



Word Processing for Dissertations

Microsoft Office 2016

Word Processing for dissertations

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These notes do not explain every feature of the application therefore you are expected to make use of the Help facility.



Note: This icon denotes important information – read it carefully.



Tasks This icon denotes a task which should be carried out to help you gain the skills required.

Reference to the ICT Skills booklets on Word Processing and Integration may be useful to help you complete this booklet.

If you have any comments or queries, please contact:

The ICT Skills tutor within your Learning Development Centre.

Glasgow School for Business and Society – 0141 331 3300

School of Health and Life Sciences – 0141 331 3456

School of Engineering and Built Environment – 0141 273 1230

Steps in Writing a Dissertation

1. Finding out the requirements

Before you start writing your dissertation you should check what the regulations and requirements are within the University and your programme, e.g. what font size, line spacing and justification should be used in your document. After you have gathered all the necessary information, think about what styles you are going to need and what formatting you want for each style.

2. Create and modifying styles

The styles will save the formatting of the document text, section headings and so on. These settings can then be applied with one click.

3. Format the pages

Set the formatting of the document pages – margins, headers, footers and page numbers.

4. Save settings and formatting in a template or new document

A template or a document will save the styles and the page formatting so they can be used as a base for your document. Any existing text can simply be copied into this new file and the styles can be applied to it.

5. Creating and using captions, bookmarks, citations, footnotes and endnotes

The use of captions, bookmarks, citations, footnotes and endnotes provides consistency within a document which can be modified and have text moved whilst keeping the references correct.

6. Creating a bibliography

If citations are used, the bibliography can be created automatically at the end of the document.

7. Generating a table of content

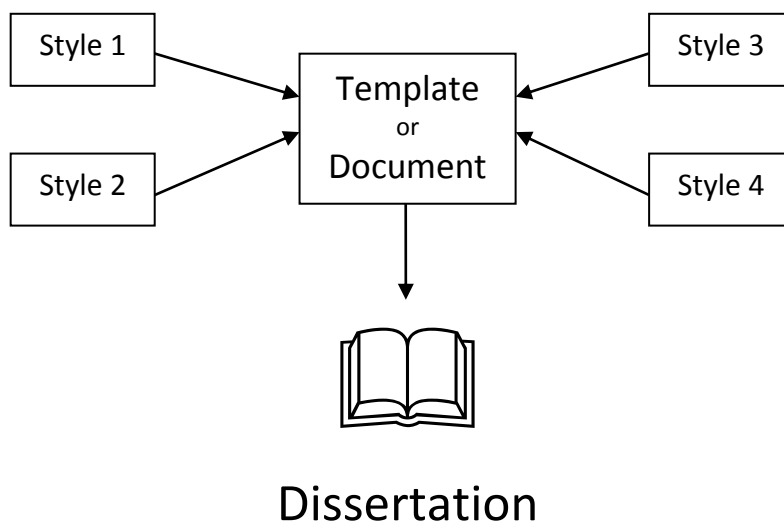
If the styles were created and used appropriately, generating the table of content is one of the final steps to create a professional looking document.

Writing Dissertations on a PC

Dissertations and theses may contain many chapters and hundreds of pages. When submitting the final document for marking it is important that it meets University requirements and looks professional, with a consistent appearance. This booklet will show you how to use:

- **Styles**
- **Templates**
- **Captions**
- **Bookmarks**
- **Cross Referencing Document Objects**
- **Page Numbering**
- **Footnotes and Endnotes**
- **Citations**
- **Bibliography**
- **Table of Contents**

These will help you to organise and produce a large document with a professional consistent appearance.



Note: To complete this workbook you must:

Download the files – History of Computers.docx. These can be found in the GSBS Learning Development Centre Community within the ICT Skills section. Save them to your user workspace (H: drive) or other suitable space if working from home.

Getting Started

Open MS Word and start a new document. The document should then be formatted with the margins, headers, footers and page numbers required to meet the specifications you have been given.



Note: Within a large document with facing pages you may also be required to leave extra space in the inside margins for binding. MS Word provides a **Gutter** command which enables this space to be inserted. To insert a gutter, go to the **Page Layout** tab, choose **Margins** and **Custom Margins** from the menu. The **Page Setup** dialogue box will open enabling you to set your margins including the **Gutter** option. Set the gutter to the requirements provided by your programme.



Task 1

Open Microsoft Word and start a new document. Set the margins of the document to: top - 2.5cm; bottom – 2.5cm; right – 2.5cm and left – 3.0cm.

Add automatic page numbering at the bottom, middle of the document.


Formatting Styles can now be created for the document.

What is a Style?

A style is a collection of formatting settings brought together for ease of use. You can have separate styles for different elements within a document, for example, you could have a body text style consisting of, Arial font, size 12, double line spacing and justified. You can also have styles for headings, quotations and so on. The use of styles is very useful, especially when you have a large document that has to have consistent formatting.

MS Word has a number of in-built styles that can be used to format elements of your document. These styles include Heading styles; Body Text styles; Quote styles and so on, however they may not meet your requirements. To overcome this you can create your own styles, or modify the ones which already exist.

Creating a new style

To create a new style, from the **Home** tab open the **Styles** pane by clicking on the **Styles** pane launcher . This is found at the bottom right hand corner of the **Styles** group. The **Styles** pane will open at the right hand side of the screen, **Figure 1**.

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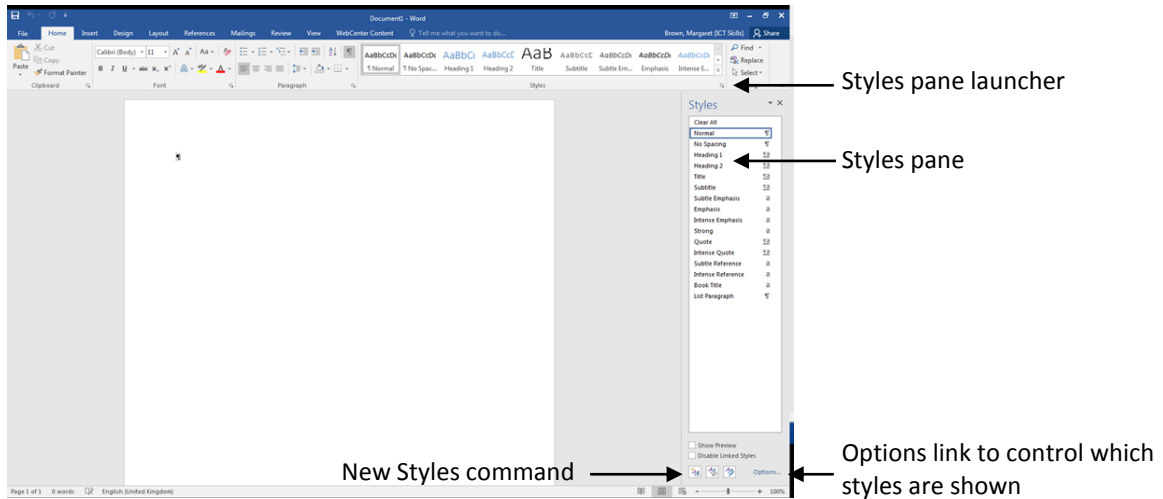




Figure 1: Styles pane and Options link to control which styles are shown

From the **Styles** pane click the **New Style** command .



Task 2

Open the Styles pane and click on the New Style command.

The **Create New Style from Formatting** dialogue box will open, **Figure 2** with various options for you to set. It has two sections – **Properties** and **Formatting**.

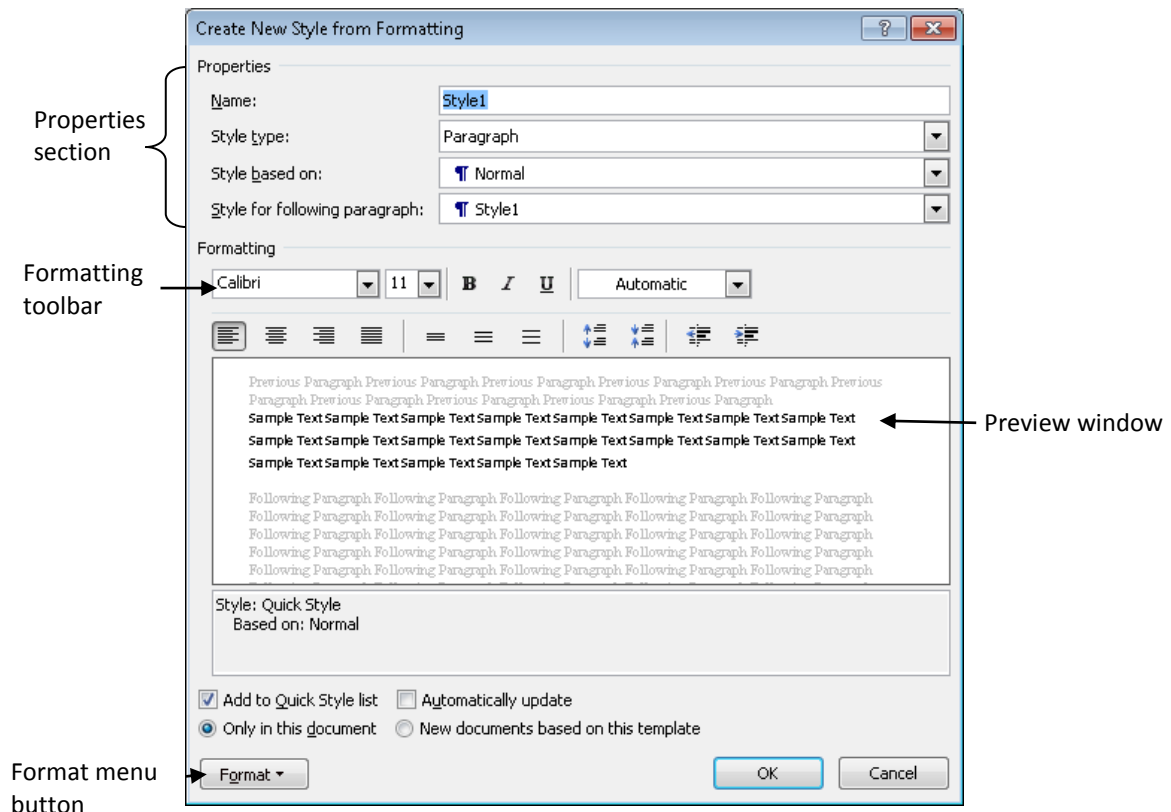


Figure 2: Create New Style from Formatting dialogue box

Properties section

The properties section has four fields which can be used to set the formatting of the new style:

Name: Type in a name for the new style. Use a name that will be easy to identify and which relates to the purpose of the style. The style name should not exist in MS Words default styles.

Style type: Choose a style type from the drop-down menu. It is set by default to paragraph and in most cases this will be the appropriate choice.

Style based on: This option allows you to choose a style from the drop-down menu as the basis for your new style. Choosing a style from this menu to base your new style on will create a hierarchical link between these styles. Therefore if you change the base style it will apply the changes to all of the styles which are based on it. Usually the styles are based on Word's body text style (called **Normal**).



Note: Changing the formatting within a style that is used as a base will change the formatting for all hierarchically linked styles.

Style for following paragraph: You can choose to have one style follow another ensuring a consistent appearance within your document. For example if you have a Heading style, you could choose that your document body style follows after it, by selecting it from the drop-down menu.



Task 3

Create a new style:

Name: **Dissertation Body**; Style type: Paragraph; Style based on: Normal; Style for following paragraph: Normal.

Formatting

After you have completed the **Properties** section you can now set the formatting for your style. The formatting options appear in the **Formatting** section of the dialogue box. The **Formatting** toolbar, **Figure 3** provides the same formatting options as those in the **Home** tab in MS Word. Use these options to choose formatting for your style.

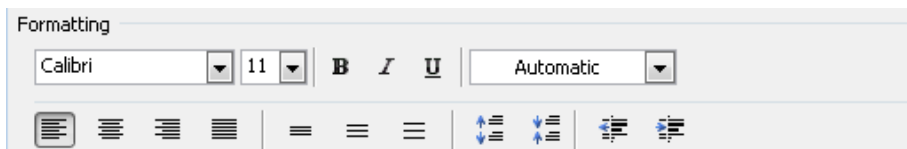


Figure 3: Formatting toolbar

Some of the more advanced formatting features are available within the **Format** menu which appears when you click on the **Format** menu ▼ button, **Figure 2**. One advanced feature which is important to change is the **Paragraph** settings, ensuring that the outline level, line spacing and before and after spacing are correct. To view or change these settings click on the **Format** menu ▼ button and choose the **Paragraph** option. The **Paragraph** dialogue box will open enabling you to change these options as required for your new style. Click on the **OK** button to close the dialogue box.



Note: Do not check the **Automatically Update** option. If this option is on, any manual modification of the formatting of text, with this style applied to it, will modify that style as well.



Note: Any styles that you create and modify will be available only in the current document. You can use them in other documents by saving this as a template or by copying them to other documents, this can be found in the additional information section.



Task 4

Format the new Style with the following: font type: Arial; Font size 12; left aligned; font colour to be black.

From the **Paragraph** option in the **Format** menu▼, set the line spacing to 1.5, the spacing before to be 6pt and the spacing after to be 18pt. Click OK to close the two dialogue boxes. Your new **Dissertation Body** style will show in the Styles pane.

Heading Styles

Sometimes within a large document you may require different types of headings, for example you may require a heading for your Introduction, Abstract and References. You may also require numbered headings for example Chapter 1, Chapter 2 and so on. MS Word has a number of inbuilt heading styles which can be used; these styles will have an **outline level** attached to them which will allow you to automatically create a Table of Contents and hierarchically link headings and citations.

Outline Level

MS Words default heading styles will have an outline level of:

- 1 and will show in the Styles group or pane as Heading 1 which is the top level used for section or chapter headings.
- 2 which will show in the Styles group or pane as Heading 2 which has an outline level of 2 and is used for lower level sub headings (1.1).
- 3 which will show in the Styles group or pane as Heading 3 will have an outline level of 3 and used for lower level headings (1.1.1).
- Heading sizes go down to 9.



Note: If you do not use MS Words default style but create your own style you must assign an appropriate heading outline level to it to ensure it will appear in the Table of Content.



Note: If you have numbered headings and sub headings they will only be linked to each other if you use the inbuilt Heading styles available. These can however be modified to meet your formatting requirements.

Creating a Heading Style

Follow the steps outlined in creating a style.



Task 5

Create a new Heading Style and name it **Dissertation Heading**; Style type: Paragraph; Style based on: Normal; Style for following paragraph: Dissertation Body.

Format as follows: Font type; Arial; Font size 16; Bold; left aligned; font colour to be black.

To choose an Outline level, click the **Format** menu ▼ button and from the Format menu choose **Paragraph**. The **Paragraph** dialogue box will open, choose **Outline level**: as shown in **Figure 4** and select the appropriate **Outline level**.

It is important for headings to be immediately above the paragraph, i.e. not to allow the heading to be on one page while the following paragraph is on the next. To prevent this go to the **Line and Page Breaks** tab in the **Paragraph** dialogue box, **Figure 4** and choose the **Keep with next** option by ticking it. To close the **Paragraph** dialogue box click the **OK** button.

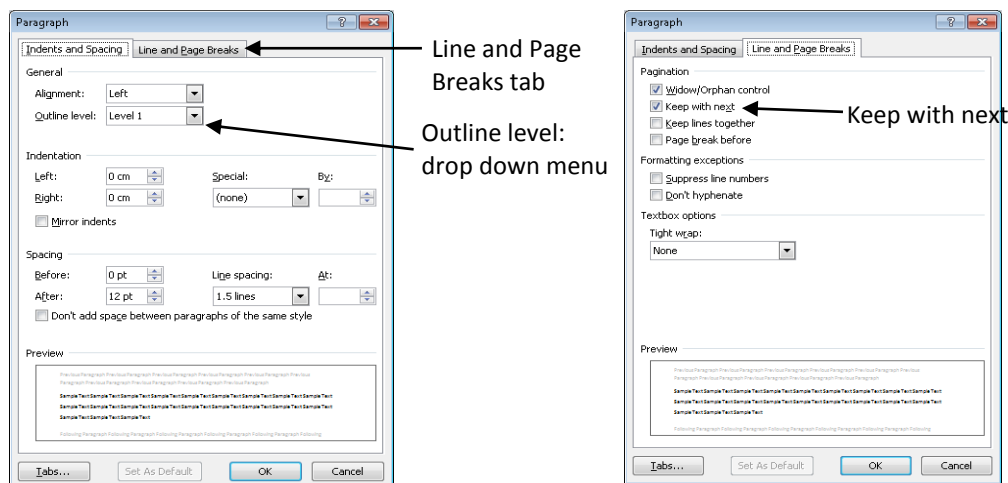


Figure 4: Paragraph dialogue box – Indents and Spacing (left) & Line and Page Breaks (right)



Task 6

From the **Paragraph** option in the **Format** menu set the style to Outline level 1.

From the **Line and Page Break** tab check the **Keep with next** option. Close the Paragraph dialogue box. Close the Create new style from formatting dialogue box.

Numbered Headings

To create a numbered heading style, follow the instructions above ensuring you give it an appropriate name. To add the numbering click on the **Format** menu ▼ button and choose **Numbering...**. The **Numbering and Bullets** dialogue box will open, choose the style of numbering required, **Figure 5**. Most of the time you will need to use the Arabic numbers with a dot after, i.e. **1**. Once you have chosen the style click **OK** to confirm.

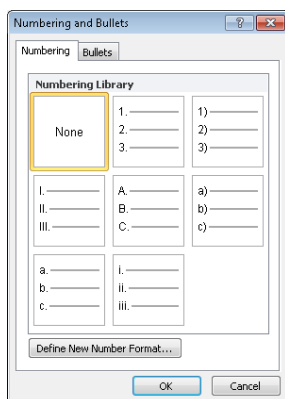


Figure 5: Numbering and Bullets dialogue box

Then click the **OK** button on the **Create New Style from Formatting** dialogue box to finalise and save the new style with the name you specified.

Your new style name will now appear in the Styles list within the **Style** pane.

Modifying an existing style

You may wish to modify an existing style. To do this open the **Styles** pane and position the cursor on the name of the style you wish to modify, a grey arrow button will be displayed at the right hand side of the field **Heading 2**, click on this (or right mouse click on the name of the style). A drop-down menu will be displayed. Choose **Modify** from this menu. The **Modify Style** dialogue box will open. Modify the properties or formatting as appropriate and click on **OK**. Any changes that you have made will automatically be applied to the text that has been formatted using this style.



Note: If there are styles which are based on the style that you have modified they will be modified as well. Make sure you check how the change has been applied to the text that uses these styles. If you don't like the changes then you can alter them.



Task 7

Modify **Heading 1** style. Change the Style for following paragraph to: **Dissertation Body**.

Format as follows: Font type: Arial; Font size 16; Bold; left aligned; font colour to be black.

From the **Paragraph** option in the **Format** menu set the line spacing to Single, the spacing before to be 6pt and the spacing after to be 12pt. From the **Line and Page Break** tab check the **Keep with next** option.

From the Numbering and Bullets option in the Format menu set the numbering to be Arabic numbers with a dot after, i.e. **1.**

Click OK to confirm and save the modifications.



Task 8

Modify **Heading 2** style. Change the Style for following paragraph: **Dissertation Body**.

Format as follows: Font type: Arial; Font size 14; Bold; left aligned; font colour to be black.

From the **Paragraph** option in the **Format** menu set the line spacing to Single, the spacing before to be 6pt and the spacing after to be 12pt. From the **Line and Page Break** tab check the **Keep with next** option. From the **Numbering and Bullets** option in the **Format** menu set the numbering to be Arabic numbers with a dot after, i.e. **1.**

Click OK to confirm and save the modifications.

Multilevel List

The numbering process outlined above will simply number the headings sequentially but will not include the number of the previous, higher level of heading. If you wish your headings to be multilevel you must include a multilevel list in the style, for example:

1. Introduction
 - 1.1. Rationale
 - 1.2. Background Study
2. Literature Review

To number your headings using a multilevel list you should apply Heading 2 or any other lower level heading styles that are going to be used. Then click on the **Multilevel List** command from the **Paragraph** group on the **Home** tab, A Gallery of options will appear, choose the **Multilevel List applied to the Heading Styles** option, **Figure 6**.

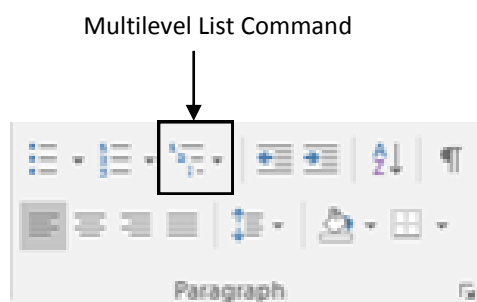


Figure 6: The Multilevel List command in the Paragraph group

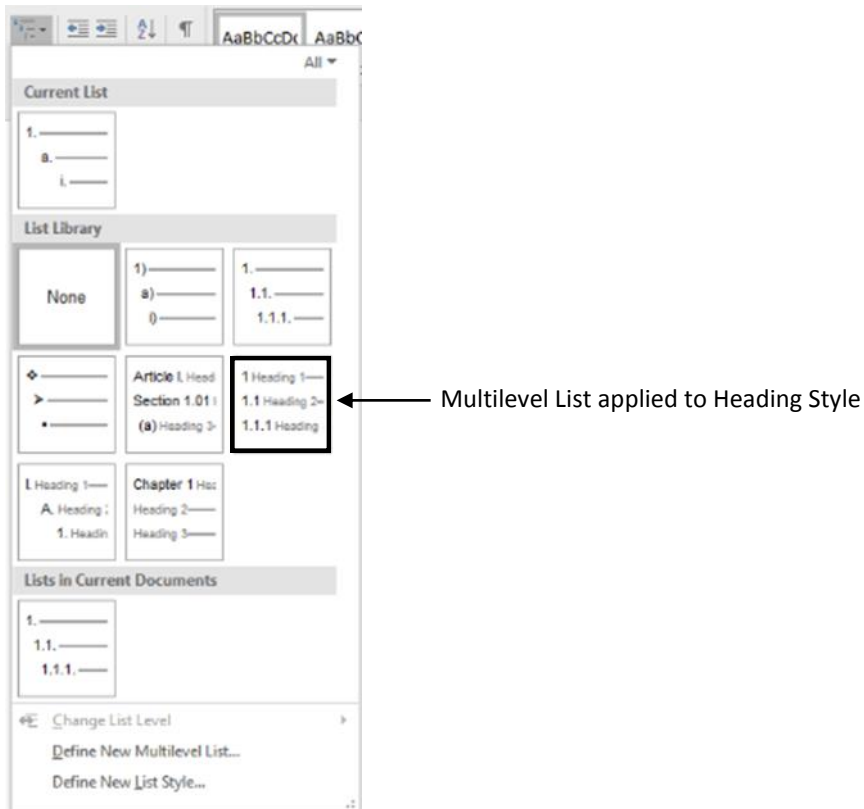


Figure 7: The Multilevel List dialogue box

This will modify your heading styles (Heading 2, 3 and so on) so if they use numbering it will include the number of the heading that is one level up as shown in the option you have chosen,



Task 9

Click on the Heading 2 style in the Style pane. Then from the Paragraph group on the Home tab choose Multilevel List for Heading Styles.



Note: You can also use the Quick Style Gallery from the Styles group on the Ribbon to access and apply a style.

Saving Styles

There are two ways to save the styles you have created, as a document with an appropriate name or as a template.

Templates

What are they and why should you use them?

Templates are a special type of Word document. Every new document opened in Word is based on Word's **Normal Template**. When you have created and saved your desired styles, the best way to use them is to store them in a template which you can create specifically for the purpose of your dissertation. When you open the template that you have created all of the styles that you have saved to that template will be available as a

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word document. When these styles are applied they will give the finished document a consistent appearance, for example each level of heading in the same format and consistent line spacing.

Creating a new template for your dissertation

The changes you have made so far only apply to the file you have been working on i.e. the styles you have created will only be available in that particular document. In order to access these styles for use with future documents you can save them as a template.

To save a template, click on the **File** menu and choose **Save as...** The **Save As** dialogue box opens. Choose a drive to save your file, (H:drive on campus, C:drive at home or USB pen drive). In the, **File name:** field enter a suitable name for your template. In the **Save as type:** drop-down menu choose **Word Template (*.dotx)**. Click on the **Save** button and the template will be saved with the name you gave it.



Task 10

If you wish to save the document as a template, name it **DissertationTemplate.dotx** and close the file. If you wish to save as a normal word document name it Dissertation.docx



Note: When opening your template remember to select the **Document Templates** option in the **Files of type** drop-down box in the **Open** dialogue box.

Using a template

To start writing your dissertation or a chapter of it using your new template, open MS Word, click on the **File** menu and choose **Open**. The **Open** dialogue box will be displayed. Open the template from the drive in which you have saved it (you may have to change the **Files of type** drop-down box to Word templates). It will open as a Word document ready for the insertion of text, you should save it with an appropriate name.

Copying and Pasting content

If you have already created some of your dissertation chapters or text you can copy and paste it into your new document. To do this simply copy the previously created text and paste it into your new document. When you choose the Paste command there are four options you can choose, **Figure 8**.

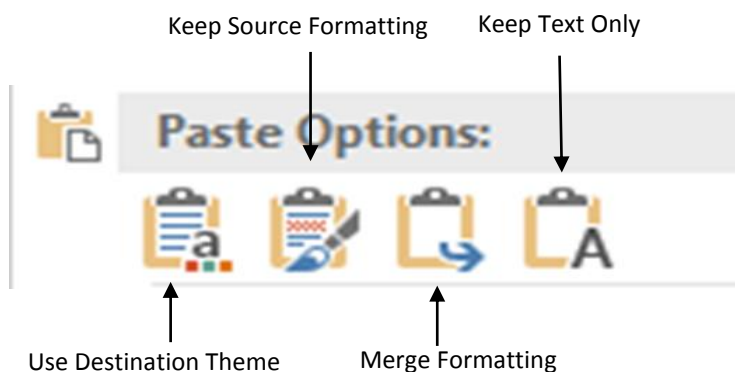


Figure 8: Paste Options

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1. **Use Destination Theme (H)**, this will paste the content and format the text to match the style that's applied in the destination file.
2. **Keep Source Formatting (K)**, this will paste the content and preserve the look of it.
3. **Merge Formatting (M)**, this will paste the content and change the formatting to match the text around it.
4. **Keep text only (T)**, this will paste the content, and remove all of the original text formatting.



Task 11

Open the History of Computers.docx file. Copy its entire content and paste it into your file choosing the Use Destination Theme (H) pasting option.

Close the History of Computers.docx file.

Applying styles to content



To apply a style to text within your document click on the text that you wish to change and then select the required style from the list in the **Styles** pane. If you do not see the **Styles** pane click on the **Styles** pane launcher  at the bottom right hand side of the **Styles** group on the **Home** tab.



Figure 9: Styles group



Alternately, some styles appear in the **Styles Group** of the **Home** tab. To see the full **Quick Style Gallery** of styles available click on the **More** command  at the side of the **Quick Style Gallery** in the **Styles** group. If you do not see your styles there you can add them. To do this, position the mouse cursor on the style you want to add in the **Styles** pane and click on the downward arrow beside its name. A drop-down menu will appear and at the bottom you will see an option to **Add to Quick Style Gallery**. Choose this option and your style will be listed in the **Quick Style Gallery** in the **Styles** group on the **Home** tab.



Task 12

Apply the appropriate styles to each paragraph and heading of the text in your Dissertation.docx file. Make sure that the first heading is not numbered (use the Dissertation Heading style) and the rest are numbered (use Heading 1 style).



Note: When applying the styles to a list the numbering/bullets will be removed when the style is applied. Simply apply numbering/bullets again by clicking on the Numbering icon  or Bullets icon  on the toolbar.

Captions

A caption is a number and short description or title attached to a figure, graphic or table included in a document. For example, captions in this document are in the format **Figure 1**: It is important when you are creating a large document with figures/graphics in it to have consistent numbering. Word includes an automatic **Caption** creation facility. If you use this to create captions and you decide to insert a new figure or delete one, Word will automatically renumber the figures/ graphics to ensure accurate numbering.

Creating a caption Style

To create a caption you should be able to see the figure/graphic that it will relate to. Click on an empty line below the figure/graphic and from the **References** tab, **Captions** group click on the **Insert Caption** command, **Figure 10**.

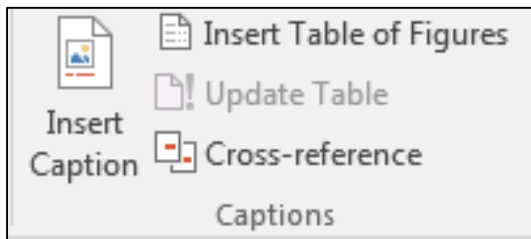


Figure 10: Captions group

The **Captions** dialogue box will open, **Figure 11**. By default a caption name will be showing e.g. Figure 1. If you are not captioning a figure you can choose what kind of object you are creating the caption for. The default options available in the **Label** drop-down menu are – figure, equation and table. If you do not see the object label in the list, you can add your own by clicking on the **New Label** button at the bottom of this box. The **New Label** dialogue box will open with a field to enter the name of the new label. Enter the label name and click **OK**. The new label will be added to the drop-down list.

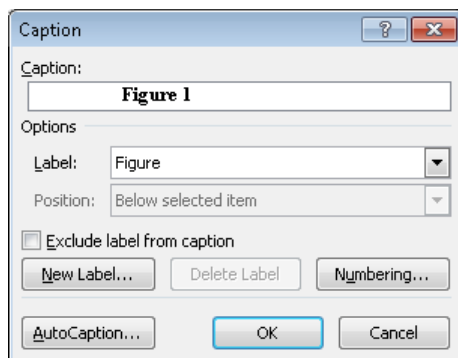


Figure 11: Caption dialogue box

You can also choose the numbering type by clicking on the **Numbering...** button. The Numbering dialogue box will open, **Figure 12**. You can also include the chapter number in the caption numbering by ticking the check box and selecting appropriate formatting for the numbering. Click **OK** to confirm the changes to the formatting you have selected.



Note: This will only work if you are using numbering in your heading styles and you are using the Word's styles – Heading 1, Heading 2 and so on.

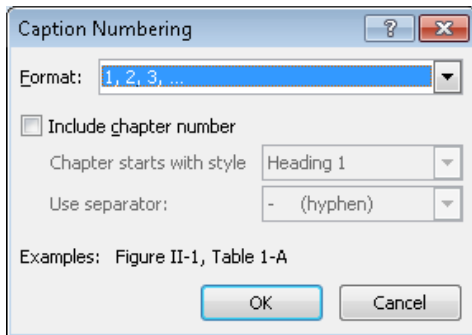


Figure 12: Caption Numbering dialogue box

Click the **OK** button on the Caption dialogue box to insert the caption with the formatting you have selected. The label of the caption will be created and inserted in the document. Once the label is inserted you can type the accompanying text. The captions by default will automatically be formatted using the Caption style.



Task 13

Go to a new line below the figure in the first section of your document. Insert a Figure Caption.

After the label of the Caption (which should state Figure 1) type the following text:

Timeline of the history of ICT in learning.

Save the Dissertation.docx file.

Cross Referencing

When you want to reference a figure, table, equation or bookmark in the text of your document click on the place where you want the reference to appear. Go to the **Insert** tab and click on **Cross-Reference** command from the **Links** group. A menu will open, **Figure 13**, choose the type of object you want to reference and what part of the object you want to appear in the reference (only label and number, for example Figure 1, page number of the object, etc). After you have selected the options click on the **Insert** button to insert the cross reference.

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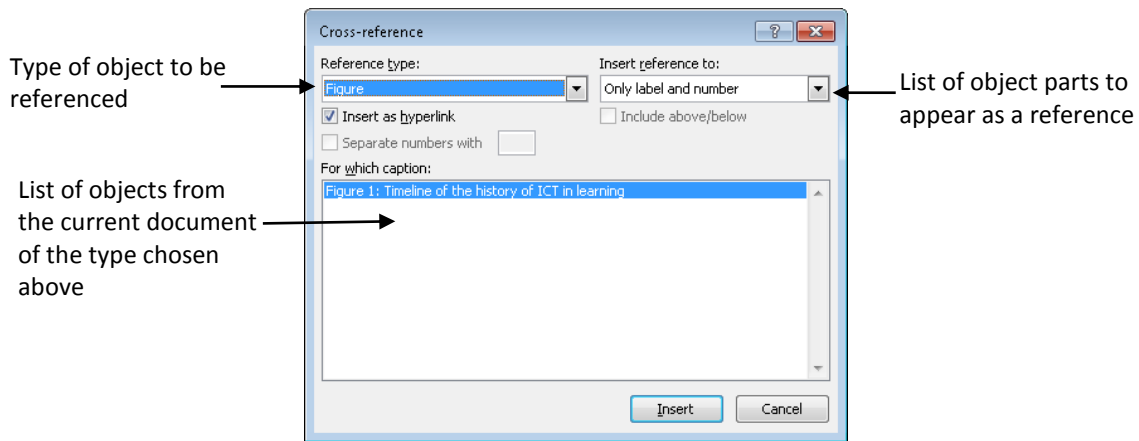


Figure 13: Cross-reference dialogue-box



Task 14

At the end of the paragraph before the figure 1 (which ends with "... different times?") type **(See**

Then insert a cross-reference to Figure 1 using only its label and number. Close the bracket. Save the document.

References and Citations

Within Glasgow Caledonian University students will use Refworks to create references and citations. You should ensure that you understand the referencing style you will be required to use by your department.



Note: If you are not in university or do not have access to Refworks, information on how to use the integrated functionality in MS Word can be found on Page 23 of this booklet.

Formatting Page Numbering

Simple page numbering has already been applied to the document, however within a dissertation there may be different styles of page numbering required. For example, Dedication, Acknowledgement, Table of Contents may use a different style of page numberings, i.e. Roman numerals rather than standard numbering. If you want to change any of the page formatting settings go to **Format Page Numbers...** option in the **Page Number** drop-down menu. The **Page Number Format** dialogue box will open allowing you to select the style of page numbering that you wish to have in your dissertation. In this dialogue box you can also choose where your page numbering will start. You can choose if you wish the page numbering to continue from a previous section in a document which is the default, or if you wish you can impose the start position. Select **OK** when you are satisfied your choices.

If the formatting is different than the rest of the dissertation you need to insert a section break so any change in the formatting will not affect the rest of the document.

Section Breaks and Different Formatting

A section break allows you to create parts of a document that have different formatting than the rest of the document, like different headers, footers, margins, page layout and so on.

There are two main types of section breaks that are commonly used – continuous and next page. If you want to create a new section but you don't want it to start on a new page you can use the continuous section break. To insert a section break, click at the location where you want the break to be. Anything before that position is going to be part of one section and anything after that position is going to be another section. Go to the **Page Layout** tab on the Ribbon and from the **Page Setup** group click on the **Breaks** command, **Figure 14**. From the list that is displayed select the type of break you need.

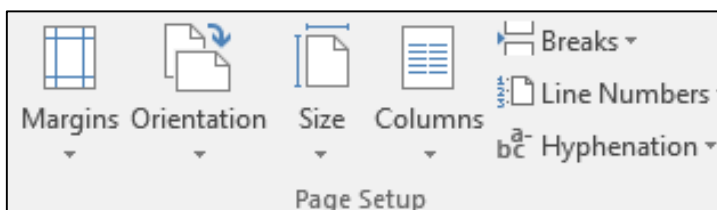


Figure 14: Page Setup group with Breaks command

When you create the different sections you can use different page number formats for different sections. But, by default, sections are linked and the formatting will be carried on. It will therefore be necessary to break that link to create two completely separate sections with their own formatting. To do this, go to the header or footer that you wish to modify by double clicking onto the header or footer area. When you go inside the header or footer a new tab will appear on the Ribbon – **Header & Footer Tools – Design**. On it you can find the **Navigation** group and the **Link to Previous** command. If it looks highlighted as in **Figure 15** it means that there is an active link to the previous header or footer. To disable (break) the link click on the **Link to Previous** command.

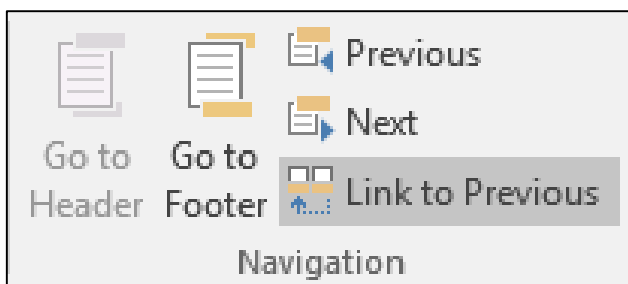


Figure 15: The Navigation group and the Link to Previous command



Task 15

Insert a page break at the end of the Introduction.

Format the page numbers of the Introduction with Roman numerals and leave the rest of the chapters with Arabic numbers (insert a section break after the end of the Introduction).

Show/Hide Formatting Marks

Sometimes it is very difficult to see when you format your document what is going to be affected and why. It helps if you can see where you have page breaks, section breaks, empty lines of text and so on. Usually the format information is not visible but you can choose to show all the formatting marks by clicking on the **Show/Hide** ¶ command in the **Paragraph** group in the **Home** tab. When the option is highlighted as in **Figure 16** you can see all formatting marks. Some of the marks you will see include a little dot for every space (every time you have pressed the space bar on the keyboard), a right arrow for a tab (when you have pressed the Tab key on the keyboard) and any page breaks and section breaks you may have. These formatting marks will not be printed even when they are showing on the screen. To hide them again simply click again on the **Show/Hide** command in the **Paragraph** group.

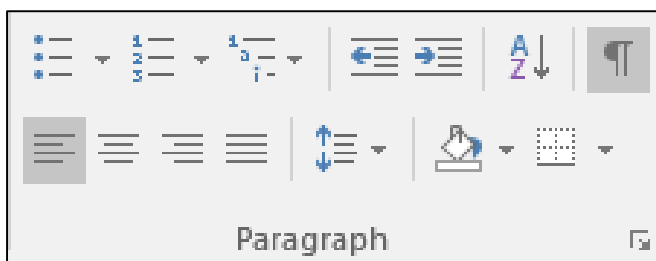


Figure 16: Paragraph group and the Show/Hide command



Task 16

Show the formatting marks and locate the section break in your document. Hide the marks again.

Navigation Pane

The easiest way to navigate within a document is to use the Navigation Pane. To show the Navigation Pane click on the **View** tab and tick the **Navigation Pane** check box in the **Show** group. A pane will appear on the left-hand side of the screen that shows the hierarchical view (Document Map) of the headings of the document. To go to a specific section in your document, click on its name in the Navigation Pane. To hide the Navigation Pane go to the **View** tab and click on the **Navigation Pane** check box to remove the tick.




Task 17

Show the Document Map and try navigating within your document.

Table of Contents (TOC)

A Table of Contents lists all of the headings in your dissertation and shows the page number on which each heading starts. Entries in your Table of Contents will be taken from text which has been formatted with a style that has an Outline level set to anything different from body text.

Creating a Table of Contents

To create a Table of Contents open the document. It is best to create a Table of Contents on the page before the first chapter. If you do not have an empty page, insert a page break before the first chapter heading (or insert a next page section break). After you have inserted the break click on the empty space created above. Then from the **References** tab, **Table of Contents** group click on the **Table of Contents** command  and a drop-down menu will be displayed **Figure 17**.

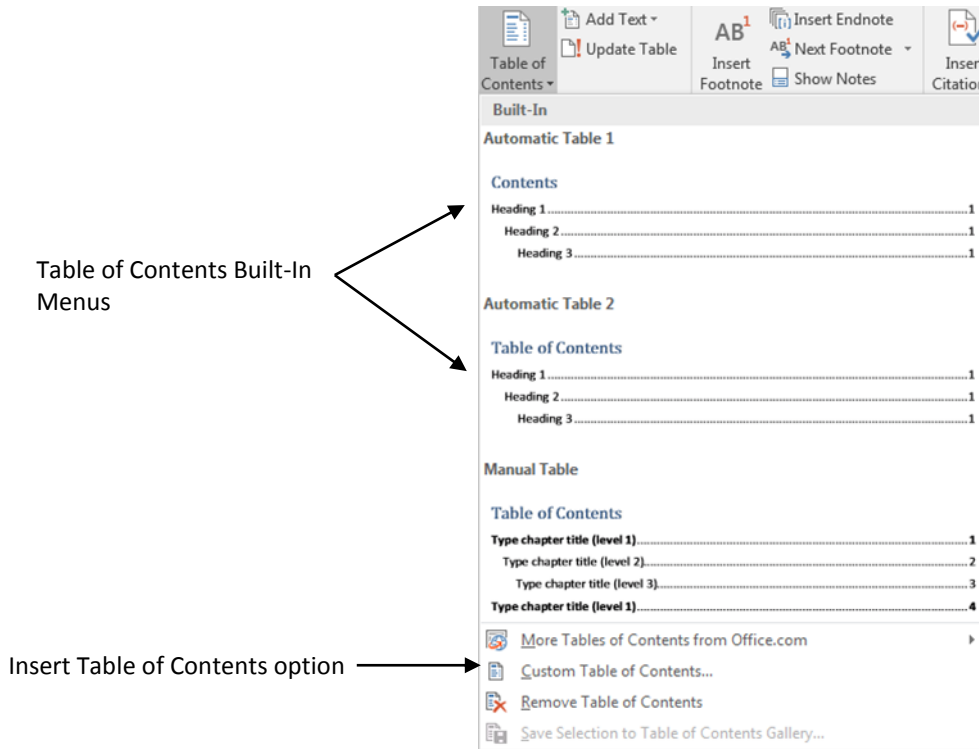


Figure 17: Table of Contents drop-down menu

This drop-down menu will provide you with some build-in automatic Table of Contents layouts. If you wish to use one of these layouts click on it in the menu. The chosen layout will be used and a Table of Contents inserted in the document. If you do not see the Table of Contents layout that you wish, you can create your own. To do this, click on the **Insert Table of Contents** option at the bottom of the menu, **Figure 17**. The **Table of Contents** dialogue box will open, **Figure 18**. From the options presented customise the Table of Contents to your requirements.

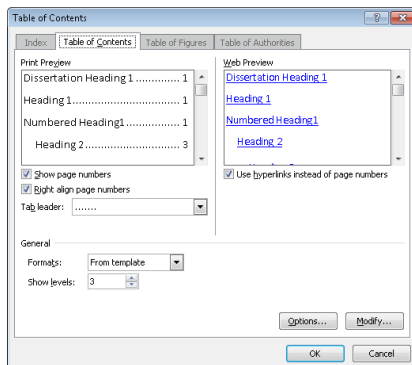


Figure 18: Table of Content dialogue box

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Word will create the Table of Contents at the point where the cursor was clicked in the document. If you have selected your own Table of Contents layout make sure that you type a Table of Contents heading. If you type a Table of Contents heading do not use any heading styles for it as if you do it will appear inside the Table of Contents itself. Instead, format it using Normal style and manually change the formatting to make it look like a heading.



Task 18

Ensure the Dissertation.docx file is open. Insert a page break at the first heading to create a new page, then insert a Table of Contents, customise it if you do not see an option that suits your requirements. Insert a next page section break after the Table of Contents.



Note: If you have not chosen an automatic layout you have to type the Table of Contents heading.



Note: The Table of Contents should appear on a page of its own. If it is not, insert a Page break after the Table of Contents to move the first chapter onto the next page.

Modifying and updating the Table of Contents.

If you add or remove chapters or text from your dissertation after creating the Table of Contents, the page numbers and chapters will need to be updated. To do this, click on the **Table of Contents (TOC)** area in your document, it will become highlighted. Then, use either the **F9** key, or the **Update Table** command on the **References** tab, **Table of Contents** group, or just right mouse click and choose **Update Field** from the pop-up menu. The **Update Table of Contents** dialogue box will open. Select either **Update page numbers only**, or **Update entire table**, depending on what changes you have made to your dissertation.

Table of Figures

If you have a lot of figures in your document it will be useful to include a Table of Figures. It is usually inserted after the Table of Contents. To insert a Table of Figures first click at the location where you want it to appear and then from the **References** tab on the Ribbon, in the **Captions** group click on the Insert **Table of Figures**. The Table of Figures dialogue box will be displayed as shown in **Figure 19** and you can make your choices. You can also use this to insert a table listing any other automatic captions you have used (like tables for example). After you have made your choices click OK to insert the table.

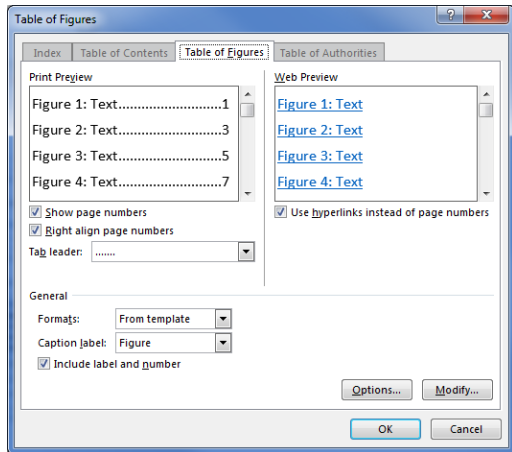


Figure 19: Table of Figures dialogue box



Task 19

After the Table of Contents insert a Table of Figures.

Save the document.

Printing the Final Document

Before you print your document make sure that you update all your automatic references like captions and cross-references for example. To update all references in the entire document select the whole document either:

- by clicking on the **Select** command from the **Editing** group in the **Home** tab on the Ribbon and choosing the **Select All** from the drop-down menu
- or by pressing and holding down the **Ctrl** key on the keyboard and then pressing the **A** key (**Ctrl +A**).

Once you have selected the entire document simply press the **F9** key or right mouse click anywhere on the selected text and choose the **Update Fields** option from the pop-up context menu that will appear. This will also update the Table of Contents so the **Update Table of Contents** dialogue box will open. Select either **Update page numbers only**, or **Update entire table**, depending on what changes you have made to your dissertation. As this will be the last update before printing it is good idea to choose Update entire table to make sure that all changes are reflected and updated in the Table of Contents.



Task 20

Insert a page break before one of the chapter headings. Save the document.

Update the references in the whole document using either of the update methods. Observe the change to the page numbers.

Save and close the document.

Additional Information

References and Citations

If you do not have access to specialised software for referencing you can use the integrated option in Microsoft Word 2010. You will need to type in all relevant information for every citation and Word will keep a record of them. Then you can just insert the References at the end of the document and format them in the style you want.

To include a citation click after the cited text and go to the Ribbon, **References** tab, **Citations & Bibliography** group and click on the **Insert Citation** ▼ command, **Figure 20**.

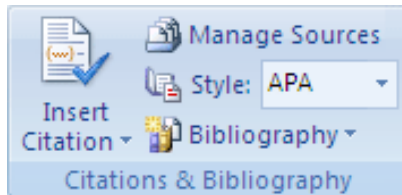


Figure 20: Citations & Bibliography group

When you click on it, a drop-down menu will appear for you to choose from any previously added citations. Or to add new source information, click **Add New Source**. You will see a dialogue box will be displayed **Figure 21** with options for you to fill in the details of the cited reference. Fill in the bibliography information for the source. To add more information about a source, click the **Show All Bibliography Fields** check box.



Note: If you don't have the source information you can choose to add a placeholder by clicking on the **Add new placeholder**, so that you can create a citation and fill in the source information later.

Figure 21: Create Source dialogue box

Inserting a Bibliography

At the end of your document you can now insert all your cited sources. Click on the **Bibliography** ▼ command from the **References** tab, **Citations & Bibliography** group. A Gallery of different examples will appear for you to choose from, **Figure 22**. Choose one by clicking on it.

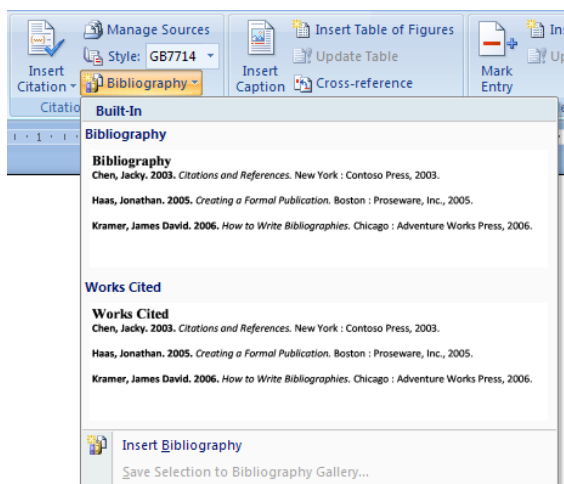


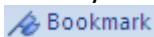

Figure 22: Bibliography options

To change the style of referencing and Bibliography click on the down arrow next to the **Style ▼** command. If none of the styles are suitable you can download more from the internet and simply put it in the \bibliography\style folder in your Microsoft Office folder (usually the full folder address is C:\Program Files\Microsoft Office\Office12\Bibliography\Style).

Bookmarks

Inserting a bookmark

A Bookmark is an invisible mark in the text of your document that allows you to reference or navigate to it quickly and easily. You can use a bookmark, for example, to mark a place in your document which you are going to refer to later.


A Bookmark is inserted by clicking in the text at the position where you want your bookmark to be and then clicking on the **Bookmark** command  from the **Insert** tab, **Links** group. The **Bookmark** dialogue box will open, type in a name for the bookmark ( **Note:** When naming bookmarks do not leave any spaces). The name should relate to the content of the bookmark for ease of reference and navigation later. Click on the **Add** button. There will be nothing to show that there is a Bookmark inserted.

If you wish to view the Bookmark indicator positions in your document, click on the **File** menu, and choose the **Options** button at the bottom of the menu. The **Word Options** dialogue box will open. In the left hand side pane choose the **Advanced** option. **Advanced options for working in word** will open in the right hand side of the window. Scroll to the **Show document content** section. Check the box beside **Show bookmarks** and click on **OK**. The bookmark will show as an **I**, in the text. To remove the indicators for the bookmarks, repeat the above steps removing the check beside **Show Bookmarks**. These indicators will not appear in the printed document.

Finding and moving to bookmarks

If you place a Bookmark in text, you can return to it easily by clicking on the **Bookmark** command in the **Links** group on the **Insert** tab. The **Bookmark** dialogue box will appear. Click on the Bookmark you want to navigate to and click on the **Go To** button.

Removing bookmarks


Bookmarks may be removed using the **Insert** tab and **Bookmark** command  **Bookmark** to open the **Bookmark** dialogue box. Select the bookmark you wish to delete, and click on the **Delete** button. The Bookmark will be deleted, click on the **Close** button to close the dialogue box.

Footnotes and Endnotes

Footnotes and endnotes are used for referencing or to provide an explanation of text within a document. Students often use them for citation purposes when writing essays, reports and dissertations. **Footnotes** appear at the bottom of the current page and **Endnotes** appear at the end of a document. They can both be used within the same document although for consistency it is better to use just one.

Footnotes and endnotes consist of 2 parts: a reference mark (normally a number or symbol placed within the main body of the document) e.g. footnote (reference) mark¹ and the corresponding explanatory text (see bottom of page).

To add Footnotes or Endnotes to a document, firstly place the cursor at the position within the document where you want the reference mark to appear. Select the **Reference** tab and within the **Footnotes** group click on the **Insert Footnote** or **Insert Endnote** command. This will add the number reference mark within the document at the cursor position and will take you to the footnote or endnote section of the document to enter the actual reference or the explanatory text.

For further formatting options click in the Footnote or Endnote and then click the **Footnotes** dialogue box launcher  which is at the bottom right corner of the **Footnotes** group in the **References** tab on the Ribbon. This will display the **Footnote and Endnote** dialogue box where you can customise your reference mark and apply changes to current footnotes and endnotes. These options include selecting an appropriate number format and creating custom reference marks etc. When you finish selecting the formatting options just click on the **Apply** button.




Note: If you decide to use symbols instead of numbers for reference marks be careful not to use any symbol more than once.

Removing, converting and editing footnotes and endnotes

Footnotes and Endnotes can be removed simply by highlighting the reference number in the text, and deleting it using the **Delete** button on the keyboard. The related Footnote or Endnote explanatory text will automatically be removed. If number format has been used for referencing, Word will update the reference numbers to accommodate the deletion.

Footnote and Endnote reference numbers in the text can be moved to a different location by either highlighting the reference number in the text and dragging it to a new location, or by cutting and pasting it.

Endnotes can be converted to Footnotes and vice versa by clicking the **Footnotes** dialogue box launcher , in the **Footnotes** group of the **References** tab. This will display

¹ This is an example footnote

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the **Footnote and Endnote** dialogue box. When the dialogue box appears click on the **Convert** button. This will convert all Footnotes to Endnotes (or vice versa).

If you want to convert only one of the footnotes/endnotes click on it and then right mouse click. A context menu will appear and one of the options from it is going to be **Convert to Endnote** (or **Convert to Footnote**).