ELECTRONIC THESIS AND DISSERTATION WORKSHOP

MICROSOFT WORD 2003

REVEAL FORMATTING
1. Select Format> Reveal Formatting
2. Check Show all formatting marks on the bottom right corner
3. -or- Select on the formatting toolbar

SET MARGINS
1. File> Page Setup> Margins
2. Change margin settings and select OK

STYLES

OPEN THE STYLE PANE
1. Select Format> Styles and Formatting
2. -or- Select on the toolbar

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

MODIFY STYLE
1. In style pane, right click style and select Modify...
2. Make changes and select OK

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

REMOVE A STYLE
1. Select style in the style pane
2. Right click and select Delete...
3. Text will generally revert to normal style
CONTENTS, FIGURES, AND TABLES

INSERT TABLE OF CONTENTS*
1. Select Insert> Reference> Index and Tables
2. Select Table of Contents Tab> OK

*Word draws the Table of Contents from heading styles 1–3 by default. See previous section for applying heading styles from the style pane.

UPDATE TABLE OF CONTENTS
1. Right Click Table of Contents
2. Select Update Field
3. Update page numbers only  –or–
4. Update entire table

INSERT FIGURES OR TABLES
1. Select Insert> Reference> Caption
2. Choose label type (Figure, Table, etc.)
3. Type any caption text and select okay

INSERT LIST OF FIGURES OR TABLES
1. Select Insert> Reference> Index and Tables
2. Select Table of Figures Tab> Select Caption label type> OK

BREAKS, PAGE NUMBERS, AND NAVIGATION

INSERT SECTION BREAK
1. Select Insert> Break
2. Choose Next Page listed under Section break types

INSERT A PAGE BREAK
1. Select Insert> Break
2. Choose Page Break> OK
3. -or- press Ctrl+Enter
**PAGE NUMBERS**

1. Click on first page (title page)
2. Select Insert> Page numbers> Alignment center> uncheck show number on first page> OK
3. Click on second page (copyright or blank page)
4. Select Insert> Page numbers> uncheck show number on first page> OK
5. Click on third page (signature page)
6. Select Insert> Page numbers> Format> Number Format> Select Roman> OK> OK
7. Click on first page of chapter 1
8. Insert> Page numbers> Format> Page Numbering> Select Start at: 1> OK> OK

*First, second, and third pages must be separated by section breaks. There must also be a section break between the front matter and chapter 1.

**NAVIGATION**

1. Control+click on the table of contents
2. Select View> Document Map
3. Select View> Outline
4. Select Edit> Go To (control+G)

—NOTES—