URBP 298: MS Word Tips and Techniques

Adding headers and footers

Go to View, then select Header and Footer

You will get an image on-screen that looks something like this:

If you run your cursor over the different icons, you will see what each one does (for example, insert page number, date, or time; you can also switch between the header and the footer).

You can format the text in your header/footer just like you would text in the rest of your document.

Note: The "format page option" allows you to change the style of your page numbering, adjust page numbers based on different sections in your document, etc. There is a quick shortcut if your goal is just to add page numbers. Go to Insert, then select Page Numbers.

To exit out, select "Close."

Insert section breaks

Go to Insert, then Break

You will get an image on-screen that looks something like this:
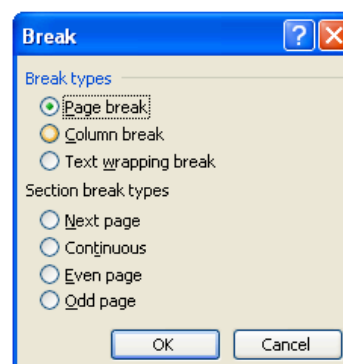
Here you can identify the type of break you want (most common will be "Page break" or the "Next page" option under "Section break").

Note: the "Section break" option is particularly useful if you want to change your page numbering-style between sections of your document.

Using styles

Styles can be an easy way to create consistency throughout your document, particularly with regard to chapter headings, subsections, captions, figures, etc. Using styles also makes it very easy to create and maintain your table of contents, table of figures, etc.

Select desired text. Select Format, then Style and Formatting.

From this menu (which will appear on the right of your screen), you can choose the specific style you want to use. For example, you will likely want all of your main chapter headings to be categorized as "Heading 1." The next level of sections within your chapters, you will likely want to categorize as "Header 2" and so on.

Note: You are encouraged to name your own styles to make it easier for you to remember which style type you use where in your documents (e.g. Chapters, Main Heading, Subheading, etc.). This can also be helpful when working on multiple computers. You can also use styles for creating block text (helpful for block quotes) and for your general body text as well.

If you do not see the style option you want listed on the menu, go to the bottom of the screen to "Show" and select "All styles." Now you can scroll through the list to select the style that best fits what you want to accomplish.

To change the look of a style, place your cursor over the ¶ symbol located to the far right of the style you wish to change. This symbol will change to a down arrow. Click this arrow to bring up a drop-down menu and select "Modify." Now you can change the font, font size, justification, text style (bold, italic, underline, etc.).
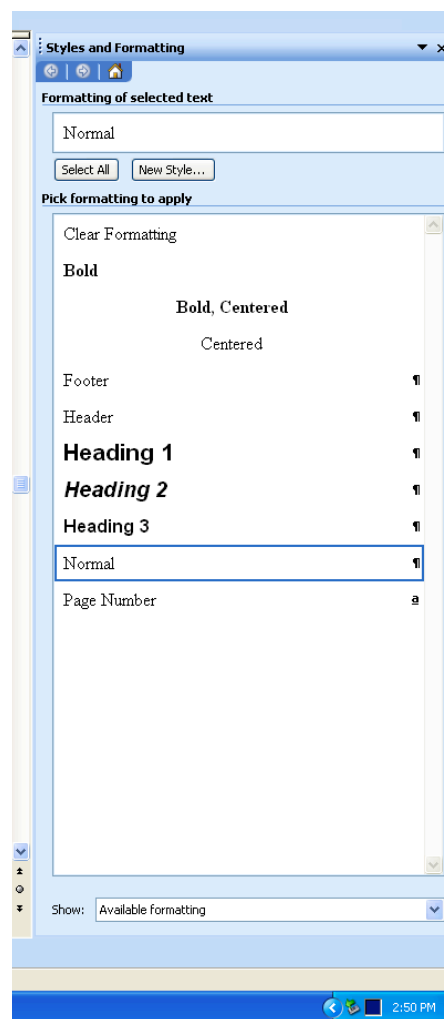
Viewing the outline created with your styles

Go to View, and select Outline (you may need to select the double-arrow at the bottom of the View menu to bring up more options). You can then change the level of detail you want to show by selecting one of the options from the drop-down menu as indicated in the image below. In this example, I have selected "Show Level 2" and my document will only show the text categorized by Header level 1 and Header level 2.
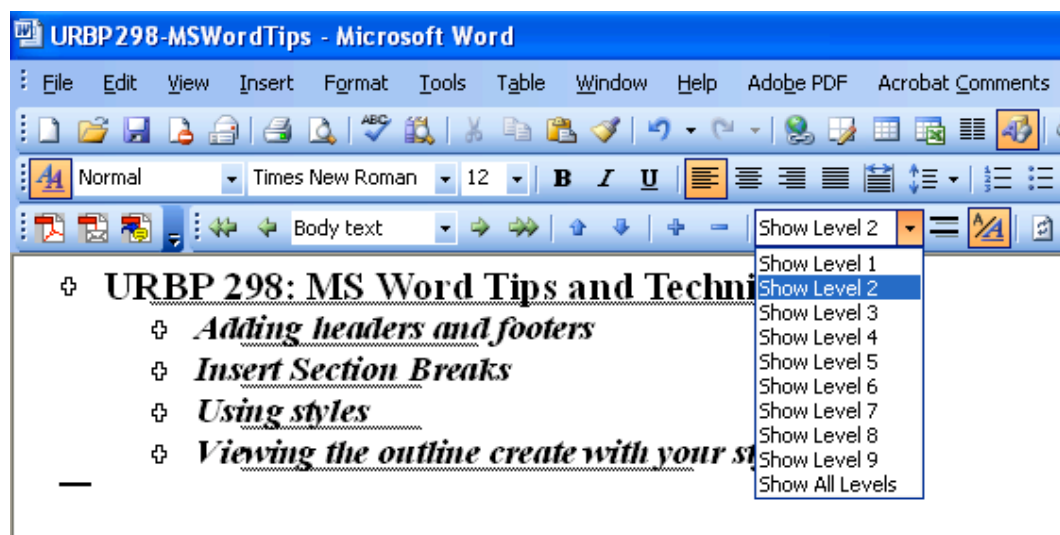
View document map

The document map option is a great way for you to manage long documents. Select View, then choose Document Map from the drop-down menu (you may need to click the double-arrows to bring up more options). As a shortcut, you can also bring up the Document Map by clicking the icon next to the ¶ symbol on the Standard Toolbar (see first image below).
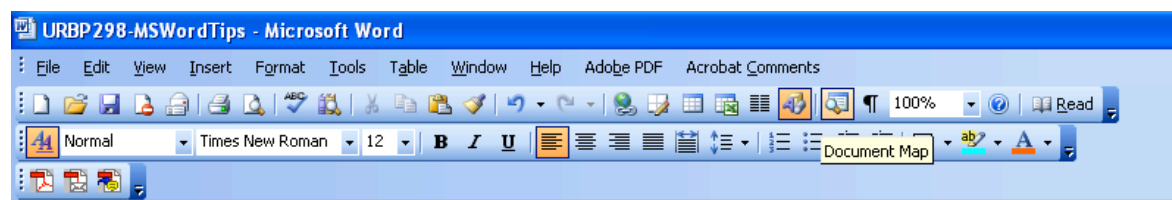
The document map view looks something like this:
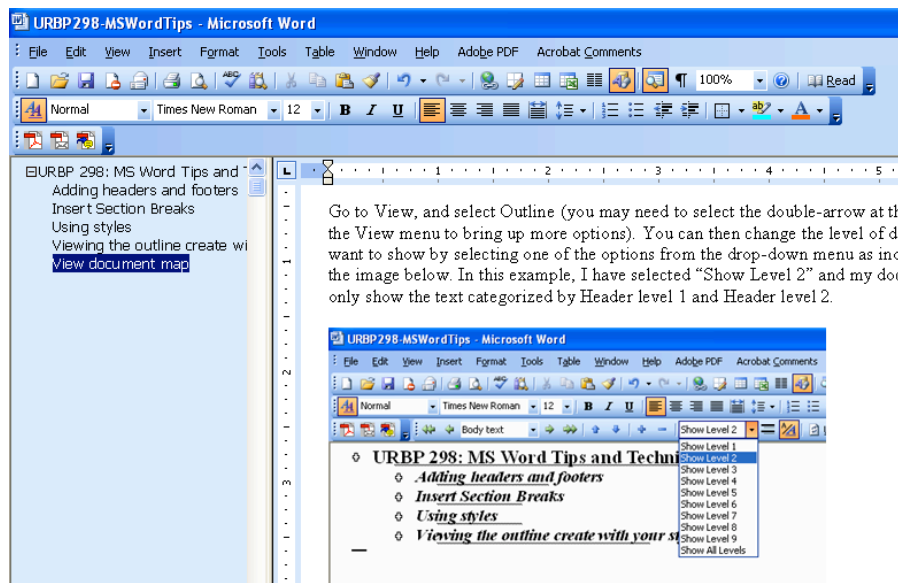
The left-hand side of your screen will show a navigation pane. To jump directly to a specific part of your document, simply click on that text in the frame.

## *Creating a table of contents from style headings*

Using the automatic table of contents feature in Word can save you a ton of time and keep you from pulling out your hair (or your neighbor's) as you finalize the formatting of your master's report.

Put your cursor where you would like your Table of Contents to go. Select Insert, then Reference, then Indexes and Tables. Select the Table of Contents tab. This will bring up a window that looks something like this:
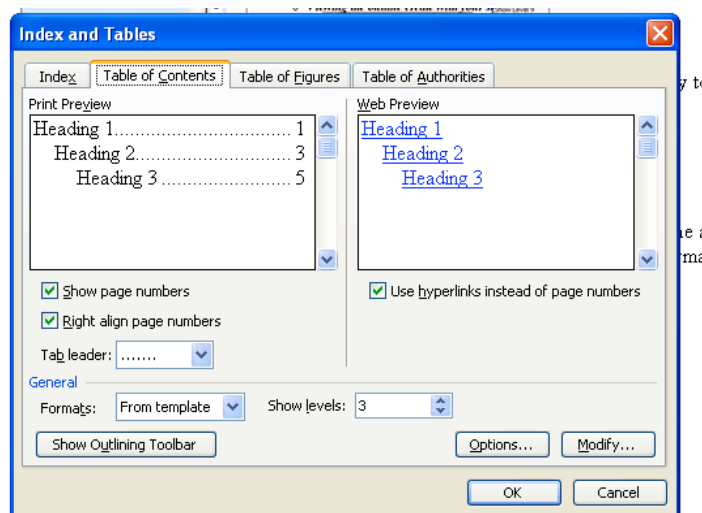
From this window you can change how your table of contents will look – e.g. the number of levels that will be shown ("Show levels"), what the format of your table of content will look like (under "Modify"), etc.

When you click on your table of contents, it will display with a grey background (see image below). To update your table of contents (i.e. make sure it is displaying the current page numbers, latest text changes for headings, etc.), click to the left of the table of contents and press F9. You can choose to update the entire table or just the page numbers.
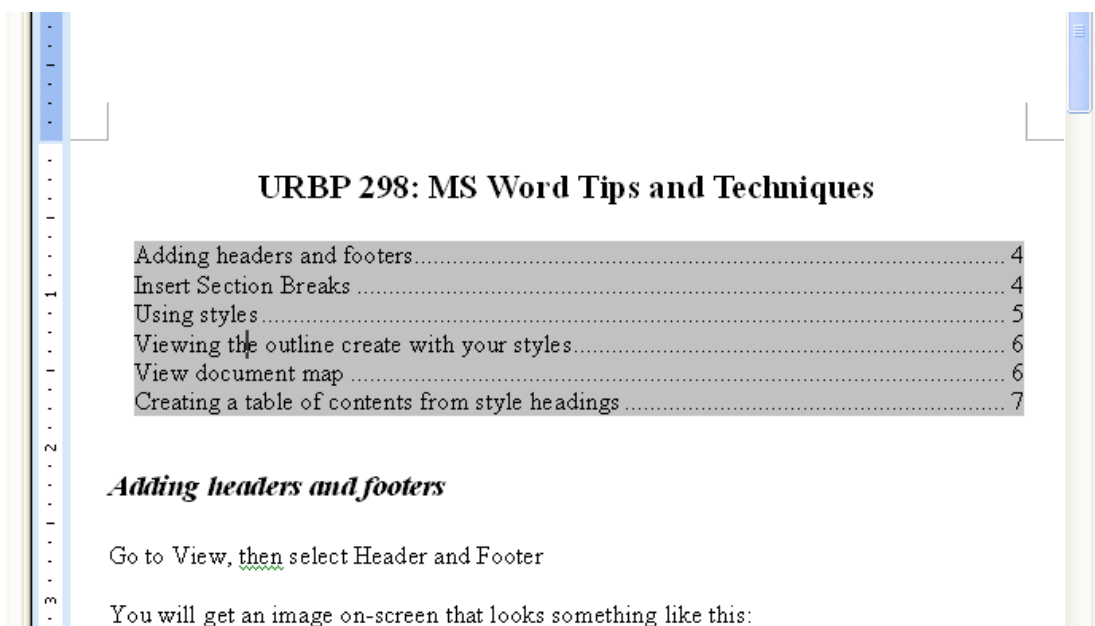
Insert a figure or graphic

Go to Insert, then select Picture, then From File. Navigate to where the picture is located, click on the file and select "Insert."

You can select how you want text to appear around your figure by choosing Format, Picture, and selecting the Layout tab (make sure you have clicked your picture first to let Word know that

you want the menu options for pictures, not text). You can access this same information by right-clicking your mouse button on the picture as well. The layout choices are shown below. Once you have selected your layout option, choose "Advanced" and make sure that the Lock Anchor option is selected.
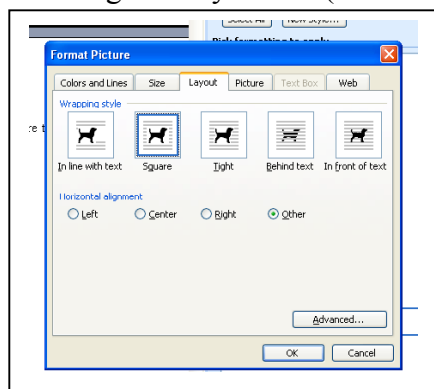
Word can sometimes be a little persnickety when it comes to embedding images and objects. Another way to address some of these problems is to first create a text box and then place your image inside the text box. Go to Insert, then select Text

Box, then either vertical or horizontal (most likely you will want horizontal, but I can imagine some cases when you would want your object placed vertical – a landscape-shaped picture, large table, etc.). You will then use your mouse to drag and create a text box within which you can place your image, object, or even text if you want to create a side-bar in your report.
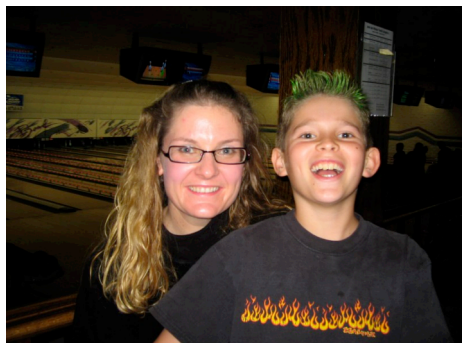

Figure 1: Bowling Night

Inserting tables and captions

From the Table menu, select Insert, then Table. Select the number of columns and rows that you want and select OK. Additional formatting for the Table can be accomplished using the Table menu.

By creating a title for your table using Insert…Caption, you can then create a "Table of Tables" just like the Table of Contents for your report.

Click on the table and select Insert, then Caption. Change the label if necessary to "Table." You can now add a more descriptive title for the table (e.g. Table 1: Table Example).

Table 1: Table Example

To create your Table of Tables (you can also do this with figures or charts), select Insert, then Index and Tables. Click the Table of Figures option and then make such the caption label indicates "Table." From this box you can also make any adjustments to the formatting and style.

Inserting cross-references

In a long document, in can sometimes be difficult to keep track of the number of tables, figures, or charts as you are working in the text. It is always important to refer to these items in the text, but you want to make sure that when you are talking about Table 1, you are actually referring readers to the correct table. One way to make this easier is by using cross-reference.

To insert a cross-reference, select the information you want to reference (e.g. Table 1). Select Insert, then Cross-reference. You can then select the type of cross-reference (table, figure, etc.) and then type of information you want to have displayed in the text (entire caption, just label & number, etc.).

Removing hyperlinks

To remove (or insert if desired) a hyperlink, first select the text you want to modify. Then select Insert and Hyperlink. You can then click the Remove Link tab at the bottom. (If you are inserting a hyperlink, you can also use this box to identify where the hyperlink will connect to.)

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