Microsoft Word: Advanced Features and Formatting

Creating a Table of Contents (TOC)

1. Open the file Word-Example.docx from our T: drive class location.

2. Mark entries for the TOC
   a. Using the built-in heading styles (Heading 1, Heading2, and Heading 3) is the simplest way to have text formatted in one of those styles that appear in the TOC.

3. Use Reveal Formatting to view the formatting applied to characters, paragraphs, and sections.
   a. <Shift> + <F1> will display the Reveal Formatting pane.

4. Use the Navigation Pane for an overview of your document’s headings (on the View tab). When you work with long documents, the Navigation Pane can be a handy way to move a large block of text.

5. Formatting the TOC
   a. References Tab, click Table of Contents, and then click “Insert Table of Contents”. Click the “Modify” button to change formatting of TOC entries.

6. Updating the TOC
   a. It’s not automatic! Use the “Update Table” option on the References tab.

Section Formatting

7. Most of the time, Word documents only have one section.
   Reasons to have more than one section
   a. Changes in document margins
   b. A change in page orientation or paper size
   c. Header and Footer Changes
   d. Page Numbering skips/changes
   e. The use of columns

8. Start “Part Four” of the document on a new page that is a new section in the document. Inserting a New Page Section break will do that. We’ll then change some of the Page Setup options for that section.
   a. Change the last page to a landscape orientation (so that it won’t affect the previous pages).
   b. Add a page to the end of the document that is in portrait. That means a section break.
   c. Let’s change the “Part One” document text formatting so it’s in a 3-column format.
   d. Section breaks of the Continuous type typically work best when they are inserted at the start of a new paragraph. But, watch future edits that push these types of breaks to a different page.

Headers/Footers and Page Numbering

9. Let’s insert a header into this document.
   a. Insert tab > Page Number will do this. Top of the page, right-hand side of the paper
10. About Headers/Footers
   a. Same As Previous. No really, that’s what it’s called in Word. Although you might refer to it as evil and tricky!
   b. It appears on headers/footers when you have multiple sections in the document.
   c. It’s important to FIRST unlink the “Same As Previous” if what you’re putting in the header should not appear in the previous section header(s).

**THE ORDER IN WHICH YOU PERFORM THESE STEPS MATTER! Unlink, then make your edits**

   d. Then, make any edits to your header/footer.
      i. If they’re still linked, your edits affect the previous section header/footer also!
      That’s the evil and tricky part.

11. Formatting page numbers. Things like “Page X of Y”. Or “Start At Specified Number”.

12. What if you need a skip in the page numbers of your document? That requires a section break!