

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	Demonstrate an ability to utilise features such as footer, headers, section breaks, page breaks, pagination and linked table of contents.

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

- Nothing to share: students without the project file make sm1_doc3_practice_toc from the practice text printed on the step-by-step task and apply Heading 1 to its three titles (Introduction, Schedule, Contacts).
- Have a sample multi-page document with a working linked table of contents ready on the classroom screen.
- Nothing to share: students without the project file make sm1_doc3_practice_toc from the practice text on the step-by-step task. 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. Students without the project file make sm1_doc3_practice_toc from the practice text printed on this step.
- 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).
- As soon as the warm-up think is over, click a contents entry on the sample so the class sees the jump happen.
- By the end of the step-by-step task, every student should have heading styles, a linked contents list and Arabic page numbers. Hold the rename and update over to the start of independent practice so that the v4 file is still saved and shown to you inside the hour.
- Circulate during the step-by-step task, and use independent practice for the rename and update, the checking of criteria, the save as sm1_doc3_table_document_v4 and a help clinic, rather than as a second full build.
- Before reflection, confirm every student can show 09_specialism/sm1/sm1_doc3_table_document_v4.
- Encourage Rename so only the v4 file remains, and watch for Untitled copies left behind by Make a copy.
- Facilitate a quick pair share in reflection to discuss reader benefits.
- Run a live clinic on fixing empty contents lists using heading styles, and on Contents accidentally styled as Heading 1.
- Keep plain Arabic page numbers as the required standard. Roman front matter is stretch work on desktop Word only, and 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 contents list.
- Contents label listed inside the contents list: style Contents as Title or Normal, not Heading 1 or Heading 2, then refresh.
- Table of contents appears in the middle of a table: Insert it at the start of the document before any tables.
- Contents list does not update after edits: Refresh or update it after renaming headings.
- Inconsistent portfolio names: insist on exactly sm1_doc3_table_document_v4 in 09_specialism/sm1.
- Practice-file students inventing headings while they work: the titles are printed for them, and they change one title only at the rename step.

DIFFERENTIATION

- Support: students without the project file use the practice text printed on the step, which gives them three ready-made section titles.
- Extension: An extra Heading 2 plus a PDF export check; optional Roman front matter only on Word when you can demonstrate section breaks first.
- Support: Allow extra time and peer assistance for applying styles correctly.