



# FORMATTING BY THE NUMBERS

Teresa Lester

[tlester1@gardner-webb.edu](mailto:tlester1@gardner-webb.edu)

# TOPICS COVERED TODAY

1. GWU Help features
2. Where to find “Help” (?) in Microsoft Word documents
3. Microsoft help resources and links
4. How to add a hanging indent
5. Creating a Table of Contents
6. Types of page breaks
7. Different page numbering in the same document
8. Removing comments from a document ready for review
9. Comments on “Change Wars”
10. Questions from audience





Andy Hargreaves  
Michael Fullan  
EDITORS

# change wars

Michael Barber  
Linda Darling-Hammond  
Richard Elmore  
Michael Fullan  
Andy Hargreaves  
Jonathan Jansen  
Ben Levin  
Pedro Noguera  
Douglas Reeves  
Andreas Schleicher  
Dennis Shirley  
James Spillane  
Marc Tucker

# HELPFUL TOOLS FROM GARDNER-WEBB UNIVERSITY

<http://gwudissertation.wikispaces.com/>

## TWO LETTER STATE ABBREVIATIONS

Alabama	AL	Missouri	MO
Alaska	AK	Montana	MT
			NE
			NV
		ppshire	NH
		ey	NJ
		co	NM
			NY
		olina	NC
		ota	ND
			OH
			OK
			OR
		nia	PA
		and	RI
		olina	SC
		ota	SD
		e	TN
			TX
			UT
			VT
			VA
		on	WA
		nia	WV
			WI
			WY

## The Art of APA Formatting

Your New Best Friend!  
Author  
Dr. Kelsey Musselman

Gardner-

School

Ed.D. Disse



Sixth Edition

## Publication Manual

of the American Psychological Association

In the Flow: A Mixed-Methods Phenomenological Study of Optimal Experience in Adolescent Literacy

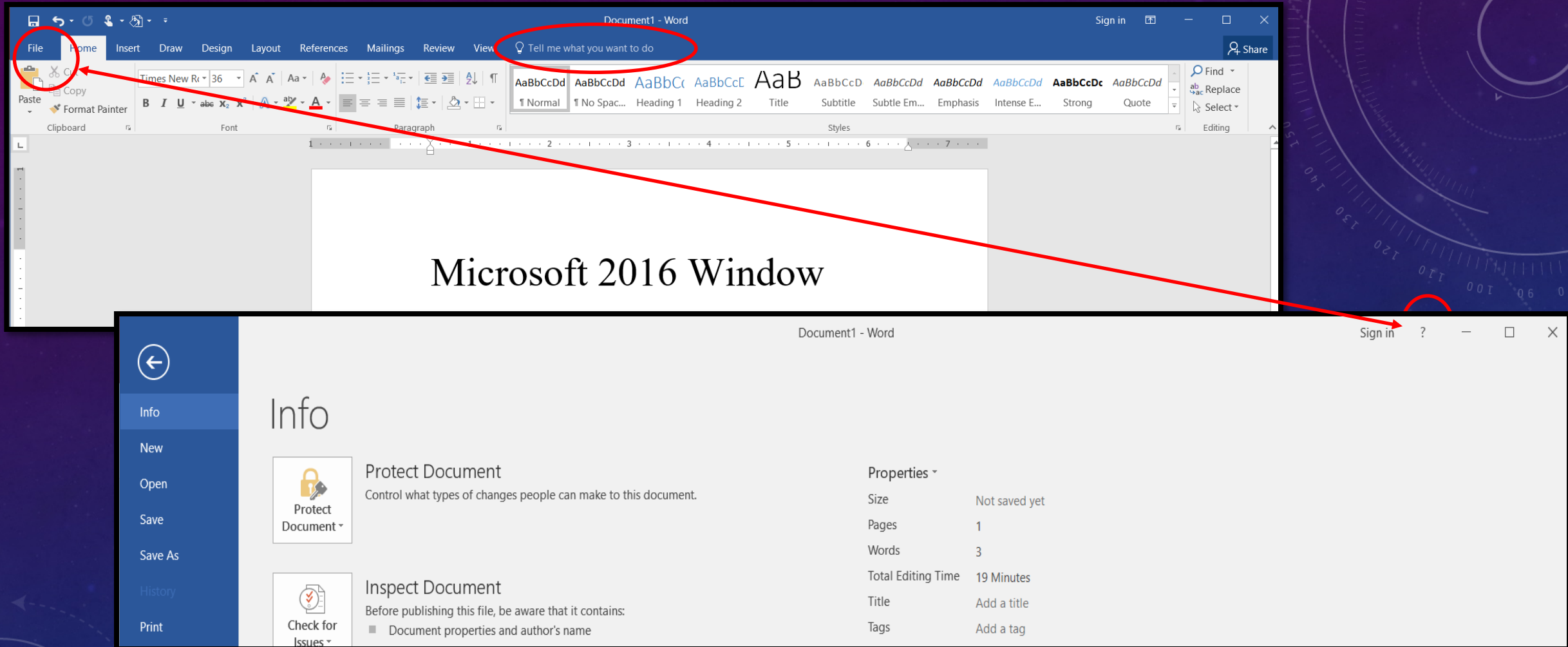
on, and left sides but 1" margins on the  
margins and 1" margins elsewhere]

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e Requirements  
r of Education

iversity



# WHERE TO FIND THE HELP FUNCTION



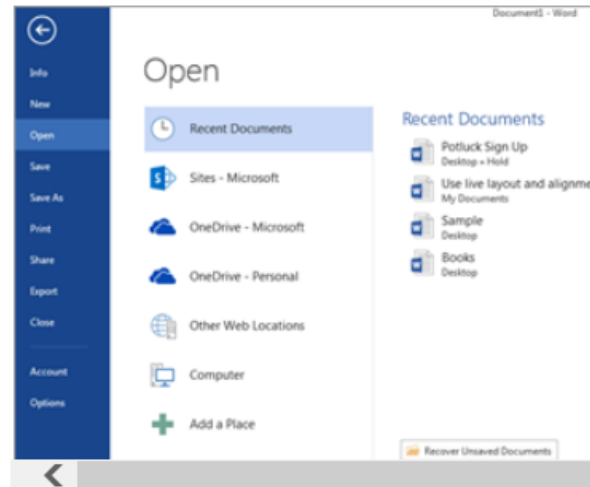
## Word 2016 Help

How to add a hanging indent

hanging indent  
hanging indents  
hanging indentation  
create hanging indent  
remove hanging indent

Open f

The Open task pane shows the places where you commonly store files.



## Word 2016 Help

How to add a hanging indent

Results for "How to add a hanging indent"

### Create a hanging indent

Create a hanging indent. Applies To: Word 2016, Word 2013, Less. Applies To: ... The fastest way to add a hanging indent is to use the ruler.

### Create a first line indent - Word

Create a first line indent. ... To quickly add a first line indent to just ... If you'd like to create a hanging indent where the second line and all ...

### Set tabs in a Word document

Set tabs in a Word document. Applies To: Word 2016, Less. Applies To: Word 2016, ... Select the text where you want to add a hanging indent. On the ruler, ...

### Adjust indents and spacing in Word

Adjust indents and spacing in Word. Applies To: ... adding space between words Choose Hanging

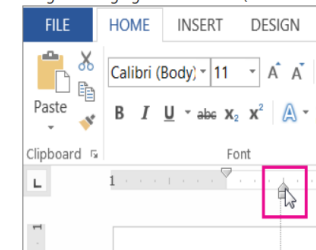
## Word 2016 Help

How to add a hanging indent

## Create a hanging indent

With a hanging indent, the second and all the following lines of a paragraph are indented more than the first. The fastest way to add a hanging indent is to use the ruler.

1. Select the text where you want to add a hanging indent.
2. Click **View** and then select the **Ruler** check box to show rulers.
3. Drag the hanging indent marker (shown below) to the right. It's the lower triangle on the ruler.



**TIP:** Make sure you click on the upper part of the marker—toward the tip of the triangle. For more precise control when creating a hanging indent, along with other indent and spacing options, see [Adjust indents and spacing](#).

If you'd like to create a first line indent where the first line of a paragraph is indented more than the other lines in the paragraph, see [Create a first line indent](#).



Office

Products

Templates

Support

Apps ▾

Install

Office 365

Training

Admin

# Office Training Center

## Learn the Office apps



Office families



Excel



OneNote



Outlook



PowerPoint



Word



OneDrive



Skype for Business



Access



Delve



Project and Planner



Publisher



SharePoint



Visio



Yammer

[Download the Office 2016 Quick-Start Guides](#)

## Become more productive

### Get it done from anywhere

[Me and my docs](#)

[Work together seamlessly](#)

### Content collaboration

[Anywhere access and file sharing with OneDrive for Business](#)

[Collaborate with team content using SharePoint Online](#)

### Run more effective meetings

[Communicate your way](#)

[Complete meeting solution](#)

[Email and calendar on the go](#)

[Bring your team together](#)

PowerPoint training

Applies To: PowerPoint 2016, PowerPoint 2013, PowerPoint 2010, PowerPoint 2007

[Office Training Center](#) > PowerPoint training

### PowerPoint on Windows

- [PowerPoint 2016 training](#)
- [PowerPoint 2013 videos and tutorials](#)
- [PowerPoint 2010 videos and tutorials](#)
- [PowerPoint 2007 training courses and tutorials](#)

### PowerPoint on Mac OS

- [PowerPoint 2016 for Mac training](#)
- [PowerPoint for Mac 2011 Training](#)

### PowerPoint on Android

- [PowerPoint for Android touch guide](#)
- [Video: Getting started with PowerPoint for Android tablet](#)
- [Use an external keyboard with PowerPoint for Android](#)

PowerPoint 2013 videos and tutorials

Applies To: PowerPoint 2013

#### Beginner

##### Apply and change a theme

You created slides for your presentation, and now you're thinking about slide design: the background design, font styles, colors, and layouts. You want the slides to have a bit more visual pop. How do you get that? With themes. Themes provide a complete slide design for your presentation.

[Watch online](#)

##### Apply transitions between slides

Slide transitions are the effects that occur when you move from one slide to the next during an on-screen presentation. Here's how to work with them.

[Watch online](#)

##### Create speaker notes

Speaker notes help you remember what to say when you present. Print them, or use Presenter view to see your notes, while the audience sees only your slides.

[Watch online](#)

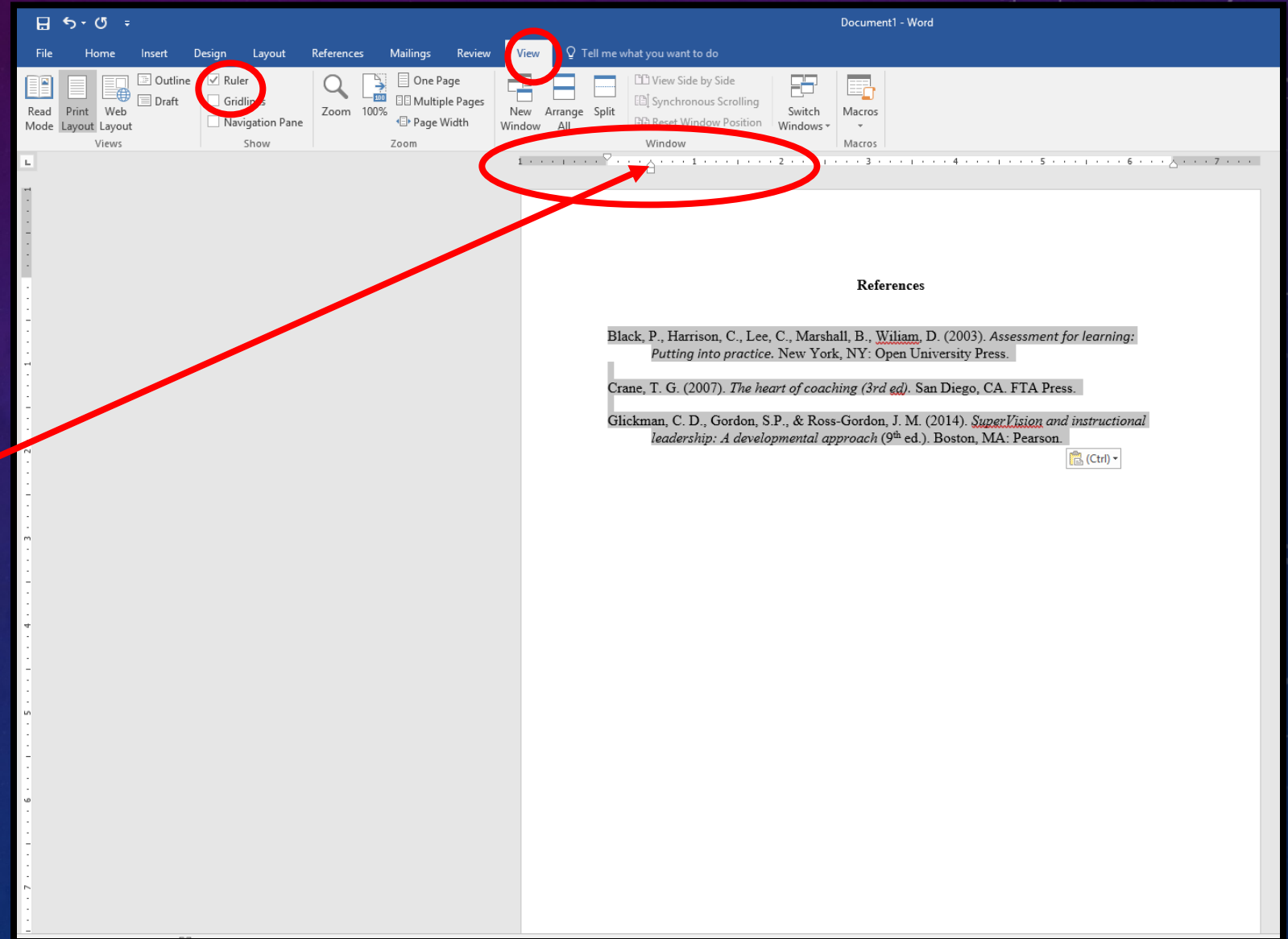
##### Create your first PowerPoint 2013 presentation



<https://support.office.com/en-us/article/Office-Training-Center-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb>

# HANGING INDENT

On view tab, select “ruler” to add the ruler to your page. You can either set this up before you type or highlight the typed words and then move the bottom triangle only to the ½” mark on the ruler. This tells the software to leave the first line at the margin and indent all lines after the first line.



# TABLE OF CONTENTS

## Table of Contents

[Contains first and second headings only; no third headings. All headings, table, figure, and appendices' titles must match paper.]

	Page
Chapter 1: Introduction .....	1
Statement of the Problem .....	1
Chapter 2: Literature Review .....	1
Overview .....	1
Chapter 3: Methodology .....	1
Data Collection .....	1
Chapter 4: Results .....	1
Introduction .....	1
Chapter 5: Discussion .....	1
References .....	1
Appendices	
A Example .....	1
B Example .....	1
Tables	
1 Example .....	1
2 Example .....	1
Figures	
1 Example .....	1
2 Example .....	1

This Table of Contents page was copied from the GWU dissertation wiki, sample dissertation document.





Start typing. Press the tab key to get the leader dots to show up at the 6.5 position, key/type the page number.

For the Appendices, Tables, and Figures, Key/type the letter or number needed. Press the tab key to space to the 0.5 spot. Key the words. Press the tab key again to get the leader dots and the 6.5 spot, then enter the page number.

## Table of Contents

	Page
Chapter 1 .....	1
Chapter 2 .....	5
Chapter 3 .....	10
References .....	15
Appendices	
A   How to Format a Table of Contents .....	16
B   How to Format a Hanging indent .....	18
Tables	
1   Table of Contents .....	20
2   Table 2 .....	21
Figures	
1   Picture Tools Used .....	25

# HOW TO USE PAGE BREAKS

Using the layout tab, under the section breaks, choose next page break to makes things easier when it is time to add page numbering later.

**Section Breaks**

- Next Page**  
Insert a section break and start the new section on the next page.
- Continuous**  
Insert a section break and start the new section on the same page.
- Even Page**  
Insert a section break and start the new section on the next even-numbered page.
- Odd Page**  
Insert a section break and start the new section on the next odd-numbered page.

**Section Break (Next Page)**

**Professional Learning Plan**

**Part D**

**Candidate Narrative Rationale**

→ The purpose of this Professional Learning Module (PLM) is to open the dialog among

who utilize this module will learn the "habits of mind" --assessing performance, analyzing problems they encounter in the classroom, prescribing an intervention, monitoring performance, learning from experience (Sagor, 2000) --to continue the work of professional educators. Additionally, the use of action research as professional development assures teacher leaders and school administrations that their teachers will use new knowledge for the pursuit of effective

Page 1 of 67 8700 words 100%



# WHEN/HOW TO USE A CONTINUOUS PAGE BREAK

Document1 - Word

File Home Insert Design Layout References Mailings Review View Tell me what you want to do

Margins Orientation Size Columns Page Setup

Page Breaks

- Page**  
Mark the point at which one page ends and the next page begins.
- Column**  
Indicate that the text following the column break will begin in the next column.
- Text Wrapping**  
Separate text around objects on web pages, such as caption text from body text.
- Section Breaks**
  - Next Page**  
Insert a section break and start the new section on the next page.
  - Continuous**  
Insert a section break and start the new section on the same page.
  - Even Page**  
Insert a section break and start the new section on the next even-numbered page.
  - Odd Page**  
Insert a section break and start the new section on the next odd-numbered page.

Position Wrap Text Bring Forward Send Backward Selection Pane Arrange

0 pt 0 pt

cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it. When you work on a table, click where you want to add a row or a column, and then click the plus sign.

Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you left off—even on another device.

Section Break (Continuous)

Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching cover page, header, and sidebar. Click Insert and then choose the elements you want from the different galleries.

Themes and styles also help keep your document coordinated. When you click

Design and choose a new Theme, the pictures, charts, and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme.

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Video provides a powerful way to help you prove your point. When you click Online Video, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

To make your document look professionally produced, Word provides header, footer, cover page, and text box designs that complement each other. For example, you can add a matching

Use a continuous break when you need to use a different format, such as a columned section, on the same page.

Page 1 of 2 717 words

# PAGE NUMBERING

**With your cursor in the header/footer section, click on the design tab, then on page numbering, click on format page numbers to select the format and start numbers for you page.**

**Page Number Format**

Number format: 1, 2, 3, ...

☐ Include chapter number

Chapter starts with style: Heading 1

Use separator: - (hyphen)

Examples: 1-1, 1-A

Page numbering

☒ Continue from previous section

☐ Start at: [ ]

OK Cancel

Page 1 of 67 8700 words

Page 2 of 67 8700 words

# PAGE NUMBERING CONTINUED

The screenshot shows the Microsoft Word interface with the Header & Footer Tools ribbon active. The 'Design' tab is selected, and the 'Link to Previous' button is circled in red. The document content is divided into three sections: 'First Page Footer -Section 1-', 'Header -Section 3-', and 'Footer -Section 2-'. The 'Same as Previous' button is circled in red. A red arrow points from the 'Link to Previous' button to the 'Same as Previous' button. A purple box highlights the 'Different First Page' button. A red box contains text explaining how to break the link and insert new page numbering. A purple box contains text explaining how to turn off numbering on the title page.

**In order to use different types of page numbering within the same document, you need to break the link with the previous page. On the page that changes, click in the header/footer, click on link to previous to turn that feature off, and then go through the steps to insert your new page numbering. The same as Previous button will disappear and the Section number will change to the next section.**

**Click different first page to turn the numbering off on the title page.**

Page 3 of 67 8700 words



# REMOVING COMMENTS FROM A DOCUMENT FOR REVIEW


**Remember you can use the Microsoft Help feature in Word to help you find step-by-step procedures for everything that I have demonstrated today.**

6/18/2016 Remove tracked changes and comments - Word


## Remove tracked changes and comments

Now that you've sent your document out for review and gotten some input on it, the file has all this markup in it.

It might have lines that look like this:

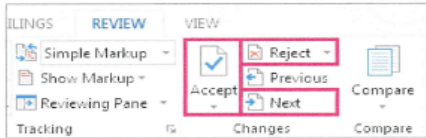


Or a lot of strikeouts and insertions, like this:



The only way to delete these tracked changes is to accept or reject them. Here's how:

- To look at each revision, one at a time, click **Review > Next > Accept or Reject**.



Word **accepts the change** or removes it and then moves to the next change.

- To accept all the changes at the same time, click the arrow by **Accept > Accept All Changes**.

<https://support.office.microsoft.com/client/Remove-tracked-changes-and-comments-1D732141-D3EF-4210-8371-DC7D5B9DACC7?NS=WINWORD&Versio...> 1/3

**Questions from you about formatting?**



# RESOURCES

GWU dissertation wiki, Retrieved on July 11, 2017 from: <http://gwudissertation.wikispaces.com/>

Hargraves, A., & Fullan, M., et al. (2009). *Change wars*. Bloomington, IN: Solution Tree.

Microsoft Word Support, Retrieved on July 11, 2016 from: <https://support.office.com/en-us/article/Office-Training-Center-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb>

Musselman, K. (2014). *The art of APA formatting: Your best friend*. Power point presented and shared with cohort L2Z and used here with permission, Gardner-Webb University.

*Publication Manual of the American Psychological Association.*, (6<sup>th</sup> Ed). (2010). Library of Congress.