

*Please note: These guidelines show you how to use Microsoft Word for inserting page numbers and creating a Table of Contents in an assignment. However, you must pay close attention to the guidance provided by your lecturer about how your assignment should look.*

## INSERTING PAGE NUMBERS

1. Click on **Insert** at the top of your Microsoft Word document:

2. Click on the drop down arrow next to **Page Number**:

3. Choose your options from the box that appears:

**Position:** Where do you want your page numbers to appear? **Bottom of page (Footer)** is usually chosen.

**Alignment:** Do you want your page numbers to be on the right, left or in the centre?

**Show number on first page:** If this box is ticked, the page numbers will start from the first page. If you have a cover page that should not have a number on it, you will need to un-tick this box.

If you would like to change the format of your page numbers, click on the **Format** box at the bottom left.

4. Once you are happy with the options you have chosen, click on OK.

# CREATING A "TABLE OF CONTENTS"

# Updating a Table of Contents (TOC)

If you have added new sections to your document or changed your page numbers