



University Information
Technology Services

Microsoft Office Word 2016 for Windows

Tools for Your Research Paper

University Information Technology Services

Learning Technologies, Training & Audiovisual Outreach

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University Information Technology Services

Microsoft Office: Word 2016 for Windows

Tools for Your Research Paper

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Introduction

This booklet is the companion document to the Word 2016: Tools for Your Research Paper workshop. The booklet will show users how to utilize tools under the *References* tab in the Ribbon, such as inserting a table of contents, inserting citations and managing your saved citations from previous sessions, adding captions and footnotes/endnotes, and using cross-references.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Insert and update your table of contents.
- Add footnotes/endnotes to your document.
- Add citations and placeholders.
- Understand how to manage your citations and placeholders.
- Insert and update a Bibliography.
- Insert captions and using the cross-reference tool to create hyperlinks.
- Inserting a table of figures.

Styles

A *Style* is a predefined combination of font style, color, and size that you can use to format the text in your document. Using styles can help you create documents that have a more professional, and consistent, appearance. The *Heading Styles* are important when using the *table of contents* tool.

Applying a Heading Style

The following explains how to apply a heading to your document.

1. Select the text that you want to format (e.g. chapter or section title).
2. On the *Home* tab, in the *Styles* group, click on the **Heading 1** style.

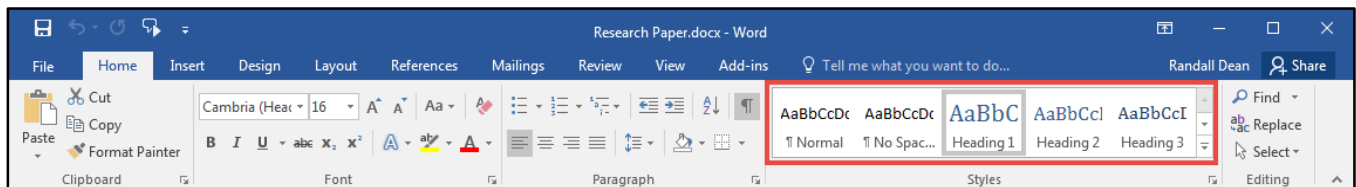


Figure 1 - Styles

3. You can also access your styles from the *Mini Toolbar*. After selecting your text, the *Mini Toolbar* will appear. Click the **Styles** button on the right.

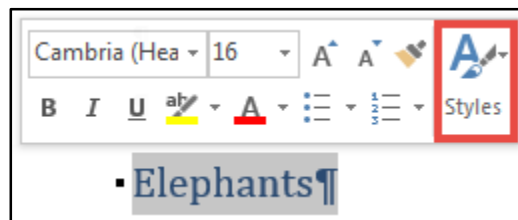


Figure 2 - Styles from the Mini Toolbar

Note: There are up to nine multilevel numbered *Heading Styles* available. Below is a sample of Headings 1 through 3.



Figure 3 - Heading Styles

Note: For more information on using *Styles*, refer to the documentation *Word 2016: Formatting your Document* at <https://uits.kennesaw.edu/cdoc>.

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