Microsoft Word 2013: Building References

Modality: On Demand

Duration: 1 Hour

About the course:

In this online training course, you will explore how to produce a professional-looking document by inserting a table of contents, endnotes, and footnotes. The applicant will explore the method to create a bibliography style to cite sources in your document, add or use existing reference sources, and build and use placeholders for citations. You will then be directed through the Source Manager where between documents you can simply add, scan, edit, transfer, remove or copy resources. And learn to create a bibliography with ease after you have attached citations to your document.

Course Objective:

· Create an automatic table of contents

· Create a table of content by using custom heading styles

· Updating, viewing and formatting the table of contents

· How to use add text command

· How to insert endnote and footnote

· Edit and Display endnote and footnote

· How to use existing citations

· How to use source manager

· How to edit a citation

· Edit and delete source

· Create and update the bibliography

Course Duration:

This course is based on 1 hour of online training

Audience:

This course is designed for:

- This MS Word online training course is for everyone who wants to learn about MS Word: building reference

Prerequisites:

· Applicants must have basic knowledge of MS Word.

Course Outline:

Getting Started

- What you'll learn in this training

Table of Contents

- Creating an automatic table of contents
- Viewing the table of contents options
- Using custom heading styles to create a table of contents
- Updating the table of contents
- Using hyperlinks in a table of contents
- Switching from one automatic table of contents to the other
- Formatting the table of contents styles
- Removing a table of contents
- Marking text to create a table of contents manually
- Using the add text command

Footnotes and Endnotes

- Inserting a footnote
- Inserting an endnote
- Changing footnote and endnote options
- Displaying and editing footnotes and endnotes
- Navigating footnotes and endnotes
- Converting a footnote to an endnote
- Deleting a footnote or endnote

Citations and Bibliography

- Setting the bibliography style
- Adding new sources from scratch
- Using existing citations

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- Using citation placeholders in a document
- Using the source manager
- Adding new sources using the source manager
- Converting a placeholder to a source
- Editing a source
- Editing a citation
- Deleting a source
- Creating a bibliography
- Updating the citations and the bibliography
- Deleting a bibliography