Create and Manage Reference Elements

# Session: Create and Manage Reference Elements

Recap Activity

- Name the steps to convert text to table?

- What are the steps to sort data in a table?

- What are the steps to change cell margins for the entire table?

- What are the steps involved in splitting a table?

_____

_____

_____

_____

_____

_____

Insert Footnotes and Endnotes

It is important to reference the source to:

- Show respect and give credit to the hard work of others ~~people's hard work~~

- Compliment others

- Foster integrity

- Follow copyright laws

- Ensure that we do not take credit for ~~other's~~ work of others

_____

_____

_____

_____

_____

_____

The References tab allows ~~lets~~ you to insert various reference tools, such as a table of contents, footnotes and endnotes, citations, captions and more.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____
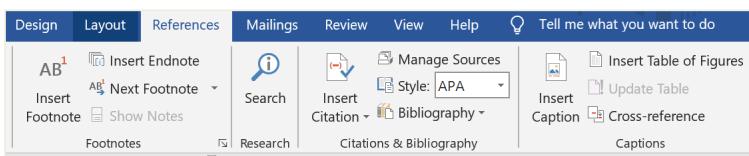
To add a footnote:

- Click the References tab.
- Place your cursor where you want the footnote to appear.
- Select Insert Footnote.
- The footnote number will be inserted, and a separator bar will be added to the bottom of the page.
- You can enter the footnote text.
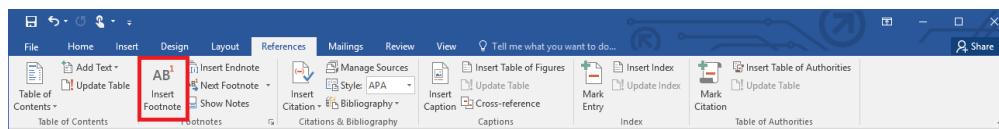
To add an endnote:

- Select the text where you want to insert the endnote.
- Now click on the References tab and navigate to the Footnotes section.
- Select Insert Endnote.
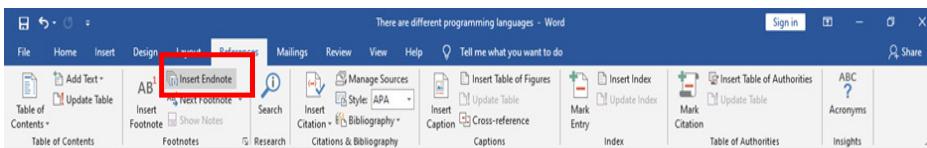
Shortcut Keys to Insert Endnotes

- Click Ctrl + Alt + D to insert an endnote.
- Click Ctrl + Alt + F to insert a footnote.

- Double-click a footnote/endnote's number in the document's text to jump to the note at the end of the page, section, or document.

- To convert a footnote to an endnote, right-click the footnote and select **Convert to Endnote.**

_____

_____

_____

_____

To modify the properties of footnotes and endnotes:

- Click on the 'More' option in the Footnote section.

- A pop-up appears showing various options.

- Make the changes.

- Click OK.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

To modify font, size, colour or other properties:

- Right click on footnote.

- Click on Styles.

- Select Footnote Text.

- Click Modify.

- A window appears.

- Make the changes.
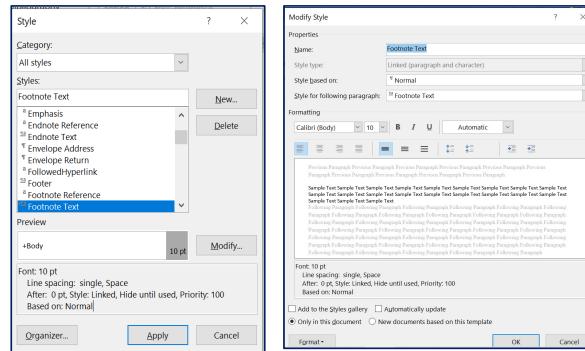
- Click OK.

To insert a source in a wWord document:

- Click References > Insert Citation > Select Add New Source.

- Click Add New Source.

- Enter Source Details in the pop-up window.

- Click OK.
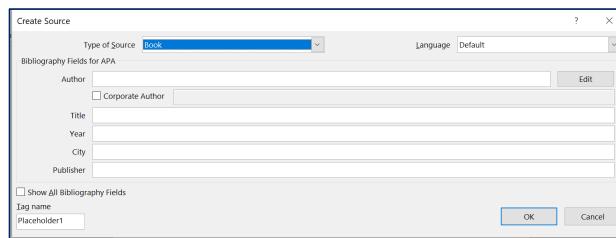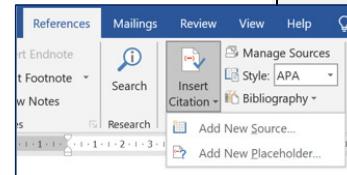
To modify bibliography and citation source

- Click References > Manage Source.

- A pop--up window appears.

- Select the sources from the master list that is to be edited and click the ~~e~~Edit button.

- An ~~e~~Edit ~~s~~Source dialogue box appears. Edit the necessary details in the dialogue box and click OK.

- A pop--up confirmation box appears.

- Click 'Yes' to confirm.
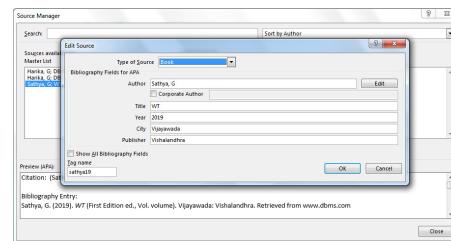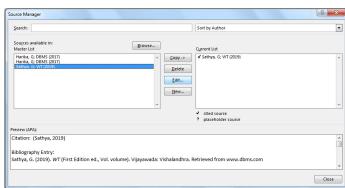
To create a ~~T~~table of ~~C~~content:

- Place your cursor where you want to add the table of contents.

- Click **References** > **Table of Contents**

- Choose an automatic style.

_____

_____

_____

_____

_____

_____

_____

_____
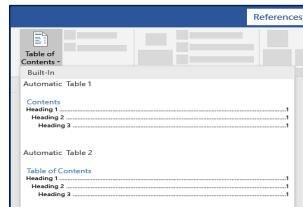
Customi~~z~~se ~~the T~~table of ~~C~~contents

- In the Table of Contents, click ~~on~~ the **Modify** button.
- ~~An a~~Another dialogue box appears name~~sd~~d ~~as~~ **Style. ~~dialogue box~~.**
- Click **Modify > Modify Style**.
- Make the necessary changes and click **OK**.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____
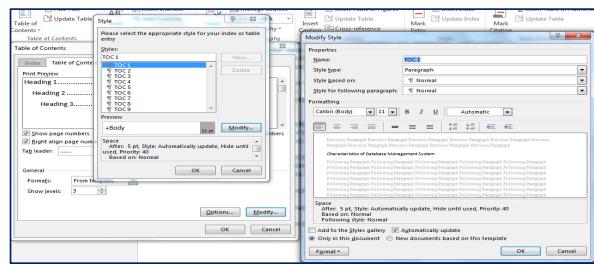
Recap:

- Reference tab in Word gives you the option to place references in defined areas of the document.

- A footnote is additional information found at the bottom of the current page in a document.

- Superscript numbers are used in both the document and the footnote to help reader match the text to the supplemental information at the bottom.

- An endnote is similar to a footnote, but it is ~~they are~~ only found at the end of a document and contain reference information about quoted material.