Computer Science I
Microsoft Word 2010

Lecture 8

4/12/2023

Maysoon -Saleem

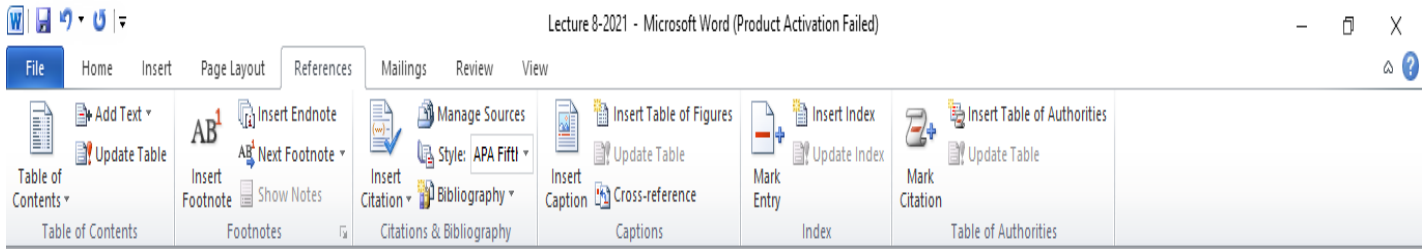## Table of Contents

Table of figures
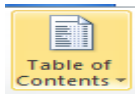
References

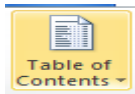**Figure 1: References tab and Ribbon**

The References Tab

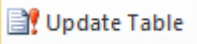- **Table of Contents Group[i1] :**

    Add a table of contents to the document.

    o **Table of Contents:** [2]

    Click on the icon . Choose one of templates available. Before all of that Apply a heading style from the Styles gallery on the Home tab to the text required to be in the table of contents.[3]

    o **Update Table:**

    Click on icon to make update to the entire table or to the page numbers only. This can be down through the window appeared.
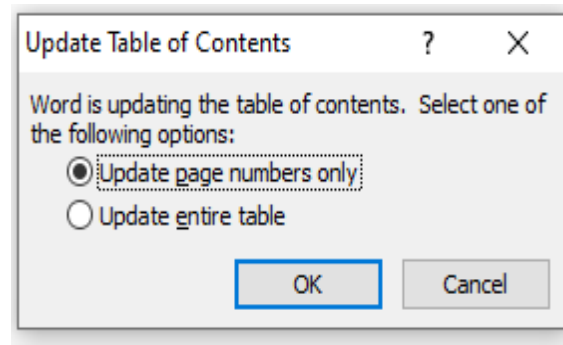
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[1] Note
[2] May
[3] Name

Figure 2: Window of Update Table of contents.

🟤 *Tip: to follow any or each content select table then click <Ctrl>+ subject . It will automatically move to the subject.*
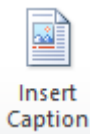
✚ **Footnotes group:** this group deals with footnote of document.
  o **Insert Footnote**: this command used to add a footnote to the document. Footnotes are automatically renumbered as you move text around the document.
  o **Insert Endnote**: Add an endnote to the document. Endnotes are placed at the end of the document.
  o **Next Footnote:** Navigate to the next footnote in the document. Click the arrow to navigate to the previous or next footnote in the document. Or to navigate to the next or previous endnote.
  o **Show Note:** Scroll the document to show where the footnote or endnote are located.
✚ **Citations & Bibliography group :** Cite a book, journal article, or other periodical as the source for a piece of information in the document.
✚ **Captions :** Add a caption to a picture or other image. A caption is a line of text that appears below an object to describe it. This Group has the following :
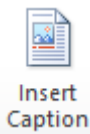
  o **Insert Caption**: click on to insert a caption the following a window appears:
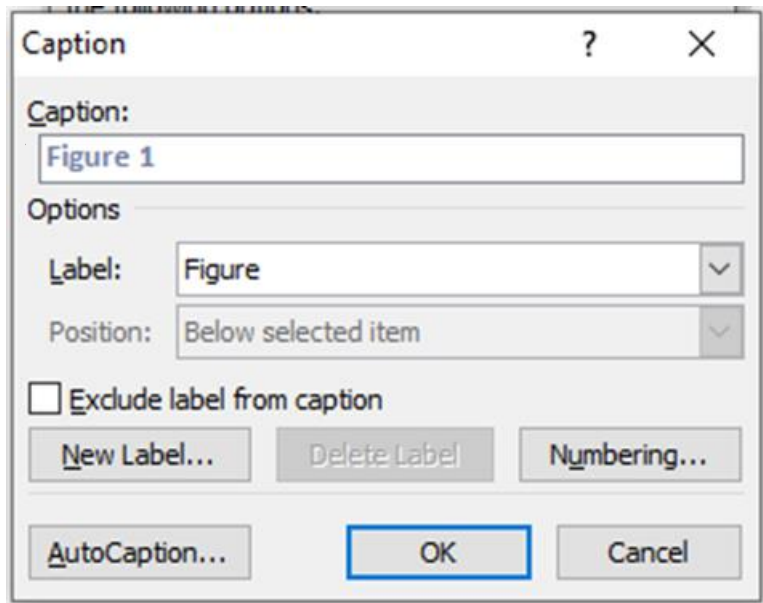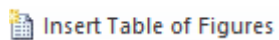
Figure 3: window of Caption

Write the caption you want and the position then press OK

o **Insert Table of Figure:**
Insert a Table of Figures into the document. A Table of Figure includes a list of all
of the figures, tables, or equations in the document. This can be down by clicking on

 icon on the required position a window will appear:
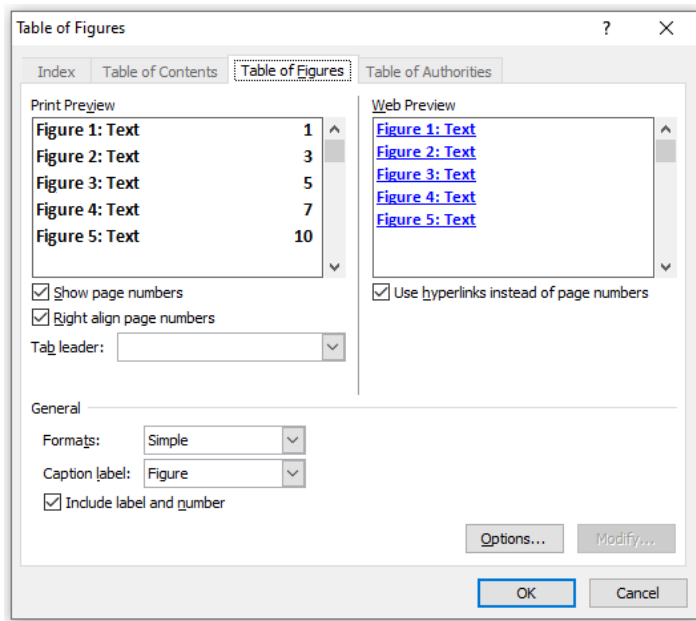
Figure 4: window of Table of figures.

- o **Update Table of Figures:**
  Update the Table of Figures to include all of the entries in the document. This can be down after selecting the table. Then click on **Update Table** a window will appear:
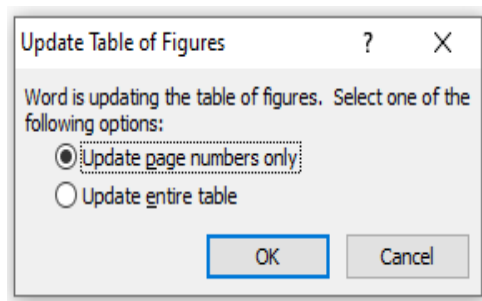

Figure 5: Update Table of Figures wind.

🟤 *Tip: to follow any or each figure select table then click <Ctrl>+ figure. It will automatically move to the figure.*

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[i] Name of student