



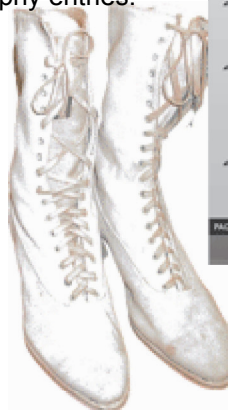
Word 2013: Styles and References

Going in Style!

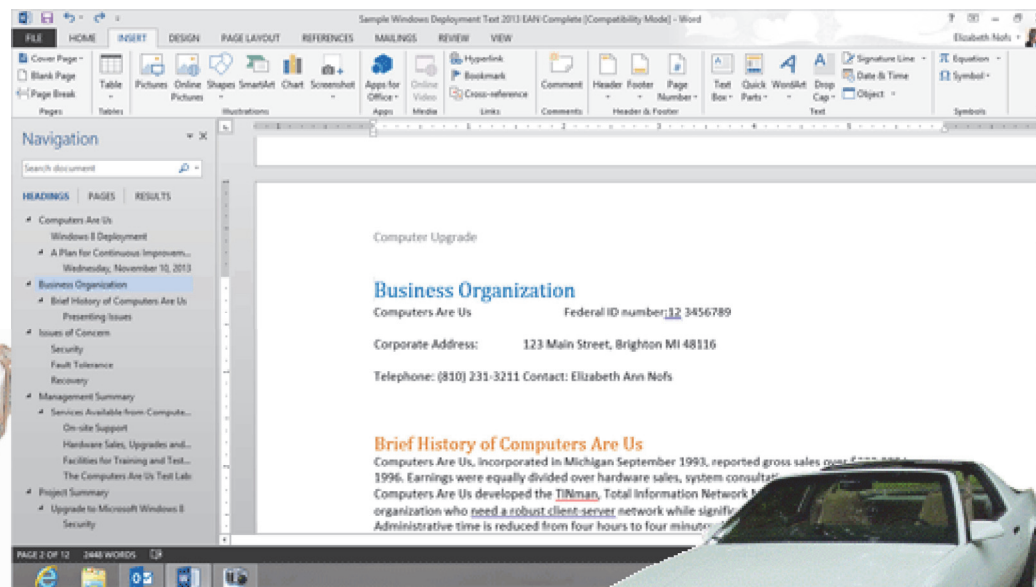
Advanced Word Objectives

In this lesson you will learn how to:

1. Apply Styles.
2. Navigate with Styles.
3. Insert and format a Footer.
4. Insert , format and remove page breaks.
5. Use the Table of Contents and Index commands.
6. Insert and edit citation and bibliography entries.
7. Insert and edit captions.



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Lesson 4: Going in Style!

1. Readings

Read Lesson 4 in the Advanced Word guide, page 135-176.

Project

Format a business proposal with Styles and use those Styles to create the Table of Contents. This proposal will include Headers, Footers, Page Numbers, Section Breaks and References.

Downloads

[Sample Windows Deployment Text 2013 Complete.docx](#)
[Hardware-HardDrive-CU.jpg](#)
[Hardware-HardDrive-Smashed.jpg](#)
[Hardware-ToshibaLaptopStart.gif](#)

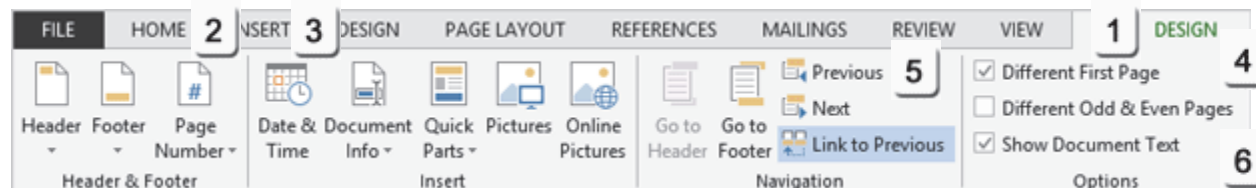
2. Practice

Complete the Practice Activity, page 177.
[Benefits of Online Learning.docx](#)

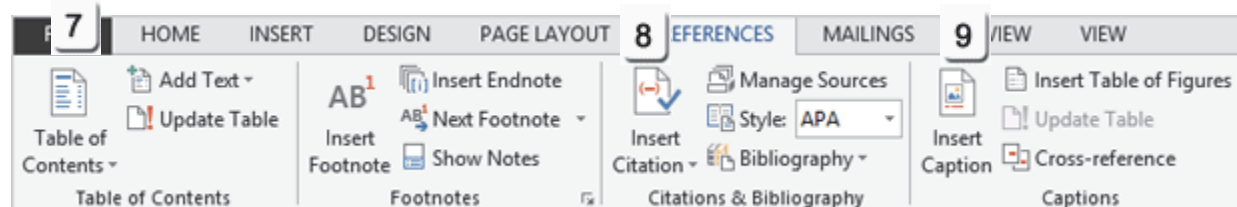
3. Assessment

Review the Test questions, page 178.

Header and Footer Tools



References

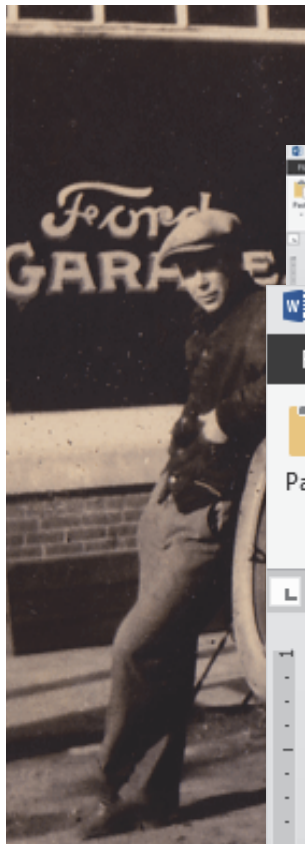


Menu Maps

This lesson shows the **Header and Footer** and **References** Ribbons.

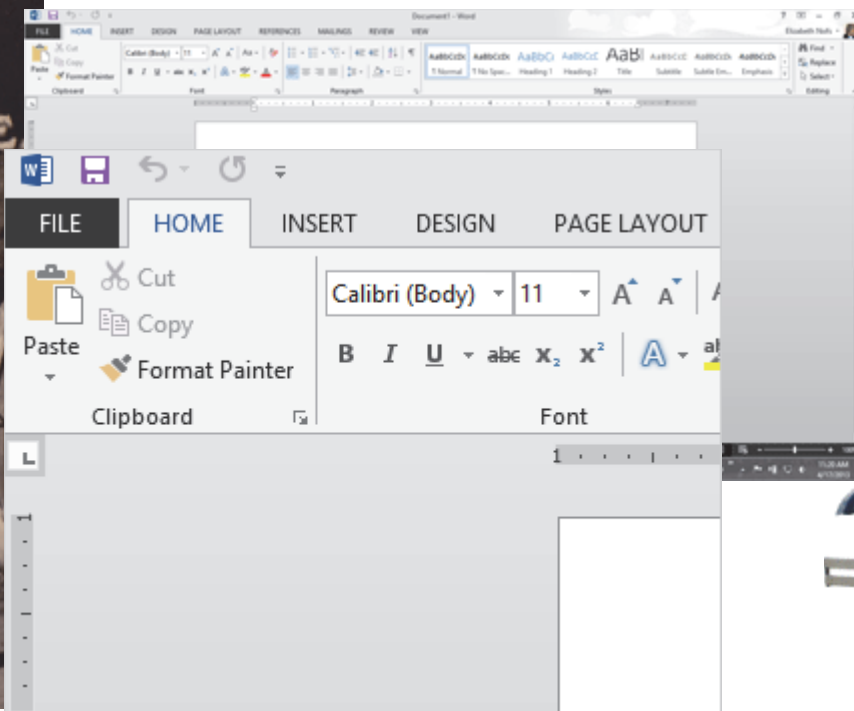
1. [Header and Footer Tools-> Design](#), page 144
2. [Header and Footer Tools-> Page Number-> Current Position](#), page 145
3. [Header and Footer Tools-> Design-> Date and Time](#), page 148
4. [Header and Footer Tools-> Design-> Different First Page](#), page 150
5. [Header and Footer Tools-> Design->Link to Previous](#), page 153
6. [Header and Footer Tools-> Design->Different Odd and Even Pages](#), page 154
7. [References-> Table of Contents](#), page 157
8. [References-> Insert Citation](#), page 167
9. [References-> Insert Caption](#), page 173





Going in Style

Styles are used to create documents that are formatted consistently: All of the headlines are the same font, size and alignment. The goal of this lesson is to use the Styles to create a Table of Contents. This same technique can be used to create an Index, as well as, reference pages such as a Bibliography or a Table of Authorities.



Working with the pages

There are several advanced layout lessons we need to cover before creating the Table of Contents. The next pages demonstrate how to work with Headers, Footers, Page Numbers and Sections.

So, if you are ready, please Start Microsoft Word.





Microsoft Word Advanced

Before You Begin: This lesson uses the Sample Windows Deployment document we developed in the previous lesson. This document has Styles (Heading1) as well as page breaks.

Try This: Open a Sample File

Start Microsoft Word.

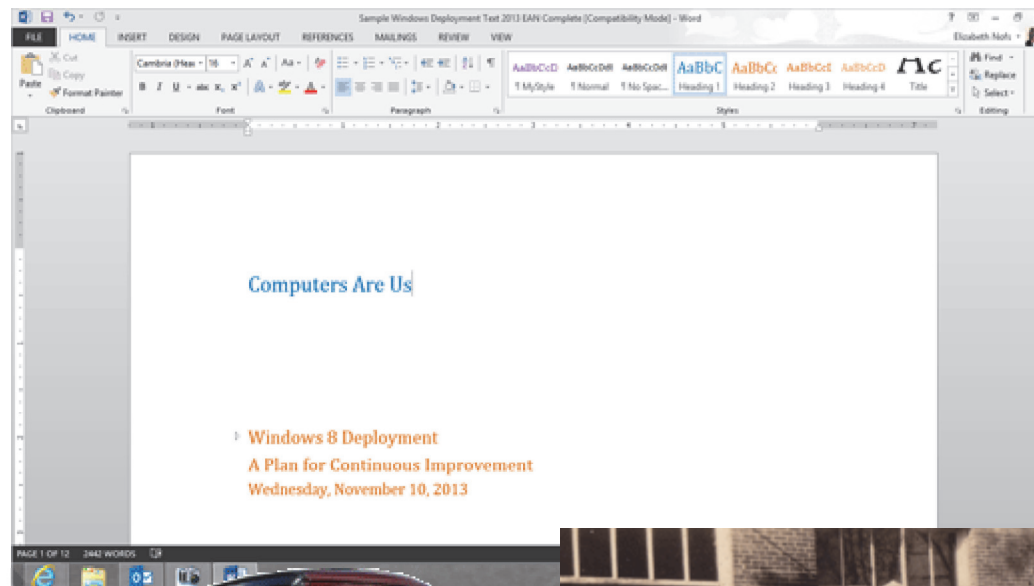
Go to **File->Recent**.

If you are continuing from the previous lesson, the Sample Windows Deployment document should be on the list with your recent work.

What If It Isn't There? Please download a copy from the online course.

Keep going...

File -> Recent





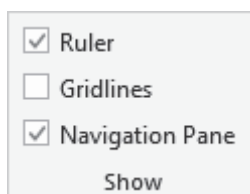
Review the Styles

Which Styles are in use? Good question.

Try This: View the Styles

Go to **View->Show**.

Select: **Navigation Pane**.

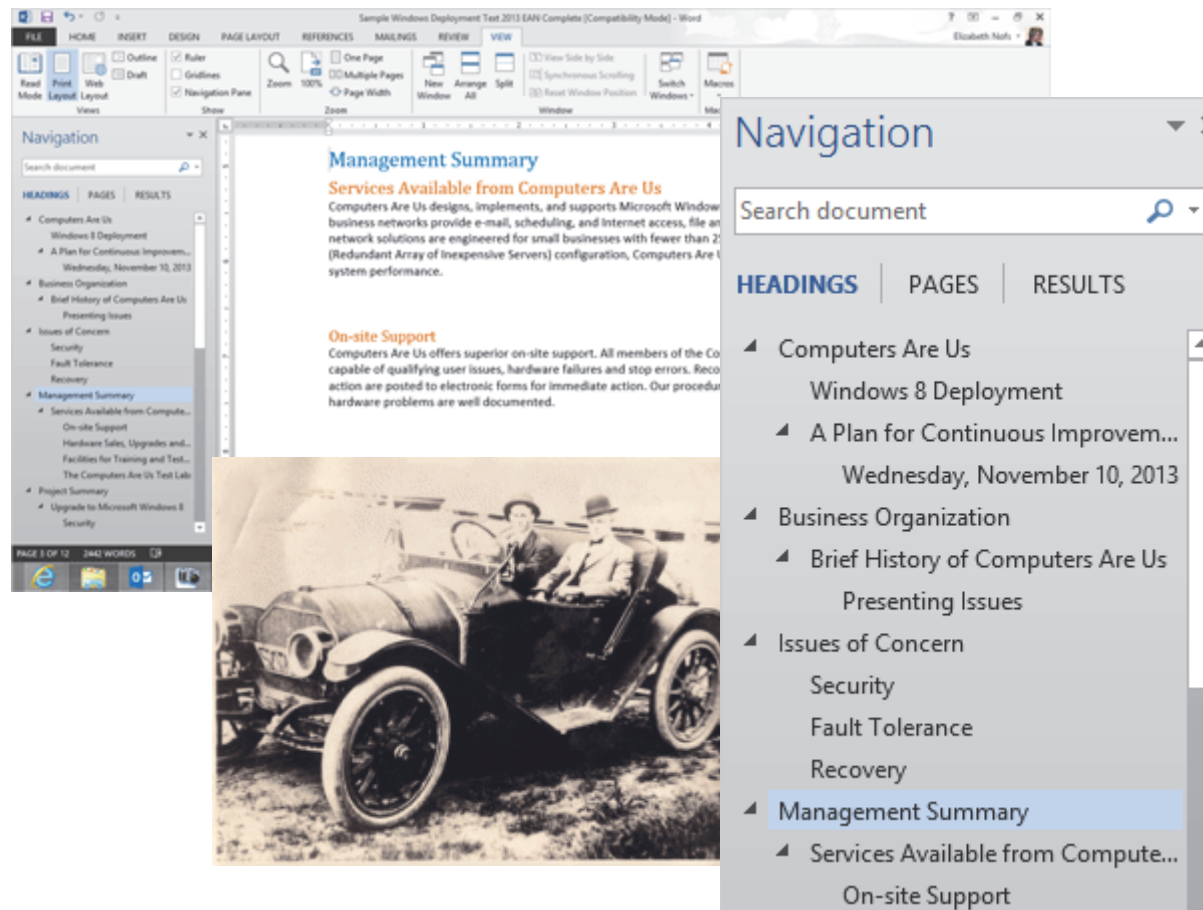


What Do You See? The Styles that are in use are listed in the Navigation pane.

We used the Styles to indicate which words were Heading 1, Heading 2, etc. The **Navigation** pane uses these Styles to navigate to specific places in a document.

Keep going...

View-> Show-> Navigation Pane



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Create Bookmarks with Styles



Format Text: Quote

Let's practice working with Styles to review the steps. Here is a bit of formatting that's fun to use: The Quote Style works well. You can quote me on that...OK, bad pun.

Before You Begin: Enter a Quote

Place your cursor in the Body Text of your sample document. **Type:**

"Controlling your environment makes you happy."

Try This: Format Quoted Material

Select the text you just typed in.

Go to **Home -> Styles**.

Select: **Intense Quote**.

Try This, Too: Format a Paragraph

Select a paragraph: Computers Are Us...

Go to **Home -> Styles**.

Select: **Quote**.

The Styles will be applied to all of the text that you selected.

Keep going...

Home -> Styles ->Quote

Sample Windows Deployment Test 2013 EAH-Complete (Compatibility Mode) - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Navigation

Search document

HEADINGS PAGES RESULTS

Computers Are Us
Windows 8 Deployment
A Plan for Continuous Improvement
Wednesday, November 10, 2013
Business Organization
Brief History of Computers Are Us
Presenting Issues
Issues of Concern
Security
Fault Tolerance
Recovery
Management Summary
Services Available from Computers Are Us
On-site Support
Hardware Sales, Upgrades and...
Facilities for Training and Test...
The Computers Are Us Test Lab
Project Summary
Upgrade to Microsoft Windows 8
Security

Styles

Emphasis Intense E... Strong Quote Intense Q... Subtle Ref...

fewer than 250 users. By implementing a RAIS (Redundant Array of Inexpensive Servers) configuration, Computers Are Us can reduce costs and improve system performance.

"Controlling your environment makes you happy."

On-site Support
Computers Are Us offers superior on-site support. All members of the Computers Are Us Team are capable of qualifying user issues, hardware failures and stop errors. Recommendations for corrective action are posted to electronic forms for immediate action. Our procedures for analyzing and correcting hardware problems are well documented.

Management Summary

Services Available from Computers Are Us

Computers Are Us designs, implements, and supports Microsoft Windows 8 client/server systems. Our business networks provide e-mail, scheduling, and Internet access, file and database management. Our network solutions are engineered for small businesses with fewer than 250 users. By implementing a RAIS (Redundant Array of Inexpensive Servers) configuration, Computers Are Us can reduce costs and improve system performance.

"Controlling your environment makes you happy."

Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Add Styles to Text



Before You Begin: Use the Navigation pane to go to Issues of Concern. This text is formatted as a Heading 1.

Try This: Format Another Style
Select a headline: Security.
Go to **Home-> Styles -> Heading 2**.

Please format the following headlines with
Heading 2 as well:
Fault Tolerance
Recovery

Keep going...

Memo to Self: You may have already formatted these Headlines in the previous lesson. If so, you get another cookie.

Sample Windows Deployment Test 2013 EAP Complete [Compatibility Mode] - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW Elizabeth Nohs

Cambria (Head) 14 Aa Bb Cc Dd Heading 1 Heading 2 Heading 3 Heading 4 Title Find Replace Select

Navigation Search document

HEADINGS PAGES RESULTS

- Computers Are Us
 - Windows 8 Deployment
 - A Plan For Continuous Improvement...
Wednesday, November 10, 2013
 - Business Organization
 - Brief History of Computers Are Us
Presenting Issues
 - Issues of Concern
 - Security
 - Fault Tolerance
 - Recovery
 - Management Summary
 - Services Available from Comput...
 - On-site Support
 - Hardware Sales, Upgrades and...
 - Facilities for Training and Test...
 - The Computers Are Us Test Lab
 - Project Summary
 - Upgrade to Microsoft Windows 8
 - Security

Styles

accidental or malicious file corruption and damage:


Fault Tolerance
In general, there is only one server administering a city or township. This server handles logons, security and user groups, and data warehousing of the FundBalance program. Computers Are Us strongly recommends that municipalities establish this goal: No single point of failure.

Recovery
An information system is only as good as the data that is backed up on regular intervals. Applications, user groups, and network mappings can all be reinstalled from a backup.

Issues of Concern

Security

Most municipal information systems are not secure. The station which allows citizens to look up their tax records stores confidential user data from this workstation. The information is vulnerable to accidental or malicious file corruption and damage.



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.2 Format Text and Paragraphs: Add Styles to Text



Navigating the Styles

What Do You See? Please look at the Navigation on the left side of your screen. Which Styles are listed?

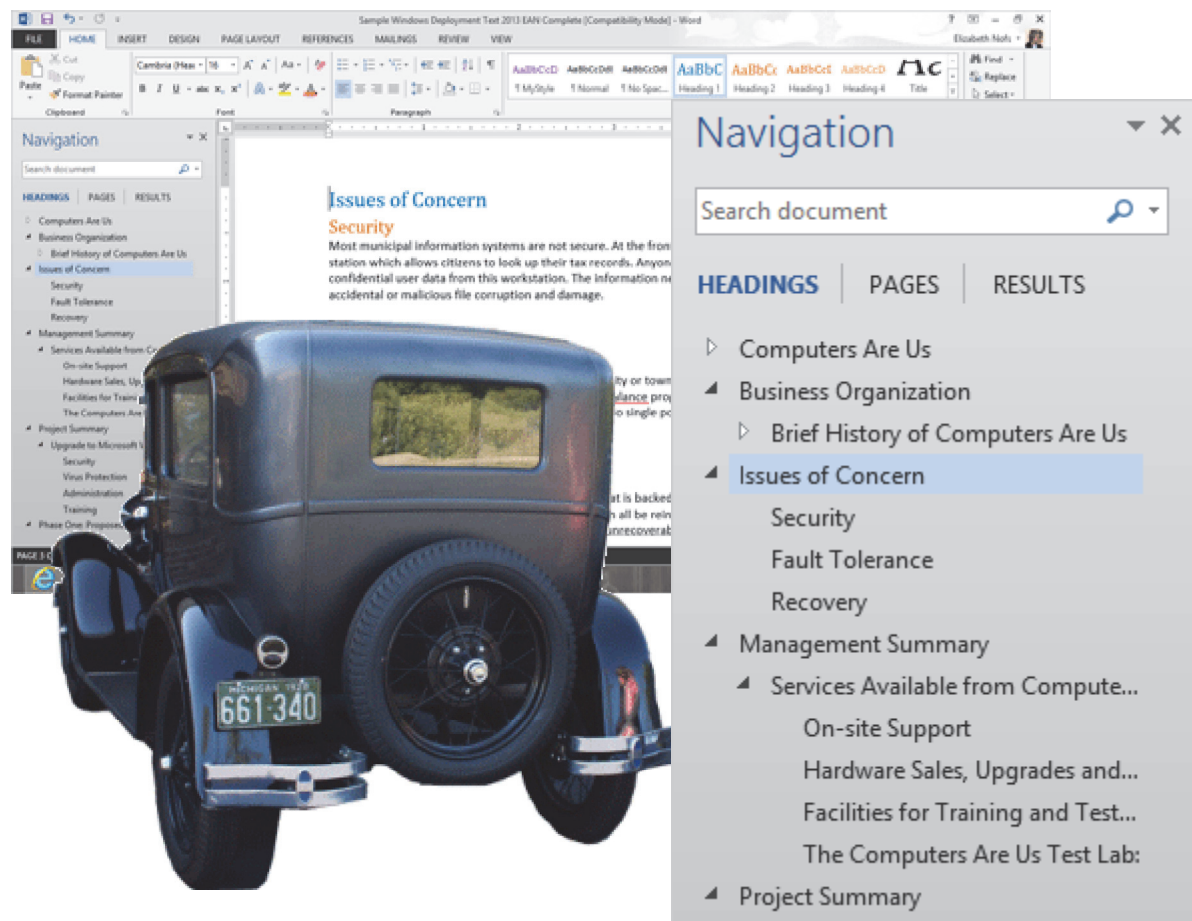
By default, Heading 1, 2 and 3 should appear in the Navigation pane. The Navigation pane looks like an outline: Heading 2 is indented under Heading 1.

Look Again: The Intense Quote and the Quote, although both are Styles, do not show up in the Navigation Pane.

The Table of Contents works like the Navigation pane: the text that is formatted Heading 1, 2 and 3 will be included in the Table of Contents.

Memo to Self: You can turn off the Navigation pane if you wish. Click on the little "x" in the right corner to Exit.

View-> Show-> Navigation



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.2 Navigate Through a Document: Navigate with Styles



Headers and Footers

A Table of Contents has page numbers. Page numbers are placed in the Header or the Footer. What is a footer?

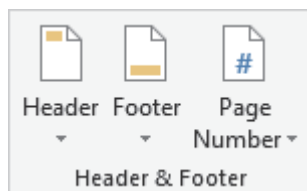
Try This: Insert a Footer

Go to page 2: Business Organization

Go to **Insert ->Header & Footer**.

Click on **Footer**.

Select: Blank (Three columns)

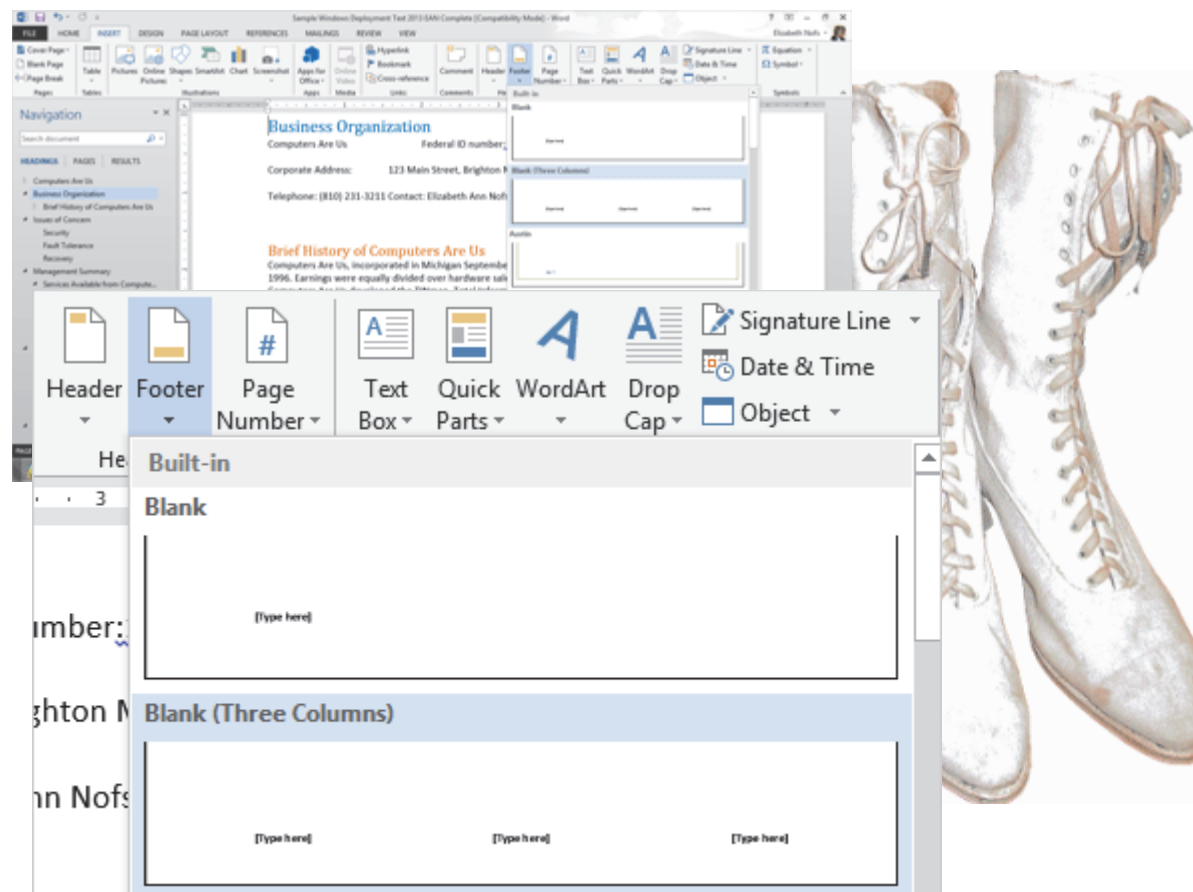


This **Footer** sets up three Tab Stops.

Keep going...

Memo to Self: At the bottom of the Header, Footer or Page Number options is the command to **Remove** the Header, Footer or Page Number.

Insert -> Header & Footer->Footer



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Insert Simple Headers and Footers



Headers and Footers

What Do You See? A new text box will open on the bottom of your document. At the top of the document are the Header and Footer Tools.

The rest of your document text will appear dim, and cannot be edited while you work with the Headers and Footers.

What Else Do You See? This Footer has three little Quick Parts that you can edit.

Try it: Edit the Footer

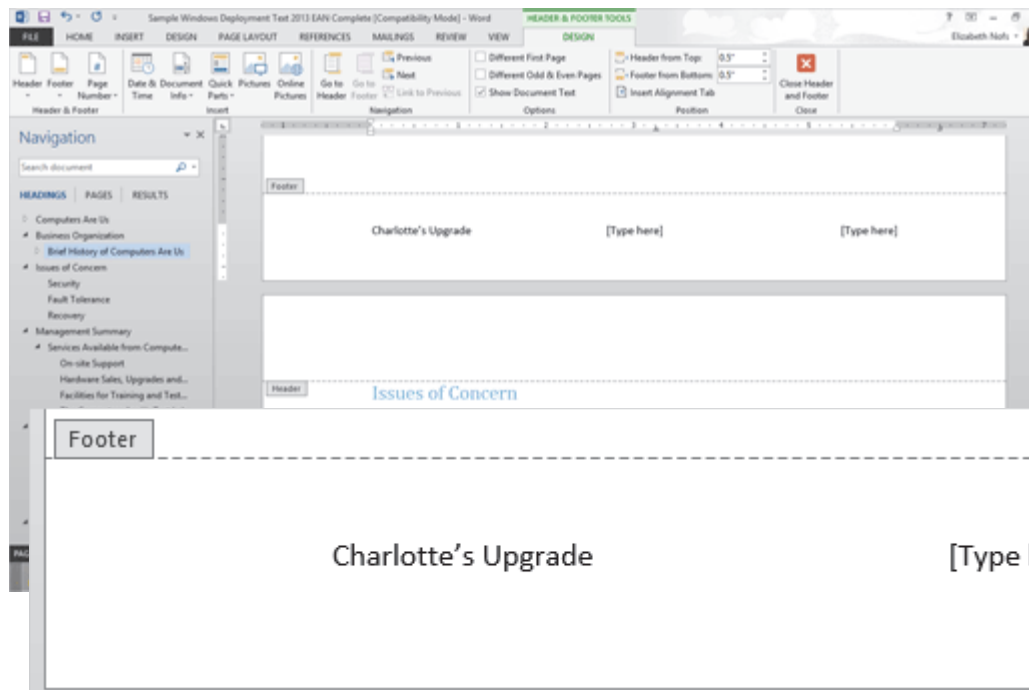
Go to the **Footer**.

Click on **Type here**

Type: Charlotte's Upgrade

Keep going...

Header & Footer Tools -> Design



*The Computer Mama says,
"OK, OK, I get it. Footers..."*

Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Edit Headers and Footers



Insert the Page Number

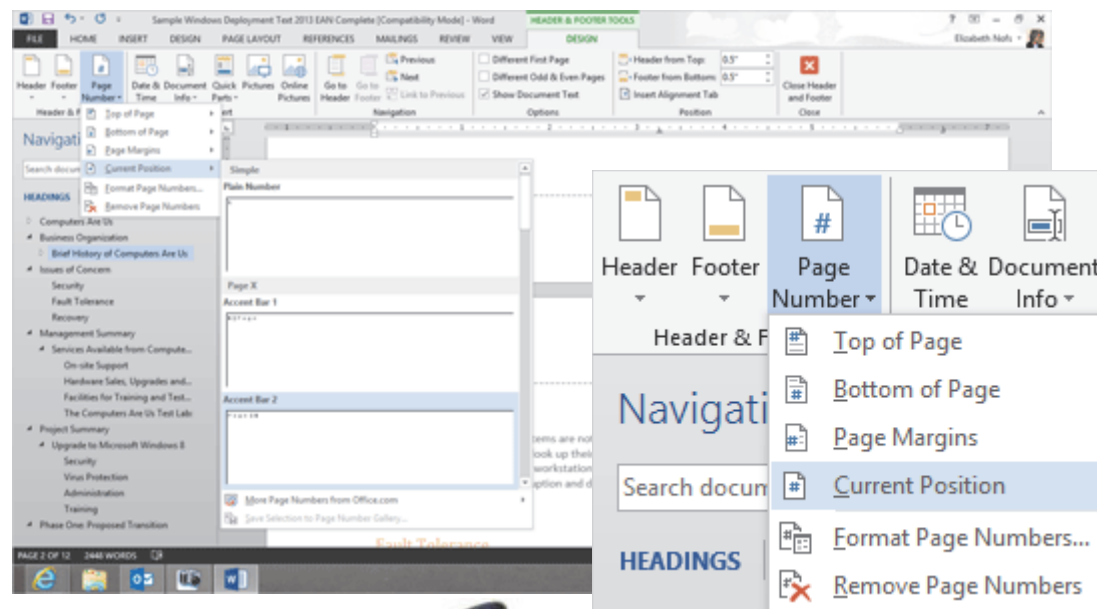
Page numbers are usually placed in the footer. Here are the steps.

Before You Begin: Place your cursor in the Quick Part on the far right of the Footer, where it says [Type here].

Try This: Insert the Page Number
Go to **Header and Footer Tools->Design**.
Go to **Header & Footer**.
Go to **Page Number ->Current Position**.
Select: Accent Bar 2.

Keep going...

Header & Footer Tools ->Design->Header & Footer-> Page Number-> Current Position



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Insert Page Numbers



Format the Page Number

What Do You See? A new page number should be displayed in the bottom right corner of the Footer. What page number is it showing? You can format the numbering if you wish.

Before You Begin: Select the page number. It is a Merge field, so it will be highlighted light grey when you select it.

Try This: Format Page Numbers

Go to the **Header and Footer Tools**.

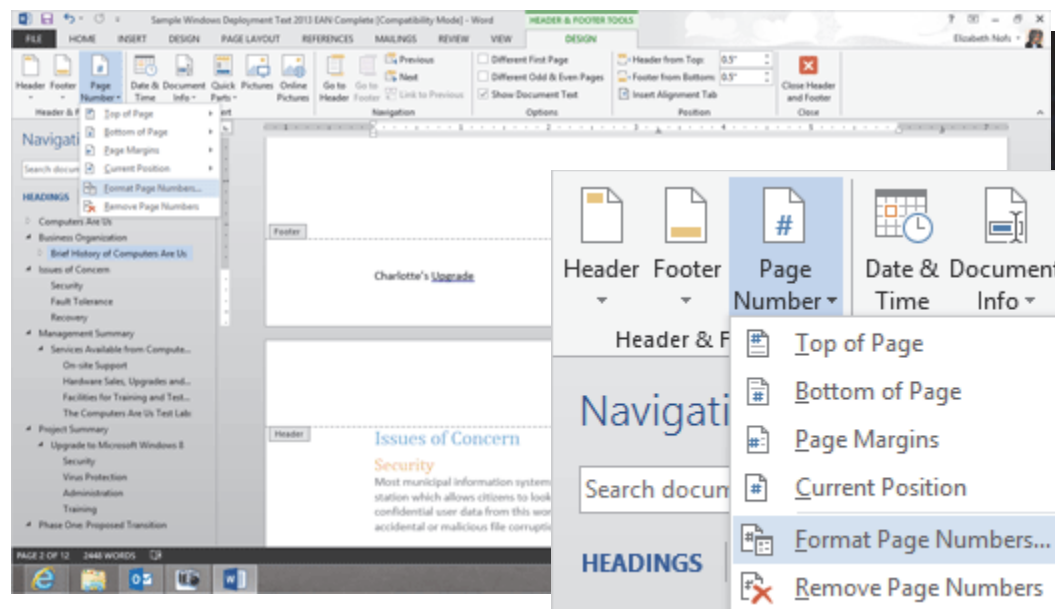
Go to **Header & Footer**.

Go to **Page Number**.

Click on **Format Page Numbers**.

Keep going...

Header & Footer Tools -> Header & Footer-> Page Number ->Format Page Numbers



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Format the Page Numbers



Page Number Format

Try This, Too: Edit the Number

By Default, the **Number Format** is whole numbers: 1, 2, 3. You can choose letters or Roman numerals.

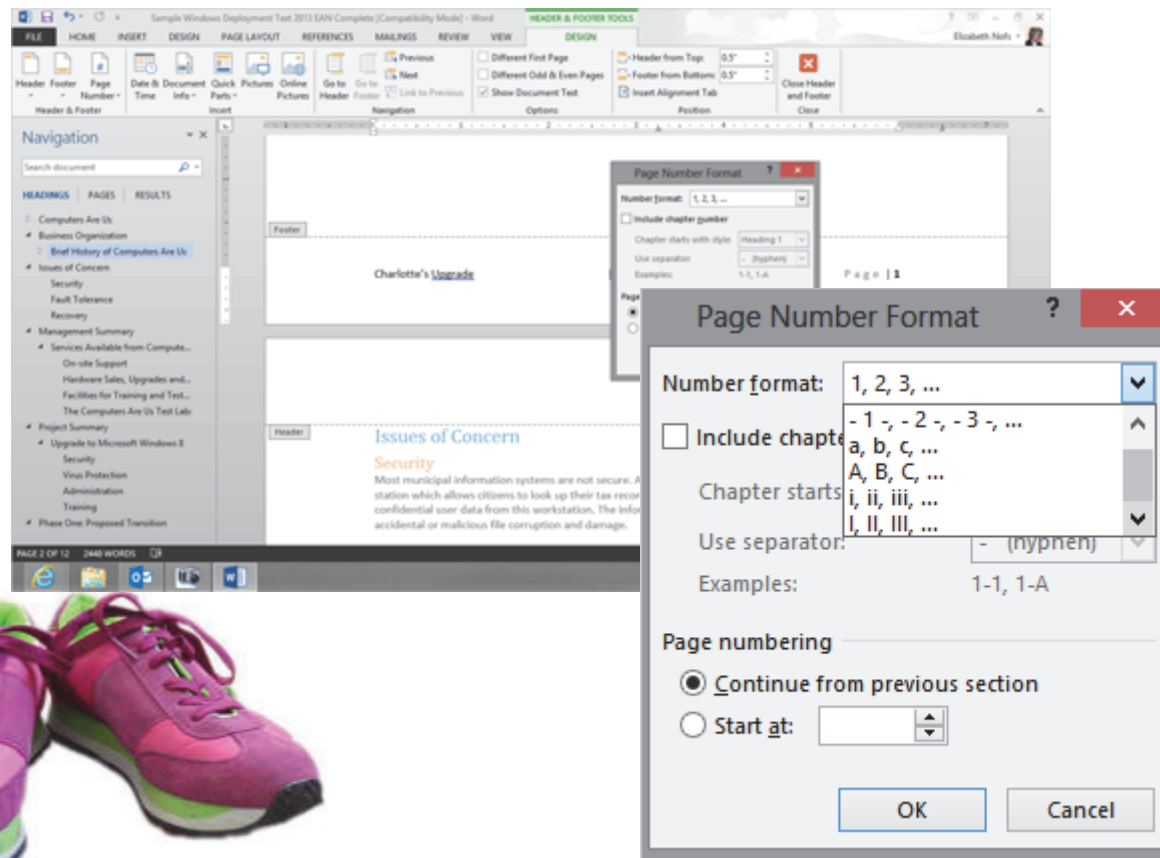
The **Page numbering** can continue from the previous section, or start with a different number.

Where Have You Seen This Before? The first pages in a book are often numbered with i, ii, iii. The first chapter then begins on the right hand page with the number 1.

Click **OK** to close this little window.
Keep going...



Header and Footer Tools -> Header & Footer ->Page Number ->Format Page Numbers



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Insert Page Numbers in the Footer



Insert the Date and Time

Many documents also need a Date/Time Stamp. It can be added to the Footer as well. Did you know that you can make the Date/Time automatically update?.

Try This: Update the Date and Time

Go to **Header and Footer Tools**.

Go to **Design-> Insert**.

Click on **Date and Time**.

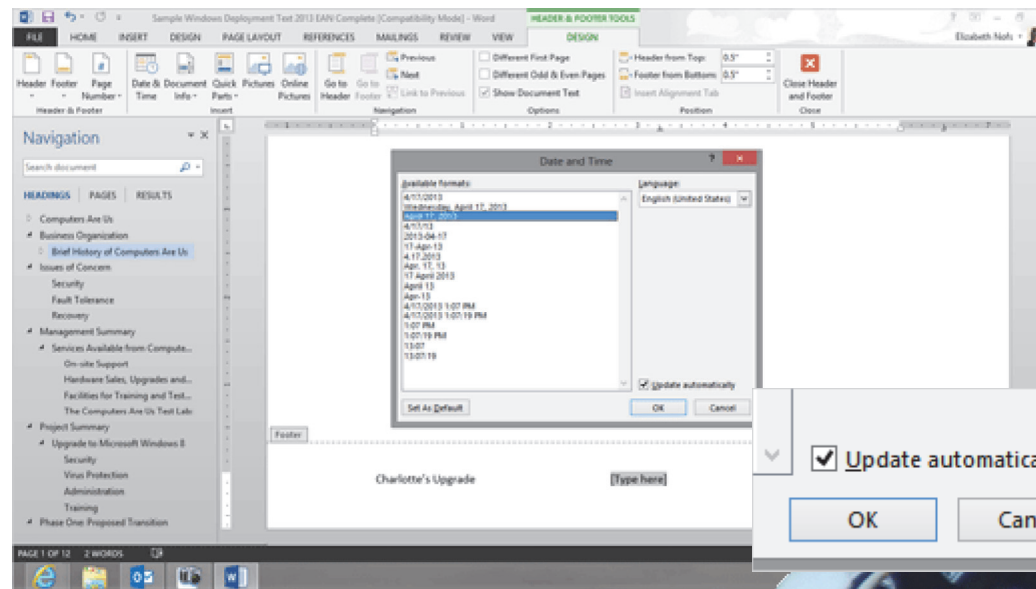
Click **OK** to add the Date and Time.

What Do You See? A new window will offer several short, medium and long date formats. Look in the bottom right corner for the option to **Update Automatically**.

How Does It Work? When you click on the Date/Time you should see the **Update** option.

Pretty cool.

Header and Footer Tools -> Design -> Insert -> Date and Time



Exam 77-418 Microsoft Word 2013
1.0 Create and Manage Documents
1.3 Format a Document: Insert the Date and Time in the Footer



Format the Margins

The text and Quick Parts in the Footer can be repositioned with the Tab Stops.

Try This: Change the Tab Stops

Place your cursor in the Footer in front of the text: Charlotte's Upgrade.

Go to the Ruler on top of the document.
Drag the first Tab Stop to the right.

What Do You See? There should be a guide line from the Tab Stop to the footer to help you reposition the text.



Header and Footer Tools -> Design

The screenshot displays the Microsoft Word 2013 interface with the 'Header & Footer Tools -> Design' tab active. The ribbon shows options for 'Header from Top', 'Header from Bottom', 'Footer from Bottom', and 'Insert Alignment Tab'. The document content shows a footer with the text 'Charlotte's Upgrade' and 'April 17, 2013'. A ruler at the bottom shows a tab stop being moved.

Exam 77-418 Microsoft Word 2013
 1.0 Create and Manage Documents
 1.3 Format a Document: Format the Margins in the Footer



More Headers and Footers

Did you know that you can have different Headers and Footers for each part of your document? Start with the first page. Usually the first page is different than the rest of the pages.

Try it: Create a Different First Page

Please go to Page 1.

Go to the **Header and Footer Tools**.

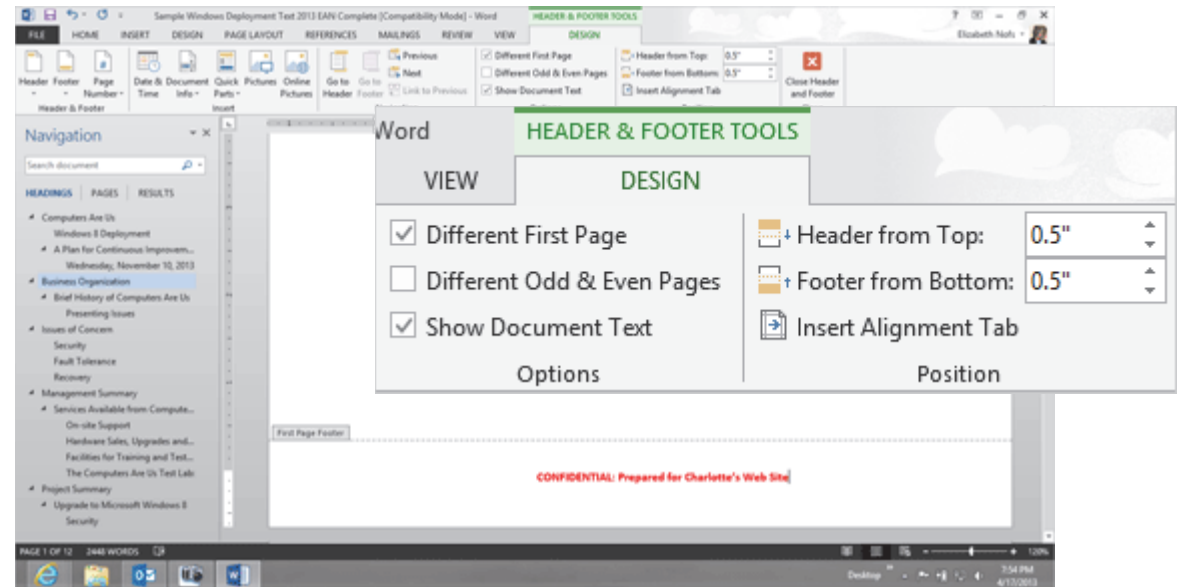
Click on the **Design** tab.

Check **Different First Page**.

Add this text: **CONFIDENTIAL: Prepared for Charlotte's Web Site.**

You can format this text Bold and Red.

Header and Footer Tools -> Design-> Options



First Page Footer

CONFIDENTIAL: Prepared for Charlotte's Web Site

Exam 77-418 Microsoft Word 2013

1.0 Create and Manage Documents

1.3 Format a Document: Edit Headers and Footers Different First Page



Review the Footers

Is the First Page Footer different than the Footer on page 2? Let's find out.

Before You Begin: Close the Footer

Go to the **Header and Footer Tools**.

Go to **Design-> Close**.

Click on **Close the Header and Footer**.

Try This: Review the Footers

The Navigation Pane is turned off.

Go to **View->Show**.

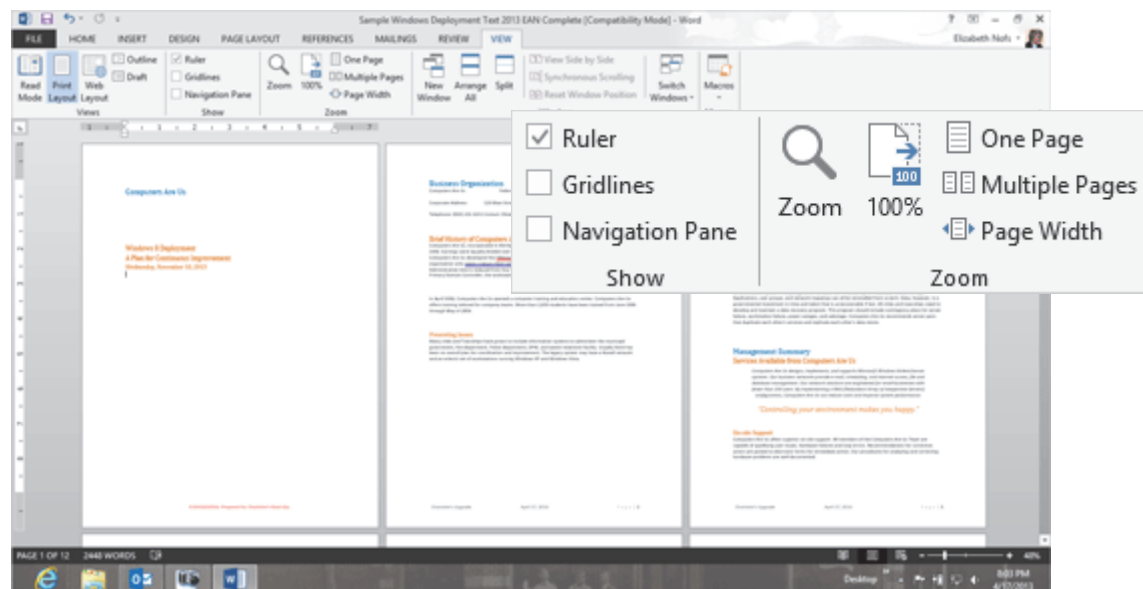
Then go to **Zoom -> Multiple Pages**.

What Do You See? The text on page 1 is BOLD and Red. The text on page 2 is not the same and it includes the page number.

Did You Notice: When you are in Print Layout view, the text in the Header or Footer is dim. You can open the Header or Footer by double-clicking it.

Please return the Zoom to 100%.

View-> Show->Zoom-> Multiple Pages



CONFIDENTIAL: Prepared for Charlotte's Web Site

Charlotte's Upgrade

April 17, 2013

Page | 2

Exam 77-418 Microsoft Word 2013

1.0 Create and Manage Documents

1.3 Format a Document: Edit Headers and Footers Different First Page



Different Sections

Say you had three **Sections** in your document and you wanted each section to have a different Header or Footer. To do this, you need to insert a **Break** and choose a **Continuous Section Break**.

There are four kinds of Section Breaks: Next Page, Continuous, Even and Odd.

Try it: Insert a Section Break

Begin on page 3.

Place your cursor before the headline: Issues of Concern.

Go to **Page Layout**.

Find the **Page Setup** Group.

Select **Breaks**.

Choose **Section Breaks ->Continuous**.

Add a Continuous Section Break to:

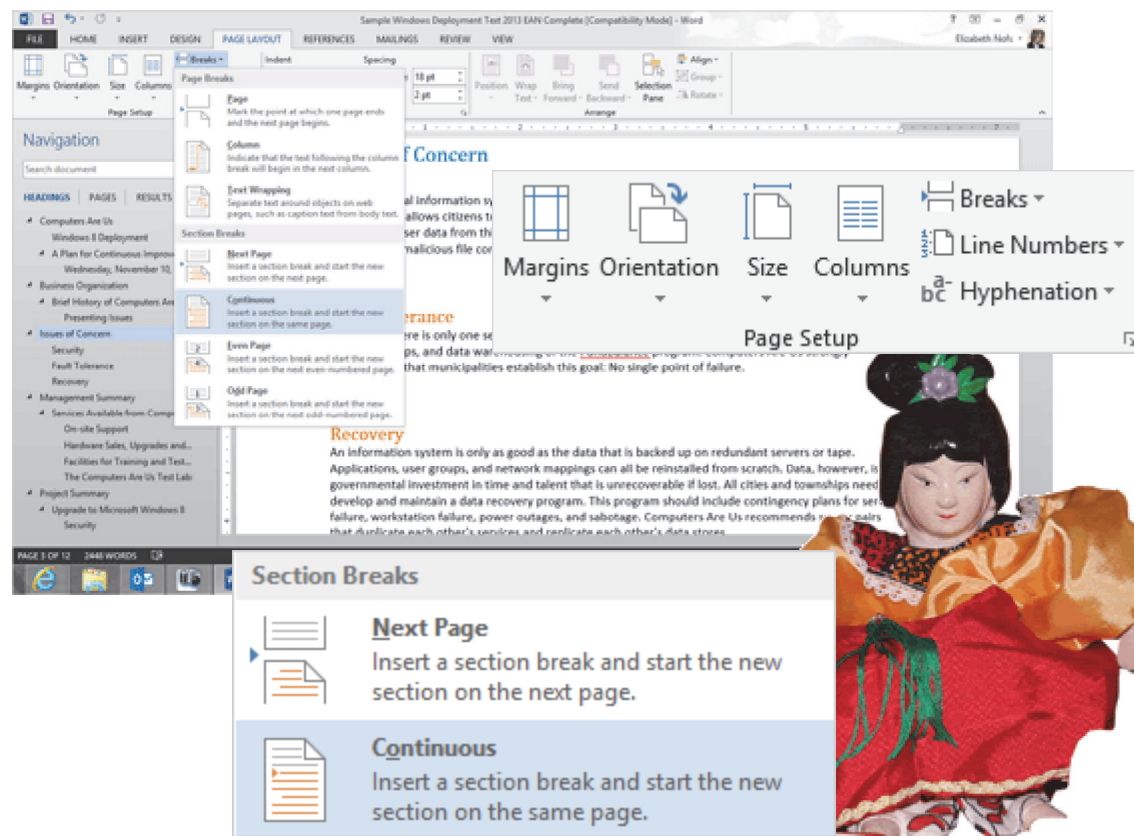
Issues of Concern

Phase One

Phase Two

Phase Three

Page Layout -> Breaks ->Section Breaks->Continuous



Exam 77-418 Microsoft Word 2013

2.0 Format Text, Paragraphs, and Sections

2.3 Order and Group Text and Paragraphs: Insert Breaks to Create Sections



Different Footers

Working with the sections requires some thought. The key to making this option work is the **Link to Previous** command. When that link is turned off, you can make each Section have unique Headers and Footers.

Try it: Remove Link to Previous

Go to page 3, Issues of Concern.
Double click the **Header** to open it.
Type: Computer Upgrade.
Tab to the center of the Header.
Type: Issues of Concern.

Use the **Navigation** buttons to go to the **Next Section**, Phase 1.
Do NOT **Link to Previous**. (Click it off)
Type in the Header: Phase 1.
Try it with Phase 2 and Phase 3, too.

What Do You See? Are the Next and Previous Sections different?

What If It Doesn't Work? Please start again from page 1 and make sure the sections are NOT linked. Then add the text.

Header and Footer Tools -> Design-> Navigation

The screenshot displays the Microsoft Word 2013 interface with the **Header & Footer Tools -> Design -> Navigation** tab selected. The ribbon contains the following options:

- Previous** (icon: left arrow)
- Next** (icon: right arrow)
- Link to Previous** (icon: document with left arrow)
- Link to Next** (icon: document with right arrow)

A callout box titled **Navigation** highlights the **Previous**, **Next**, **Link to Previous**, and **Link to Next** buttons. Below the ribbon, a preview of the document shows the header and footer for 'Issues of Concern' and 'Computer Upgrade'. The footer for 'Issues of Concern' is 'First Page Header -Section 2-' and the footer for 'Computer Upgrade' is 'First Page Header -Section 3-'. The main body of the document shows the text 'Phase One: Proposed Transition'.

Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.3 Order and Group Text and Paragraphs: Insert Breaks to Create Sections



Odd and Even Headers

Open any book and you will see that the Headers and Footers are different on the Odd and Even Pages. The Odd pages usually have the name of the chapter. The Even pages may have the name of the section or the name of the book.

Try This: Create Odd and Even Pages

Go to Page 3.

Go to the **Header and Footer Tools**.

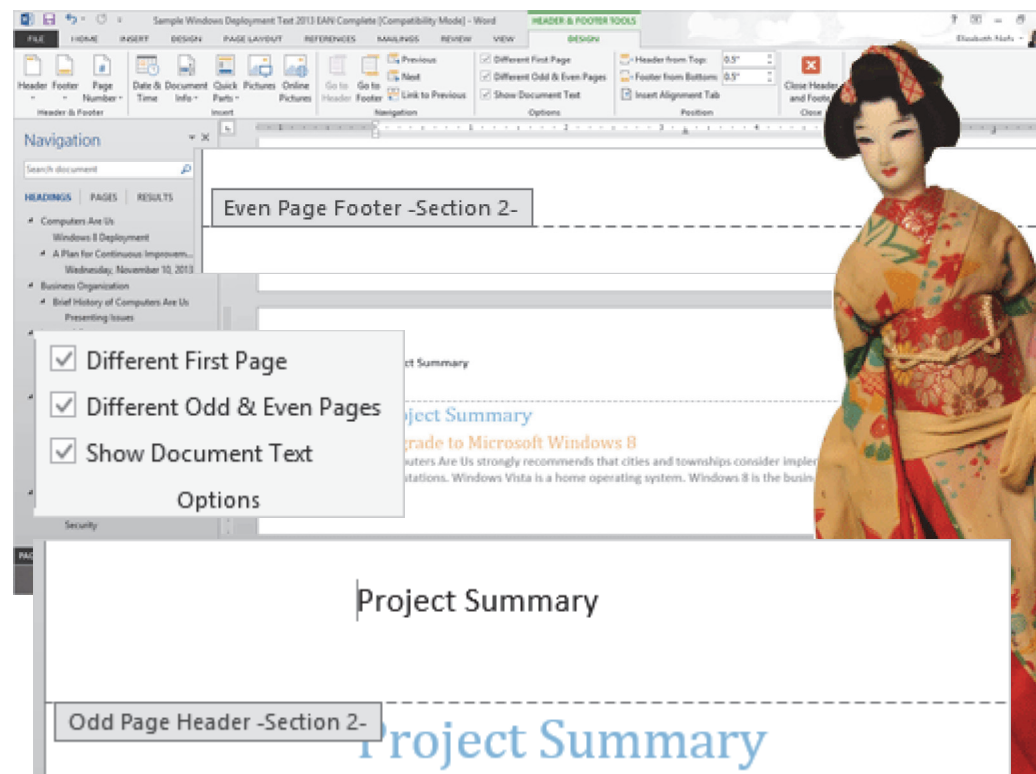
Go to **Design-> Options**.

Click **Different Odd and Even Pages**.

What Do You See? The Header for Section 1 will have an Odd Page Header. You may need to use the Page Up and Page Down buttons to navigate to odd and even pages.

Memo to Self: The Odd pages are on the right side, the Even pages are on the left side. That's the way books have been made for a couple hundred years.

Header and Footer Tools -> Design->Options-> Different Odd and Even Pages



Exam 77-418 Microsoft Word 2013
 2.0 Format Text, Paragraphs and Sections
 2.3 Order and Group Text and Paragraphs: Add Titles to Sections



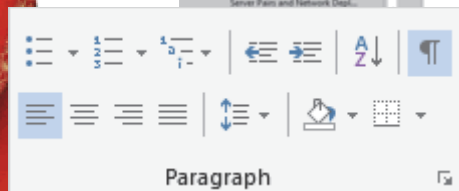
Delete the Section Breaks

Try This: Remove the Breaks

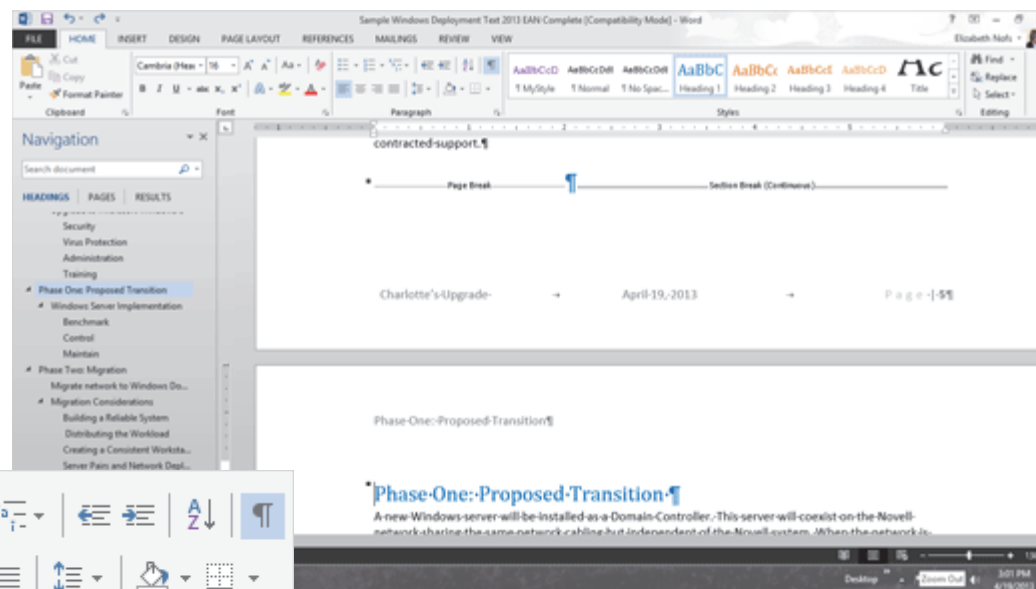
Go to **Home -> Paragraph**.

Click on the **Show/Hide** button.

What Do You See? Each **Page Break** and **Section Break** is identified. You can place your cursor on the Break and delete the Break if you wish.



Home -> Paragraph -> Show/Hide



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.3 Order and Group Text and Paragraphs: Delete Section Breaks



Insert a Page Break

Now that you have the Styles in place, it is easy to build a **Table of Contents**.

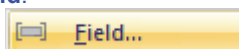
Before You Begin: Add a Blank Page For the Table of Contents. First, make a blank page between Page 1 and Page 2.

Try This: Insert a Page Break

Place your cursor at the top of Page 2.
Go to **Insert -> Pages->Page Break**.

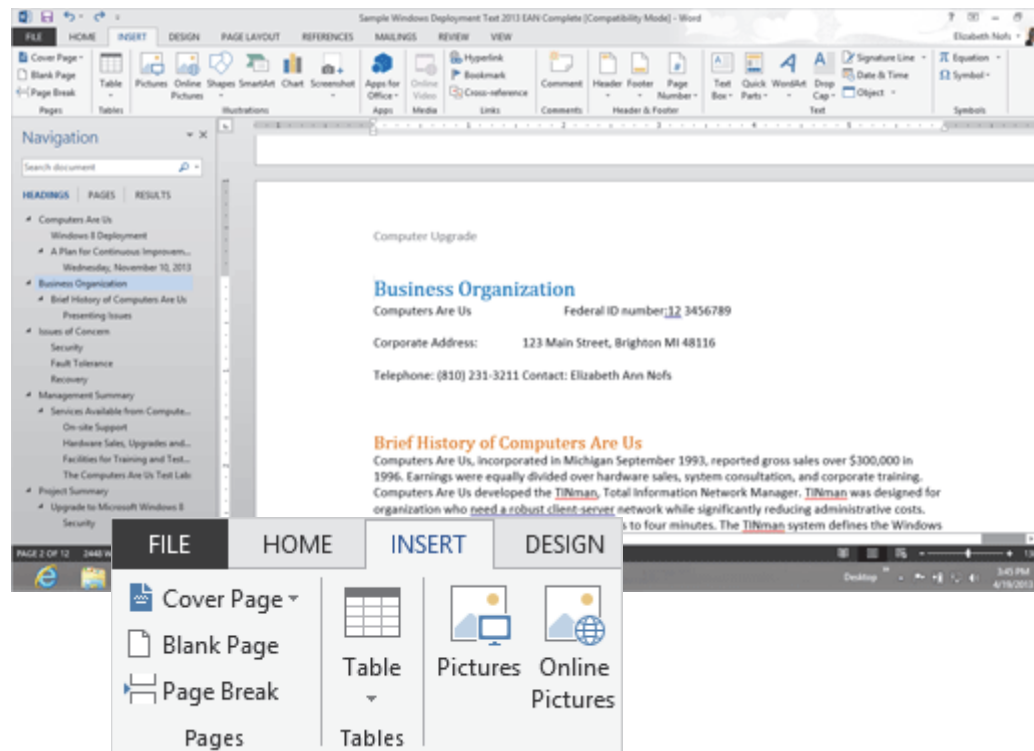
Keep going...

Memo to Self: You can add a Table of Contents, Figures or Authority with Quick Parts, too.
Go to **Insert->Text->Quick Parts**.
Select: **Field**.



Look through the Field list and you will recognize many of the tools in this lesson.

Insert -> Pages-> Page Break



Exam 77-418 Microsoft Word 2013
2.0 Format Text, Paragraphs, and Sections
2.3 Order and Group Text and Paragraphs: Insert Page Breaks



Table of Contents

1. Try This: Create a Table of Contents

Go to the new, blank Page 2,
Go to **References-> Table of Contents**.
Click on **Table of Contents**.
Select a table from the gallery.
Keep going...



The Computer Mama is from Detroit.
This is an example of *Going in Style*.

References-> Table of Contents-> Table of Contents

The screenshot shows the Microsoft Word 2013 interface with the **REFERENCES** ribbon active. The **Table of Contents** group is expanded, showing the **Table of Contents** button. A gallery of table of contents templates is displayed, including **Automatic Table 1**, **Automatic Table 2**, and **Manual Table**. The **Automatic Table 1** template is selected, showing a preview of a table of contents with three headings. A large number '1' is visible in the top right corner of the document area.

Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.2 Create and Manage Reference Tables: Create a Table of Contents



The Table of Contents

What Do You See: A new Table of Contents will be created on Page 2. It is interactive. The Table of Contents is a set of hyperlinks to your Headings. Run your mouse over the contents and watch the cursor. You can click on any topic and go to the right page.

These hyperlinks act differently than links on a web page. Say you wanted to go to page 4. In Word, hold the CONTROL (Ctrl) key on the keyboard when you click on a hyperlink. You should go to page 4.

You can edit the Table of Contents if you wish. Say you wanted to delete the reference to the headlines on Page 1. Here are the steps.

2. Try This: Edit the Table of Contents

Place your cursor at the end of the second line in the Table of Contents. Highlight the three lines of text from the first page and delete them.

Keep going...

References-> Table of Contents

The screenshot shows the Microsoft Word 2013 interface. The top part displays the 'REFERENCES' tab with the 'Table of Contents' button in the 'Table of Contents' group. The bottom part shows the resulting Table of Contents on Page 2 of 14. The Table of Contents lists the following sections and their corresponding page numbers:

Section	Page
Business Organization	3
Brief History of Computers Are Us	3
Presenting Issues	3
Issues of Concern	4
Security	4
Fault Tolerance	4
Recovery	4

Exam 77-426 Microsoft Word 2013 Expert
 3.0 Create Advanced References
 3.2 Create and Manage Reference Tables: Edit the Table of Contents



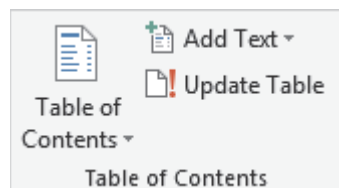
Editing the T of C

Say you added or deleted the references in the Table. How do you update the Table of Contents?

3. Try it: Update the Table of Contents

Go to the **References** tab.

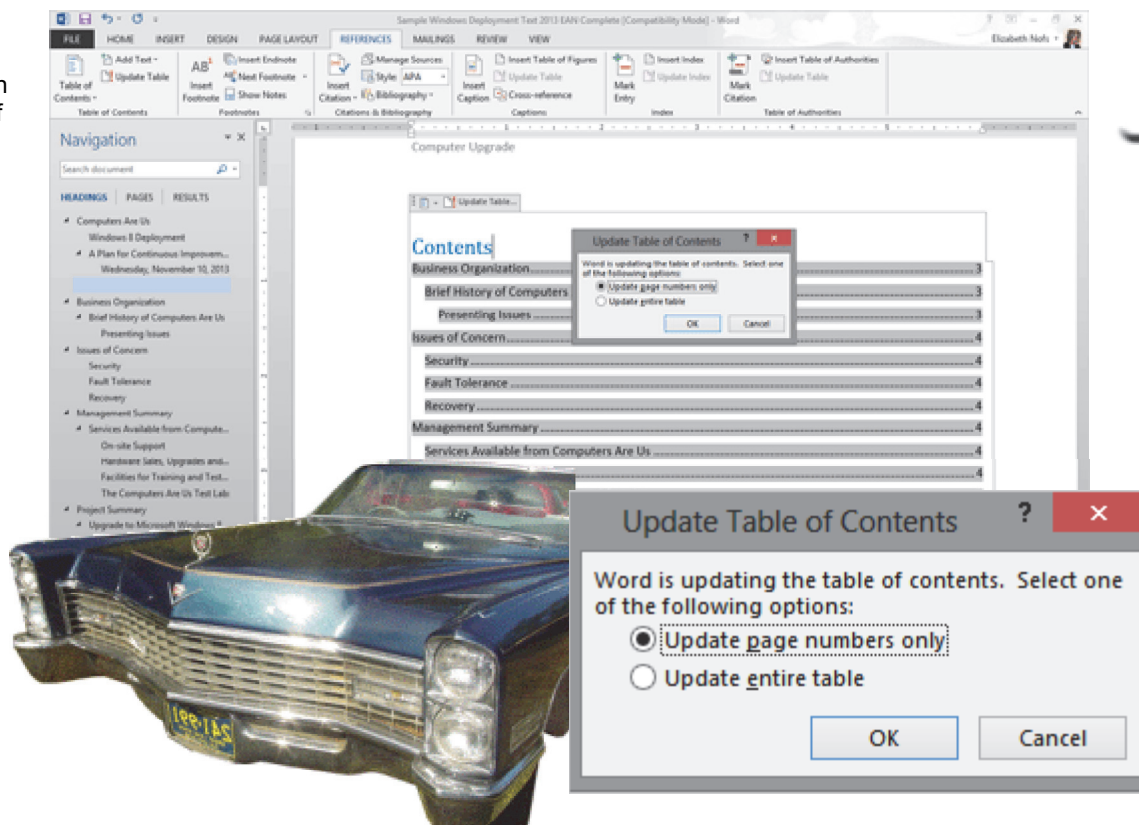
Go to the **Table of Contents** group.
Click on **Update Table**.



You can update just the page numbers, or you can modify the entire table if you add more headings.

Click **CANCEL**. Keep going...

References -> Table of Contents -> Update Table



Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.2 Create and Manage Reference Tables: Edit the Table of Contents



Modify the T of C

The entries in the Table of Contents are generated from the text formatted as Heading 1. You can change the Table if you wish.

4. Try it: Modify the T of C

Go to **References->Table of Contents**.
Select **Table of Contents**.
Go to the bottom of the menu and choose **Custom Table of Contents**.

Keep going...



References -> Table of Contents->Table of Contents-> Custom Table of Contents

The screenshot shows the Microsoft Word 2013 interface with the **REFERENCES** tab selected. The **Table of Contents** group is visible, and the **Table of Contents** button is highlighted. A large number **4** is in the top right corner. Below the screenshot, a detailed view of the **Table of Contents** menu is shown, including options for **Automatic Table 1**, **Automatic Table 2**, **Table of Contents**, **Manual Table**, and **Custom Table of Contents...**.

Table of Contents

Heading 1 1

Heading 2 1

Heading 3 1

Manual Table

Table of Contents

Type chapter title (level 1) 1

Type chapter title (level 2) 2

Type chapter title (level 3) 3

Type chapter title (level 1) 4

Type chapter title (level 2) 4

More Tables of Contents from Office.com

Custom Table of Contents...

Remove Table of Contents

Save Selection to Table of Contents Gallery...

Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.2 Create and Manage Reference Tables: Edit the Table of Contents



Format the Table of Contents

What Do You See? You should see the options for page numbers, alignment, Tab leader, and how many levels you want.

5. Try This: Review the Options

Show page numbers: If you do not check this option, the page numbers will not be displayed in the Table of Contents.

Right align page numbers: If you do not check this option, the numbers will be placed next to the text, separated by a comma.

Tab Leader: The default Tab Leader is periods. You can choose dashes or a line.

Formats: From template means the Table of Contents will match the Normal template. You can select a different Style if you wish.

Show Levels: Levels 1, 2 and 3 are included in the Table of Contents. You can choose to display more or less levels.

Keep going...

References -> Table of Contents -> Insert Table of Contents

Table of Contents

Index **Table of Contents** Table of Figures Table of Authorities

Print Preview

Heading 1 1
Heading 2 3
Heading 3 5

☒ Show page numbers
☒ Right align page numbers
Tab leader:

Web Preview

Heading 1
Heading 2
Heading 3

☒ Use hyperlinks instead of page numbers

General

Formats: From template
Show levels: 3

Options... Modify... OK Cancel

5

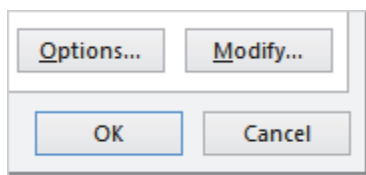
Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.2 Create and Manage Reference Tables: Format the Table of Contents



Advanced T of C Options

Say you wanted to include other Styles in the T of C. There are several advanced options for building the Table of Contents.

Before You Begin: Go to **References**.
Select **Table of Contents**.
Go to **Insert Table of Contents**.
Click on **Options**.

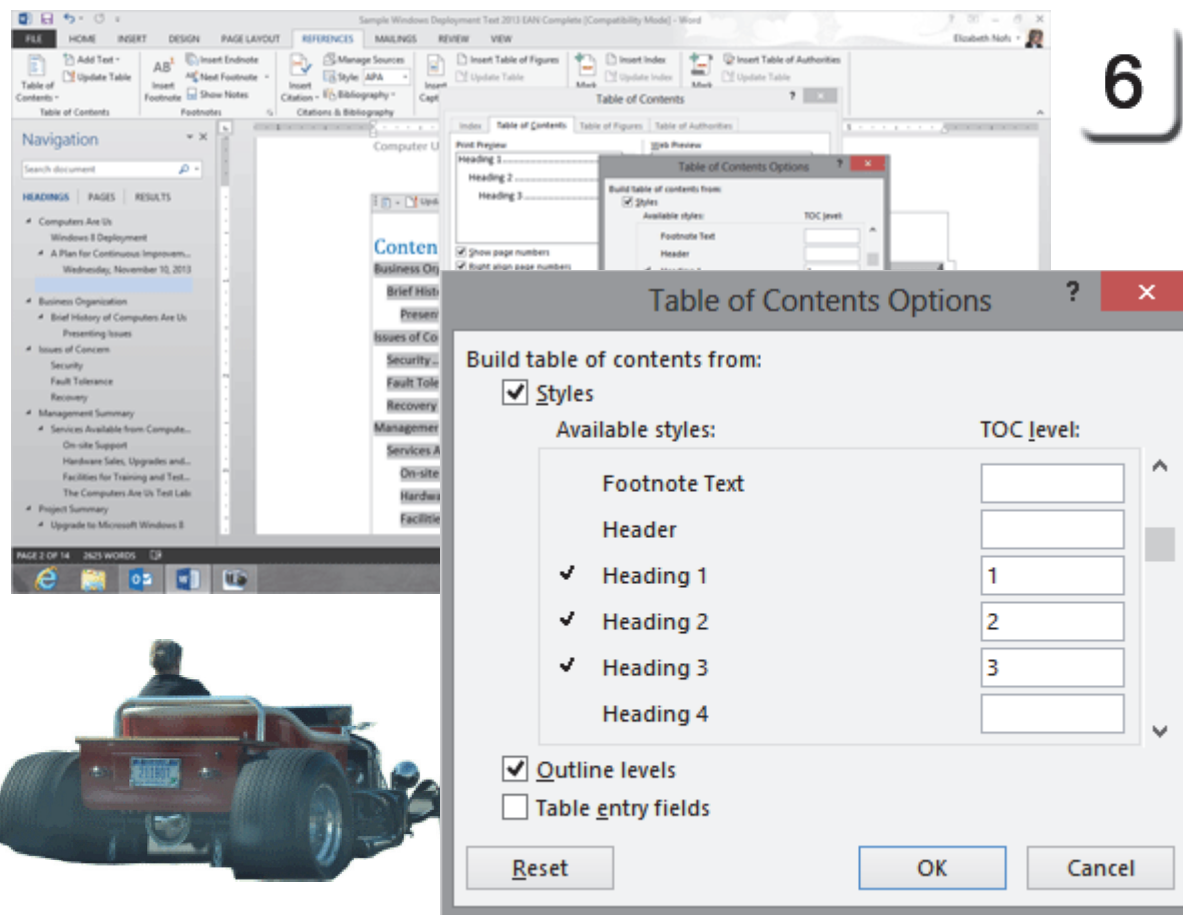


6. Try This: Review the Options

By default, Heading 1, 2 and 3 are included in the Table of Contents. These Options let you select other entries you would like to include. You can include the Captions, Footers, Headers, Quotes, Intense Quotes and Subtitles...but why?

Click **OK** to close this Option Window, please. Then **OK** to close the Tof C Window as well. Keep going...

References -> Table of Contents -> Insert Table of Contents ->Options



Exam 77-426 Microsoft Word 2013 Expert

3.0 Create Advanced References

3.2 Create and Manage Reference Tables: Set Advanced Reference Options (Captions, Footnotes, Citations)



Add Text to the T of C

You can add new topics to the Table of Contents with the **Reference** Ribbon. You can also use this button to change the Level in the Table of Contents.

7. Try it: Add Text to the T of C

Select the text: Long-Term Support.
Go to **References->Table of Contents**.
Click on **Add Text**.
Select **Level 1**.

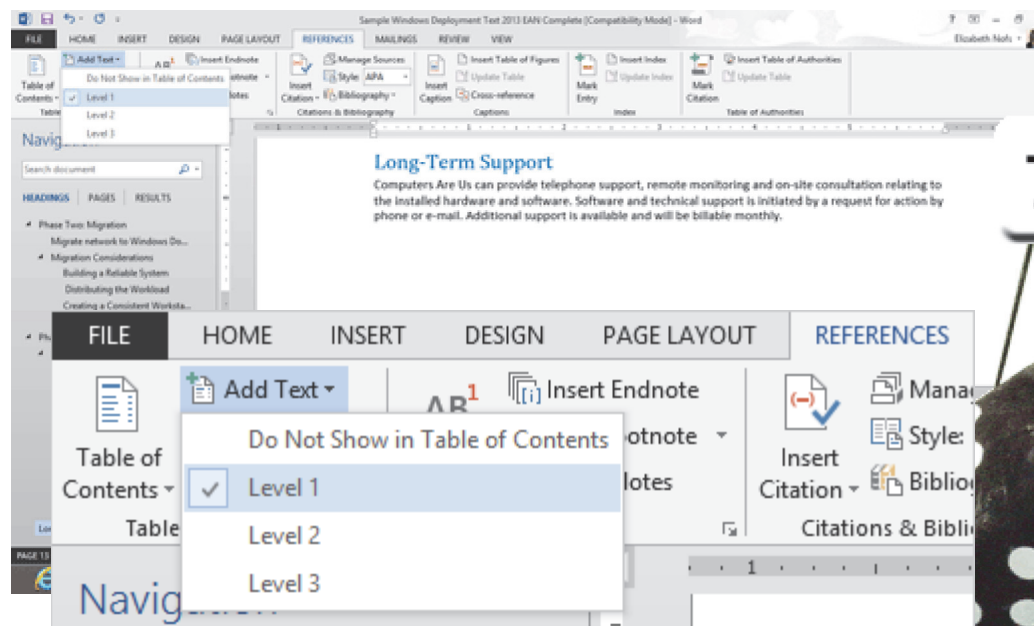
What Do You See? The text will be Formatted with a Style: Heading 1. The Levels in the Table of Contents (Level 1, 2, and 3) are formatted with Styles.

Try This, Too: Update the Table

Go to **References->Table of Contents**,
Click on **Update Table**.
The new Level 1 topic will be included in your Table of Contents.

Very good. That pretty much covers the Table of Contents tools.

References -> Table of Contents -> Add Text



Long-Term Support

Computers Are Us can provide telephone support, the installed hardware and software. Software and technical support is initiated by a request for action by phone or e-mail. Additional support is available and will be billable monthly.

Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.2 Create and Manage Reference Tables: Format the Table of Contents



Mark Text for an Index

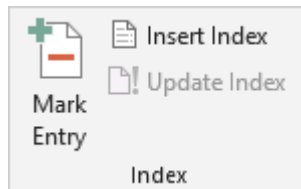
Creating an Index is similar to creating a Table of Contents: Text is selected and marked as an entry.

1. Try This: Mark Text for the Index

Select the text you would like to include in the Index: Security.

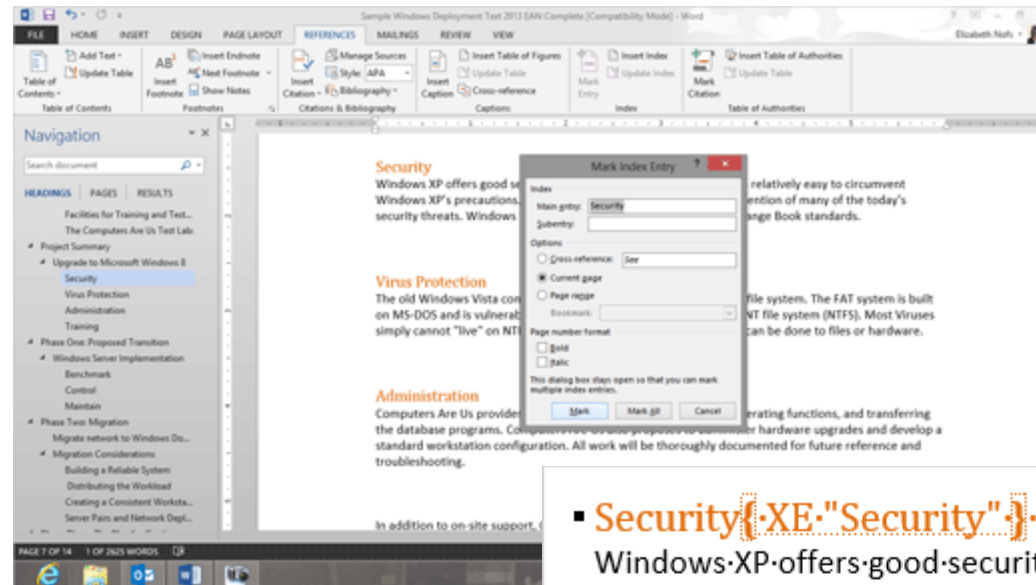
Go to **Reference -> Index**.

Select: **Mark Entry**.



Keep going..

References -> Index -> Mark Entry



Security

Windows XP offers good security and logon precautions. It is an old system with many of the today's security threats. Windows 8 can be configured to be more secure.

Virus Protection

The old Windows Vista computers use the FAT file system. The FAT system is built on MS-DOS and is vulnerable to all DOS viruses.

Exam 77-419 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.1 Create and Manage Indexes: Mark Index Entries



Mark an Index Entry

What Do You See? The text you selected will be the Main entry. You can add a Subentry if you wish. At the bottom of this screen you can check whether you want a Bold or Italic page number format.

What Else Do You see? You can use this dialogue box to create a **Cross-reference** as well. A cross-reference is another entry that supports or explains this topic.

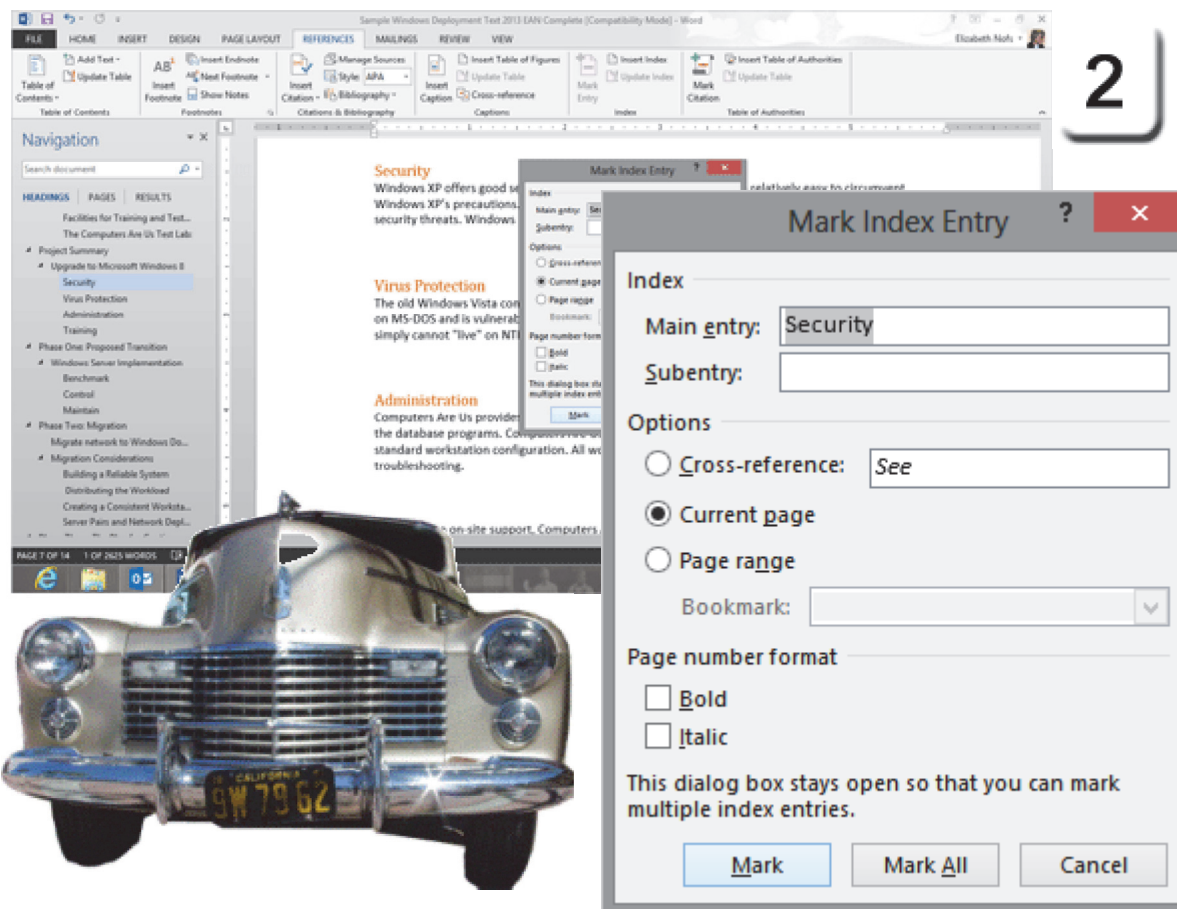
2. Try This, Too: Select several more topics and mark each topic for entry to include them in the Index.

Click **Mark** for each Index Entry.
Close this window and keep going...

Memo to Self: When you mark an entry for the index you are adding a bit of code to the text, just like the Styles.

The Show/Hide command will reveal the Index code: {XE "Control"}.

References -> Index -> Mark Entry



Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.1 Create and Manage Indexes: Mark Index Entries



Create the Index

After you mark your text for entry, you can create the Index.

Before You Begin: An Index is usually at the end of the document. Please go to the last page and insert a blank page.

3. Try This: Insert the Index
Go to **References -> Index**.

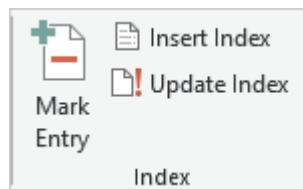
Select: **Insert Index**.

Type: Indented

Columns: 1.

Language: English.

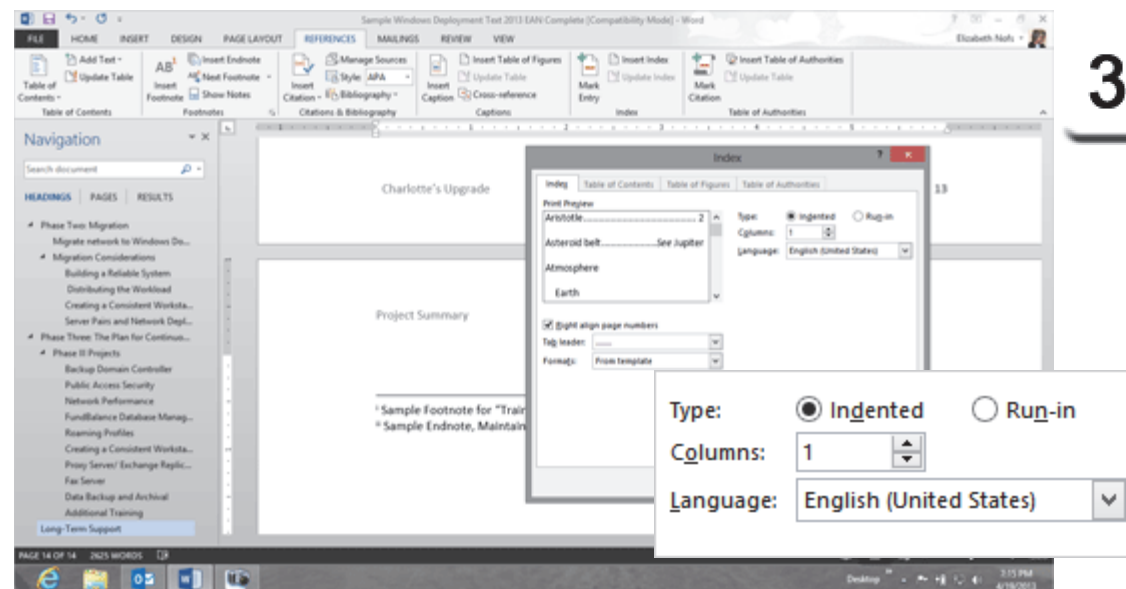
Click **OK**.



What Do You See? The new Index will show the marked entries as an alphabetical list that includes the page numbers.

Keep going, please...

References -> Index -> Insert Index



Administration, 7
Security, 7
Virus Protection, 7
Windows Server Implementation, 8



Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.1 Create and Manage Indexes: Create an Index



Insert a Citation

A **Bibliography** is a list of the sources and references that are used in a document. The Bibliography is compiled by marking Citations throughout the document.

4. Try This: Insert a Citation

Place your cursor at the end of a sentence in your sample document.

Go to the **References** Ribbon.

Go to **Citation and Bibliography**.

Click on **Insert Citation**.

Select: **Add New Source**.

Fill in the following, please:

Type of Source: Web site.

Author: Spolsky, Joel.

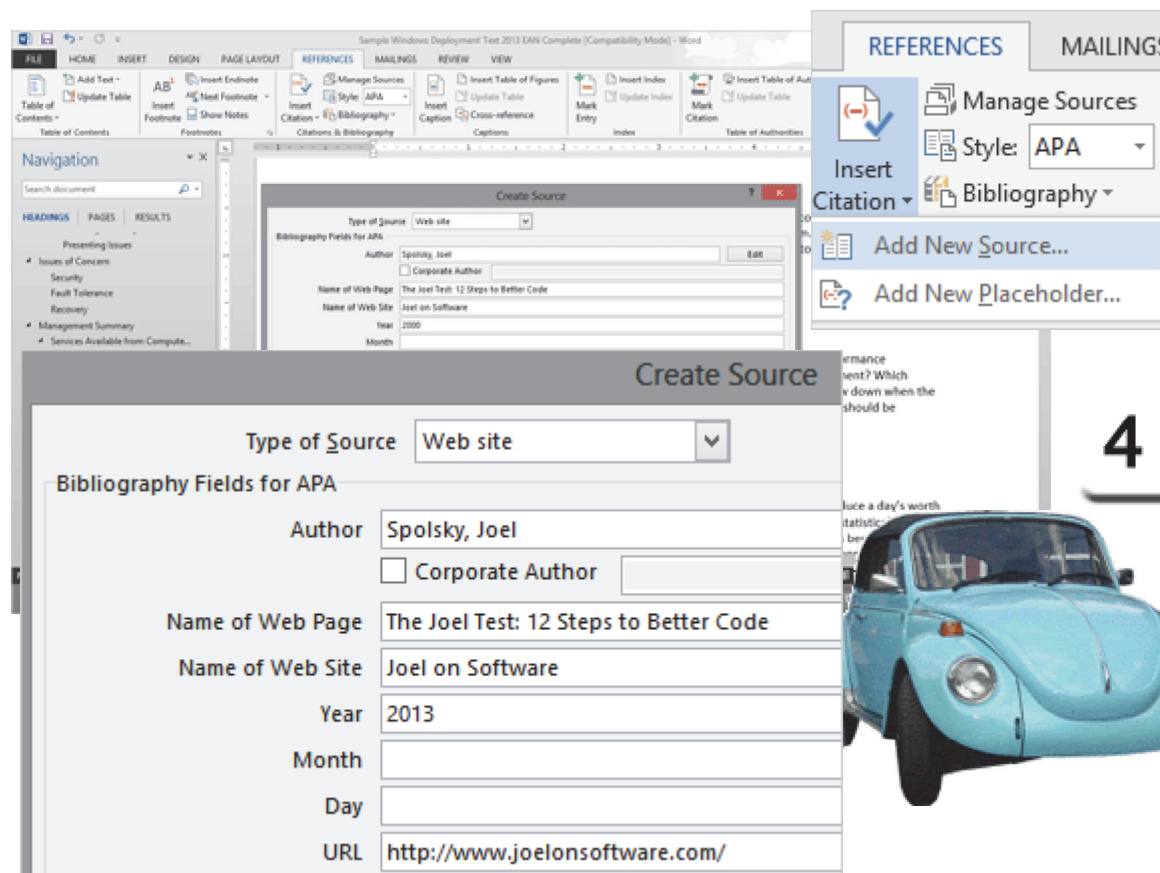
Name of Web Site: Joel on Software.

Year: 2013.

URL: <http://www.joelonsoftware.com>

Click OK. Keep going...

References -> Citation and Bibliography-> Insert Citation



Exam 77-418 Microsoft Word 2013

4.0 Apply References

4.1 Create Endnotes, Footnotes, and Citations: Insert Citations



Working with Citations

What Do You See? The Citation in this example reads (Spolsky, 2013).

5. Try This: Edit the Citation

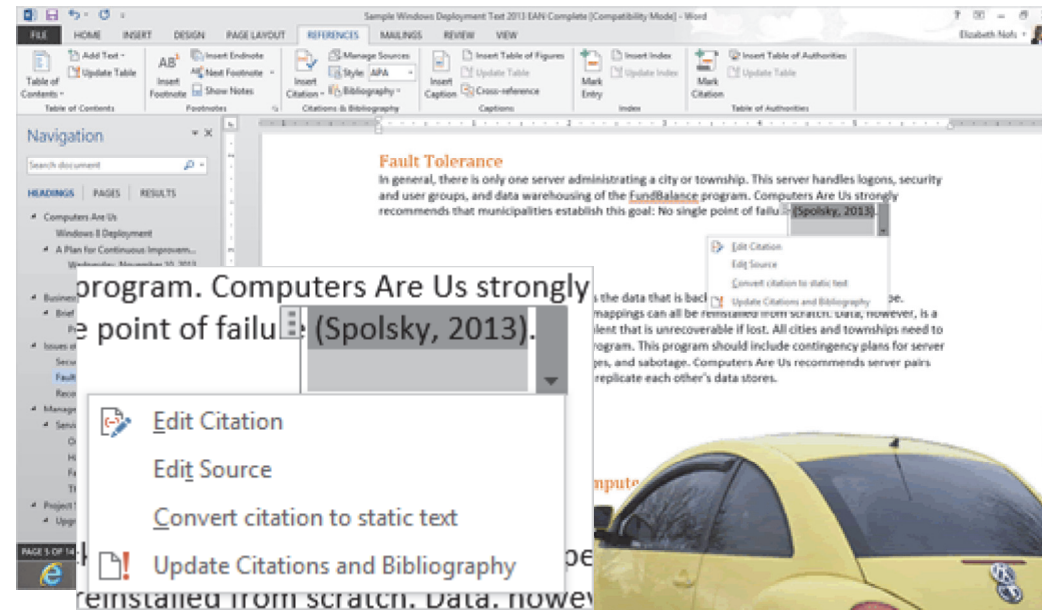
Click on the Citation. The options are:

- Edit the citation
- Edit the source
- Convert to text

If you edit your citation you can use this control to **Update the Bibliography**, as well as the Citation reference in your Master List.

Memo to Self: Citations have new options in Word 2007, 2010 and 2013. These functions are not available in documents created in Word 97-2003. You can copy and paste your work into a new Word document to enable these options.

References -> Citations and Bibliography



5



establish this goal: No single point of failure (Spolsky, 2013).

Exam 77-418 Microsoft Word 2013
 4.0 Apply References
 4.1 Create Endnotes, Footnotes, and Citations: Update Citations

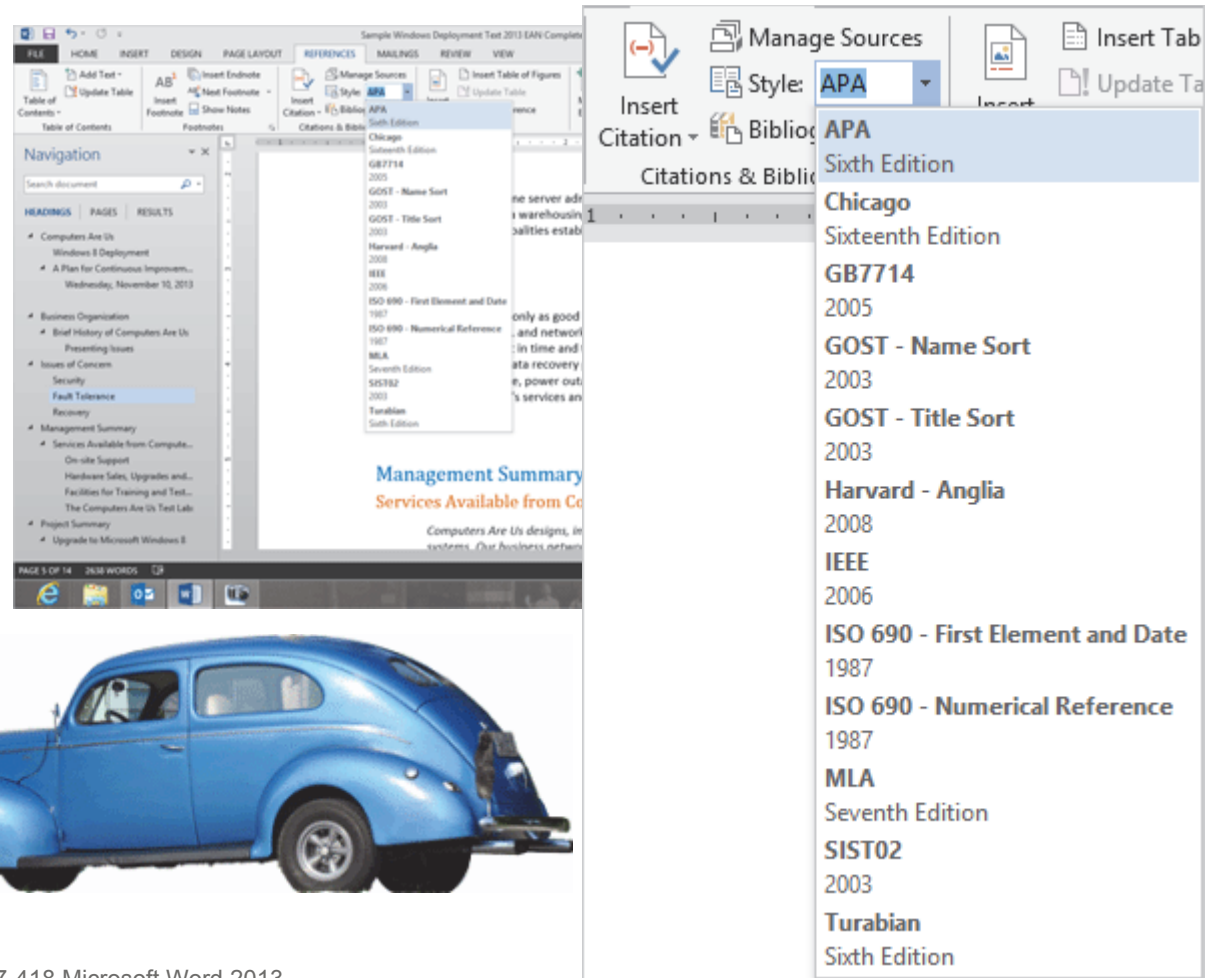


Citation Styles

There are several reference styles in Microsoft Word 2013. The list includes the **Chicago Manual of Style**, a veteran style reference that has been published by the University of Chicago Press since 1906. The **MLA** is a style that is published by the Modern Language Association.

The **APA style** is published by the American Psychology Association and is used for social science papers and dissertations. The APA style uses [Harvard referencing](#): The author-date system of citations and parenthesis.

References -> Citations and Bibliography -> Style



Exam 77-418 Microsoft Word 2013
 4.0 Apply References
 4.1 Create Endnotes, Footnotes, and Citations: Modify Citation Styles



Create a Placeholder

Say you add a quote from a white paper or website in your document, but you do not have all of the information for the citation. You can create a **Placeholder** for a source and fill in the blanks later.

Before You Begin: Place your cursor at the end of a sentence.

6. Try This: Create a Placeholder

Go to **References**.

Go to **Citation and Bibliography**.

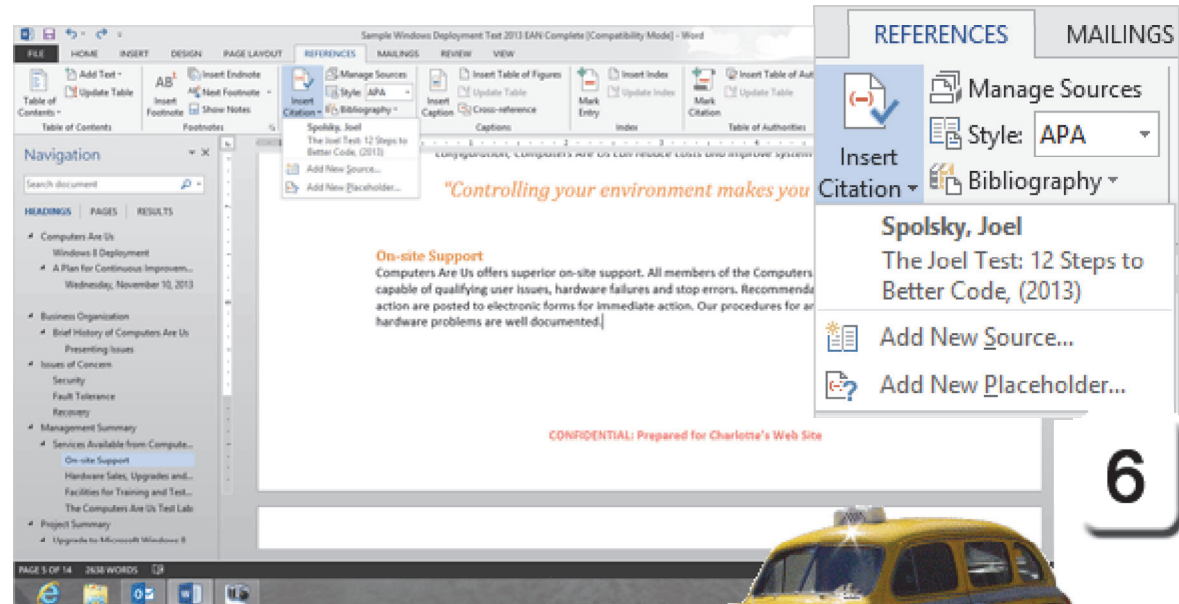
Go to **Insert Citation-> Add Placeholder**.

Enter a name: PlaceholderForSupport.
Click **OK**.

What Do You See? A new Placeholder will mark the citation.

Keep going...

References -> Citation and Bibliography-> Insert Citation ->Add New Placeholder



hardware problems are well documented. (PlaceholderForSupport)|

Exam 77-418 Microsoft Word 2013

4.0 Apply References

4.1 Create Endnotes, Footnotes, and Citations: Create a Citation Placeholder



Managing Sources

Microsoft Word has a convenient method for organizing your sources. You can use the **Source Manager** to find a reference by author, title, year or tag. You can also transfer your sources to another document.

7. Try This: Manage Your Sources

Go to the **References** Ribbon.

Go to **Citation and Bibliography**,
Click on **Manage Sources**.

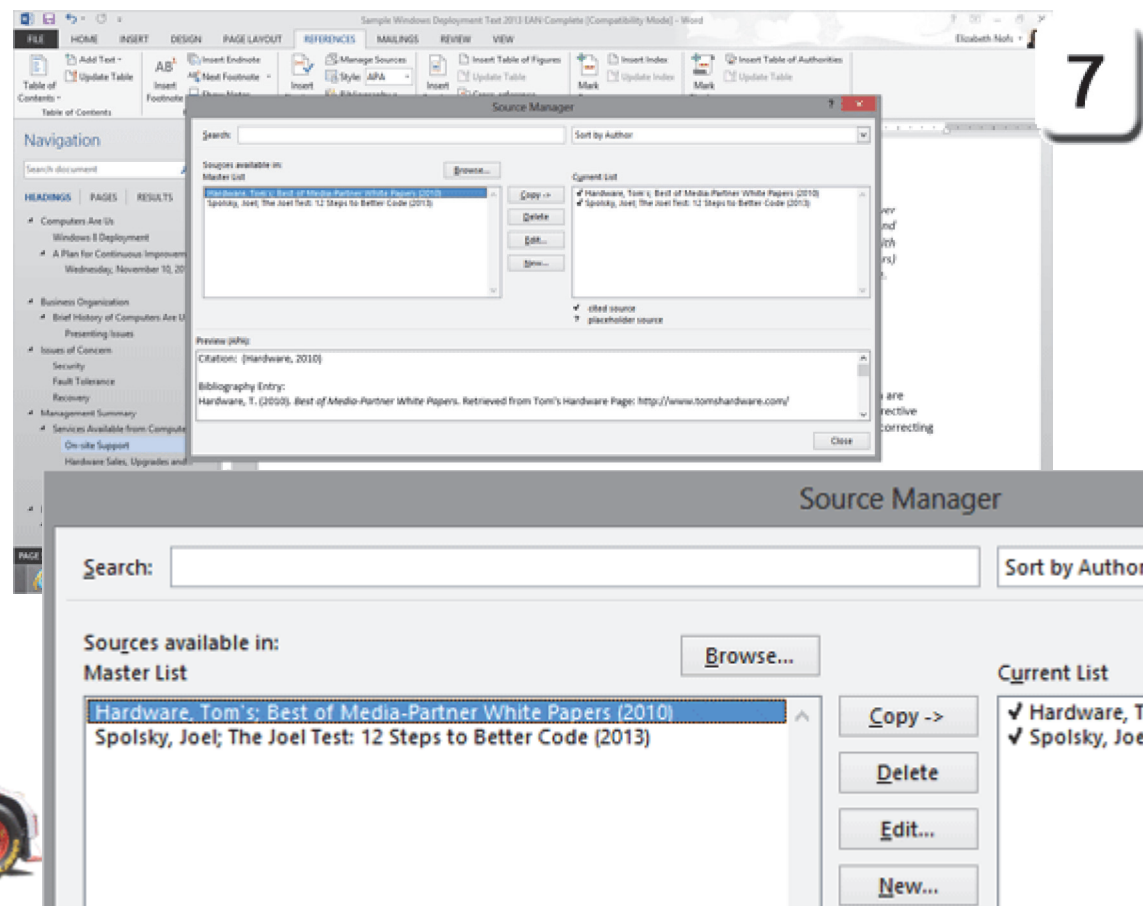
What Do You See? The **Master List** displays all of the sources and placeholders available. You can Copy, Delete, and Edit the sources.

Click **Close**. Keep going.

Memo to Self: You can create new sources or edit your **Placeholders** in the **Source Manager**.



References -> Citation and Bibliography-> Manage Sources



Exam 77-426 Microsoft Word 2013 Expert
4.0 Apply References
4.1 Create Endnotes, Footnotes, and Citations: Use the Source Manager



Insert a Bibliography

Just like the Table of Contents and the Index, you can create a **Bibliography** after you insert the Citations.

8. Try This: Insert a Bibliography

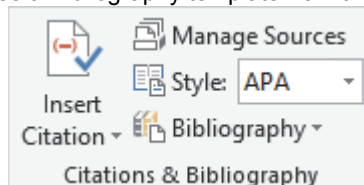
Please place your cursor on the last page of this sample document.

Go to **References**

Go to **Citation and Bibliography**.

Click on **Bibliography**.

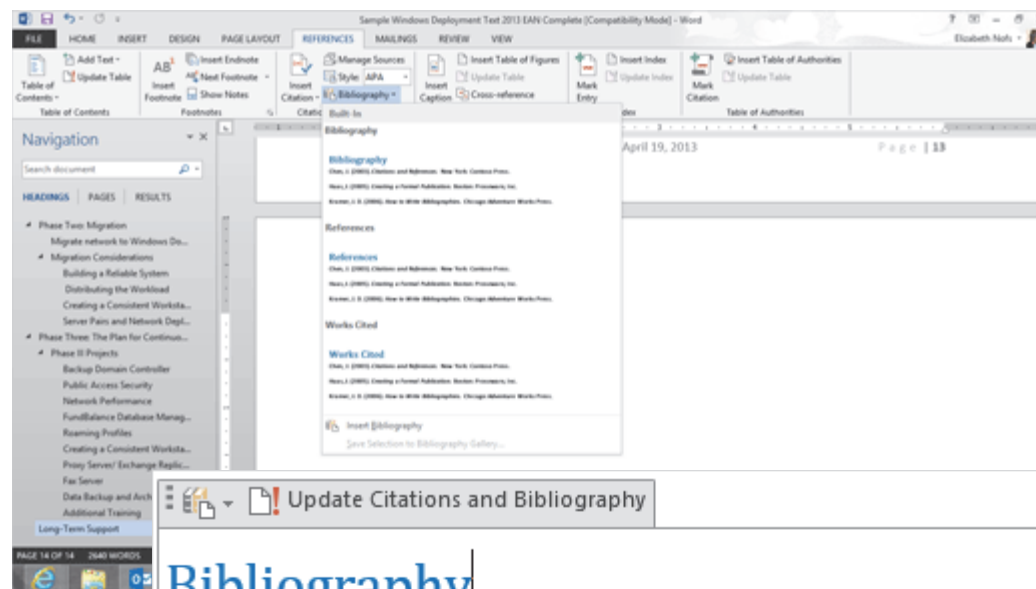
Choose a Bibliography template from the list.



What Do You See? When you click on the Bibliography, you will see the options to **Format** or **Update Citations and Bibliography**.

Way cool technology.

References -> Citation and Bibliography -> Bibliography



8

Bibliography

Hardware, T. (2010). *Best of Media-Partner White Papers*. Retrieved <http://www.tomshardware.com/>

Spolsky, J. (2013). *The Joel Test: 12 Steps to Better Code*. Retrieved f <http://www.joelonsoftware.com/>

Exam 77-426 Microsoft Word 2013 Expert

4.0 Apply References

4.1 Create Endnotes, Footnotes, and Citations: Insert a Bibliography



Use the Picture Captions

A Table of Illustrations is created by adding a Caption to the pictures. The steps are the same as for an Index, Table of Contents or Bibliography.

Before You Begin: Please insert a couple of pictures into this document. The pictures shown in this example can be downloaded from the second page of our lesson.

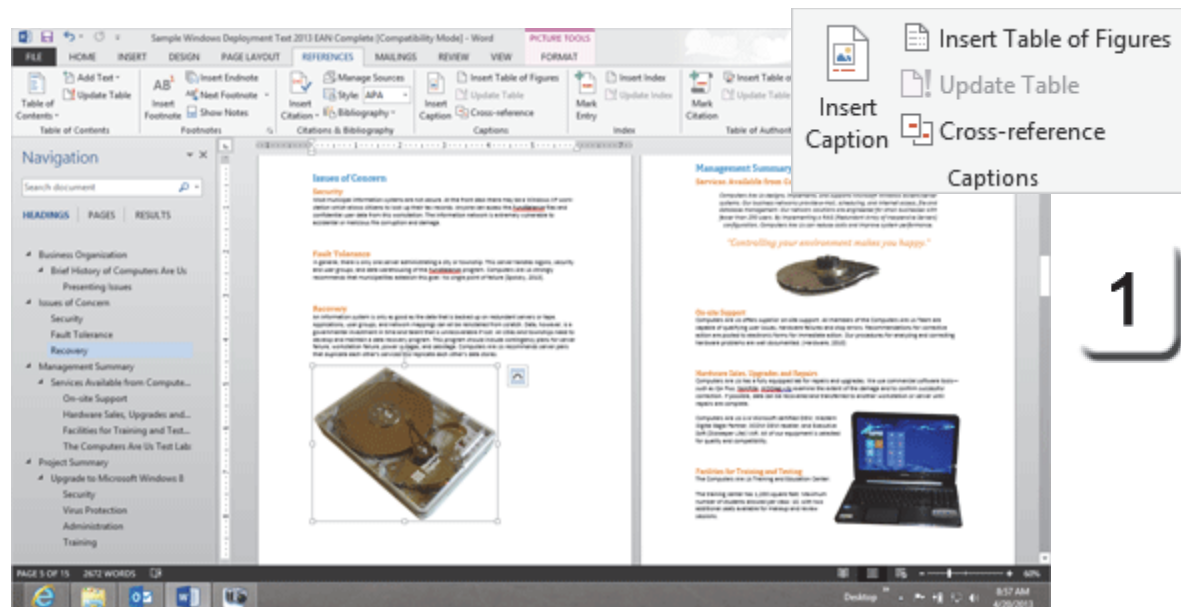
1. Try This: Add a Caption

Click once on a picture to select it.
Go to **References->Captions**.
Click on **Insert Caption**.

Keep going...

Memo to Self: You can add a **Caption** to a photo, illustration, ClipArt or Chart.

References -> Captions-> Insert Caption



Exam 77-418 Microsoft Word 2013
4.0 Apply References
4.2 Create Captions: Insert a Caption



Edit the Caption

What Do You See? There are several options that you can edit in the caption.

Caption: You can type a name or description after the words: Figure 1. This is the text that will be displayed below the photo or illustration.

Label: You can choose Figure, Equation or Table if you wish.

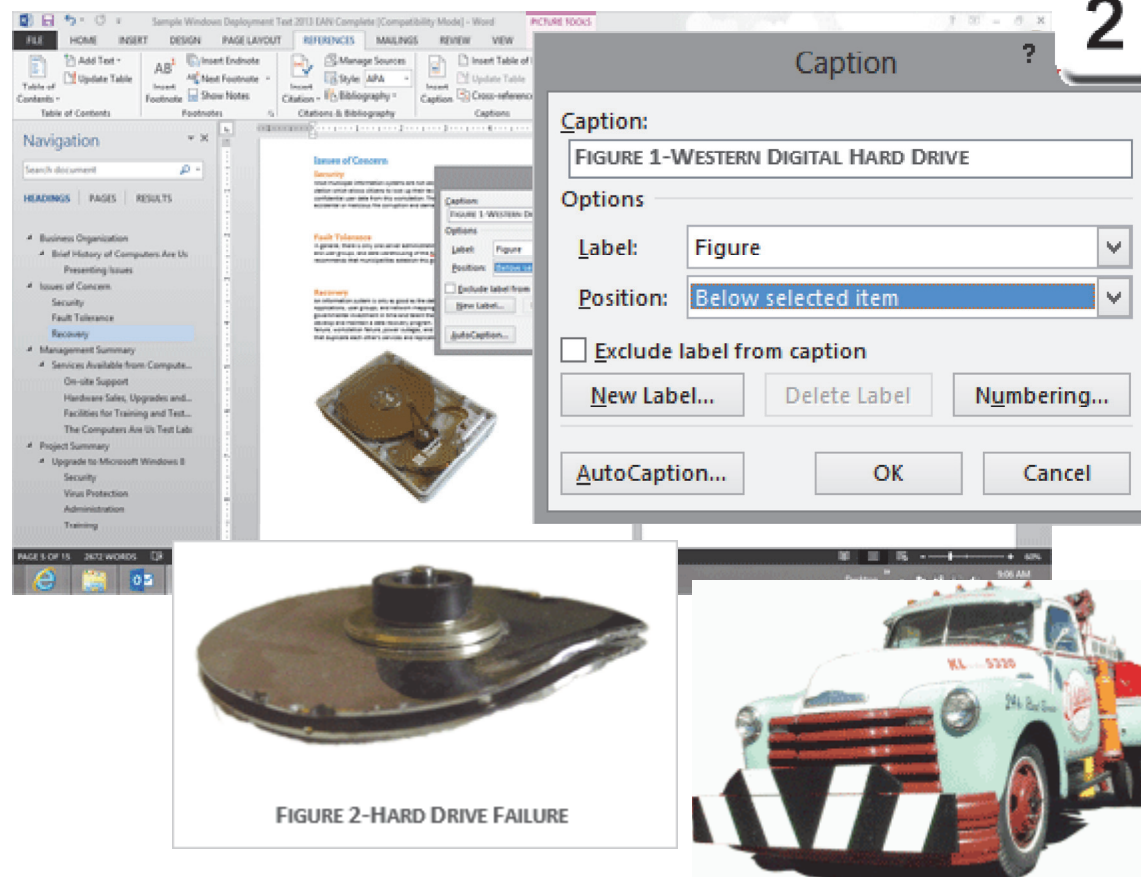
Position: Below or Above.

Numbering: By default, the numbering begins with 1, 2, 3. Just like the page numbers, you can choose a different style.

2. Try This: Edit the Caption

Enter the Caption as shown on this page. Click OK. Keep going...

References -> Captions-> Insert Caption



Exam 77-418 Microsoft Word 2013
4.0 Apply References
4.2 Create Captions: Insert a Caption

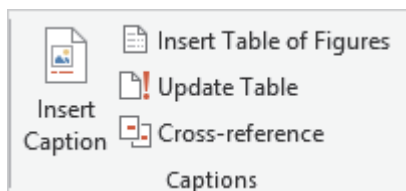


Insert a Table of Figures

Say you selected several pictures and added a caption to each one. Now, you can create a **Table of Figures**.

3. Try This: Insert a Table of Figures

Place your cursor at the end of this document. Go to the **References->Captions**. Click on **Insert Table of Figures**.



What Do You See? You can choose to show the page numbers, edit the alignment, and select a Tab leader.

Click **OK**. You should see a Table like the Table of Contents but it links to the pictures. Neat!

References -> Captions-> Insert Table of Figures

3

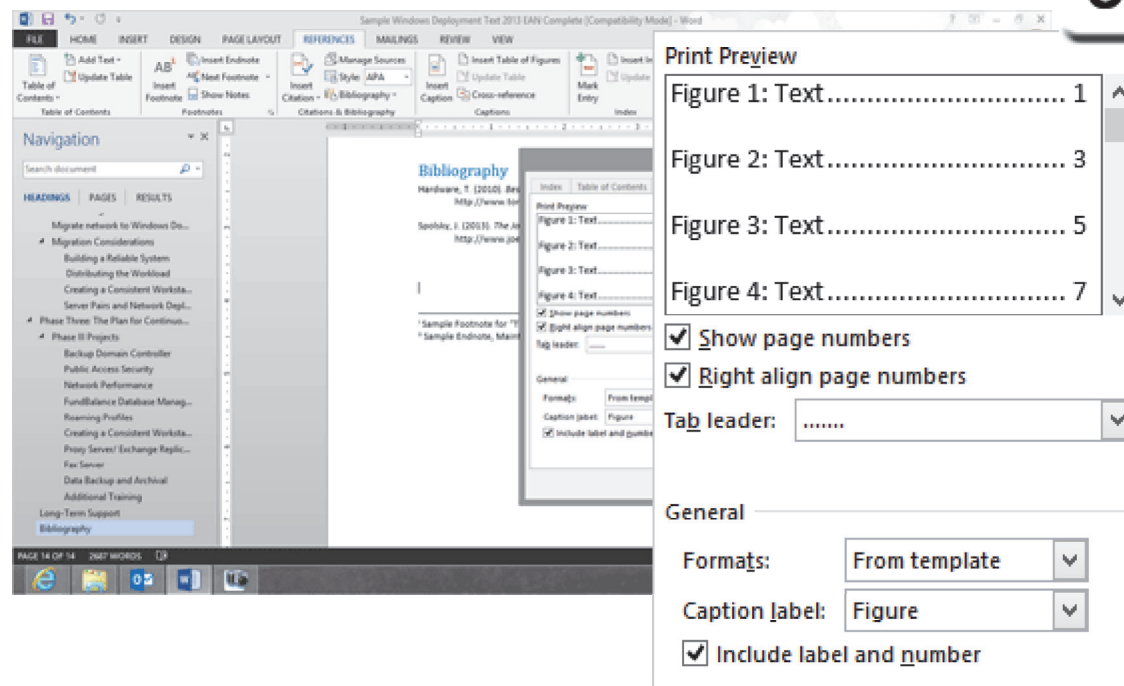


Table of Figures

Figure 1-Western Digital Hard Drive	5
Figure 2-Hard Drive Failure	6
Figure 3-Windows 8 Metro Start Up	6

Exam 77-426 Microsoft Word 2013 Expert
3.0 Create Advanced References
3.1 Create and Manage Indexes: Update a Table of Figures



Creating a Table of Authority

- Mark Citation
- Insert Table of Authorities
- Update Table

Done and Done!



Practice Activity

Going in Style

Before You Begin: Start Microsoft Word 2013.

This practice includes a sample file: [Benefits of Online Learning.docx](#)

Try This: Do the following steps

1. Open the sample document [Benefits of Online Learning.docx](#)
2. Format all of the Headings to **Style 1**.
3. Insert a cover page.
4. Add the **Alphabet** Footer from the Footer Menu.
5. Edit the Footer in this document to have a different first page.
6. For the first page clear the field where it says [Type Text] and leave blank.
7. For all other pages, add the date using the Date & Time command in the footer where it says [Type Text].
8. Format the page numbers to be a, b, c .
9. Format the first page to show NO page number.
10. Insert a blank page. Create a Table of Contents on the blank page.
11. Mark 3 instances of the phrase online learning for inclusion in an index.
12. Create an index on a new blank page at the end of your document.
13. In the last paragraph, create a citation for the census information on income using the following information: U.S. Census Bureau, The Big Payoff: Educational Attainment and Synthetic Estimates of Work-Life Earnings. July 2002
www.census.gov/prod/2002pubs/p23-210.pdf
14. In the first paragraph, create a placeholder named eLearning at the end of the last sentence.
15. Clear the formatting from the words Source: US Census in the last paragraph.
16. Insert a picture of a computer or other eLearning related image.
17. Add the following caption using the Caption command: Available 24/7.
18. Save your work as Going in Style Practice Activity.





Test Yourself

1. Date and Time can be set to update automatically with a check box in the Date and Time dialogue box.

- a. TRUE
- b. FALSE

Tip: Advanced Guide to Word, page 148

2. Which of the following can be found in the Insert-> Pages group?
(Select all correct answers.)

- a. Cover Page
- b. Blank Page
- c. Page Break

Tip: Advanced Guide to Word, page 156

3. To give each section in a document a different Footer, the Link to Previous option has to be turned...

- a. On
- b. Off

Tip: Advanced Guide to Word, page 153

4. To create an index, first you mark the text that you want included in the index.

- a. TRUE
- b. FALSE

Tip: Advanced Guide to Word, page 164

5. Word 2013 includes a tool for creating citations where the user fills in the boxes in the Create Source dialogue box.

- a. TRUE
- b. FALSE

Tip: Advanced Guide to Word, page 167

6. Where does the Bibliography function get the list of sources?

- a. The user must enter them by hand
- b. From the Citations entered in the text
- c. From the Internet

Tip: Advanced Guide to Word, page 172

7. Which of these Styles does NOT appear in the Navigation Pane?
(Select all correct answers.)

- A. Normal
- B. Heading 1
- C. Heading 2
- D. Quote

Tip: Advanced Word, page 139, 140

8. What is the command for adding a Header?

- A. Insert-> Header & Footer->Header
- B. View-> Header
- C. Page Layout-> Header

Tip: Advanced Word, page 143

