
Ask I.T. Advanced Microsoft Word 2011 for MAC



Course Objectives

- Use styles with confidence
- Work in Outline View and create complex automatic headings
- Insert a table of contents, index of figures and index of Tables
- Generate cross references within your document
- Consolidate Documents

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Getting Started

Open the webpage <http://www.library.uq.edu.au/ask-it/computing-training/exercise-materials> and download the following Advanced Word exercise resources:

1. founders.doc
2. thesis.doc
3. Thesis_Final_Draft.doc
4. AskIT_chapter_one.doc
5. AskIT_chapter_two.doc
6. AskIT_chapter_three.doc

Styles

What is a Word style?

A style is a combination of document settings can be stored together under a style name and can be applied to a document with a single click. These are used to applying text formatting and paragraph settings quickly and easily.

Where do I find Styles

Styles can be accessed via a few locations: The **Quick Style list** displayed within the Styles section of the Home Ribbon and the **Styles Palette** in the Toolbox (also known as the Styles dialog). An existing style may also be formatted via the **Format Menu**.

N.B. A Quick Style is any style that is displayed within the Quick Style list.

Word Quick Style sets

In Microsoft Word 2011 for MAC, you can choose a pre-designed Quick Style sets (such as **Distinctive**) within which the styles are designed to work together to create an attractive, cohesive and professional-looking document. A Quick Styles set, for example, may include a document title style, several heading level styles, a body text and a quotation style. All of the style colours and formats in a style set complement each other and create an attractive and compelling document.

Style Types

There four different style types including **paragraph** styles, **character** styles, **list** styles and **table** styles. The Styles Group (under the Home Ribbon) and the Styles Pallet (in the Toolbox) only display paragraph and character styles types.

Paragraph styles Applies both paragraph formatting (for example indents, line spacing, etc.) and character formatting (for example bold, underline, font size, colour, etc.).

To Use: Place cursor anywhere in the paragraph and select the paragraph style from the **Home Ribbon >> Styles Group**, or the **Toolbox >> Styles Pallet**.

Character styles Only applies character formatting. In the normal template this style type is most commonly used with word features such as header, footers and page numbering.

To Use: Select the text to apply the style to and select the character style from the **Home Ribbon >> Styles Group**, or the **Toolbox >> Styles Pallet**.

Notes

List styles



Applies multilevel list formatting (also known as outlined numbered lists) up to nine different levels. Can also be used to determine indentation, and any labelling text.

To Use: Select the required list style from the **Multilevel List** button (**Home Ribbon >> Paragraph Group**).

Table styles

Applies formatting to table cells

To Use: Insert a table, place cursor within the table (or select a portion thereof) and apply one of the Table Styles from the **Table Layout Ribbon >> Table Styles Group**.

Within the **Styles Pallet** of the **Toolbox** paragraph styles are distinguished by the  icon and character styles by the  icon.

Exercise 1. Apply a style using the Quick Style list

Open the document **Founders.doc**

To Apply "**Heading 1**" to first line:

- Place the cursor anywhere in the paragraph reading "*Alpheius Global Enterprises*"



Note: The **Home Ribbon >> Styles Group** shows the paragraph is the "*Normal*" style



- Hover the mouse cursor over the "**Heading 1**" style within the **Home Ribbon >> Styles Group**



- Click the "**Heading 1**" style to apply the style to the paragraph



Apply "**Heading 2**" to subheadings:

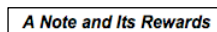
- Click in the second paragraph (reading "*The Founders*")

- Click the "**Heading 2**" style in the **Styles Group** to apply the style



- Repeat to apply "**Heading 2**" style to the:

- fourth paragraph (reading "*Incredible Coincidences*")
- seventh paragraph (reading "*A Note and Its Rewards*") and
- tenth paragraph (reading "*Life After The Orphanage*")



Note: Once the styles have been applied, its easy to modify the formatting of the actual style, rather than editing every instance of the style formatting within the document.

Notes

Exercise 2. Modify Heading Style

To Open the Modify Style Dialog:

- Right click on the “**Heading 2**” Quick Style in the **Styles Group**
- Select **Modify**



or

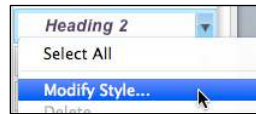
Open the **Toolbox**
Select the **Styles Pallet**



Hover over the “**Heading 2**” style to activate the **Style Menu** button 

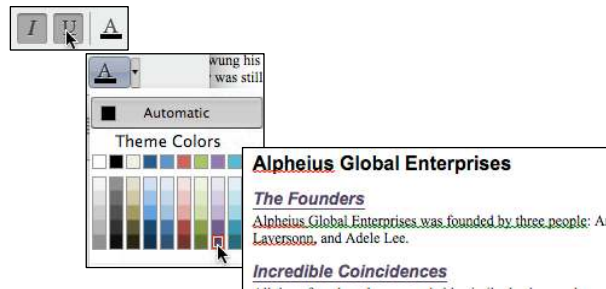
Click the **Style Menu** button

Select **Modify Style**



To Modify and Update all instances of “**Heading 2**”:

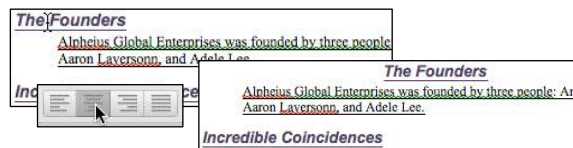
- Click the **Underline** button
- Click the **Font colour** button and set a new colour
- Click on **OK**



Note: All instances of “Heading 2” within the document text will have the style changes

Exercise 3. Update a Style to Match the Selected Text

- Place cursor in the second paragraph (“**Heading 2**” reading “*The Founders*”)
- Click the **Centre Text** button
- Right click the “**Heading 2**” Quick Style and select **Update to Match Selection**

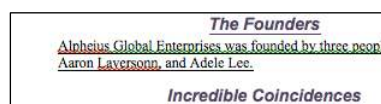


or

Click the “**Heading 2**” **Style Menu** button on the **Toolbox** >> **Style Pallet** and select **Update to Match Selection**



Note: All instances of “**Heading 2**” styled text will be updated to match the style modification



Notes

Exercise 4.

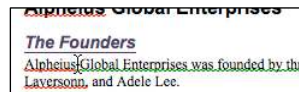
Create a New Style

Style creation recommendation

The training team recommends you use the built in styles for significant document elements like titles, headings, captions, etc. because the automatic referencing features (table of contents, captions, index of figures/equations/tables, endnotes and footnotes) work heavily with these pre-existing styles. When you insert (or update) any of these features the linked style will be applied (or reapplied) to the associated text. Where possible, restrict your style creation to body paragraph styles.

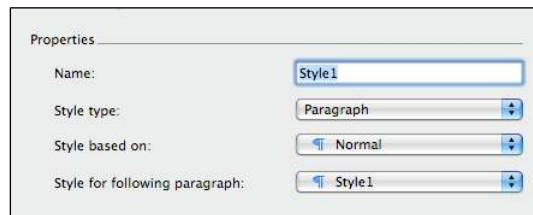
To set the style properties:

- Open **Toolbox**
- Select the **Styles Pallet**
- Place the cursor in the third paragraph (reading "Alpheius Global Enterprises was founded...")
- Click the **New Style** button



Note: The Style **Properties** are

Name: Style identifier
 Style type: Paragraph (the default), Character, Table or List
 Style based on: The existing style the new style will inherit the initial properties and formatting settings from
 Style for following paragraph: The following paragraph is set this style (applies to Paragraph and Character style types only)



- Type a memorable **Name** (e.g. "**MyStyle**")

Note: The **Style based on** defaults to the style where the mouse cursor is currently on in the document. When you click **OK** this paragraph will be set to "**MyStyle**"

- Ensure **Style based on** is set to "**Normal**"

Note: The **Name "MyStyle"** will not be visible in the **Style for the following paragraph** field until the style has been added. However this property will display on any future modification of "**MyStyle**"



When creating



When modifying

To set the style formatting:

- Click the **Underline** button
- Click the **Increase indent** button



Notes

- Click on **OK**
- Save and close the document **Founders.doc**



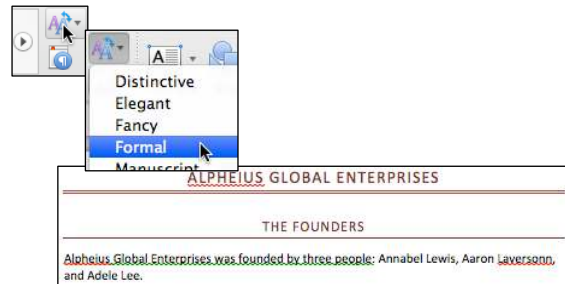
Exercise 5.

Change the Quick Style Set

To change the Style set:

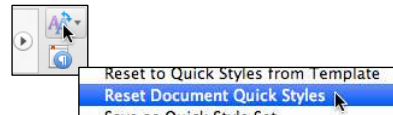
- Click on the **Change Quick Styles settings** button
- Select a style set to apply

Note: All applied styles will update to display formatting features of the styles within the new style set.



To revert to the original Style set (normal template):

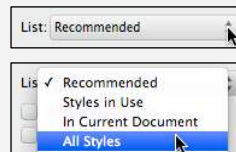
- Click the **Change Quick Styles settings** button
- Click **Reset Document Quick Styles**



Other Style Activities

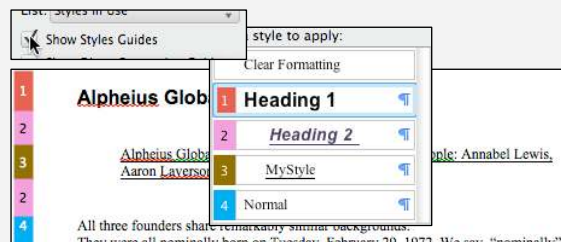
To display all styles in the Styles Pallet:

- Open the List options
- Set the **List** to **All Styles**



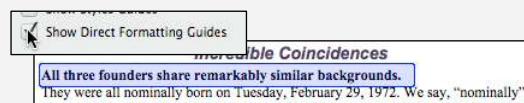
To Show the Style Guide:

- Open the **Styles Pallet**
- Check **Show Style Guides**



To Show Direct Formatting Guides:

- Open the **Styles Pallet**
- Check **Show Direct Formatting Guides**



To add style to the Quick Style list:

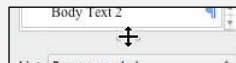
Notes

- Locate the style in the **Styles Pallet**
- Open the **Modify Style** dialog
- Check the “**Add to Quick Style**” list option
- Click on **OK**



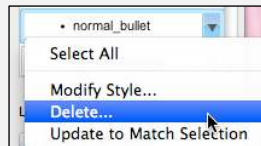
To increase the number of styles displayed within the Styles Pallet:

- Open **Toolbox**
- Select the **Styles Pallet**
- Hover cursor over the resize hotspot beneath the **Pick a new style to apply** list to activate the resize cursor
- Drag up (or down) to alter the current size of the list



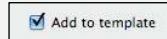
To delete a style:

- Locate the Style in the Style Pallet
- Open the style menu
- Select **Delete**



To update the Normal Template with a Styles Formatting Changes:

- Modify the Style as required
- Check the **Add to template** option
- Click on **OK**



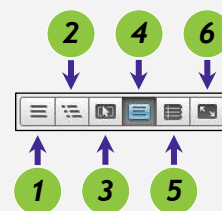
Note: It is recommended that the normal template contain only generic styles. If you have a new style to be used in several documents, consider incorporating the style into a standalone template, or even saving it within a new Quick Style Set.

Outline View

There are a range of different views available to work in with your document. Each view will provide access to different tools depending on your needs.

Document view:

- | | |
|----------------------------|--------------------------|
| 1 Draft | 4 Print Layout |
| 2 Outline | 5 Notebook Layout |
| 3 Publishing Layout | 6 Full Screen |



The **Outline view** allows users to create the skeleton of a document and automatically apply heading styles. Outlines allow for a hierarchy of nine heading levels. Each level number corresponds to the equivalent heading number (for example Level 1 is a Heading 1 in the other views).

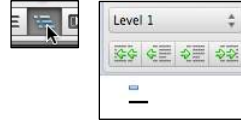
This view is also streamlines the reorganisation of entire sections and their contents within an existing document.

Notes

Exercise 6. Create a Document Outline


Start a new blank document

- Click the **Outline View** button
- Note:** In **Print Layout View**, the default style for new text is **Normal**.
In **Outline View**, the default style is for new text is **Level 1** (or "**Heading 1**") style, and **Body text** style is "**Normal**"




Use these tools to structure the following outline

To Promote 1 level:

Promote button 
or
Shift + Tab keys


To Demote 1 level:

Demote button 
or
Tab key

To Set a paragraph to any level:

Choose Outline Level box 

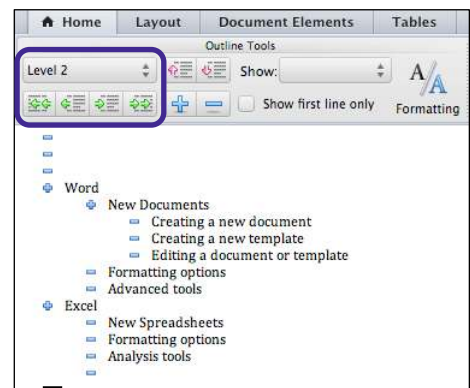
Promote to Heading 1:

Promote to Heading 1 button 

Demote to Body text:

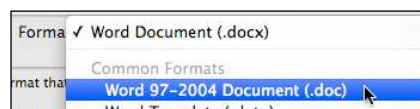
Demote to Body Text button 

Note: The **Outline Tools** are available on the **Home Ribbon** when **Outline View** is active






Exercise 7. To Save this document in compatibility mode:

- Click on the **File Menu** >> **Save As...**
- Select **Word 97-2004 Document (.doc)**




Exercise 8. Manipulating an outline


- The  marker indicates the item contains no sublevels
- The  marker indicates the item contains one or more sublevels
- The  marker indicates the item is at body text level

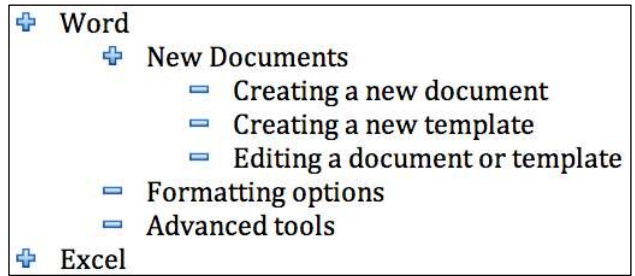
You can expand or collapse text at each heading level to change the amount of information displayed in specific sections.

Notes


To collapse a section:


- Double click a  marker
or

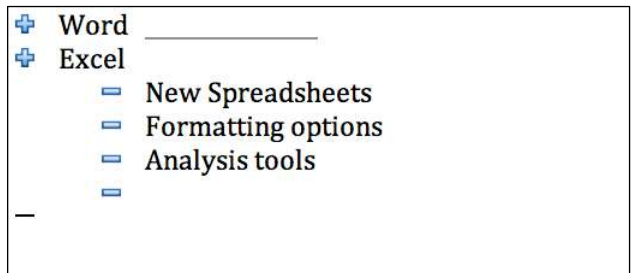
Click the collapse button  on the **Ribbon**



To expand a section:

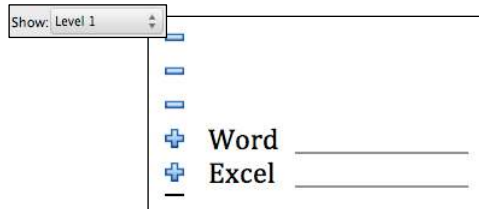
- Double click a  marker with a greyed underline
or

Click the expand button  on the **Ribbon**




To show only a specific outline level:

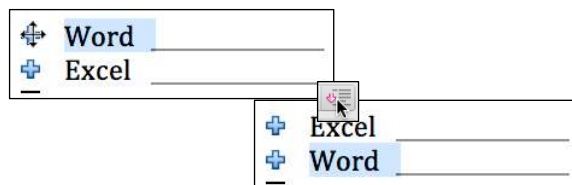
- Change the level displayed in the **Show** box to "Level 1"




Sections of text can also be repositioned quickly and easily.

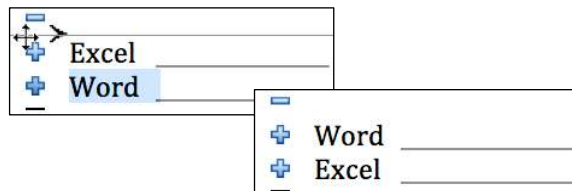
To move a section by outline level with the ribbon:

- Select the "Word" section by clicking on the  marker
- Click the **Move Down** button



To move a section by outline level using the mouse:

- Left click the  marker at "Word"
- Without releasing the mouse button drag reposition the cursor above "Excel"
- Release the mouse button



- Click the **Print Layout View** button



Notes

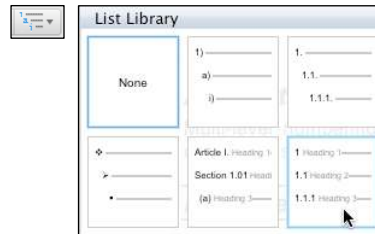
Automatic Heading Numbering

Multi-level numbering can be applied from the ribbon. The best approach in a complex document is to link the numbering to the heading styles.

Exercise 9.

Apply numbering to headings

- Click on the **Multilevel List** button on the **Home Ribbon >> Paragraph Group**
- Select a list style that has numbering linked to heading styles.



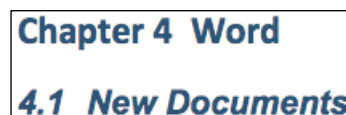
Note: Use built-in headings sequentially or automatic numbering will be incorrect.

Exercise 10.

Customise numbering style

To change the multi-level list to meet your needs you can create a new multilevel list style based on the style in use.

- Place cursor on a Heading 1 paragraph
 - Click on the **Multilevel List** button
 - Select **Define new Multilevel List**
 - Type **Chapter** in the formatting for number box.
- Note:** Be Careful, DO NOT remove the number code with the background shading
- Click on **OK**



Creating new numbering styles

What is the difference between the **Define New Multilevel List** and **Define New List Style** commands?

The **Define New Multilevel List** command is convenient for creating and saving a list style that you won't ever change or that you will use in a single document. You can use the **Define New List Style** command to change the style design you created. If you use the **Define New List Style** command to define a new list style and then you make changes to the style, every instance of that list style is updated in the document.

Notes

Exercise 11. Adding a page break before Heading 1

Adding a page break to the “Heading 1” style:

- Place your cursor on a “Heading 1” paragraph
- Right click the “Heading 1” Quick Style (Home Ribbon >> Styles Group)
- Select **Modify**
- Click **Format >> Paragraph**
- Click the **Lines and Page Break** tab
- Check **Page break before**
- Click on **OK**

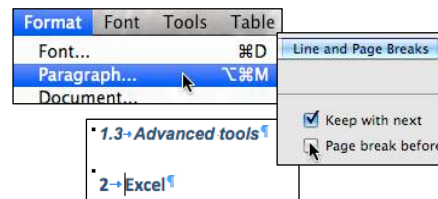


Note: Unlike the regular Page Break, this form of Page break does not appear when **Show all nonprinting characters** is switched on



Selectively deleting the Page Break before instances of “Heading 1”:

- Place your cursor in the paragraph “2 Excel” (top of 3rd page)
- Click **Format Menu >> Paragraph**
- Activate the **Lines and Page Break** tab
- Uncheck **Page break before**
- Click on **OK**



Templates

A template is a document type that creates a new document based on its contents and style set when you open it. Two common examples of business templates are a fax cover sheet and a memo form.

In Microsoft Word 2011 for MAC, a template can be a .dotx file, or it can be a .dotm file (a templates file containing macros). Previous file formats (for example files created in Microsoft Word 2008 for MAC or earlier) have the extension .dot or .dotm.

Exercise 12. Save a document as a template

- Click **File Menu >> Save As**
- Enter a meaningful **filename**, e.g. “**MyTemplate**” (maximum 255 characters)
- Select “**Word Template (.dotx)**” from the **Format** box



Notes

- Select a **location** for the document
- Click on **Save**

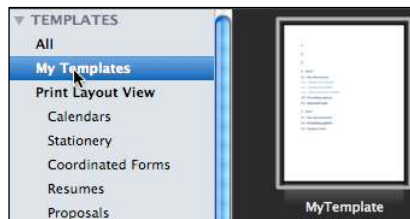
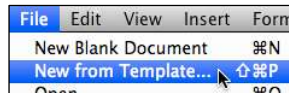
Note: The (.dotx) extension of the file name on the **Title Bar**



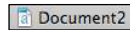
The template save location is the **My Templates** folder. This folder location is **UserAccountName/Library/Application Support/Microsoft/Office/User Templates/My Templates**

Exercise 13. *Open a document based on the template*

- Click **File Menu >> New From Template**
- Select the **“My Templates”** category
- Click on **“MyTemplate”**
- Click the **Choose** button

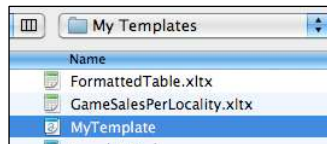


- A new document containing all the template contents will be ready to complete or discard
- Save this document with the filename **“TableOfContents”**



Exercise 14. *Open the template to edit*

- Click **File Menu >> Open**
- Locate the file in the template folder or the save location
- Click the **Open** button



Note: The file extension in the **Title Bar**

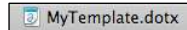


Table of Contents (TOC)

There are a few options available to you when creating a Table of Contents in Word 2011. The simplest way you can create a table of contents is by applying the heading styles in your document to the text that you want to include - for example, Heading 1, Heading 2, and Heading 3. Microsoft Word 2011 for MAC searches for and incorporates these headings into the Table of Contents applying the TOC styles (TOC1, TOC2, and TOC3, etc.), to the matching heading level text.

Notes

Exercise 15.

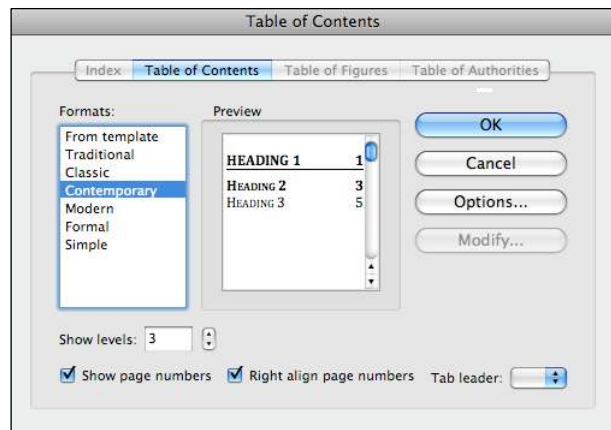
Generate table of contents

- Type “**Table of Contents**” at the first empty heading
- Click the **Numbered List** button to deactivate the numbering off on this paragraph
- Set the other two empty headings to be “**Normal**” style paragraphs
- Place your cursor at the 2nd paragraph



To insert a Table of Contents:

- Activate the **Document Elements Ribbon**
- Click the **Options** button in the **Table of Contents Group**
- Select a suitable format from the **Formats** list with the assistance of the **Preview**



To adjust the number of heading levels displayed:

- Change the number at **Show levels**

To populate the whitespace between the Heading text and the page number:

- Select a **Tab leader**
- Click on **OK**

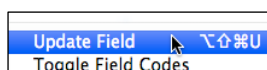
Table of Contents		
TABLE OF CONTENTS		1
1	WORD	1
1.1	NEW DOCUMENTS	1
1.1.1	CREATING A NEW DOCUMENT	1
1.1.2	CREATING A NEW TEMPLATE	1
1.1.3	EDITING A DOCUMENT OR TEMPLATE	1
1.2	FORMATTING OPTIONS	1
1.3	ADVANCED TOOLS	1
2	EXCEL	1
2.1	NEW SPREADSHEETS	1
2.2	FORMATTING OPTIONS	1
2.3	ANALYSIS TOOLS	1

Exercise 16.

Updating Table of Contents

The Table of Contents is inserted as a snapshot of your document structure at the time it was created. As you modify sections of your document you will need to update the Table of Contents to reflect these any changes to your headings and rectify page the numbering.

- Right click on the table of contents, Then Select **Update Field** from the context menu



Notes

or

Command + A,

Then **Command + Option + Shift + U**

- Click **Update entire table**
- Click **OK**

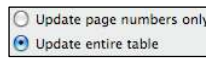


TABLE OF CONTENTS		1
1	→ WORD	2
1.1	→ NEW DOCUMENTS	2
1.1.1	→ CREATING A NEW DOCUMENT	2
1.1.2	→ CREATING A NEW TEMPLATE	2
1.1.3	→ EDITING A DOCUMENT OR TEMPLATE	2
1.2	→ FORMATTING OPTIONS	2
1.3	→ ADVANCED TOOLS	2
2	→ EXCEL	2
2.1	→ NEW SPREADSHEETS	2
2.2	→ FORMATTING OPTIONS	2
2.3	→ ANALYSIS TOOLS	2

Exercise 17.

Navigating with Table of Contents

- Hover over the page number of the section you want to navigate to
- Click on the page number
- Press **Ctrl + Home** to return to the first page

2	→ EXCEL	2
2.1	→ NEW SPREADSHEETS	2
2.2	→ FORMATTING OPTIONS	2

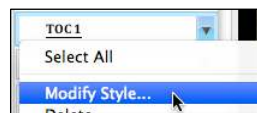
Exercise 18.

Formatting Table of Contents

Manually formatting a table of contents is not recommended. When a Table of Contents is generated the heading styles are applied are from the TOC level styles. On **Update entire table** any manual formats will be overwritten by the TOC level styles.

To make formatting changes to a table of contents you are advised to modify the TOC styles themselves.

- Open the **Styles Pallet** of the **Toolbox**
- Set the list option to **All Styles**
- Scroll to the **"TOC1"** style
- Select **Modify Style** from the menu
- Edit the style as required
- Click on **OK**
- Repeat from above to modify **"TOC2"** and **"TOC3"**



Notes

Captions & Tables of Figures

In order to identify referencing objects in a document for further referencing they must have a caption attached to them.

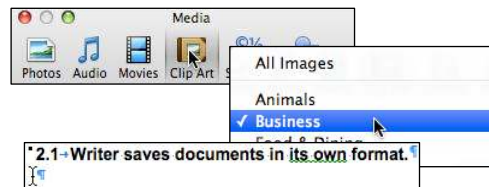
Exercise 19.

Insert Clipart and caption

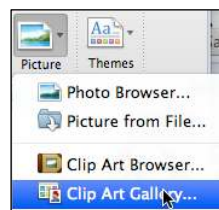
- Open the document **thesis.doc**
- Go to section “**2.1 Writer saves documents in its own format**”

To insert a piece of Clipart:

- Click the **Show or Hide the Media Browser** button on the **Standard Toolbar**
- Activate the **Clip Art** panel
- Change the display category from **All Images** to **Business**
- Create a new blank paragraph after **heading 2.1**
- Right click on an appropriate image in the **Clip Art gallery** and select **Copy**
- Click the **Standard Toolbar >> Paste** button



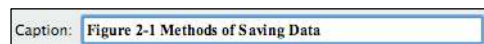
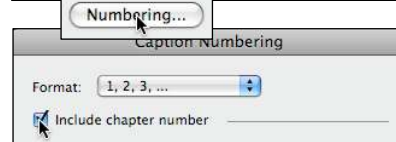
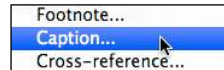
Note: You can also insert a piece of clipart via the **Clip Art Gallery**, which can be opened from the **Home Ribbon >> Insert Group >> Picture** button



Caption the image:

Notes

- Click **Insert Menu >> Caption**
or
Right click and select **Insert Caption**
- Ensure the **Label** is set to **Figure**
Note: If you require a table for captioned items that are **Equations**, **Figures** or **Tables**, create a label using the **New Label** button
- Click the **Numbering** button
- Check **Include chapter number**
- Click on **OK**
- At the end of “**Figure 2-1**” in the **Caption** field, enter a space followed by “**Methods of Saving Data**”
- Click on **OK**
- Caption the image on page 9



2.1 Writer saves documents in its own format.

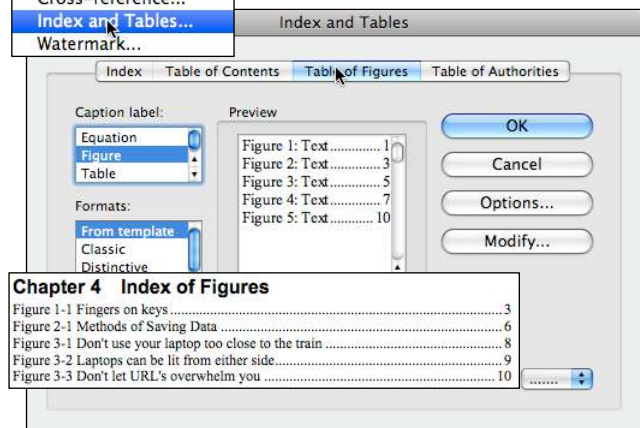
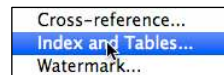
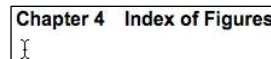


Figure 2-1 Methods of Saving Data

Exercise 20.

Create Table of Figures

- Place the text cursor at “**Chapter 4 Index of Figures**”
- Click **Insert Menu >> Index and Tables**
- Click the **Table of Figures** tab
- Ensure the **Caption label** is **Figure**
Note: If inserting a table based on a label you created during the captioning stage, select you new at **Caption label** list
- Click on **OK**



Chapter 4 Index of Figures

Figure 1-1 Fingers on keys	3
Figure 2-1 Methods of Saving Data	6
Figure 3-1 Don't use your laptop too close to the train	8
Figure 3-2 Laptops can be lit from either side.....	9
Figure 3-3 Don't let URL's overwhelm you	10

Cross-references

A cross reference may be made to a Numbered item, Heading, Bookmark, Footnote, Endnote or any of the Captioned items.

Note: Cross-references can only be used in one document and cannot reference separate external files.

Exercise 21.

Insert a cross-reference

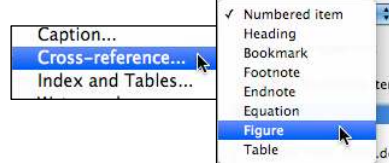
- Go to bottom line of section “**2.2 Word cannot open Writer documents**”

Notes

- Remove existing text “**Saving documents**”
 - Click **Insert Menu >> Cross-reference**
 - Select **Figure** in **Reference type**
 - Select **Entire caption** in **Insert reference to**
 - Select “**Figure 2-1 Methods of Saving Data**” in **For which caption**
 - Click the **Insert** button
- Note:** The Cross-reference dialog is a modeless dialog, meaning don't have to close the dialog to access the document window (i.e. Mac for Word 2011 thesis.doc window)
- Click on “**thesis.doc**” **Title Bar**, without closing the Cross-reference dialog
 - Type a **space** followed by “**on page**”, then another **space**
 - Set **Page number** at **Insert reference to**
 - Reselect “**Figure 2-1 Methods of Saving Data**” in **For which caption**
 - Click the **Insert** button
 - Click the **Close** button
 - Type a space before “*for detailed instructions*”

document in Word, you must save it within Writer as a Microsoft Word document (see Saving documents for detailed instructions).

2.3. Some minor functions are not available in Writer



Insert reference to:
Entire caption

For which caption:
Figure 1-1 Fingers on keys
Figure 2-1 Methods of Saving Data

thesis.doc [Compatibility Mode]

document in Word, you must save it within Writer as a Microsoft Word document (see Figure 1-1 Fingers on keys on page for detailed instructions).

2.3. Some minor functions are not available in Writer

Insert reference to:
Page number

For which caption:
Figure 1-1 Fingers on keys
Figure 2-1 Methods of Saving Data

document in Word, you must save it within Writer as a Microsoft Word document (see Figure 2-1 Methods of Saving Data on page 6 for detailed instructions).

Exercise 22.

Editing Objects

Although cross-referencing and captions are a form of automatic referencing, any modifications to their location within the document must be updated as you work.

To move an object:

- Go to caption “**2-4 Methods of Saving Data**”
 - Select the clipart graphic and caption
 - **Cut** to clipboard
-
- Go to Section “**1.1.1 How do I recover a Word document after a crash or mistake on a UQ Library computer?**”

2.1 Writer saves documents in its own format.

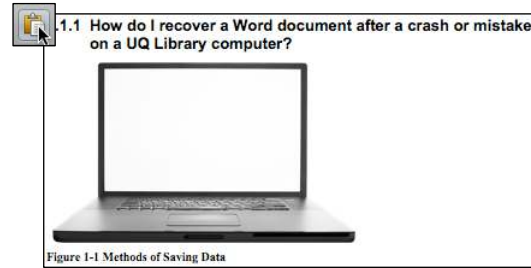


1.1.1 How do I recover a Word document after a crash or mistake on a UQ Library computer?

Recovering documents after a crash or mistake depends on the nature of the error.

Notes

- Add a new paragraph mark
- **Paste** object into place.



Note: All references to the captioned object will be incorrect, including the cross-reference and the Table of Figures

document in Word, you must save it within Writer as a Microsoft Word document (see Figure 2-1 Methods of Saving Data on page 6 for detailed instructions).

Chapter 4 Index of Figures	
Figure 1-1 Fingers on keys	3
Figure 2-1 Methods of Saving Data	6
Figure 3-1 Don't use your laptop too close to the train	8
Figure 3-2 Laptops can be lit from either side.....	9
Figure 3-3 Don't let URL's overwhelm you	10

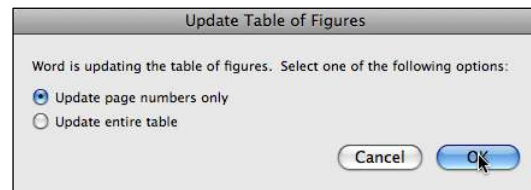
Exercise 23.

Update Document Field Codes

- Select whole document;
Command + A
- Right-click and click select update field
or
Command + Option + Shift + U



- Select **Update entire table**
Note: The **Update Table of Figures** prompt will be displayed the same number of times as there are reference tables in the document



Note: The cross-reference and the table of figures have been appropriately updated

document in Word, you must save it within Writer as a Microsoft Word document (see Figure 1-1 Methods of Saving Data on page 2 for detailed instructions).

Chapter 4 Index of Figures	
Figure 1-1 Methods of Saving Data	2
Figure 1-2 Fingers on keys	4
Figure 3-1 Don't use your laptop too close to the train	8
Figure 3-2 Laptops can be lit from either side.....	9
Figure 3-3 Don't let URL's overwhelm you	10

Advanced Page Numbering & Sections

A document will provide continuous numbering throughout unless you specify differently. Inserting Section Breaks (one for each additional section) allows the different sections to be treated as sub-documents within the one larger document. Document features that can be affected between sections include headers and footers, page numbering, footnote numbering, and page orientation.

Exercise 24.

Creating one long document

You can insert file contents into a document to combine a number of documents into one appropriately structured long document. For example, to combine individual chapters into a

Notes

thesis.

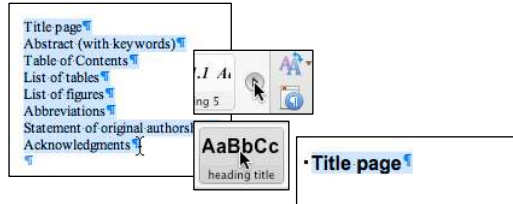
Open the document "Thesis_Final_Draft.doc"

- Ensure all **Non printing characters** are displayed



To Apply Custom Headings:

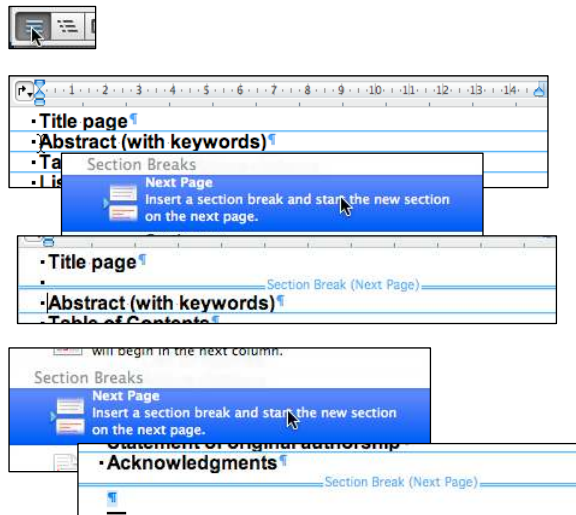
- Select all the paragraphs with text
- Advance the **Quick Style list** until the style "**heading title**" is visible
- Click "**heading title**" to apply the style



Note: The "**heading title**" style employs the Page Break Before character (see *Exercise 11* Adding a page break before Heading 1 on page 13 for more information)

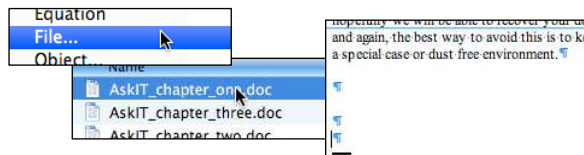
To insert a section break after the title page and between the chapters:

- Change view to **Draft**
- Place text cursor at the beginning of the "**Abstract (with keywords)**" heading
- Click on **Document Elements >> Insert Pages >> Break >> Next Page (Section Breaks)**
- Go to the end of the document with the **Command + End** keys
- Insert a **Section Break (Next Page)**



To Insert a file:

- Place cursor in the paragraph after the **Section Break (Next Page)**
- Click **Insert Menu >> File**
- **Locate "AskIT_chapter_one.doc"**
- Click the **Insert** button



- Repeat: insert the section break and then the file for "**AskIT_chapter_two.doc**" and "**AskIT_chapter_three.doc**"

Note: If there are any blank pages in the document it may be that the "**heading title**" style has been applied to one or more blank paragraphs. Simply check the style and apply "**Normal**" if required

Notes

Exercise 25. Adding Page Numbering

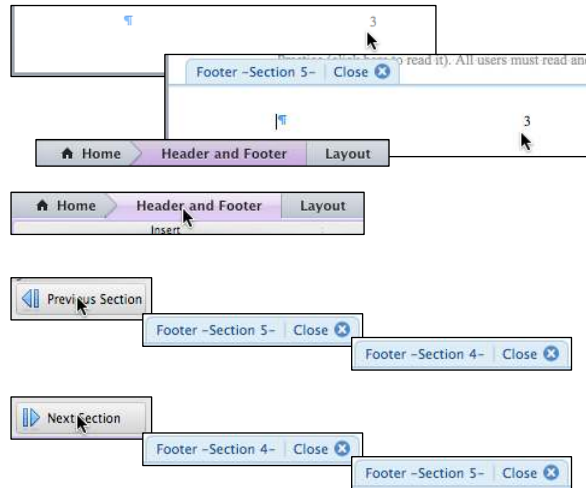
Page numbering will be set for each section in the exercise document.

Change view to **Print Layout**



To navigate between the Footers:

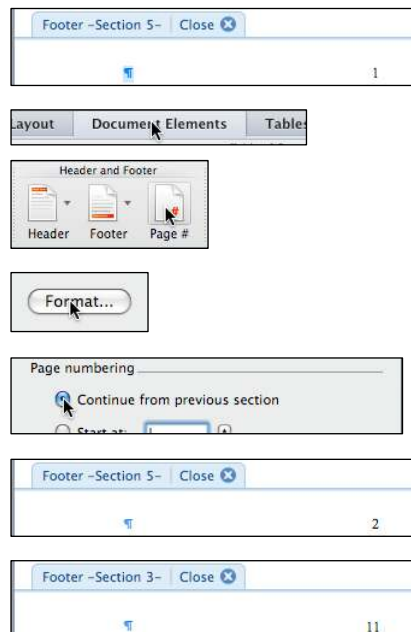
- **Double click** in the **Footer** area
- Note:** The **Header and Footer Contextual Ribbon** is activated
- Activate the **Header and Footer Contextual Ribbon**
 - Use the **Navigation Group >> Previous Section** button to move to move back one section
 - Use the **Navigation Group >> Next Section** button to move forward one section



To continue the Page numbers in the Body:

Note: The **Header and Footer >> Insert Group >> Page #** button simply inserts **Arabic Numerals (1, 2, 3, ...)** at the text cursor. Whereas the **Document Elements >> Header and Footer Group >> Page #** presents the **Page Number Format Dialog**

- Navigate to **Section 5**
 - Click on **Document Elements Ribbon**
 - Click the **Page #** button
 - Click on the **Format** button
 - Set **Page numbering** to **Continue from previous section**
 - Click on **OK (x 2)**
 - Repeat for **Section 4** and **Section 3**
- Note:** Use the **Header and Footer Contextual Ribbon >> Navigation** buttons to navigate between section footers and the **Document Elements >> Header and Footer >> Page #**

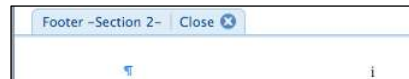
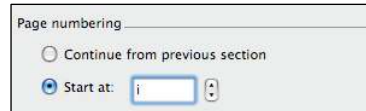
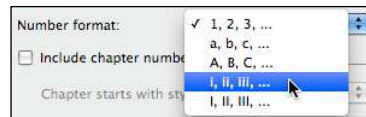


Notes

button to affect the page numbers

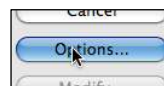
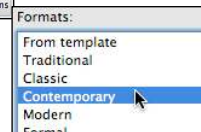
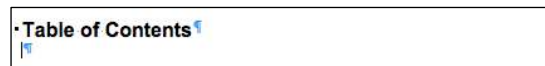
To establish Roman Numerals Before the Body (excluding the Title Page):

- Navigate to **Section 2**
- Deselect **Header and Footer** >> **Options** >> **Link to Previous**
- Click on **Document Elements** >> **Header and Footer** >> **Page #** button
- Set the **Alignment** to **Center**
- Click on the **Format** button
- Set **Number format** to **Roman Numerals (i, ii, iii, ...)**
- Ensure **Page numbering** is set to **Start at i**
- Click on **OK** (× 2)



Exercise 26. Generate a customised TOC:

- Place cursor at the Table of Contents heading
- Add a subsequent paragraph
- Click **Document Elements Ribbon** >> **Table of Contents Group** >> **Options** button
- Set the **Format** to **Contemporary**
- Click the **Options** button on the right



Notes

- Scroll down the **Available Styles** list and locate **“heading title”**
Note: This is the paragraph style applied to the headings *“Title page”*, *“Abstract (with keywords)”*, *“Table of Contents”* and etc.
- Enter **“1”** for the TOC level to apply to **“heading title”** throughout the Table of Contents
- Click on **OK (x 2)**
Note: Microsoft Word 2011 for MAC will check to see if you want to replace the selected table of contents
- Click on **OK**
Note: The **“Title Page”** and **“Table of Contents”** headings are generally not shown in within the **Table of Contents**.

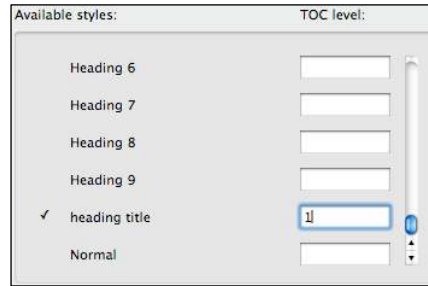


Table of Contents		
TITLE PAGE	→	I
ABSTRACT (WITH KEYWORDS)	→	II
TABLE OF CONTENTS	→	III
LIST OF TABLES	→	IV
LIST OF FIGURES	→	V
ABBREVIATIONS	→	VI
STATEMENT OF ORIGINAL AUTHORSHIP	→	VII
ACKNOWLEDGMENTS	→	VIII
CHAPTER 1 → THIS IS CHAPTER ONE	→	9
1.1 → MISCELLANEOUS TEXT FROM ASKIT WEB PAGES	→	9
1.1.1 → HOW DO I RECOVER A WORD DOCUMENT AFTER A CRASH OR MISTAKE ON A UQ LIBRARY COMPUTER?	→	9
1.1.2 → WORDS CLOSED UNEXPECTEDLY - MAKEUP IS MESSY!	→	9

Notes
