

Skills for the Workplace

How to use the Assignment Template

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Assignment Layout

It will save much time and formatting if you use the *SfWP assignment template* for every assignment as shown below, (available to download from Moodle, or provided for you by your tutor on request) as it has the **Table of Contents** and **Generic Headings** already inserted for you. You just need to rename the sections and/or delete as needed.



Skills for the Workplace Module Assignment Submission

Student Name:	A. N. Other
Student Number:	1234567
Module No:	BMSK****
Module Title:	Name of module

Statement of Confirmation of Authenticity

By the act of making this submission, the student declares that this is the work of the student named above. The work has not, in whole or in part, been knowingly presented elsewhere for assessment, or where assessment has been built on a previous assessment, this has been identified. Where materials have been used from other sources it has been properly acknowledged. If this statement is untrue, the student acknowledges that an assessment offence has been committed.

Attention is drawn to the plagiarism and unfair practice policies of both the University and of ILM.

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Section Headings

These headings use the inbuilt Headings in Word. If you don't use these inbuilt Headings, you will not be able to create or update an automatic Table of Contents.

Changing the Headings

You will need to rename each Section to suitable Section Headings, depending on the module. The easiest way to do this is to highlight the Heading with your mouse (click and drag the mouse across the word)

Section 1

You can then type over it with the text you want as your Heading

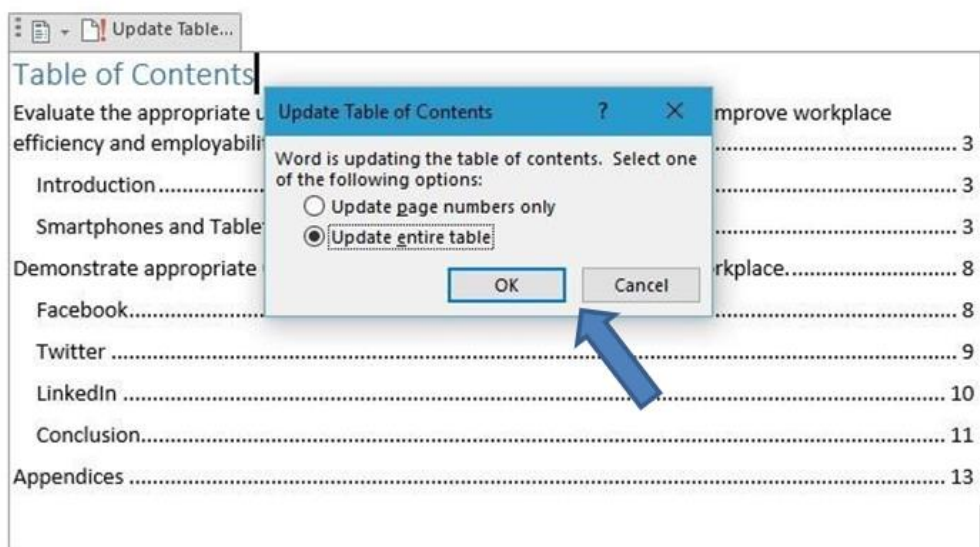
Trust in Teams

In this example, the Heading **Section 1** has been changed to **Trust in Teams**

Updating the Table of Contents

When you have changed your Headings, you will need to update your Table of Contents (TOC) to reflect these changes.

Go to the Table of Contents at the start of your assignment and left click on it near the top. An Update Table tab should appear. Click on that and choose **Update entire table**, click OK and it will update with your changes.



Inserting new Headings

If you need to insert a new Heading, use the inbuilt Headings on the **Home Tab** in **Word**

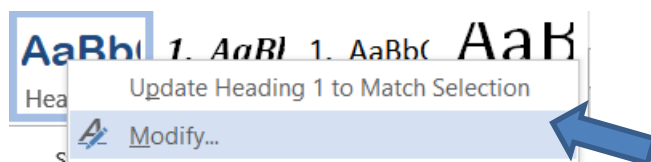


Clicking on the small down arrow at the end of the Headings box gives you more options.

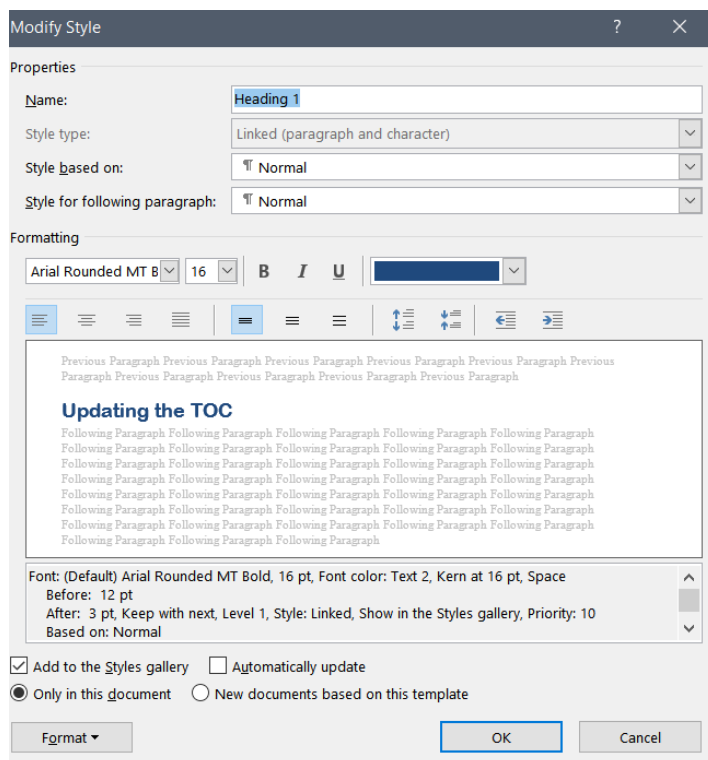


Heading 1 or **Heading 2** are usually the most suitable to use and you can modify the Defaults if you need to.

Right click on the Heading you want to change and click on **Modify**.

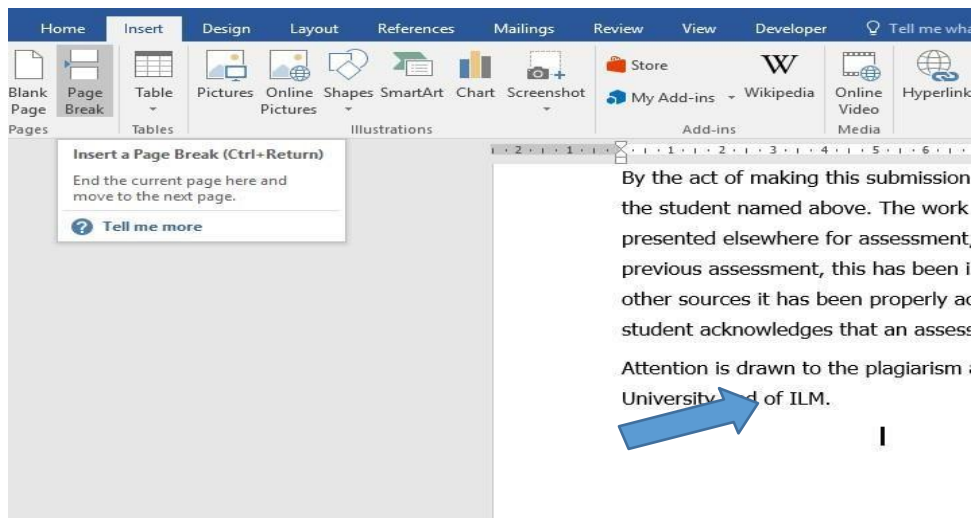


You can then make any changes you want in the dialog box that opens - as shown below.



Inserting your own Table of Contents

Sometimes you might want to create your own Table of Contents and this is how to do it. Use an inbuilt Word Heading for each section (as shown above) and then when your document is ready, go back to where you want your TOC to appear (usually on the page immediately after your title page), click on the bottom of your title page as shown by the arrow, go to the *Insert tab* and then *Page Break*.



When in the new page, go to the *References* tab and click on the down arrow on *Table of Contents*. Choose Automatic Table 1 or 2 and a Table of Contents will appear as shown below.

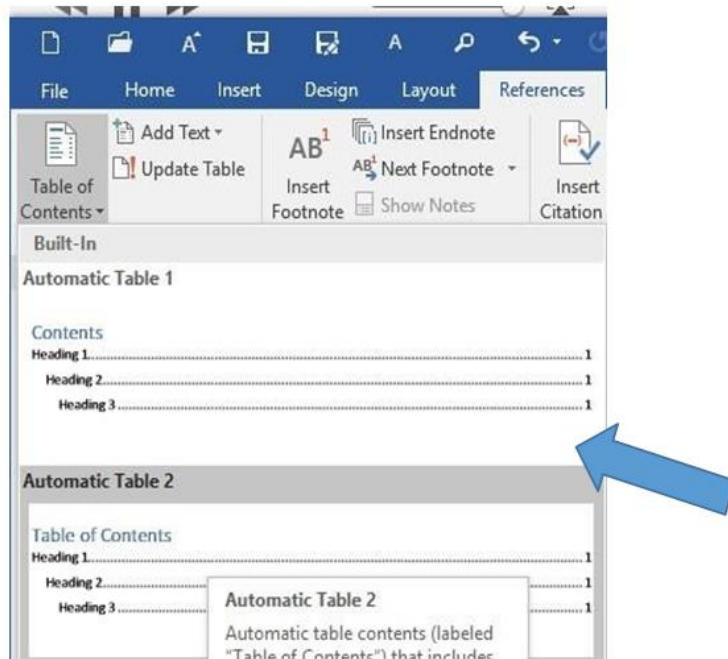


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