**ELECTRONIC THESIS AND DISSERTATION WORKSHOP**

**MICROSOFT WORD 2010**

**REVEAL FORMATTING**

1. Home tab> Styles group> Click dialog launch icon

**SET MARGINS**

1. Page Layout tab> Page Setup group> Margins > Office 2003 Default

![Margins Settings](image)

2. Change margin settings and select OK

**STYLES**

**SHOW THE STYLES WINDOW**

1. Home tab> Styles> Click ![style button] (or press Alt+Ctrl+Shift+S)
**ENABLE HEADINGS**
1. In the style window, Click Options…
2. Check “Show next heading when previous level is used” > OK

**APPLY A STYLE TO TEXT**
1. Click anywhere in a paragraph (or highlight text)
2. Choose style and click to apply

**APPLY A STYLE WHILE TYPING**
Click on a style and begin typing

**MODIFY STYLE**
1. In the style window, right click style and select Modify…
2. Make changes and select OK

**CREATE NEW STYLE**
1. Select (New Style) in the style window
2. Name style
3. Select changes then OK
4. Apply new style

**REMOVE A STYLE**
1. Select style in the style window
2. Right click and select Delete… (text will generally revert to Normal style)

**CONTENTS, FIGURES, AND TABLES**

**INSERT TABLE OF CONTENTS**
1. References tab > Table of Contents group > Table of Contents
2. Insert Table of Contents… > OK
*Word draws the Table of Contents from heading styles 1–3 by default. See previous section for applying heading styles from the style window.

**UPDATE TABLE OF CONTENTS**

1. Right Click Table of Contents
2. Select Update Field
3. Update page numbers only –or– Update entire table
4. Or References tab> Table of Contents group> Update Table

**INSERT FIGURES OR TABLES**

1. References tab> Captions group> Insert Caption
2. Choose label type (Figure, Table, etc.)
3. Type any caption text and select okay

**INSERT LIST OF FIGURES OR TABLES**

1. References tab> Captions group> Insert Table of Figures
2. Select Caption label type> OK

**BREAKS, PAGE NUMBERS, AND NAVIGATION**

**INSERT SECTION BREAK**

1. View tab>Document Views group>Draft view
2. Page Layout tab> Page Setup group> Breaks
3. Choose Next Page listed under Section Breaks

**INSERT A PAGE BREAK**

1. View tab>Document Views group>Draft view
2. Position cursor directly before the place where you would like to insert a page break (as per below)

3. Page Layout tab> Page Setup group> Breaks

4. Choose Page listed under Page Breaks
5. In Draft view the dotted page line should change to a double bar once break is added