

Video Transcript

by Learning Service

Title: Using Panopto to produce "How to" resources - MS Word.
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Verbatim Transcript

>> Laura: This session will focus on using the features of Microsoft word to format long documents or formal reports. In this session we will look at using styles for the headings, viewing the navigation pane, inserting page breaks, inserting a table of contents and adding page numbers.

Let's take this document as an example. First, we are going to use the Styles function for the headings, Microsoft word has built-in styles which should be used to show the different levels of text within a document. We are going to modify the title, heading 1 and heading 2.

On the Home tab go to styles select title, right click and select modify, this will allow us to create a custom title. I'm going to make my title Times New Roman, size 16, bold, underlined and the colour black. Click OK, then select the text you want to make the title and select the title style.

Next, we're going to add styles to the headings. Select heading 1, right click and select modify. I'm going to select Times New Roman, size 12, bold and the colour black. Click OK. Then select the text you want to make the heading and select the heading 1 style.

I'm now going to do this to the rest of my document. As I get to this heading I realize that it now needs to be a subheading. To do this I'm going to change it to heading 2.

Select heading 2 right-click and select modify, I'm going to choose Times New Roman, size 12, bold and the colour black. Click OK, I'm then going to change this title to heading 2, the rest of my titles I'm going to change to heading 1.

Now that we have used the style function to create custom titles and headings you can use the navigation page to directly navigate to a specific section on the View tab, go to show and here you can see that the navigation pane is selected, on the left-hand side of the document you will see all of your headings and subheadings, as you can see here heading 2 has been indented to show this is a part of this heading.

Before we add a table of contents to this document I want my abstract to be separate from the rest of the document, to do this you can insert a next page section break after the abstract, on the Layout tab, go to page setup, select breaks and then under

section breaks select next page, as you can see here my abstract has gone on to the next page.

I now want to do the same so that the rest of my document goes on to another new page, also note that you might need to use the Delete key on your keyboard to move the heading up slightly.

Headings which have styles applied can be used to automatically generate a table of contents. Click before the abstract and choose references table of contents. Automatic table can be used for this example. This will generate a contents page based on your headings, as you can see the heading 2 has been indented to reflect that this is a part of the previous section.

You can change the font style by highlighting all and changing the font. You can still make changes to your document for example the abstract still needs to go on to the below page, I'm going to do this again by going to layout, breaks, next page.

When I'm happy with how document looks, if I go to the contents page I can update it, to do this select the contents page and click update table. On this occasion I'm going to choose to update the page numbers only.

After I am happy with my table of contents I now need to insert page numbers to the rest of my document, to do this double click on the footer, this will bring up the design tab.

If I go to page numbers, I'm going to select bottom of the page, I wanted to appear in the right-hand side, this will add page numbers to my document.

End.

YouTube cc (time-stamped caption file)

0:00:11.120,0:00:15.570

This session will focus on using the features of Microsoft Word to format

0:00:15.570,0:00:21.810

long documents or formal reports. In this session we will look at using styles for

0:00:21.810,0:00:27.090

the headings, viewing the navigation pane, inserting page breaks, inserting a table

0:00:27.090,0:00:33.950

of contents and adding page numbers. Let's take this document as an example.

0:00:33.950,0:00:38.850

First, we are going to use the Styles function for the headings, Microsoft Word

0:00:38.850,0:00:42.239

has built-in styles which should be used to show the different levels of text

0:00:42.239,0:00:48.989

within a document. We are going to modify the title, heading 1 and heading 2. On the

0:00:48.989,0:00:56.190

Home tab go to styles select title, right click and select modify, this will allow

0:00:56.190,0:01:04.129

us to create a custom title. I'm going to make my title Times New Roman, size 16

0:01:04.129,0:01:13.439

bold, underlined and the colour black. Click OK, then select the text you want

0:01:13.439,0:01:21.180

to make the title and select the title style. Next, we're going to add styles to

0:01:21.180,0:01:28.770

the headings. Select heading 1, right click and select modify. I'm going to

0:01:28.770,0:01:40.650

select Times New Roman, size 12, bold and the colour black. Click OK. Then select

0:01:40.650,0:01:47.310

the text you want to make the heading and select the heading 1 style. I'm now going to do

0:01:47.310,0:02:06.780

this to the rest of my document. As I get to this heading I realize that it

0:02:06.780,0:02:10.500

now needs to be a subheading.
To do this I'm going to change it to

0:02:10.500,0:02:18.000
heading 2. Select heading 2 right-click
and select modify I'm going to choose

0:02:18.000,0:02:28.470
Times New Roman, size 12, bold and the
color black. Click OK, I'm then going

0:02:28.470,0:02:35.310
to change this title to heading 2, the
rest of my titles I'm going to change to

0:02:35.310,0:02:51.020
heading 1. Now that we have used the style function to create custom titles
and

0:02:51.020,0:02:55.220
headings you can use the navigation page
to directly navigate to a specific

0:02:55.220,0:03:02.000
section on the View tab go to show and
here you can see that the navigation

0:03:02.000,0:03:07.099
pane is selected, on the left-hand side
of the document you will see all of your

0:03:07.099,0:03:13.700
headings and subheadings, as you can see here heading 2 has been indented to
show

0:03:13.700,0:03:17.650
this is a part of this heading.

0:03:17.680,0:03:22.670
Before we add a table of contents to
this document I want my abstract to be

0:03:22.670,0:03:27.290
separate from the rest of the document,
to do this you can insert a next page

0:03:27.290,0:03:36.110
section break after the abstract, on the
Layout tab go to page setup, select

0:03:36.110,0:03:44.239
breaks and then under section breaks
select next page, as you can see here my

0:03:44.239,0:03:48.860
abstract has gone on to the next page
and now I want to do the same so that

0:03:48.860,0:03:53.900
the rest of my document goes on to
another new page, also note that you

0:03:53.900,0:04:00.280
might need to use the Delete key on your

keyboard to move the heading up slightly

0:04:10.600,0:04:14.519
headings which have styles applied can be used to automatically

0:04:14.519,0:04:24.270
generate a table of contents. Click
before the abstract and choose

0:04:24.270,0:04:34.760
references table of contents. Automatic
table can be used for this example.

0:04:34.760,0:04:41.820
This will generate a contents page based on your headings, as you can see the
heading 2

0:04:41.820,0:04:46.260
has been indented to reflect that
this is a part of the previous action

0:04:46.260,0:04:52.520
you can change the font style by
highlighting all and changing the font

0:04:59.090,0:05:04.740
You can still make changes to your
document for example the abstract still

0:05:04.740,0:05:08.729
needs to go on to the below page, I'm
going to do this again by going to

0:05:08.729,0:05:17.400
layout, brakes, next page. when I'm happy
with how

0:05:17.400,0:05:23.040
document looks if I go to the contents
page I can update it, to do this select

0:05:23.040,0:05:28.979
the contents page and click update table.
On this occasion I'm going to choose to

0:05:28.979,0:05:39.030
update the page numbers only. After I am
happy with my table of contents I now

0:05:39.030,0:05:44.009
need to insert page numbers to the rest
of my document, to do this double click

0:05:44.009,0:05:51.900
on the footer, this will bring up the
design tab, if I go to page numbers, I'm

0:05:51.900,0:05:56.900
going to select bottom of the page, I
wanted to appear in the right-hand side

0:05:56.900,0:06:01.820
this will add page numbers to my document.