

## 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                                                                                                           |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>M1.U3.2</b> | 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

- 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 table of contents ready on the classroom screen.
- 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.
- 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

|               |              |                      |
|---------------|--------------|----------------------|
| <b>5 min</b>  | introduction | Introduction         |
| <b>6 min</b>  | content      | Key concepts         |
| <b>16 min</b> | activity     | Step-by-step task    |
| <b>4 min</b>  | content      | Common issues        |
| <b>19 min</b> | activity     | Independent practice |
| <b>5 min</b>  | content      | Reflection           |
| <b>5 min</b>  | 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 already applied, and they change one title only at the rename step.

#### **DIFFERENTIATION**

- Support: Offer sm1\_doc3\_practice\_toc with pre-applied heading styles.
- 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.