



SWANSEA METROPOLITAN UNIVERSITY

PRIFYSGOL FETROPOLITAN ABERTAWE

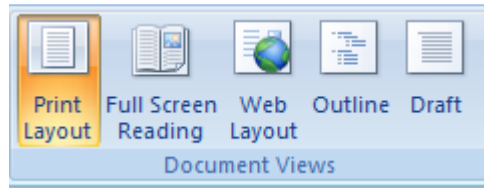
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# **An Introduction to Microsoft Word 2007: Outline Mode & Table of Contents**

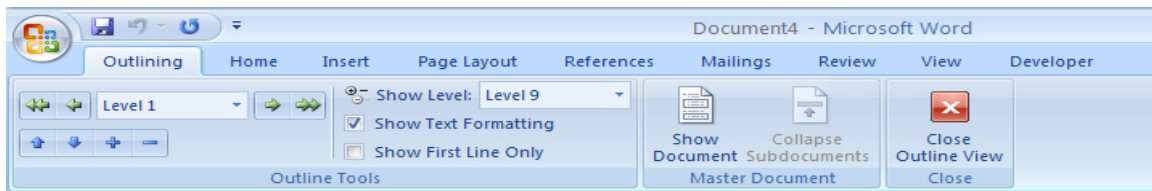
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## Using the Word Outline Mode

1. Open Microsoft Word and create a new blank document.
2. Select the **View** tab.



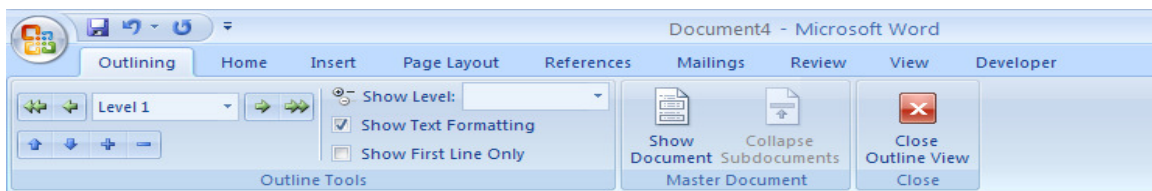
3. On the Document Views Select **Outline** to view the available tools.



4. Type the following text (making sure that Level 1 is selected):

Introduction  
Literature Review  
Research Methods  
Development Methodology  
Design and Implementation  
Results  
Conclusions  
Future Work

These are the chapter headings for a major research project. The document should look that shown below.

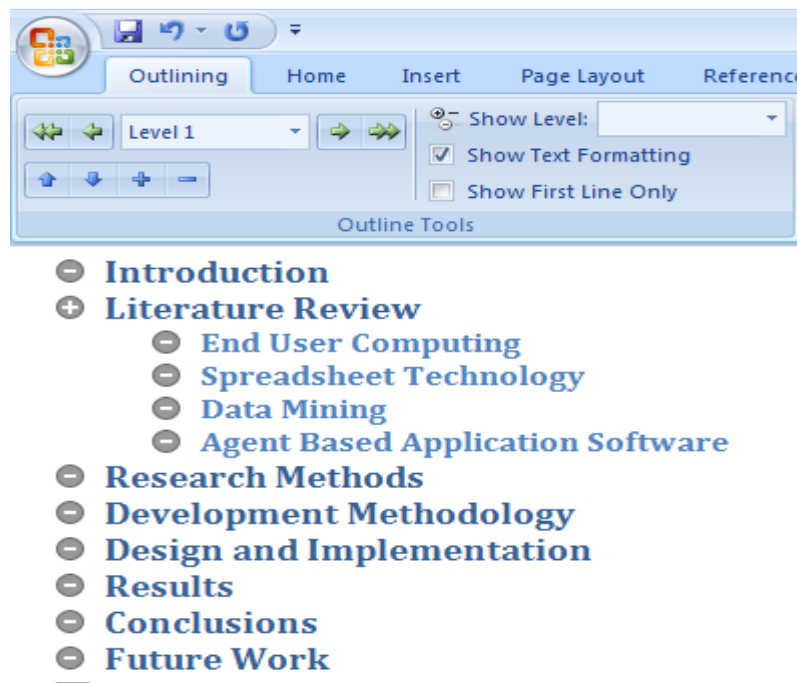


- Introduction
- Literature Review
- Research Methods
- Development Methodology
- Design and Implementation
- Results
- Conclusions
- Future Work

5. The Literature Review has a number of sub-headings (Level 2). To add these create a blank line after the Literature Review and press the green right pointing arrow  to select level 2 headings.
6. Add the following level 2 headings:

End User Computing  
Spreadsheet Technology  
Data Mining  
Agent Based Application Software

The document should look that shown below.



7. The Data Mining has a number of sub-sub-headings (level 3). To add these create a blank line after the Data Mining Element and press the green right pointing arrow  to select level 3 headings.
8. Add the following level 3 headings:

Association Rules  
Clustering  
Decision Trees  
Naïve Bayes  
Neural Network  
Linear Regression  
Logistic Regression

The document should look like that shown below:

- 
- **Introduction**
  - + **Literature Review**
    - **End User Computing**
    - **Spreadsheet Technology**
    - + **Data Mining**
      - **Association Rules**
      - **Clustering**
      - **Decision Trees**
      - **Naïve Bayes**
      - **Neural Network**
      - **Linear Regression**
      - **Logistic Regression**
    - **Agent Based Application Software**
  - **Research Methods**
  - **Development Methodology**
  - **Design and Implementation**
  - **Results**
  - **Conclusions**
  - **Future Work**
- 

9. Please note that a plus sign  indicates a level (such as Data Mining) has associated content. You can hide or display content at the lower levels by clicking on the  symbol.
10. Create a blank line after Association Rules and click the double headed right facing arrow  to add Body Text.
11. Add the text show below as the Body Text for Association Rules:

This mining algorithm is used to determine the affinity between objects and as such display items that naturally fit together. This type of data mining algorithm is useful in recommendation engines. A typical recommendation engine proposes products to customers based on their buying habits. Examples can be seen on Amazon and eBay web sites and with grocery store loyalty cards.

12. Add the text show below as the Body Text for Naïve Bayes:

Naïve Bayes is a simple form of the Bayes classifier. It can be used to predict class membership probabilities such as determining the likelihood that a sample item belongs to an identified class. Bayesian classifiers display high accuracy and speed when used in conjunction with large databases.

13. Add the text shown below as the Body Text for Neural Network:

Neural Networks are structured to simulate human biological neural systems. In simple terms they consist of a set of connected and weighted input/output units. The network learns by adjusting the weights in order to be able to predict the correct class labels for the input data set. Neural Networks exhibit a high tolerance to noisy data and can be used to classify patterns for which they have not been trained.

The document should look like one shown below.

- Spreadsheet Technology
- + Data Mining
  - + Association Rules
    - This mining algorithm is used to determine the affinity between objects and as such display items that naturally fit together. This type of data mining algorithm is useful in recommendation engines. A typical recommendation engine proposes products to customers based on their buying habits. Examples can be seen on Amazon and eBay web sites and with grocery store loyalty cards.
  - Clustering
  - Decision Trees
  - + Naïve Bayes
    - Naïve Bayes is a simple form of the Bayes classifier. It can be used to predict class membership probabilities such as determining the likelihood that a sample item belongs to an identified class. Bayesian classifiers display high accuracy and speed when used in conjunction with large databases.
  - + Neural Network
    - Neural Networks are structured to simulate human biological neural systems. In simple terms they consist of a set of connected and weighted input/output units. The network learns by adjusting the weights in order to be able to predict the correct class labels for the input data set. Neural Networks exhibit a high tolerance to noisy data and can be used to classify patterns for which they have not been trained.

14. I need to move the Association Rules and all its Body Text to after the Decision trees section. To do this I hide the content of Association Rules by double clicking on the associated + symbol to collapse this section. I can then drag and drop Association Rules into its new position in the document (see below).

+
Data Mining

- Clustering
- Decision Trees
+ Association Rules
+ Naïve Bayes

- Naïve Bayes is a simple form of the Bayes classifier. It can be used to predict class membership probabilities such as determining the likelihood that a sample item belongs to an identified class. Bayesian classifiers display high accuracy and speed when used in conjunction with large databases.

+ Neural Network

- Neural Networks are structured to simulate human biological neural systems. In simple terms they consist of a set of connected and

15. Double clicking on the Association Rules  symbol will reveal that all its content has been successfully moved (see below).

+
Data Mining

- Clustering
- Decision Trees
+ Association Rules
+ Naïve Bayes

- This mining algorithm is used to determine the affinity between objects and as such display items that naturally fit together. This type of data mining algorithm is useful in recommendation engines. A typical recommendation engine proposes products to customers based on their buying habits. Examples can be seen on Amazon and eBay web sites and with grocery store loyalty cards.

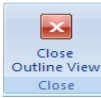
+ Naïve Bayes

- Naïve Bayes is a simple form of the Bayes classifier. It can be used to predict class membership probabilities such as determining the likelihood that a sample item belongs to an identified class. Bayesian classifiers display high accuracy and speed when used in conjunction with large databases.

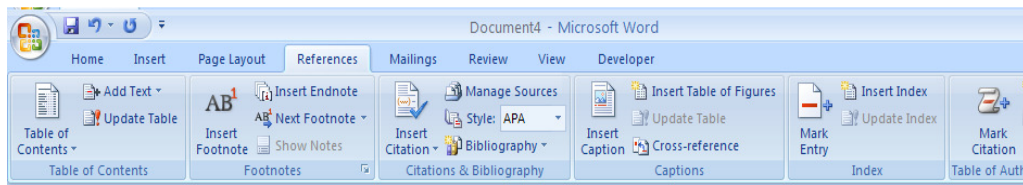
+ Neural Network

- Neural Networks are structured to simulate human biological neural systems. In simple terms they consist of a set of connected and

## Using the Word Outline Mode to Generate a Contents Page



16. Close the Outline Mode by using the button.
17. Make every level 1 heading appear on a new page by using the Insert tab and Page Break button. This generate in the region of 7 pages.
18. Now to add the contents page!
19. Place the cursor before the level 1 Introduction heading and press the **Enter** key to generate a new line.
20. Place the cursor on the blank first line.
21. Click on the **References** tab (see below).

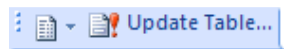


In the Table of Contents section and click on the button and select an appropriate format.

A contents page is now created with all the level headings correctly formatted and associated page numbers.

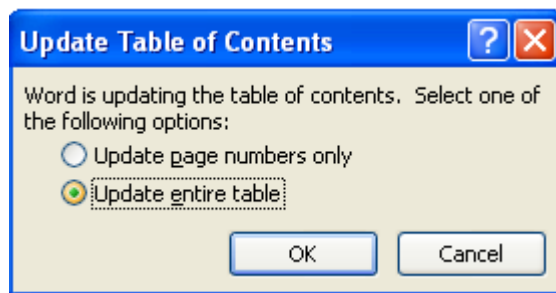
|                                        |   |
|----------------------------------------|---|
| <b>Contents</b>                        |   |
| Introduction .....                     | 1 |
| Literature Review .....                | 2 |
| End User Computing .....               | 2 |
| Spreadsheet Technology .....           | 2 |
| Data Mining .....                      | 2 |
| Clustering .....                       | 2 |
| Decision Trees .....                   | 2 |
| Association Rules .....                | 2 |
| Naïve Bayes .....                      | 2 |
| Neural Network .....                   | 2 |
| Linear Regression .....                | 2 |
| Logistic Regression .....              | 2 |
| Agent Based Application Software ..... | 2 |
| Research Methods .....                 | 3 |
| Development Methodology .....          | 4 |
| Design and Implementation .....        | 5 |
| Results .....                          | 6 |
| Conclusions .....                      | 7 |
| Future Work .....                      | 8 |

Move the Introduction level heading to page 2. The contents page is now out of date. This can be changed with little effort. Click inside the contents page and it will look that show below.

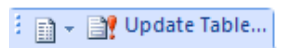


| Contents                     |   |
|------------------------------|---|
| Introduction .....           | 1 |
| Literature Review .....      | 2 |
| End User Computing .....     | 2 |
| Spreadsheet Technology ..... | 2 |
| Data Mining .....            | 2 |
| Clustering .....             | 2 |

Click on the Update Table button and ask for an Update of the Entire Table.



The new page numbers and any new level headings will be in the new Contents Page. Note that the Introduction is now on page 2. A benefit of using this type of contents page with a long document is that if you press the CTRL key and Click on a heading then the document will move directly to that page.



| Contents                     |   |
|------------------------------|---|
| Introduction .....           | 2 |
| Literature Review .....      | 3 |
| End User Computing .....     | 3 |
| Spreadsheet Technology ..... | 3 |
| Data Mining .....            | 3 |
| Clustering .....             | 3 |
| Decision Trees .....         | 3 |

Current Document  
Ctrl+Click to follow link

## Activity 1:

### Type the following text:

## SYSTEMS THEORY

### Introduction

Many people with experience of working in industry find systems theory to be a very helpful way of thinking about problems. It helps a person to simplify and understand complex problems.

### How is it used?

It can be used for looking at the operations of systems as diverse as the working of a company, traffic flow, a set of accounts, a robot, a CD player or the baking of a cake.

### Understanding

A useful way of defining a system is as a whole made from a set of connecting parts. A system processes inputs to produce outputs.

We will look at the following subheadings:

- Inputs
- Process
- Output

### Tasks:

1. Select the title and apply the **Heading 1** style to it.
2. Select the first heading and apply the **Heading 2** style.
3. Apply **Heading 3** to the subheadings.
4. Format the text of paragraph one in a style of your own, and save the style for future use.
5. Modify the **Heading 1** style to a style of your choice, and save permanently in the style menu.

## Activity 1:

Try creating a table of contents in a document of your choice. You can do this now (if you have a suitable document saved) or sometime in the near future (for example, in an assignment you might need to complete as part of the Business Studies course). Remember to use these notes and the online help facility if you need.

