# Microsoft Office Usage

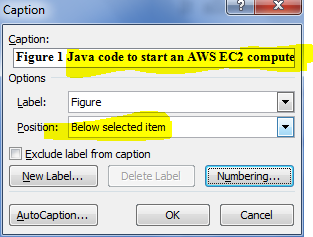
# Word How Tos

Very useful for formatting etc.:

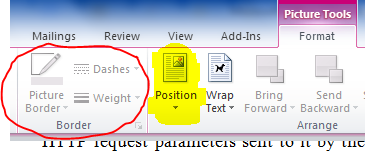
<http://guides.lib.umich.edu/word2010>

* **Captions for tables should be above and captions for figures should be below.**

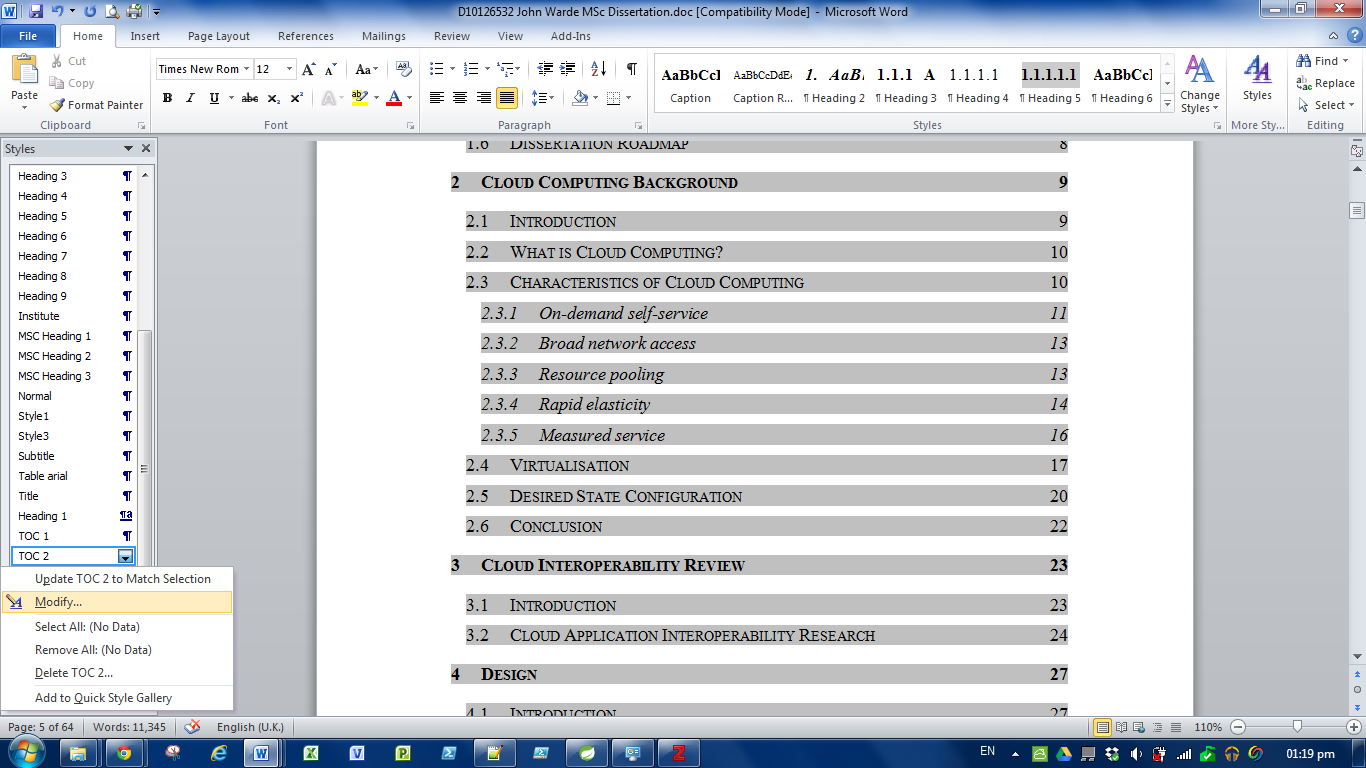
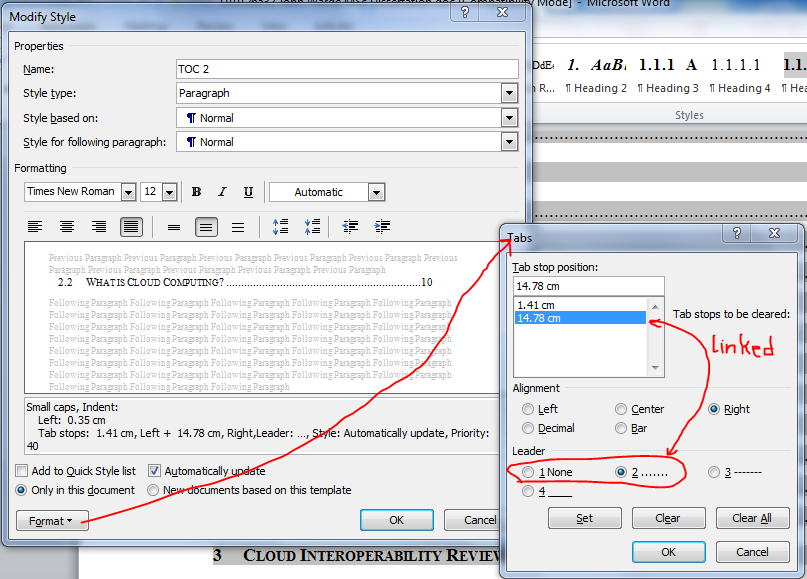
## Inserting Captions for Figures

1. Copy the caption wording to your clipboard (omit the word figure)
2. Select the image
3. On the ribbon, click the references tab
4. Click the Insert Caption button
5. Caption field will have already been pre-populated with “Figure ?”, paste in the wording (label) from the clipboard. Change “Label:” to Table if you are applying the caption to a table.  
   
6. You can then optionally add a Harvard reference at the end of the caption, this will be included in table of figures.
7. Optionally update the “Table of Figures” (and or “Table of Tables”) by updating it in the same way as a table of contents

## Putting a border on an image/picture/screenshot

* If some of the options are greyed out like this …  
  
* … then change the option here to something else
* Add the picture border
* If the image is doing funky things (wrapping around it) with text then change this option back to its original then border will still stay.

## Modifying Table of Contents, Figures, Tables Styles

* **Need to be extremely careful, for each one modification made to the format of the TOC styles update entire TOC for each TOC () to confirm the full effect of changes.**
* Use the “” style for headers to Abstract and Appendixes “chapter” headings – this gets the chapter heading included in the TOC but doesn’t mess up chapter numbering.
* Use styles as shown below  
  
* See image below, the 2nd tab stop determines where the right most element (page numbers) end up, the leader is what is before that tab stop  
  
* **Remember to regenerate TOCs including for tables and figures to confirm the full effect of change.**