

Pagination and Linked Table of Contents

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U3.2

WHAT THIS LESSON DOES

Learn to add automatic page numbers to your long document and create a linked table of contents using heading styles. Practice updating the contents after changing section titles to keep it accurate and professional.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U3.2	Use a web browser and manage settings.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Add clear page numbers to a multi-page document
- Insert a linked table of contents built from heading styles
- Update the TOC after structural edits so titles and page numbers stay accurate

BEFORE THE BELL

- Share sm1_doc3_practice_toc to class OneDrive/Drive before the period (three Heading 1 titles already applied: Introduction, Schedule, Contacts).
- Have a sample multi-page document with a working linked TOC ready on the classroom screen.
- Students need sm1_doc3_table_document.docx from earlier Specialism work when available.
- Before class, share sm1_doc3_practice_toc (three pre-applied Heading 1 titles: Introduction, Schedule, Contacts) to class cloud storage. Have a sample multi-page document with a working linked TOC ready on the classroom screen. Students need their sm1_doc3_table_document.docx from earlier Specialism work when available.
- No prep needed beyond the sample document used in the introduction.
- Students need word-processor access (Word for the web or Google Docs) and their Project_Portfolio cloud folder. Confirm sm1_doc3_practice_toc is already shared with three pre-applied Heading 1 sections.
- No prep needed.
- Circulate with a quick checklist: page numbers present, TOC linked and populated without listing Contents, TOC updated after an edit, file named exactly sm1_doc3_table_document_v4 in 09_specialism/sm1. Confirm path on screen for practice-file users before reflection.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
6 min	content	Key concepts
16 min	activity	Step-by-step task
4 min	content	Common issues
19 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Model once on the classroom screen using the most common word processor in class (Word for the web, sometimes still called Word Online: References → Table of Contents; Google Docs: Insert → Table of contents).
- After the warm-up think, immediately click a TOC entry on the sample.
- Guided block must-finish: headings + linked TOC + Arabic page numbers. Park rename + update for the start of independent practice so the KA filename still gets banked.
- Circulate during the guided block; use independent practice as rename/update + verify + rename to sm1_doc3_table_document_v4 + clinic, not a second full build.
- Before reflection, confirm every student can show 09_specialism/sm1/sm1_doc3_table_document_v4.
- Prefer Rename so only the v4 file remains; watch for Untitled copies from Make a copy.
- Facilitate a quick pair share in reflection to discuss reader benefits.
- Run a live clinic on fixing empty TOCs using heading styles, and on Contents accidentally styled as Heading 1.
- Keep plain Arabic page numbers as the required standard. Roman front matter is Word/desktop stretch only when section breaks already exist.

WHAT TO WATCH FOR

- Table of contents is empty: Apply Heading 1 or Heading 2 styles to section titles then update the TOC.
- Contents label listed inside the TOC: style Contents as Title or Normal, not Heading 1/2, then refresh.
- Table of contents appears in the middle of a table: Insert the TOC at the start of the document before any tables.
- Contents list does not update after edits: Refresh or update the TOC after renaming headings.
- Inconsistent portfolio names: insist on exactly sm1_doc3_table_document_v4 in 09_specialism/sm1.
- Practice-file students inventing headings mid-flow: titles are pre-loaded; personalise one title only at the rename step.

DIFFERENTIATION

- Support: Offer sm1_doc3_practice_toc with pre-applied heading styles.
- Extension: Extra Heading 2 + PDF export check; optional Roman front matter only on Word when you can demo section breaks first.
- Support: Allow extra time and peer assistance for applying styles correctly.