How to use MS Word effectively
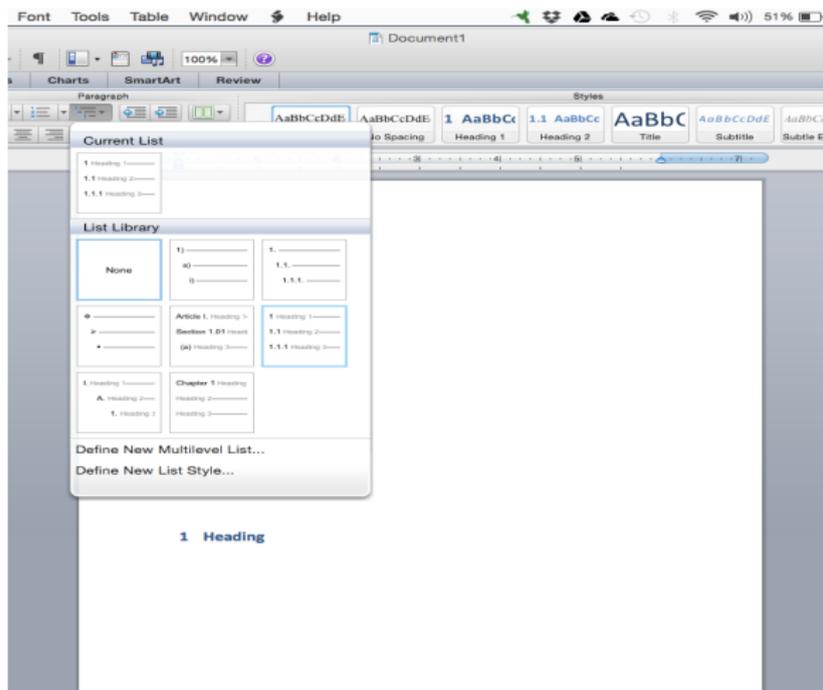
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Section Numbering

In the following pictures, you will be able to see the options that you need to choose to be able to name sections properly.

Section Numbering

Headings

Unfortunately, at least on Macs, the default colour is *blue*, and the default font is *Calibri*. These will have to be changed manually.

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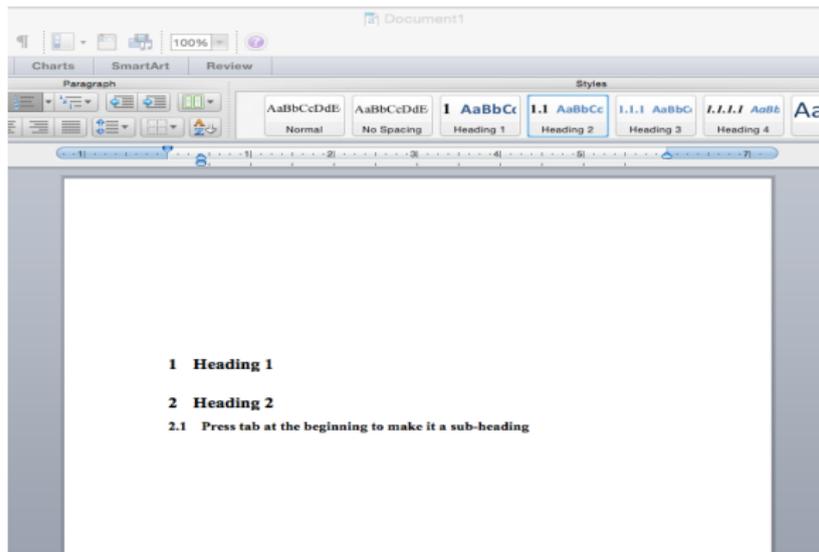
Section Numbering

Sub-headings

To create a *Subheading*, just create another heading, and then go to the beginning of the heading, and press TAB. It will automatically re-number to a *Sub-heading*. Of course, the default colour/font come in, and these will have to be changed.

Example Numbering

Just type **(1) Example number one** or whatever you want after the example number, and then press enter. It should automatically generate the next number. If you want to continue from a previous number, you should be able to **Right-click** on the number and choose *Continue Numbering*. When the next number appears, you can get a sub-example by pressing TAB. You can go back to a higher example from a sub-example, go to the beginning of the exampl and press Shift+TAB.
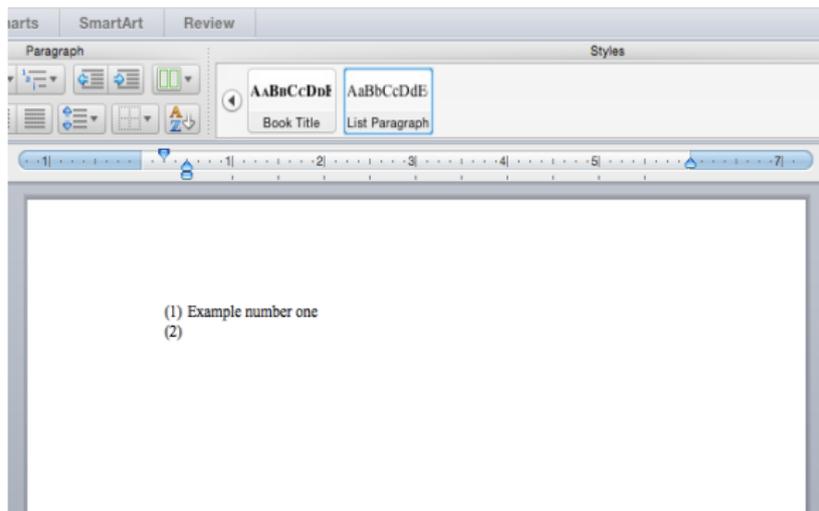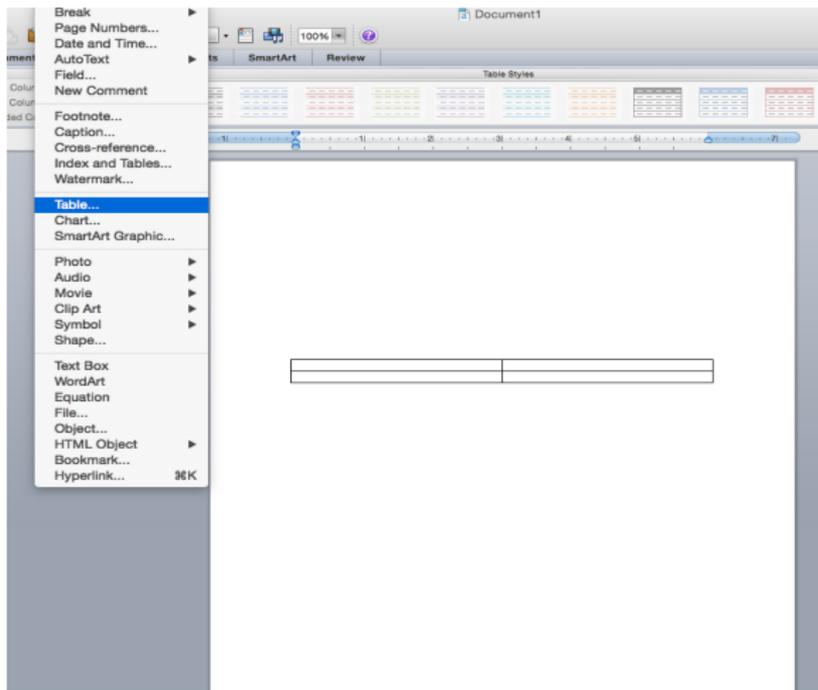
Table of Contents

This will work **only** if you have created the section/subsections in the proper fashion. But, if you do those things right, then this will save you a ridiculous amount of time! Go to *Insert* in the options above, and then choose *Index and Tables*.
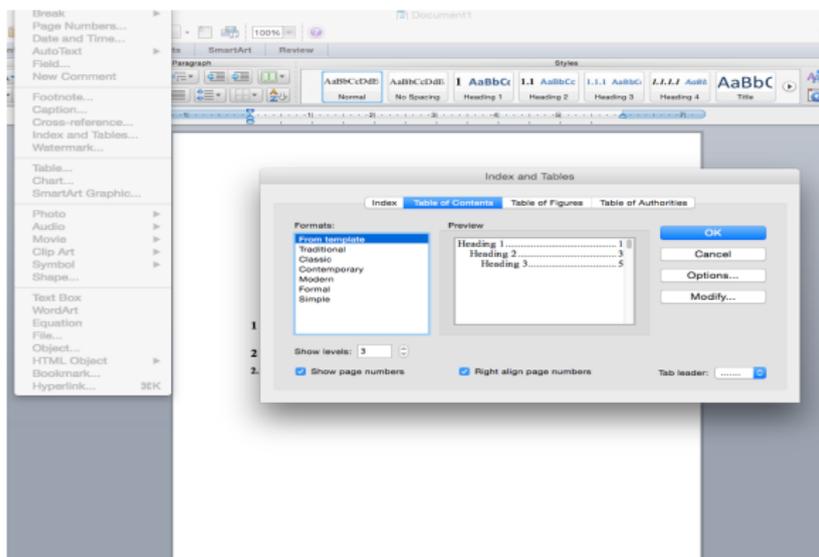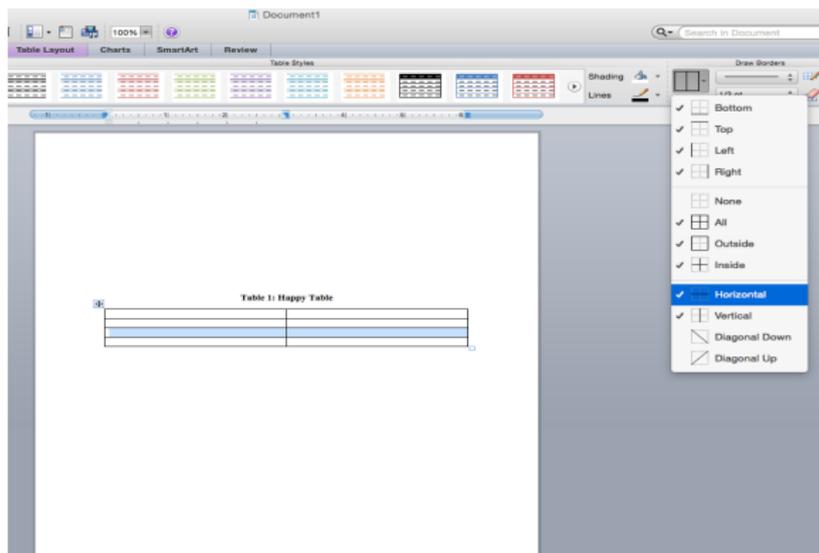
Tables

To insert a *Table*, go to *Insert* again, and choose *Table...*.
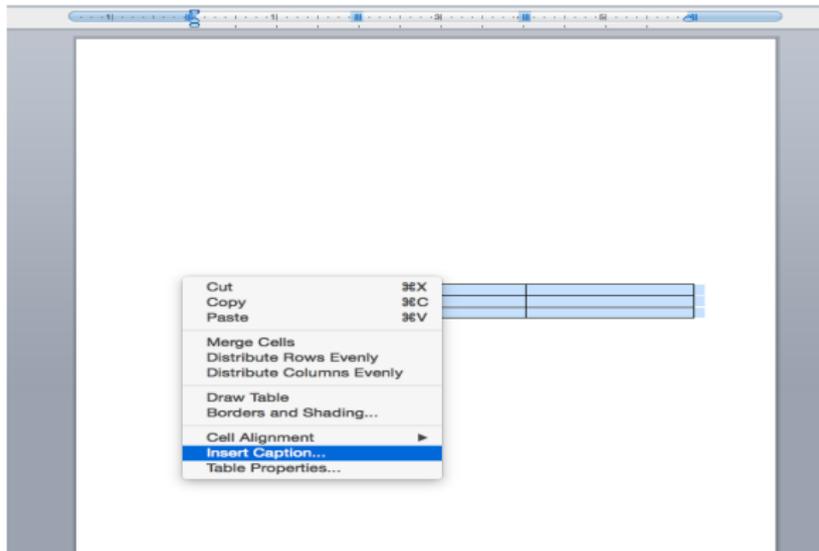
Tables

Borders

A lot of journals prefer publishing tables without side borders, and without horizontal borders for the data cells. At least to my eye, they look prettier with fewer borders. This is available under *Table Layout* in the Word Ribbon.

Tables

You can include a caption by clicking on the "plus" sign that shows up when you hover the mouse over the top-left-hand side of the table. **Right-clicking** it highlights the whole table, and then choose *Insert Caption*, and you will get the relevant options.

Cross-referencing

The most important reason to try and do everything through the options in **Word**, instead of doing it manually, is the help all of this provides when you want to cross-reference a *Table / Figure / Section / Sub-section*.