

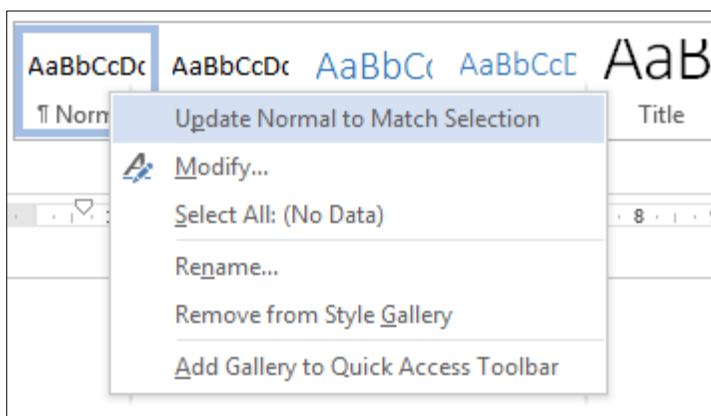
Use Microsoft Office Word styles to make your essays look better

What are styles for?

Using the Styles option will save you time and make your work look attractive. You will be able to generate the table of contents and update it automatically.

How to add styles?

1. Choose the font, size and line spacing how you'd like the main text of your essay to look like.
2. Place the cursor into the text. Right-click on *Normal* in the styles menu. Choose *Update Normal to Match Selection*.



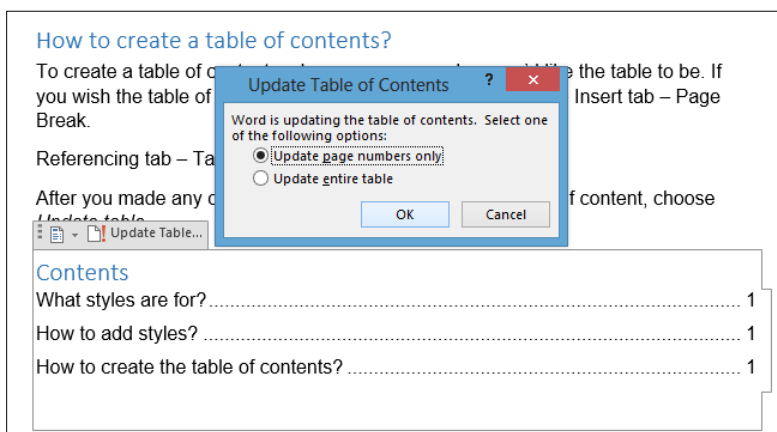
3. Select another paragraph of your text and click on *Normal* in the styles menu. The text will adopt the same look as the first paragraph.

4. Choose one or all main headings in your essay, right-click on *Heading1*, then *Modify*. Change the font, size and colour.

5. Choose one or all subheadings in your essay and click on *Heading2*. Right-click, then *Modify*. Change the font, size and colour.

How to create a table of contents?

1. After headings and subheadings have been marked, choose where the table of contents will be. Insert a new page: *Insert* tab – *Page Break*.



2. Switch for the *Referencing* tab – *Table of Contents*, choose one you like.

3. After you've made any changes to your essay, click on the table of contents, then choose *Update table...* to update all the changes automatically.