

Making Microsoft Word User-Friendly for Dissertations, Theses, and Manuscripts: Part I

By:

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Online:

< <http://cnx.org/content/col11335/1.6/> >

C O N N E X I O N S

Rice University, Houston, Texas

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Table of Contents

1 Table of Contents	1
2 List of Figures	25
3 List of Tables	43
4 Running Head and Page Header (97-2003 Word Version)	61
5 Running Head and Page Header (2007 Word Version)	81
6 Footer	107
7 Setting up References - Longer Route	123
8 Setting up References - Shorter Route	137
Attributions	148

Chapter 1

Table of Contents¹



NOTE: This chapter is published by NCPEA Press² and is presented as an NCPEA/Connexions publication as a "print on demand book." Each chapter has been peer-reviewed, accepted, and endorsed by the National Council of Professors of Educational Administration (NCPEA) as a significant contribution to the scholarship and practice of education administration.

About the Authors

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About the Editors

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¹This content is available online at <<http://cnx.org/content/m38553/1.2/>>.

²<http://www.ncpeapublications.org/books.html>

³<http://cnx.org/content/m38553/latest/www.writingandstatisticalhelp>

⁴<http://www.ncpeapublications.org>

⁵<http://ncpeapublications.org/about-elr.html>

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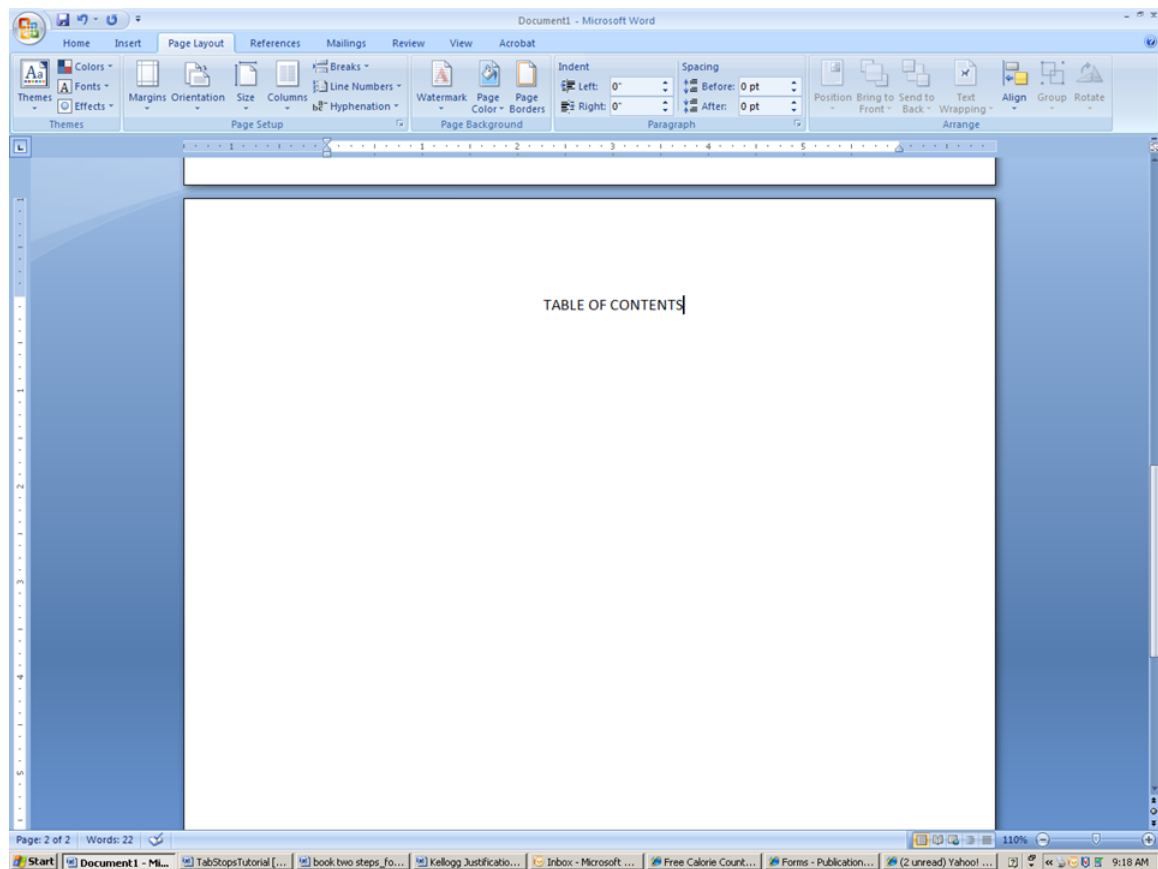
In this set of steps and screenshots, readers are provided with directions on creating a Table of Contents for a dissertation or a thesis. This set of steps and screenshots will guide you toward manually inserting the Table of Contents in a document, without the use of the insert “Table of Content” feature that is featured in the References area of Windows. We encourage the use of the manual Table of Contents because they are straightforward and uncomplicated. When creating a Table of Content for a dissertation or thesis, particular guidelines must be followed; ones that may not adhere to the pre-made Table of Contents. At the university where we work, students are discouraged from using the automatic table of contents due to the difficulties it creates when the document is sent to press.

1.1 Step One

First open a word document (Microsoft Word or other)

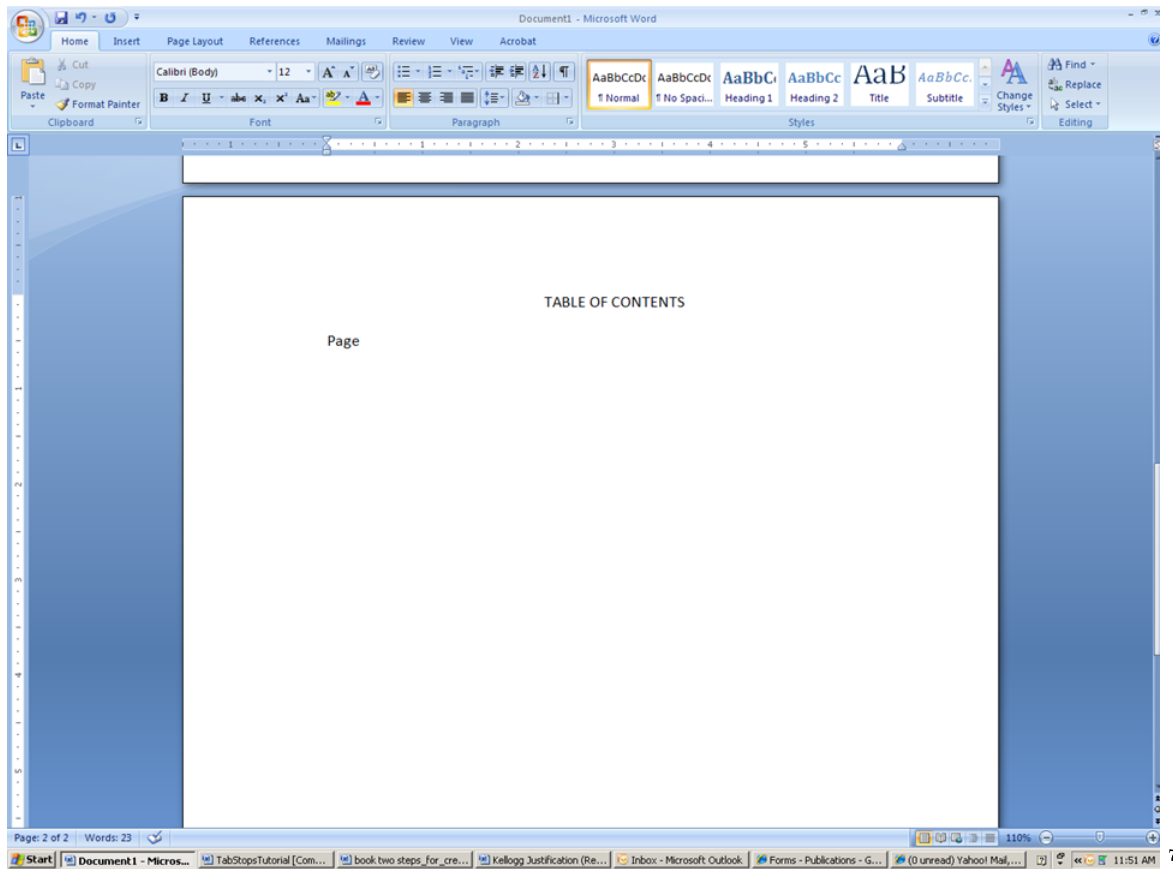
*Be sure to check the margins that are specified for your dissertation or thesis

- ✓ First, type in all caps “TABLE OF CONTENTS”
- ✓ Make sure that the title is centered and your page is double spaced



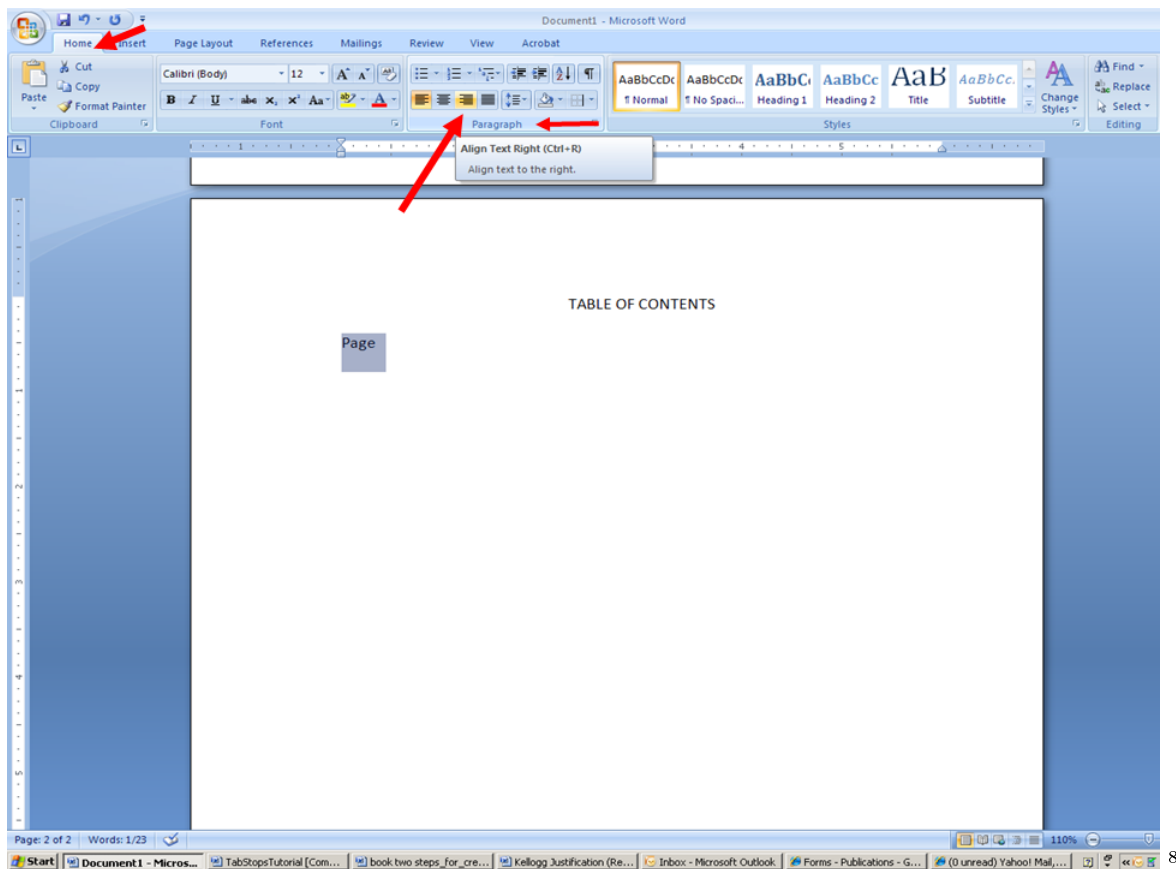
- ✓ Enter
- ✓ type in "Page"

⁶<http://cnx.org/content/m38553/latest/2.1.png/image>



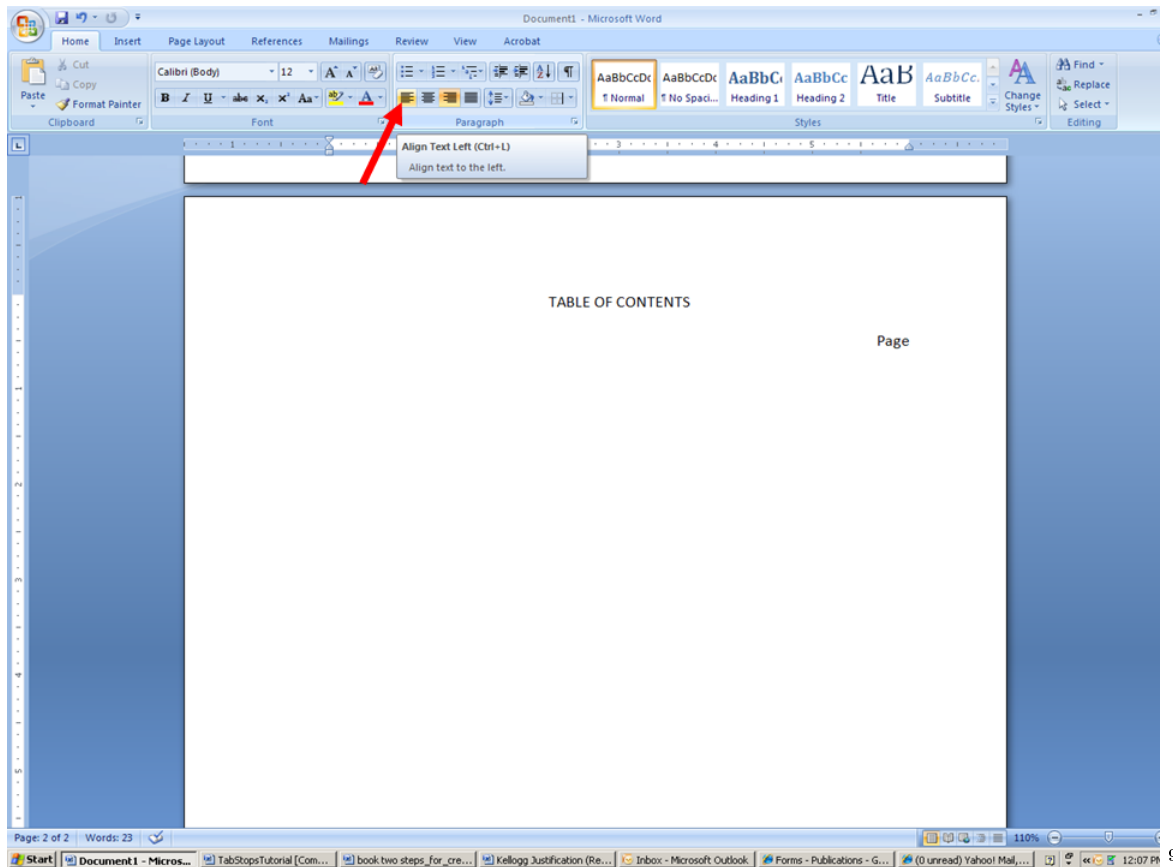
- * Highlight word
- * Go to Home
- * Paragraph
- * Highlight "Align Text Right"

⁷<http://cnx.org/content/m38553/latest/2.2.png/image>



**** Your page should resemble the following:**

⁸<http://cnx.org/content/m38553/latest/2.3.png/image>



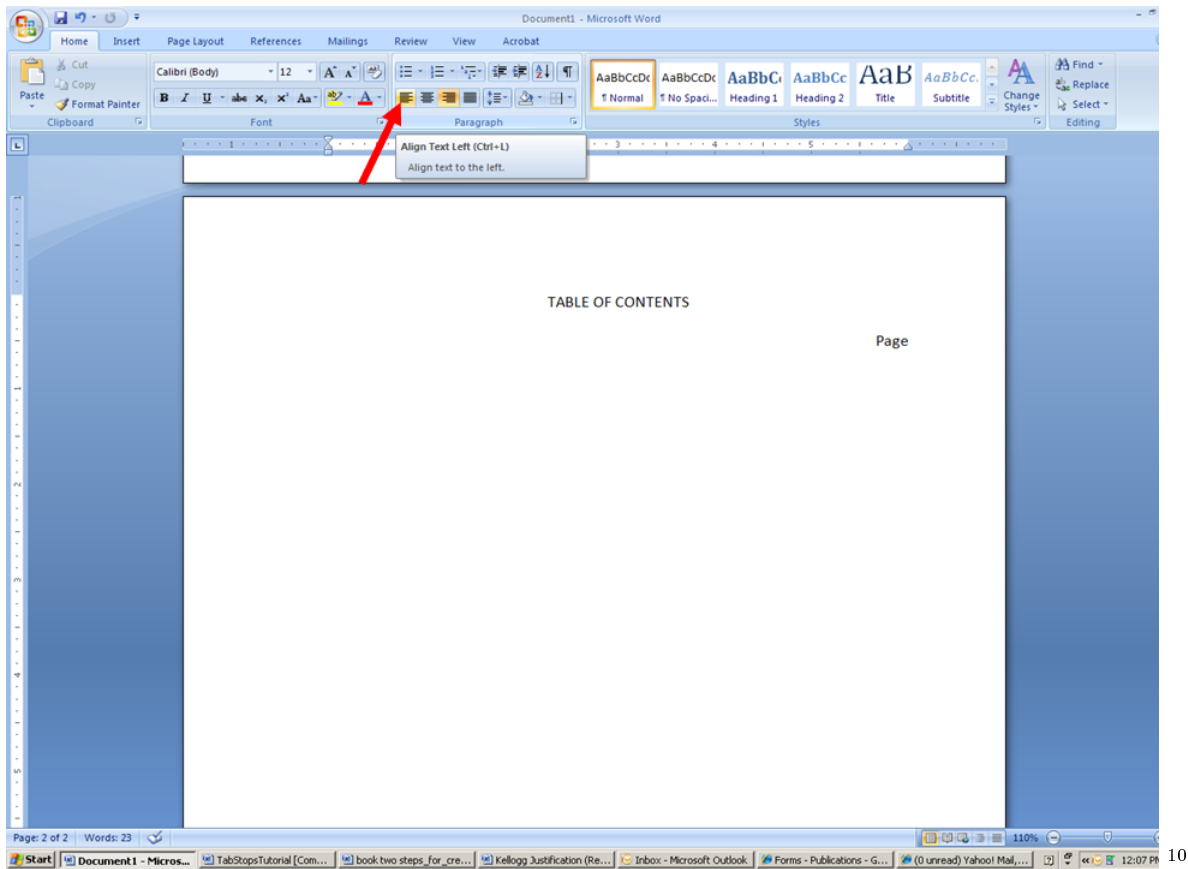
1.2 Step Two

The headings in your Table of Contents should be consistent with the headings in your dissertation or thesis.

The following is an example of a standard format for a dissertation.

- ✓ Insert the title of each section of your dissertation and its page number
- ✓ Make sure your paragraph is align text left

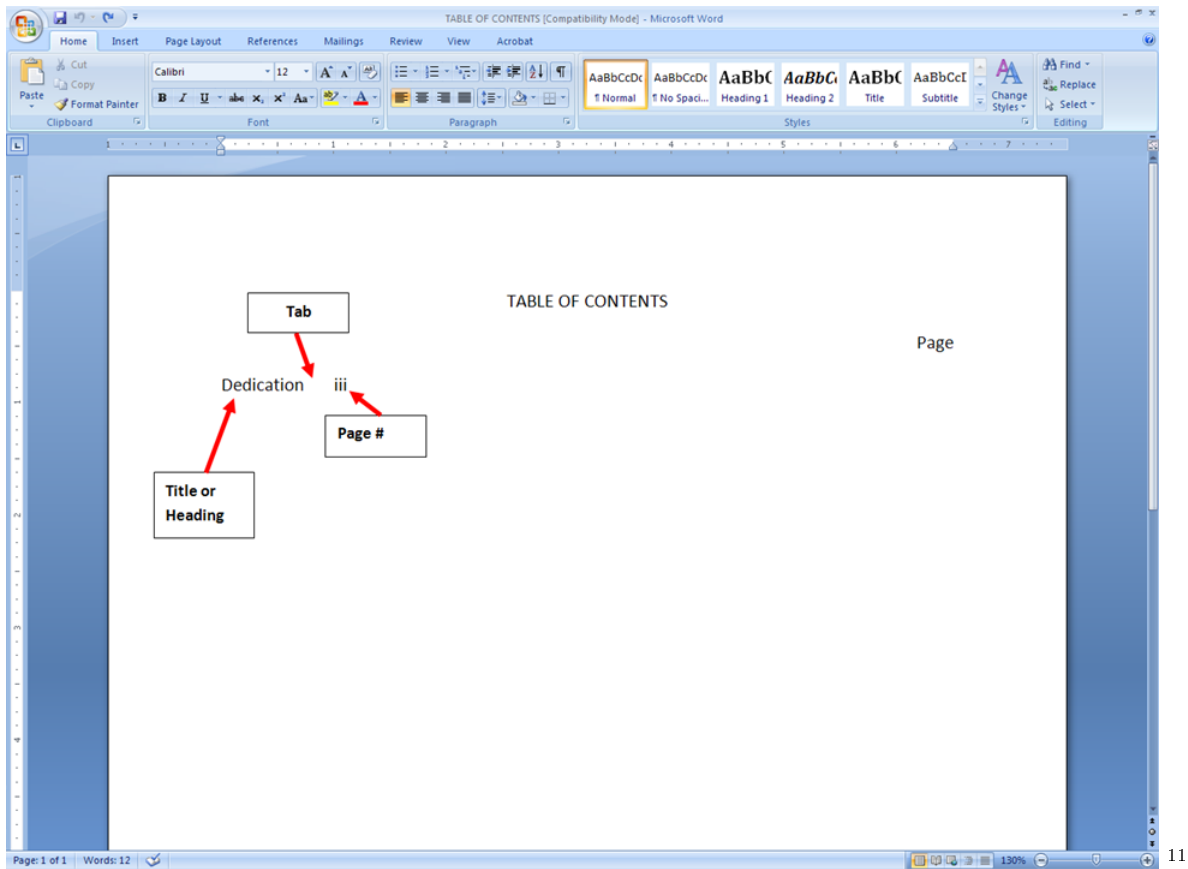
⁹<http://cnx.org/content/m38553/latest/2.4.png/image>



10

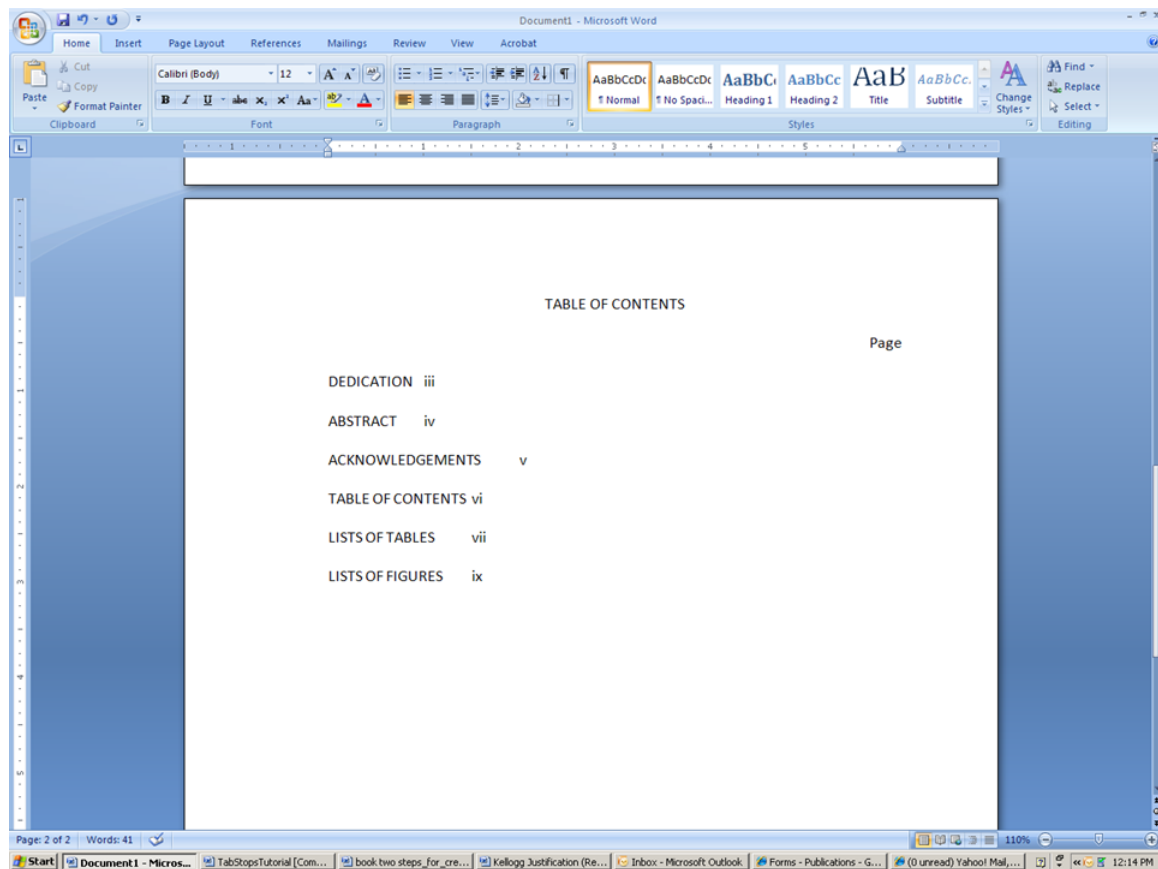
- * Insert the title or heading
- * Hit the tab key
- * Type the page number

¹⁰<http://cnx.org/content/m38553/latest/2.5.png/image>



***** Continue to insert your headings and page numbers until your page resembles the following:**

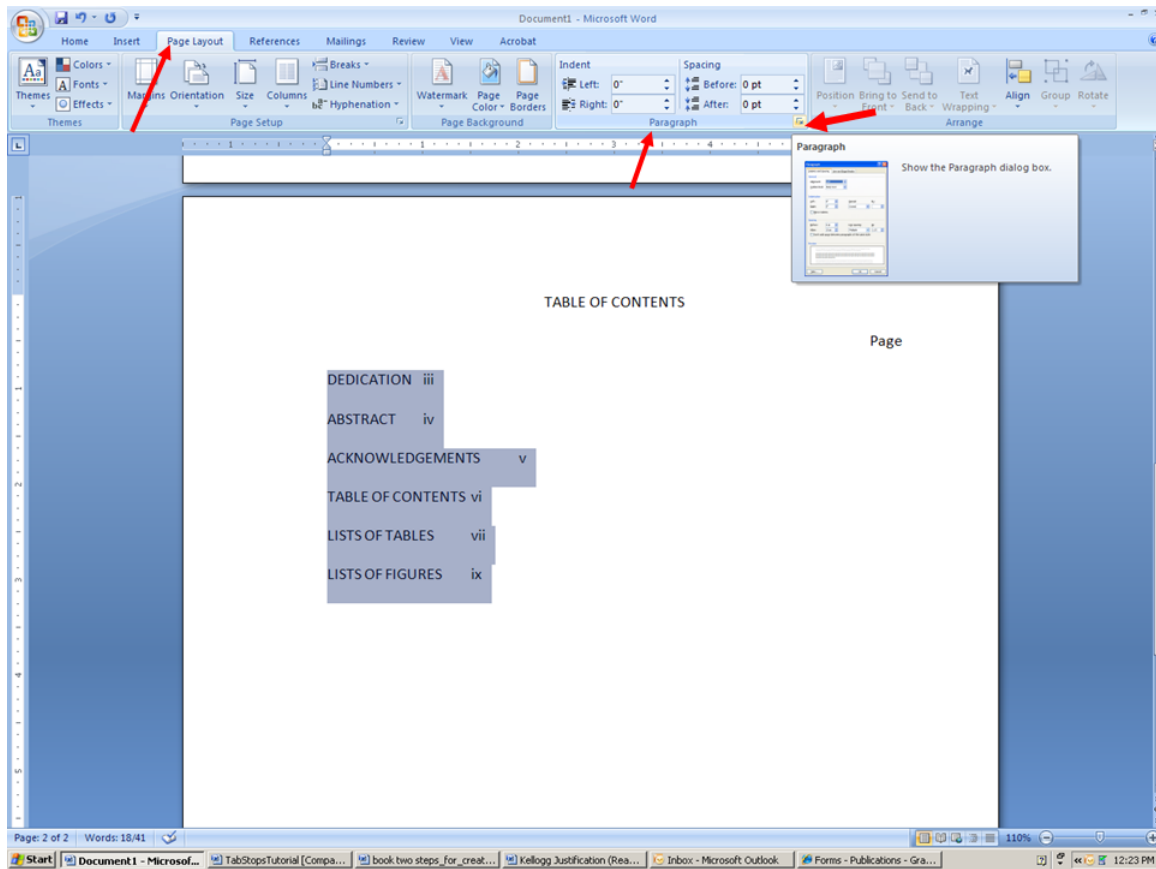
¹¹<http://cnx.org/content/m38553/latest/2.6.png/image>



12

- ✓ Highlight headings
- ✓ Go to Page Layout
- ✓ Paragraph
- ✓ Paragraph dialog/icon box

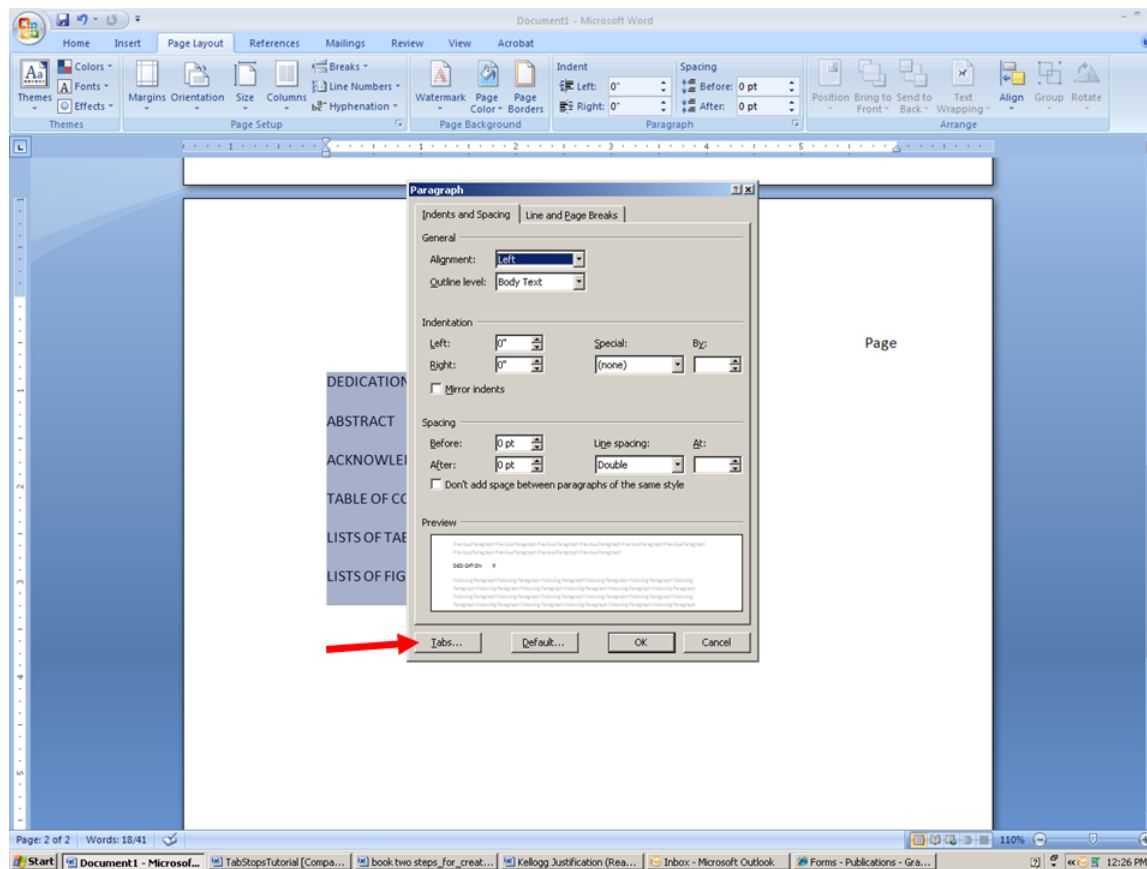
¹²<http://cnx.org/content/m38553/latest/2.7.png/image>



13

- ** A Paragraph box will appear
- * Click "Tabs"

¹³<http://cnx.org/content/m38553/latest/2.8.png/image>



14

- * In Tab stop position: enter 6
- * In Alignment: click on Right
- * In Leader: 2
- * Then enter: Set
- * Then OK

¹⁴<http://cnx.org/content/m38553/latest/2.9.png/image>

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