

Edge Hill University

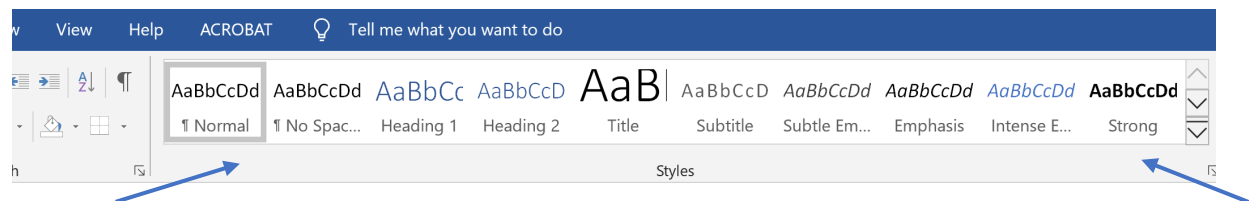
Getting Started with Microsoft Word | Long Documents and Formal Reports

Contents

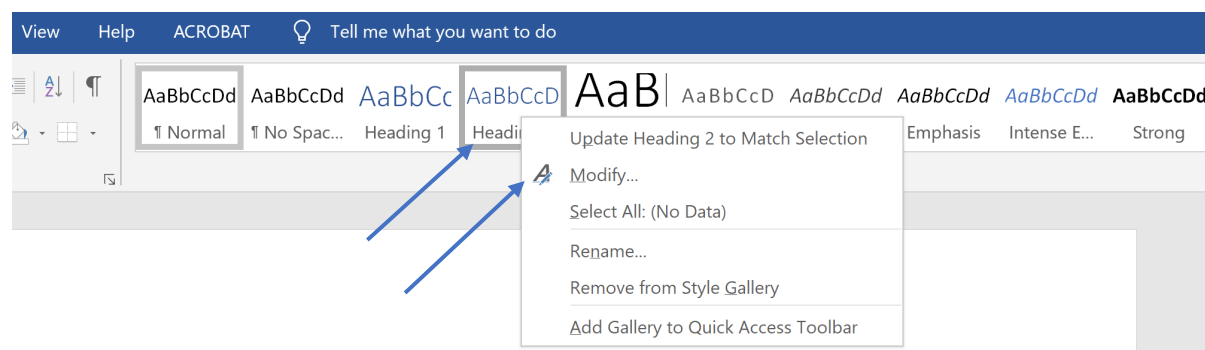
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Styles

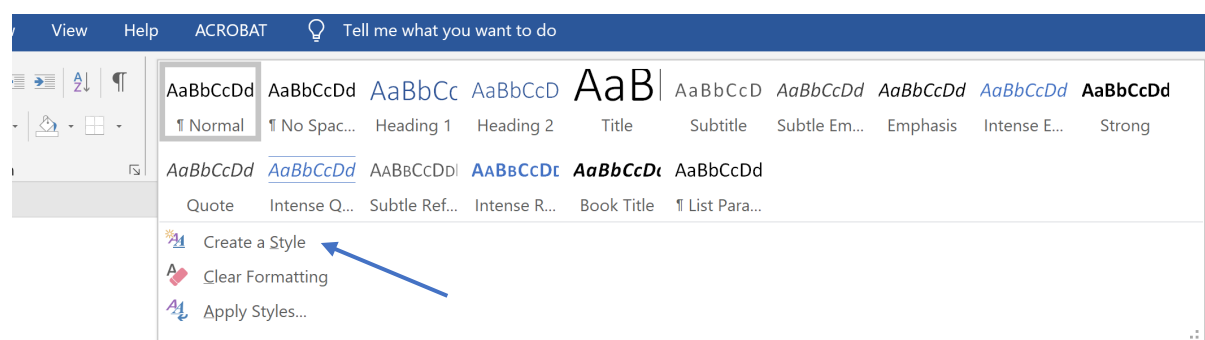
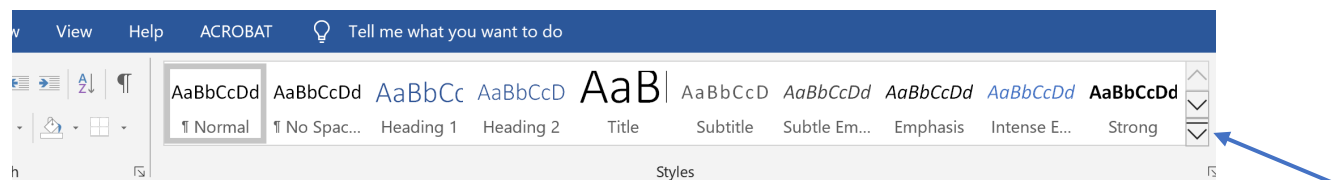
Styles can be applied to document headings, sub-headings and text by clicking the **Home** tab then selecting a style.



Edit an existing style by **right-clicking on the style** then selecting **Modify**.



Add a new style by clicking the right-hand arrow to open the drop-down interface then clicking **Create a Style**. Click the **Modify** button then enter details of how the style should be formatted in terms of font size, style and position.



Once added to a document Headings and Subheadings can be quickly accessed by clicking **View > Navigation Pane** to open the **Navigation** interface, then clicking the link to the heading required.

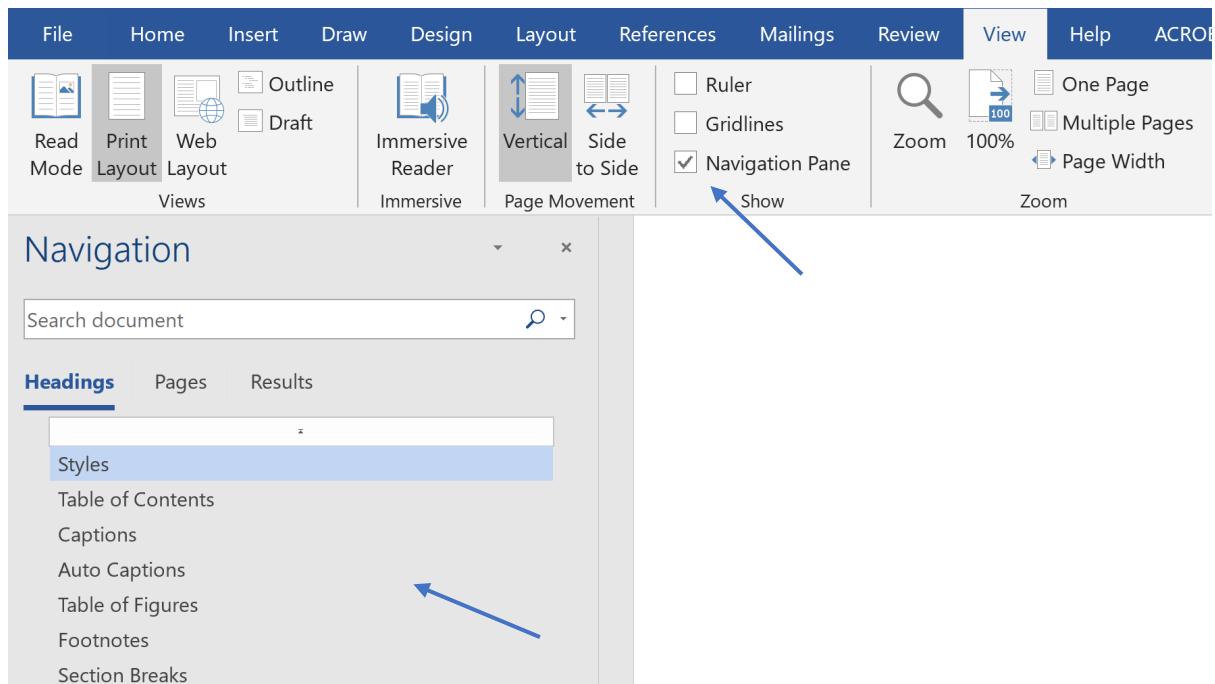
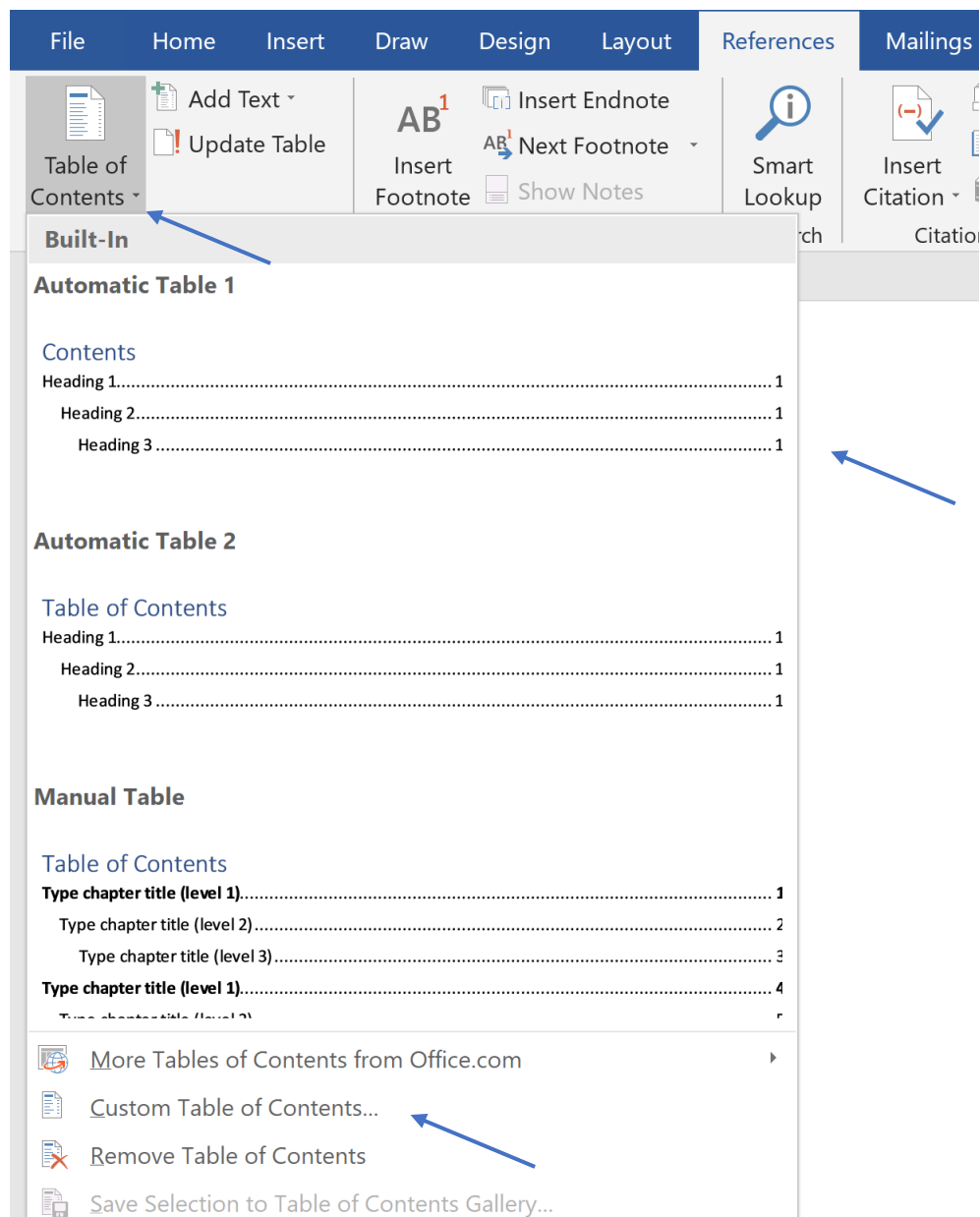
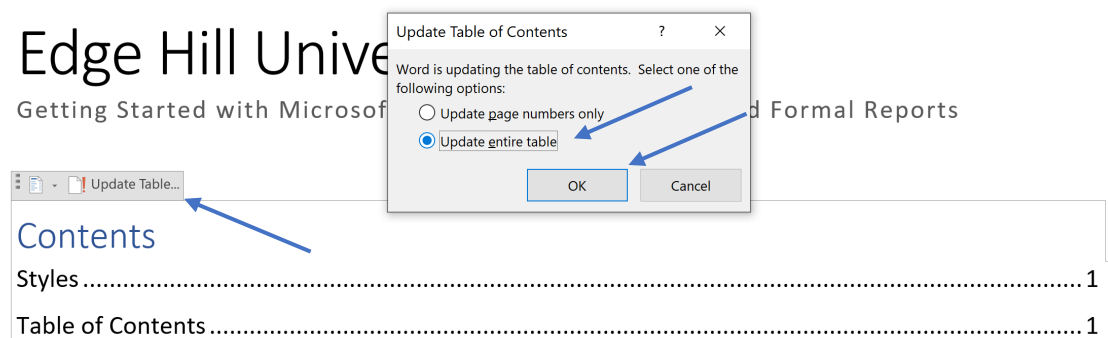


Table of Contents

Word can automatically create a contents page using headings already added to the document. To insert a Table of Contents, click **References > Table of Contents**. Choose one of the automatic options, or define a new one by clicking **Custom Table of Contents**.



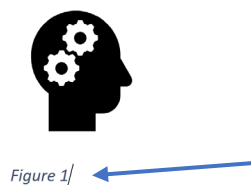
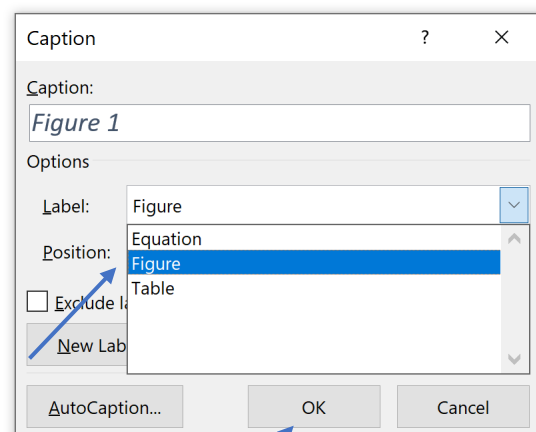
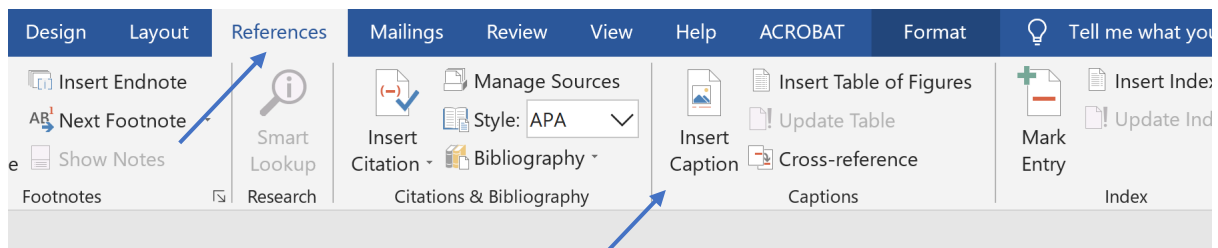
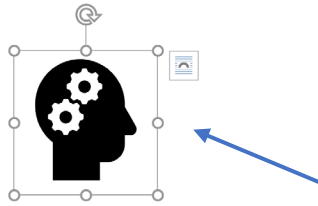
After changes are made to the headings or pages of the document the table of contents will require updating - click on the table then click **Update Table > Update entire table > OK**.



Hint: **Double-click** on the Table of Contents to change the font or style.

Captions

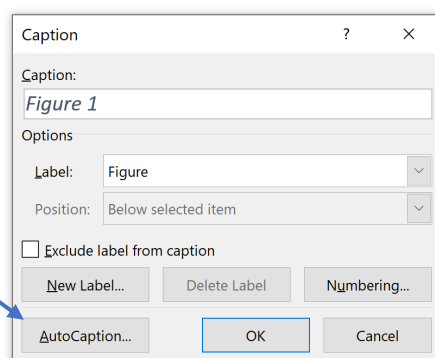
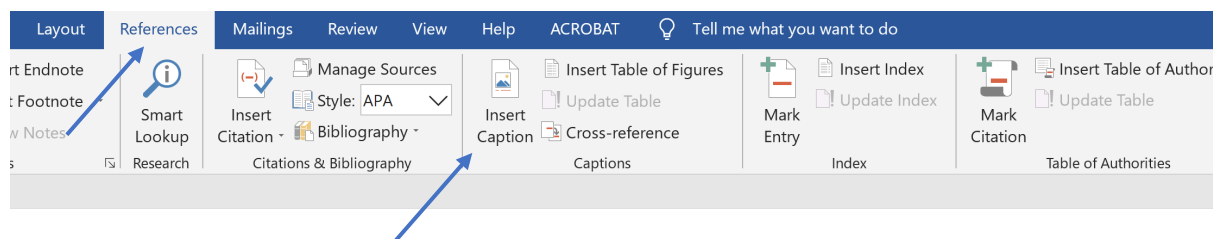
Captions can be added to tables, images or other figures in a Word document. To add a caption, click on the item the caption is to be added to then click **References > Insert Caption**.



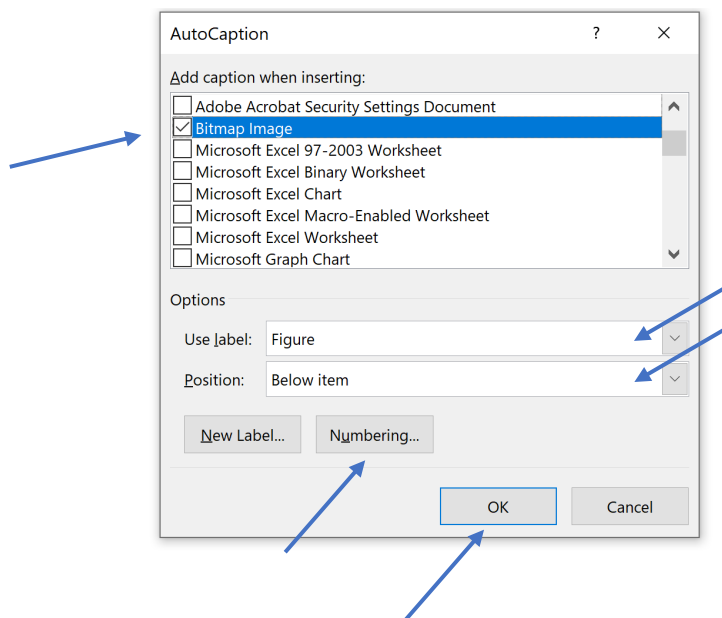
The default caption types are **Equation**, **Figure** and **Table**; should a different type of caption such as “Image” be required, click **New Label** and add the type. The position of the label and numbering can also be selected from the options provided.

Auto Captions

A document can be set up to automatically add captions to certain objects; click **References > Insert Caption > AutoCaption**.



Select the objects that will automatically have captions added to them when inserted then select the label type, position and edit numbering options - click the **OK** button to confirm.



The style of all captions can be changed if required, click **Caption** in the list of styles, then **right-click** > **Modify**. The font size, style, colour and position of the text can all be defined.

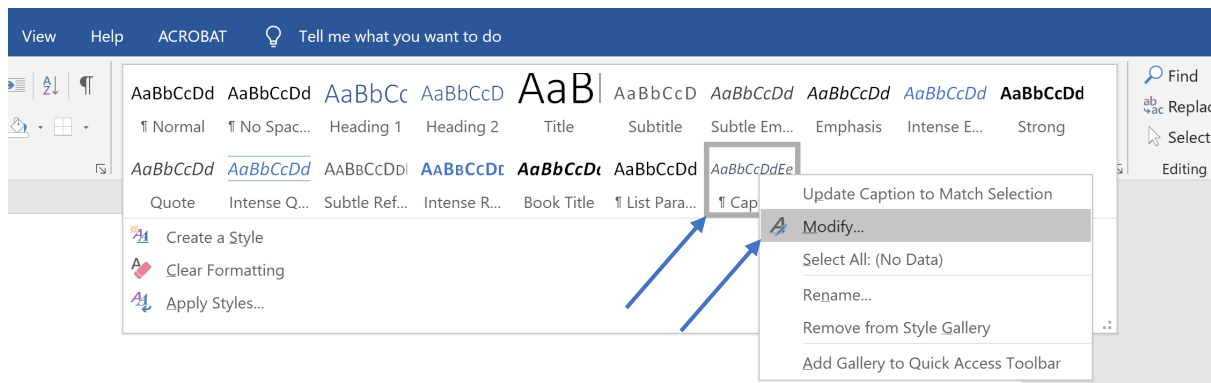
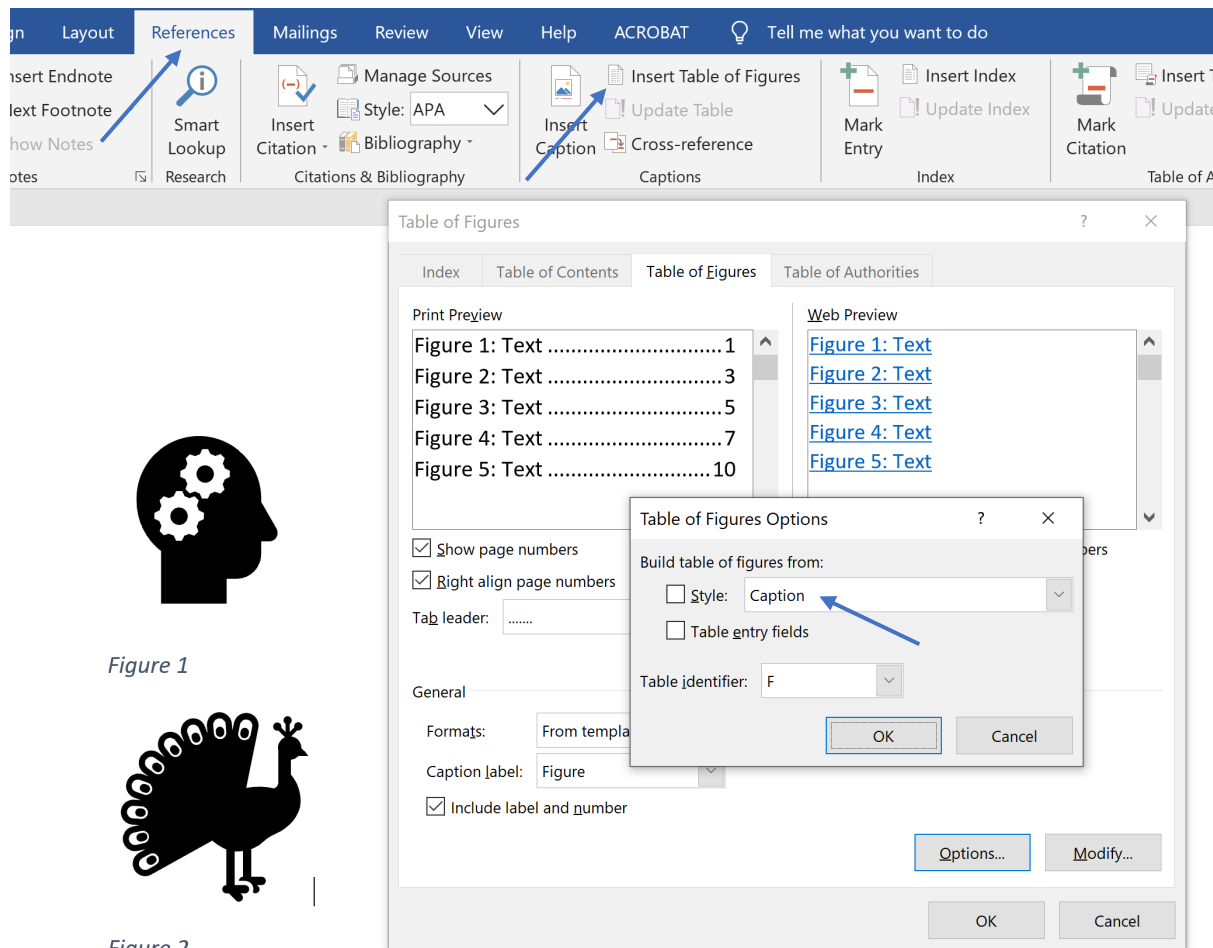


Table of Figures

Word can create a table of figures from captions provided to items in a document. Click **References > Insert Table of Figures** then choose the type of captions for the list - click **Modify** to change any font styles or sizes then click **OK**.



The screenshot shows the Microsoft Word interface with the 'References' tab selected. The 'Table of Figures' dialog box is open, displaying a 'Print Preview' and a 'Web Preview'. The 'Print Preview' shows a list of figures with page numbers. The 'Web Preview' shows the same list with hyperlinks. The 'Table of Figures Options' dialog box is open, showing options to build the table from 'Caption' or 'Table entry fields'. The 'Caption' option is selected. The 'Table identifier' is set to 'F'. The 'Caption label' is set to 'Figure'. The 'Include label and number' checkbox is checked. The 'Options...' button is highlighted.

Word creates separate lists for each item type - one list for images, another list for tables etc.

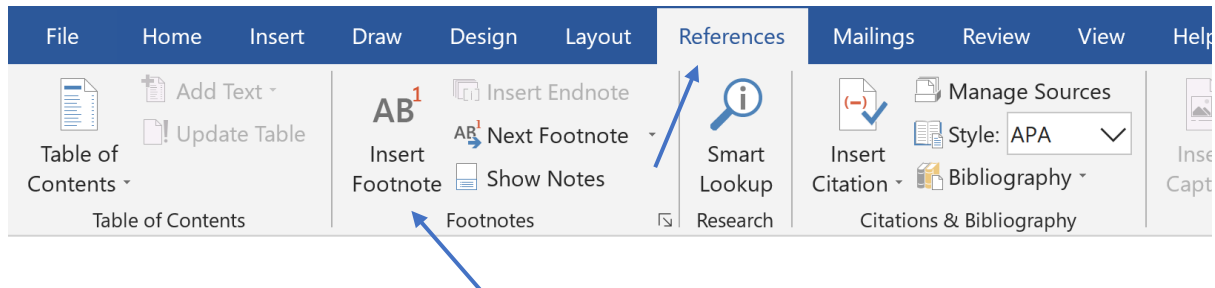
Figure 1	1
Figure 2	1
Figure 3	1



Figure 1

Footnotes

Footnotes can be added throughout a document providing sources for facts and ideas or more information that cannot fit into the main body of text. Click at the end of the word where a footnote is to be added then click **References > Insert Footnote**.



The cursor will move to the end of the page where the additional information may be added.

¹ Professor Brian Edward Cox OBE, FRS

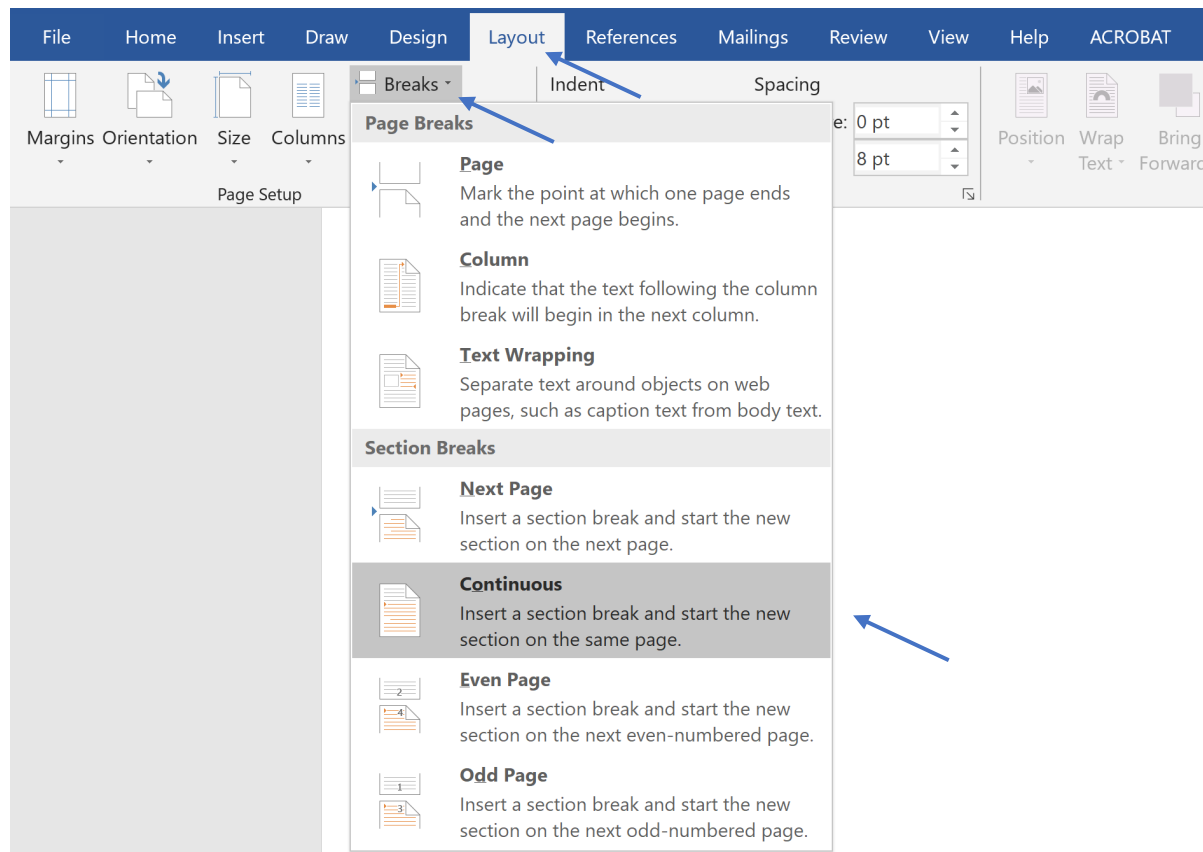
Hovering over the footnote in the document will make the added information appear.

“We are ¹Professor Brian Edward Cox OBE, FRS conscious and life is the means by which the universe understands itself.”¹

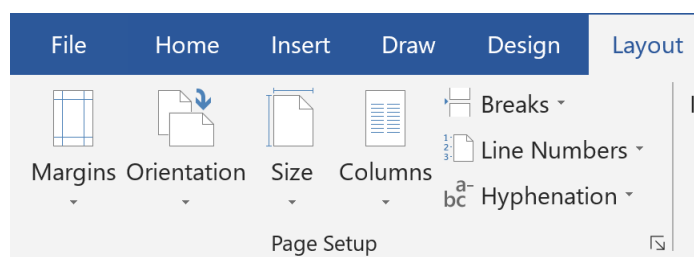
Hint: The format of footnotes can be changed by opening the footnote dialog box then defining the numbering format, where the footnotes should appear etc.

Section Breaks

Section breaks can be used to control the formatting of a document. Click **Page Layout > Breaks** to view the different types of section breaks. Click in the document where a break is required then choose the appropriate break.

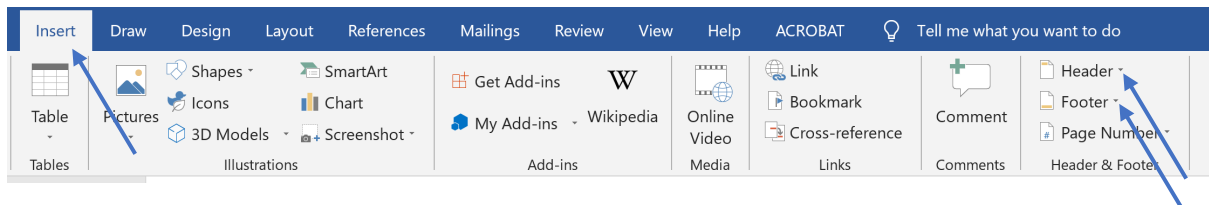


Once section breaks have been added to a document, different formatting can be applied to the separate sections within it e.g. the Page Setup tab options could be used to apply settings to just specific sections instead of the entire document.

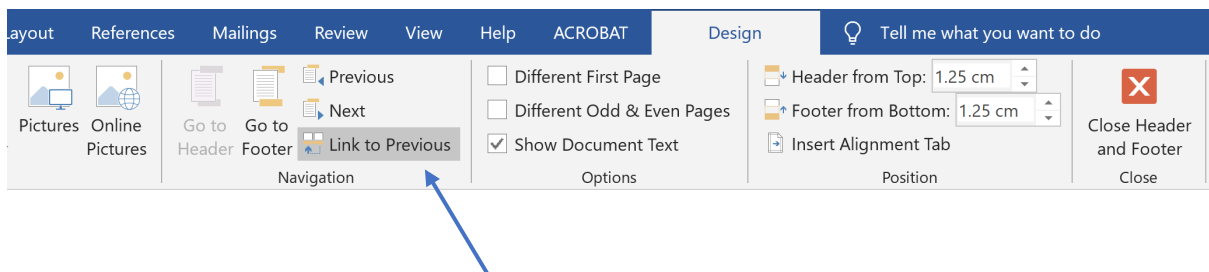


Section Headers and Footers

By incorporating section breaks, separated parts of a document can have different headers and footers e.g. all pages of a specific chapter could have the chapter name or number as a footer. Add the section breaks in the appropriate places then click in the first section and add the header or footer of choice by clicking **Insert > Header** or **Insert > Footer**.

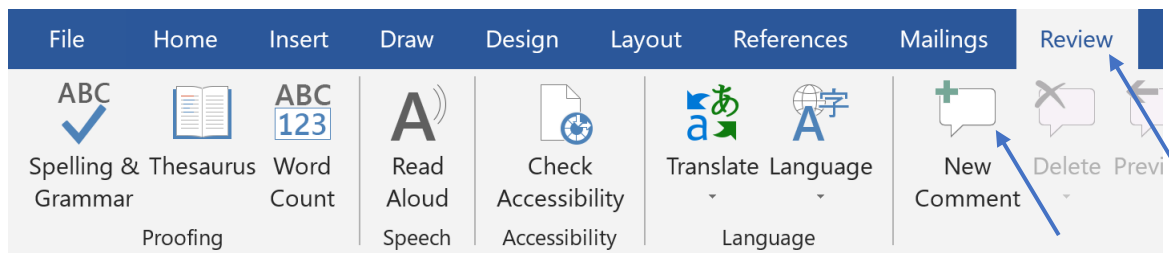


Repeat for the next section, but in this section, ensure **Link to Previous** is selected to break the link and make sure the header or footer only remains in the one section.

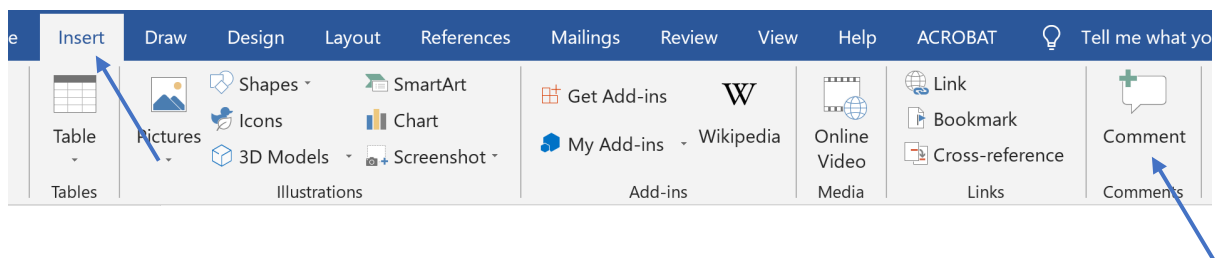


Collaborative Editing

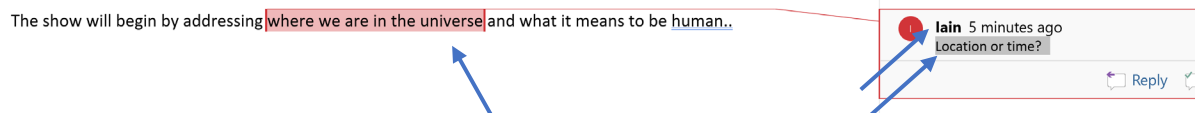
To add comments to a document, select the word(s) the comment should appear on then click **Review > New Comment...**



...or **Insert > Comment.**



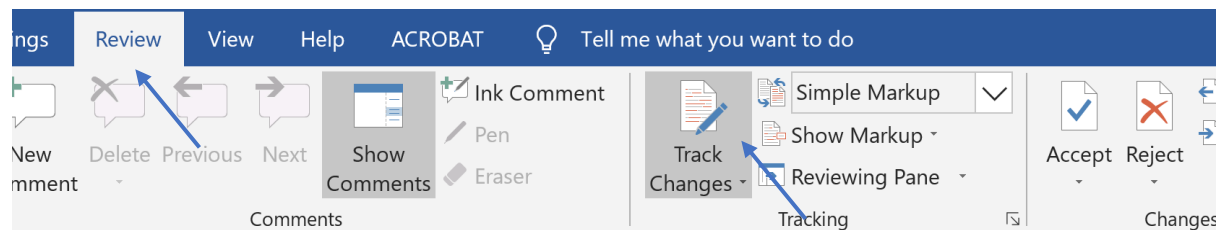
The selected word(s) will be highlighted in red and a box will appear at the side of the document to type the comment into; the computer user's name will appear in the box to identify who made the comment.



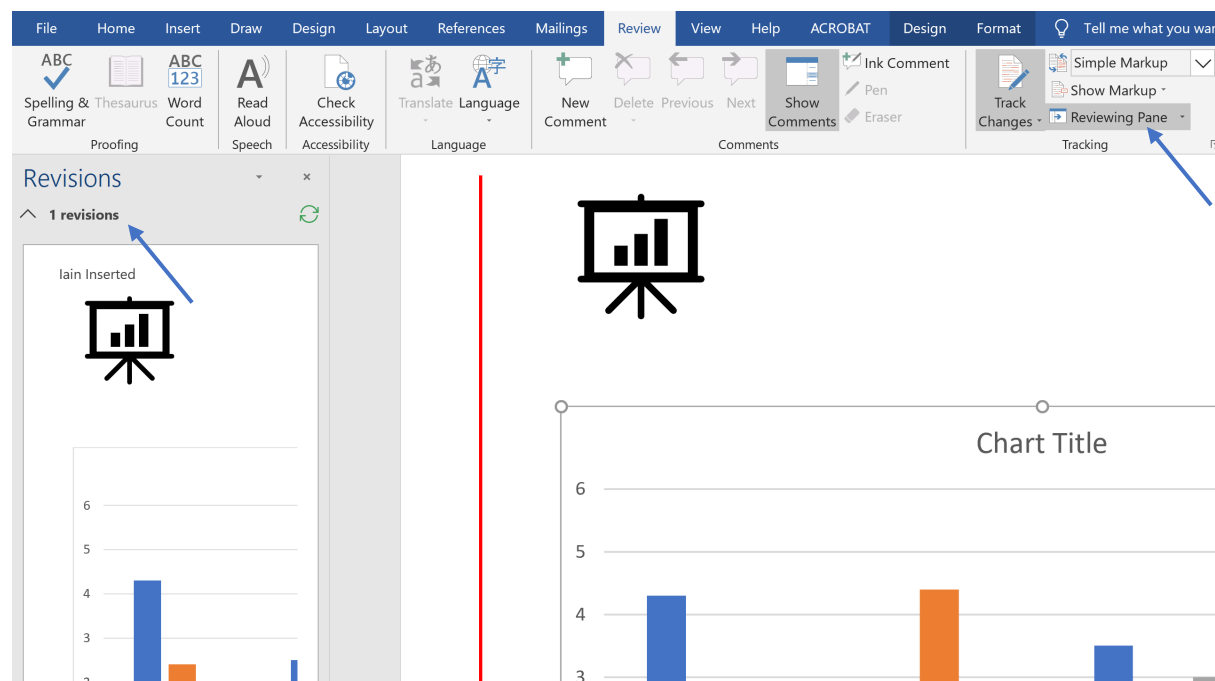
To delete a comment, **right-click** then select **Delete Comment**.

Tracking Changes

Tracking changes allows a document author to see all changes made in a document e.g. objects that have been added, deleted or amended. Click **Review > Track Changes** to begin the tracking process.



Click the **Reviewing Pane** icon to view past changes made to the document. Click on the top revision in the reviewing pane and select either **Accept and move to next** or **Reject and move to next** to accept or reject changes.



Password Protection

Restrictions may be added to Word documents which can prevent unauthorised users opening or editing a document. All changes made to a document can also be forcibly tracked throughout and then reviewed in the **Viewing Pane**. To set protection options, click **Review > Restrict Editing** then select the level of restriction. Add a password to protect the document by clicking **Yes, Start Enforcing Protection**.

