Microsoft Word XP

Notes prepared by

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EMM111
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>HEADERS AND FOOTERS</td>
<td>1</td>
</tr>
<tr>
<td>Exercise: Please put a suitable footer and/or header in the document “spelling”</td>
<td>2</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
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</tr>
</tbody>
</table>
Headers and Footers

All documents should have headers and/or footers to maintain page count, to achieve a uniform look, and they do make your life easier. This document has both with the header showing the title of the document, the course number and the page count. The footer shows where the file is stored, my own name and date of printing which can become invaluable when you are working through the 10th draft of a document.

Headers and footers are accessed through View then Headers and footer

The symbols from left to right are
Insert AutoText, Insert Page Number, Insert Number of pages, Format Page Number, Insert Date, Insert Time, Page Setup, Show/Hide document text, Same as Previous, Switch between Header and Footer, Show Previous, Show Next, Close

We love AutoText and we shall now use it to enter the filename of our document, our name and the number of pages and page number. Word should put a left, centre, right tab in for you
One can also put in pictures in H&F and they will appear thorough throughout the document as you determine.

There are zillions of things to do with headers and footers but this will do for now.

**Exercise:** Please put a suitable footer and/or header in the document “spelling”
Table of Contents.

You now know how to format pages, insert headers and footers, check spelling, check grammar, and you have written your report. Now what about the table of contents?

The table of contents is the easiest thing to complete if you follow me.

Beside the font box is the style box and these will differ depending on the document that you are using.

The style list on the left is from a blank document and the style list on the right is from the document I am working on now. There are more on that list than is shown here.

The secret to an easy TOC is that the text in your document should be “Normal” and that your headings should be Heading 1, 2, or 3 depending on their importance. In this case I have made the words Table of Contents at top of this page a Heading 1 style. This means it will
have all these attributes as shown below on the left and the style on the right is from a new blank document.

When Word is asked to make a TOC, it searches through the document, finds the headings and sorts. In the electronic version of the report, the reader can click on the table of contents and go straight to that page.

TOC is under Insert, then Index and Tables