

## Steps to prepare your final project

1. Open Word and select Blank document
2. Click on Page Layout tab > click on Breaks and select Next page (to divide your document in two sections).
3. Click on the second page, click on View tab and select Outline view
4. Type the different points that you want to describe in your document. You will be using level 1 for the main points and level 2 for the secondary points.

**Note:** Other way to create the outline is by using styles (home tab): Title, heading 1, heading 2, and heading 3.

This is an example topic for the final project:

## Android vs iPhone

### Overview

#### Ipods

Advantages

Disadvantages

Compare IPODs Models

#### MP3 Players

Advantages

Disadvantages

Best MP3 Players

#### Conclusion

5. Click on Print Layout view to return to the normal view (the views are on the task bar at the bottom right of the slide window). Now, you will be available to complete each point with text, images, tables, or charts.
6. Inserting the Table of Content: Click on the first page (it must be in blank). Click on references > Table of Contents > Select the first or second style
7. Inserting the Cover page: Click on Insert tab > select Cover Page > select any style. Modify the Title and the Author fields. Delete any other field that you do not want to display in your cover page.
8. Inserting Citations: Remember to include citations if you find the information through the Web. For that, you click on References > Insert citation > Add a new source > Display the menu for Type of source and select web site > Try to complete the more fields

9. Inserting the References Page: Click at the end of the document > Click on Page Layout > click on Breaks > click on Page > click on References > display the menu for Bibliography > and click on References.
10. Adding entries to display in the index: Select any significant word in your document > click on References > click on Mark entry (index group) > in the dialogue box that you see, click on mark or mark all. Repeat the process with different words through your document.
11. Inserting the Index page: Click at the end of the references page > click on Page Layout tab > Breaks > select Page > click on References > click on Insert Index > click on OK.
12. Updating the table of content: After you have completed the document's content for each point that you described in your outline, you must update the Table of Content field:  
Scrolling up and click on Table of Content. The field is marked and displays to little tabs at the top, click on Update Table, and select update entire table. Now, the table of content must display the updated main points and page numbers.
13. Inserting Header and Footer: Go to the first page of your main content (Overview page). Double click at the end of the page to active the footer (or you can click on Insert tab > footer > edit the footer.  
  
The ribbon must display the different options to add information on the footer. BEFORE YOU ADD OR INSERT THE AUTHOR'S NAME OR PAGE NUMBER YOU MUST INACTIVE LINK TO PREVIOUS (Navigation group in the ribbon). You must see now the footer content for the rest of the document. If you do not see it, you can copy and paste that footer content to the next page.
14. Inserting illustrations: Pictures, charts, or SmartArt graphics. Use the Insert tab to add any illustrations and use the tools bar to apply styles.
15. Inserting tables: Use the Insert tab to add a table. They are 5 different options: Insert a Table by typing the number of columns and rows, Draw Table, Convert Text to Table, Excel Spreadsheet, and Quick Tables.