

Formatting a Document

Exercises & Guide Using Microsoft Office for Windows

This exercise has been created to help you format an existing document by creating and applying text styles, applying page numbers to various sections, inserting a table of contents and much more. These are all skills that would be required when producing a large document like a dissertation.

THIS GUIDE DOES NOT EXPLAIN HOW TO WRITE YOUR DISSERTATION. The document layout and heading titles **are just an example** to familiarise you with the skills. Please refer to the [Student Handbook](#) (Study Skills & Referencing section), for dissertation content support. For guidance on your dissertation layout and text formatting requirements, please refer to your Module Handbook.

The document that you will be working on in this exercise is only a large body of text and is **NOT** an example of a dissertation.

Writing a long document requires more care and greater preparation than writing short ones. Usually these are formal documents for assessment or publication, often with strict formatting requirements and layout instructions. Investing time and effort at the beginning before starting to write, will mean that the formatting requirements can be met, and will avoid last minute lengthy changes when you should be concentrating on finalising your content. Good initial design will lead to straightforward and trouble-free generation of a 'table of contents' and 'table of figures'.

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What is Formatting?

Formatting refers to the appearance or presentation of your essay. Another word for formatting is layout. Most essays contain at least four different kinds of text: headings, ordinary paragraphs, quotations and bibliographic references. You also have to consider the fonts, page numbering and margins that you use.

Why is formatting important?

Formatting is important for the following reasons:-

- It makes your essay look more professional and easier to read and follow.
- It saves you so much time.
- It allows you to navigate more easily within a large document, making it easier to format and amend.

Lecturers do not usually give extra marks for the formatting of an essay. They are more interested in the content. But all readers are influenced by the presentation of a text. If your essay looks like an essay and is easy to read, the reader will be more likely to have a favourable attitude to what you have written.

How can Microsoft Word help me with formatting?

Microsoft Word has several tools to help you with formatting:

- Styles allow you to define formats for different kinds of text and apply them quickly and easily.
- Templates allow you to define all the Styles that you use for a particular kind of writing (e.g. an essay or a letter).

You need to fully acquaint yourself with all of Microsoft Office's tools. Below is what is commonly referred to as the **Ribbon**.



Using this handout

When using this handout please note that the ✓ (tick bulleted list) are instructions that you must carry out.

Important Note

When you complete this exercise you will end up with a template ready for your dissertation. The structure of the template has been created from guidelines provided in the **Student Handbook**.

Before starting your dissertation please check with your dissertation supervisor. The actual chapter headings or layout may vary according to your programme and the type of dissertation you are writing.

Changing Page Size

N.B .It is very important that you follow the tasks in order.

Task 1

If you are opening this document from the [Digital Skills Training](#) page (which can be accessed via Learning Space), open the Word document in the 'Dissertation Resources' section entitled **The Solar System**.

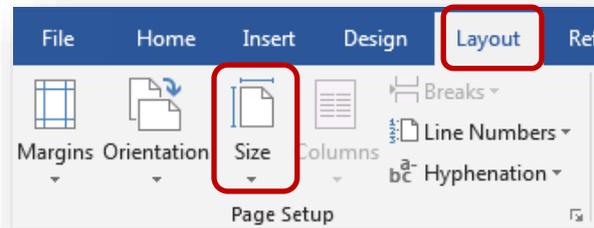
If you are in one of the [formatting workshops](#), open the Word document named **The Solar System** from the folder named 'Dissertation Formatting' from the V:\ drive. (Click on the Computer icon on the desktop to see the drives).

However, you open the document, make sure you save it in your own personal area (N:\ Drive or memory stick) keeping the same filename.

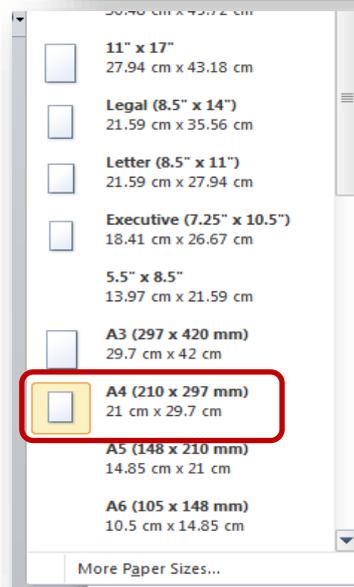
✓ Check that the document has been set up on an **A4** sheet:

✓ Find **Layout Tab/Page Setup** group

✓ Click on **Size**



✓ Select **A4**



Check Language Setting of document

It's also good practice to ensure the language settings are set to **English UK**. Select the entire document by selecting **Ctrl + A** on the keyboard.

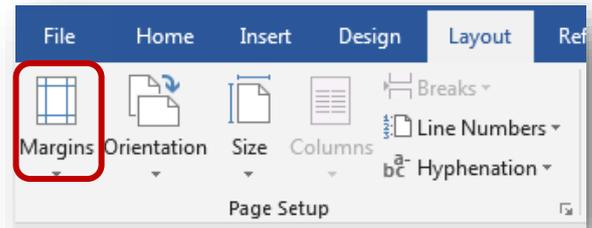
✓ Go to the **Review** tab/**Language** group and select **Language/Set Proofing Language**

✓ Make sure language is set to **English (United Kingdom)** – you can also select the **Set As Default** option to ensure future documents are checked against the UK dictionary.

Changing Page Margins

Task 2

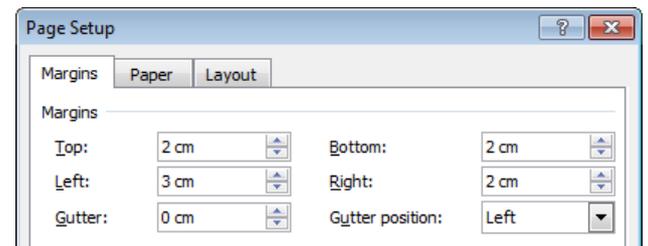
- ✓ Click **Layout** Tab/**Page Setup** group and click on **Margins**
- ✓ Select **Custom Margins...**



Make sure you select this option and NOT the one above it.

- ✓ Change the margins to the following:

Top: **2 cm**
Bottom: **2 cm**
Left: **3 cm**
Right: **2 cm**



NOTE: left margin is larger to allow room for binding

- ✓ Click **OK** to accept the changes.

Inserting Page Breaks

More pages need to be inserted before the document- these pages are for the:

- Inside Front cover (Title page)
- Table of Contents
- List of Figures
- Statement of Originality
- Acknowledgements
- Abstract

Task 3

- ✓ Place the cursor at the beginning of the document (keyboard shortcut: **<Ctrl>+ Home**) and go to **Layout** tab/**Page Setup** group and click on the **Breaks** command
- ✓ Select the **Page** option from the Page Breaks section – alternatively as a shortcut you can press **Ctrl & Enter** key on the keyboard (you can also go to the **Insert** tab/**Pages** group/**Page Break** command)

Repeat this process until you have inserted **6** blank pages at the start of the document. Your document should have 15 pages in total.

- ✓ You can check this by turning on the **show/hide** button  on the **Home** tab/**Paragraph** group to view the page break hidden symbol.



Your Chapter 1 text should now be starting from page 7.

- ✓ Go to the start of page 2 and ensure the cursor is on the left hand side of the Page Break
Enter the heading **Table of Contents** and press the Return/Enter key twice so the Page Break is not immediately followed after the text.
- ✓ Go to the start of page 3 and ensure the cursor is on the left hand side of the Page Break
Enter the heading **List of Figures** and press the Return/Enter key twice.
- ✓ Go to the start of page 4 and ensure the cursor is on the left hand side of the Page Break
Enter the heading **Statement of Originality** and press the Return/Enter key a few times.
- ✓ Go to the start of page 5 and enter the heading **Acknowledgements** and press the Return/Enter key a few times.



- ✓ Go to the start of page 6 and enter the heading **Abstract** and press the Return/Enter key a few times.

There should be no more blank pages in the document.

- ✓ Return to page 1 and make sure there are a few clear spaces above the page break.
- ✓ Remember to click on the **Save** button regularly so that you don't lose your work!

Note: DO NOT CHANGE ANY FONT STYLES OR SIZE - all these headings will later be formatted to a specified text font/size/colour.

Apply Text Styles

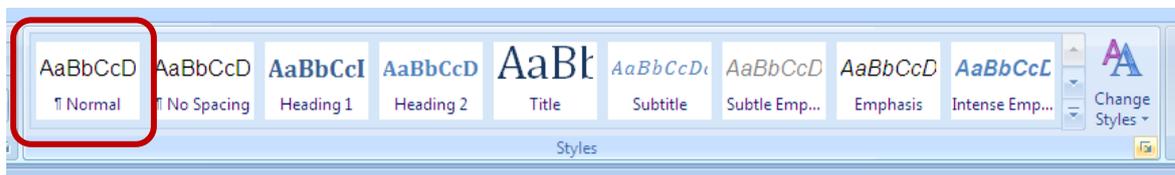
What are Styles

A **style** is a set of formatting characteristics that you can apply to text, tables and lists in your document to quickly change their appearance. When you apply a **style**, you apply a whole set of **formats** in one simple step. In order to apply a **style** to a particular portion of your document, select that area and click the **Home** menu, here you will see some built-in **styles** in the **Styles** section, and then click on the style to apply.

It is important to apply text styles to your headings so that they can be picked up when creating your table of contents.

Task 4

- ✓ Go to page 7 so you can see some text and make note of the style and size of the font. Select the entire document by clicking **<Ctrl> + A** keys on the keyboard.
- ✓ Click on the **Normal** text style located on the **Home** tab/**Styles** group.



- ✓ Click away to deselect the highlighted text. The entire text should now be formatted to **Calibri** font style and **11pt** font size. You will be able to observe this once you have deselected the highlighted text.

Task 5

- ✓ Go to page 7 of the document (shortcut: **<Ctrl> + G** and enter page number) and place the cursor anywhere on the heading **Chapter 1 – The Major Planets**.
- ✓ Go to the **Home** tab/**Styles** group and select **Heading 1**.



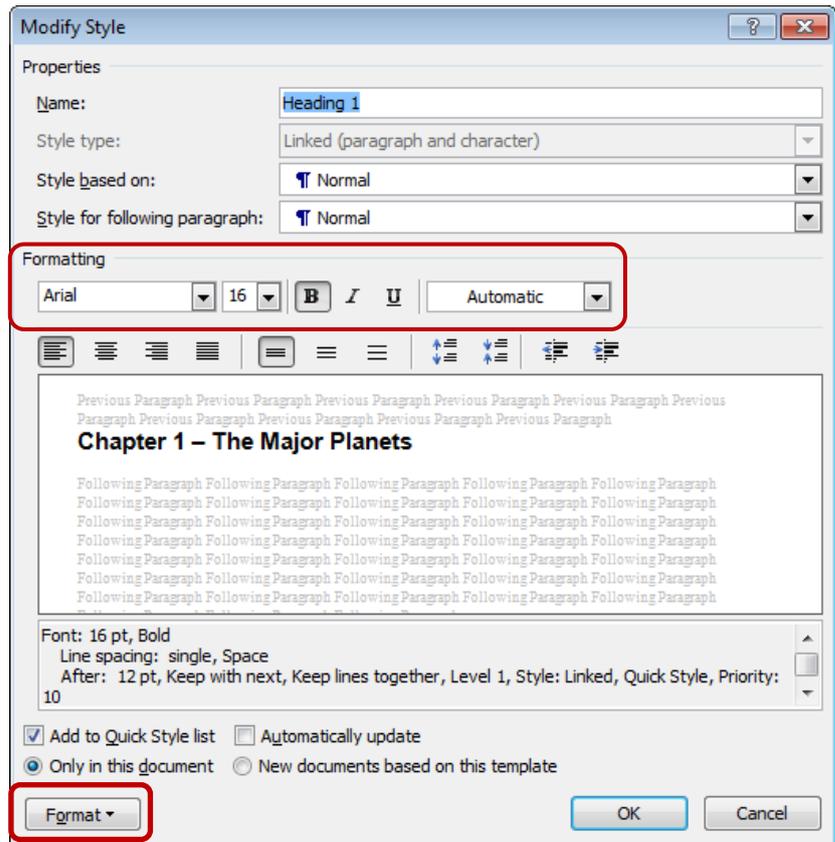
- ✓ The default style setting of **Heading 1** will be applied to the text – it has a different style font, colour and size. You will need to format this style accordingly to your document layout guide.
- ✓ You can do this by right-clicking on **Heading 1** and selecting the option to **Modify**



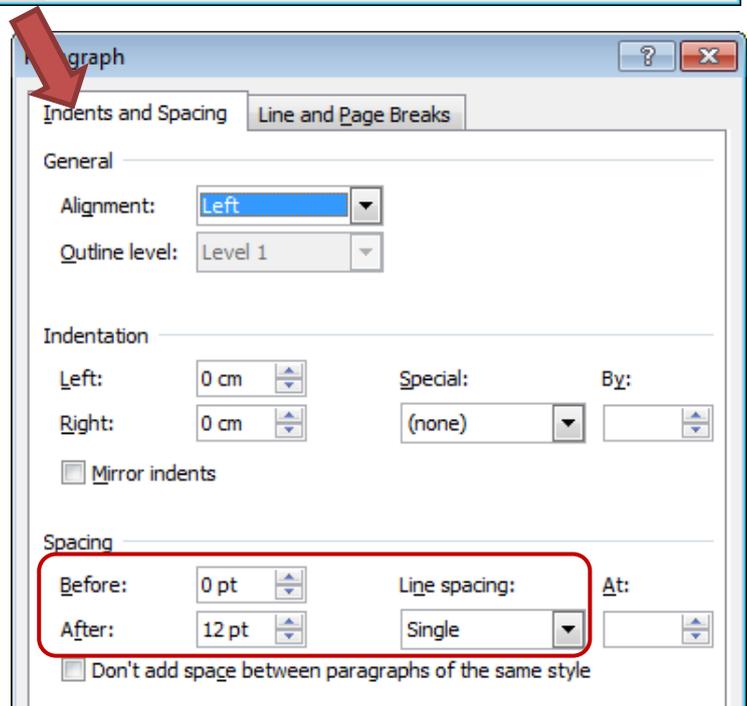
You will then be presented with the **Modify Style** window displayed below:

- ✓ Change the font style to **Arial, 16 pt, Bold**, colour: **Black**.

N.B. Do not use a different font or style as this will not correspond with the instructions set out in this guide. You can change the style specifications at a later time when saving the dissertation template.



- ✓ Select **Format/Paragraph**



- ✓ Amend the paragraph spacing **Before** to **0pt** and **After** to **12pt**
- ✓ Ensure the Line spacing for this style is **Single**.

- ✓ Click on **OK** to confirm and close the windows. When you return to the document you will see that your new style has been applied to the text.

Task 6

- ✓ Go to page 7 and place the cursor anywhere on the sub heading **1.1 Mercury**. Make sure you are in the **Home** tab/**Styles** group and select **Heading 2**. Repeat the same process explained and change the formatting of **Heading 2** to the following style:

Arial, 14 pt, Bold, colour: Black

Amend the paragraph spacing to **6 pt Before** and **6 pt After, Single** line spacing.

- ✓ Go to page 9 and place the cursor anywhere on the sub sub-heading **Moon**. Make sure you are in the **Home** tab/**Styles** group and select **Heading 3**. Repeat the same process explained and change the formatting of **Heading 3** to the following style:

Arial, 12 pt, Bold, colour: Black.

Amend the paragraph spacing to **0 pts Before** and **0 pt After** and the line spacing to **Single**.

- ✓ Save your work

Note: your styles for Headings 1, 2 & 3 should follow a size hierarchy – for example the font size of Heading 3 should not be larger than Heading 2



Task 7

- ✓ Go throughout the **document**, and apply the given **text styles** to the following headings:

Document Page:	Text	Style to apply
7	Chapter 1 - The Major Planets	Heading 1 (already applied)
7	1.1 Mercury	Heading 2 (already applied)
8	1.2 Venus	Heading 2
8	1.3 Earth	Heading 2
9	Moon	Heading 3 (already applied)
10	1.4 Mars	Heading 2
10	Phobos	Heading 3
10	Deimos	Heading 3
11	1.5 Jupiter	Heading 2
11	Io	Heading 3
11	Europa	Heading 3
12	Ganymede	Heading 3
12	Callisto	Heading 3
12	1.6 Saturn	Heading 2
13	Titan	Heading 3
14	Mimas	Heading 3
14	Chapter 2 - Sun	Heading 1
15	2.1 Asteroids	Heading 2
16	References	Heading 1

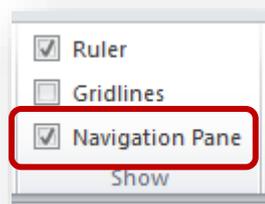
Note how the different styles change the font, line-spacing and size of your text.

It's so easy to apply and ensures consistency within the document is maintained.

You can see the headings appear in the Navigation Pane on the left hand of the screen. If you can't see the Navigation Pane refer to instructions below.

View the Navigation Pane

- ✓ To see the Navigation Pane, go to the **View** tab and find the **Show** group
- ✓ Tick in the **Navigation Pane** box to view the headings you have applied.



Inserting Section Breaks/Headers & Footers

Section breaks are particularly useful for when you need to do the following to a **section** of the document:

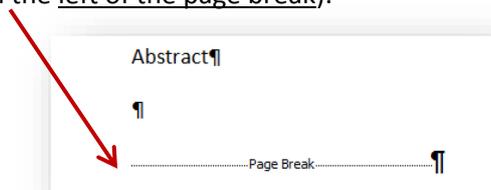
- A page needs different margins
- A different header or footer is required
- Applying different page numbering to a document
- Footnotes and endnotes
- Paper size is different
- Paper orientation changed to landscape
- Insert Columns
- Page borders

There are four types of section breaks but we will be focusing on the **Next Page Section Break** for this exercise. The **Next Page** section break command inserts a section break and starts the new section on the next page. This new section can have its own margins, header & footer, orientation and page numbering.

You will need to insert a **Next Page Section Break** on page 6 of the document as we need page 7 of the document to display as page 1 when we insert the page numbers.

Task 8

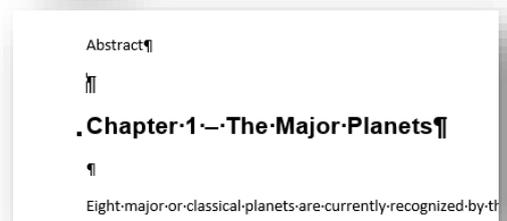
- ✓ Go to page 6 of the document and place your cursor on the page break line (place on the left of the page break).



Note: you will need to switch on the **show/hide** button to see this.



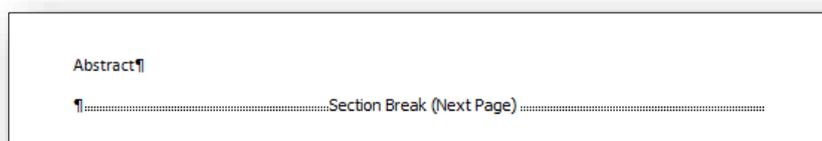
- ✓ Press the **Delete** key on the keyboard to delete the page break.



- ✓ Go to the **Layout** tab/**Page Setup** group/**Breaks** command and select **Next Page** from the options available in the Section breaks



- ✓ Press the Return/Enter key to leave a line space between the text and the 'section break'. It should look like the image below:



This now means that the first section of the **document** is from page 1 to 6 and can have its own page formatting, and page 6 onwards is the second section of the **document** and can also have a separate page formatting (such as different margins or page orientation).

- ✓ If you find that there is a line space (or even more) before the heading on page 7, delete this so that there are no spaces above Chapter 1:



- ✓ Go to page 1. Delete the page break on this page (place cursor on the left side of the Page Break and press **Delete** key). Insert a **Next Page** section break as before.

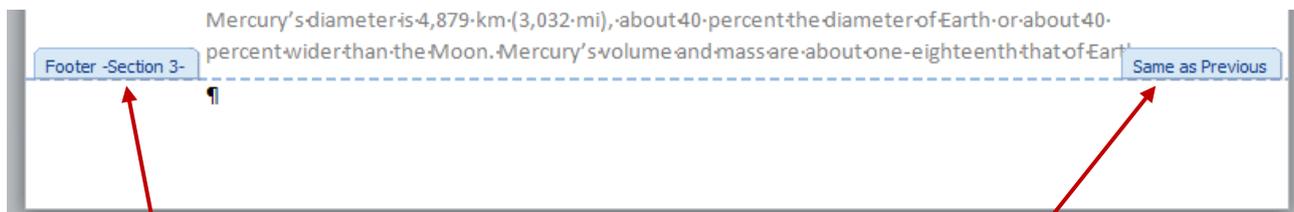
Delete the extra space that appears above the text 'Table of Contents' on page 2.

Check to make sure you have inserted 2 **Next Page Section Breaks** before carrying out Task 9 (you can see them on pages 1 and 6 if your *Show/Hide* button is turned on).

Task 9

- ✓ On page 7 of the document go to the footer area (**Insert** tab/**Header & Footer** group/**Footer** command/**Edit Footer**) to open the **header and footer** tools.

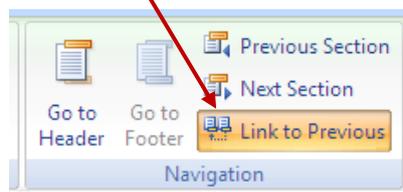
Note that the footer will display as **Footer-Section 3** and **Same as Previous**.



You can always check which section you are working on by referring to this part

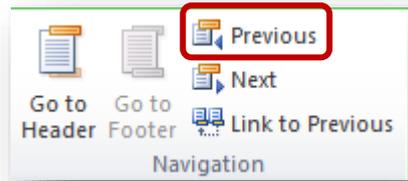
This means that the footer is connected to the footer of section 2- if you want your footer to contain different data (ie diff page number) you will have to **break** the link to the previous section

- ✓ To break the link to the previous section, go to the header and footer tools **Design** tab/**Navigation** group, and switch off the **Link to Previous** command – it should already be highlighted to indicate that it is switched on – just click on it and it will turn off and the link will disappear!



The **Same as Previous** tab should disappear from the Section 3 footer.

- ✓ Navigate to **Section 2** by clicking on the **Previous** command located in the **Navigation** group/**Design** tab.

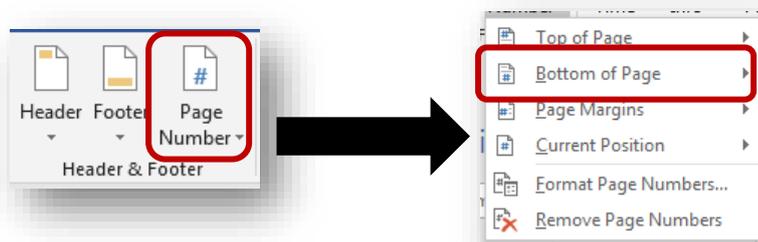


- ✓ Break the **Link to Previous**
- ✓ Check to ensure you have **3** sections in the document you can do this by using the **Next** or **Previous** commands in the Navigation group (image above)
- ✓ Don't exit the footer as you will need it for the next task. Remember to click on the **Save** button to save your work.

Page Numbering

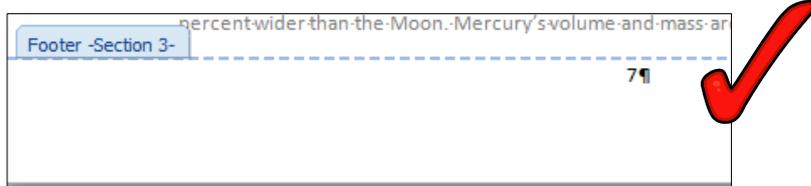
Task 10

- ✓ Make sure you are in the footer of **Section 3** (page 7 of the document) and make sure that the footer is not linked to the previous section.
- ✓ Select the **Page Number** command (**Design** tab/**Header & Footer** group/**Page Number**) and select the option **Bottom of Page**.

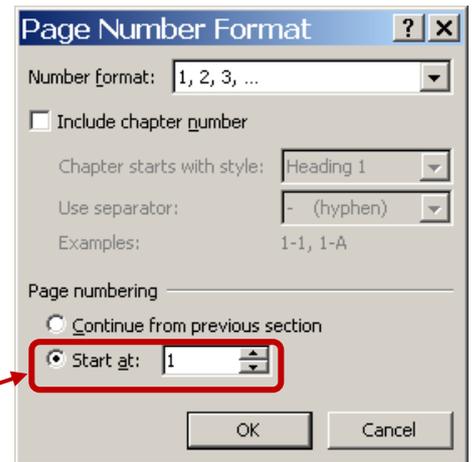
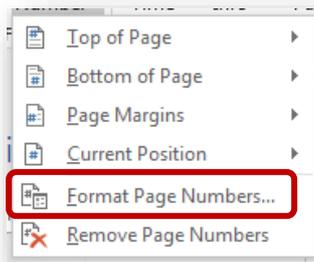


Select the appropriate alignment (ie right or centre). Do not put pages on the left as they will be very close to your page binding.

- ✓ You will notice that the page numbering will start from 7. Delete any extra line spaces (if there are any), the **Show/Hide** button will need to be on to see this:



- ✓ To change the page numbering, return to the **Page Number** command and select **Format Page Numbers**.

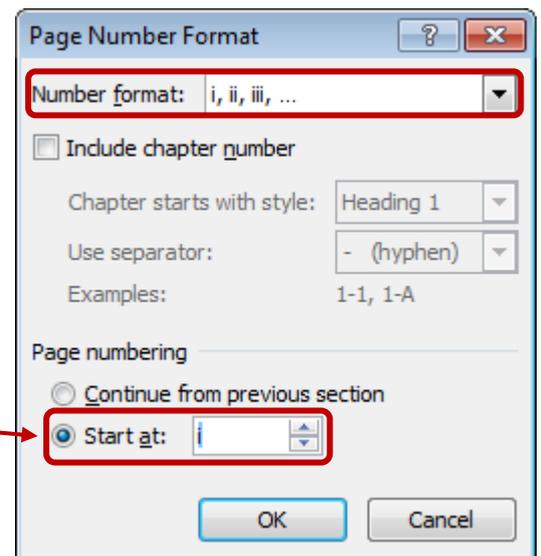


- ✓ In the Page numbering section select the option to **Start at 1**.
- ✓ Click on **OK** - the page number should appear as **page 1** on the **seventh page** of the document.

To apply Roman Numeral page numbering:

- ✓ Go to the footer of **Section 2** (the link should have been broken in Task 9).
- ✓ Select the **Page Number** command (**Design** tab/**Header & Footer** group) and select the command to insert numbers at the bottom of the page in the same location as your previous page numbers.
- ✓ To format the page numbers, return to the **Page Number** command and select **Format Page Numbers**.

- ✓ Change the Number format to **Roman Numerals** (lower case)



- ✓ Select the option to **Start at: i** or alternatively you can type 1

- ✓ Click on **OK** and Roman Numeral page numbering should appear on the footer of Section 2 starting from **i** to **v**
- ✓ Delete any extra line-spaces in the footer of Section 2 (if applicable).
- ✓ To exit the Footer, click on the **Close the Header and Footer** command located on the **Design** tab.

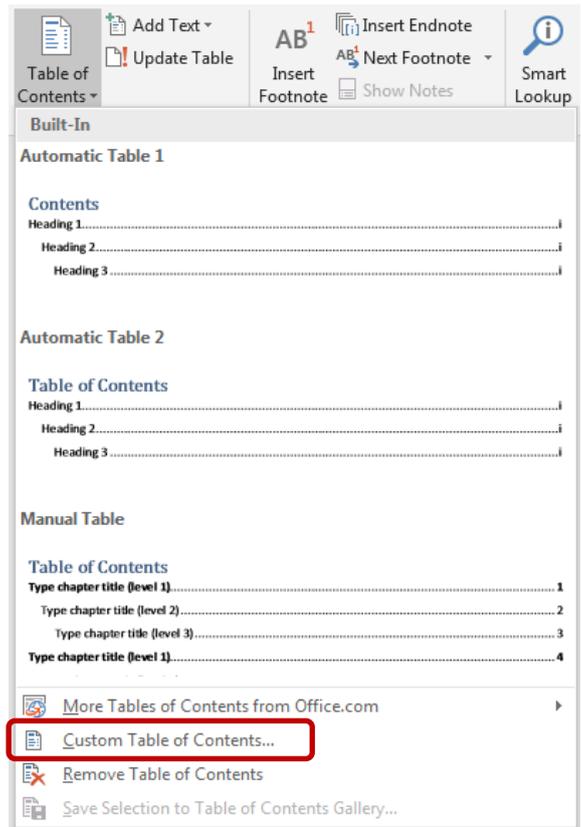


Insert and Update Table of Contents

Task 11

Go to page 2 of the document (numbered as *page i*) and place the cursor after the heading **Table of Contents**.

- ✓ Press the Enter key once on the keyboard
- ✓ Find the **References** tab/**Table of Contents** group/**Table of Contents** command.
- ✓ Click on **Custom Table of Contents**.
- ✓ Click on **OK**
- ✓ The table of contents should appear on page 2 of the document.



Task 12

Some changes need to be made to the document and the table of contents must be updated accordingly.

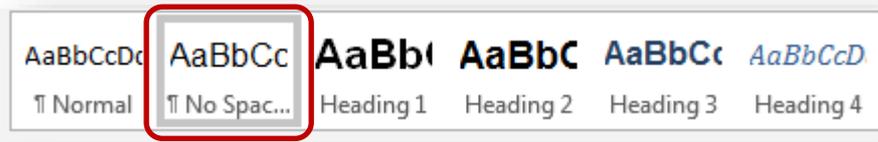
- ✓ Amend the text listed below **in the main document** – do **NOT** type in the table of contents. Note that below, we have referred to the **document** page number *and* the page number listed on the pages. If you have use a different font or style for your text styles then pages may slightly vary.

Numbered page	Document page	Text	Change to:
3	9	Moon	1.3.1 Moon
4	10	Phobos	1.4.1 Phobos
4	10	Deimos	1.4.2 Deimos
5	11	Io	1.5.1 Io
5	11	Europa	1.5.2 Europa
6	12	Ganymede	1.5.3 Ganymede
6	12	Callisto	1.5.4 Callisto
7	13	Titan	1.6.1 Titan
8	14	Mimas	1.6.2 Mimas
9	15	2.1 Asteroids	Chapter 3 - Asteroids

Note: You will find these heading much easier if you use the Navigation Pane on the left of the screen.

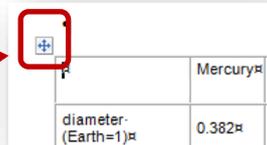
If you can't see the Navigation Pane go to **View** tab/ **Show** group and tick in the **Navigation Pane** box.

- ✓ On page 15, change the text style of 'Chapter 3 – Asteroids' to **Heading 1**.
- ✓ Insert a **page break** so that the heading **Chapter 2 – Sun** appears on a new page.
- ✓ Insert a **page break** so that the heading **Chapter 3 – Asteroids** appears on a new page.
- ✓ Insert a **page break** so that the heading **References** appears on a new page.
- ✓ Select the table on page 13 of the document (numbered as page 7 on the page) and **apply** the text style **No Spacing** to the table (see tip below on selecting a table).

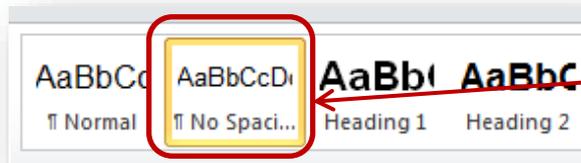


TIP: To select a table, click anywhere within the table to see the handle appear on the top left of the table. Click on the handle and the entire table will be selected (even if it is on multiple pages!).

Click here and the entire table will be selected



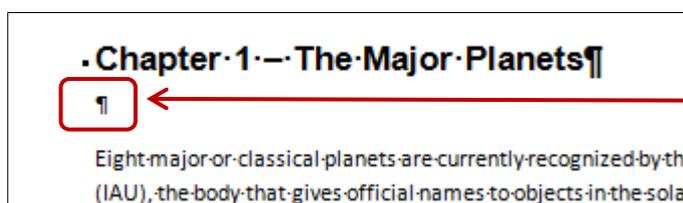
- ✓ Modify the **No Spacing** text style so that the font size is **10**. This will allow the text to be smaller and in single line spacing in the table. The table still looks odd and we will address this in Task 14.



Modify this style so that it is Arial 10 – but make sure this style has been applied to the table

- ✓ Go to page i (page 2 of the document) and apply **Heading 1** text style to **Table of Contents**.
- ✓ Go to page ii (page 3 of the document) and apply **Heading 1** text style to **List of Figures**.
- ✓ Go to page iii (page 4 of the document) and apply **Heading 1** text style to **Statement of Originality**.
- ✓ Go to page iv (page 5 of the document) and apply **Heading 1** text style to **Acknowledgements**.
- ✓ Go to page v (page 6 of the document) and apply **Heading 1** text style to **Abstract**.
- ✓ Find all instances of the **Heading 1** text style from **Chapter 1** onwards and remove the line space from the next line. This is because the Heading 1 style has already incorporated the line-space within the style.

Using the **Navigation Pane** will help you find the **Heading 1** text much quicker. (**Chapter 1, Chapter 2, Chapter 3 & References**)



Delete this line space

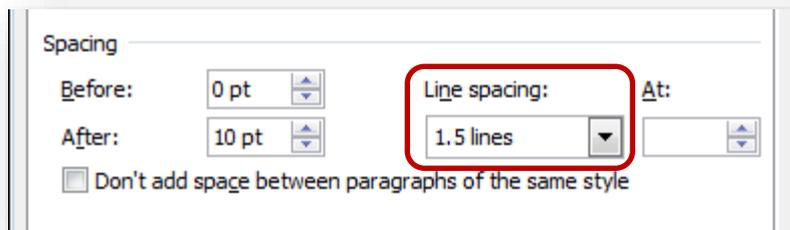
Chapter 1 – The Major Planets

Eight major or classical planets are currently recognized by the International Astronomical Union (IAU), the body that gives official names to objects in the solar system. The planets are divided into two groups: the inner planets (Mercury, Venus, Earth, and Mars) and the

- ✓ Modify the text style **Normal** (make sure you have clicked somewhere on body text in the document that is using the **Normal** style before you modify):

Change to Font Style: **Arial** Font Size: **12**

Select **Format/Paragraph**:
Change Line Spacing to: **1.5**



Click **OK**

- ✓ The entire body text should now be changed to Arial 12pt with 1.5 line spacing.

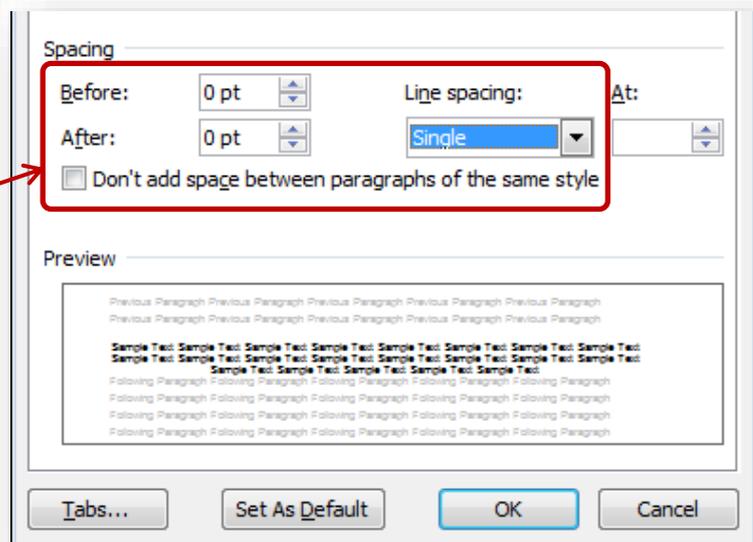
IMPORTANT: When you change the **Normal** text style in a document, it affects the paragraph style of your page numbers (or generally anything in your header or footer). This means that your page numbers will also have 1.5 line spacing and 10pt spacing 'After'.

- ✓ Go back into the footer of **Section 3**. (Remember it's on page 7 – double click in the page number!)



Click on the dialog box launcher of the **Paragraph** group (located on the **Home** or **Page Layout** tab)

Amend the line-spacing of the page number to **single-line** spaced with **0pt** line spacing **before** and **after**.



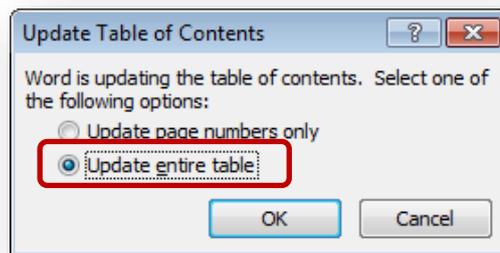
- ✓ Repeat the same as above for Sections 1 and 2 (note that there will be no page number on page 1 but you can apply the format style to the line space).
- ✓ Click on any text that has a **Heading 3** text style (i.e. Moon, Phobos or Deimos) and **modify** the text style so there is a **Paragraph spacing** of **6pt after** the paragraph.
- ✓ **Save** your work and continue working.

Task 13

The table of contents page needs to be updated to reflect all the changes that have been made.

Even though this particular document will appear fine, I would always recommended that you go through any document to make sure that the headings are not separated from the main body of text – if it does then place it on a new page. This will make the document appear more professional

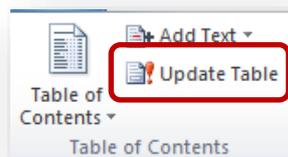
- ✓ Using the **Navigation Pane** on the left, go to the **Table of Contents** page (Page i) and click anywhere on the listed table of contents. The list should be highlighted in grey.
- ✓ Press the **F9** function button on the top of the keyboard and select the option to **Update Entire Table** and click on **OK**.



NOTE: If the **F9** button doesn't work, you can right-click anywhere in the table of contents and select **Update Field**

or

You can find the **Update Table** command in the **References** Tab/ **Table of Contents** group



- ✓ Table of contents should now be updated and will reflect all changes made.

Table of Contents	
Table of Contents	i
List of Figures	ii
Statement of Originality	iii
Acknowledgements	iv
Abstract	v
Chapter 1 – The Major Planets	1
1.1 Mercury	1
1.2 - Venus	2

- ✓ **Save** your work.

Change Page Orientation

Sometimes a table, figure or diagram will be larger than the width of an A4 page and will look clearer when it is displayed in landscape. This can easily be done by creating **Next Page Section Breaks** and then changing the orientation to Landscape.

Note that you will need to format the page number of the landscape page to ensure it follows from the previous section.

Task 14

- ✓ Go to page 9 (page 15 of the document, the section about **Titan**)
- ✓ Insert a **Next Page Section Break** (NOT a page break) just before the table. Go to Task 8 if you have forgotten how to do this.
- ✓ Go to the next page (it will be numbered as page 1 – page 16 of the document) and insert another **Next Page Section Break** just after the table. Make sure there are no extra line spaces above the Mimas heading on the following page.
- ✓ Once you have inserted both section breaks, click anywhere on the table (page 16 of the document) and change the page orientation to **Landscape**. The table should appear on two pages.
- ✓ Tidying up the table will make it look much better.
NOTE: Refer to the additional guide if you are unfamiliar with working on tables

Change the width of column 1 to **5.6 cm**

Delete column 9 (Mercury) as it is accidentally repeated

Change the width of all columns from column 2 onwards (the remaining columns in the table apart from column 1) to **2cm**

The first **row** contains headings - make all the text in this **row** bold

Delete any extra line spaces before or after the table

- ✓ The table should now appear on one page and look much better! (If it doesn't you may have forgotten to change the 'Text Style' of the table to **No Spacing** as specified in task 12. Or you may have not modified the **No Spacing** style to be Arial 10pt.)

Look at the page numbering of Section 4, it has started from page 1 as it was inserted as a new section break (and the next page also!).

Double-click on the page number in the footer. Note that you are now in Section 4.

Select **Page Number** command from the **Design** tab/**Header and Footer** group.

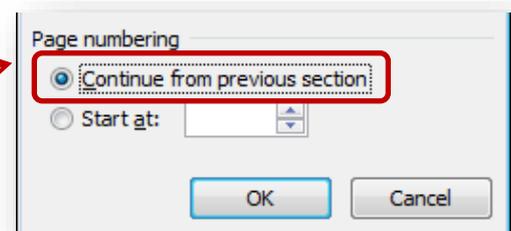
Select **Format Page Numbers...**

Select **Continue from previous section**

Click on **OK**

- ✓ You will need to do exactly the same for Section 5.

Exit the header and footer.



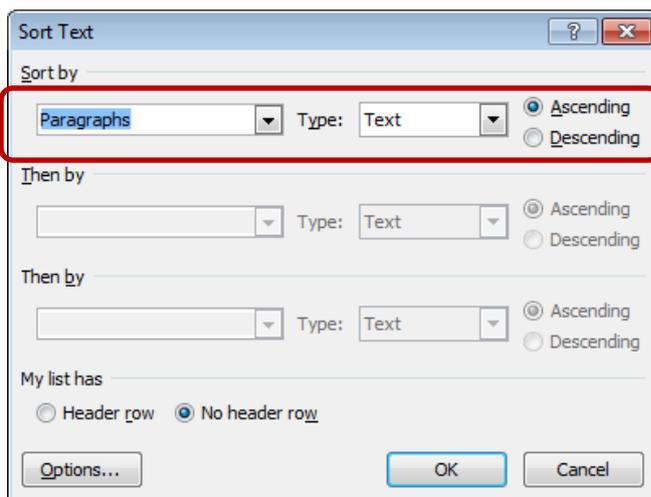
- ✓ Refresh the Table of Contents and remember to save!

IMPORTANT: Make sure you insert the Next Page Section Break **before** and **after** the page BEFORE changing the page orientation.

Sort in Alphabetical Order

Task 15

- ✓ Go to the **References** section on the last page of the document.
- ✓ Check to make sure that each reference is listed as one paragraph.
This means you should see this symbol at the end of each reference. 
- Highlight the list of references on the page, but not the title.
- ✓ Go to the **Home** tab/**Paragraph** group and click on the **Sort** command. 
- ✓ Ensure the **Sort by** selection is the same as illustrated below:



and click on **OK**.

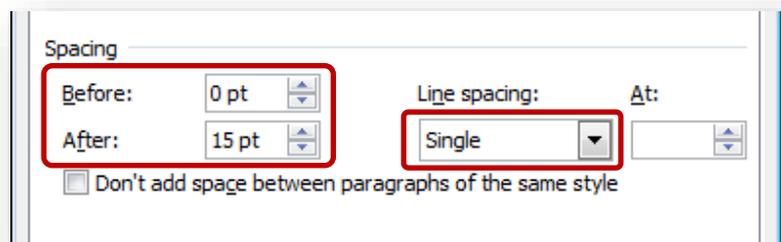
- ✓ Your list should now be sorted in ascending alphabetical order.

NOTE: The References do not need to be the same formatting as the dissertation text. You can save pages (and money printing) if you highlight all the references and format them as following:

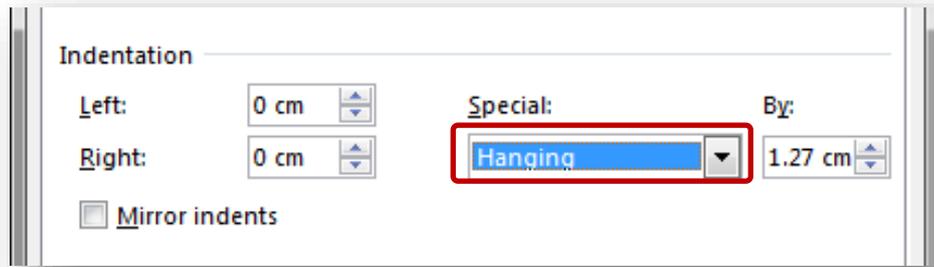
- ✓ Select the references (not the Heading) and click on the **Dialog box launcher** in the **Paragraph** group (located in the **Home** tab).
- ✓ Find the **Spacing** section:

Change the **Line spacing** to **Single**.

Change the **Spacing Before** to **0pt** and **Spacing After** to **15pt**. (you will need to type in this value)



- ✓ If you need to format your references in accordance with APA style go to the **Indentation** Section



- ✓ Change the **Special** indent to **Hanging**.
- ✓ Select **OK** and save the document.

Insert Captions

Captions can be inserted for charts, tables and images (referred to as an 'object' in this section). A caption will clarify the object for the readers. It can be used to attribute the object to a specific source. Or it can help you reference the object in other parts of the document.

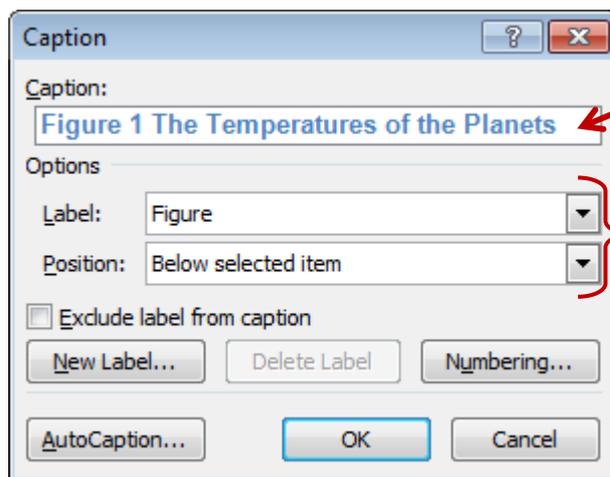
All captions should contain a clear title which explains the content of the object and will appear as **Figure 1...** or **Table 1...** When you insert captions using the correct method, the numbering automatically updates depending on where the caption is inserted. Also, it will allow you to create a list of figures/tables in no time!

Note: Figures, Charts and Tables look more professional when they are aligned to the centre of the page.

Task 16

- ✓ Go to page 1 (page 7 of the document) and select the image. **Centre** the image. Right click on the image and select **Insert Caption...**

Alternatively select the image, go to the **References** tab/**Captions** group and select **Insert Caption**.

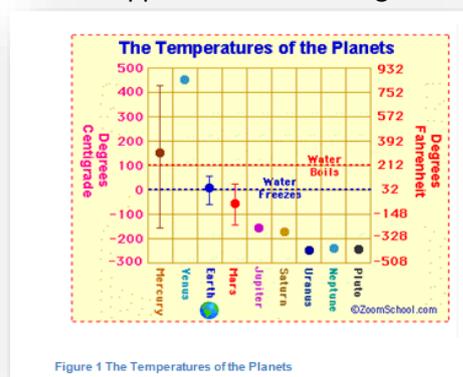


Type the description of the image; do **NOT** delete the **Figure 1** text that appears in this section.

Check that the label is **Figure** and appears **below** the object.

Click **OK**.

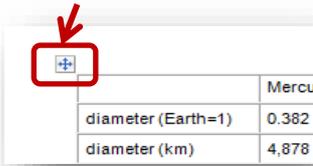
- ✓ The caption should now appear below the image.



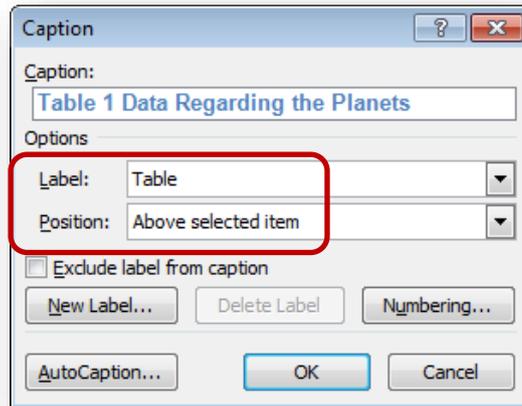
Note that in Office 2016 the captions appear as *italic* and *blue* – you can change this style if you wish to by going to the **Styles** section and modifying the caption style – leave the font size as 9 pt

- ✓ Go to page 3 (page 9 of the document – the section about **Earth**) and centre the image '**Gravity on the Planets**'. Insert a caption for the image using suitable text.

- ✓ Go to page 10 (page 16 of the document – the section about **Titan**) and insert a caption for the table. You must first select the entire table by clicking on the handle that appears on the top left of the table.



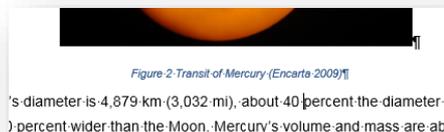
Make sure you select the Label option as **Table** and that it appears **above** the table.



- ✓ Insert a suitable caption for the following images (remember to centre before adding caption):
Venus – page 3 (page 9 of the document) – notice how the figure will renumber automatically
Jupiter – page 6 (page 12 of the document)
- ✓ Go to page 2 (page 8 of the document – the section about **Mercury**). Place the cursor below the second paragraph about Mercury and insert the image named **Transit of Mercury**. Centre the image.
- ✓ The image is too large so resize it so it has a width of 10cm (Tip: go to **Picture Tools/Format** tab/ **Size** group).

Insert a caption for this image using suitable text. Ensure the caption label is **Figure** and not *Table*. The caption should be listed as **Figure 2** as it's the second image in the document. The other captions will be automatically updated.

NOTE: Images will also require a reference so make sure you have included the reference in the caption. In this instance insert the text: **(Encarta, 2009)** at the end of the caption.

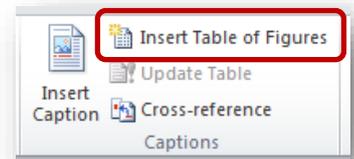


- ✓ Go to page 6 (page 12 of the document – the section about **Phobos**). Place the cursor after the first paragraph about Phobos and insert the image named **Phobos**.
- ✓ Centre the Phobos image and insert a caption using the 'Figure' label. Notice that the figure numbers have now all automatically updated. You should have a total of 6 figures and 1 table in the document.
- ✓ Refresh the Table of Contents so that page numbers are up to date and save the document.
NOTE: You will have to use the same method of inserting captions when using charts – use the Figure caption.

Insert Table of Figures

Task 17

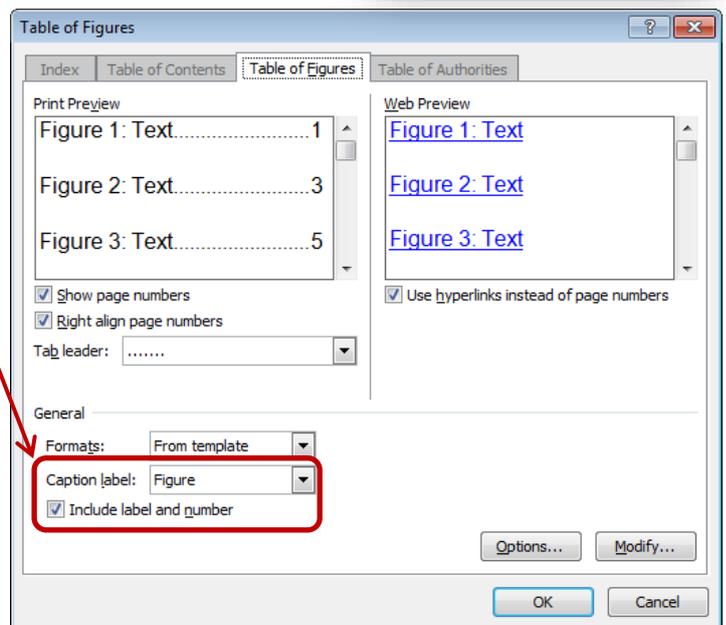
- ✓ Go to the page containing the heading **List of Figures** (page ii).
- ✓ Place the cursor below the heading and go to the **References** tab/**Captions** group. Select **Insert Table of Figures**



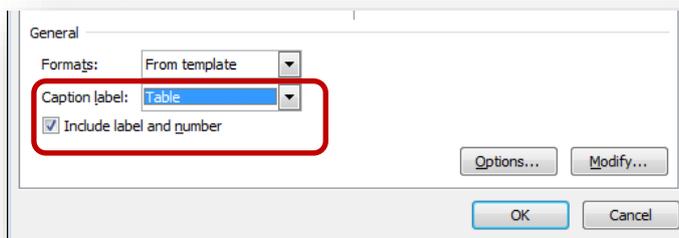
- ✓ Ensure the **Caption label** is selected as **Figure** and click on **OK**.

The table of figures will appear on the page.

- ✓ Press the Return key a few times to leave 2 to 3 clear line spaces.



- ✓ Return to the **Insert Table of Figures** command to reopen the Table of Figures dialogue box.
- ✓ This time select the Caption label as **Table** and click on **OK**.



- ✓ A list of the tables will now appear below the list of figures. Give it a different heading such as **List of Tables** and apply **Heading 1** text style to this.

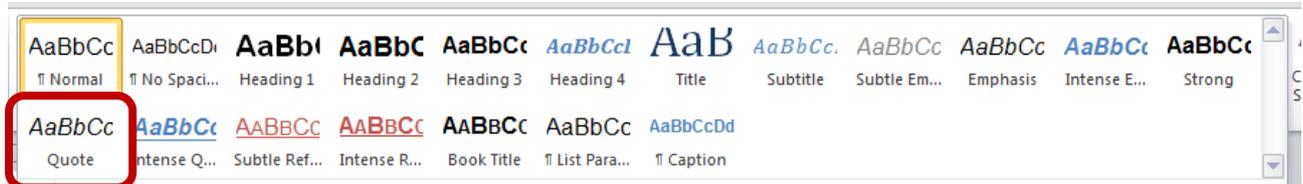


NOTE: Using the F9 function key will also update the table of figures (exactly the same as updating the table of contents).

Text Style for Quotes

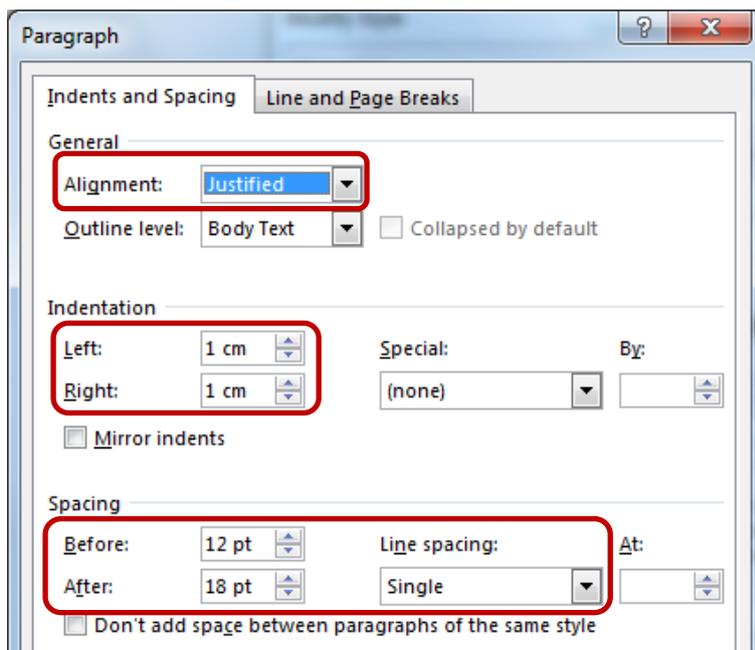
Task 18

- ✓ Go to **Chapter 2 – The Sun**
- ✓ The first paragraph is a quote. Apply the **Quote** text style from the **Styles** group. If you can't see the style you may have to expand the group to see the next row.



- ✓ Modify the style to the following specifications:
Arial, 12pt and regular (remove italic) and Font Colour to **Black**.

Select **Format/Paragraph** and change the following:



General
Alignment: **Justified**

Indentation
Left: **1 cm**
Right: **1 cm**

Spacing
Before: **12 pt**
After: **18 pt**
Line Spacing: **Single**

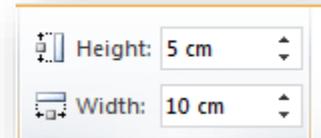
- ✓ Click on **OK**.
- ✓ There is another quote on this page. It's the third paragraph beginning with:
Light is the only connection we have with the Universe...
Apply the **Quote** text style to this paragraph.
- ✓ Go to **Chapter 3 – Asteroids**. The final paragraph is also a quote. Apply the **Quote** text style to the final paragraph beginning with: **As it [the Sun] begins to run out of...**
- ✓ Refresh all tables of contents/figures/tables. Save the document.

Create Inside Front Cover

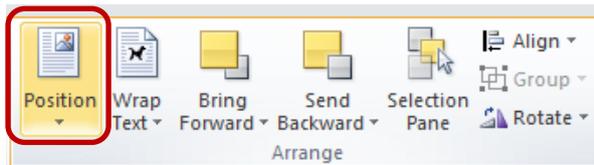
In this section you will be creating a text box that will appear in the exact position of the Dissertation front cover window – the measurements of the window is 5cm x 10cm.

Task 19

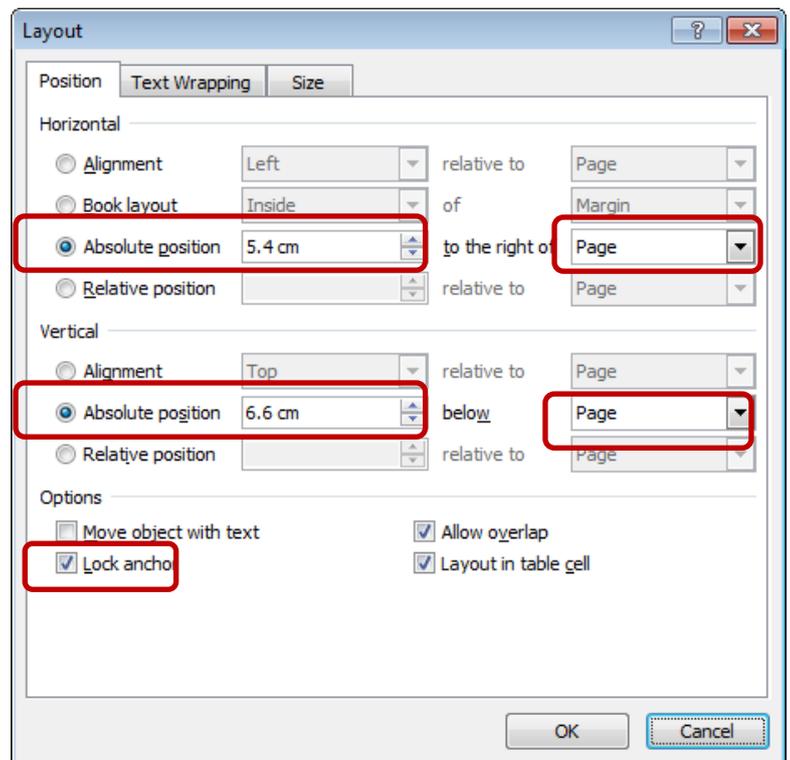
- ✓ Click on **Ctrl & Home** on the keyboard to go to the front page.
- ✓ **Insert a text box** on this page – the size or position is not important as we can format it later on.
- ✓ Go to the **Insert** tab/**Text** group/**Text Box** command and select **Draw Text Box**.
- ✓ Draw a text box anywhere on the page without worrying about the size- this will open up the **Drawing Tools-Format** tab – click on this tab.
- ✓ Change the size of the text box to height **5cm** and width **10cm** from the Size group.



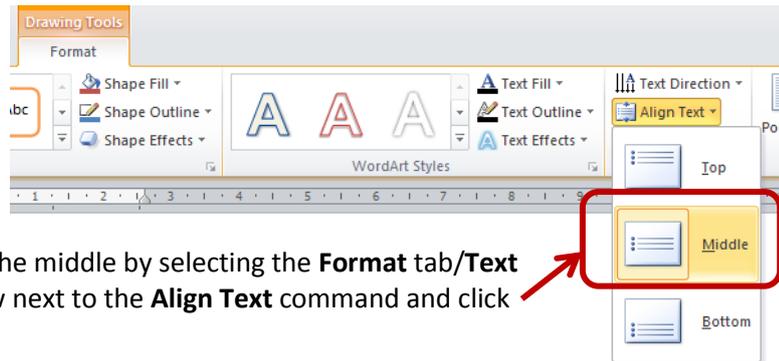
- ✓ Click on the **Position** command from the **Arrange** group and select **More Layout Options**



- ✓ Make sure that you have selected the **Page** option for Horizontal and Vertical positioning. Make sure you do this first.
- ✓ Enter the exact measurements as shown on the right
- ✓ Tick the box to **Lock anchor** and click on **OK**.

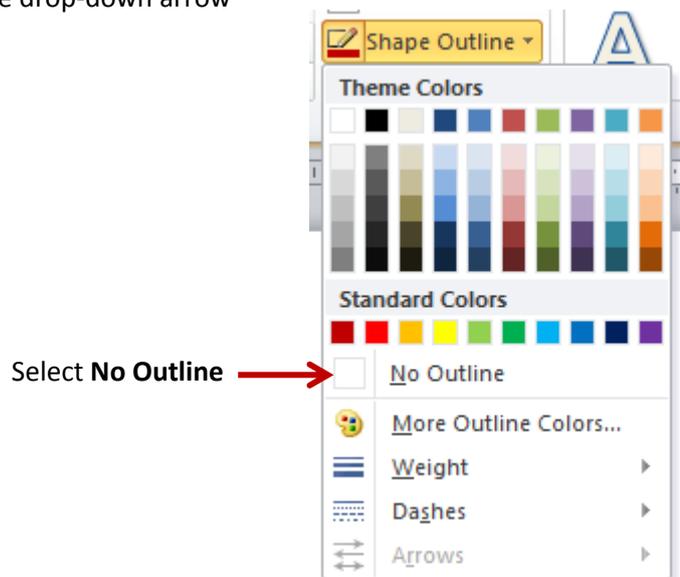


- ✓ You can now enter the title of your dissertation in this box with your choice of text formatting (preferably single line spacing and centre aligned) – you can also increase the font size to make the title stand out. Do NOT apply a text style to this text.



Ensure the text is aligned to the middle by selecting the **Format** tab/**Text** group. Select the down-arrow next to the **Align Text** command and click on **Middle**.

- ✓ Enter the text **Dissertation Title** in the text frame. Centre the text.
- ✓ **REMEMBER TO REMOVE THE BORDER OF THE TEXT FRAME ONCE YOU HAVE ENTERED YOUR TITLE.** To remove the border select the text box and go to **Drawing Tools-Format** tab/**Shape Styles** group/**Shape Outline** command. Click on the drop-down arrow



If you need to enter more text below the frame, display the **Show/Hide** command to find the hidden line spaces – press the return/Enter until you have reached the desired location and enter your text.

Note: make sure you don't push the 'next page section break' onto the next page – if you do, delete the extra line spaces and the section break should come back on the page.

- ✓ Save your work!

Dissertation Template

Now that you have done all the hard work you can save this document as a dissertation template. You will need to make a few changes before doing this.

BEFORE YOU DELETE ANY TEXT MAKE SURE YOU ARE HAPPY WITH THE **NORMAL, HEADING 1, HEADING 2 & HEADING 3** TEXT STYLES that you have created. You can amend/format these styles if you wish (for example, centre align, change spacing before and after, underline or change font type or change the Normal style to double-line spacing/justified or Calibri).

- ✓ Delete all the text (including images/tables/section breaks) that appears below **Chapter 1** – do not delete the text **Chapter 1** and the **page break** before Chapter 2.
- ✓ Delete all the text (including quotes) that appears below **Chapter 2** – do not delete the text **Chapter 2** and the **page break** before Chapter 3 (Chapter 2 is only one page).
- ✓ Delete all the text that appears below **Chapter 3** – do not delete the text **Chapter 3** and the **page break** before **References** (Chapter 3 is only one page).
- ✓ Delete all the text below the **References** section on the last page of the document. Make sure you don't delete the heading.
- ✓ Change the chapter headings so that they read as follows:

Existing Text:	Change to:
Chapter 1 – The Major Planets	Chapter One – Introduction
Chapter 2 – Sun	Chapter Two – Literature Review
Chapter 3 – Asteroids	Chapter Three – Methodology

Note that headings may be different if you are writing a library based dissertation

- ✓ Insert a page break after Chapter 3 and insert the following text:
Chapter Four – Results or Findings/ Data Analysis (The headings are your choice)
Apply **Heading 1** Text Style to this text – press the enter key twice
- ✓ Insert a page break after Chapter 4 and insert the following text:
Chapter Five – Discussion
Apply **Heading 1** Text Style to this text – press the enter key twice

Note: you may also want to include a **Chapter Six** titled **Conclusion and Recommendations** or you may want to combine chapters 5 and 6 as one chapter – once again this is up to you.

- ✓ Insert a page break after **References** and insert the following text:
Appendix A [Ensure a title is inserted here; such as **Ethics Form** or **Letter of Consent** etc.]

Apply **Heading 1** Text Style to this text and press the enter key.

- ✓ Refresh your **Table of Contents**, and both **List of Figures** and **List of Tables**. You will notice that Chapter 1 no longer begins on page 1. (this is because we deleted all the 'next page section breaks' in Chapter 1). Return to the footer of Section 3 and format the page number so that it starts at 1.

- ✓ Go back and refresh ALL Tables of Contents (including Figures and Tables) – check to make sure Chapter 1 now begins on page 1.

Note: If you are using a **Glossary of Terms**, this should be included after the **List of Tables**. If you are using a **Bibliography** this should be included after the **References** list.

- ✓ Go to the **Statement of Originality** page and enter the following text below the heading:

I confirm that I have fully acknowledged all sources of information and help received and that where such acknowledgement is not made the work is my own.

Signed:

Dated:

- ✓ Your title page layout (first page) should look like the image on the next page:

The **Show/Hide** command has been left on so you can see where the hidden commands are.

You must ensure that the **'NEXT PAGE SECTION BREAK'** remains on this page.

The University of St Mark & St John

The 'Dissertation Title' goes here in the box (no border) - it should be centred horizontally and vertically and single line spaced. No paragraph spacing 'before' and 'after'.
 You can also increase the font size or make bold to stand out, but it must fit in the box. (this text is 14 font & bold)

Name inserted here and centre-aligned

Dissertation submitted in part-fulfilment of the requirements for
 The Title of your Award (e.g. BSc Hons Speech and Language Therapy)
 2019

Section Break (Next Page)

Dissertation submitted in part-fulfilment of the requirements for
 BSc Hons Speech and Language Therapy
 2020

Do NOT apply any of the styles that you have used in the document on this page

Make sure you remove the border (outline) from the text box

This section magnified

Make sure the Section Break (Next Page) STAYS on this page

- ✓ The following page illustrates how the front cover looks like with the **Show/Hide** button turned off and the borders removed from the text box.
- ✓ NOTE: to make the text and dissertation title align on the page, change the **Left** margin of this page **ONLY** to **2cm**. When you change the margins, please ensure that you are applying it only to this **section**.

The University of St Mark & St John

The 'Dissertation Title' goes here in the box (no border) – it should be centred horizontally and vertically and single-line spaced. No paragraph spacing 'before' and 'after'.

You can also increase the font size or make bold to stand out, but it must fit in the box. (this text is 14 font & bold)

Name inserted here and centre-aligned

Dissertation submitted in part-fulfilment of the requirements for

The Title of your Award (e.g. BSc Hons Speech and Language Therapy)

2019

|

- ✓ Use the **Save As** facility to save the document as **Dissertation Template**.
- ✓ Close the document. We recommend that you immediately start using this template to continue and complete your dissertation.

If you have already written sections of your dissertation, use the method overleaf to copy/paste correctly within your template.

Copy/Paste text into the Dissertation Template

You may have already written some sections of your dissertation and saved it elsewhere as other documents. We recommend that you collate these documents and copy/paste all that you have completed so far into the main dissertation template document.

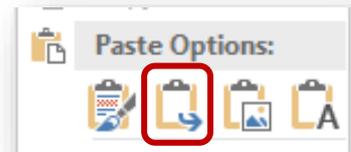
In order to do this correctly, follow these instructions:

- ✓ Ensure both documents are open (your text, and the dissertation template)
- ✓ Select the text you wish to copy into the dissertation template and select **Copy** from the **Home** tab/**Clipboard** group (alternatively you can select **<Ctrl>+C** on the keyboard, or right-click and select Copy)
- ✓ Switch over to the dissertation template document and place the cursor in the correct location. Check to make sure the **Normal** style is selected in the **Styles** group.



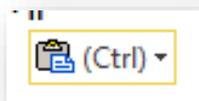
- ✓ You can paste the document using various methods:

1) Right-click and find **Paste Options**, select **Merge Formatting**

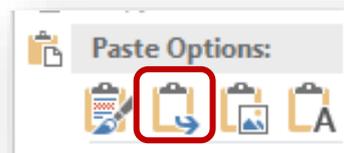


Or

2) Click on **<Ctrl>+V** on the keyboard. Navigate to the end of your pasted text and find the paste smart tag



and click on the down-arrow
Select **Merge Formatting**



Or

3) Use the **Paste** command from the **Home** tab/**Clipboard** group; select **Merge Formatting**.

- ✓ You can now go back and if required, apply the other styles to the text you have just pasted (Such as Heading 1, Heading 2, Heading 3 or Quotes).
- ✓ Always remember to save your work in more than one place and always save a backup copy in your N drive.