

1. Prepare an outline of the document you want to draft as part of your planning. An outline is really just a basic list of contents. For that, you have the Outline View to setup the content by levels. View tab > Outline
2. Include a Cover Page: Insert tab > Click on Cover Page (first group on the ribbon) > Select a style
3. Divide your document by sections: First section: Cover Page and Table of Content. Second section: Document's body. For that, Click on Page Layout> Breaks > Next Page. Dividing your document by sections, it lets you insert a different header and footer per section.
4. Insert the Table of Content: If you have prepared an outline for your document, you will be available to insert the table of content with only one click. For that, Press Ctrl+Home to move the insertion to the top of the document > Click on Page Layout > Breaks > Page (to insert an extra page into the same section > Click on References tab > Click on Table of Contents Menu on the Table of Contents group > Select a style.
5. Insert a Header and Footer: You can insert a different header and/or footer per section. Insert tab > Click on Header or Footer to select any style. Notes:
 - On the Navigation group, you will see an option to **link to previous** section to continue using the same header and footer. If you need a different header or footer per section, turn this feature off to create a different header or footer for the current section.
 - On the footer, you can control the page number tool to start at 1 on the first page of the body, or you can start each section with a different page number. For that; Active the footer (double click at the bottom of the page) > Click on Page Number on the header and footer group > Select Format Page Numbers > On the Page Numbering options select Start at: *Type the page number you want.*
6. Insert References: In Word, you can add citations when writing a document where you need to cite your sources. Citations can be added in various formats, including APA, Chicago-style, GOST, IEEE, ISO 690, and MLA. Afterwards, you can create a **bibliography** of the sources you used to write your paper. Read more here: <https://support.office.com/en-us/article/add-citations-in-a-word-document-ab9322bb-a8d3-47f4-80c8-63c06779f127>
APA (American Psychological Association) is used by Education, Psychology, and Sciences. MLA (Modern Language Association) style is used by the Humanities. Chicago/Turabian style is generally used by Business, History, and the Fine Arts. Read more about the differences between referencing styles here: <https://owll.massey.ac.nz/referencing/referencing-styles.php>
7. Insert an index: An index lists the terms and topics that are discussed in a document, along with the pages that they appear on. For that: Click on Index tab > Click on

Entry for an individual word, phrase, or symbol in your document. Afterwards, you can insert the index list when you click on References > Insert Index on the Index Group.