

# Computer System

Lecture Eleven

Microsoft Word

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Prepared By

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**2016-2017**

# Outline

1. Objectives.
2. *The index group for References Tab.*
3. Mark an index entry of *the index group*
4. Create and update an index group .
5. *Table of Authorities (TOA) group for References Tab.*
6. *Create the Table of Authorities (TOA)*
7. *Change the Table of Authorities group*
8. *Margins of Page Setup group*

# *Objectives*

- 1. Explain The index group for References Tab.*
- 2-Illustrate Mark an index entry of the index group*
- 3. Explain Create and update an index group*
- 4. Explain Table of Authorities group for References Tab*
- 5. Illustrate Create the Table of Authorities (TOA)*
- 6. Explain Change the Table of Authorities group*
- 7. Explain Add or Change categories of citations for TOA.*

# The index group for References Tab



- ❑ An **index group** provides an alphabetical listing of topics covered in the document, along with the page numbers.
- ❑ An **index group** contains the following options:-
  - ❖ **Mark Entry option.**
  - ❖ **Insert Index option.**
  - ❖ **Update Index option.**



- ❑ Normally the **index** appears at the end of the document.
- ❑ **MS Word 2007** will create an index automatically if you mark the entries for the index in the document.

# Mark an index entry of *the index group*



## ❑ To make Mark an index entry:-

- 1) select the word or phrase in the document.
- 2) Click Mark Entry in the Index group of the References tab.
- 3) Make adjustments to the Main entry as needed and include Cross-references to other materials.
- 4) Click Mark after completing the index entry.

If you click Mark All, each occurrence of the word in the document will be noted in the index and this dialog box remains open for additional entries, until you click Close.

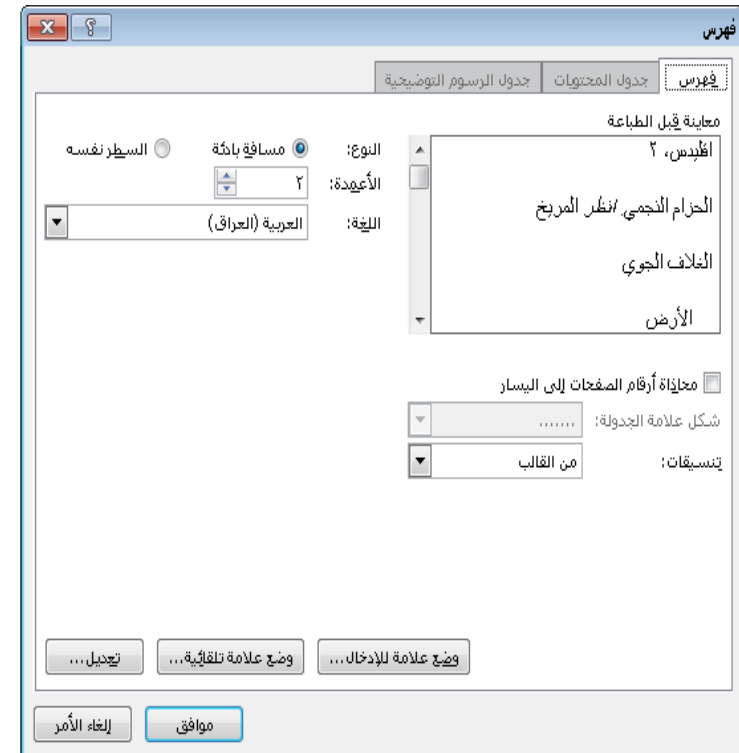
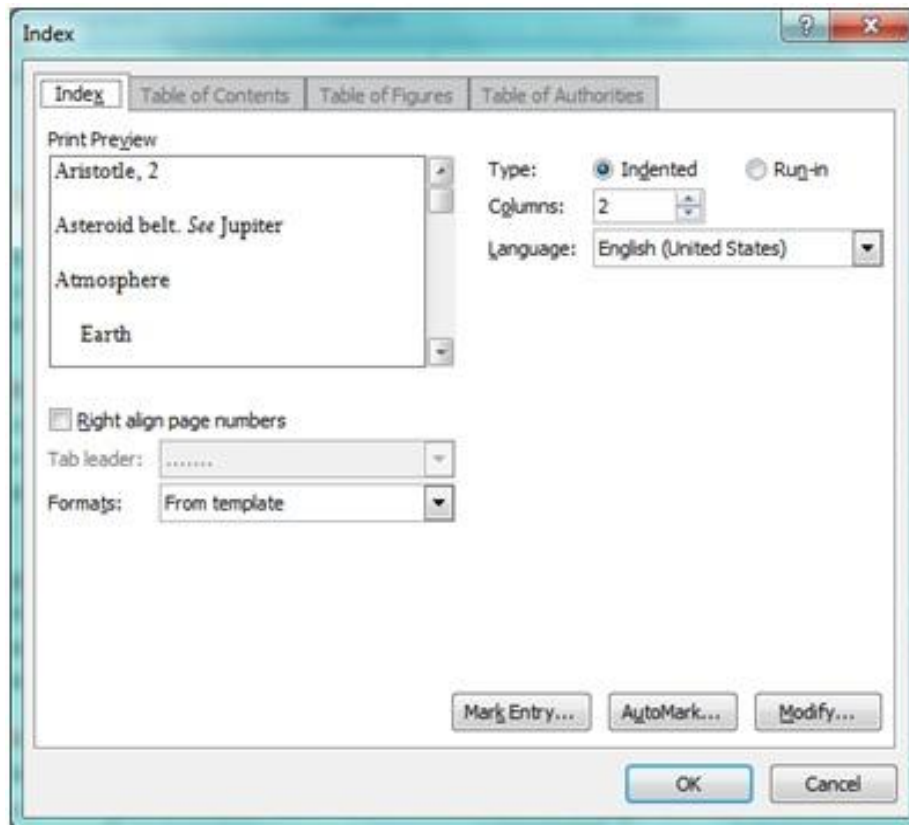
A screenshot of the 'Mark Index Entry' dialog box in Microsoft Word. The dialog has a title bar with a question mark and a close button. It contains several sections: 'Index' with 'Main entry' (containing 'Index entry') and 'Subentry' (empty); 'Options' with radio buttons for 'Cross-reference' (containing 'See'), 'Current page' (selected), and 'Page range'; a 'Bookmark' dropdown menu; 'Page number format' with checkboxes for 'Bold' and 'Italic'; and a note at the bottom: 'This dialog box stays open so that you can mark multiple index entries.' At the bottom are three buttons: 'Mark', 'Mark All', and 'Cancel'.

# Create and update an index group



## □ Creating and updating an index

- 1- After completing the selection of the index entries
- 2- Go to references tab → Index group → click the Insert Index button → index window will appear to you.
- 3- Make your selections from this index window to format your index.
- 4- Click the Ok button and this will automatically create the index.



# The index group for References Tab



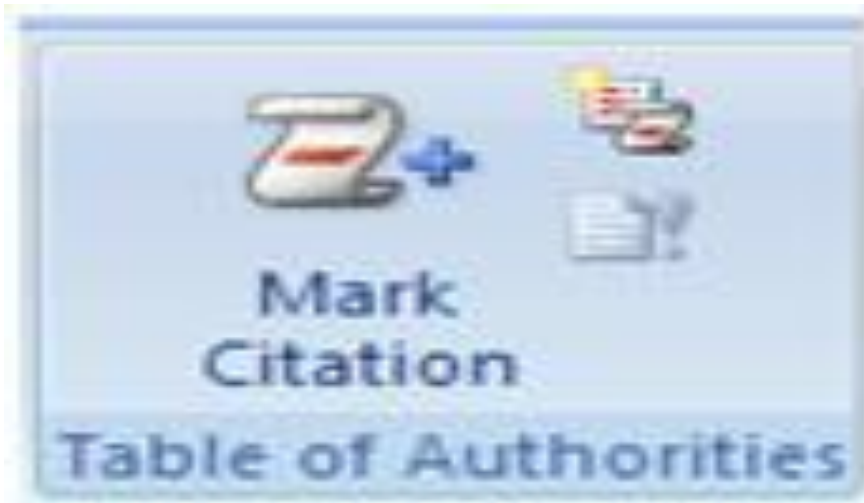
- ❑ Modify the entry by editing the text inside the quotation marks.
- ❑ Do not change the entry in the finished Index, or the next time you update the Index, your changes will be lost.
- ❑ After making modifications to the index, click Update Index in the Index group on the References tab to display the changes.

<p style="text-align: right;"><b>Fancy</b></p> <p>Table of Contents</p> <p>EXECUTIVE SUMMARY ..... 3</p> <p>ORGANIZATIONAL OVERVIEW ..... 4</p> <p>MISSION STATEMENT ..... 4</p> <p>GOALS ..... 4</p> <p>IMPLEMENTATION ..... 5</p> <p>EVALUATION ..... 5</p> <p>APPENDIX A. Detailed Tables and Charts ..... 7</p> <p>BIBLIOGRAPHY ..... 10</p>	<p style="text-align: right;"><b>Formal</b></p> <p>Table of Contents</p> <p>EXECUTIVE SUMMARY ..... 3</p> <p>ORGANIZATIONAL OVERVIEW ..... 4</p> <p>MISSION STATEMENT ..... 4</p> <p>GOALS ..... 4</p> <p>IMPLEMENTATION ..... 5</p> <p>EVALUATION ..... 5</p> <p>APPENDIX A. Detailed Tables and Charts ..... 7</p> <p>BIBLIOGRAPHY ..... 10</p>
<p style="text-align: right;"><b>Modern</b></p> <p>Table of Contents</p> <p>Executive Summary 3</p> <p>ORGANIZATIONAL OVERVIEW 4</p> <p>MISSION STATEMENT 4</p> <p>GOALS 4</p> <p>IMPLEMENTATION 5</p> <p>EVALUATION 5</p> <p>Appendix A. Detailed Tables and Charts 7</p> <p>Bibliography 10</p>	<p style="text-align: right;"><b>Simple</b></p> <p>Table of Contents</p> <p>Executive Summary 3</p> <p>ORGANIZATIONAL OVERVIEW 4</p> <p>MISSION STATEMENT 4</p> <p>GOALS 4</p> <p>IMPLEMENTATION 5</p> <p>EVALUATION 5</p> <p>Appendix A. Detailed Tables and Charts 7</p> <p>Bibliography 10</p>



# ***Table of Authorities group for References Tab***

- ❑ **Table of Authorities (TOA) group** is the final group of MS-Word 2007 References tab .
- ❑ This group includes these following options:-
  - ❖ **Mark Citation option.**
  - ❖ **Insert Table of *Authorities option.***
  - ❖ ***Update Table option.***



- ❑ It is a list of cases, statutes, and other authorities. This section works just like creating an index.
- ❑ It is usually found in legal documents, as it refers to issues and laws.
- ❑ This table helps create this type of references page.

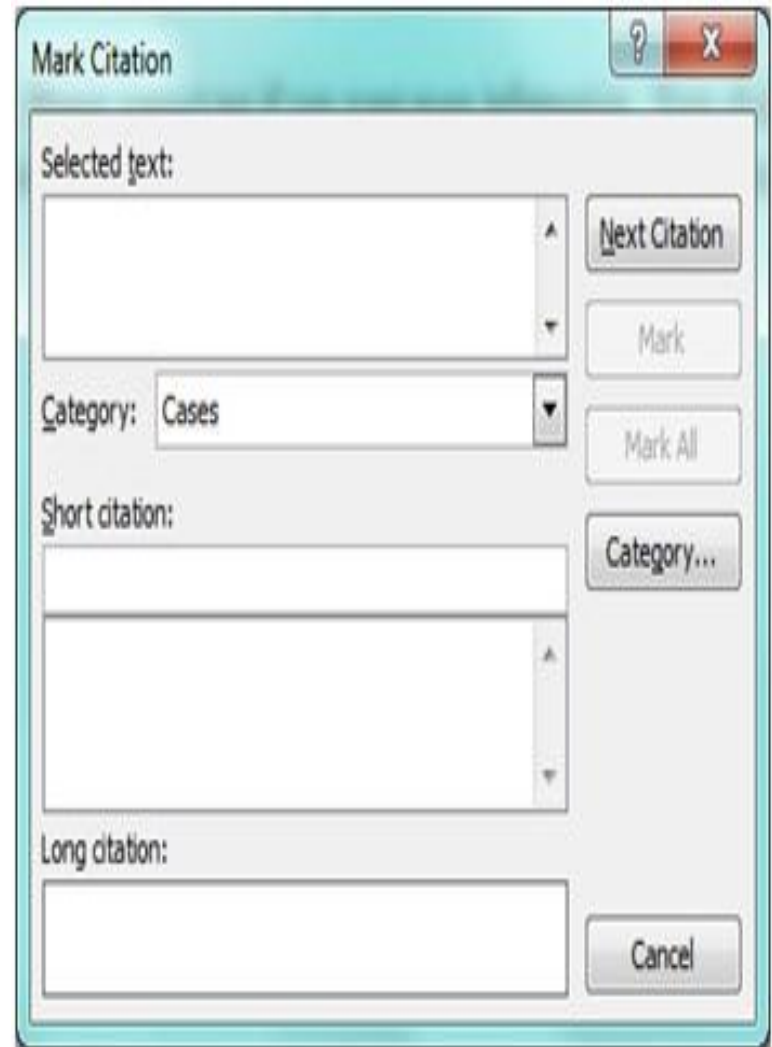




# Table of Authorities group for References Tab

## □ Mark citation

- 1- Select the first citation in your document .
- 2- Go to References tab → Table of Authorities → click Mark Citation or (Press ALT+SHIFT+I).
- 3- In the **Selected text** box, edit the long citation as you want it to appear in the table of authorities.
- 4- In the **Category** box, click the category that applies to the citation.
- 5- In the **Short citation** box, edit the text so that it matches the short citation that you want Word to search for in the document.
- 6- To mark a single citation, **click Mark**. To mark all long and short citations that match those displayed in the **Mark Citation** dialog box, **click Mark All**.
- 7- To find the next citation in the document, **click Next Citation**.



# Create the Table of Authorities (TOA)



## □ To Create the (TOA)

1- Click where you want to insert TOA (at most end of your document).

2- To make sure that the document is paginated correctly, you need to hide field codes and hidden text. If the TOA fields are visible, click **Show/Hide** in the **Paragraph** group on the **Home** tab.

3- On the **References** tab, in the **Table of Authorities** group, click **Insert Table of Authorities**.

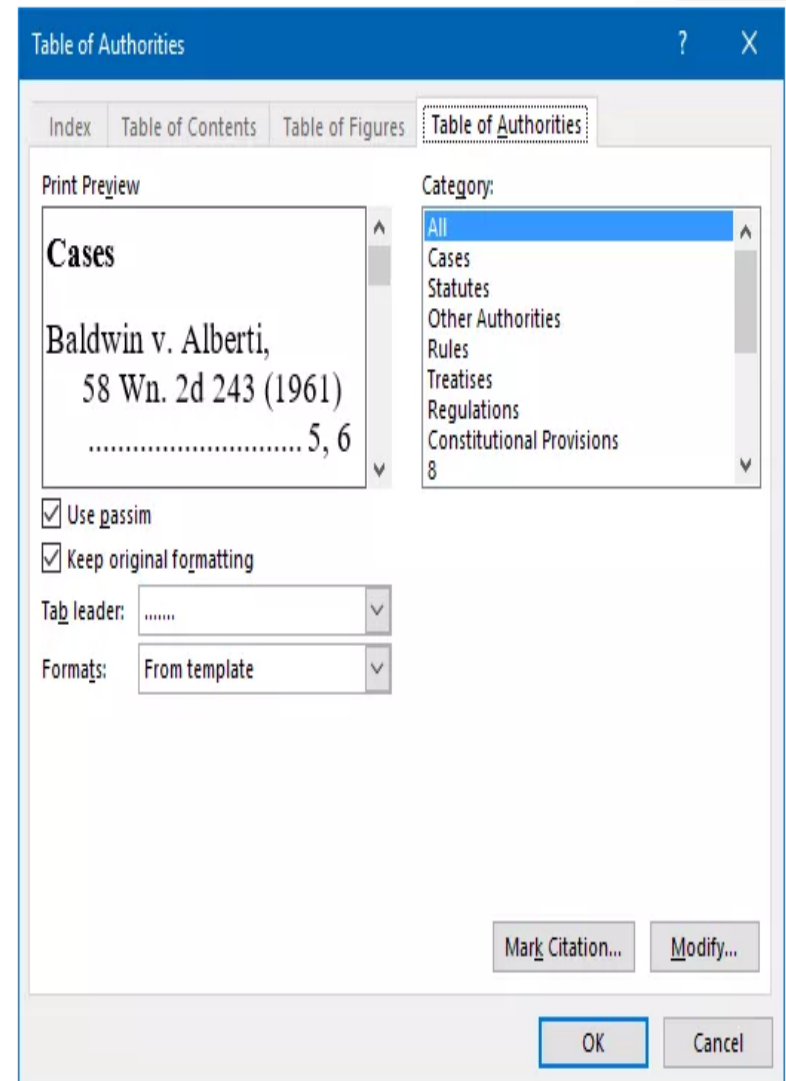
4- In the **Category** box, click the category that you want to include in your table of authorities. To include all categories, **click All**.

5- Do one of the following:

A)-To use one of the available designs, click a design in the **Formats** box.

B)-To use a custom table of authorities layout, choose the options that you want.

6- Select any other table of authorities options that you want.



# *Change the Table of Authorities group*



## **□ To change a table of authorities entry**

**You need to modify the text in the table of authorities entry field.**

**1- If you don't see the TOA fields, click Show/Hide in the Paragraph group on the Home tab.**

**2- Find the TOA field for the entry that you want to modify**

**3- To edit or format a table of authorities entry, change the text inside the quotation marks.**

**4- To update the table of authorities, click to the left of the table of authorities and press F9.**

# **Add or Change categories of citations for TOA.**



## **□ Add or Change categories of citations for TOA.**

**1- Press ALT+SHIFT+I.**

**2- Click Category.**

**3- Do one of the following:**

**A)\_ To replace an existing category, click the category that you want to replace.**

**B)- To add a new category, click a number .**

**4- In the Replace with box, enter the name of the category that you want to add to the Category list.**

**5- Click Replace.**

**6- Click OK, and then click Close.**

# Table of Authorities group for References Tab



## □ NOTES:

- Word inserts each marked citation as a TOA (Table of Authorities Entry) field in hidden text format.
- If you don't see the TOA field, click **Show/Hide** in the **Paragraph** group on the **Home** tab.
- If you later add more citations to a document, you can mark the additional citations by selecting the original citation, pressing ALT+SHIFT+I, and clicking **Mark All**.
- The update button will automatically update all page numbers. Click inside the table of authorities that has been inserted into your document and the Update table button will become available.
- If you add, delete, move, or edit a citation or other text in a document, you should update the table of authorities by clicking to the left of it and press F9.
- Don't modify the entries in the finished table of authorities; if you do, your changes will be lost when you update the table of authorities.

# Questions

