Computer System

Lecture Ten

Microsoft Word

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Outline

1.Objectives.

2. *The References Tab of MS-Word 2007 .*

3. *The Table of Contents for References Tab .*

4. *The Footnotes for References Tab .*

5. *The Citations & Bibliography for References Tab.*

6. *The Captions for References Tab.*

Objectives

1. Explain The References Tab of MS-Word 2007 .

2. Illustrate The Table of Contents for References Tab.

3. Explain The Footnotes for References Tab.

4. Illustrate The Citations & Bibliography for References Tab.
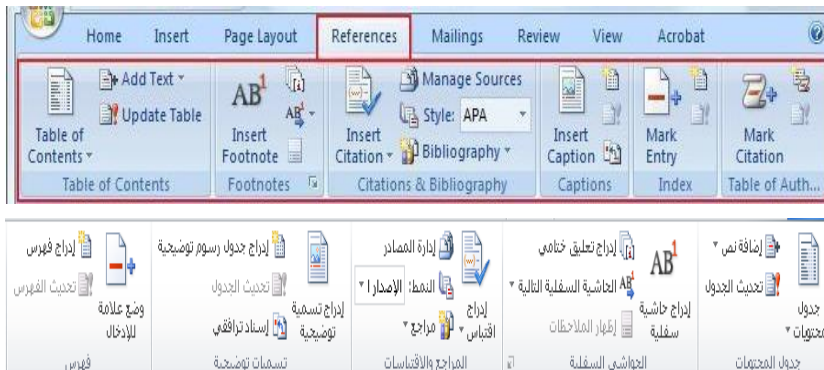
5. Explain The Captions for References Tab.

The References Tab of MS-Word 2007

❑ **The References Groups contain the commands most commonly associated with writing a research paper, essay, term paper or similarly formal documents.**

❑ **It have six main groups**

| 1- Table of Contents	2- Footnotes	3-Citations & Bibliography
4- Captions	5-Index	6-Table of Authorities

The Table of Contents for References Tab

❑ *The Table of Contents* **is the first group of *References Tab* which deals with the table of contents.**

➢ **The table of contents is a list of other important chapters in the document and addresses.**

➢ There are three main options of **the table of contents :-**

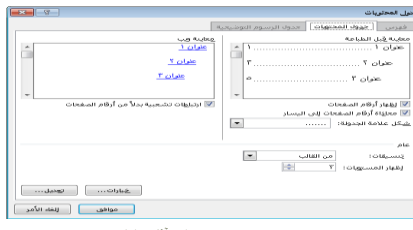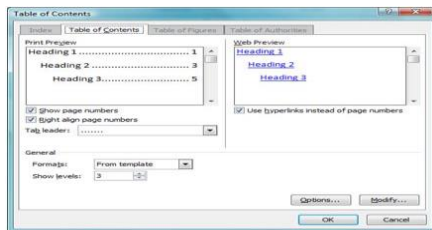❖ **The table of contents**.
❖ **Add Text**.
❖ **Update table**.

➢ when you would click on the drop down arrow of table of contents option and select your style, this will create your table of contents page automatically. It may even go through your document and automatically add content. This is the easiest way to add a table of contents
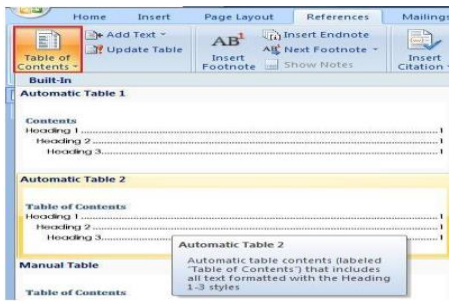
The Table of Contents for References Tab

➢ To obtain more options click the down arrow of the Table of contents and select **Insert Table of Contents option**, this will open the Table of Contents window

The Table of Contents for References Tab

❑ **Add Text:-**

- It is the next option for table of contents , to use this button go
through your report and highlight text you want to add to your table of
contents and click Add Text then select the outline level you want the
paragraph to be in your Table of Contents Page.
-This will place the text you selected as the description and automatically
format the table of contents with the page number.

❑ **Update Table:-**

If any additions or deletions are made to your report or when you add text and it does
not appear right away all you need to do is click Update Table and the page numbers
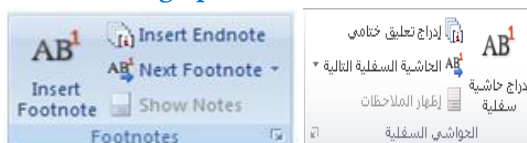in your contents page will be updated.

The Footnotes for References Tab

❑ **A footnotes** are the second group of the references tab which used to
comment on or provide a reference for text in a document.

❑ **A footnotes group has the following options:-**

➢ **Insert Footnote option.**
➢ **Insert Endnote option.**
➢ **Next Footnote option.**
➢ **Show Notes option.**

❑ To add a footnote to your document select the location you want your
reference mark to appear then click the Insert Footnote button.
❑ This will bring you to the bottom of the page when you can write your
comments.
❑ The Insert Footnote button will not only add the footnote but also
renumber them as you move text around.
❑ Footnotes are usually for detailed comments and endnotes are used
for citations.
❑ To insert an Endnote click in the location you want the reference mark then
click on Insert Endnote option and it will be placed at the bottom of
your document and allow you to type your endnote.

The Footnotes for References Tab

❑ **Next Footnote option,** this button gives you the options to go to the next or previous endnote and footnotes.

❑ **Show Notes option** shows you where all of your footnotes and endnotes are located.

❑ The show notes button will be grayed out until you have footnotes inserted into your document.

❑ Now click the little icon in the lower right hand corner of the Footnotes option , a **window titled Footnote and Endnote will open** and this new window will give you all of your options to make modifications to your endnotes and footnotes.
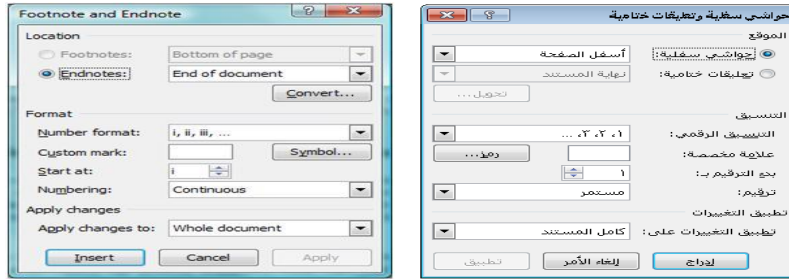
The Citations & Bibliography for References Tab

❑ **In the Citations and Bibliography group,** you can automatically generate a bibliography based on the source information that you provide for the document.

❑ **Citations and Bibliography group contain the following options:-**

❖ **Insert Citation option.**
❖ **Manage Sources option.**
❖ **Style option.**
❖ **Bibliography option.**

❑ **Insert Citation button lets you cite a book, article, or other information source which you need.**

❑ Click on the Insert Citation button and you will see three options:-

➢ **Add New Source option.**
➢ **Add New Placeholder option.**
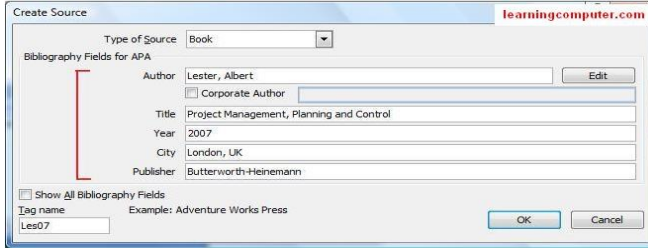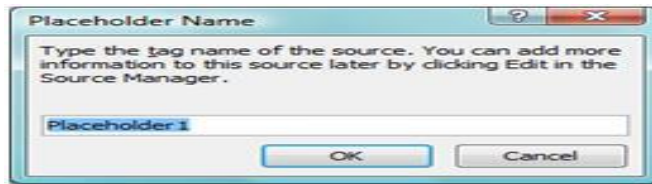➢ **Search Libraries option.**
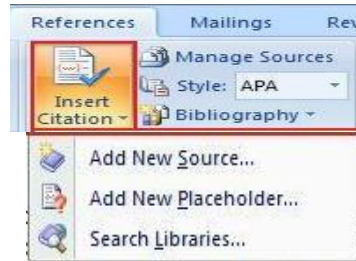
The Citations & Bibliography for References Tab

❑ **When click on the Add New source option, this Create Source dialog box as shown below.**

❑ **While Add New Placeholder can be used to quickly enter a citation entry and edit the information later, When Click on the Add New Placeholder option, the Placeholder Name window opens. In this window enter the tag name for your citation and click OK. This placeholder will be entered into your bibliography page.**
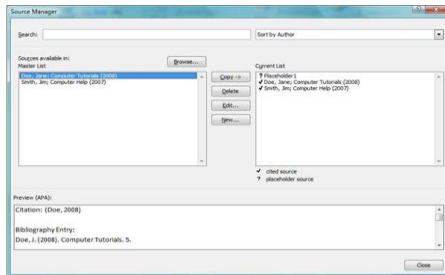
The Citations & Bibliography for References Tab

❑ The last option is **Search Libraries**. This feature will only work if you are connected to the internet.

❑ Click on the Search Libraries option and you will see a side bar window on the right hand side of your document.

❑ **Manage Sources option:-**

❑ **It** is the next button in the Citations & Bibliography group.

❑ Manage Sources lets you view all of the sources you have listed.

❑ Click on the Manage Sources button, the Source Manager window will open to you.

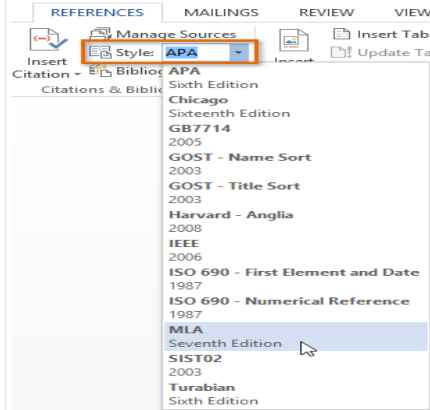## *The Citations & Bibliography for References Tab*

❑ **Style option:-**

❑ **It is the third option of the Citations and Bibliography group.**

❑ **It** lets you choose from a large list of formats for your Citations.

❑ Microsoft uses APA style by default for Citations.

❑ Click the down arrow next to Style to see your choices.

The Citations & Bibliography for References Tab

❑ **The Bibliography option:-**

❑ **It** is the last option **of the Citations and Bibliography group**

❑ A bibliography is a list of sources that have been used (consulted or cited) while creating a document.

❑ To create a bibliography, you add sources and then create the reference list.

❑ In Word 2007, each time you create a source, the information is saved on your computer, so that you can use any source you have ever created.
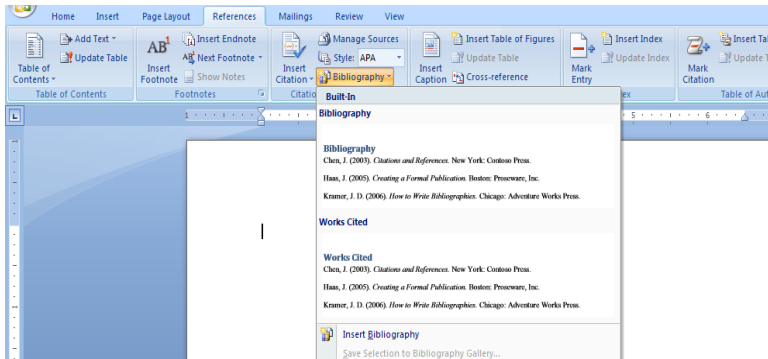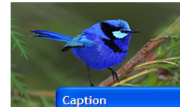
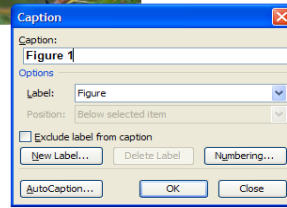## *The Captions for References Tab*

❏ **The Captions group** in References tab of Word 2007 can be used for Holiday letters to put a caption with **pictures** or to **label tables** and **objects** you insert into your word documents.
❏ There are fourth main options for captions group:-

➢ Insert Captions option.
➢ Insert Table of Figures option.
➢ Update Table option.
➢ Cross- reference option.

❏ These instructions apply to any captioned tables, figures and diagrams. I will use 'figure' to refer to each of them.

### ❏*Labeling a figure in Word2007*

1- Position your cursor under the figure.
2-Open the Caption window : Go to the References tab > Captions command group, then click Insert Caption.
3- Select Figure from the Label drop-down list.

The Captions for References Tab

4-Optional:If you may want to add a Chapter number, click **Numbering** and s
the **Include chapter number** check box. You can also specify the **number format, style, and separator.**
5- Add any extra caption information after a caption number (e.g. **Figure 3: xxxx**).

6- Click OK
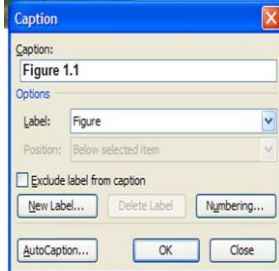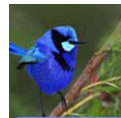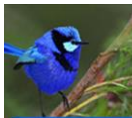
The Captions for References Tab

❑ **Creating the Table of Figures :-**

1-Position the cursor where you want the Table of Figures to be placed (it usually goes immediately after the Table of Contents).

2-Insert the Table of Figures: Go to the References tab > Captions command group, then click Insert Table of Figures.

3-Click on the **Table of Figures** tab, if it's not already selected.

4-From the **Caption Label** drop-down list, select the type of table you want to create—**Figure** in this example.

5-Make any other changes as required.

6- Click **OK**.

7- Add a title (e.g. **List of Figures**) above the list just like you do for Contents.
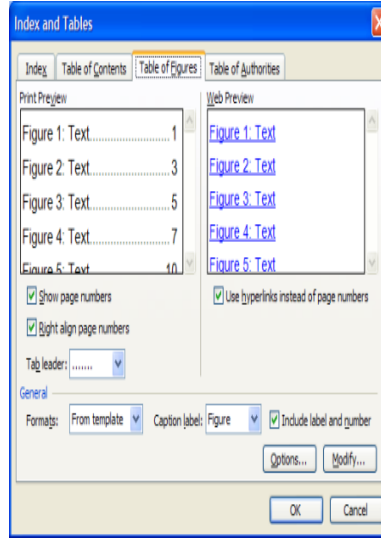
List of Figures¶

The Captions for References Tab

❑ You are also able to create your own labels for your captions. Click on the New Label button. This brings up the New Label window. Type the label you would like to add to the Label dropdown menu and click OK.

❑ While, Click on the Auto Caption button in the Caption window. The AutoCaption window will open, it is used to insert a caption automatically when you insert the selected objects.

❑ Go through the list of inserts and place a check mark in the box next to what you would like a caption associated with.

❑ Then choose the type of label you would like or Click the New Label button and create your own. Then choose what position you would like the caption to be placed in. Click OK.
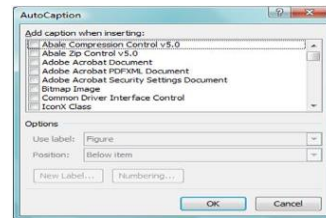
The Captions for References Tab
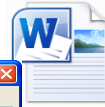
Referring to a figure in the body text

1-In the body text, place the cursor when you want the cross-reference text to be inserted.
2-To insert a cross reference: Go to the References tab > Captions command group, then click Cross-reference.
3-Select Figure from the Reference Type drop-down list. All figures that have been inserted as a caption are listed in the bottom half.
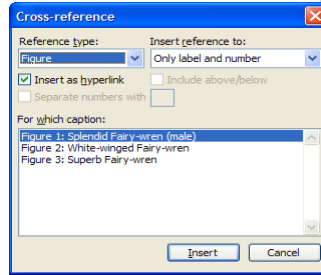
4-Click once on the figure that you want to refer to.
5-ln the **Insert reference to** drop-down list, select how you want the information displayed (e.g. select **Only label and number** to just display "Figure x" and not the entire caption; select **Entire caption** to display "Figure x: yyyyyy").
6-Click **Insert**, then click **Close**. The reference is added to the document—if you click in it, you should notice the gray shading indicating that it's a field.

The·Splendid·Fairy-wren·(Figure·1)·is·predomi·
small·creatures,·mostly·insects·such·as·ants,·gra
supplemented·by·small·quantities·of·seeds,·flowe
in·shrubs·that·are·less·than·two·metres·above·th

Questions