Contents

**No table of contents entries found.**

Point 3

STYLE. Creating tables and indexes

Exercise 2

Automatically create the table of contents

To create a table of contents, select the heading styles - for example, Heading 1, Heading 2, and Heading 3 - to be included in the table of contents. Word searches for headlines from your chosen style, format the text passwords contents and add a notch suitable to the style of the header, and then insert a table of contents to the document.

The Word was made available a gallery with many styles of table of contents. Mark the positions of the table of contents, then click a TOC style in the gallery option. This will automatically create a table of contents based on the marked headers.

Determination of the list of passwords using the built-in heading styles

Select the header you want to apply a heading style. On the Home tab, in the Styles group, click the desired style.

For example, when you select the text that you want to give the main heading style, click the style called Heading 1 in the Quick Styles gallery.

Comments

• If the style you need is not displayed, click the arrow to expand the Quick Styles gallery.

• If the required style is not in the Quick Styles gallery, press CTRL + SHIFT + S to open the task pane Applying styles. Under Style Name, click the appropriate style.

Determination of individual entries in the text

To table of contents include a text that is not formatted as a header, you can use the current procedure for the determination of individual entries in the text.

1. Select the text you want to include in the table of contents.

2. On the References tab in the group Table of Contents, click Add Text.

3. Click the level you want to use to mark the selected text, such as Level 1 for the main level is displayed in the table of contents.

4. Repeat steps 1 to 3 to mark any text that is to be found in the table of contents.

Creating a table of contents using the built-in heading styles

This procedure is used when the document is used in heading styles.

1. Click the location where you want to insert a table of contents (usually at the beginning of the document).

2. On the References tab in the group Table of Contents, click Contents, and then click the TOC style.

Warning

• You can access additional options by clicking Insert Table of Contents to open the Table of Contents dialog box.

Creating a table of contents based on applied custom styles.

This procedure is used when the headers have already been applied custom styles. The user can choose the style settings that Word will use when creating tables of contents.

1. Click the location where you want to insert a table of contents.

2. On the References tab in the group Table of Contents, click Contents, and then click Insert Table of Contents.

3. Click the Options button.

4. Under Available styles, find the style applied to the headings in the document.

5. In the TOC level next to the style name, enter a number from 1 to 9 to indicate the level you want to assign to the style of the header.

Warning

• To use only custom styles, delete the TOC level numbers for the built-in styles, such as Heading 1.

6. Repeat steps 4 and 5 for each heading style that you want to include a table of contents.

7. Click OK.

8. Select the table of contents suitable to the type of document:

• The document to be printed

If you the document you are creating is to be printed on paper, you can create a table of contents, in which each password will contain both the headline and page number on which this header is located. As a result, users will be able to quickly jump to the corresponding page.

• A document meant to be read on screen

In the case of a document intended to be read on screen in Word, you can format the password table of contents as hyperlinks so that users will be able to go to the header in the document by clicking the corresponding password in the table of contents.

9. To apply one of the available projects, click the project in the field formats.

10. Select other options as a table of contents that you want to apply.

Update Table of Contents

When you add or remove headers or other items in the table of contents, you can quickly update the table of contents.

1. On the References tab in the group Table of Contents, click Update Table.

2. Click Update page numbers only or Update entire lineup

Deleting a table of contents

1. On the References tab in the group Table of Contents, click Contents

2. Click Delete contents.

Knowledge check:

In order to create an automatic table of contents, select:

1. heading styles - for example, Heading 1, Heading 2, and Heading 3 - to be included in the table of contents - headers automatically builds a list

2. range numbers - which are to be included in the table of contents

3. chapter titles - which are to be included in the table of contents

Exercise 3

Automatically create a table of illustration.

1. Insert the text of the working artykuł.doc several drawings (INSERT PICTURE → file).

2. Place the cursor in the verse below the photo and click on the tab

CANCELLATIONS, and then on the button INSERT SIGNATURE.

3. Click on the new label and enter the type of illustration, for example, Figure.

Click on OK.

Now, from the list in the Label field, select the type of illustration - Stock.

4. Then enter your signature and click on OK. The signature is inserted.

5. Similarly, create captions to other illustrations in our

document. At the end of the set the cursor at the point where you want to insert a table of figures. Click on the tab APPEALS and select Insert table of figures. In the new window from the list in the Formats select list of scheme (see the preview in the Print Preview).

The program has to include a label (i.e., the type image, picture, chart, table) and a serial number (the Include label and number) Click on OK.

6. If in the future we modify our document and change to

such as page numbers, which are placed images, or put another additional illustrations, we need to update the list. To do this, right-click on a table of figures and choose Update Field, and then select Update entire inventory and click on the button - the data will be automatically updated.

The file is written as a spis-ilustracji.doc and thrown into a task folder

Exercise 4

Creating a list of references (bibliography)

Word lets you create a list of the main sources (cited books

or articles), which will serve us in various works. From the main list

You can select the source that form a so-called. the current list - with this very current

List will charge the source of the document on which at the moment

work. This is a logical solution, because every time a set of

quoted sources at work may be different. And when we introduce longer

our work all the necessary references at the end of the document will

They can automatically generate a cumulative list of quoted books

and articles.

1. Click on the CANCELLATIONS, and then note the section

QUOTES AND REFERENCES.

2. Click Insert quote.

3. Click Add a new source.

4. Fill in the fields, as in the example above, then click

OK.

5. Try the operation. Start the sentence: According to Wheeler

his book and click the button again Insert quote. this

time will see the defined source drop-down list.

6. Click the contents of an inserted field in parentheses. Edit

source will modify the form of source, quote Edit

you can then add the page from which the quote, if we

they wanted to be more precise in the appeal.

In this way, we create a base of many references that can be

anywhere you recall.

7. Click Manage sources. You'll see a window manager

sources, which is our list of the main sources and compiled

The current ad hoc list. Pay attention right away, you do not have a

Every time define sources - if you worked on some

and you have prepared a document for him a source which can be

use in another document, you mean the mouse

all the necessary resources in the main list and copy them to

the current list (many at the same time - using Ctrl).

Pay attention now to the citation style. You have 10 styles, with

of which the most popular are APA, Chicago and MLA.

• APA - American Psychological Association (American

Psychological Association)

• Chicago - The Chicago Manual of Style (Style Manual

Chicago)

• MLA - Modern Language Association (Association of Language

modern)

8. Create a list of references. Click on Bibliography and select

one of the predefined templates, for example. Bibliography.

Effect:

Bibliography:

Kołodziej, Witold. Analiza matematyczna. Warszawa: Wydawnictwa Naukowe

PWN, 2010.

Knowledge check:

1. What allows us to create a bibliography?

a) a reference in any moment to quote

b) -word Source management allows you to create a list of the main sources (cited books and articles), which will serve us in various works

6. Summary

In the attached material we reminded you the most important stages of the formatting associated with the thesis. However, please keep in mind that even the best content without packaging will be worth nothing.

Test

WSI-INTERNET-WORD-kolokwium.pdf

Sxxxx-WSI-INTERNET-WORD-kolokwium.docx

WSI-INTERNET-WORD-SAMPLE.pdf

Rating discretion.