



## **Headings and Numbering**

Correct numbering in Word 2010 allows for chapter numbering and caption chapter numbering (for figures and tables) in one multilevel numbering list. It also allows automatic generation of a Table of Contents.

These instructions will create this numbering style

Chapter One Heading 1

1.1. Heading 2

1.1.1. Heading 3

1.1.1.1. Heading 4

1.1.1.1.1. Heading 5

Heading 1	-Chapter One Introduction
Heading 1	-Chapter Two Consumer needs 2.1. What is motivation?
Heading 2 ———	2.2. Needs
Heading 1	- Chapter Three Consumer behaviour
Heading 2 ———	3.1. Ethics in marketing 3.1.1. The social responsibility of marketers
Heading 3	
Heading 2 ———	3.2. Advertising and public policy



- Type out your list (depending on the number of levels you require as shown). Do this anywhere on a current document, perhaps at the start or on a new document.
- Heading1¶
- Heading2¶
- Heading3¶
- Heading4¶
- Heading5

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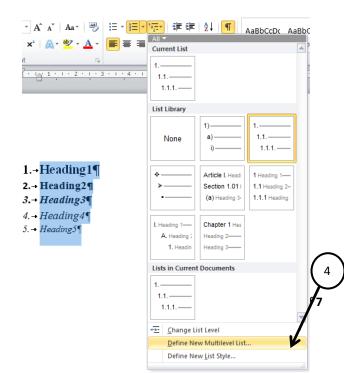
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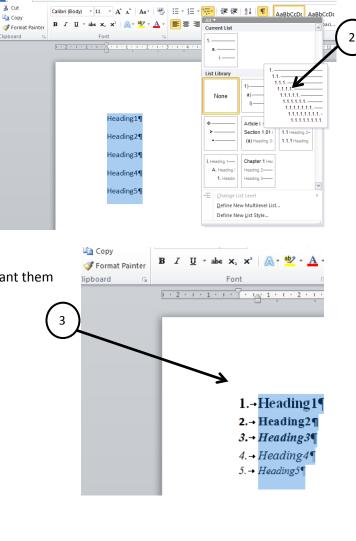
References

 Highlight the list and apply the following Multilevel numbering style shown:

- 3. Format the different levels to appear how you want them to (change font type, colour, bold, italics etc.)
- 4. Select the list once again and

Go to multilevel list > Define new multilevel list







5. Change the number style for the first number to "One, Two, Three ..."

Define new M	lultilevel list
Click le <u>v</u> el to	modify:
1 A 3 4 5 6 7 8 9 <del>•</del>	1.     1.1.     1.1.1.     1.1.1.1.     1.1.1.1.1.     1.1.1.1.1.     1.1.1.1.1.1.     1.1.1.1.1.1.     1.1.1.1.1.1.     1.1.1.1.1.1.
Number forma	it
	tting for number:
1.	e for this level: Include level number from:
1, 2, 3,	
Pca, b, c, 1st, 2nd, 3r	
One, Two, First, Secon 01, 02, 03,	id, Third
001, 002, 0	OK Cancel

6. Type the word "**Chapter**" before the number in the number format text box; you can also change the separator after the number One.

Define new	Multilevel list
Click level	to modify:
1 ×	Chapter One:
3	One 1
5	One.1.1.
6 7	One.1.1.1. One.1.1.1.1
8	One.1.1.1.1.1.
	One.1.1.1.1.1. One.1.1.1.1.1.1.
~	One.1.1.1.1.1.1.1.
Number form	nat 6
Enter form	natting for number:
Chapter	One: <u>F</u> ont
Number st	yle for this level: Include level number from:
One, Two	, Three
Position	
N <u>u</u> mber ali	ignment: Left Aligned at: 0 cm
Text inden	nt at: 0.63 cm 🔶 Set for All Levels
More >>	OK Cancel

7. Click on the **More** 



8. On the **More** >> button, **tick** "**Use legal style numbering**" for the remaining levels (each level apart from 1).

Define new	Multilevel list	? ×
Click le <u>v</u> el	to modify:	Apply changes to:
1 ^	Chapter One	Whole list 🔹
3 4 5	One.1 One.1.1	Link level to style:
6 7	One.1.1.1. One.1.1.1.1.	Level to show in gallery:
8 9	One.1.1.1.1.1.	Level 1
Ļ	One.1.1.1.1.1.1. One.1.1.1.1.1.1.1. One.1.1.1.1.1.1.1.1.	ListNum field lis <u>t</u> name:
Number form		
	natting for number:	Start at: one
Chapter	One <u>E</u> ont	Restart list after:
	yle for this level: Include level number from: , Three	
Position		R C
N <u>u</u> mber al	ignment: Left 💽 Aligned at: 0 cm 🚔	Follo <u>w</u> number with:
Text inder	t at: 0.63 cm 🔶 Set for All Levels	Tab character
		Add tab stop at:
<< Less		OK Cancel

Define new Multilevel list	? ×
Click level to modify:	Apply changes to:
1 Chapter One	Whole list 💌
3 1.1.	Link level to style:
5 1.1.1.1	(no style) 💌
6 1.1.1.1.1 7 1.1.1.1.1.	Level to show in gallery:
<b>8</b> 1.1.1.1.1.1.	Level 1
1.1.1.1.1.1.1.1. 1.1.1.1.1.1.1.1.1.1.1.	ListNum field lis <u>t</u> name:
Number format	
Enter formatting for number:	Start at: 1
1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	Restart list after:
Number style for this level: Include level number from:	Level 8
1, 2, 3,	Legal style numbering
Position	
Number alignment: Left	Follo <u>w</u> number with:
Text indent at: 7.62 cm	Tab character
	Add tab stop at:
	7.62 cm
<< <u>L</u> ess	OK Cancel
	Clic

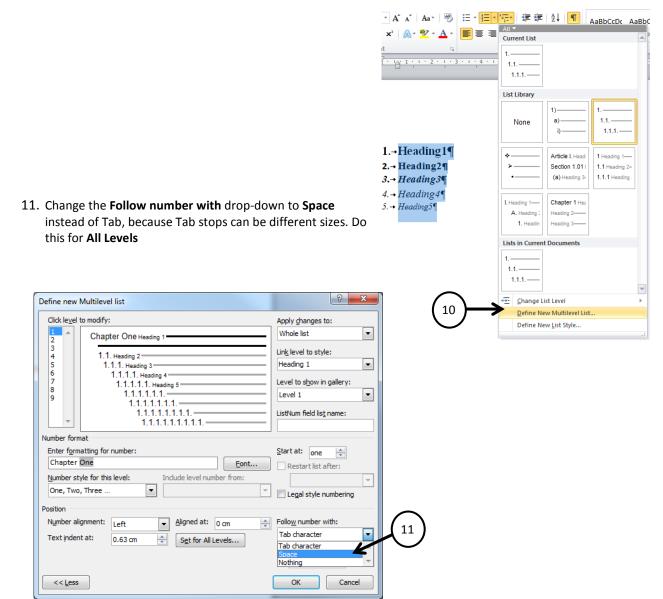


9. Insert Tab stops (TAB key or Increase Indent button) to indent the levels of the headings. (Place cursor between number and heading or with the number selected.)



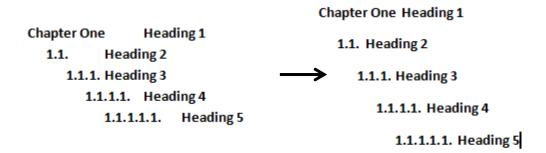
Chapter One	Heading 1		Chapter O	ne Heading 1
Chapter Two	Heading 2	One tab	<b>→</b> 1.1.	Heading 2
Chapter Three	Heading 3	Two Tabs	→ <u>1.1.</u>	1. Heading 3
Chapter Four	Heading 4	Three Tabs Four Tabs		.1.1.1. Heading 4
Chapter Five	Heading 5	Five Tabs	$\longrightarrow$	1.1.1.1.1. Heading 5

10. At this point (as shown in above picture) you may notice that the gap between the number and the heading is not the same for all levels. To make this distance consistent, select the list again and click on **Define New Multilevel list again**.





12. The distance between the number and heading should now be uniform.

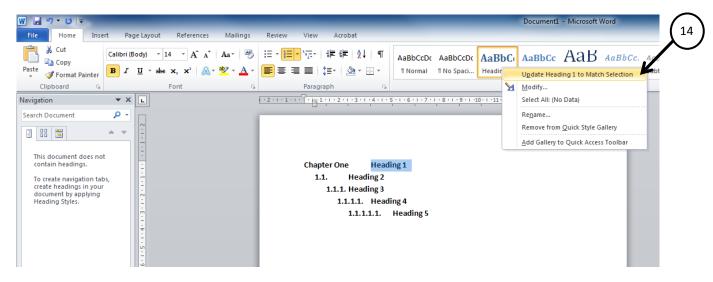


13. You may also like to select the Line spacing and paragraph spacing for these headings. Select the list at once and adjust if they are all to be the same, or select individually and adjust if they have different spacing options.

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	v View Acrobat	
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	Paragraph	Styles
	1 · 3 · 1 · 4 · 1 · 5 · 1 · 6 · 1 · 7 · 1 · 8	
aragraph Image: Constraint of the same style   [indents and Spacing Ine and Bage Breaks Asian Typography   General Alignment: Image: Constraint of the same style   Judine level: Body Text: Image: Constraint of the same style   Judine level: Body Text: Image: Constraint of the same style   Judine level: Image: Constraint of the same style Image: Constraint of the same style   Myror indents Image: Constraint of the same style Image: Constraint of the same style   Image: Ima	r One Heading 1 Heading 2	Show the Paragraph dialog box.
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Tabs Set As Default OK Cancel	Before: 0 pt	Line spacing: At:
	A <u>f</u> ter: 0 pt	Single
	Page 6 of 7	



14. Select each heading level and **right click** on the corresponding heading style (at the top of the Home menu) and click on **Update Heading (x) to Match Selection** to update the styles (one at a time) and do this for all heading levels.



15. Once this is done the styles should have the appropriate numbers and you can now remove the text used to create these.

