Reference Tab

Table of contents group

Table of Contents

Create an index of any Books.

- ➢ First page blank
- ➢ Type chapters (From Second Page) with Heading
- ➢ Go to first page and click on page
- ➢ Reference Tab
- ➢ Table of contents
- ➢ Insert table of contents
- ➢ Select format
- ➢ Ok

For ex.

Paint……………………………………………………………………….1
Notepad…………………………………………………………………..7
WordPad………………………………………………………………….15
Ms-Word………………………………………………………………….22

Add Text

Create a Heading for index creation.

For ex.

Leve 1   Main Heading

Level 2   Sub Heading

Level 3   Sub Heading

Update Table

It is use to update index heading after creating an index.

- ➢ Click on index page
- ➢ Reference tab
- ➢ Update table
- ➢ Update entire table

Footnotes Group

AB¹ Insert Footnote and Insert Endnote

It is use to show the meaning of any word, you want to give on the word.

Insert Endnote : -   End of the Paragraph.

Insert Footnote : -   End of the Page.

- ➢ Click on any difficult word last character for give the meaning
- ➢ Choose Insert Endnote or Insert Footnote.
- ➢ Type meaning of word
- ➢ Go to on your word and see your meaning as superscript

Show Notes

See Endnote and Footnote where you apply on word.

Citations & Bibliography Group

Create a source of information by citing the book, article, film or other material it comes from.

- ➢ Reference tab
- ➢ Insert Citation
- ➢ Add new source
- ➢ Select type of source (Ex. Book, Journal Article, Film, Report)
- ➢ Type source details
- ➢ Ok
- ➢ Click Bibliography (Insert source details in page)
- ➢ Click insert Bibliography
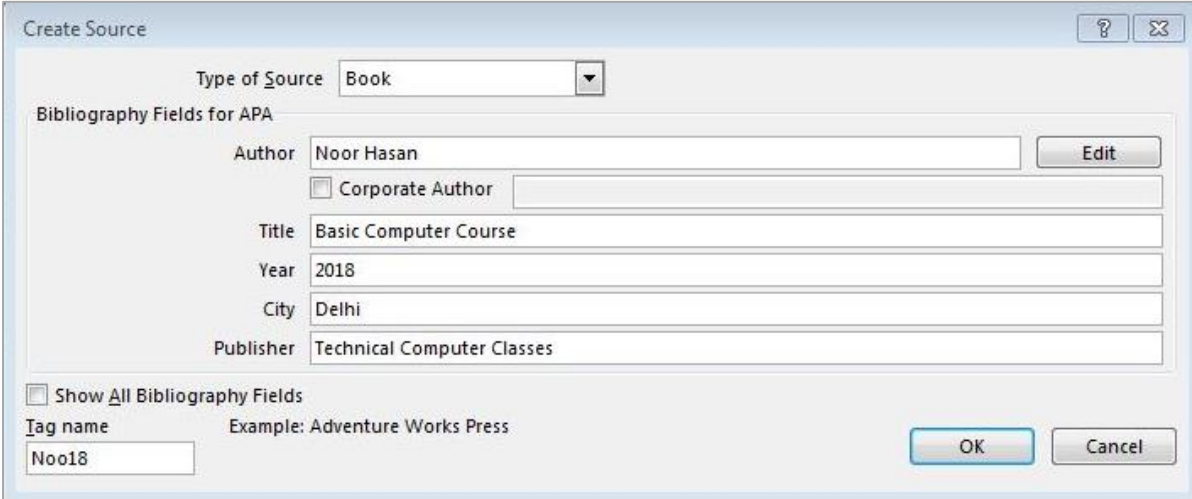- ➢ Your source details inserted in page

Style Style: GOST - 1
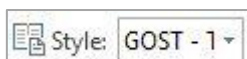
Change source format click style box.

Manage Sources

If you want to edit or change source details click Manage Sources

- ➢ Manage Sources
- ➢ Select Source
- ➢ Click Edit Button
- ➢ Type or Change Source Details
- ➢ ok

For ex.

Captions Group

Once you have added a caption, you can reference your object anywhere in your document by inserting a cross-reference.

- ➢ Click on object (Figure, table or Heading)
- ➢ Reference tab
- ➢ Insert Caption
- ➢ Select Level and Position
- ➢ Ok

Use Cross-reference (For giving an object reference).

- ➢ Go to place for giving object reference
- ➢ Click cross reference
- ➢ Select Reference type
- ➢ Ok

Index Group

Mark Entry

It is use to creating a dictionary in Ms-word.

- ➢ Type names
- ➢ Select first name
- ➢ Reference tab
- ➢ Mark entry
- ➢ Click mark
- ➢ Select step by step all names click mark
- ➢ Click home tab
- ➢ Click show / hide button (for ex. ¶)
- ➢ Insert tab
- ➢ Take blank page
- ➢ Reference tab
- ➢ Insert index
- ➢ Select format
- ➢ Ok
- ➢ Your dictionary now created

Update index

If you want to update your dictionary after creating a dictionary using mark entry, click Update index.

Delhi

Ahmedabad

Haryana

Dehradun

America

India

Pakistan

Canada

London

Chennai

Mumbai

Bihar

Bangalore

Punjab

New Delhi

A

Ahmedabad, 5
America, 5

B

Bangalore, 5
Bihar, 5

C

Canada, 5
Chennai, 5

D

Dehradun, 5
Delhi, 5

H

Haryana, 5

I

India, 5

L

London, 5

M

Mumbai, 5

N

New Delhi, 5

P

Pakistan, 5
Punjab, 5