

Formatting a thesis using Microsoft Word

Part 1

Styles

1. Explain Styles such as what is Headings which are **Heading 1, Heading 2, Heading 3**, etc. and **Body (Normal)**
2. The list of Styles can be found in the **Styles Gallery**.
3. Format each default Style. You can format **Font, Paragraph, Borders**, for example. (Note: each Style will have default formatting, if you want to remove the formatting, un-choose the formatting and set up the formatting that you want.)
4. Create a new style that is not available by default
5. Format the created Style
6. Use the formatted Styles to format the whole document. (Select text and click on the Style you want)
7. Mention about the cautionary measures.

Part 2

Multi-level Lists

1. **Prerequisite function : Styles**
2. Show two types of Multi-level lists
 - a. **Running number**. Numbering is automatically given for all Headings in Styles. Show deletion of heading to see the re-numbering.
 - b. **By Chapter**. Only Heading 1 is given automatic numbering. The rest need to fill manually. Usage of Shift-Enter to split the Chapter number from title on 2 lines. This is to ensure it comes out as one line in Table of Contents function.
 - c. Differentiate the Multi-level lists type, where one is not connected to the Headings in Styles.
3. The numbering will be shown in the Styles for the Heading styles in the Gallery.
4. Mention about the cautionary measures.

Part 3

Outlines

1. At the **View** tab, click on the **Outline option** under the Views section.
2. You can select the specific **levels** (Level 1, 2, 3) which corresponds to the relevant **Headings** and you can type the text for the headings. The **paragraph** content is under the **Body Text**.

3. You can show the levels that you want in the outline view through the **Show Level** section, do note that the default is showing All Levels.

Part 4

Paragraph

1. Click on the **Paragraph** option under **Page Layout** tabs
2. You can set the **Alignment** for the paragraphs in your document.
3. You can specify the indentation and the special option which can give you **First line or Hanging indent**.
4. For the **Spacing option** you can set the spacing before and after every paragraph. For the spacing between the lines in every paragraph you can specify the **Line spacing as Single, 1.5 lines, double, etc.**

Part 5

Format Painter

1. **Format Painter** can format any portion of the document based on the section you have chosen.
2. You select the section you want to base the subsequent formatting on, click on the Format Painter button, the **painter brush** will appear.
3. You can then select the portion you want to format.
4. You can see that the formatting will be implemented in the subsequent portion you have selected.

Part 6

Orientation

1. You may want to have different orientations (**Portrait or Landscape**) for different pages within the same document.
2. Position your cursor at the page where you want to change the orientation.
3. Click on the **Page Layout tab** and click on the tiny arrow button under the **Page Setup tab**.
4. **Select the orientation** whether Portrait or Landscape you want and at the **Apply to** section, select **this point forward** option.
5. At the **next page**, you can do the same steps if you want to change the orientation to the original.
6. You can do these steps at every point in the document if you want to change the orientation.

Images/Shapes/SmartArt

- Options you can use include:
 - Position with text wrapping**
 - Alignment**
 - Rotation**
 - Border**
 - Crop**
- You can add shapes options on Images.
- For Shapes items, you can **Group** different shapes so that they can move together as a subsequent shape.
- You can also use the **Order** option to see which one is seen in front or sent to back.
- For shapes too, there is the Shape fill and line option under **Format AutoShape** option.

Part 8

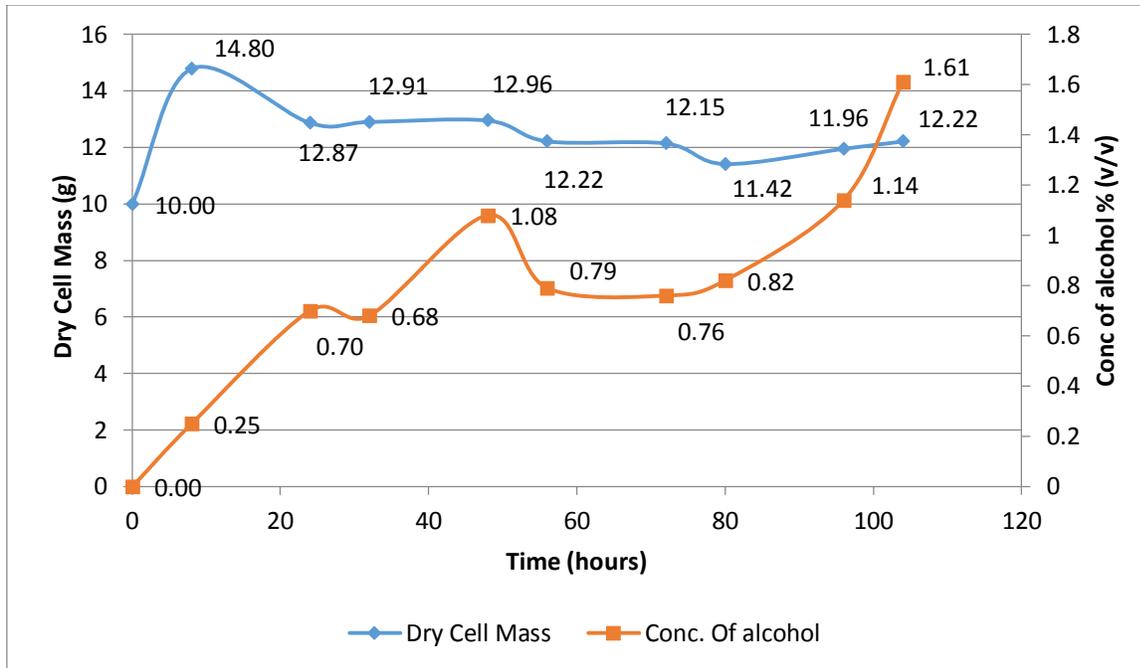
Tables

- Insert **Borders** to put border lines in the table. You can select different types of borders
- The **Cell Margins** option which put spacing for the contents within a table cell
- You can **merge cells and align content** in the center of two cells.
- The **Text direction** option allows you to set the text in the table cell in different direction.
- Note: Data has been created in the Table function, to view the Gridlines, you have to check **View gridlines** in Table function.

Part 9

Charts

- Insert chart and select the **type** of chart you want. Insert your data in the Excel sheet. An example of a chart as given:



2. When you select a chart, 2 tabs will appear, **Design** and **Format**.
3. Under the **Design** tab, you have the option of adding chart elements through the **Add Chart Element** option You can modify the look and feel of the chart through the **Quick Layout** option. Edit chart data through **Edit Data** option.
4. Under the **Format** tab, you have an option of selecting a **specific chart element** in the **drop down box** and then click on **Format Selection** option in the **Current Selection** section to format that specific chart element through various formatting options.

Part 10

Table of Contents

1. Prerequisite function: Make sure the heading are formatted by the **Styles function**.
2. Under References, select Table of Contents and select **Custom table of contents**.
3. Choose the **Options** button on the dialog box and provide the **level of indentation number** for all the headings you want to put in your table of contents. The same number of indentation for different Styles will be on the same level of indentation.
4. Any Styles created will be automatically displayed at the **TOC level** for you to select them to be shown in the resultant Table of Contents.

5. You can update information in the table of contents, when you update the titles, numberings and page numberings, by choosing the **Update entire table** on the right clicked dialog box.
6. To only update the page numbering, Choose **Update page numbering only**
7. Mention about the cautionary measures.

Part 11

Inserting captions

1. Two types of captions
 - a. **Running number**, 1,2,3,4.....
 - b. **By Chapter**, 1.1,1.2,1.3, 2.1, 2.2, 3.1, 3.2, 3.3,..... (Prerequisite functions : **Multi-level lists** and **Styles** to do captions by chapter numbering)
2. You can select a **new label** and you can set to **position** the caption above or below the tables or figures, etc. (For example caption is below the figures and above the tables)
3. You can add captions and delete captions for tables, figures, equations, etc. For adding of caption, numbering is updated automatically. However for deletion, you have to do an additional step, Right click and choose "Update Field" to update the numbering for captions.
4. Caption can be re-arranged according to your tables, figures, equations, etc.
5. For chapter numbering, you have to do an additional step. Click on the **Numbering** button on the Caption dialog box and check the **Include chapter numbers**. Select **Heading 1** for **Chapter starts with Style** and select the **separator**, "." (period).
6. Mention about the cautionary measures.

Part 12

List of Figures/Tables

1. Prerequisite function: titles for figures and tables, etc needs to be done using the **Caption function**.
2. Under Captions section for References, choose **Insert Table of Figures** option, select the **Caption type** (Tables or Figures) to generate the listings.
3. You can update the title, numbering and page numbering through the **Update entire table** option when you update the details. (Note: Make sure to first press **Ctrl-A** to select the whole contents of the documents so that all Figures and Tables will be selected for changes).
4. If you want to update page numbering only for the listing, select the option **Update page numbering only**
5. Mention about the cautionary measures.

Part 13

Cross-reference

1. Prerequisite function : Label, figures, tables, etc with the Caption function.
2. Insert your cross-reference by opening the **Cross-reference box** under the Captions, References section.
3. Choose the **Reference type** (Example : Figure) and for the **Insert reference to:**, choose **Only label and number**
4. Add or remove a figure and its caption and update all cross-references by pressing **Ctrl-A** and select the **Update field** option after right - click to open the dialog box.
5. Mention about the cautionary measures.

Part 14

Page numbering

1. Insert a **continuous section break** at the top of the page where the page numbering changes.
2. Show the section break in the **Outline Views**. You can **delete** the section break in this view should you need to.
3. Insert the **page numbering** under **Footer section**.
4. Highlight the 2nd page numbering under the **italic numbering** part and select **Format page numbering** under Page numbering in Footer mode and change it to i, ii, iii,..... **Italic** page numbering.
5. Select **different first page** under **Options** section in Footer section, to delete the first page numbering for **cover page** while maintaining **subsequent page numbering from page “ii” onwards**.
6. Highlight the first numbering in the Arabic page numbering section, and select **Format page numbering** under Page numbering in the Footer mode. Ensure numbering format is 1,2,3... and enter **1** at **Start at:** section to restart the page numbering at page 1.
7. Mention about the cautionary measures.