

DEVELOP YOUR SKILLS

Resource Metadata

Level	Undergraduate
Duration	1 practical (approx. 2.5 hours)
Software Required	Microsoft Word

Learning Outcome

Upon completion of this unit, students will be able to learn and apply the critical relationship between consistent style application and automated content generation, discovering how Word's field-based system allows for real-time updates when document structure changes. Learners will apply professional document layout principles, including the strategic placement of introductory elements such as tables of contents pages, and will demonstrate skills in document navigation and organization that are essential for research papers, reports, and other professional communications. This knowledge forms the foundation for creating polished, professionally formatted documents that meet academic and business standards.

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Table of Contents - STYLES & FORMATTING

1. **Open MS Word**
2. **Insert a page break**
3. **Create a multi-page document structure:**

Place your mouse pointer on the second page and copy the content from Skills Units 1& 2 respectively onto separate pages.

Important: Make use of Page Break to separate each skill/exercise. Use the footer to insert page numbers. Your document should finally contain more than 6 pages total.

Document Structure:

- **Page 1:** Table of Contents (to be created)
- **Page 2:** Skill 1 content
- **Page 3:** Skill 2 content
- **Page 4:** Skill 3 content
- ...
- **Page....:** Skill 13

4. **Add titles to each content page:**

- i. **Page 2:** Place your mouse pointer above the first paragraph and type: **Using MS WORD**
- ii. **Page 3:** Place your mouse pointer above the first paragraph and type: **Spelling Errors**
- iii. **Page 4:** Place your mouse pointer above the first paragraph and type: **Super/Subscripts**
- iv. **Page 5:** Place your mouse pointer above the first paragraph and type: **Tabs/Indentation**
- v. **Page 6:** Place your mouse pointer above the first paragraph and type: **Bullets/Numbering**
- vi. ...

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5. Apply Heading Styles:

- i. Apply to each Title: **Heading 1** style
- ii. Apply to each paragraph: **Heading 2** style

How to apply styles:

- Select the text you want to format
- Go to Format → Styles and Formatting
- Choose the appropriate heading style from the list

6. Create Table of Contents:

- i. Place your mouse pointer on the first page and type: **Table of Contents**
- ii. From the menu, look for **Table of Contents**
- iii. Select the **Custom Table of Contents** option
- iv. Make sure the "**Show page numbers**" option is selected (adjust the show levels option according to the Heading Styles applied)
- v. Click **OK** to complete the table of contents

How it works: A table of contents is automatically generated from the paragraphs in your document that are using the heading styles. The table of contents is a field, just like page numbers in footers. This means it can update when there are changes to the document. To update: right-click inside the table and select "Update Field".