



# Microsoft Word 2016

## Creating a Structured Thesis (CaST)

### Course objectives:

- Use styles with confidence
- Using outline view effectively
- Generate automated table of contents, figures etc.
- Insert captions and cross references
- Consolidate documents and merge formatting

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### Student Training and Support

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### Service Points

St Lucia: Main desk of the SSAH, ARMUS and DHESL libraries  
Hospitals: Main desk of the PACE, Herston and Mater libraries  
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### Staff Training (Bookings only)

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## 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.

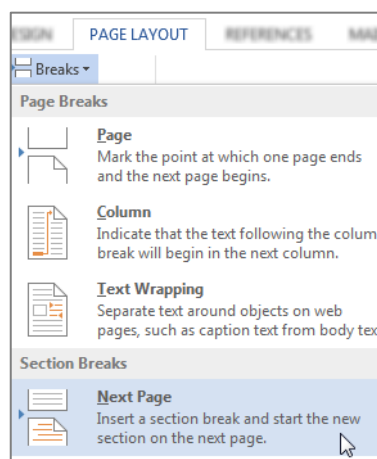
### Exercise 1.

### Adding section breaks

Sections are an important part of any long document. Creating sections within a document allows users to use different page layouts within the document, nominate the page numbering to be applied to each section and can provide for independent areas within one single document.

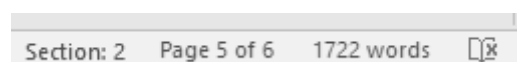
#### Insert a section break

1. Open the document 'Unformatted\_thesis.docx'
2. Go to page 4
3. Select the paragraph space above the heading **StarOffice Writer vs Microsoft Word**
4. Go to **Layout** tab
5. Click **Breaks**
6. Select **Section Breaks: Next Page**
7. Save file 'Formatted Thesis'



The status bar will indicate the section the insertion point is currently in.

1. Right click on the **status bar**
2. Select **Section**

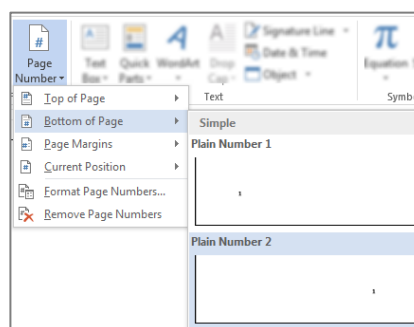


### Exercise 2.

### Page numbering

#### Insert page numbers into 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**
6. **Save**
7. **Close** 'Formatted Thesis.docx'



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## Exercise 3.

## Page numbering with sections

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.

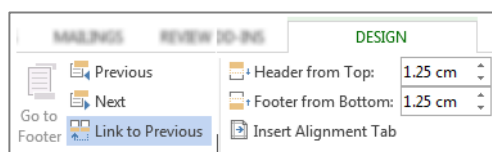
Open the document 'ThesisPreliminaryPages.docx'

### Insert a section break

1. Go to last page (Ctrl+End shortcut)
2. Click at the end of the text **List of Abbreviations used in the thesis**
3. Press **Enter**
4. Go to **Layout** tab
5. Click **Breaks**
6. Select **Section Breaks: Next Page**
7. Repeat steps 3 to 6 at the end of the text **Main Text of Thesis**

### Format page numbers by section

1. Right click bottom of page then select **Edit Footer**
2. Go to **Section 2** (Page 8)
3. Click **Link to Previous** button



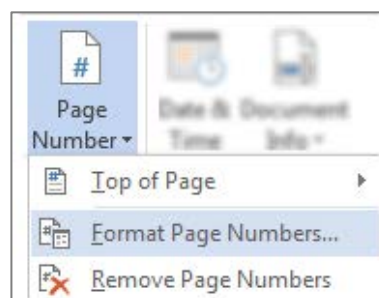
This will ensure section 2 is independent of the previous section.

Whilst still in section 2

4. Click on **Page Number** button
5. Select **Bottom of Page**
6. Select **Plain Number 2**

Then

7. Click **Page Number**
8. Click **Format Page Numbers...**



Notes

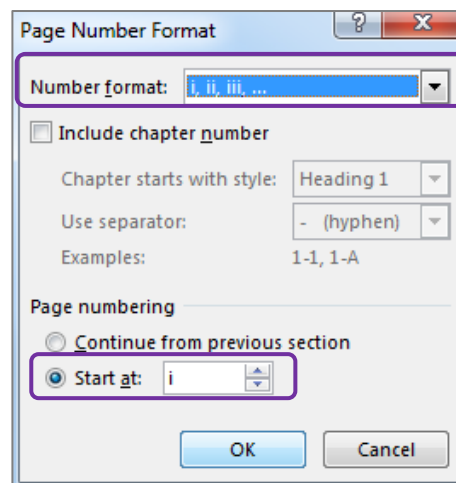
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9. Click '**Number format**' arrow
10. Select **Roman Numerals**
11. Set **Start at: i**
12. Click **OK**
13. Close **Header and Footer**
14. **Save**
15. **Close** 'ThesisPreliminaryPages.docx'



## Styles

### What is a Word style?

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

### Exercise 4.

### Apply quick styles

Open the document '**Formatted\_thesis.docx**'

#### Apply Heading 1 to the headings

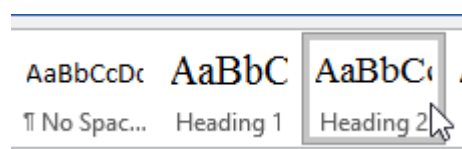
- Microsoft Word
  - StarOffice Writer
1. Select '**Microsoft Word**'
  2. Click the **Heading 1** quick style pane to apply the style
  3. Repeat for the rest of the required headings



Hover the mouse over a quick styles 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
  6. Repeat for the rest of the required subheadings



Notes

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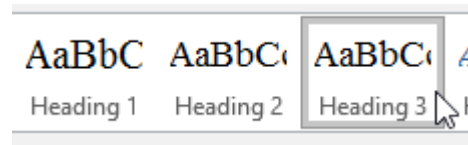
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### Apply Heading 3 to the sub subheadings

- 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?
7. Select '**How do I recover a Word Document**
  8. Click the **Heading 3** quick style pane
  9. Repeat for the rest of the required sub subheadings

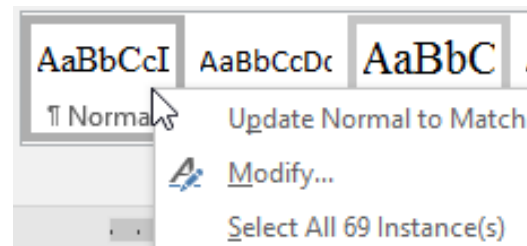


When using styles, you format the document by modifying the style definitions rather than directly formatting the document text. Formatting using styles is reliable, consistent and saves time.

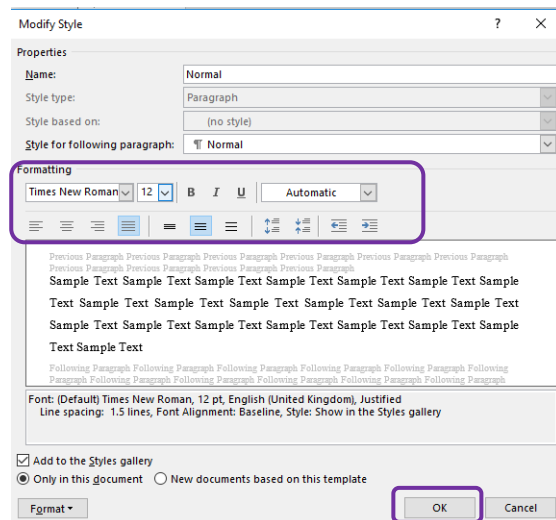
### Exercise 5.

### 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**



Notes

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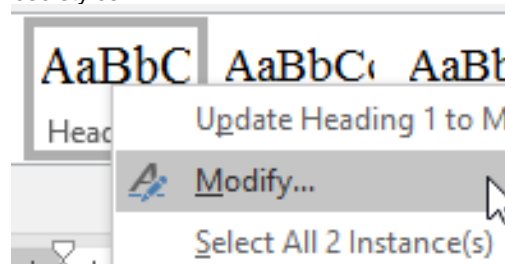
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## Exercise 6.

## 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 and Automatic Numbering, are designed to use these styles.

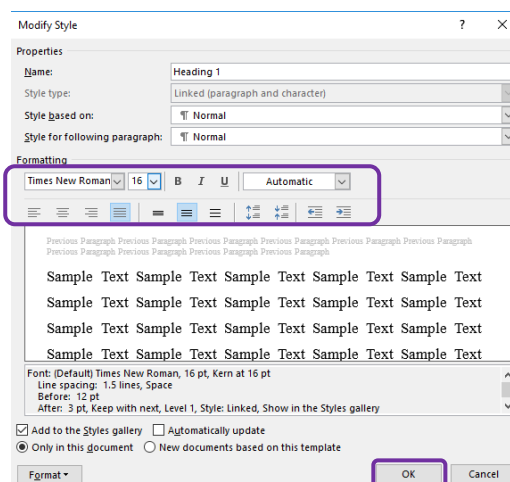
1. Select heading: **Microsoft Word**
2. Go to the **Home** Tab
3. Right click on **Heading 1** quick style
4. Select **Modify**



5. Make changes to style  
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 7.

## 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 document style.

1. Select '**Microsoft Word**'
2. Click the **Styles** group **dialog box launcher** on the **Home** tab

The Styles Pane will open

3. Click the **New Style** button

Located in the bottom left hand corner of the Styles Pane



Notes

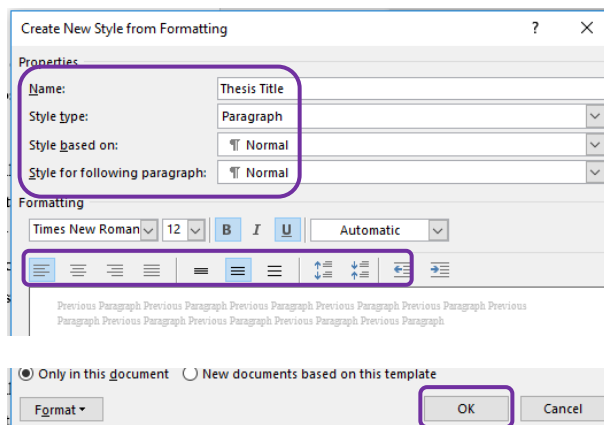
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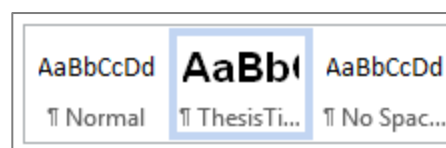
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4. Enter the following details for the style:
  - Name: **“Thesis Title”**
  - Style type: **Paragraph**
  - Based on: **Normal**
  - Following Para: **Normal**
5. Define the style settings;
  - Font: **Times New Roman, Bold, Underline**
  - Size: **12**
6. Click **OK**



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

7. Reapply **‘Heading 1’** to **‘Microsoft Word’**



## Exercise 8.

## Save a custom style set

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

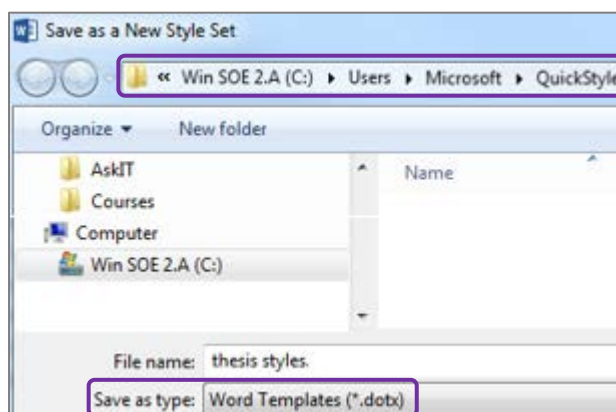


The style set in use is displayed in the **“This Document”** section

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

New Style Sets are generally saved to a default location and will also be saved as templates .dotx.

4. Enter the name **“thesis styles”** for the new style set
5. Click on **Save** button
6. **Save** the document



Notes

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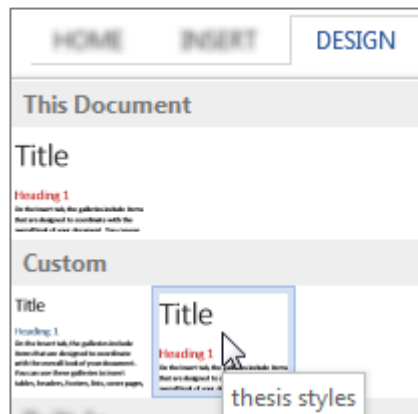
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The new style set is available from the gallery on the Design tab under the **Custom** section. This style set will also be available for use in other documents on this computer.



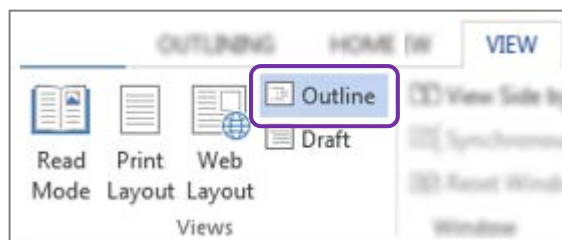
## Outline View

Document views available in Word 2016 include; Read Mode, Print Layout, Web Layout, **Outline** and Draft view. Outline view helps you manage a document's structure and headings without getting lost in the text. In Outline view, you use **Outline Tools** to move and edit headings, change heading levels, and move text around. You can also control how much detail you see.

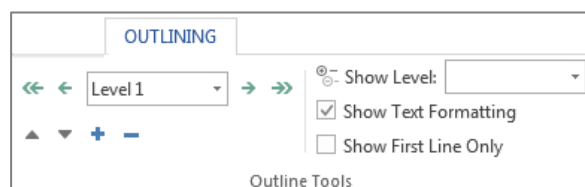
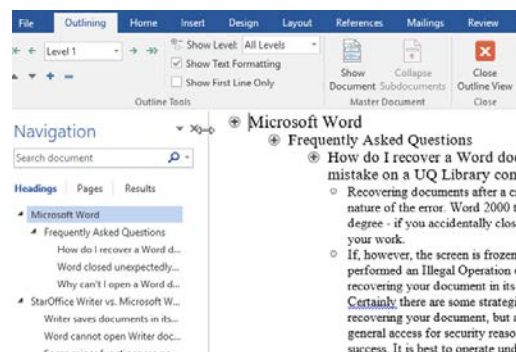
### Exercise 9.

### View a document outline

1. Click **Outline** button on the **View** Tab



The **OUTLINING** tab is displayed and **Outline tools** are available in the Ribbon. The document is displayed in outline view.



Notes

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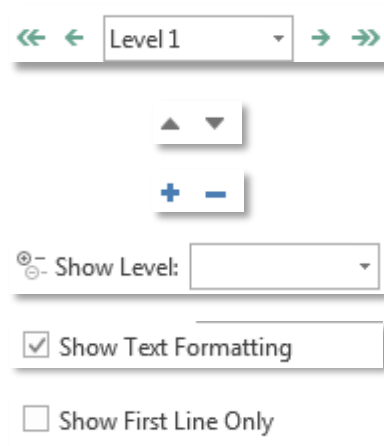
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**Outline tools:**

- Apply heading styles using the dropdown or by promoting (right arrow) or demoting (left arrow) selected text to required levels.
- Move selected text up or down
- Expand or collapse selected text
- Display specific heading levels throughout whole document
- Show/Hide text formatting in whole document
- Show/Hide first line of paragraphs in whole document



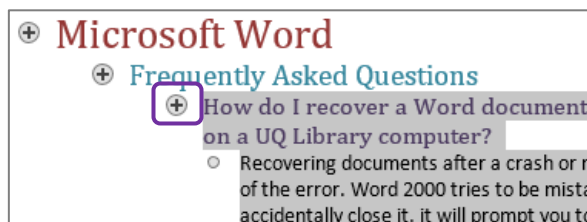
**Exercise 10. Manipulating an outline**

To change the amount of information displayed in specific sections on screen, you can expand or collapse text at each heading.

The **+** marker alongside each heading allows you to select whole sectors of text including sub headings

**To collapse a whole sector**

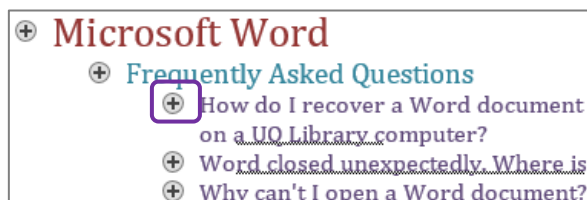
1. Double click the **+** marker




**To expand a whole sector**

1. Double click **+** marker with a greyed underline

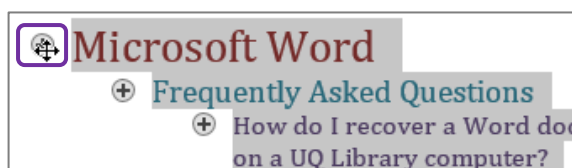
Sectors with a **-** have no content and cannot expand or collapse



**To collapse one level at a time**

1. Click the **+** marker alongside **Microsoft Word**
2. Click the **Collapse** button  on the ribbon

This will collapse the sector one level at a time



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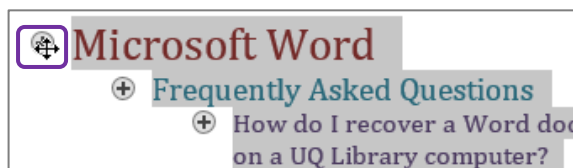


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### To expand one level at a time

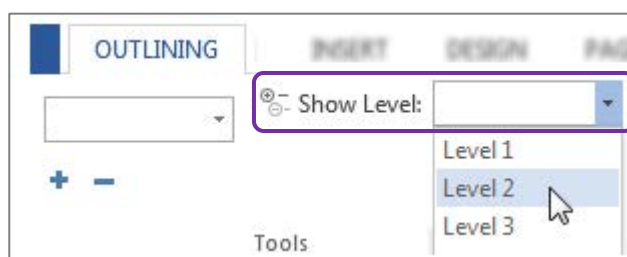
1. Click the  marker alongside **Microsoft Word**
2. Click the **Expand** button  on the ribbon

This will expand the sector one level at a time

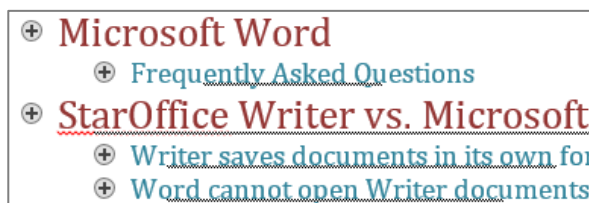


You can affect the *whole* document by choosing which level of heading to display using the Show Level button.

1. Click arrow beside **Show level:**
2. Select **Level 2**



The whole document will collapse to display only headings 1 and 2



## Exercise 11.

## Moving text in Outline view

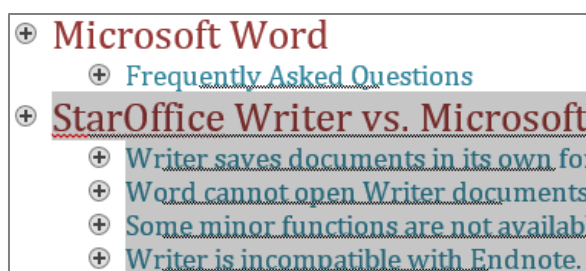
Sections of text can also be repositioned quickly and easily using Outline View.

### Move text using the Ribbon

1. Click the  marker alongside **StarOffice Writer**

2. Click on  **move up arrow** twice

The selection will move above "Microsoft Word".



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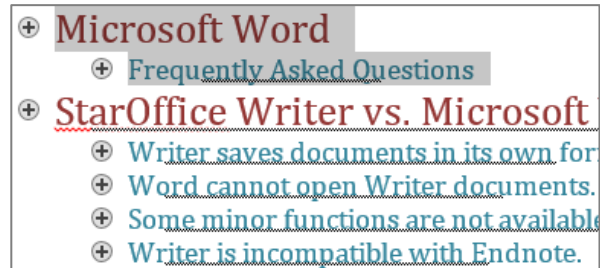
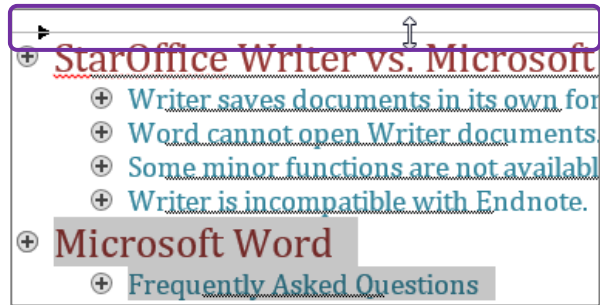
### Move a section of text using the mouse

1. Click the **+** marker alongside **StarOffice Writer**
2. Click and drag to a new position

The mouse will change to a double headed arrow and a single grey line will appear indicating the new location

3. Release the mouse

The heading and all text below will move to the new location

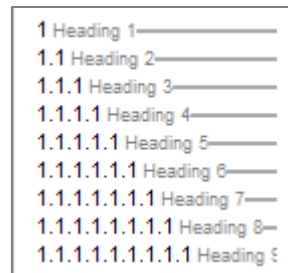
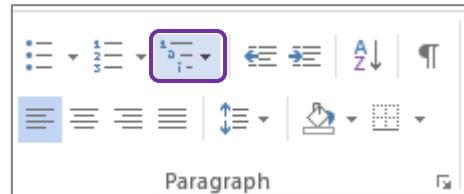


### Automatic Heading Numbering

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 12. 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

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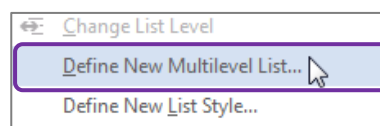
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### Exercise 13.

### Customise numbering

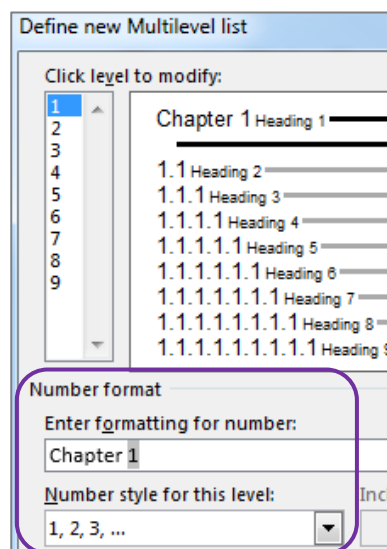
If the multilevel list used for numbering is not suitable for your needs you can redefine the list style. The redefined style is based on the style in use.

1. Click on the **multilevel list** button
2. Select '**Define new Multilevel List...**'
3. 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, ...

4. Click **OK**
5. **Re-Save** the style set (**Exercise 8**)
6. **Save** the document
7. **Close** 'Formatted Thesis.docx'



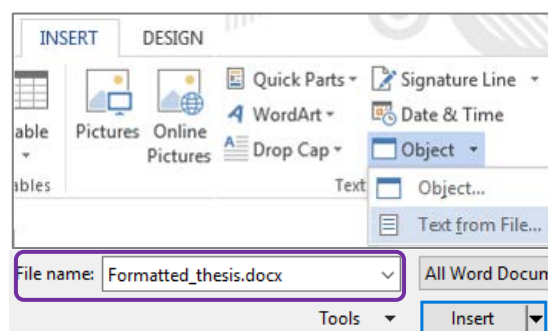
Your numbering scheme will update throughout your document.

### Exercise 14.

### Combining documents

Open the document '**ThesisPreliminaryPages.docx**'

1. Move to page 8
2. Highlight the text '**Main Text of Thesis**'
3. Go to **Insert** tab
4. Click **Object** arrow
5. Select **Text from File...**
6. Browse to the file: **Formatted Thesis.docx**
7. Click on **Insert**



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

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## Exercise 15.

## 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

3. Locate and click the **thesis styles style set** to apply the change

All applied styles will update to display new settings.



## Table of Contents

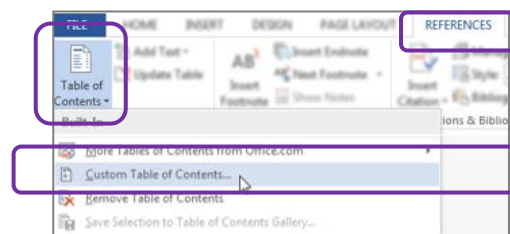
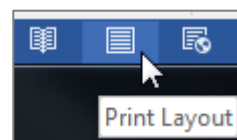
A table of contents is an automatically generated list of styled headings within your document and their associated page numbers. It is used for reference and navigation purposes. The simplest way to create a table of contents is by applying heading styles throughout your document - for example: Heading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

## Exercise 16.

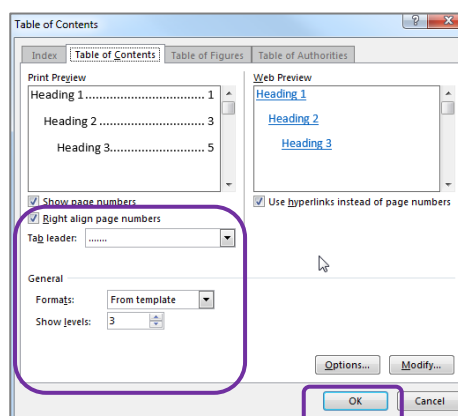
## Generate table of contents

### Insert a Table of Contents

1. Go to **Page ix**
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 and
  - Show Levels
7. Click **OK**



### Notes

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

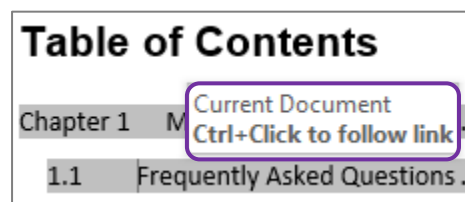
Formatting and spacing will be based on the default settings of the **Table of Contents** styles.

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 17. 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** on the keyboard and **Click** on the table of contents entry you want to go to.
  2. Press **Ctrl + Home** to return to the first page
- Or**
- Press **Alt + ←** (left keyboard arrow) to travel back to the table of contents

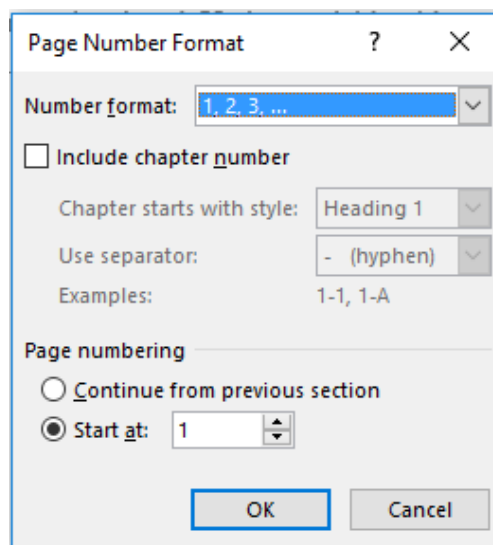


## **Exercise 18. Updating table of contents**

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.

### **Correcting the page numbering**

1. Select heading '**Microsoft Word**'
2. Double Click or Right Click the **Footer** of that page
3. Format page number to **Start at 1**
4. **Close Header and Footer**



Notes

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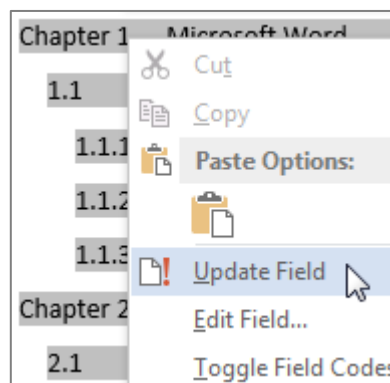
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### Manually update the table of contents

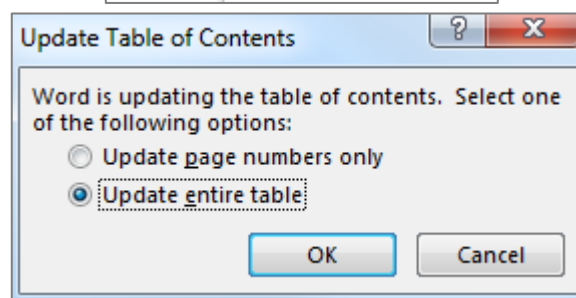
1. Right click on the table of contents
2. Click **Update Field**

OR

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



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



### Exercise 19.

### Apply “Thesis Titles” style

1. Go to the end of the Table of Contents
2. Select **Table of Figures & Tables, List of Abbreviations**
3. Apply the ‘Thesis Titles’ style
4. Go to the end of the document
5. Select **Bibliography or List of References and Appendices**
6. Apply the ‘Thesis Titles’ style

### Exercise 20.

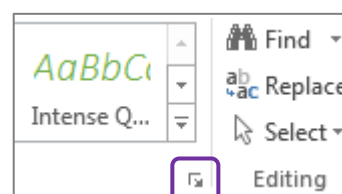
### Formatting table of contents

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. Click the **Styles** group **Dialogue Box Launcher**

The Styles window will open.



Notes

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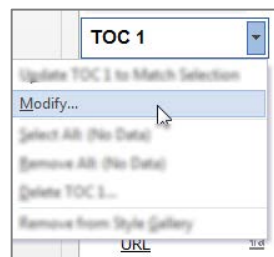
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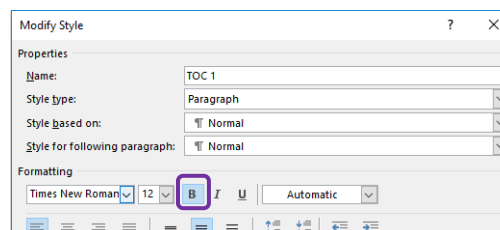
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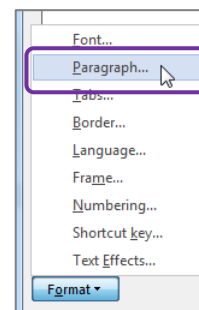
2. Scroll to and right click on **TOC 1**
3. Select **Modify**



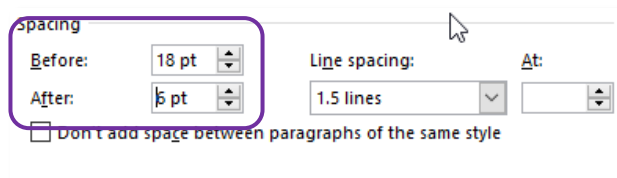
4. Click the **B** for Bold



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



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



## **Exercise 21. 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. Clicking on the table of contents
2. Go to the **References** tab
3. Click on **Table of Contents** button
4. Select **Custom Table of Contents...**



Notes

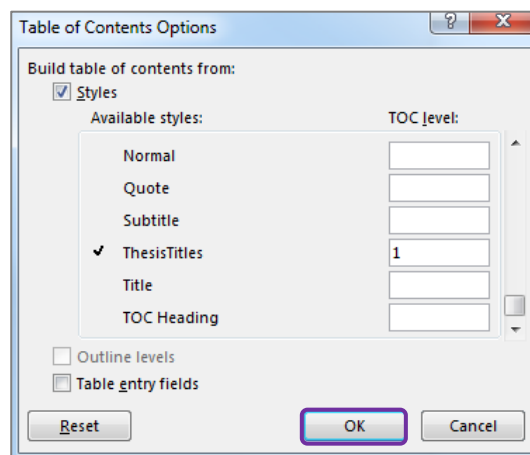
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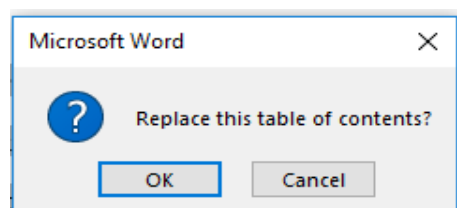
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5. Click the **Options** button
6. Indicate '**Thesis Titles**' to be included at level 1
7. Click **OK**



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
	<b>Bibliography or List of References</b> .....	8
	<b>Appendices</b> .....	8

## Exercise 22.

## Template Structure notes

1. Go to **Page iii**
  2. Remove unneeded text under headings that are mandatory but not always applicable.
- Publications during candidature
  - Publications included in this thesis
  - Contributions by other to the thesis
  - Statement of parts ....

Notes

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## 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 uses the **Caption** style. It is possible to create new caption labels for other data types as well; for example - charts.

### Exercise 23.

### Insert captions

1. Click on first image in document

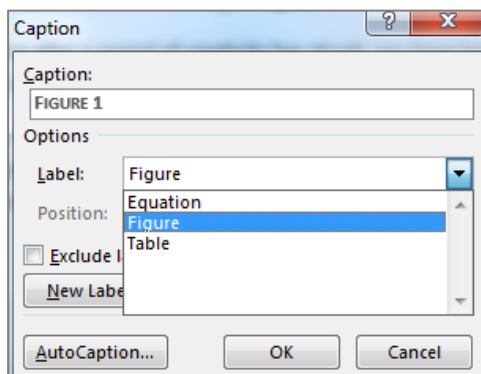
Handles will appear in each corner when an object is selected.



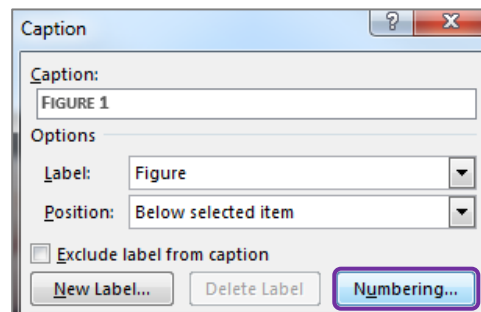
2. Go to **References** tab
3. Click on **Insert Caption**



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



5. Click on the **Numbering** button



Notes

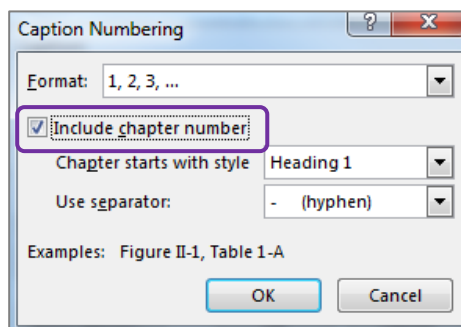
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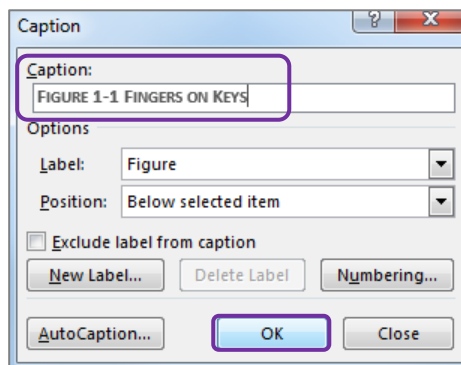
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6. Check **'Include Chapter Number'**
7. Click **OK**



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

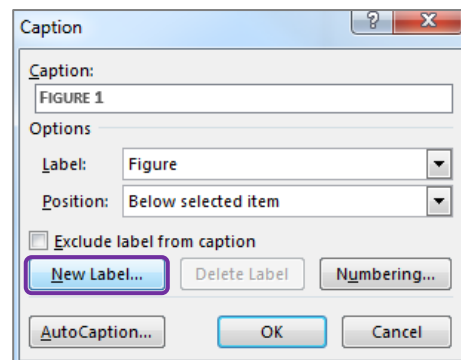


**Repeat for other objects in document**

#### 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**

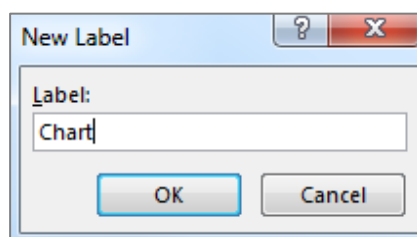
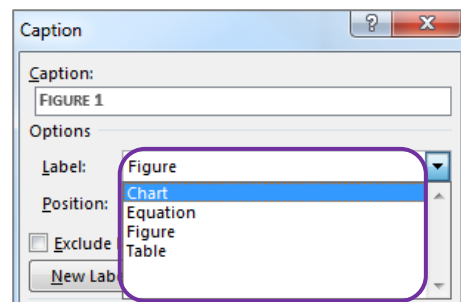


Chart will now be the selected label in the labels list.

6. Click **OK**



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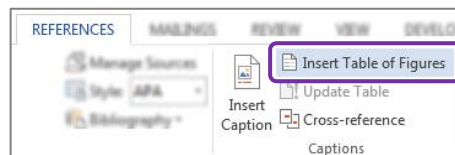
## Exercise 24.

## Create a table of figures

A table of figures is similar to a table of contents. The difference is that a table of figures will show **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.

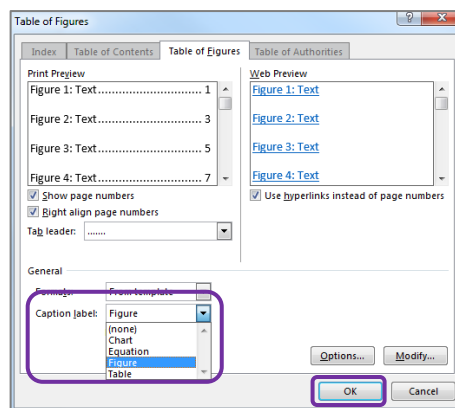
### Insert a table of figures

1. Separate the heading 'Table of Figures & Tables' to become:
  - Table of Figures
  - Table of Tables
  - Table of Chats
2. Place cursor below 'Table of Figures'
3. Go to the **References** tab
4. Click **Insert Table of Figures** button



5. Check **Caption label** indicates **Figure**
6. Click **OK**

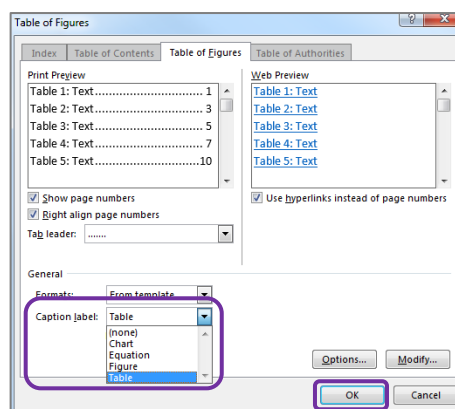
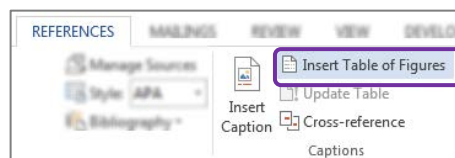
All figures with a recognised caption for the label 'Figure' will be displayed.



### Insert a table of Tables

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

All tables with a recognised caption for the label 'Table' will be displayed.



### Notes

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## Cross-references

A cross reference is an identifying path to any numbered or labelled item or portion of the document. In Microsoft Word 2016 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.

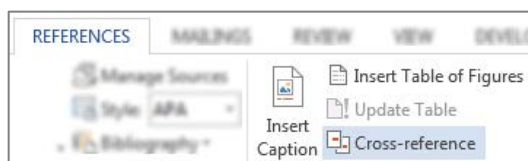
### Exercise 25.

### Insert a cross-reference

1. Go to paragraph - **2.2 Word cannot open writer documents**

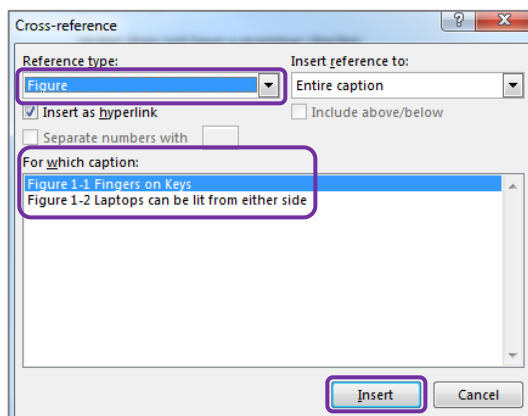
series of gibberish characters on the screen. To edit a StarOffice document in Word, you must save it within Writer as a Microsoft Word document (see Figure 1 for an image of a person about to save a document).

2. Select and delete **Figure 1**



3. Go to **References** tab
4. Click **Cross-reference** button

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

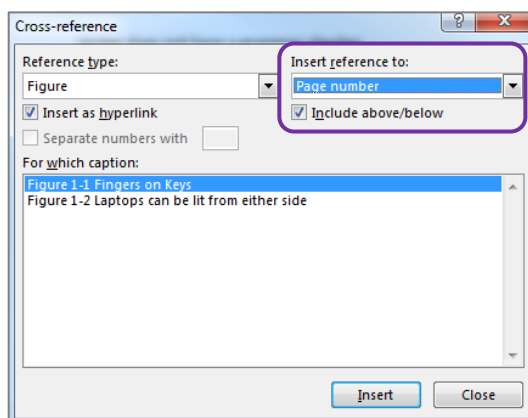


6. Click **Insert**

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, Word will not automatically open \*.sxw files. If you attempt to do so the file will look like a series 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).

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## Consolidation

### Exercise 26.

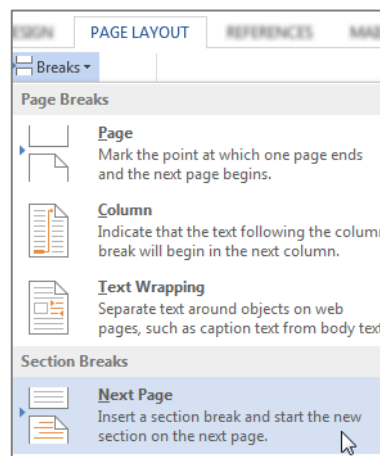
### Combining documents

To combine a number of documents into one long document you can insert the contents of a file into a section of another document.

#### Insert a section break:

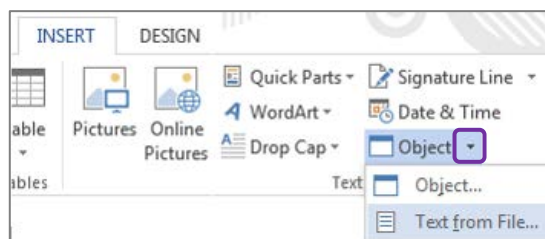
This is only required if the section break has not been inserted.

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

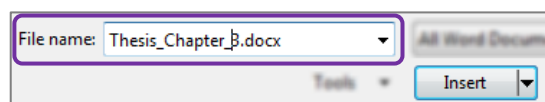


#### To insert a file

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**



Heading numbering may not be consecutive when consolidating files. To resolve this:

1. Select heading **Microsoft Word**
2. Right mouse click and **Select all**
3. Reapply the **Heading 1 style**
4. Select heading **1.1 Frequently asked questions**
5. Right mouse click and **Select all**
6. Reapply the **Heading 2 style**

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## Exercise 27.

## 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**
2. Right-click on selection
3. Click **Update Field**

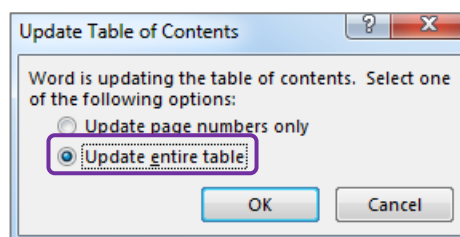
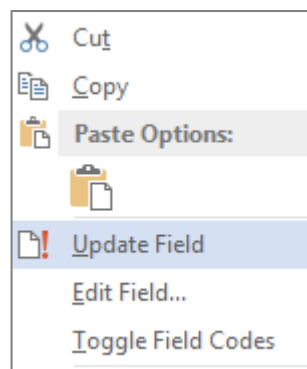
OR

- Press **F9**

4. Select '**Update entire table**' for table of contents, table of figures & table of tables

Check the clipart caption, cross reference and table of figures have updated

5. 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.

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