



SWANSEA METROPOLITAN UNIVERSITY

PRIFYSGOL FETROPOLITAN ABERTAWE

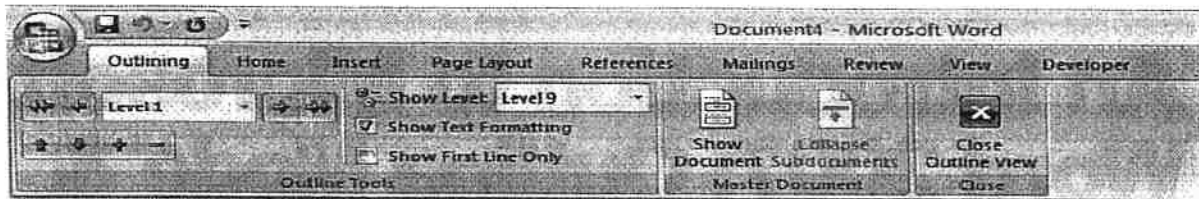
An Introduction to Microsoft Word 2007: Outline Mode & Table of Contents

Using Word – Outline Mode

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

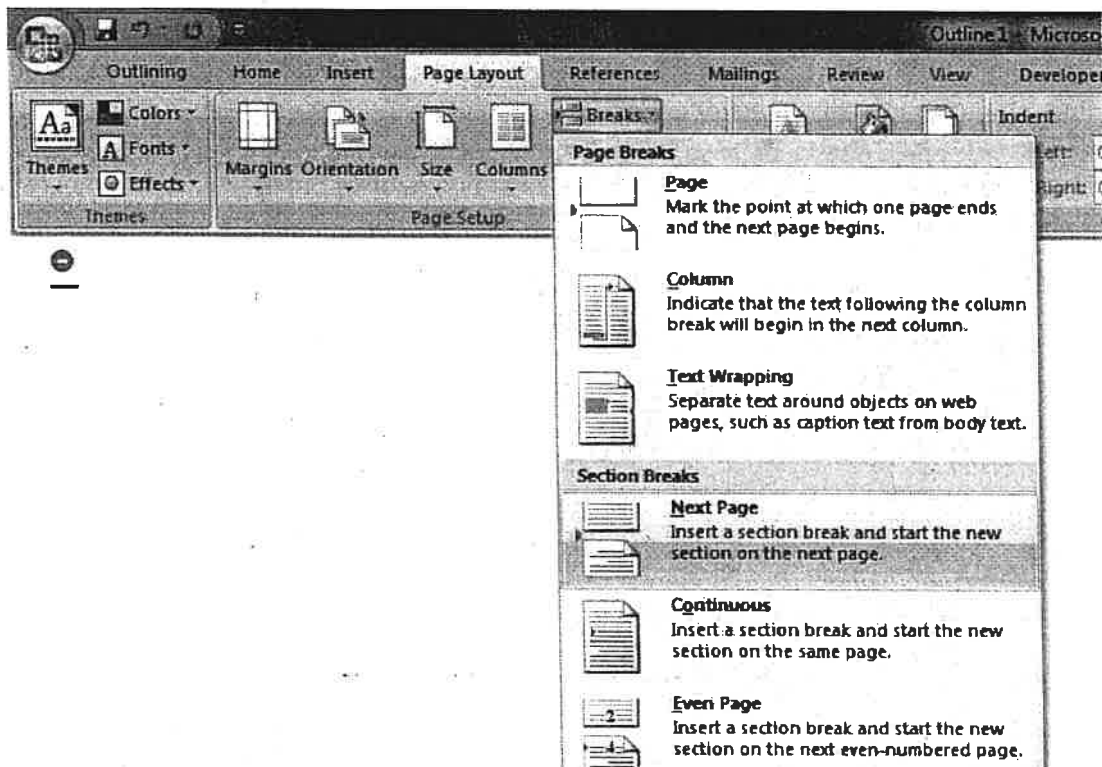


3. On the Document Views Select **Outline** to view the available tools.

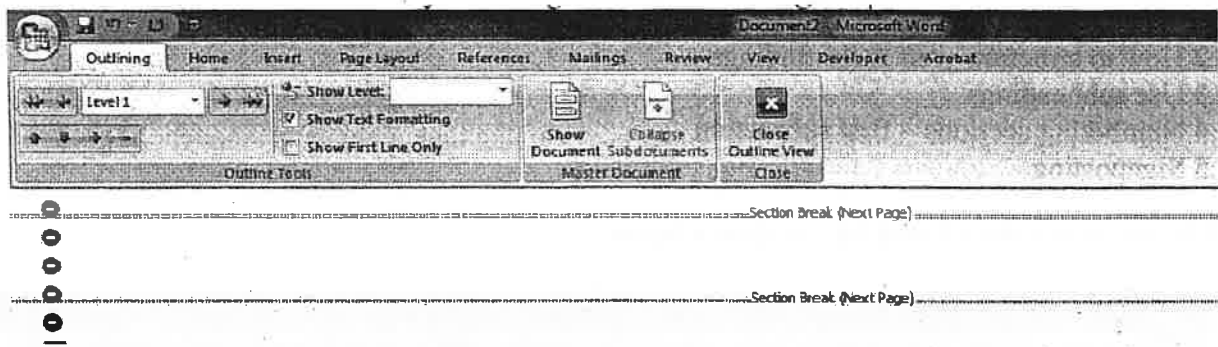


4. You will need to insert a **Title page** and a page for the **Table of contents** you can do this by clicking on the **Page Layout** tab select **Breaks** then **Next Page** do this for each of the pages (2 in total)

N.B Press Enter twice before selecting Next Page



5. Return to outline mode by clicking on the **Outlining** tab

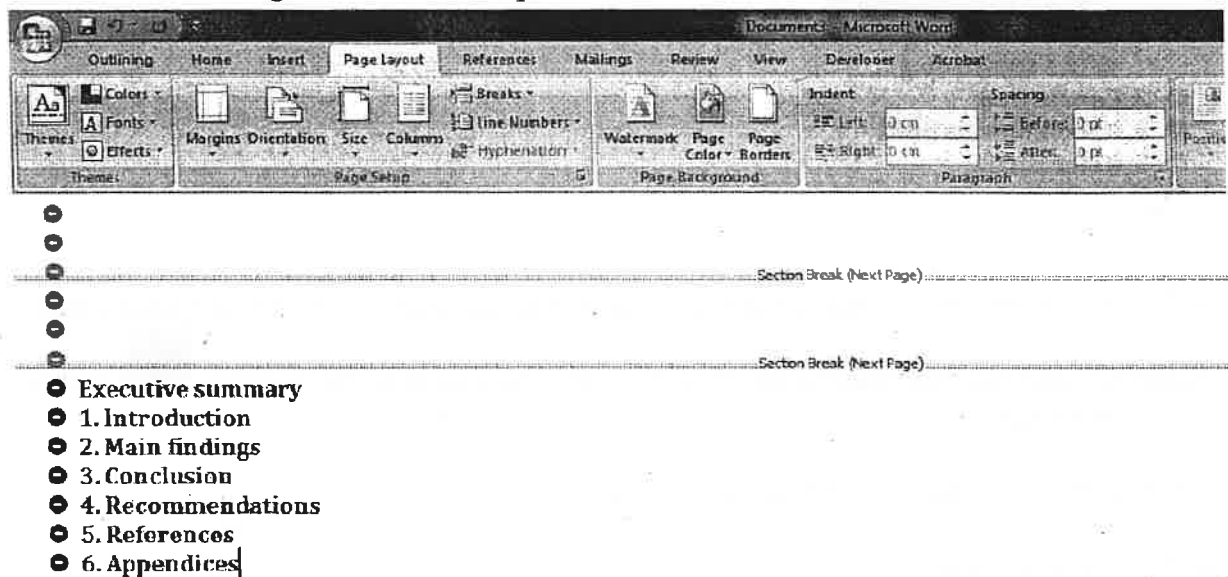


6. Type the following text (making sure that Level 1 is selected):

Executive Summary

1. Introduction
2. Main Findings
3. Conclusion
4. Recommendations
5. References
6. Appendices

These are the headings for a business report. The document should look like as shown below.

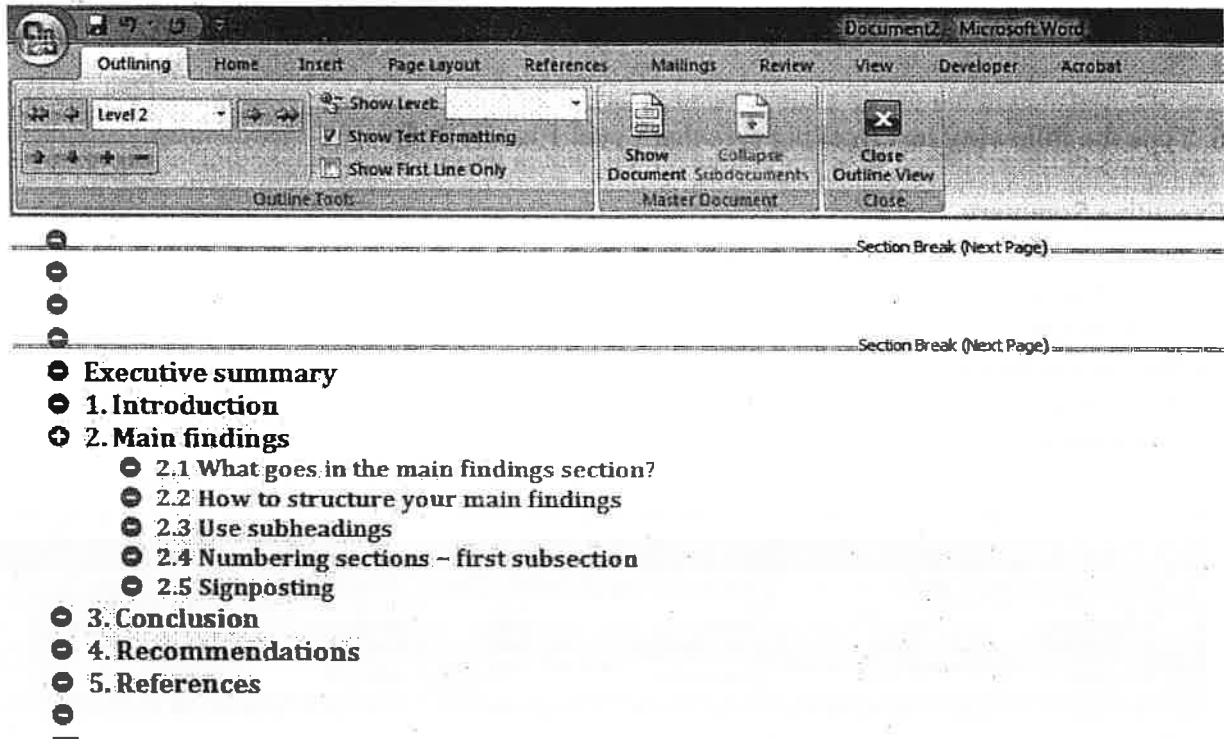


7. The Main findings have a number of sub-headings (Level 2). To add these create a blank line after the Main findings and press the green right pointing arrow  to select level 2 headings.

8. Add the following level 2 headings:

- 2.1 What goes in the main findings section?
- 2.2 How to structure your main findings
- 2.3 Use subheadings
- 2.4 Numbering sections – first subsection
- 2.5 Signposting

The document should look like as shown below.



9. The Numbering section has a number of sub-sub-headings (level 3). To add these create a blank line after the *Numbering section*, press the green right pointing arrow  to select level 3 headings.

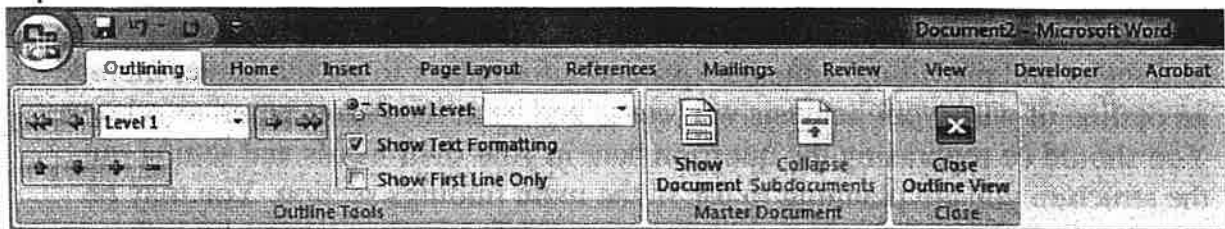
10. Add the following level 3 headings:

2.4.1 Second subsection

N.B you can also further subsections by selecting further levels such as level 4

2.4.1.1 Further subsections and so ...

The document should look like as shown below:



Section Break (Next Page)

Section Break (Next Page)

- Executive summary
- 1. Introduction
- 2. Main findings
 - 2.1 What goes in the main findings section?
 - 2.2 How to structure your main findings
 - 2.3 Use subheadings
 - 2.4 Numbering sections - first subsection
 - 2.4.1 Second subsection
 - 2.5 Signposting
- 3. Conclusion
- 4. Recommendations
- 5. References
- 6. Appendices

11. Please note that a plus sign  indicates a level (such as numbering sections) has associated content. You can hide or display content at the lower levels by clicking on the  symbol.

12. Create a blank line after Executive summary and click the double headed right facing arrow  to add Body Text.

13. Add the text shown below as the Body Text for Executive Summary:

This is a short summary of the whole report in a few paragraphs. This should give the reader a basic understanding of the information included in the report, including its conclusions. Imagine that the person reading this has just a few minutes before an important meeting. This section should give them all the key information they need.

Although this section is placed at the beginning of the report, it is recommended that you write it last.

14. Add the text shown below as the Body Text for Introduction:

Say what you are going to cover in the report, outlining the organisation you are looking at and providing some background information to set the scene. Include an outline of what your analysis will cover and what the report hopes to achieve. You should be rephrasing the question here in your own words and setting out the structure you are planning to use in the main findings section. You may be asked to include some background theory and definitions of key terms and concepts in this section. Make sure you reference all sources using the Faculty's referencing style (Harvard/APA).

15. Add the text shown below as the Body Text for what goes in the main findings?

This is the section in which you address the questions you have been set (and do what you said you were going to do in the introduction).

16. Add the text shown below for How to structure your main findings?

Try to structure this section around the elements of the question you have been asked. This makes it easy to link your analysis to the question and enables you to demonstrate that you have achieved the learning outcomes.

17. Add the text shown below for Use subheadings:

Break down your answer into sections using subheadings. These can be used to highlight what you are going to cover in the section, and which element(s) of the question you are addressing.

18. Add the text shown below for signposting:

At the end of each section include a linking sentence which 'signposts' what is coming next in your report.

19. Add the text shown below for Conclusions:

This is where you demonstrate that you have analysed your findings and used them to reach appropriate and informed conclusions. Do not introduce any new information at this stage.

20. Add the text shown below for Recommendations:

Make focused recommendations for future actions based on the conclusions you have reached. These should be specific and actionable.

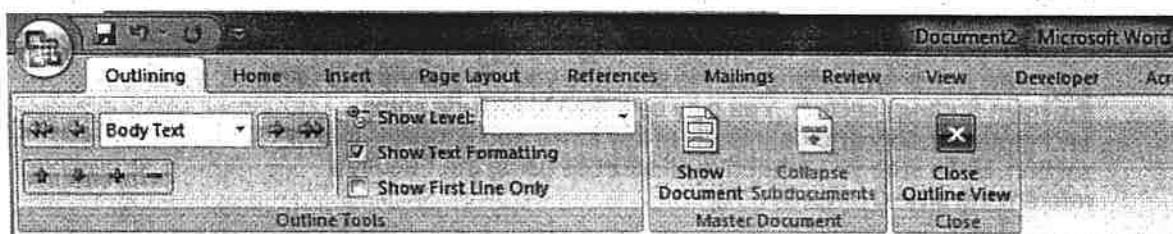
21. Add the text shown below for References:

Use the Harvard or APA system. All references should be listed in alphabetical order and in exactly the same format and font. Please avoid referencing sources that are not considered reliable or verifiable – i.e. especially avoid Wikipedia and other non-academic web sites.

22. Add the text shown below for Appendices:

Any supporting information, for example Gantt charts, tables, graphs should be placed in an appendix. Appendices should always be numbered and referenced, both in the appendix and in your reference list. You must refer to all your appendices in the main body of your report.

The document should look like one shown below.



Executive summary

- This is a short summary of the whole report in a few paragraphs. This should give the reader a basic understanding of the information included in the report, including its conclusions. Imagine that the person reading this has just a few minutes before an important meeting. This section should give them all the key information they need.
- Although this section is placed at the beginning of the report, it is recommended that you write it last.

1. Introduction

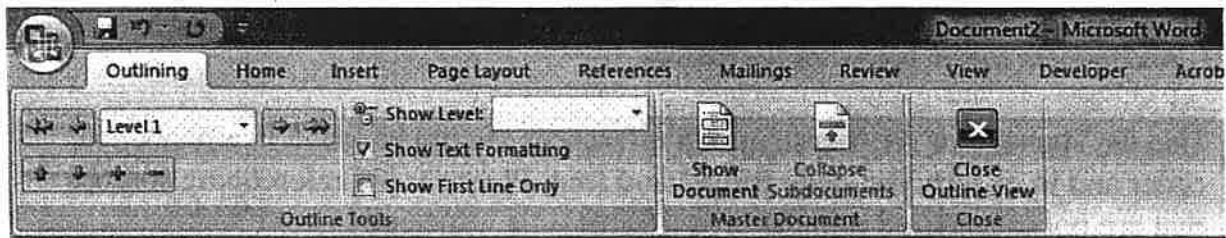
- Say what you are going to cover in the report, outlining the organisation you are looking at and providing some background information to set the scene. Include an outline of what your analysis will cover and what the report hopes to achieve. You should be rephrasing the question here in your own words and setting out the structure you are planning to use in the main findings section. You may be asked to include some background theory and definitions of key terms and concepts in this section. Make sure you reference all sources using the Faculty's referencing style (Harvard/APA).

2. Main findings

2.1 What goes in the main findings section?

23. You need to create a new page for each of your level 1 headings (a new page is automatically created for the first heading Executive Summary) Place your cursor just before

the No.2 **Select the Insert tab and Click Page Break** you need to do this for each of the Level 1 headings.



➤ **Executive summary**

- This is a short summary of the whole report in a few paragraphs. This should give the reader a basic understanding of the information included in the report, including its conclusions. Imagine that the person reading this has just a few minutes before an important meeting. This section should give them all the key information they need.
- Although this section is placed at the beginning of the report, it is recommended that you write it last.

➤ **1. Introduction**

- Say what you are going to cover in the report, outlining the organisation you are looking at and providing some background information to set the scene. Include an outline of what your analysis will cover and what the report hopes to achieve. You should be rephrasing the question here in your own words and setting out the structure you are planning to use in the main findings section. You may be asked to include some background theory and definitions of key terms and concepts in this section. Make sure you reference all sources using the Faculty's referencing style (Harvard/APA).

24. Return to outline mode by selecting the **Outlining tab**

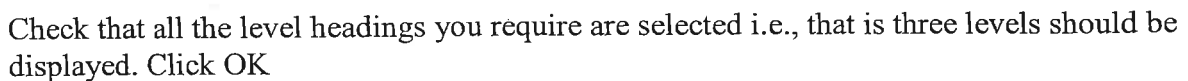
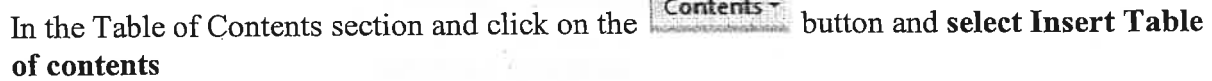


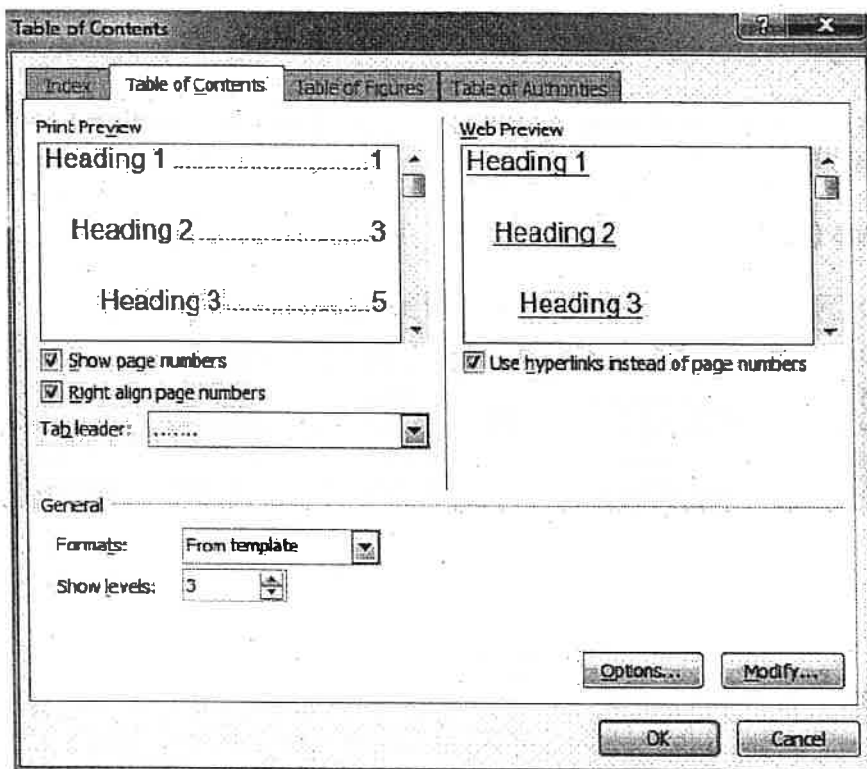
25. Close the Outline Mode by using the button.

You have created a basic structure for your report; you will see that the first two pages are blank to allow for a Title page and a page for your table of contents.

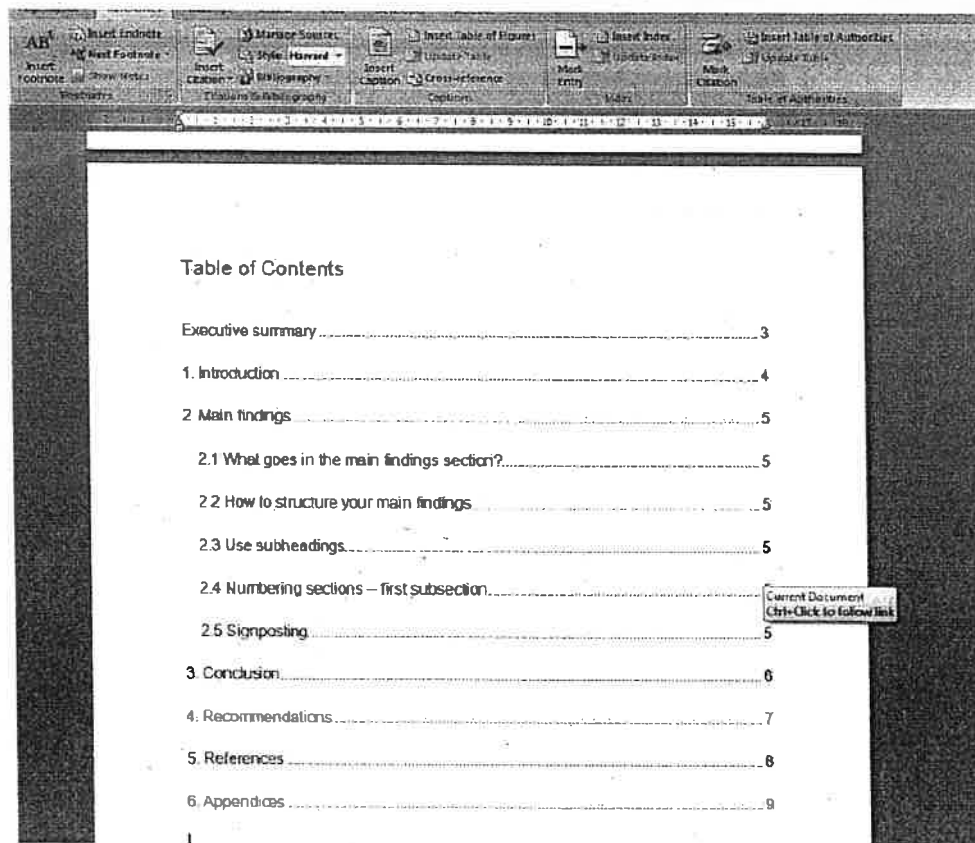
Using Outline Mode to Generate a Contents Page

- Document4 - Microsoft Word
- Home Insert Page Layout References Mailings Review View Developer
- Table of Contents Add Text Update Table Insert Endnote Next Footnote Insert Footnote Show Notes Insert Endnote Next Footnote Insert Footnote Show Notes Insert Table of Figures Update Table Insert Index Update Index Mark Entry Mark Citation
- Table of Contents Footnotes Citations & Bibliography Captions Index Table of Authority

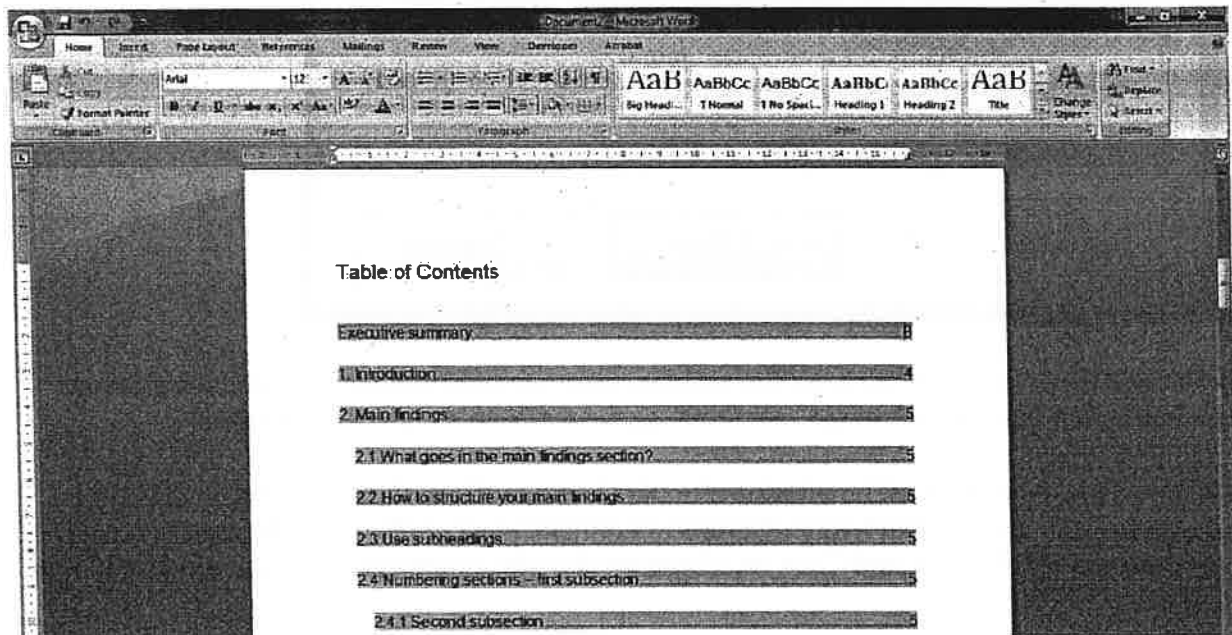




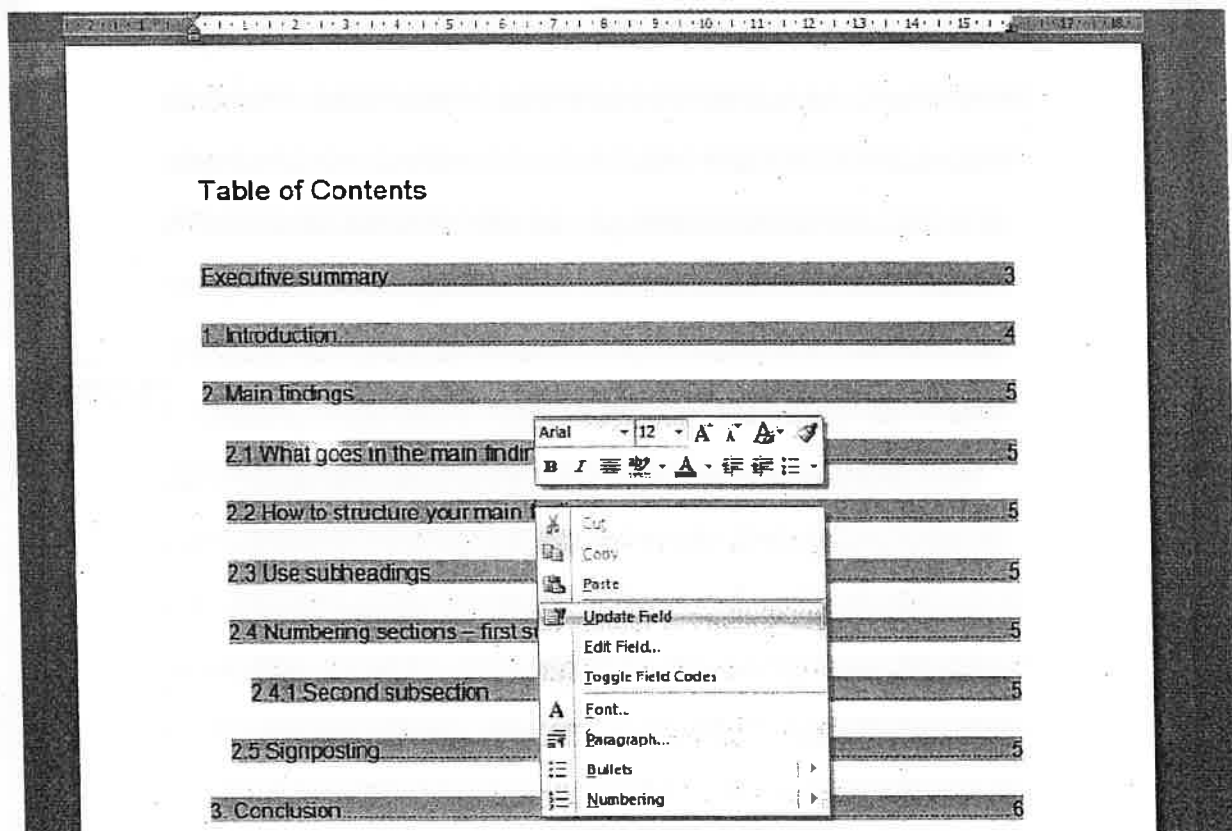
A contents page is now created with all the level headings correctly formatted and associated page numbers.

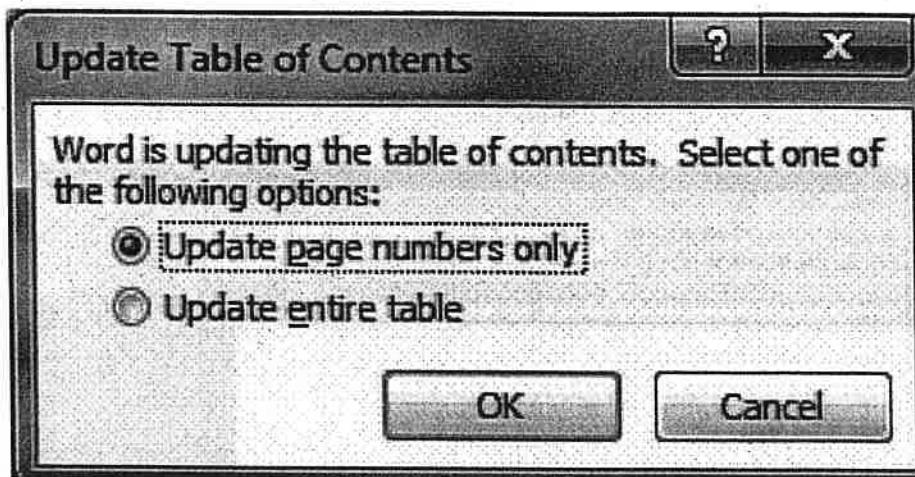


Move the Conclusion level heading using insert page break. The contents page is now out of date. This can be changed with little effort. Click inside the contents page and it will look that show below.



Right click and select **Update field**.





Select update page numbers as in this instance only the page numbers would have changed alternatively if you have changed any headings as well select update entire table.

The new page numbers will be displayed in the Contents Page. Note that the Conclusion is now on page 7. 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.

Table of Contents

Executive summary	3
1 Introduction	4
2 Main findings	5
2.1 What goes in the main findings section?	5
2.2 How to structure your main findings	5
2.3 Use subheadings	5
2.4 Numbering sections – first subsection	5
2.4.1 Second subsection	5
2.5 Signposting	5
3 Conclusion	7
4 Recommendations	8
5 References	9
6 Appendices	10

Current Document
Ctrl+Click to follow link

To complete the report format go to page 1 of the document and create a title page. There are two ways to create a title page.

All title pages should include the following information – All text in italics is for guidance only and should be removed before submission.

Title *(replace with the report title)*

Name: *(Your name)*

Module: *(Module title)*

Assessment number: *(e.g. "4" for first year degree/HND/HNC, "5" for second year "6" for final year, "7" for Master's level)*

Assessment title: *The title from your assignment specification.*

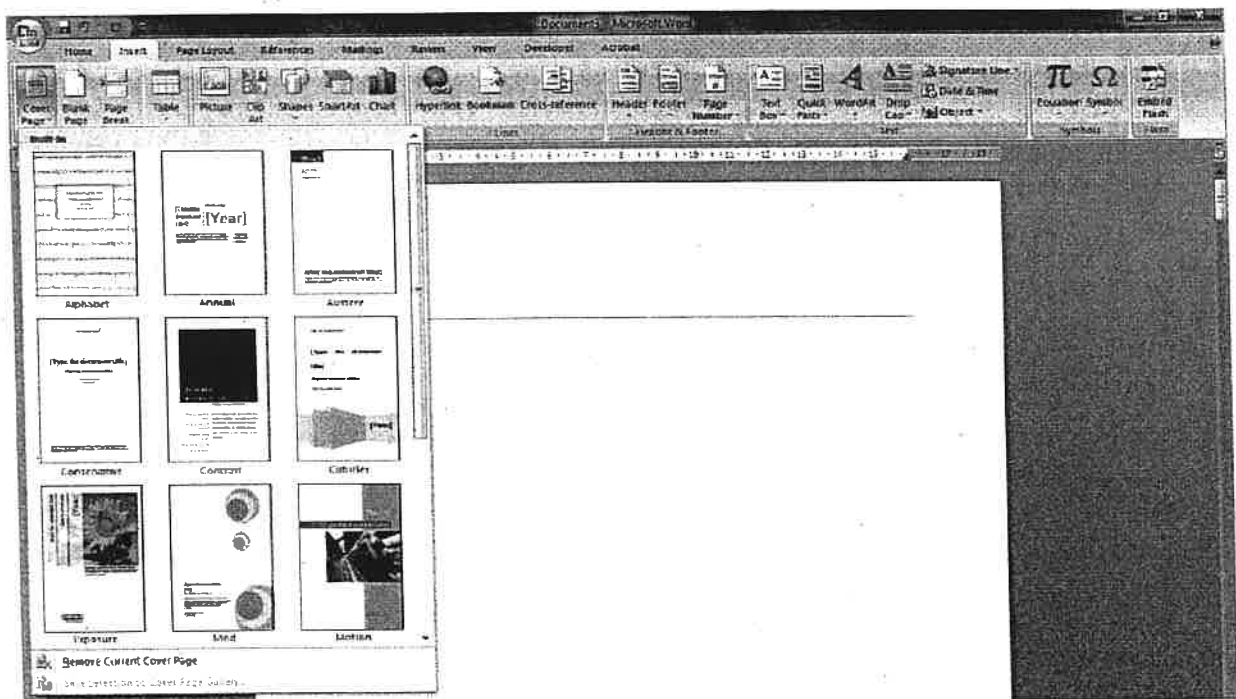
Lecturer: *Your lecturer's name*

Submission Date: *The hand in date*

Word count: *You must include an accurate word count*

You can insert a built in cover page and edit the details to include the information above.

Click the Insert tab and select cover page a drop down box appears and you can make a selection from the many styles available.



Alternatively you can create your own style manually.



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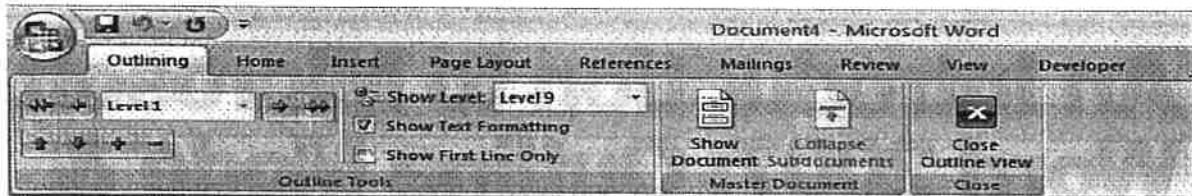
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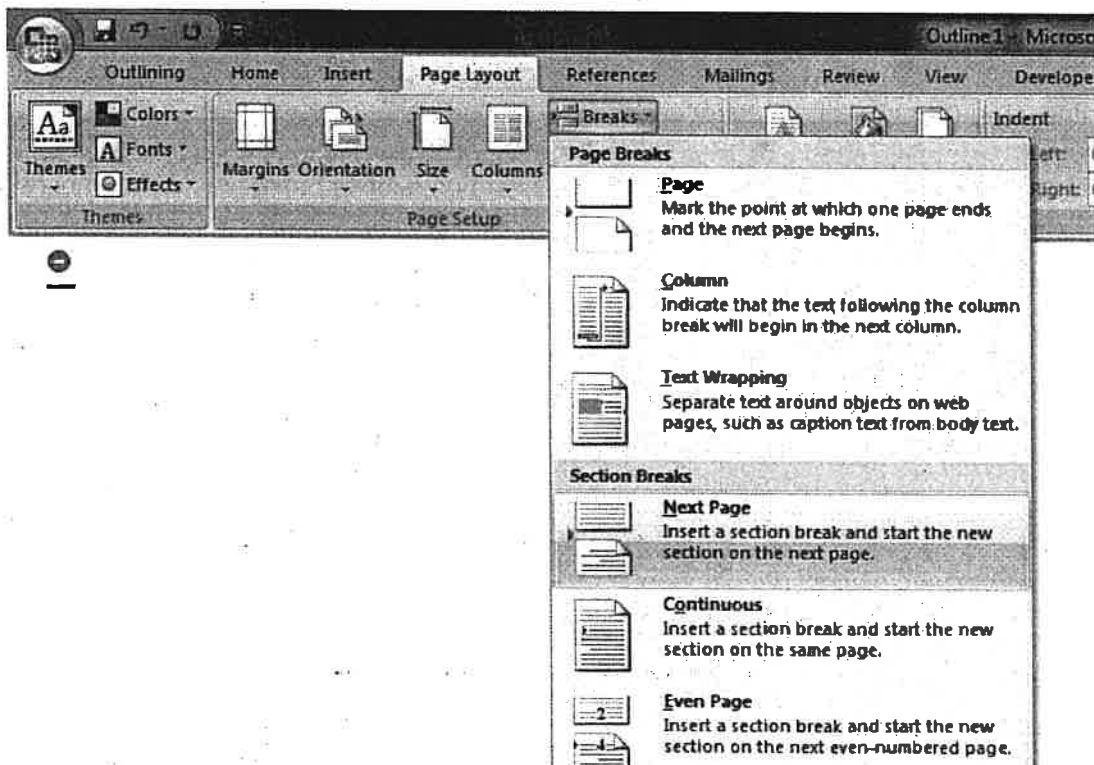


3. On the Document Views Select **Outline** to view the available tools.

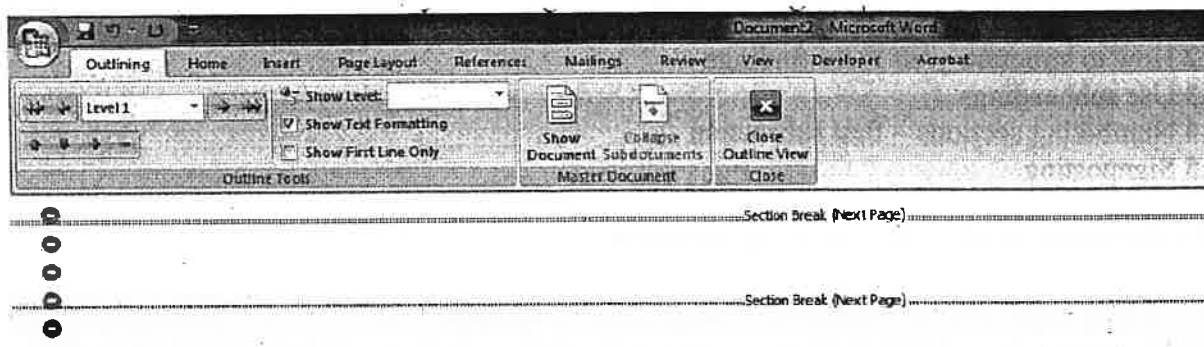


4. You will need to insert a **Title page** and a page for the **Table of contents** you can do this by clicking on the **Page Layout** tab select **Breaks** then **Next Page** do this for each of the pages (2 in total)

N.B Press Enter twice before selecting Next Page



5. Return to outline mode by clicking on the **Outlining** tab

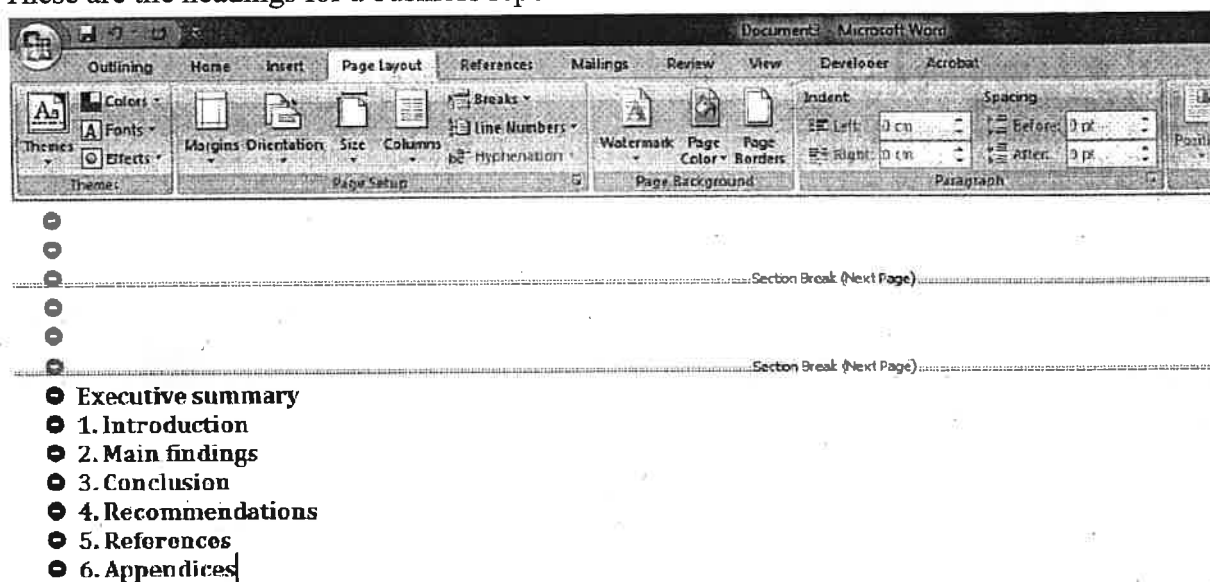


6. Type the following text (making sure that Level 1 is selected):

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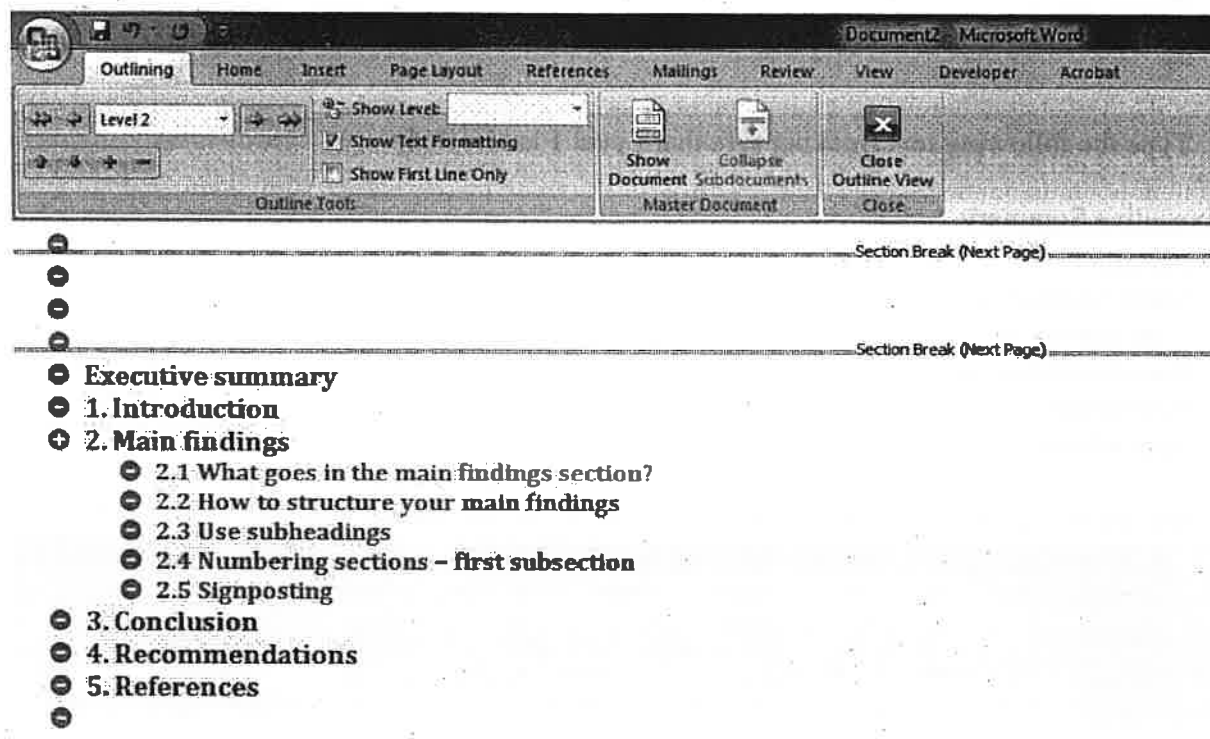


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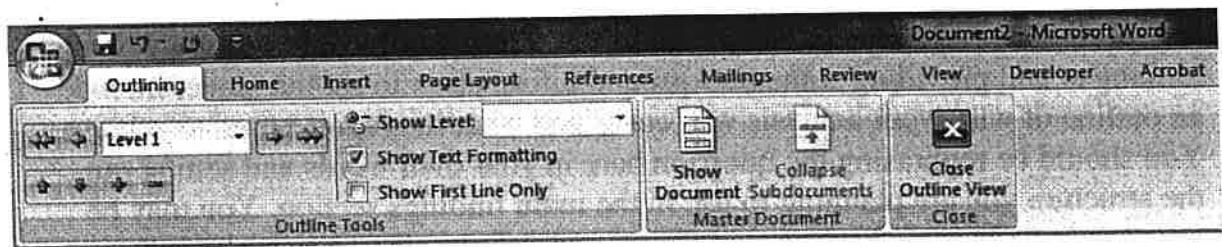
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N.B you can also further subsections by selecting further levels such as level 4

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The document should look like as shown below:



- Section Break (Next Page)
- Section Break (Next Page)
- Executive summary
 - 1. Introduction
 - ⊕ 2. Main findings
 - 2.1 What goes in the main findings section?
 - 2.2 How to structure your main findings
 - 2.3 Use subheadings
 - ⊕ 2.4 Numbering sections – first subsection
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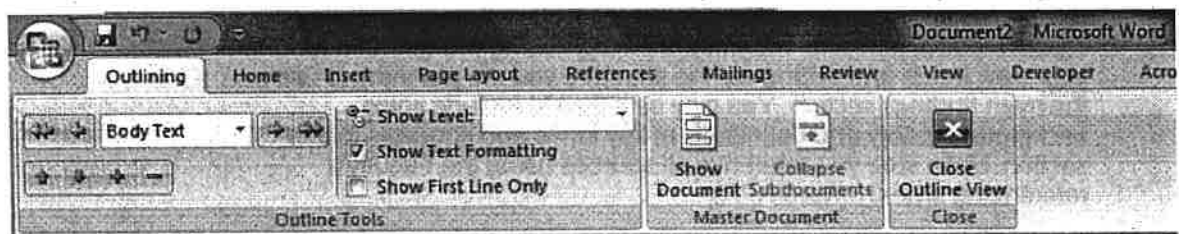
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22. Add the text shown below for Appendices:

Any supporting information, for example Gantt charts, tables, graphs should be placed in an appendix. Appendices should always be numbered and referenced, both in the appendix and in your reference list. You must refer to all your appendices in the main body of your report.

The document should look like one shown below.



Section Break (Next Page)

Section Break (Next Page)

⊕ Executive summary

- This is a short summary of the whole report in a few paragraphs. This should give the reader a basic understanding of the information included in the report, including its conclusions. Imagine that the person reading this has just a few minutes before an important meeting. This section should give them all the key information they need.
- Although this section is placed at the beginning of the report, it is recommended that you write it last.

⊕ 1. Introduction

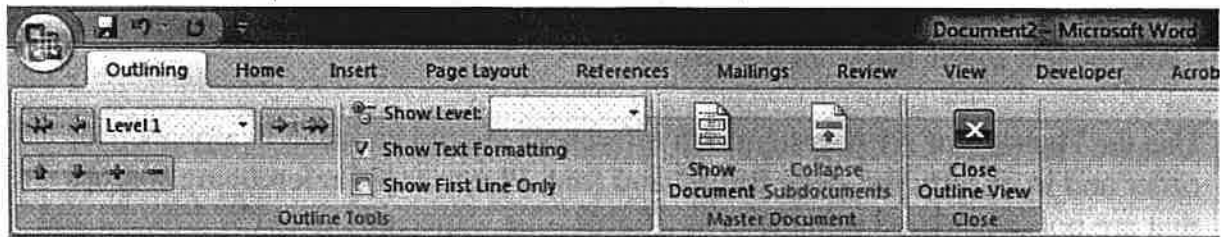
- Say what you are going to cover in the report, outlining the organisation you are looking at and providing some background information to set the scene. Include an outline of what your analysis will cover and what the report hopes to achieve. You should be rephrasing the question here in your own words and setting out the structure you are planning to use in the main findings section. You may be asked to include some background theory and definitions of key terms and concepts in this section. Make sure you reference all sources using the Faculty's referencing style (Harvard/APA).

⊕ 2. Main findings

⊕ 2.1 What goes in the main findings section?

23. You need to create a new page for each of your level 1 headings (a new page is automatically created for the first heading Executive Summary) Place your cursor just before

the No.2 Select the **Insert** tab and Click **Page Break** you need to do this for each of the Level 1 headings.



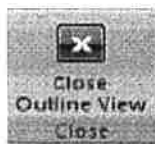
➤ Executive summary

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➤ 1. Introduction

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24. Return to outline mode by selecting the **Outlining** tab



25. Close the Outline Mode by using the button.

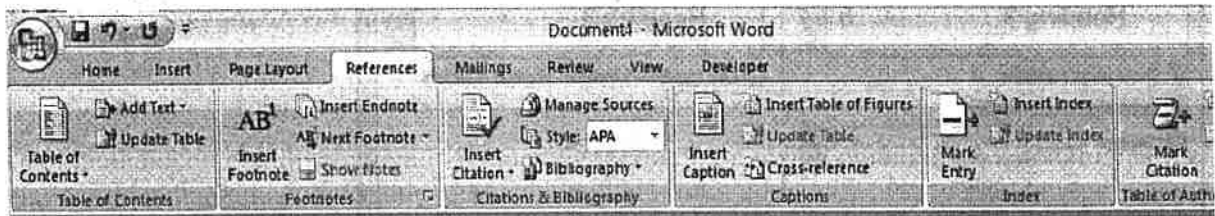
You have created a basic structure for your report; you will see that the first two pages are blank to allow for a Title page and a page for your table of contents.

Using Outline Mode to Generate a Contents Page

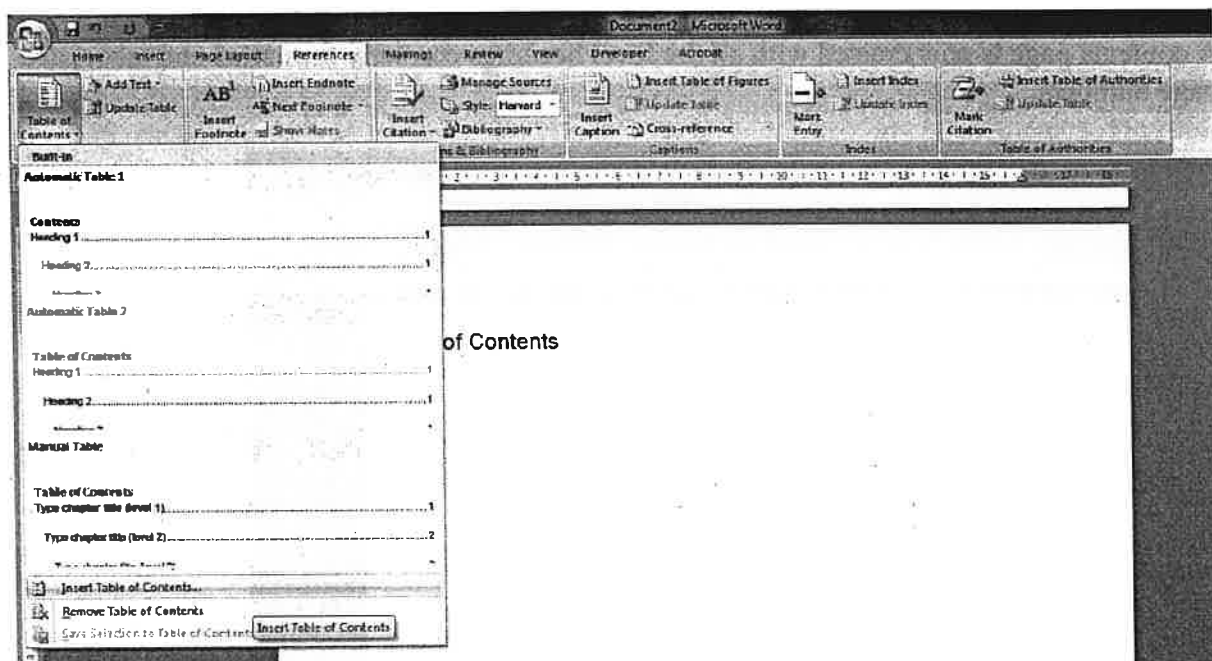
1. Now to add the contents page!

2. Click on Page 2 and Type – **Table of Contents**, highlight the text **Table of Contents** and select an appropriate font and size

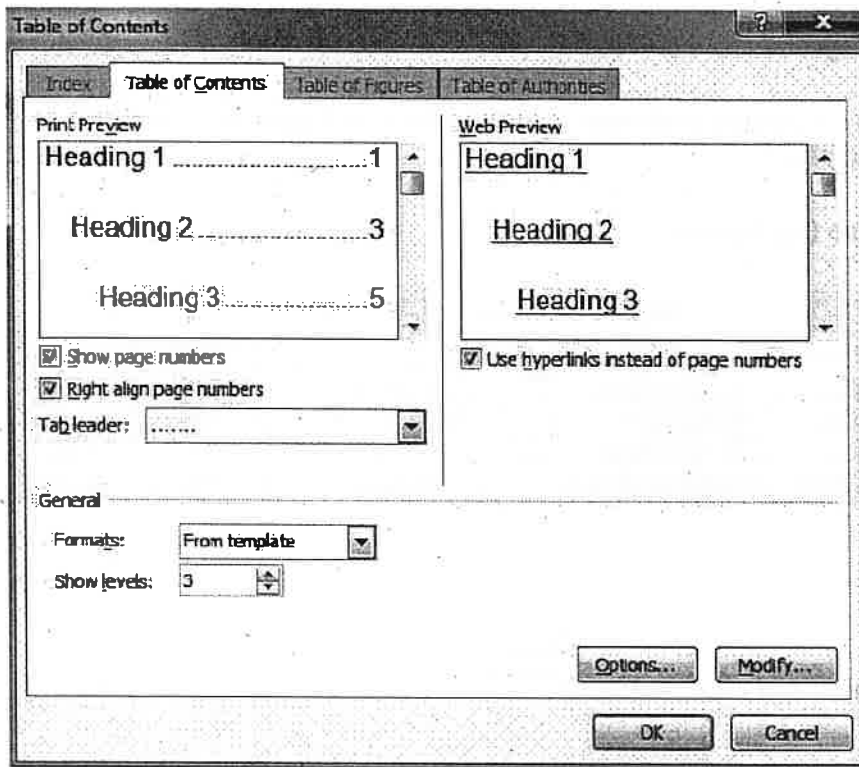
3. Click on the **References** tab (see below).



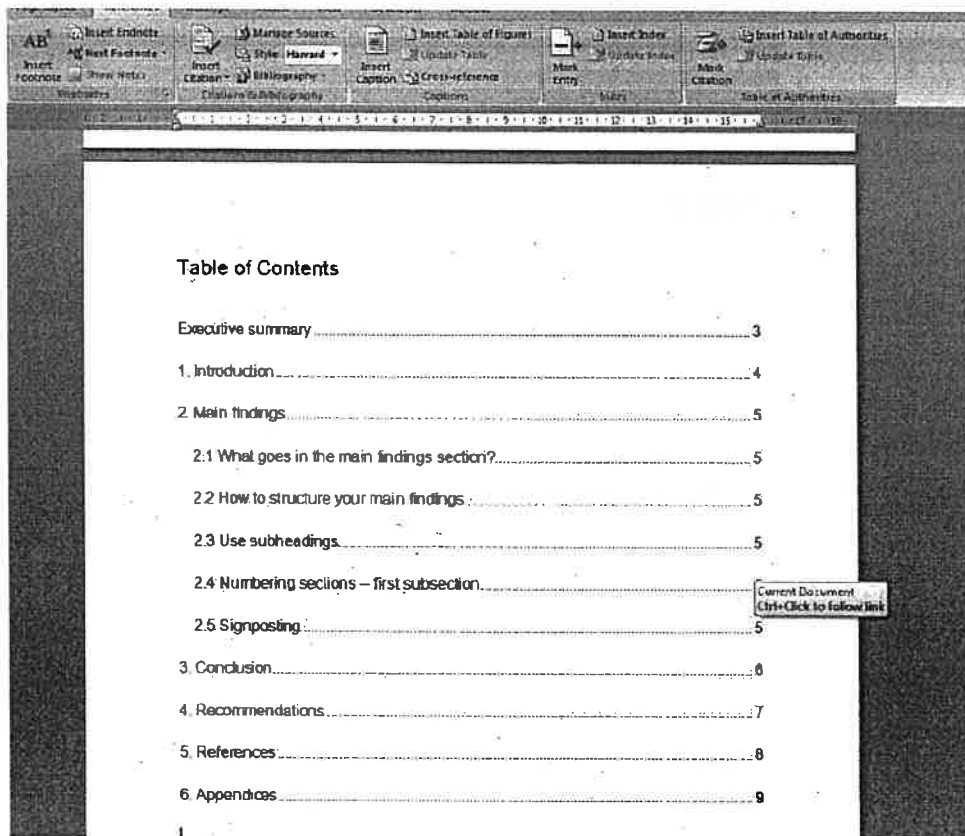
In the Table of Contents section and click on the **Table of Contents** button and select **Insert Table of contents**



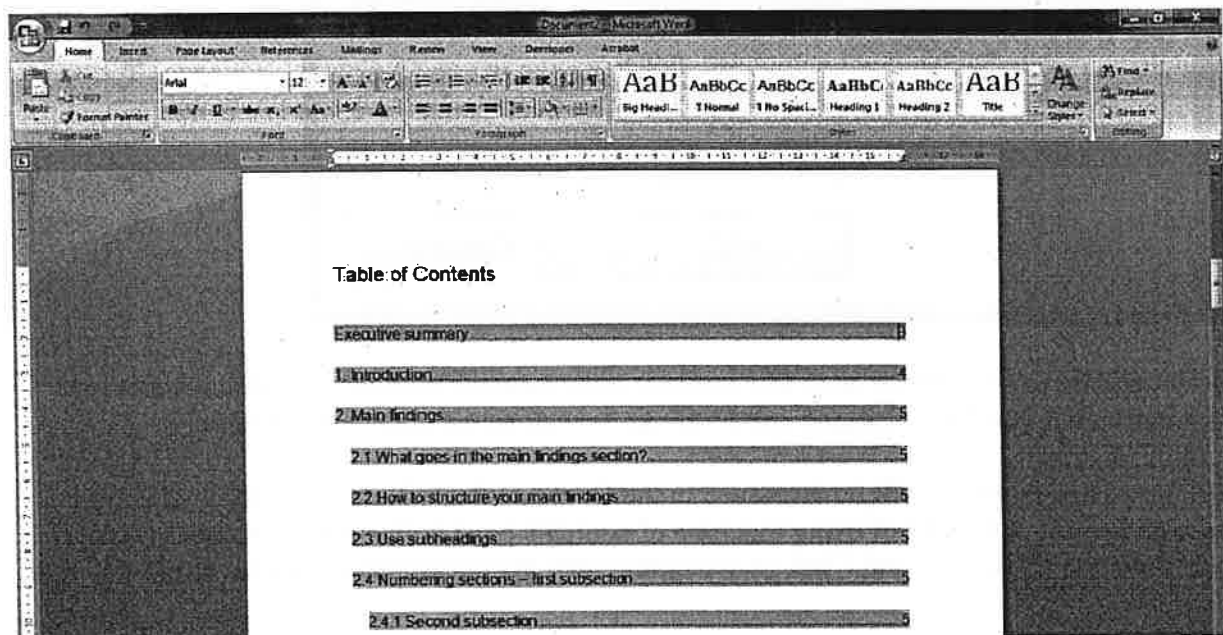
Check that all the level headings you require are selected i.e., that is three levels should be displayed. Click OK



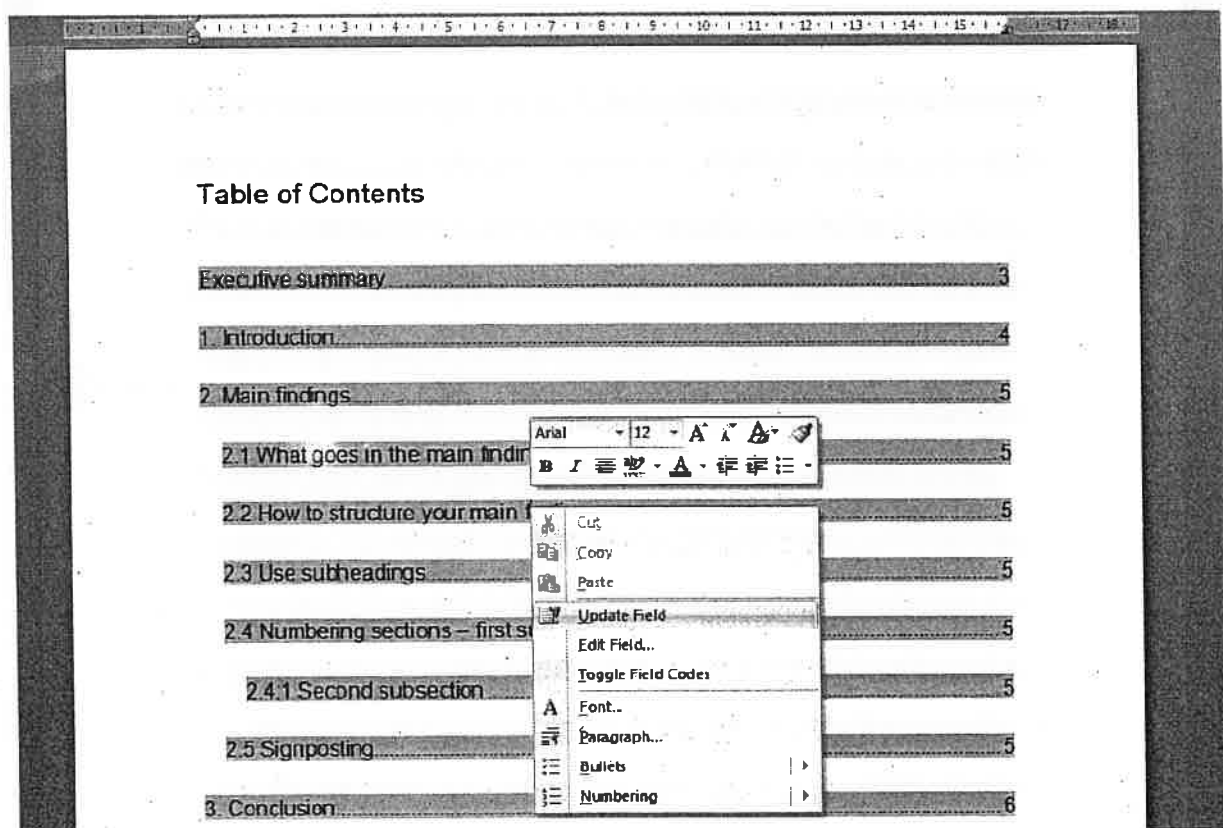
A contents page is now created with all the level headings correctly formatted and associated page numbers.

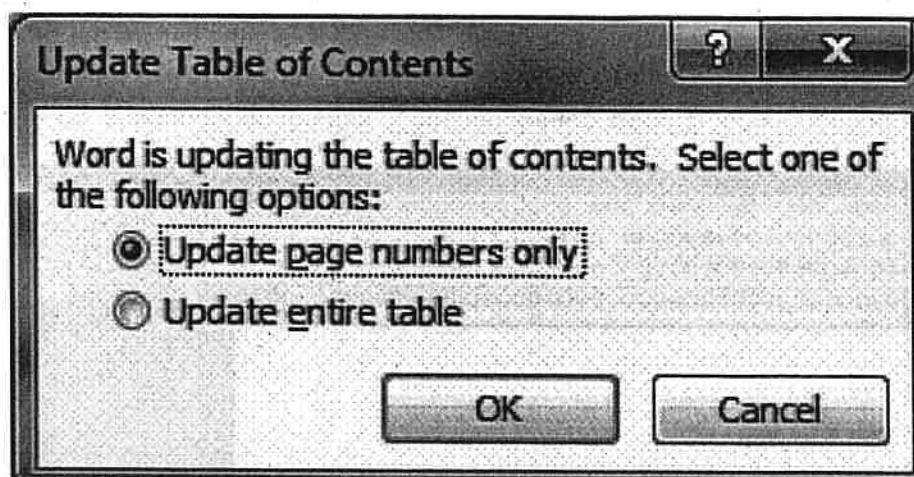


Move the Conclusion level heading using insert page break. The contents page is now out of date. This can be changed with little effort. Click inside the contents page and it will look that show below.



Right click and select Update field.





Select update page numbers as in this instance only the page numbers would have changed alternatively if you have changed any headings as well select update entire table.

The new page numbers will be displayed in the Contents Page. Note that the Conclusion is now on page 7. 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.

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Executive summary.....	3
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2.4.1 Second subsection.....	5
2.5 Signposting.....	5
3. Conclusion.....	7
4. Recommendations.....	8
5. References.....	9
6. Appendices.....	10

Current Document
Ctrl+Click to follow link

All title pages should include the following information – All text in *italics* is for guidance only and should be removed before submission.

Name: *(Your name)*

Assessment number: (e.g. "4" for first year degree/HND/HNC, "5" for second year "6" for final year, "7" for Master's level)

Lecturer: *Your lecturer's name*

Word count: *You must include an accurate word count*

Click the Insert tab and select cover page a drop down box appears and you can make a selection from the many styles available.



