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How do you insert a table of figures

GENERAL INSTRUCTIONS Lower case Roman Number (iii), centered, bottom of page. Margins: Left margin 1.5 inch. Top, Right, Bottom 1 inch. Font: 12 pt. Use same font style throughout document. Title: LIST OF TABLES -- ALL CAPS, bold, centered on first line. (Use CHPT HD font style). On the next line, change the justification to Justify. This is the fourth justification selection on the right side of the Right Justify button. It looks like four equal-sized lines stacked on top of each other. This will force the text to evenly space itself between the margins. Use RegText to type these two words: Table Page Place your cursor in front of the word Page. Use the Tab key on your keyboard to force the word Page to move as far right as possible. When Page goes onto the next line, stop, and use the Backspace key until it is on the same line as Table. Use your spacebar to move Page as far over to the right as you can without moving it onto the next line. Next, you must set a font style. Click on the down arrow on the far right side of the visual Style Gallery. Click Create a Style. This opens a Create New Style from Formatting window. Change the name to Table title. Click Modify. Under Formatting: Select your chosen font from the drop-down menu (i.e. Times New Roman). Set it to 12 pt. Left justified. Single-spaced. Click on Format in the bottom left-hand corner of the window. Select Font. Under Effects, make sure that no options are checked. Click OK. Click OK again. You should now see your new style named Table title in the Style Gallery. HOW TO INSERT A LIST OF TABLES Click on the Reference tab. Click on Insert Table of Figures in the Captions section. Under General, make sure that Caption label is set to Table. Also make sure that Include label and number is unchecked. Click on Options. Check the Style box, and select Table title in the dropdown box. Click OK. Click on Modify. This shows a preview of the font that will be used to create your List of Tables. Click on Modify. Under Formatting, change the font style so that it matches the font used in the rest of your document: 12 pt. Left justified Double-spaced Click on the Format button, and select Paragraph from the dropdown menu. Under Indentation, make sure that Left is set to 0.3. Click Ok, Ok, Ok, and Ok to close all of the windows. Don't be surprised if the following appears: No table of figures entries found. This will be replaced with your table titles as you start inserting them into your document. When finished, click on the Insert tab, and click on Page Break to start a new section. If you have used the Caption tool to label tables, figures or images in a document, you can insert a table of figures. A table of figures is commonly found in the appendix and lists the figures labelled in a document. This can be used to list many items inserted into a Word document such as tables, SmartArt diagrams or even Excel spreadsheets. It can then be used to navigate straight to the page of that table, or Excel spreadsheet in the same way that people use a table of contents to jump to the correct chapter. Insert a Table of Figures Before you can use the Table of Figures feature in Word, you need to have labelled the figures by using the Caption tool (Check out how to use Captions in Word). Position the insertion point in the document where you want the Table of Figures to appearClick the References tab on the RibbonClick the Insert Table of Figures button Select the Caption label you want to use from the list. In the example below the image label has been selected to create a table of imagesChange any other settings as requiredClick Ok Format a Table of Figures After inserting a table of figures it can be formatted to fit in with the rest of your document. You can choose one of the in-built styles to format your table, or modify it using your own formatting techniques. Choose a Style Click on the Insert Table of Figures button on the References tabClick the Formats button and select a styleClick OkClick Yes to replace the current table of figures Modify the Table of Figures Styles Click on the Insert Table of Figures button on the References tabClick the Modify buttonThe Table of Figures style is shown with a preview of its current formatting attributes Click the Modify buttonThe Modify Style dialogue box opens. Change the required formatting settings and click Ok to save the style Click Ok again to close the Style box and then Ok again to close the window and see your changes Update the Table of Figures If you make insert more figures or remove any from the document you will need to update the table of figures to keep it up to date. Click the References tab on the RibbonClick the Update Table button in the Captions group The Graduate School requires that you have a caption for each table and figure in your ETDR. The ETDR template is configured to automatically create a list of figures and list of tables, also required by the Graduate School, from the text of your captions. Follow these steps to insert captions: Click on the figure or table where you want the caption to appear. On the References tab, click the Insert Caption button. In the Caption window, in the Label menu, select the label Figure or Table. In the Position menu, select where you want the caption to appear. Click the Numbering button. In the Captioning Numbering window, in the Format menu, select 1,2,3... If you want to include the chapter number in the table/figure caption number, checkmark the Include chapter number box. If you select this option, two more options will appear: In the Heading starts with style: menu, select Heading 1. In the Use separator menu, select the punctuation you want to appear between the chapter number and the figure/table number. Click OK. Back in the Caption window, click OK. The caption label will appear above/below the table or figure. To add the text of your caption, click after the table/figure number and enter your text. Notice that the figure/table number appears with a gray background. This background is called "field shading" and indicates that a script or code has generated the number. DO NOT edit these numbers! The figure/table number will automatically update as you insert additional captions. Figure and table captions in appendices For table and figure captions that appear in an appendix, the Graduate School requires that the appendix letter must be the first element in the caption label. For example: Table A.1. Elements of data See the Appendices section for instructions on how to adjust captions to meet this requirement. To change caption line spacing If you want to change the line spacing in your captions, follow these steps: Make sure the Styles Pane is visible. If not, see Table 1. Basic Configuration for Word 2007 on the Styles section (link) for details on how to display it. For any figure or table in your document, click the Caption style that appears in the left Style Area. In the Styles Pane (right side), "Caption" will now be selected in the list. Select the down arrow next to it and select Modify. Above the main text box, click the icon for the desired line spacing. Click OK. This will change the line spacing for all figure and table captions in your document. Long captions In the case of very long captions, you may want the entire caption to appear with the figure or table, but only a portion of the caption to appear in the list of tables or figures. It is possible to do this, but it depends on the line spacing of your caption and a few other parameters. Contact the IT Help Desk for assistance. how do you insert a table of figures in word. how do you insert a table of figures in word 2016. how do you insert tables and figures in a table of contents. how to insert a table of figures in word. how to put a table of figures in word. how to insert a table of figures in a word document

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