This tutorial is meant to help you practice some tricky formatting problems that students often encounter. I'll be working on an unformatted version of Missouri S&T's thesis template, but note that this tutorial is for educational purposes only and is not meant to be used as a template. Also note that this tutorial was created for Word 2016. You might encounter slight variations if you are using other versions of Word.

Terminology

- **Tabs**: Home, Insert, Design, etc.
- **Group**: Clipboard, Font, Paragraph, etc. under a tab
- **Dialog box launcher**: button in the bottom right corner of a group
- **Dialog box**: Menu that pops up with more formatting options from dialog box launcher
- **Menu**: An expanded list of items, especially drop-down menus
- **Show/Hide Button**: Allows you to see nonprinting marks, such as spaces, tabs, and returns

Paragraph/Line Spacing

1. Highlight everything from "THE TITLE OF THESIS" to "All Rights Reserved"
2. In the Paragraph group under the Home menu, click the **dialog box launcher** in the lower right-hand corner
3. Change **After** spacing to 0 in the Indents and Spacing tab
   Sometimes Word will have this after spacing on by default, so I like to show people how to change it. You can also change the default spacing in this dialog box.
4. Change **Line Spacing** to Double
5. Select **OK**
6. **Center** text under the Paragraph group (or use Ctrl + e)

Page Breaks

It's important to keep in mind that a Page Break is not the same as a Section Break. A Page Break simply moves text to the next page. This is a better option than hitting the Enter key multiple times to move text down, because those extra paragraph breaks can cause you formatting problems in the long run. A page break will always keep the text on the next page.

1. Place your cursor before "ABSTRACT"
2. Select the **Insert** tab
3. Select **Page Break** under the Pages group
4. Repeat Steps 2 and 3 for all major headings

Page Numbers (part 1)

1. Double-click in the header of any page
2. Under the Design tab, select **Page Number** under the Header & Footer group
3. Select **Top of Page → Plain Number 3**
4. Close Header and Footer

Section Breaks

Next, we're going to use a Section Break. Unlike Page Breaks, Section Breaks are used when you want the formatting to change between sections. They can be used between two pages or within a single page.

1. Place your cursor before "1. INTRODUCTION" on page 6
2. Select the **Layout** tab
3. Select the **Breaks** drop-down menu
4. Select **Continuous** under section breaks
5. Select the **Home** tab
6. Under the Paragraph group, select the **Show/Hide** button in the upper right corner
7. Scroll up to page 5 to view your page break and section break

Note: Sometimes Word will act strangely if you have inserted both a page break and section break, so I recommend only using a section break in these cases. You have the option to do a continuous break as above, or a "Next Page" break, which will move your content down a page. If you are having problems with one, I recommend removing the breaks and trying the other.

Center a Page Vertically

Next, we want to center the text on the title page vertically, but since we have both a Page Break and a Section Break, it's not going to work right, so we first have to remove the Page Break.

1. Place your cursor directly left of the Page Break on page 1
2. Press the **Backspace** key once
3. Select the **Layout** tab
4. Select the **Breaks** drop-down menu
5. Select **Next Page** under section breaks
6. Place your cursor anywhere within the text on page 1
7. Click the **dialog box launcher** in the Page Setup group
8. Click the **Layout** tab in the dialog box
9. Under Vertical Alignment, choose **Center**
10. Press **OK**

Page Numbers (part 2)

Sometimes, you'll want to use different types of page numbers for different parts of your documents. These steps will show you how to make the page numbers in your front matter different from your main body.

1. Double-click in the header of page 5
2. Under the Design tab under Header & Footer Tools, select the **Page Number** drop-down menu under the Header & Footer group
3. Select **Format Page Numbers**
4. Under Number Format, choose small roman numerals (i, ii, iii)
5. Press **OK**
6. Click into the header of page 6
7. In the Design tab, **deselect Link to Previous** under the Navigation group
8. Select the **Page Number** drop-down menu
9. Select **Format Page Numbers**
10. Under **Page Numbering**, select **Start at 1**
11. Click into the header of page ii
12. In the Design tab, **deselect Link to Previous** under the Navigation group
13. Click into the header of page i
14. Select the **Page Number** drop-down menu
15. Select **Remove Page Numbers**
16. Close Header and Footer

Note: if you want some page numbers to not appear, you can go through this process of inserting section breaks, or you can simply place a white box over the page numbers.

At this point, you should have small roman numerals for pages ii-v, and page 1 should start on page six.

Style Sheets

Next, I'm we'll learn how to use Word's Styles. There are default styles already available, but you can change them to look however you want.

Headings
1. on page ii, highlight **ABSTRACT**
2. Under the Home tab, select **Heading 1** in the Styles group
3. Repeat Step 2 for every major heading
4. Right-click **Heading 1** and select **Modify**
5. Make the following adjustments:
    a. Times New Roman
    b. 12
    c. Bold

        d. Green
        e. Center

6. In the lower left hand side of the window, select **Format → Font**
7. In the new window, check **All caps**
8. Select **OK**
9. Select **Format → Paragraph**
10. Change **Before** spacing to 0
11. Change **After** spacing to 12
12. Select **OK**
13. Select **OK**

Body text

1. Highlight the paragraph under Abstract
2. Change the font to Times New Roman under the Font group
3. Change the size to 12
4. Select the **dialog box launcher** in the Paragraph group
5. Change line spacing to double and After spacing to 0
6. Select **OK**
7. Right-click **Normal** in the Styles group
8. Select **Update Normal to Match Selection**

Note: *when you change your body text, the page numbers may automatically be placed on the left-hand side. Just ignore this for now, but you can always change it back to the right-hand side through the same process as earlier.*

Table of Contents

Next I'm going to show you two ways to create a table of contents: first by using Word's built-in Table of Contents tool, and second by creating one manually by setting tabs.

Generating a Table of Contents

1. Place your cursor at the end of "well." on page iii
2. Select the **Insert** tab
3. Under the Pages group, select **Blank Page**
4. Select the **References** tab
5. Select the **Table of Contents** drop-down menu (first option on left)
6. Select **Automatic Table 2**
7. On page 1 (page seven), insert a **Page Break** before "1. INTRODUCTION"
8. Scroll back up to your generated table of contents (page four)
9. Right click and select **Update Field**
10. Select **Update Page Numbers Only**

***Note:** Since you marked "Table of Contents" as Heading 1, it will appear in your table of contents. Notice that a new heading labeled "TOC Heading" was created when you generated your TOC. If you mark your heading on page v with his style and then update field, "Table of Contents" will disappear from your TOC.*

Manual Table of Contents

1. Place your cursor right before "ii" on page five
2. Select the **dialog box launcher** in the Paragraph group under the Home tab
3. Select **Tabs** in the lower left-hand corner
4. Type **6.5"** under Tab Stops
   a. Alignment: right
   b. Leader: 2
5. Select **Set**
6. Select **Ok**
7. Highlight the remaining lines of your table of contents
8. Repeat steps 2 through 6

***Note:** Some lines will have too many spaces, such as "VITA." Simply backspace in the extra line to remove it.*

Single-Spacing a Multi-lined Heading

1. Place your cursor at the end of the line for Section 2.2.2.2.2
2. Hit the **Enter** key
3. Click within the first line of the title of Section 2.2.2.2.2
4. Click the **Line and Paragraph Spacing** drop-down menu in the Paragraph group
5. Change spacing to **1.0**

***Note:** single spacing a generated TOC can often be finicky.*

Landscape Pages

Making One Page Landscape

1. Scroll down to the end of page 2 (page eight)
2. Select **Layout**
3. Select the **Breaks** drop-down menu
4. Select **Next Page** under section breaks
5. Repeat steps 3 and 4 to create a second Section Break
6. Move your cursor back to the blank page (page 9)
7. Under the Page Setup group, select **Orientation**
8. Select **Landscape**
9. Under the Insert group, select **Pictures** to insert a landscape photo

Note: Section breaks will affect your page numbering. To make sure your page numbers are consistent, click in your header to make sure Link to Previous is still selected. Then, go to Page Number drop-down menu, Format Page Numbers, and select "Continue from previous section."

Note: Word automatically changes the position of the landscape page number to still be in the top left corner. For theses and dissertations, this is NOT the correct position.

Page Numbers with Landscape Pages

1. Click the **Insert** tab
2. Select the **Shapes** drop-down menu
3. Select **Rectangle**
4. Draw a rectangle over your page number
5. Set **Shape Fill** to white
6. Set **Shape Outline** to No Outline
7. Under the Insert tab, select **Text Box**
8. Select the **Wrap Text** drop-down menu
9. select **In Front of Text**
10. Type "**3**" into the text box
11. Adjust text box size and orientation so that it matches other page numbers
12. Set Shape Outline to **No Outline**

Note: This trick requires you to be very precise with where you place the page number and might involve trial-and-error. Also note that the page number will not automatically update if your page moves position.

Turning Figures Sideways

Since turning a single page landscape and correctly formatting the page number can be difficult, you might just want to turn your figures sideways.

1. Insert a **Blank Page** at the end of page 4 (page ten)
2. Select **Pictures** and choose an image
3. Move the circular arrow at the top of the figure to turn it landscape
4. Use **Position** to center the image

Turning Charts Sideways

If you are trying to turn an active chart or table sideways, you will first have to place it inside a text box and turn the text box sideways.

1. Insert a **Blank Page** at the beginning of page 6 (page 12)
2. Select **Chart** on the Illustrations group in the Insert tab
3. Press **OK**
4. Exit out of pop-up Excel spreadsheet
5. Click chart. Notice that it is not possible to rotate

6. Press the **Enter** key three times before the Page Break
7. Insert a **Simple Text Box** (located in the Text group) on one of the blank lines below your chart
8. Delete the text inside the text box
9. With your cursor inside the text box, repeat steps 2-4
10. Click the textbox to adjust width and rotate

Note: You must adjust the side of both the textbox and the figure. Remove outline of textbox around your figure. Please note that inserting multiple textboxes with figures may slow down your program.