

QUICK TIPS FOR WRITING MASTERS REPORT AT KSU

How to do Page Setup for the Report?

1. Select all <control> + a
2. Go to File → Page Set up → Select left margin = 1.5”, all other margins = 1 “

How to do different page numbers for different sections of the Report?

1. You need to break your word document into three sections.
2. section 1 = title page & abstract
3. Section 2 = table of contents, figures, tables, et al ... till before Actual beginning of report, which will typically be INTRODUCTION.
4. Section 3 = starting from introduction to the rest of the report.
5. Click on the end of section 1.
6. Insert → Break → Section Break Types → Next page
7. Do the same for end of section 2
8. Now, the document has three sections.
9. Click anywhere in section 1 (which will be only title and abstract)
10. This section does not need any page numbers.
11. If there are any already, just click on them and remove.
12. Click anywhere in section 2.
13. Insert → Page numbers →
14. In Position Alignment, select either Header or Footer.
15. The alignment should be center only.
16. click on format
17. Select format i, ii, iii and say start at i.
18. Ok and finish.
19. Click anywhere in section 3.
20. Repeat steps 13, 14, 15, 16
21. select format 1,2, and say start at 1
22. Ok and you are all set.

How to add table of contents?

1. Name all headings and subheadings as Heading 1, Heading 2 and Heading 3
2. The format for headings 1, 2 and 3 can be edited/modified from Format → styles and formatting
3. After adding the headings, do Insert → Reference → Indexes and Tables

How to add list of tables, figures, equations?

1. For this, you have to add caption to the figures, tables and equations.
2. To add a caption for a figure / table / equation, select the figure/ table / equation and do Insert → Reference → Caption
3. Select equation / figure / table from drop down menu

4. Click on numbering button
5. Check the 'include chapter number' and add the format you desire.
6. Go back to Insert → Reference → Indexes and Tables
7. Click on tab for table of figures. Select from caption figures / tables / equations.
8. Add figures. The figures should get added.
9. You are all set!