Learning Development

Formatting Assignments and Dissertations using MS Word.

There is a collection of short videos on LinkedIn Learning which will guide you through some formatting often needed for longer texts such as dissertations and final year projects.

The videos show how to:

- format headings and sub-headings;

- add an automatically generated Table of Contents: in order to work, the headings in your documents must be formatted as headings in Word, so make sure you do this first;

- add headers, footers or page numbers;

- add page numbers starting on a page that is not the first page of the document;

- have differing page numbering (i.e. Roman numerals: i, ii, iii; or Arabic numerals: 1, 2, 3) in different sections of a document.
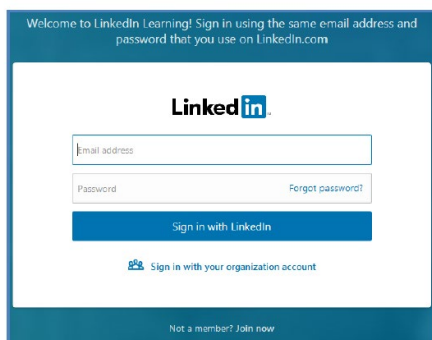
Access the video collection.

Important:

If you have never used LinkedIn Learning, you will need to login there first with your university login details:

1. use the single sign-on link,
2. click to either link to your LinkedIn account or continue without linking,
3. follow the instructions on the login page.

More information on how to use LinkedIn Learning, can be found in the Getting Started with LinkedIn Learning guide.

On the login page, click the link at the bottom that says 'Sign in with your organisation account' then use your standard UoN username and password

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