

**Microsoft Word Manual for Templates of
Library and Information Center**

**Library and Information Center
National Institute of Development Administration
2024**

Introduction

This manual is intended to be a guideline for students at the National Institute of Development Administration. It is essential to correctly use Microsoft Word for templates of the Library and Information Center so that the formatting of theses and research is of the same standard. This will make academic work produced by students credible and well respected in academia.

The manual collates all procedures for using templates from the first step to techniques for document formatting. Explanations and illustrations are provided for students to easily follow and produce their work seamlessly and effectively.

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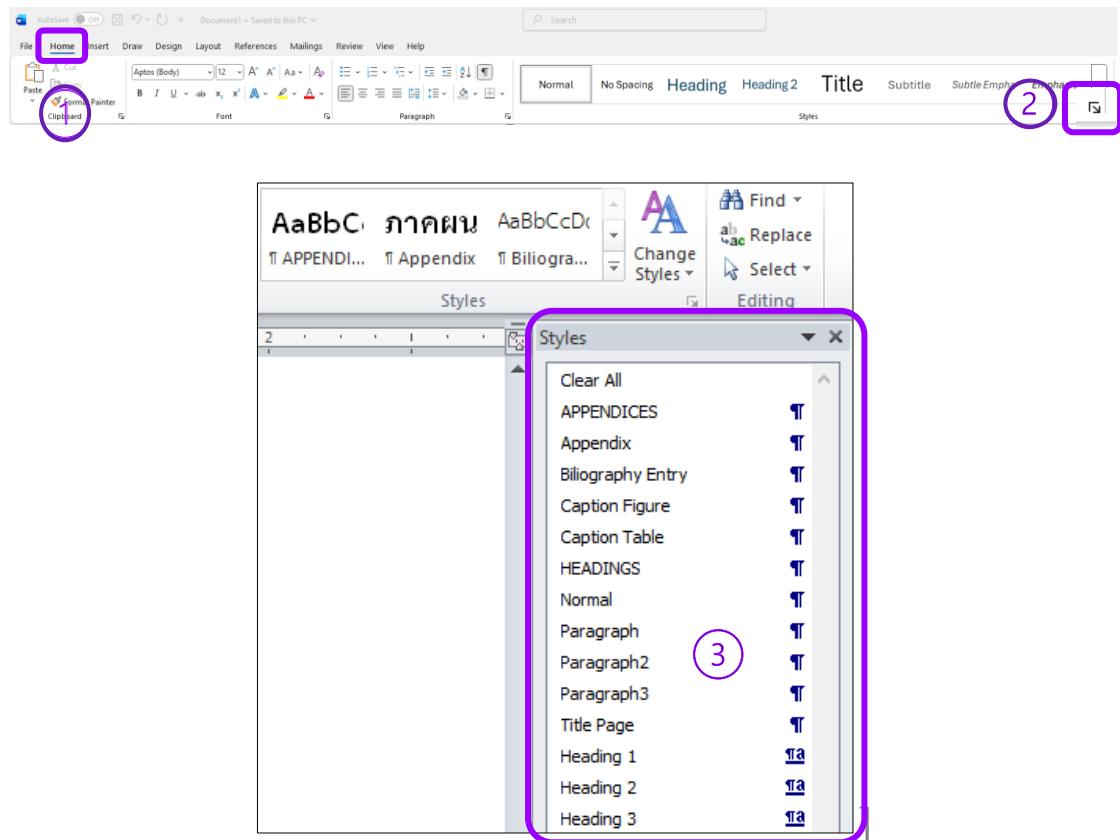
How to Use a Template

To use a template to write a thesis/an independent study, download it from the website of the Library and Information Center. There are two ways to use the template: inserting content in the template and inserting a style.

Inserting content to the template

To insert content to the template, follow the steps below:

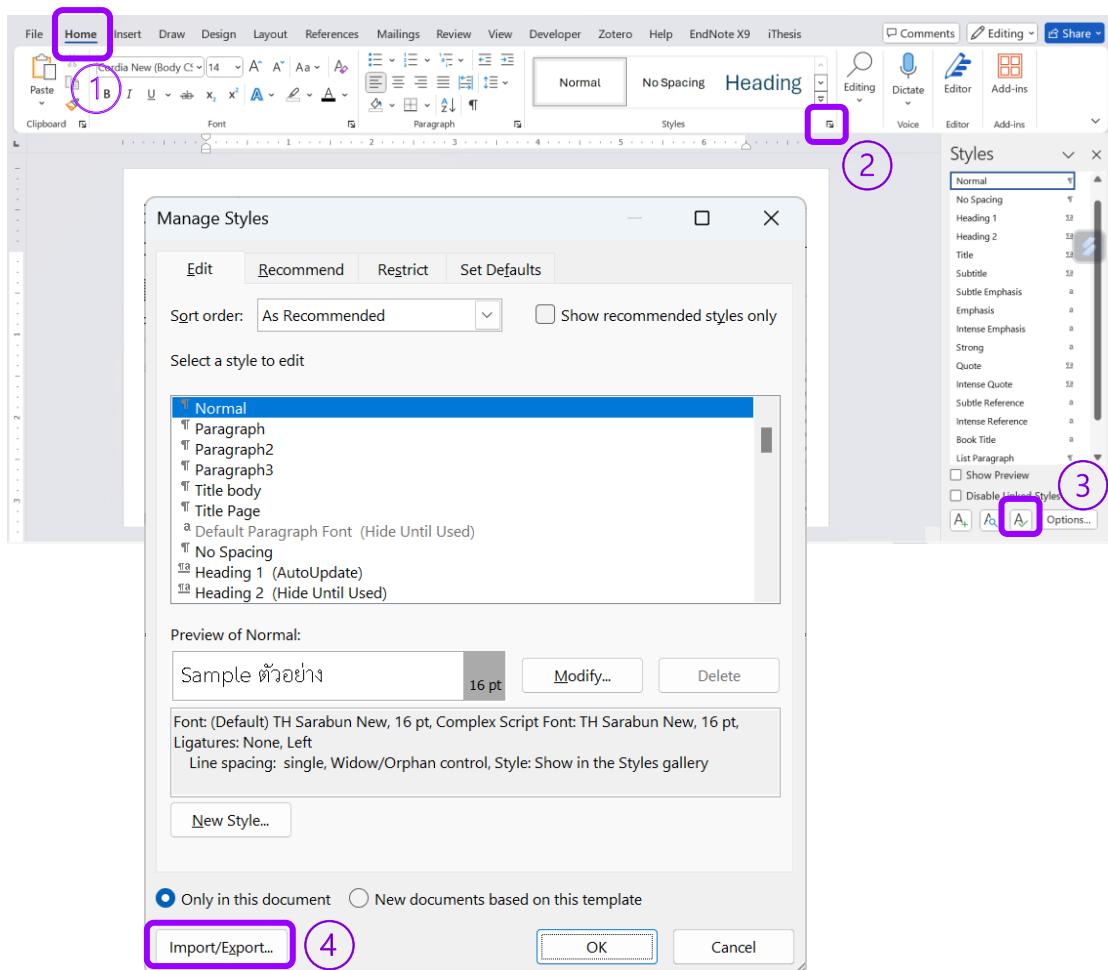
- 1) Click 'Home'
- 2) Click the arrow in the 'Styles' tab.
- 3) Select your preferred style. Please make sure you to decide where you want to place the content before you select the style.

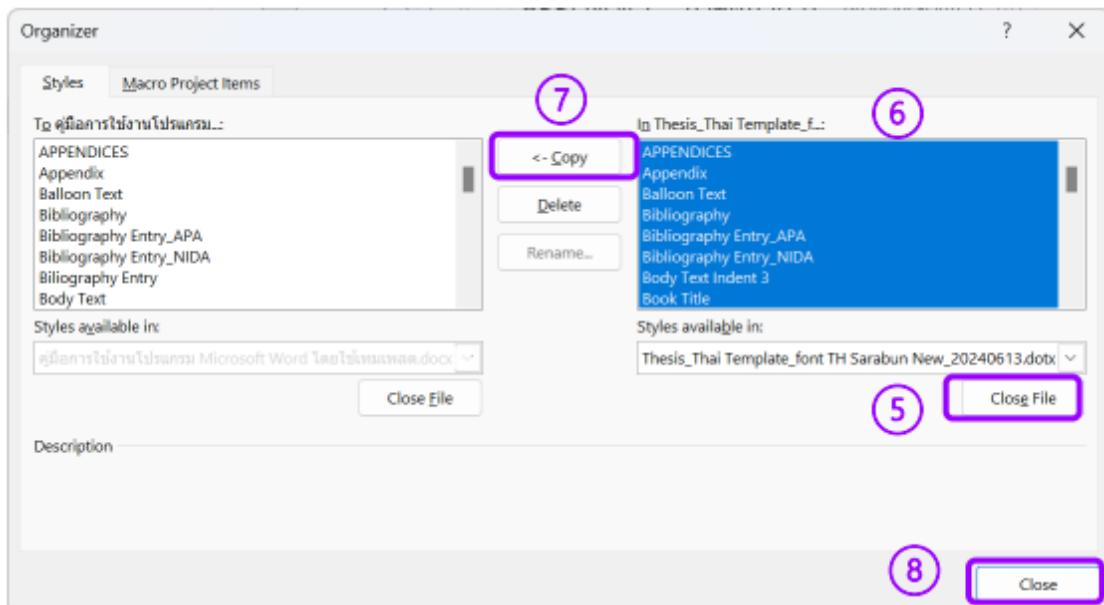


Inserting a style

To insert a style to an existing document without migrating data to the template of the Library and Information Center, follow the steps below:

- 1) Go to 'Home'.
- 2) Go to 'Styles' on the bottom right corner.
- 3) Click 'Manage Styles' 
- 4) Click 'Import/Export'.
- 5) Click 'Close File'.
- 6) Select the template file of the Library.
- 7) Copy the data from the template on the right to the left.
- 8) Click 'Close'.





How to Insert a Heading

Use ‘Styles’ in this template to create an auto table of contents as follows:

1) The preliminaries and supplementary matters of a thesis include abstract, forward, a table of contents, bibliographies, appendix and the author’s profile pages.

2) Appendix pages containing more than 1 appendix.

On the appendix page, use the Styles: APPENDICES.

On the page Appendix A, B, C, ... use the Styles: Appendix.

3) To type **CHAPTER**, use the Styles: Heading 1. After clicking on it, the word CHAPTER and its number will appear without the need to type it. Hold the ‘Shift’ key and press ‘Enter’ 2 times, then proceed to type the chapter title.

4) To type a topic for the thesis content, use the Styles: Heading 2, 3, 4, 5, 6 in the order of the topics as follows:

For the topic x.x, use Heading 2.

For the topic x.x.x, use Heading 3.

For the topic x.x.x.x, use Heading 4.

For the topic x), use Heading 5.

For the topic (x), use Heading 6.

(For content containing multi-layer topics, please insert additional headings)

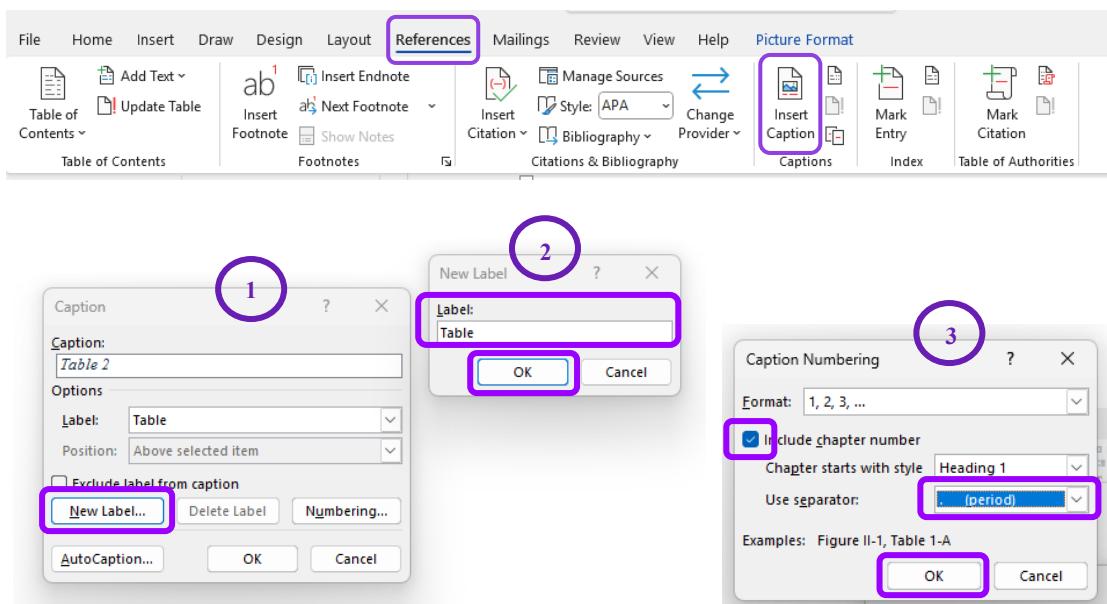
To check the spacing formatting, indentation and sectioning of each part/chapter, go to ‘Home’ >> click the symbol  (Show/Hide) on and off to show or hide the format.

Be careful not to remove ‘Section Break’ that sections each part. Refer to the end of each part/chapter, if a Section Break is missing, redo it by placing the cursor after the page number >> click ‘Layout’ >> click the arrow in ‘Breaks’ >> click ‘Next Page’.

How to Format a Table and Figure for an Auto Table of Contents

Naming a table or figure to create a list of tables or figures

- 1) Place the cursor **above a table** or **below a figure** (do not format it yet).
- 2) Click 'References'.
- 3) Click 'Insert Caption'.
- 4) Click 'New Label'.
 - In 'Label', type the word 'Table No.' or 'Figure No.' then click 'OK'.
 - Remove the tick from the box Exclude label from caption
 - Click 'OK'.



- 5) Click 'Numbering'.
 - Check box **Include chapter number**.
 - Chapter starts with a style, select **Heading 1**.
 - Use the separator, select **.'** (period).
 - Click 'OK'.

6) After clicking ‘OK’, the word ‘Table No.’ or ‘Figure No.’ will appear with the order of the table or figure.

Table 1.1

Figure 1.1

7) Type the name of the table or figure.

Table 1.1 Statistics of phone usage

Figure 1.1 Phone usage

8) Formatting

- Select the text including the order and the table or figure caption.
- Go to ‘Styles’ >> Click ‘Caption Table’ or ‘Caption Figure’.
- The text will change to the normal font. Ensure there is spacing from the table/figure.

Table 1.1 Statistics of phone usage

Figure 1.1 Phone usage

- Place the cursor between the or of the table or figure and the table or figure caption.
- Press ‘Tab’ 1 time.

Table 1.1 Statistics of phone usage

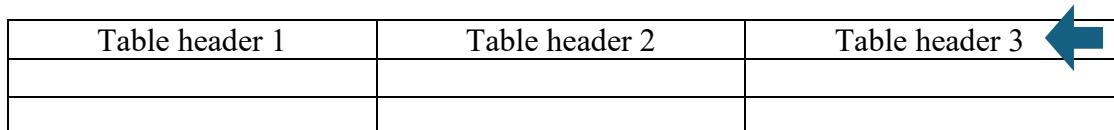
Figure 1.1 Phone usage

How to Repeat a Table Header

There are two methods for repeating a table header. Follow the steps below:

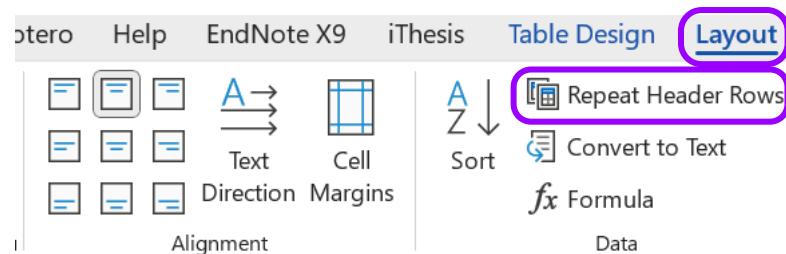
Method 1: Repeating a table header using the Ribbon menu

- 1) Select a table header.



| Table header 1 | Table header 2 | Table header 3 |
|----------------|----------------|----------------|
| | | |
| | | |

- 2) Go to 'Layout' in the top menu tab of Ribbon.



- 3) Click 'Repeat Header Rows'.

Method 2: Repeating a table header in Table Properties

- 1) Highlight the table header.
- 2) Right click to select 'Table Properties'.
- 3) Click 'Row' and select 'Repeat as header row at the top of each page'.
- 4) Click 'OK'.

Table header 1 | Table header 2 | Table header 3

Table Properties

Row

Size

Specify height: 0" Row height is: At least

Options

Allow row to break across pages

Repeat as header row at the top of each page

Previous Row | Next Row

OK | Cancel

Search the menus

Review selection in Editor

Cut

Copy

Paste Options:

Insert

Delete Cells...

Merge Cells

Border Styles

Text Direction...

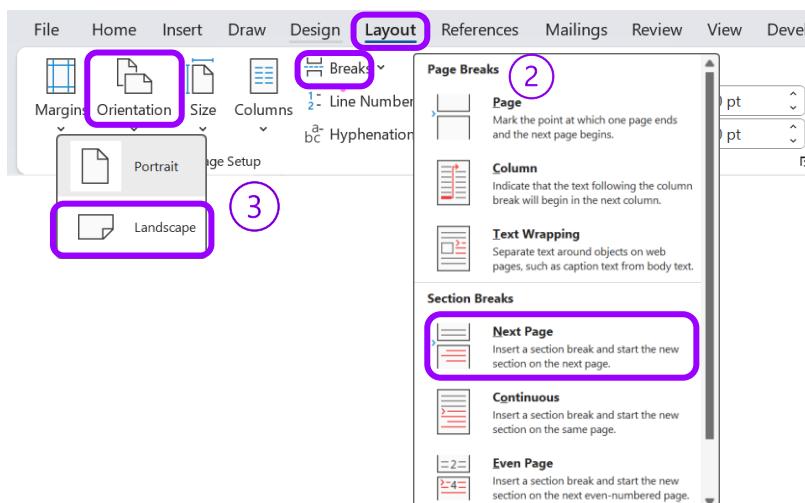
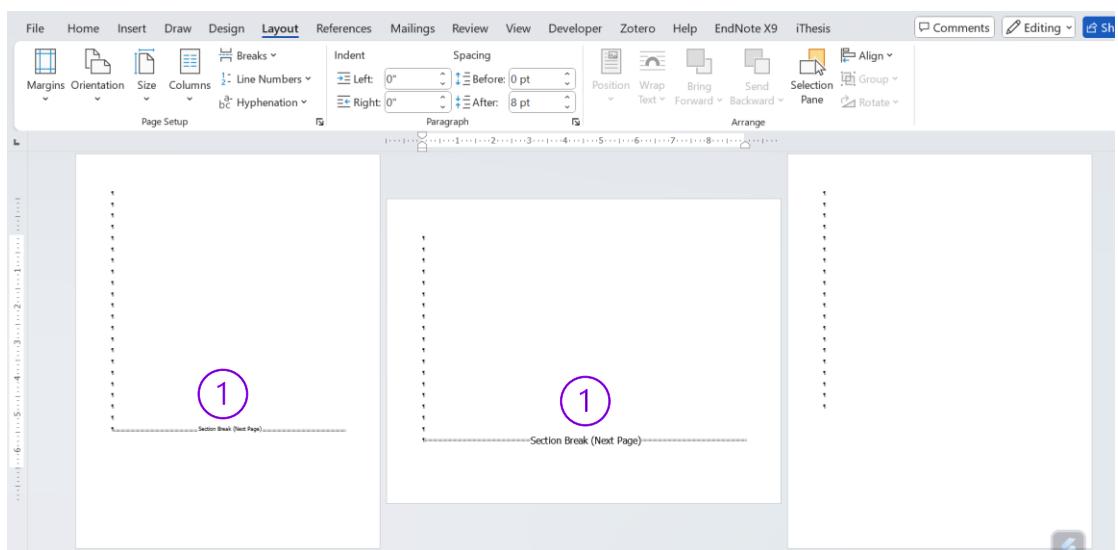
Table Properties...

New Comment

How to Section Landscape and Portrait Pages

To section landscape and portrait pages, follow the steps below:

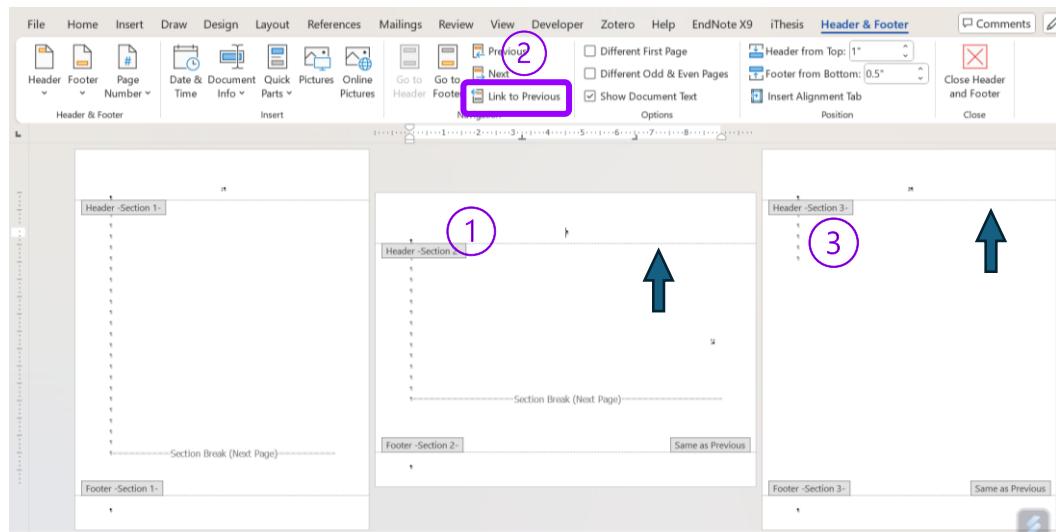
- 1) Place the cursor for sectioning in the last row of the portrait page and the last landscape page.
- 2) Go to 'Layout' in the top menu tab and select 'Break' then 'Section Break: Next Page'.
- 3) Go to the page requiring change, go to 'Orientation' and select 'Landscape'.



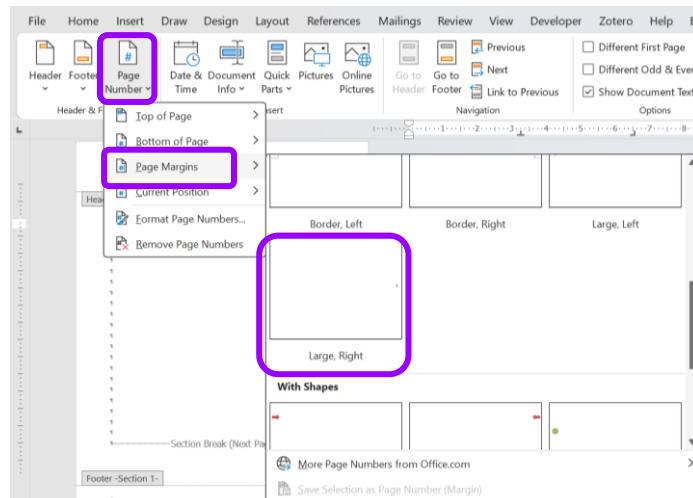
How to Insert a Page Number to a Landscape Page

To insert a page number to a landscape page, follow the steps below:

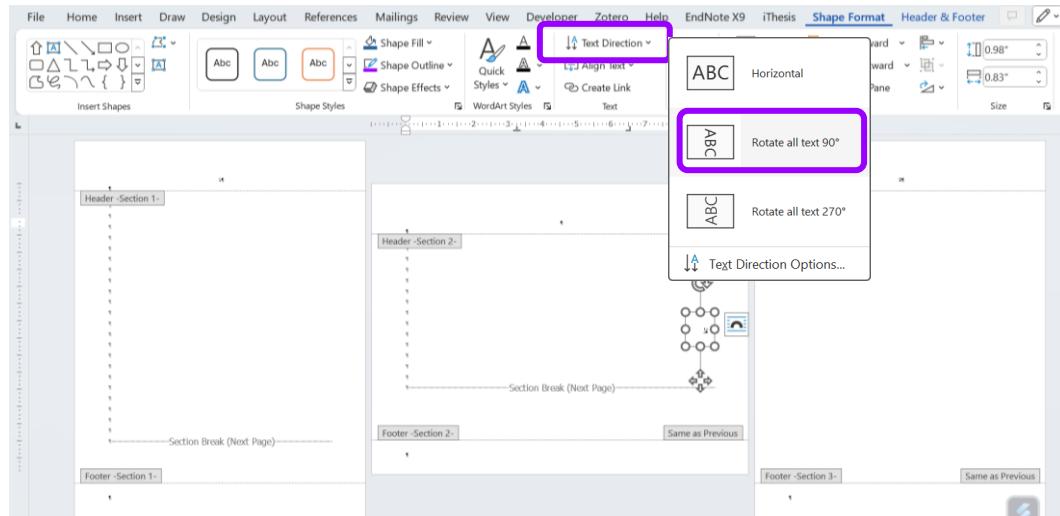
- 1) Double click on the page header for the ‘Header & Footer’ menu (see the Header Section 2 picture)
- 2) Click ‘Link to Previous’ and make sure it is not active to prevent linking with the previous page (see Header Section 1 picture).
- 3) Go to the next page section (see Header Section 3 picture), click ‘Link to Previous’ and make sure it is not active to prevent linking with the previous page.



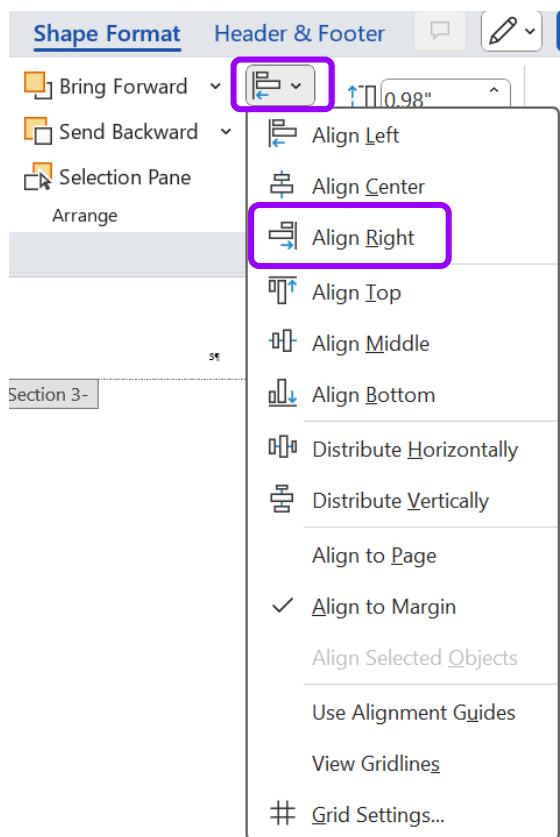
- 4) Go to ‘Page Number’ then ‘Page Margins’ and select ‘Large Right’.



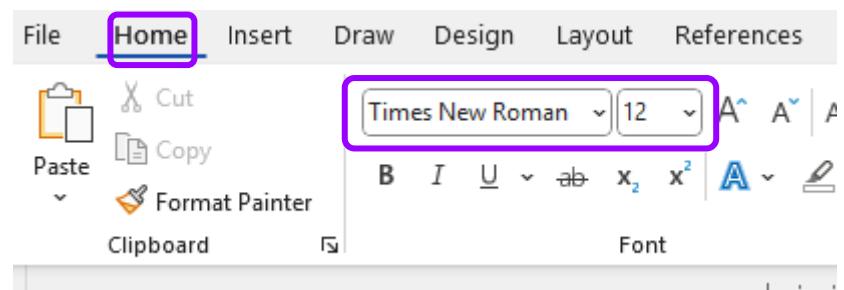
5) Go to the menu tab at the top of Ribbon, select ‘Shape Format’ then go to ‘Text Direction’ to select ‘Rotate all text 90°’. Double check the text box that has been selected then proceed to ‘Rotate all text’.



6) Go to ‘Align Object’ , select ‘Align Right’ to manage the margins of the text box.



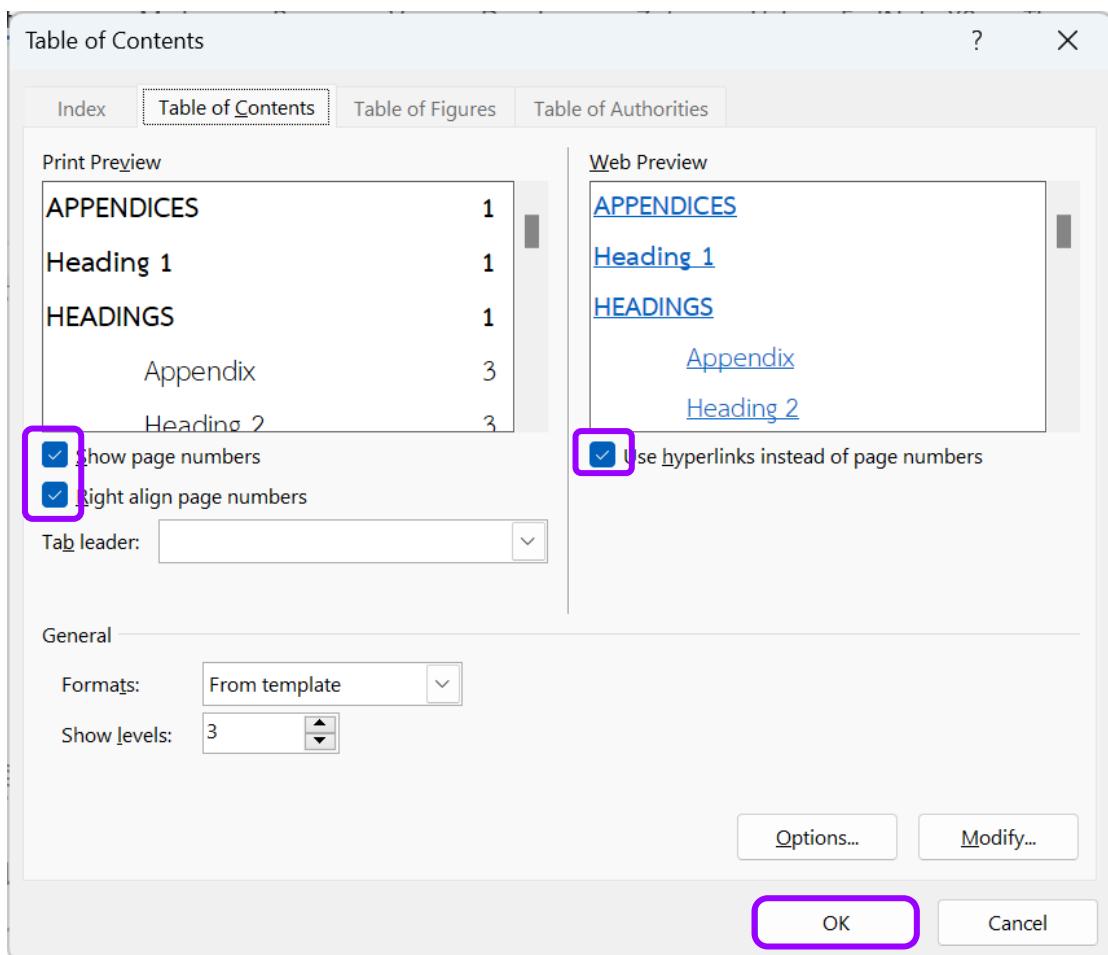
7) Go to 'Home' and change the font and size.



How to Create a Table of Contents

To create an auto table of contents, follow the steps below:

- 1) Click ‘References’.
- 2) Click ‘Table of Contents >> Custom Table of Contents...’
 - Check box Show page numbers
 - Check box Right align page numbers
 - Check box Use hyperlinks instead of page numbers
 - Tab leader: select (none)
 - Formats: select ‘From template’
- 3) Click ‘OK’.



To do further formatting according to the requirements of the Institute due to the auto table of contents not meeting the requirement of the Institute, follow the steps below:

1) Ensure line spacing between the first part and the content by placing the cursor before the words '**CHAPTER 1**' and press 'Enter' 1 time. See the example below.

| | |
|-------------------------------|-----|
| ABBREVIATIONS | xii |
| CHAPTER 1 INTRODUCTION | 1 |

2) Ensure spacing between the chapter number and the chapter title by placing the cursor after the chapter number and press 'Tab' 1 time.

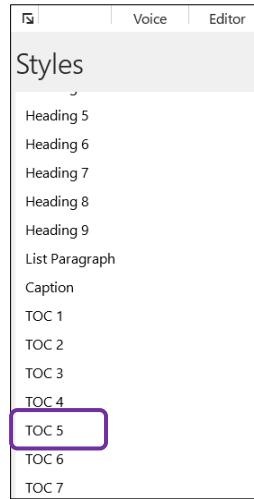
| | |
|-------------------------------|---|
| CHAPTER 1 INTRODUCTION | 1 |
|-------------------------------|---|

3) Ensure line spacing between the content and the final part by placing the cursor before the word '**BIBLIOGRAPHY**' then press 'Enter' 1 time. See the example below.

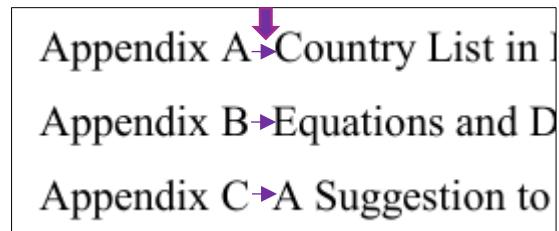
| | |
|--|-----|
| 6.4 Recommendations for Future Studies | 175 |
| BIBLIOGRAPHY | 177 |

4) To format the appendix section, in case of more than 1 appendix, follow the steps below:

- Place the cursor before the words 'Appendix A, B, C, ...'
- Click 'Home' >> Click the arrow in 'Styles' >> the style formats will appear (Styles) to the right >> select '**TOC 5**'.



Ensure spacing between the order of the appendix and the appendix title by placing the cursor after the words ‘Appendix A’ then press ‘Tab’ 1 time (do it for every appendix).



- 5) To update page numbers (in case page numbers in the document change)
 - Click ‘References’.
 - Click ‘Update Table’.
 - Click ‘Update page numbers only’.
- 6) Click ‘OK’.

How to Create a List of Tables or Figures

To create an auto list of tables or figures, follow the steps below:

- 1) Go to 'References' in the menu tab at the top.
- 2) Click 'Insert Table of Figures'.
- Check box Show page numbers.
- Check box Right align page numbers.
- Check box Use hyperlinks instead of page numbers.
- Tab leader: select (none)
- Formats: select 'From template'.
- Caption label: select 'Table/Figure'.
- Check box Include label and number
- Click 'OK'.

The screen will automatically display the list of tables or figures.

