

## Summary of useful grade 10 and grade 11 facilities when working with long documents

<b>Styles</b>	<p>A style contains a collection of formatting characteristics that can be applied with a single mouse click.</p> <p>When you create a paragraph or heading style, always remember to ensure that you control the flow of text by setting properties such as <i>Widow/Orphan control</i> and <i>Keep with next</i>, as part of the style's formatting properties.</p>
<b>Sections</b>	<p>Section breaks divide a document into different parts or sections. This allows one to format the pages of the different sections differently.</p> <ul style="list-style-type: none"> <li>○ Margins</li> <li>○ Page size and orientation</li> <li>○ Page borders</li> <li>○ Columns</li> <li>○ Headers and footers</li> <li>○ Page numbers</li> </ul> <p>When a section break is removed, the text before the (removed) section break will become part of the following section, and will accordingly adopt the formatting of the following section.</p>
<b>Automatic table of contents</b>	<p>To create an automatic table of contents, the headings and subheadings that are to appear in the table of contents must be formatted using styles, e.g. <i>Heading1</i> and <i>Heading 2</i>.</p>
<b>Footnotes and endnotes</b>	<p>Footnotes and endnotes are used to explain, comment on or provide references for text. Footnotes and endnotes can be used to 'cite' sources, but are not automatically included in the bibliography. To manage sources properly, you should use Citations &amp; Bibliography on the References tab.</p>
<b>Citations and bibliographies</b>	<p>The Citations &amp; Bibliography feature in <i>Word</i> makes it easy to create a bibliography of all your sources at the end of a document. Throughout the document you add and reference your sources using citations, and <i>Word</i> will automatically create your bibliography from these collected sources. You will need to select your preferred bibliography style before you start, e.g. APA, Chicago, Harvard.</p>
<b>Captions</b>	<p>When you create a document that contains objects such as graphics and tables, commands in the Captions group on the References can be used to supply these objects with captions. You can then insert in your document a table of figures, in much the same way as you would insert a table of contents.</p>
<b>Headers, footers and page numbers</b>	<p>Information that needs to be automatically repeated on more than one page, is usually placed in <i>headers</i> or <i>footers</i>. This can be done throughout the whole document and different information can be added on odd and even pages as well as in different sections of the document.</p>
<b>Cover page</b>	<p>The cover page of a document usually contains information such as the subject, author, company name, date, extract or quotation from the document, etc. Documents such as reports are usually given a cover page for professional appearance.</p>
<b>Hyphenation</b>	<p>The division or splitting of a word over two lines, which otherwise would wrap as a whole word to the next line.</p> <p>It can be performed automatically or manually, and is often used when text is placed in columns.</p>