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SUBJECT :- MICROSOFT OFFICE

Chapter 10

Microsoft Word (References)

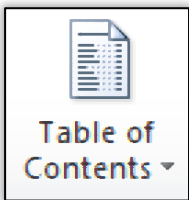
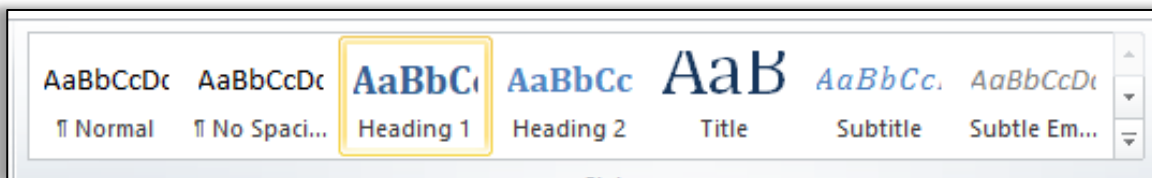



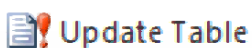
Table of Contents (INDEX) → Add a table of content to the document.

STEPS OF CREATING TABLE OF CONTENT

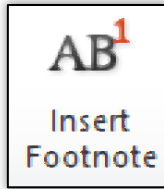
- 1) Take three separate pages and write a chapters in them.
- 2) Convert all chapter name in to heading 1



- 3) Go to first page in document & select  option.
- 4) Then insert table of content in your document.



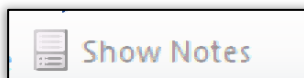
Update Table → update table of content when you add more chapters after inserting a table of content.



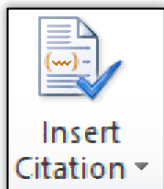
Insert Footnote → write meaning of difficult words in footer of the document.



Insert Endnote → write meaning of difficult words in bottom of the document.

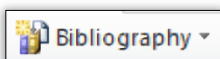


Show Notes → Scroll the document to show where the footnotes & endnotes are located.

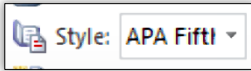


Insert Citation → If you want to add Author name of the document so click on insert citation and select “add new source”

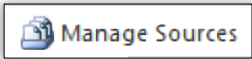
then fill all the information & click ok.



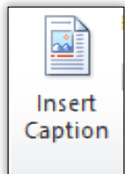
Bibliography → Add a bibliography, Which list all the sources cited in the document.



Style → Choose the style of citation to use in the document.

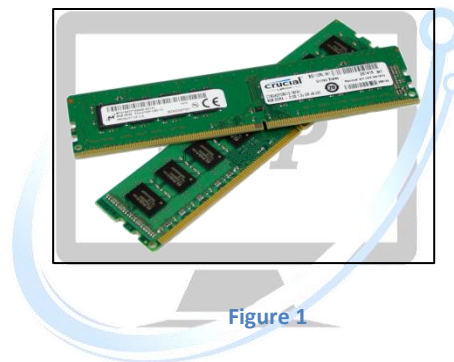


Manage Sources → View the list of all the source cited in the document.

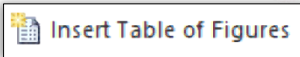


Insert Caption → Add a caption to a picture or other image.

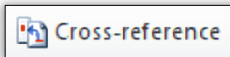
Example:-



Computer Education



Insert Table of Figures → A table of figures includes a list of all the figures in the document.



Cross reference → Refer to item such as headings , figures , and tables by inserting a cross reference.