

# Microsoft Word Tutorial

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## How to Utilize the Title Page, Table of Contents, and Bibliography Features

Applies to Microsoft Word 2007 and 2010

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This tutorial will show the reader how to easily lay out the basic elements of reports, research papers, academic papers, essays, and so on, in Microsoft Word using the title page, table of contents, and bibliography features available in versions 2007 and 2010.

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## Introduction

The purpose of this tutorial is to instruct the reader step-by-step how to lay out the basic elements of reports, research papers, academic papers, essays, and so on, using very useful features of Microsoft Word. Students of higher education in particular, are finding themselves having to write numerous technical papers and tackling the correct way to format resources using a particular style alone can be quite challenging. Microsoft Word's "Reference" features make this task and others easier than they have ever been before. Even though Microsoft Word's "Reference" features came out in version 2007, there are still many who don't know they exist, as well as those that do, but do not know how to use them. My intent is to change that.

## Basic Elements

While most types of writing assignments should include an introduction, body content, and a conclusion, depending on the assignment, a cover or title page, table of contents, and bibliography or works cited page are equally important.

According to Purdue's Online Writing Lab, "The mechanical elements of your report are largely included to make sure your information was useful and accessible as possible for your readers. It is especially important to incorporate the HATS methodology (headings, access, typography, spacing) when designing your mechanical elements, as that will make your documents easier to read, and it will give your documents a professional appearance." (Cember, Heavilon, Seip, Shi, & Brizee, 2010)

## Title Page

According to Wikipedia, "The title page of a thesis or essay is the work's first page. It lists the title of the work and the name of the author. In the case of an academic paper, the title page also lists class information (such as the course name and number), identification information (such as the student number), the date, name of the professor, and name of the institution. The title page is not numbered. Title pages are not required in all citation styles; instead, some styles require that the same information is placed at the top of the essay's first page. The title page for a thesis contains the full title, the author's name and academic credentials, the degree-granting faculty and department name, the name of the university and date of graduation, and the universal copyright symbol" (Wikipedia, 2011)

## Table of Contents

A table of contents is a list of divisions (chapters or articles) and the pages on which they start. (WordNet® 3.0) The table of contents can also include figures and their page numbers.

## Bibliography

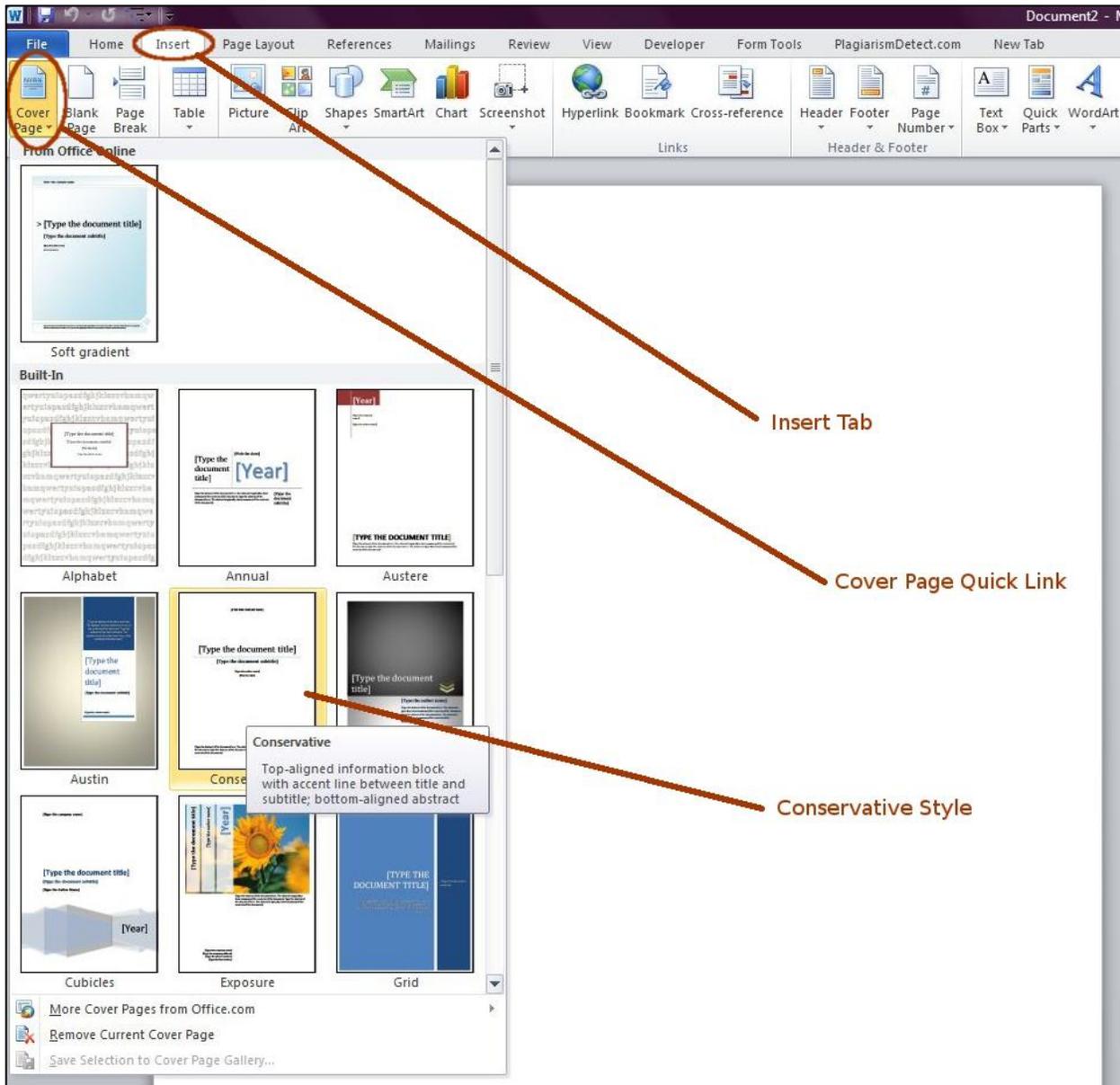
A bibliography, in this case, or works cited page, a list of source materials that are used or consulted in the preparation of a work or that are referred to in the text. (Dictionary.com Unabridged, 2011)

## Creating the Title Page

To begin, open Microsoft Word. You will notice that Word automatically opens a blank page when it starts. You will use this page to create your document.

## Step 1: Insert Title Page

Click the “Insert” tab at the top of the application window, then click the “Cover Page” quick link below the main menu. When the cover page choices are shown, pick the style you want for your document. I chose the “conservative” style. One you click the style of your choice, the cover page is automatically added to your document. See *Figure 1: Cover Page* below. The cover page for this tutorial was created using the above method. Once you have inserted a cover page, you can alter its contents.

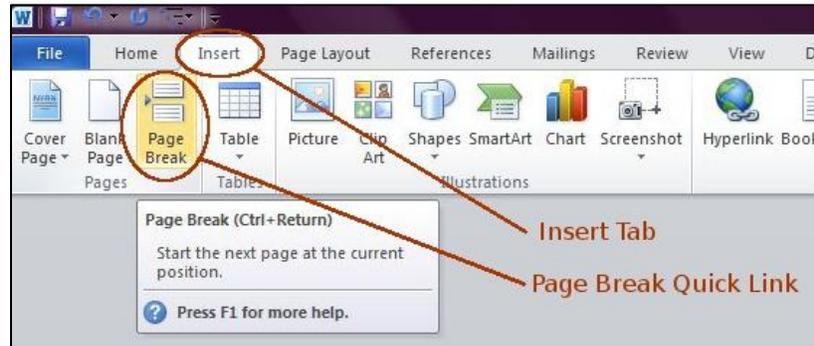


*Figure 1: Cover Page*

## Step 2: Insert a Page Break

Now that you have created the cover page, you will need to insert a page break. Doing so will create a new page after the cover page and it will automatically place your cursor at the beginning of that page. Click the “Insert” tab at the top of the application window if you are not still there from inserting the cover page. Now,

click the “Page Break” quick link. See *Figure 2: Page Break* below. You have now added a new page after the cover page.



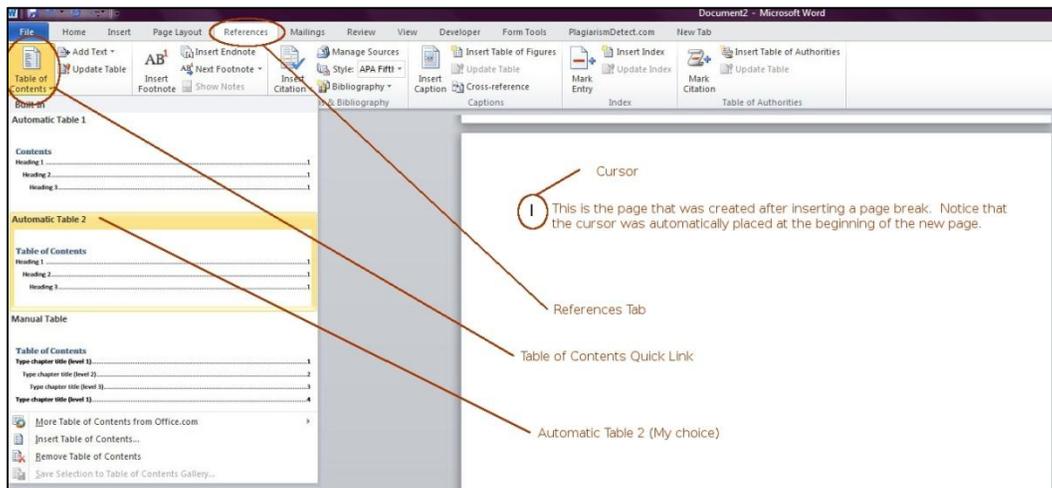
*Figure 2: Page Break*

## Creating the Table of Contents (TOC)

The TOC should be added to the blank page located after the cover page.

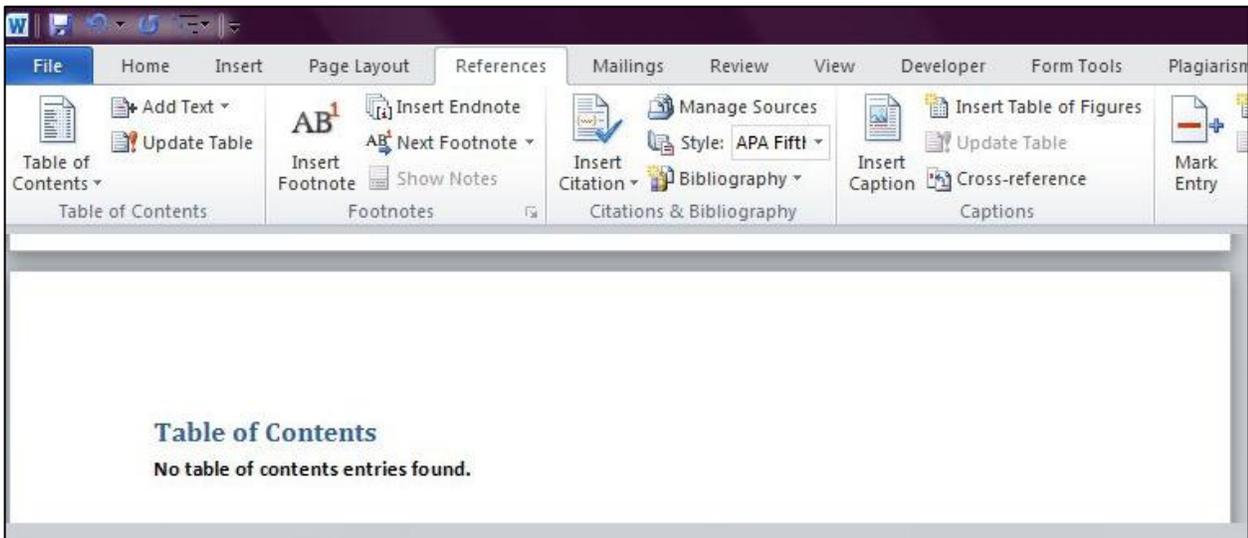
### Step 1: Insert the Table of Contents

To add the TOC, click on the “References” tab at the top of the application window and then click the “Table of Contents” quick link. You will notice that you are given different format styles for your table of contents. I suggest choosing one of the first two “automatic” styles. The “automatic” styles can be updated with a click of the mouse. I will explain this feature later. For now, you just want to get the TOC inserted. See *Figure 3: Table of Contents* below.



*Figure 3: Table of Contents*

Once you have made your choice, click it so that the TOC is inserted. *Figure 4: Table of Contents* below shows how your inserted TOC should look like.

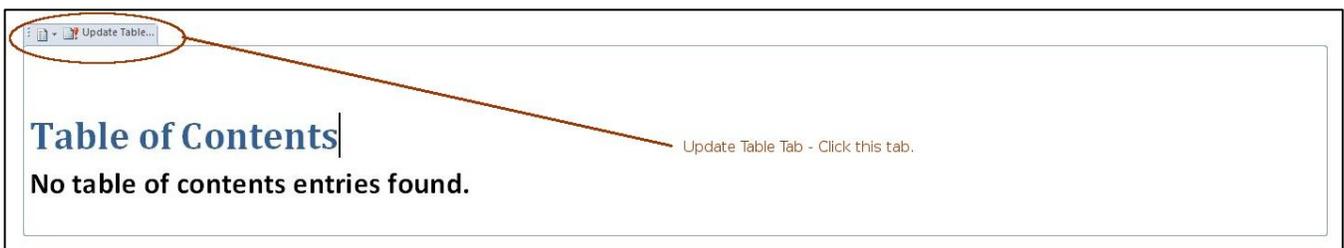


*Figure 4: Table of Contents*

Now that you have inserted your table of contents, repeat the step for inserting a page break so that a new blank page is added to your document after the table of contents page. This new blank page is where you will start the body contents of your document. As you can see, this tutorial's body content is separated into sections that include headings. The headings that you include within the body content of your document are what the automatic table of contents uses to create its list. For example, to format this particular section, I used the heading 1 style for the heading "Creating the Table of Contents (TOC)", heading 2 style for "Step 1: Inserting the Table of Contents", and I added captions to the images located in this section and used the heading 3 style to format them. When I update my automatic TOC, it will include all of these areas according to their position within this document. So let's see how this works.

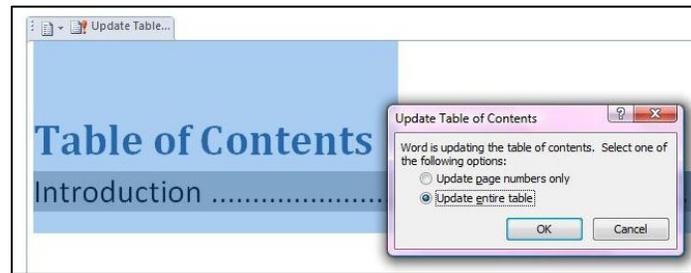
## Step 2: Updating the Table of Contents

You can update the TOC as many times necessary while working on your document. To update the TOC to include all document sections added, scroll to where the TOC is located within your document. Once there, use your mouse to click the TOC anywhere near the "Table of Contents" heading. After doing this, you will notice that the TOC is highlighted and includes a tab above it that is titled "Update Table." See *Figure 5: Table of Contents* below



*Figure 5: Table of Contents*

When you click on that tab, a dialog box appears asking if you want to update the page numbers only or update the entire table. I suggest updating the entire table. See *Figure 6: Table of Contents* below.



*Figure 6: Table of Contents*

Once your choice is made, click “OK”. Your TOC should now include all headings and image captions that you have included in your document so far. See Figure 7: Table of Contents below to view my updated TOC for this document.

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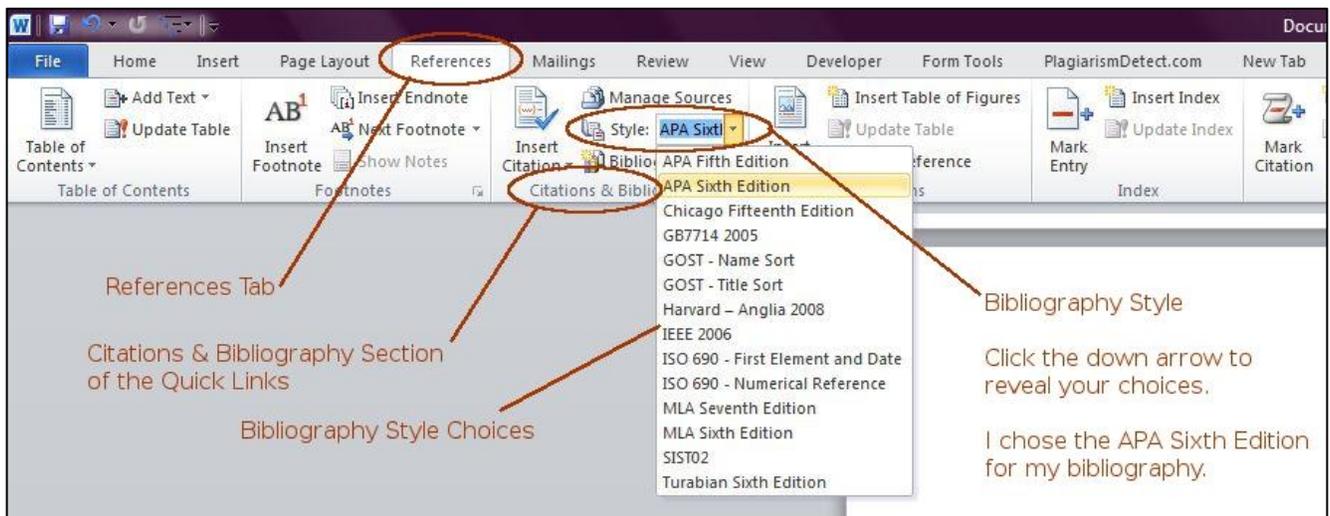
*Figure 7: Table of Contents*

## Creating the Bibliography

Creating the bibliography or works cited page involves a few more steps, but is just as easy as creating the table of contents and it has the ability of being automatically updated as well. What is really nice about Word's bibliography feature is that you can format its contents according to the style of your choice. The different styles available will be shown in this tutorial later.

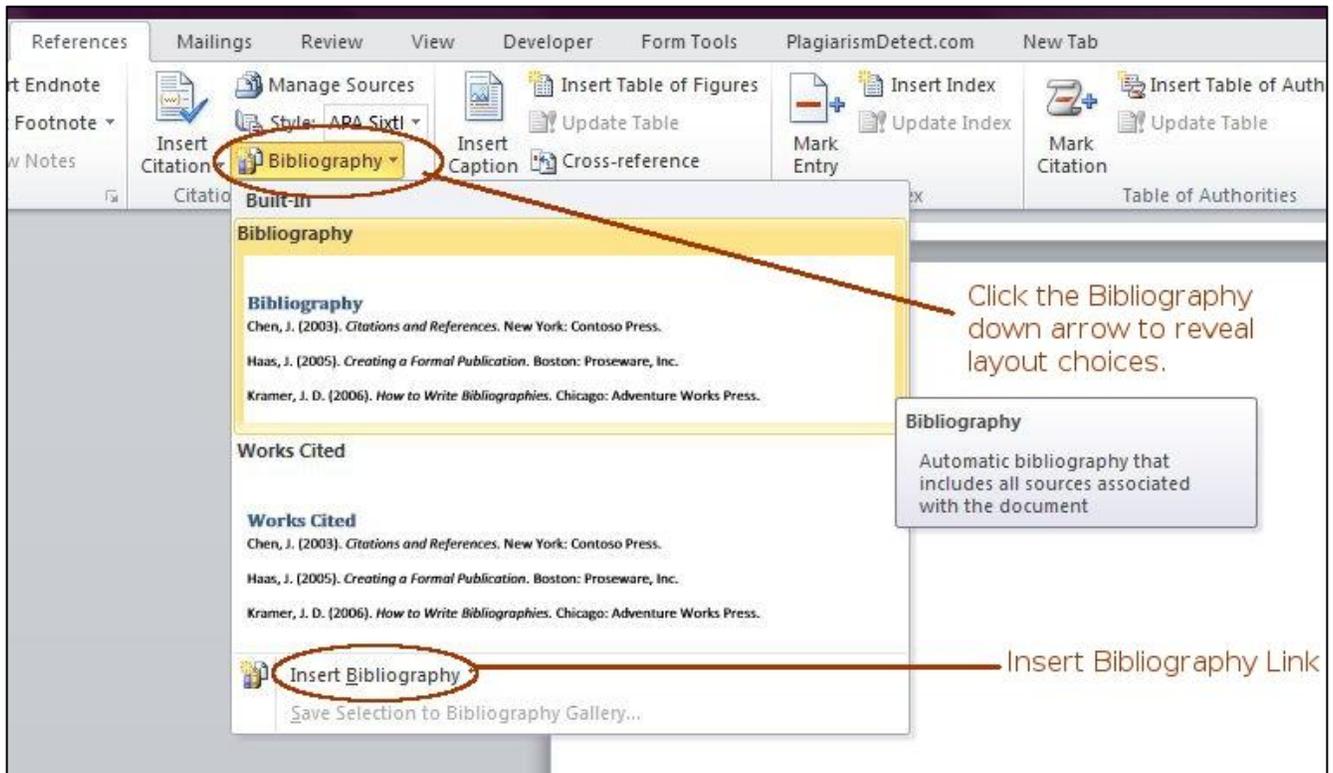
### Step 1: Inserting the Bibliography or Works Cited Page

The bibliography or works cited should be the last page of your document. Before inserting it you may need to go through the steps of inserting a page break first. Once you have created the page break, you should have an ending blank page. With your cursor located at the beginning of this page, click the "Reference" tab located at the top of the application window. Now click the down arrow next to the style option located in the "Citations & Bibliography" section of the quick links. You will now see a list of style options for your bibliography or works cited page. See *Figure 8: Bibliography* below.



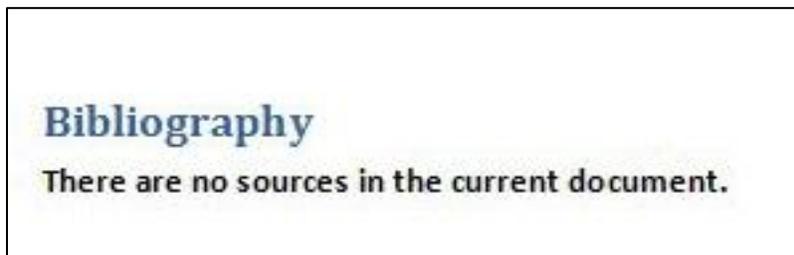
**Figure 8: Bibliography**

Once you have chosen the style for your bibliography or works cited format, it is now time to insert it. To do so, click on the "Bibliography" down arrow, located below the "Style" option you used to format your bibliography. This will reveal the bibliography layout choices. Once the choices are revealed, either double-click the layout of your choice to insert the bibliography or highlight your choice and click the "Insert Bibliography" link below the choices. See *Figure 9: Bibliography* below.



**Figure 9: Bibliography**

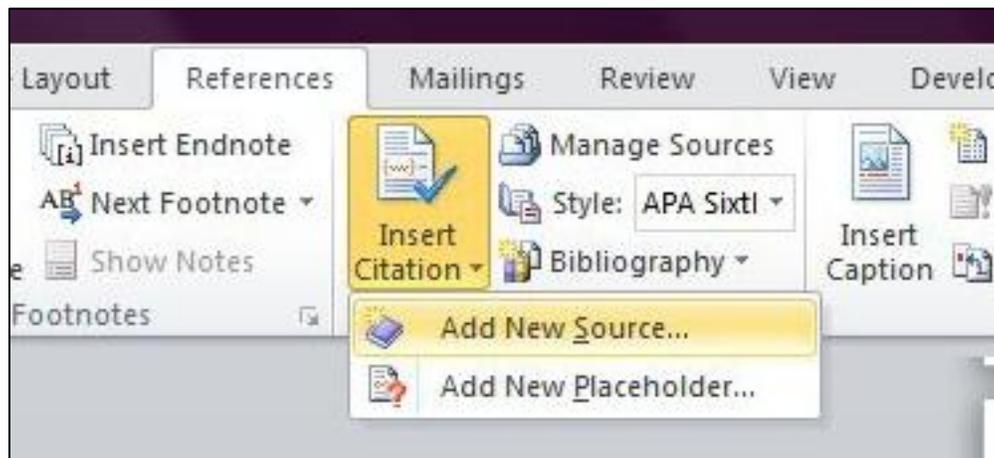
Your inserted bibliography should look like *Figure 10: Bibliography* below. Notice how it resembles a newly inserted table of contents? Updated the bibliography is done in the same way you would update the table of contents. However, while the table of contents is updated according to section headings, the bibliography is updated according to citations.



**Figure 10: Bibliography**

## Step 2: Inserting Citations

In my introduction section of this tutorial I have included definitions I obtained from different resources on the Internet for title page, table of contents, and bibliography. Because I obtained these definitions from outside resources, I must cite them. To do this, I need to add a citation to the end of each definition. You will have to do when citing different information throughout your project. To insert your citation, go to the end of the paragraph you want to cite and click on "Insert Citation" located under the "References" tab, and click "Add New Source." See *Figure 11: Insert Citation* below.



*Figure 11: Insert Citation*

After clicking “Add New Source,” a dialog box will appear. Use this dialog box to add all the appropriate information about the source you are citing such as type, author, and date accessed, and so on. Ticking the “Show All Bibliography Fields” check box will open more options. See *Figure 12: Insert Citation* below.

 A screenshot of the 'Create Source' dialog box in Microsoft Word. The 'Type of Source' dropdown is set to 'Web site'. Under 'Bibliography Fields for APA Sixth Edition', there are input fields for Author, Corporate Author (with an unchecked checkbox), Name of Web Page, Name of Web Site, Year, Month, Day, and URL. At the bottom left, the 'Show All Bibliography Fields' checkbox is checked. The 'Tag name' field contains 'Placeholder1'. 'OK' and 'Cancel' buttons are at the bottom right.

*Figure 12: Insert Citation*

Once you have included all information needed for the source, click the “OK” button at the bottom of the dialog box. You will notice that the citation you just created was automatically added to the end of your paragraph, enclosed in parentheses. See *Figure 13: Inset Citation* below. Also, now that you have added this citation, you can use it in other places throughout your document without having to re-create it.

**Title Page**

According to Wikipedia, "The title page of a thesis or essay is the work's first page. It lists the title of the work and the name of the author. In the case of an academic paper, the title page also lists class information (such as the course name and number), identification information (such as the student number), the date, name of the professor, and name of the institution. The title page is not numbered. Title pages are not required in all citation styles; instead, some styles require that the same information is placed at the top of the essay's first page. The title page for a thesis contains the full title, the author's name and academic credentials, the degree-granting faculty and department name, the name of the university and date of graduation, and the universal copyright symbol (Wikipedia, 2011) — My inserted citation

*Figure 13: Insert Citation*

### Step 3: Updating the Bibliography or Works Cited Page

Now that you have added a citation, you can update your bibliography or works cited page in the same way that you updated the table of contents. To do this, scroll to your bibliography page and use your mouse to click near the "Bibliography" or "Works Cited" heading. When the "Update Citations and Bibliography" tab appears, click it. Notice that your bibliography page automatically added the citation you created earlier and in the correct style format that you chose when setting up the bibliography in the first place. In my case, the style I chose was the APA Sixth Edition format. See *Figure 14: Updating the Bibliography* below.

Update Citations and Bibliography

**Bibliography**

Cember, E., Heavilon, A., Seip, M., Shi, L., & Brizee, A. (2010, April 25). *Mechanical Elements of Reports*. Retrieved October 16, 2011, from OWL Purdue Online Writing Lab: <http://owl.english.purdue.edu/owl/resource/726/08/>

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WordNet® 3.0. (n.d.). *table of contents*. Dictionary.com. Retrieved October 15, 2011, from [http://dictionary.reference.com/browse/table of contents](http://dictionary.reference.com/browse/table%20of%20contents)

*Figure 14: Updating the Bibliography*

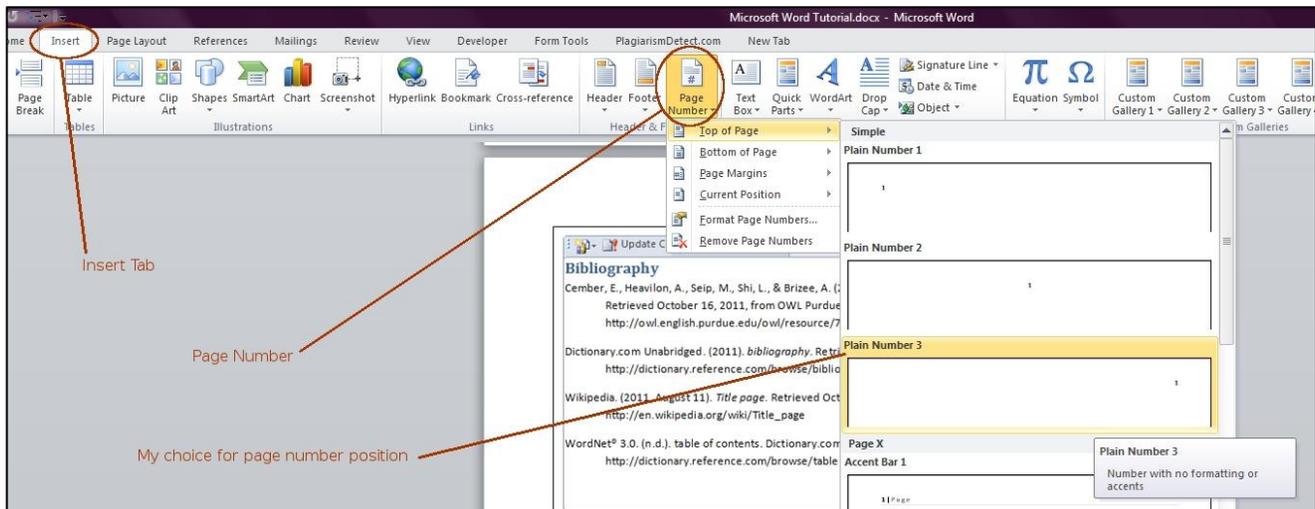
### Inserting Page Numbers

Once you have completed your project, it is a good idea to insert page numbers. Especially since your document includes a table of contents. Also keep in mind that most professional documents do not include a

page number on the cover or title page. Because you used the “Insert Cover Page” feature, a page number will not be added to the cover page when you insert page numbers.

## Step 1: Insert Page Numbers

To insert page numbers on all pages except the cover page, click the “Insert” tab at the top of the application window. Now click the “Page Number” quick link to reveal the page number options. Clicking on your choice of page number position will add the page numbers to your entire document other than the cover page. See *Figure 15: Inserting Page Numbers* below.



*Figure 15: Inserting Page Numbers*

## Conclusion

After completing the tasks explained in this tutorial, you should have a good idea how to use these very helpful features available in Microsoft Word version 2007 and 2010. I am certain that after completing this tutorial you will be on your way to creating great research papers, book reports, term papers, and the like.

## Bibliography

Cember, E., Heavilon, A., Seip, M., Shi, L., & Brizee, A. (2010, April 25). *Mechanical Elements of Reports*.

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[http://dictionary.reference.com/browse/table of contents](http://dictionary.reference.com/browse/table%20of%20contents)