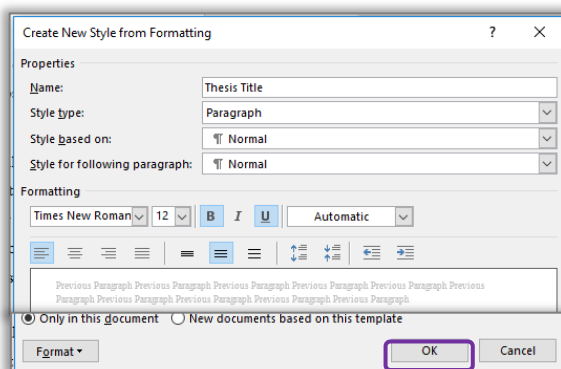
4. Enter the following details for the style:

- Name: **“Thesis Title”**
- Style type **Paragraph**
- Based on **Normal**
- Following Para **Normal**

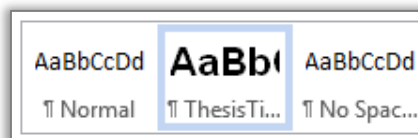
5. Define the style settings;

- Font **Times New Roman,**
Bold, Underline
- Size **12**

6. Click **OK**



The new **Thesis Titles** style should appear in the style gallery and will be applied to your selected text.
If necessary reapply the **Normal style** to the text

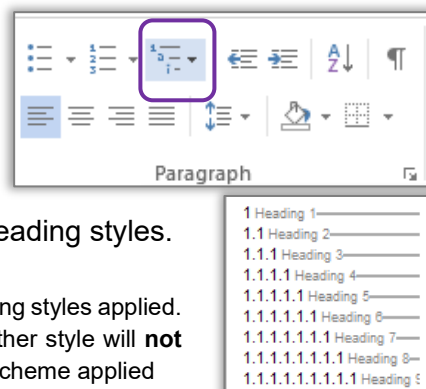


Automatic Heading Numbering

Multilevel numbering is the process of applying a numbering system to your headings. Having a numbering system, such as 1, 1.1, 1.2 etc, is an important part of any long and/or complex document. This navigational aid can be applied directly from the ribbon. The best approach is to link the numbering to the heading styles. Ideally, you should use built-in headings sequentially or automatic numbering will be incorrect.

Exercise 7. Apply multi-level numbering to headings

1. Click on text with the heading 1 style, e.g. **'Microsoft Word'**
2. Click on the **Multilevel list** button in the **Paragraphs** group on the **Home** tab
3. Select the list style which has numbering linked to heading styles.

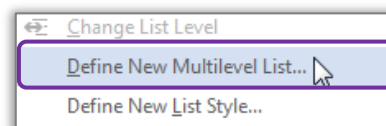


This will apply numbering throughout the document to text that have heading styles applied. Any new text styled as a heading will be numbered automatically any other style will **not** be numbered. Styles based on a heading style will have the numbering scheme applied

Exercise 8. Customise numbering

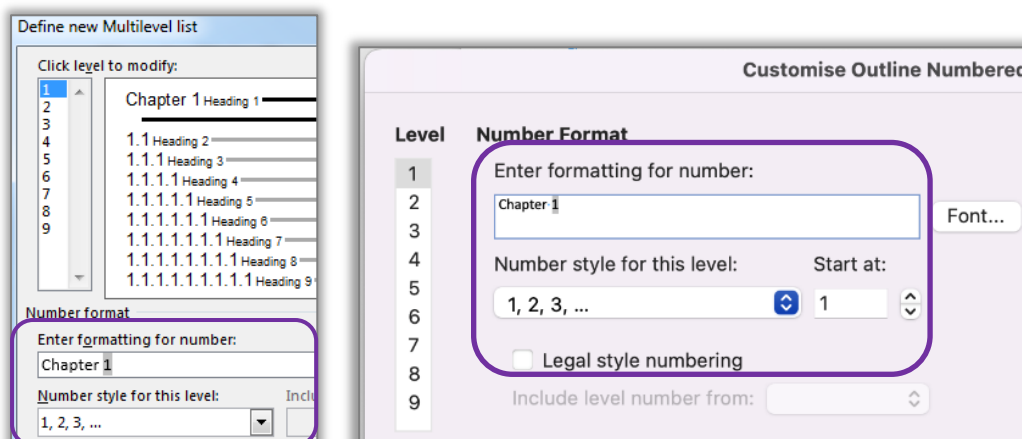
If the multilevel list used for numbering is not suitable for your needs you can customise it.

4. Click on the **multilevel list** button
5. Select 'Define new Multilevel List...'
6. Type **'Chapter'** before the count in the **Enter formatting for number:** box



Be careful NOT to remove the shaded number field. If you do; reset by selecting the **'Number style for this level'** as **1, 2, 3, ...**

See below the appearance of the interface for Windows (left) and Mac (right)



7. Click **OK**
8. **Save** the document

Your numbering scheme will update throughout your document.

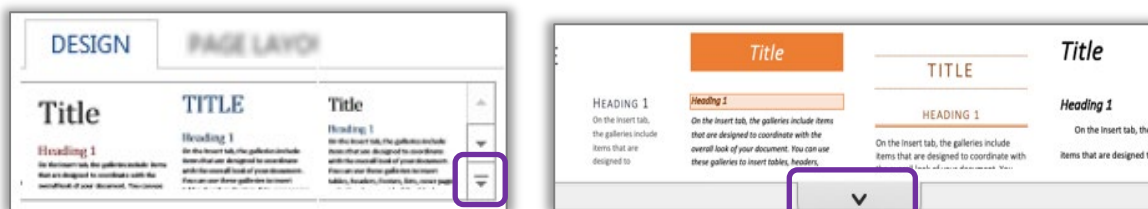
Exercise 9. Save a custom style set

1. Go to the **Design** tab
2. Click the **More** button

Windows users: bottom right of all the designs

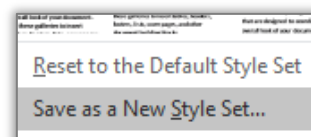
Mac users: hover the mouse over the designs near the middle for the More button to appear

See below the appearance of the interface for Windows (left) and Mac (right)



The style set in use is displayed in the **“This Document”** section

3. Click on Save as a new Style Set...

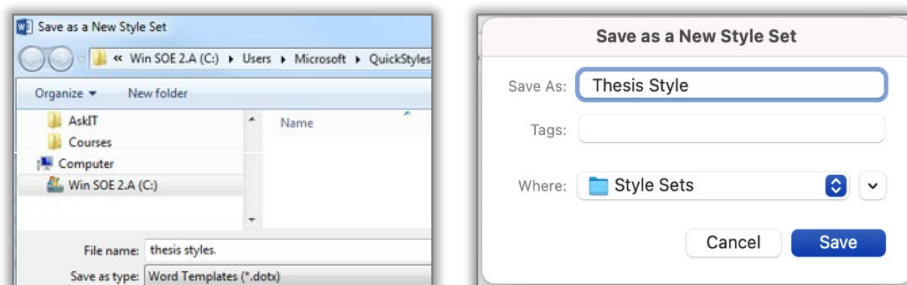


New Style Sets **must** be saved to the default location

Mac users: ensure the location says Style Sets

4. Enter the name **“thesis styles”** for the new style set

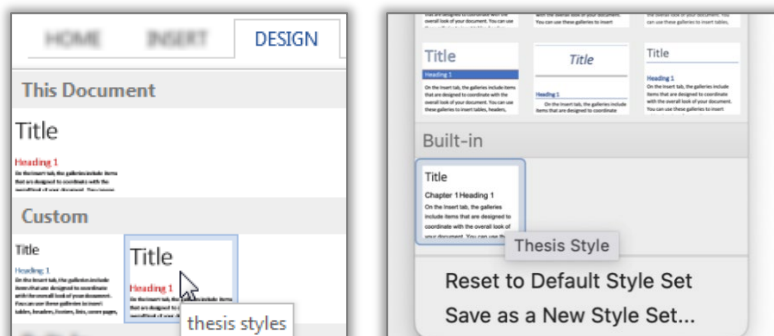
See below the appearance of the interface for Windows (left) and Mac (right)



5. Click **Save** button
6. **Save** the document

The new style set is available from the gallery on the Design tab under the **Custom** section in Windows but is located in the **Built-in** section at the bottom in Mac. This style set will also be available for use in other documents on this computer.

See below the appearance of the interface for Windows (left) and Mac (right)

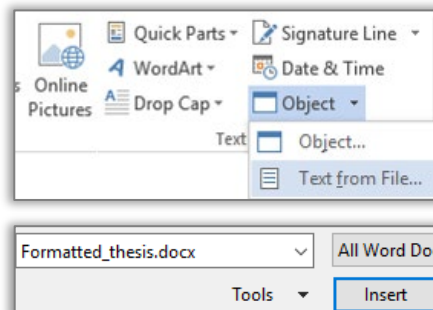


Exercise 10.

Combining documents

Save and close the previous document and Open 'ThesisPreliminaryPages.docx'

1. Go to the last page
2. Click at the end Main text of the thesis and insert a page break (Ctrl or CMD + Enter)
3. Highlight the text '**Main Text of Thesis**'
4. Go to **Insert** tab
5. Click **Object** arrow
6. Select **Text from File...**
7. Browse to the file: **Unformatted Thesis.docx**
8. Click on **Insert**



The 'Unformatted Thesis' will be inserted into the Prelim Pages and will adopt the styles of the destination document.

Exercise 11.

Change the style set

Change the style set

1. Click on the **Design** tab
2. Hover over a **style set**

Live preview will display a sample in document (Windows only)

3. Locate and click the **Thesis Styles style set** to apply the change

Click the more button and then locate the Thesis Style set in the custom section (Windows) or the built-in section (Mac) near the bottom

All applied styles will update accordingly

See below the appearance of the interface for Windows (left) and Mac (right)

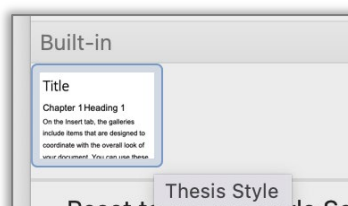
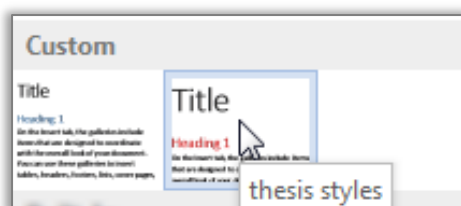


Table of Contents

A table of contents is an automatically generated list of styled headings within your document and their associated page numbers. It is used for reference and navigation purposes. The simplest way to create a table of contents is by applying heading styles throughout your document - for example: Heading 1, Heading 2, etc. When creating a table of contents Microsoft Word searches the document for these headings.

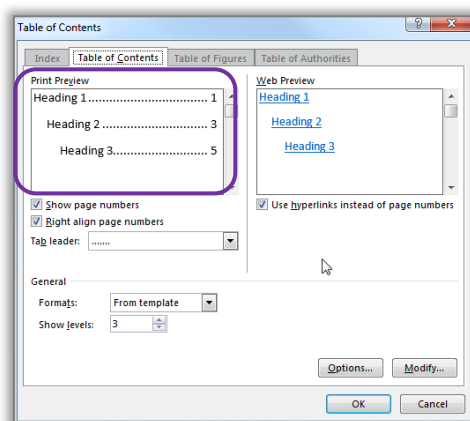
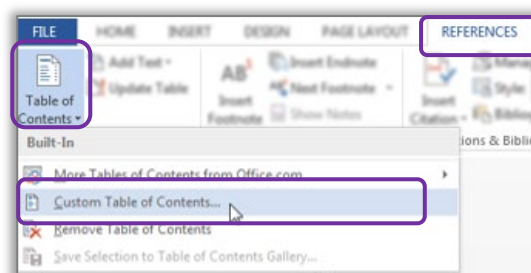
Exercise 12. Generate table of contents

Insert a Table of Contents

1. Go to **Page vii**
2. Position cursor below the heading 'Table of Contents'
3. Go to the **References** tab
4. Click on **Table of Contents** button
5. Select **Custom Table of Contents...**
6. Customise settings as required
 - Tab Leader
 - Formats
 - Show Levels

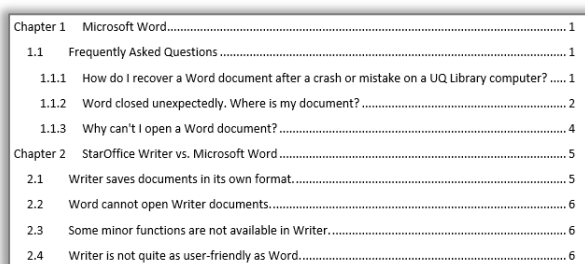
Note: Heading Styles are automatically assigned 'levels'. Heading 1 is level 1, Heading 2 is level 2 and so on. Show levels 3 will show Heading 1, 2 and 3. If you wish all Headings up to Heading 5 to appear in the Table of Contents adjust the Show levels value to 5

7. Click **OK**



A table of contents will be inserted based on all the recognised heading styles applied in the document.

Formatting and spacing will be based on the default settings of the **Table of Contents (TOC)** styles.

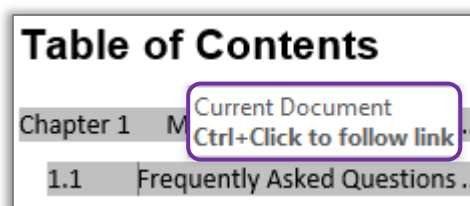


Chapter 1	Microsoft Word.....	1
1.1	Frequently Asked Questions	1
1.1.1	How do I recover a Word document after a crash or mistake on a UQ Library computer?	1
1.1.2	Word closed unexpectedly. Where is my document?	2
1.1.3	Why can't I open a Word document?	4
Chapter 2	StarOffice Writer vs. Microsoft Word	5
2.1	Writer saves documents in its own format.....	5
2.2	Word cannot open Writer documents.....	6
2.3	Some minor functions are not available in Writer.	6
2.4	Writer is not quite as user-friendly as Word.....	6

Exercise 13. Navigating using the table of contents

The table of contents is inserted as a field code and can be used for navigation.

1. Hold **CTRL** (Command key on Mac) on the keyboard and **Click** on the table of contents entry you want to go to.
2. Mac users may need to click on the page numbers within the table for this to work
3. Press **Ctrl + Home** to return to the first page



Or

- Press **Alt + ←** (left keyboard arrow) to travel back to the table of contents

Exercise 14. Updating table of contents

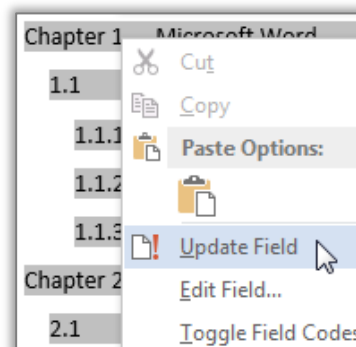
A table of contents is a snapshot of the text and styles in your document at any point in time. If you edit your document, you may need to update the table of contents to reflect these changes and rectify page numbering.

Manually update the table of contents

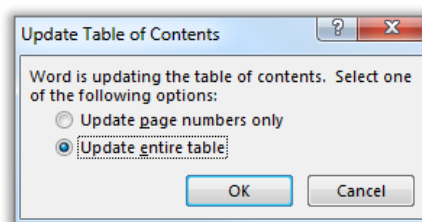
1. Right click on the table of contents
2. Click **Update Field**

OR

- Click on the **Table of Contents**
- Press function key **F9**

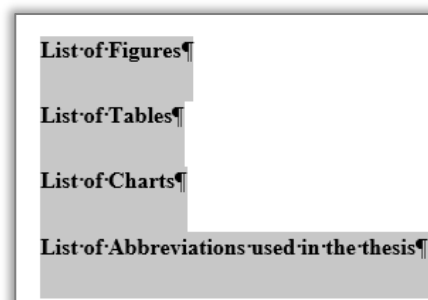


3. Select **Update entire table**
4. Click **OK**



Exercise 15. Apply "Thesis Titles" style

1. Go to the end of the Table of Contents
2. Select **List of Figures**, **List of Tables**, **List of Charts** and **List of Abbreviations**
3. Apply the '**Thesis Titles**' style
4. Go to the end of the document and repeat for **Bibliography** or **List of References** and **Appendices**



Exercise 16. Formatting table of contents

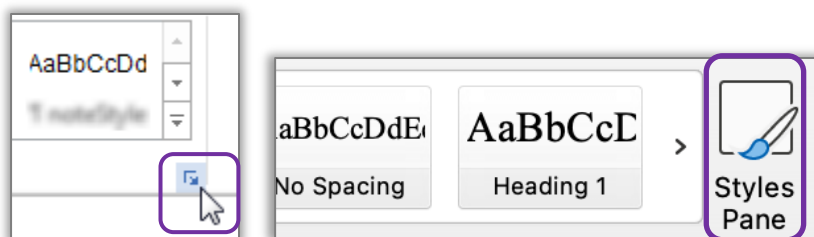
To make formatting changes to a table of contents modify the Table of Contents styles and **NOT** the table. For example to modify Heading 1 entries, in the table of contents, modify the style TOC 1, to modify Heading 2 entries you modify the style TOC 2 and so on.

Format a table of contents

1. Select any text in the Table of Contents that is formatted with the **TOC 1**
2. Click the (on Windows) - **Styles** group **dialog box launcher** or (on Mac) – **Styles Pane button** on the **Home** tab

The Styles Pane will open

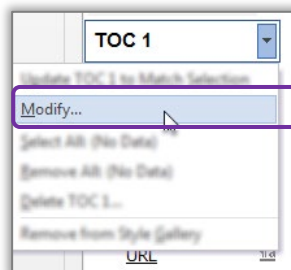
See below the appearance of the interface for Windows (left) and Mac (right)



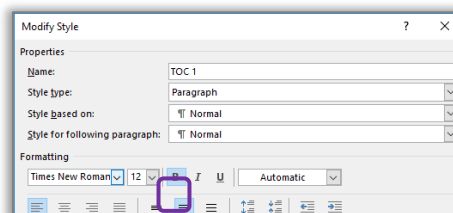
3. Select any text in the Table of Contents that is formatted with the **TOC 1**
4. Click the (on Windows) - **Styles** group **dialog box launcher** or (on Mac) – **Styles Pane button** on the **Home** tab

The Styles Pane will open

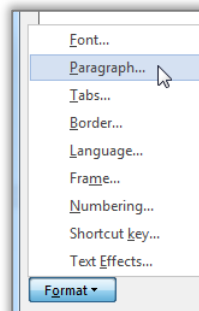
5. Scroll to and right click on **TOC 1**
6. Select **Modify**



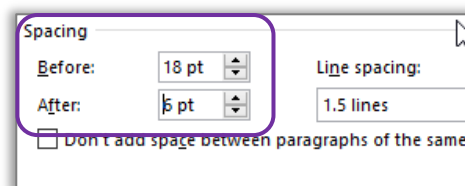
5. Click the **B** for **Bold**



6. Click on **Format > Paragraph**
7. Click on **Indents and Spacing** tab



8. Enter **18pt** spacing before
9. Apply **6pt** spacing after paragraph style
10. Click **OK**
11. Click **OK** again

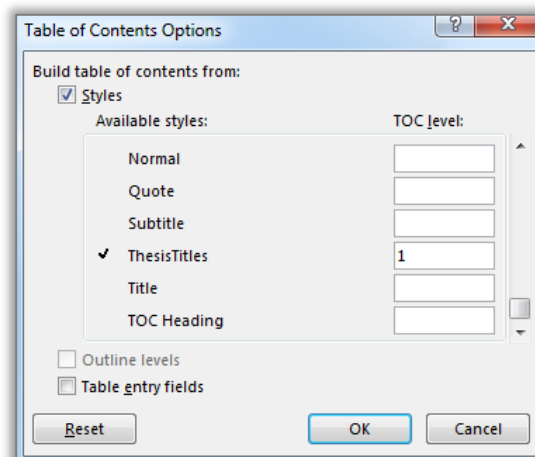
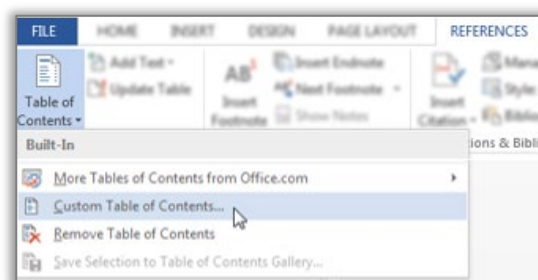


Exercise 17. Generate a customised table of contents

When Microsoft Word creates a table of contents it does so by looking for a predefined set of heading styles. If you create your own styles to use within a document, for example – **Thesis Titles** style, these styles may not be included in the table of contents. It is possible to customise the table of contents to include any newly created styles.

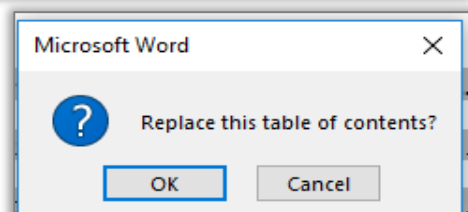
Insert a customised table of contents

1. Click on the table of contents
2. Go to the **References** tab
3. Click on **Table of Contents** button
4. Select **Custom Table of Contents...**
5. Click the **Options** button
6. Indicate '**Thesis Titles**' to be included at level 1
7. Click **OK**



You will be prompted to replace existing Table of Contents

8. Click **OK**



A Table of Contents is inserted with the requested styles included. The style included will be formatted using the style level you entered. i.e. Level 1 = TOC 1

Chapter 1 Microsoft Word.....	1
1.1 Frequently Asked Questions.....	1
1.1.1 How do I recover a Word document after a crash or mistake on a UQ Library computer?.....	1
1.1.2 Word closed unexpectedly. Where is my document?.....	2
1.1.3 Why can't I open a Word document?.....	5
Chapter 2 StarOffice Writer vs. Microsoft Word	6
2.1 Writer saves documents in its own format.....	6
2.2 Word cannot open Writer documents.....	6
2.3 Some minor functions are not available in Writer.....	6
2.4 Writer is incompatible with Endnote.....	7
Bibliography or List of References	8
Appendices	8

Captions and Tables of Figures

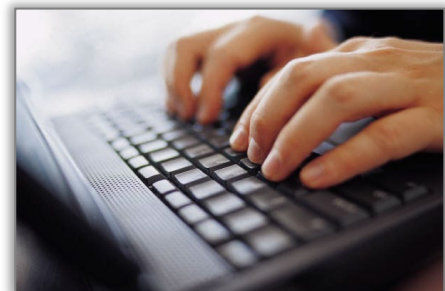
In order to identify objects in a document for further referencing they must have an attached caption. A caption is a descriptive label and the description for an image, table or equation. Crucially, captions use the **Caption** style. It is possible to create new caption labels for other data types as well; for example - charts.

Exercise 18.

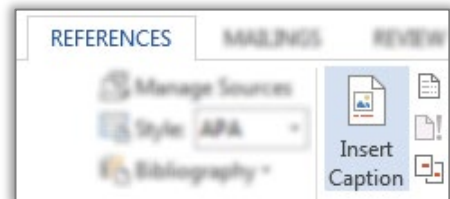
Insert captions

1. Click on first image in document

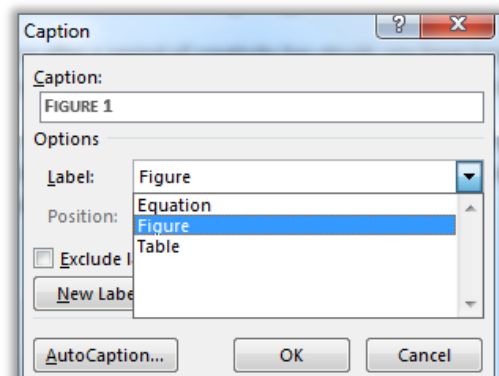
Handles will appear in each corner when an object is selected.



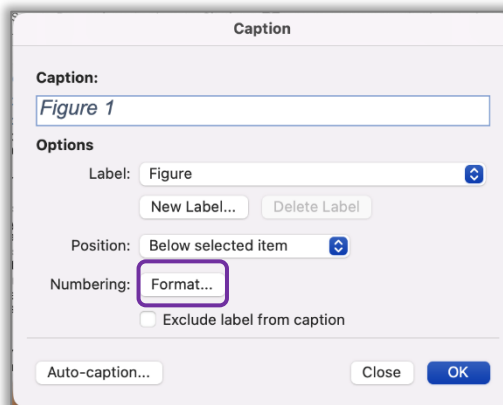
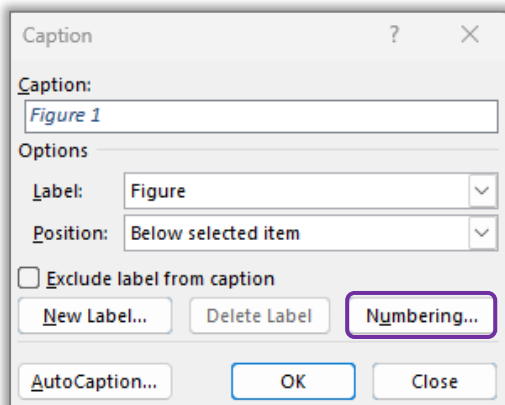
2. Go to **References** tab
3. Click on **Insert Caption**



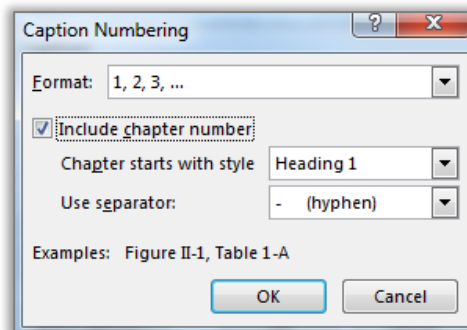
4. Select **Figure** from the **Label** dropdown



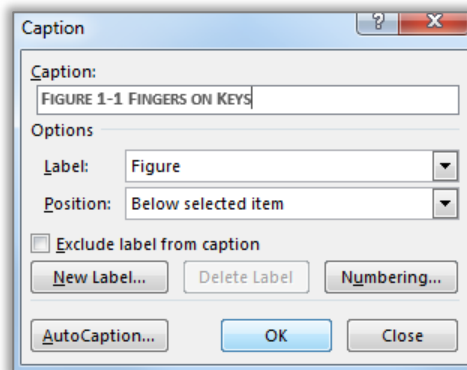
5. Click on the **Numbering** button (Windows users) or click on Format (Mac users)
See below the appearance of the interface for Windows (left) and Mac (right)



6. Check 'Include Chapter Number'
7. Click **OK**



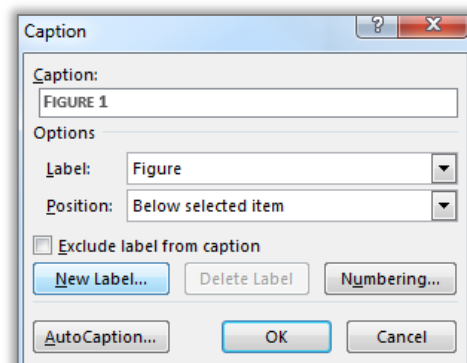
8. Click in the caption box next to the caption label 'Figure 1-1'
 9. Type 'Fingers on Keys'
 10. Click **OK**
- Repeat for other objects in document**



Create new caption label

You may need a new label if your object does not fit the default labels.

1. Select **Chart**
2. On the **References** tab choose the **Insert Caption** button
3. Choose **New Label**



4. Enter the new label name '**Chart**'
5. Click **OK**

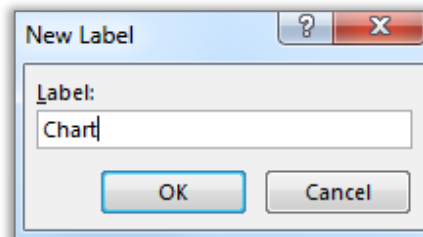
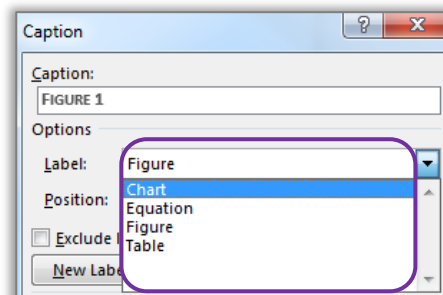


Chart will now be the selected label in the labels list.

6. Click **OK**

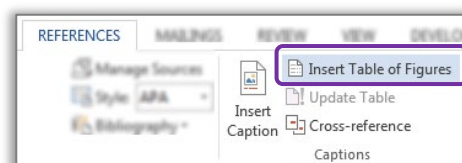


Exercise 19. Create a table of figures

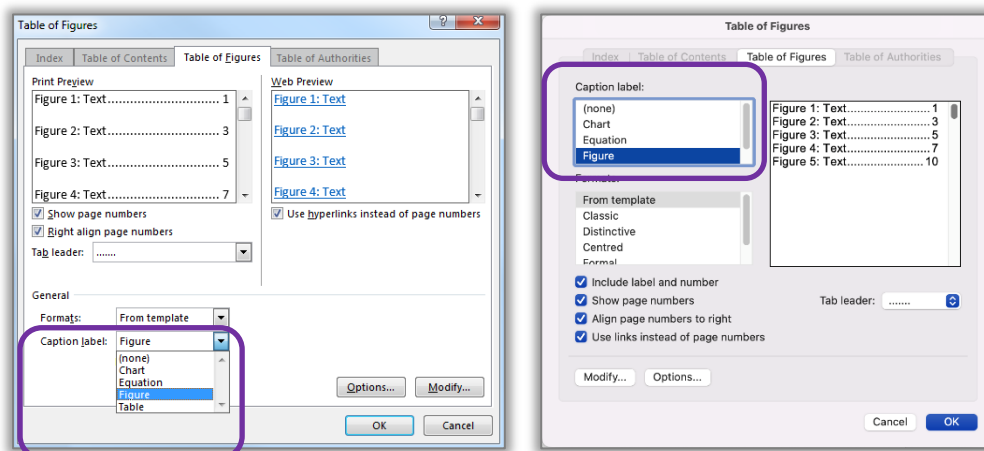
A table of figures is similar to a table of contents. The difference is that a table of figures shows **Caption** styled text and related page numbers for a particular caption label: **Figure**, **Table** or **Equation** etc. It is therefore possible to create separate tables for any other captioned items in the document based on their label.

Insert a table of figures

1. Place cursor below '**Table of Figures**'
2. Go to the **References** tab
3. Click **Insert Table of Figures** button
4. Check **Caption label** indicates **Figure**
5. Click **OK**



See below the appearance of the interface for Windows (left) and Mac (right)



All figures with a recognised caption for the label 'Figure' will be displayed.

6. **Repeat** steps 1 through 5 to **create a Table of Tables** and a **Table of Charts** underneath the respective headings

Cross-references

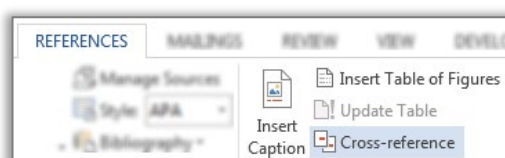
A cross reference is an identifying path to any numbered or labelled item or portion of the document. In Microsoft Word it is possible to create a cross reference using the cross reference feature available on the References tab. Cross references can only be used within one document and cannot reference separate external files.

Exercise 20.

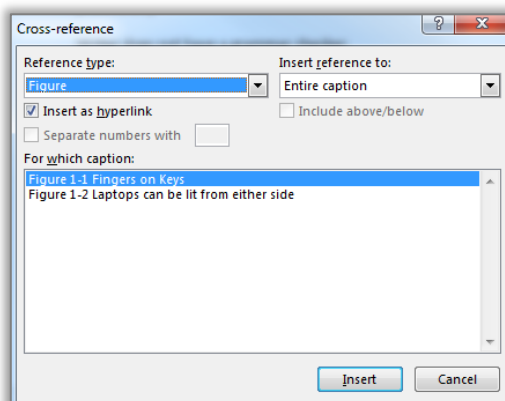
Insert a cross-reference

1. Go to paragraph - **2.2 Word cannot open writer documents**
2. Select and delete the text **Figure 1**
3. Go to **References** tab
4. Click **Cross-reference** button

series of gibberish characters on the screen. To edit a StarOffice document in Word, you must save it within Writer as a Microsoft Word document (see Figure 1 for an image of a person about to save a document).



5. Select settings for cross-reference
 - Reference type: **Figure**
 - For which caption: **Figure 1-1**
 - Insert reference to: **Entire caption**
6. Click **Insert**



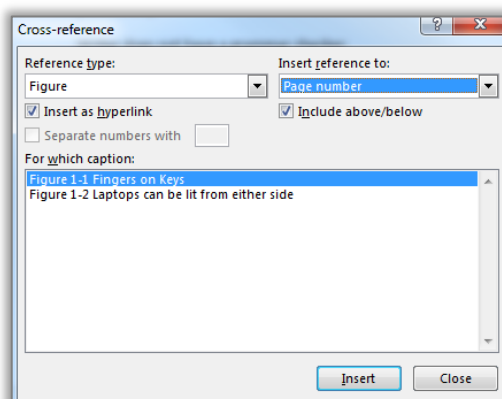
The dialog box doesn't close to allow for additional information on the cross reference.

To add page number to cross reference

7. Select settings for cross reference page number
 - Reference type: **Figure**
 - For which caption: **Figure 1-1**
 - Insert reference to: **Page number**
 - Check **Include above/below**

This will add "on page" to your cross reference

8. Click **Insert**
9. Click **Close**



The cross reference will include the figure caption details and its page number.

2.2 Word cannot open Writer documents.

While Writer will quite happily open reasonably complicated Word (ie. *.doc) documents, it will not automatically open *.sxw files. If you attempt to do so the file will look like a sea of gibberish characters on the screen. To edit a StarOffice document in Word, you must save the document as a Microsoft Word document (see Figure 1-1 Fingers on Keys on page 3 for detailed instructions).

Consolidation

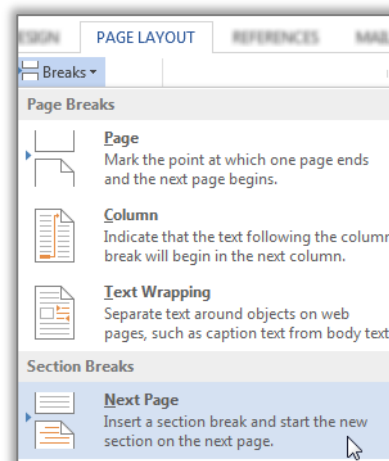
Exercise 21. Combining documents

To combine a number of documents into one long document you can insert the contents of a file into a section of another document (as previously performed in Exercise 10)

Insert a section break:

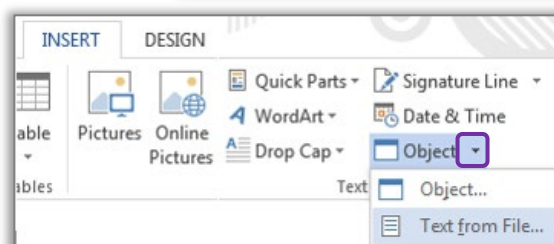
This is only required if the section break has not been inserted.

1. Move to end of **Chapter 2**
2. Go to the Layout tab
3. Click **Breaks**
4. Select **Section Breaks: Next Page**

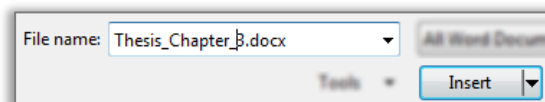


To insert a file

5. Go to **Insert** tab
6. Click **Object** arrow
7. Select **Text from File...**



8. Browse to the file:
Thesis_Chapter_3.docx
9. Click on **Insert**



If Heading numbering is not consecutive after consolidating **and** you cannot correct this by right mouse clicking a heading and choosing Continue numbering you may need to reapply the styles. If you need to reapply styles you should do this from the first instance of a style being used. In the case of this document the first instance of Heading 1 is the heading Microsoft Word. The first instance of Heading 2 is Frequently asked questions and so on.

1. Select heading 1 **Microsoft Word**
2. Move your mouse to the style Heading 1 in the style gallery and Right mouse click and **Select All X Instance(s)**
3. Left mouse click the Heading 1 style in the gallery to Reapply the **Heading 1 style**
4. Select the heading 1.1 Frequently asked questions
5. Right mouse click on Heading 2 in the style gallery and **Select All X Instance(s)**
6. Reapply the **Heading 2 style** by left clicking on the Heading 2 style in the gallery

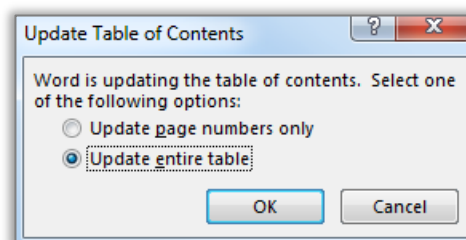
Exercise 22. Update all document field codes

Although cross-referencing and captions provide automation in the document, you have to address amendments and modifications that take place as you work. For example if you manually move a captioned image to a new location the caption label may then show an incorrect label number. To ensure your references are displayed accurately you can update them as you work by choosing to update the field codes.

1. Select whole document; **Ctrl + A** or **CMD+A** in Mac
2. Press **F9**
3. Select '**Update entire table**' for table of contents, table of figures, table of tables and table of charts

Check that all image captions, cross references and table of figures have updated

Repeat **F9** if necessary



Important note: it is important to perform this type of formatting while track changes are not in use. Track changes will note each automatic change as an update to be confirmed and delay automatic numbers from working properly until confirmed.