



Lecture 8

Microsoft Office Word (Cont.)

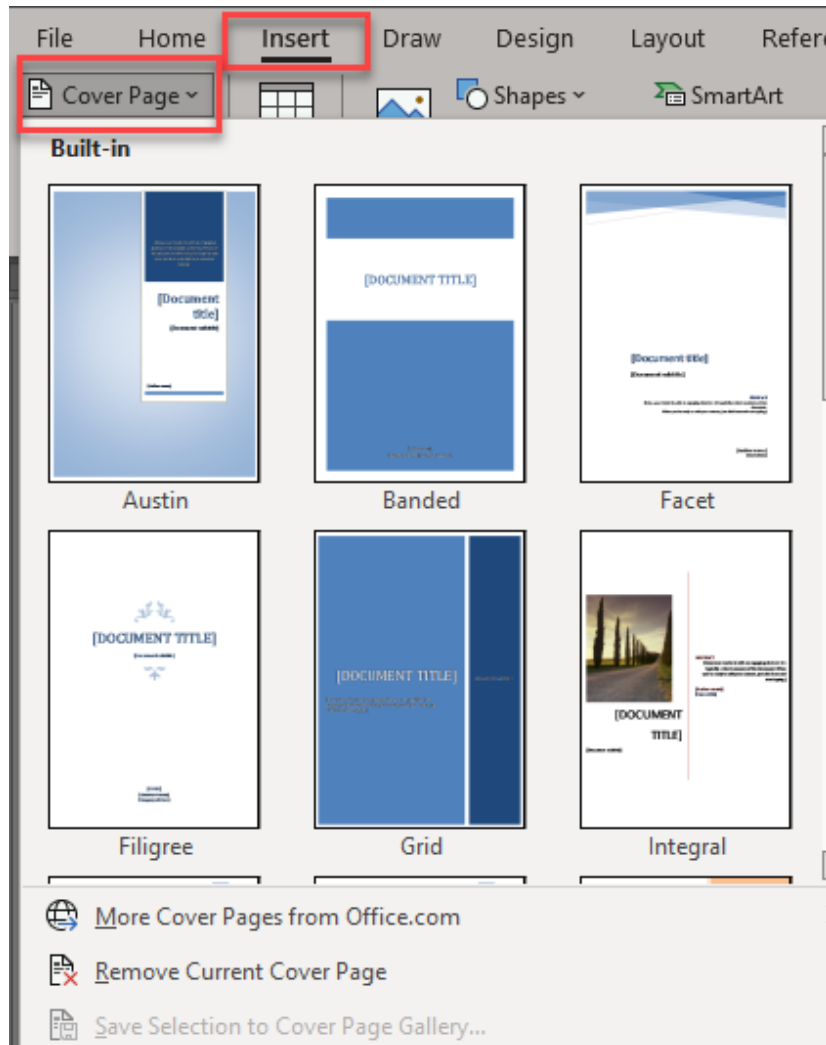
27. Long Document

In this section, we are going to learn how to manage a long document, giving it a Cover Page and a Table of Contents. Creating a long document requires some forethought in terms of how the content is going to be organized. We have created a document which organizes content for a Manual of Operations into a basic outline using multi-level list functionality. This will serve as a jumping off point.

The document, named **Source Document.docx** has been placed on your flash drive.

A. Creating a Cover Page

1. Place your insertion point in front of the word Services.
2. Click on the Insert tab. In the Pages group, click Cover Page. Click the Integral template.



3 .Click into the [Document title] field (be sure you click on the words “Document” or “title” and not an empty space). The field becomes selected and you can type the title you want. Note that this field is formatted to display all letters in capitals.

4 .Type the subtitle you want into the [Document subtitle] field.

The document, named Source Document.docx has been placed on your flash drive.



[DOCUMENT
TITLE]

[Document subtitle]

ABSTRACT

[Draw your reader in with an engaging abstract. It is typically a short summary of the document. When you're ready to add your content, just click here and start typing.]

Raghda AlShemaRi

[Course title]



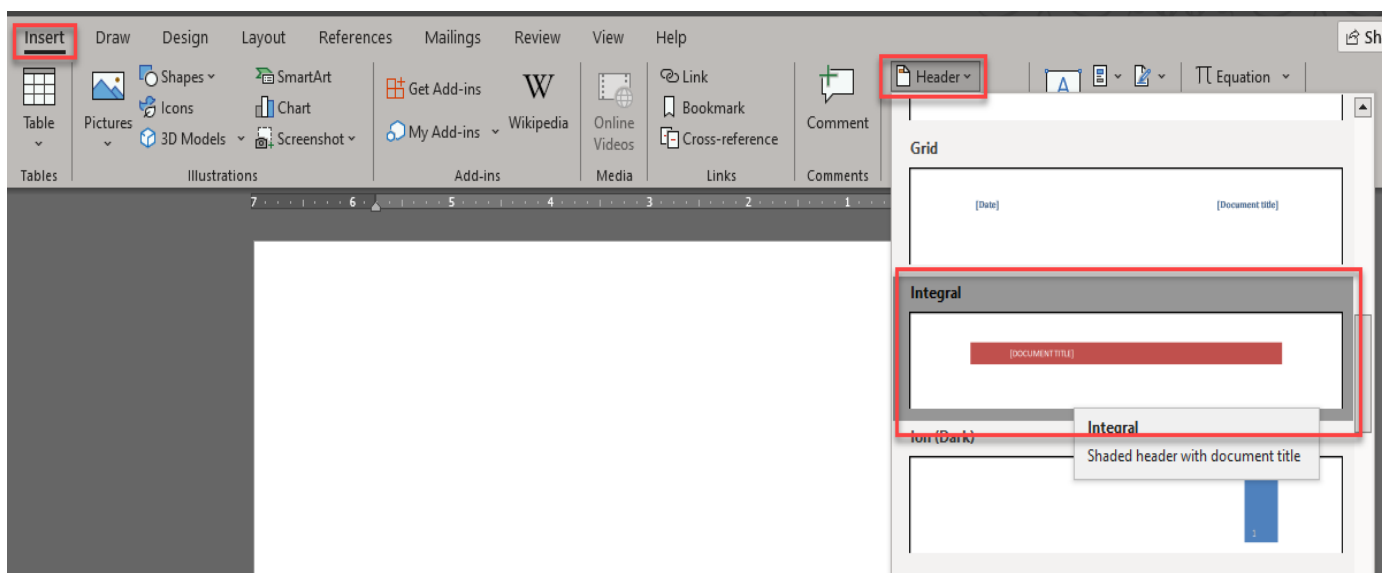
B. Creating a Header & Footer

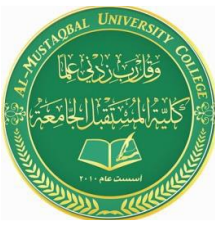
1 .On the next page of our document, place the insertion point in front of the line.

2 .On the Insert tab, locate the Header & Footer group and click Header. Scroll down the alphabetical list of Built-in styles until you see Integral. Click the Integral style. Note how the header automatically populates with the title we typed on the cover page. This is because we typed the title into a field and the header is referencing the same field.

3 .On the Header & Footer Tools ribbon, find the Footer button and click it. Click the Integral style. Similar to the title in the header, it auto-populated the footer with the contents of the author field.

4. Close the Header & Footer ribbon.





C. Creating a Table of Contents

Imagine you're working with a **really long document** in Microsoft Word, like an academic paper or a big report. Depending on the project, it might be dozens or even hundreds of pages long! When a document is this large, it can be difficult to remember which page has what information. Fortunately, Word allows you to insert a table of contents, making it easy to organize and navigate your document.

A **table of contents** is just like the list of chapters at the beginning of a book. It lists each section in the document and the page number where that section begins. A really basic table of contents might look like this:

Table of Contents

Chapter 1.....	2
Chapter 2.....	19
Chapter 3.....	41
Chapter 4.....	52

You could create a table of contents manually—typing the section names and page numbers—but it would take a lot of work. And if you ever decide to rearrange your sections or add more information, you'll have to update everything all over again. However, with the right formatting, Word can create and update a table of contents automatically.

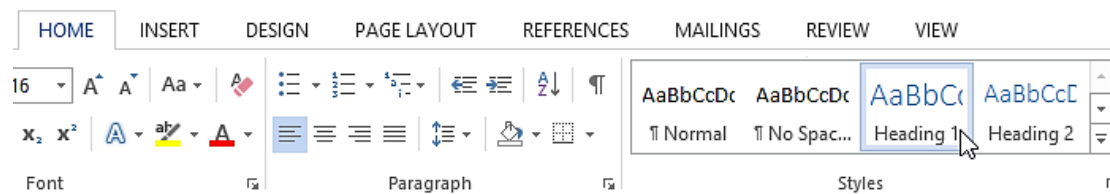
Step 1: Apply heading styles

If you apply a **heading style**, you're telling Word that you've started a new part of your document. When you insert the table



of contents, it will create a section for each heading. In the table of contents above, each chapter uses a heading style, so there are four sections.

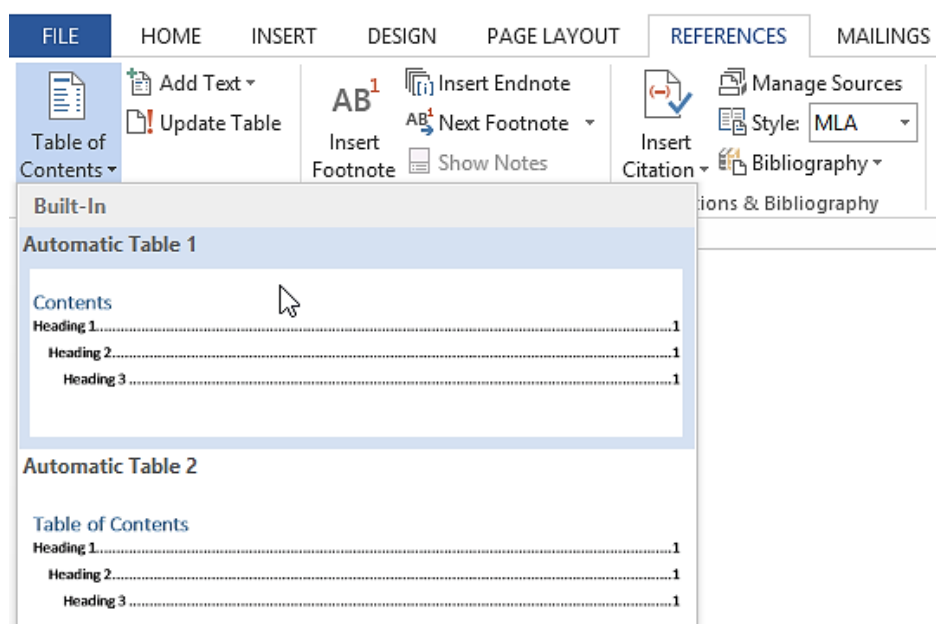
To apply a heading style, select the text you want to format, then choose the desired heading in the **Styles** group on the **Home** tab.



Chapter 1

Step 2: Insert the table of contents

Now for the easy part! Once you've applied heading styles, you can insert your table of contents in just a few clicks. Navigate to the **References** tab on the Ribbon, then click the **Table of Contents** command. Select a built-in table from the menu that appears, and the table of contents will appear in your document.





As you can see in the image below, the table of contents uses the heading styles in your document to determine where each section begins. Sections that begin with a Heading 2 or Heading 3 style will be nested within a Heading 1 style, much like a **multilevel list**.

A Brief History of the Roman Empire

Heading 1	→	The Founding of Rome	3
Heading 2	→	Romulus and Remus.....	7
Heading 3	→	The Seven Hills of Rome.....	11
	→	The Old Kings of Rome	13
	→	Kingdom to Republic	18

A table of contents also creates **links** for each section, allowing you to navigate to different parts of your document. Just hold the **Ctrl** key on your keyboard and click to go to any section.

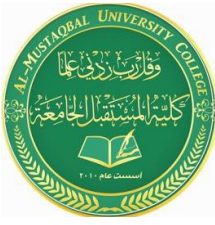
A Brief History of the Roman Empire

The Founding of Rome	3
Romulus and Remus.....	7

Current Document
Ctrl+Click to follow link

Step 3: Update as needed

If you edit or add to your document, it's easy to update the table of contents. Just select the table of contents, click **Update Table**, and choose **Update Entire Table** in the dialog box that appears. The table of contents will then update to reflect any changes.



The screenshot shows a Microsoft Word document with a Table of Contents. A dialog box titled "Update Table of Contents" is open, prompting the user to select an update option. The "Update entire table" option is selected.

Section	Page Number
The Founding of Rome	3
Romulus and Remus	7
The Seven Hills of Rome	11
The Old Kings of Rome	13
Kingdom to Republic	18
Livonian History	22
The Roman Constitution	29
Etruscan Memories	38
Republic to Empire	39
The First Triumvirate	45
The Catalline Conspiracies	51