

Create and Manage Reference Elements

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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 <u>the steps involved in splitting a table?</u>

Insert Footnotes and Endnotes

I<u>t is i</u>mportant 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 <u>allows leta</u> you to insert various reference tools, such as a table of contents, footnotes and endnotes, citations, captions and more.

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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.

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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.

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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, section₇ 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.



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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.

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Manage Sources

Style: APA

To insert a source in a $\frac{W}{W}$ ord document:

- Click References > Insert Citation > Select Add New Source.
- Click Add New Source.
- Enter Source Details in the pop-up window.
- Click OK.

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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 eEdit button.
- An <u>eE</u>dit <u>sS</u>ource dialogue box appears. Edit the necessary details in the dialogue box and click OK.
- A pop--up confirmation box appears.
- Click 'Yes' to confirm.

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To create a **<u>T</u>**able of <u>**C**</u>ontent:</u>

- Place your cursor where you want to add the table of contents.
- Click References > Table of Contents
- Choose an automatic style.



Customizse the Ttable of Gcontents

- In the Table of Contents, click on-the Modify button.
- An aAnother dialogue box appears namesd as-Style, dialogue box.
- Click Modify > Modify Style.
- Make the necessary changes and click **OK**.





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Recap:

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- 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<u>to a footnote</u>, but <u>it is they are</u>only found at the end of a document and contain reference information about quoted material.