How to Use the Capstone /Thesis Template

These templates were created to help you format your capstone or thesis and create the Table of Contents (TOC). Please select the appropriate template based on the type of paper you are writing:

a) Capstone, 3 Chapters
b) Capstone, 4 Chapters
c) Capstone, 3 Chapters – Research Study Proposal
d) Thesis, 5 Chapters

Note: The wording of all titles and headings can be changed to suit your needs. They are currently formatted in APA style. Please ensure you use the same Style as indicated in brackets – this is important if you want the heading to link to the Table of Contents. If you have all your headings properly formatted as they are in this template, creating or updating your (perfectly formatted) Table of Contents is literally a one-keystroke process.

Using the Template

You may type directly into the template or copy and paste the body of each section within the template. It is recommended if you want to change the Headings within the template that you type over and do not copy and paste. Add or delete headings and sub-headings as necessary, making sure you do not change the formatting of the headings. If you require more information about creating or changing headings or the Table of Contents, the Microsoft Word website has plenty of helpful information.

Creating/Changing Headings or Sub-headings

Changing the Headings or Sub-headings within the document will change how they appear in the Table of Contents and will affect their list level. You can change the Headings by changing the "Style" of the text:


On the Home tab, select the expand arrow in the Style gallery and this menu will appear.

Highlight the selection of text and click on the Style you want it to be (e.g. Heading 1).

Updating the Table of Contents (TOC)

As mentioned earlier, the headings you choose (Heading 1, Heading 2, etc.) will be reflected in the TOC. If new information is inserted in the body of the document or if the headings were edited or deleted, the TOC must be updated.
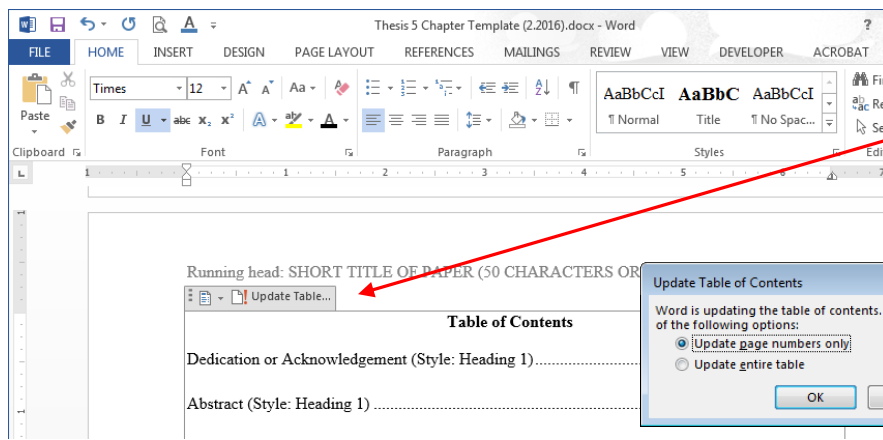

Use the mouse cursor and click anywhere in the TOC. This tab will appear in the top left corner of the TOC.

Click on the "Update Table" button. If this window appears, you may choose "Update page numbers only" or "Update entire table". Page numbers and headings will update accordingly.

Creating a Table of Figures (if applicable)

To insert a Table of Figures, first you must label all of the figures in the document with a 'Caption'.
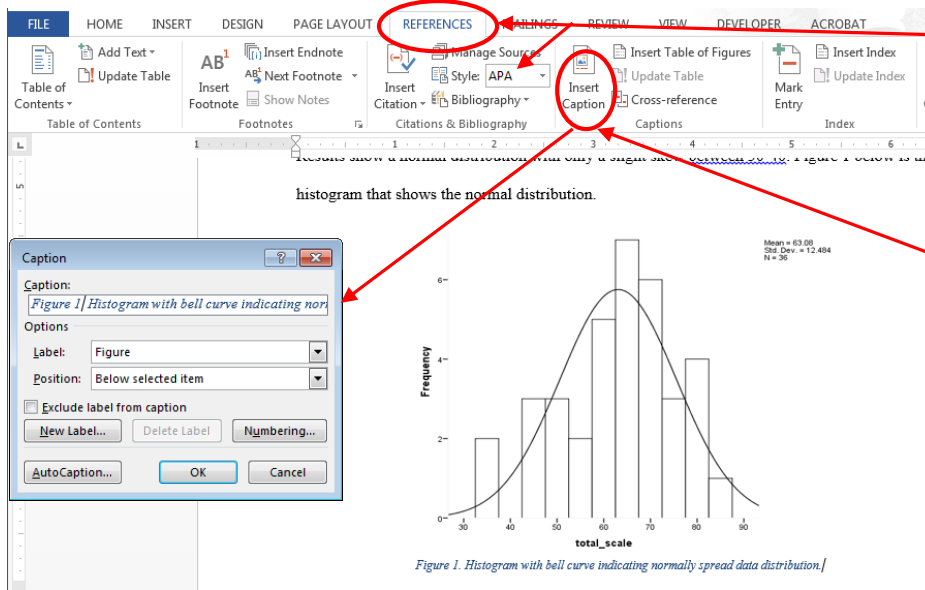

Select the References tab in the toolbar.

Ensure the Style is 'APA'

Select the first figure or table, then click on the 'Insert Caption' button and the Caption popup box will appear

Type in the caption (label you want to appear with the figure or table. Note, the label type can be changed between Figure and Table.

Repeat for each subsequent figure and table in the document.

Select the page where the Table of Figures will appear. Select the 'Insert Table of Figures' button. The Table of Figures will be inserted on the page you selected. The Table of Figures can be updated in the same manner as the Table of Contents.
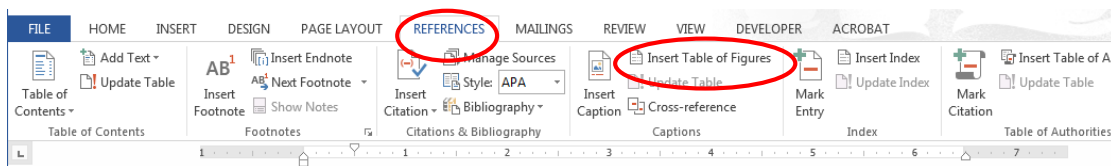
If you require more information about creating or changing captions or the Table of Figures, the Microsoft Word website has plenty of helpful information.