



IT Training and Communication

A Division *of* Information Technology

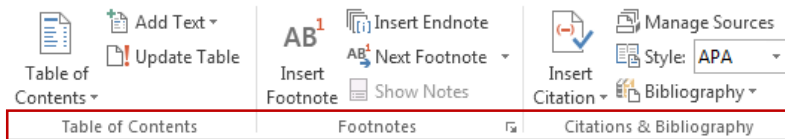
Technology-related learning opportunities and support for VSU Faculty and Staff

Word 2010:

Material adapted from Microsoft Word Help

Table of Contents, Citations, and Footnotes

The References Tab



Today, I Learned . . .

- What are Headings and Styles
- Create or Modify Headings and Styles

- What is a Table of Contents
- Insert a Table of Contents
- Update the Table of Contents

- What are Footnotes and Endnotes
- Insert a Footnote or Endnote
- Edit and Delete a Footnote or Endnote

- What are Citations
- Insert a Citation
- Edit and Delete a Citation

What are Headings and Styles?

Headings are used to help with auto-updating the Table of Contents. By giving certain text a heading, it will automatically be updated with its corresponding page number in the Table of Contents. The Styles group found under the Home tab offer several preformatted Heading styles.



Figure 20 – Styles Group on the Home Tab

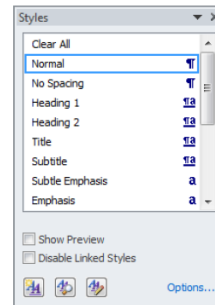



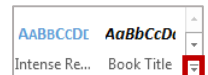
Figure 21 – Styles Pane

To Apply a Heading Style:

1. Select the text that you want to format.
2. On the **Home** tab, in the **Styles group**, select the desired heading style from the **Quick Styles gallery** or from the **Styles pane**.

To Create a New Style:

1. Select the **Home** tab → Click the small arrow in the lower-right corner of the Styles group.
2. Select **Create a Style**  from the drop-down menu that appears.
3. In the **Create New Style from Formatting dialog box**, type a name for the new style in the **Name** box, select desired options, and then click the **OK** button.



Note: If you want to use formatted text as the basis of a new style, select the text before you click the New Style button. The dialog box will open with the attributes of the selected text already specified—you only need to type a new name for the style.

To Modify an Existing Style:

1. Select the **Home** tab
2. Right-click over the Style you wish to modify → Select **Modify...**
3. Make the appropriate modification → Click **OK**

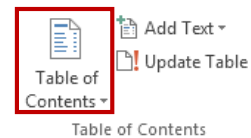
Note: All text formatted with that particular style will be updated automatically.

What is a Table of Contents?

A Table of Contents provides an overview of the document usually by demonstrating what page number a certain topic can be found. The Table of Contents in Word allows you to insert pre-written headers in your document and then add a table based on those headings.

Insert a Table of Contents:

1. Select the **References** tab.
2. Click **Table of Contents** from the Table of Contents group.
3. Select one of the drop-down options to insert a Table of Contents.



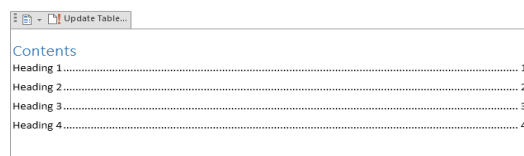
For New Documents or Existing Documents without Headings, the default Table of Contents will look similar to:



Update the Table of Contents:

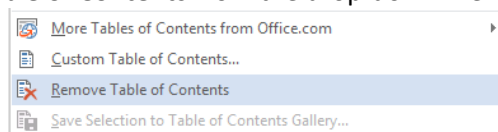
1. Apply the Heading Style to text you wish to appear with its corresponding page number in the Table of Contents as you go.
2. Select the **References** tab → Click **Update Table** from the Table of Contents group. This will automatically update the Table of Contents with the page number and text of any item with the Heading Style applied to it.

After the Headings have been applied and the Table of Contents has been updated, the table should look like similar to this:



To Remove a Table of Contents:

1. Select the **References** tab → Click **Table of Contents** from the Table of Contents group.
2. Select **Remove Table of Contents** from the drop-down menu.

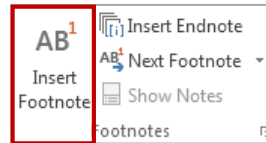


What are Footnotes and Endnotes?

Writers use Footnotes and endnotes in documents to explain, comment on, or provide references to something they've mentioned in a document. Usually, Footnotes appear at the bottom of the page and endnotes come at the end of the document or section.

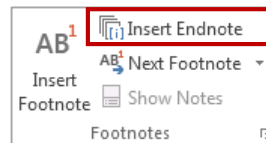
Insert a Footnote:

1. Select the **References** tab.
2. Place the cursor next to the item you wish to note.
3. Click **Insert Footnote** from the Footnotes group.
4. After the cursor appears under the small horizontal line, edit the Footnote.
5. Once you've completed editing the Footnote, click in the main body of your document to continue working.



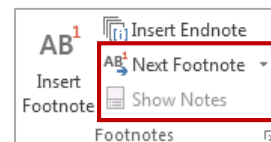
Insert an Endnote:

1. Select the **References** tab.
2. Place the cursor next to the item you wish to note.
3. Click **Insert Endnote** from the Footnotes group.
4. After the cursor appears under the small horizontal line, edit the Endnote.
5. Once you've completed editing the Endnote, click in the main body of your document to continue working.



To Edit a Footnote or Endnote, do one of the following:

1. **Double-click the superscript number** to send your cursor to the corresponding Footnote or Endnote, then edit accordingly.
-or-
2. Click **Show Notes** from the Footnotes group to send your cursor to the notes area for editing or click **Next Footnote** to send your cursor to the proceeding Footnote.



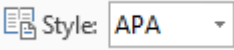
To Delete a Footnote or Endnote: Highlight the note or the corresponding superscript number and select **Delete** on your keyboard.



What are Citations?


Citations allow you to credit a source of information by referencing the book, article or other material it comes from. You can choose from a list of saved sources, or add a new one. Word will format citations according to your selected style.

To Choose the Citation Style such as APA, MLA, or Chicago:

1. Click **References** > the **Style** dropdown arrow  and choose the appropriate style for your document


To Insert a Citation or Placeholder:

Within the body of your paper, place your cursor at the end of the citation, then

1. Click **References** > **Insert Citation** > **Add New Source**  to enter the source information.
2. If you do not have all of the information needed to complete the citation at the time, insert a **Placeholder**, and complete the source information later. A ? appears next to placeholder sources in the Source Manager.

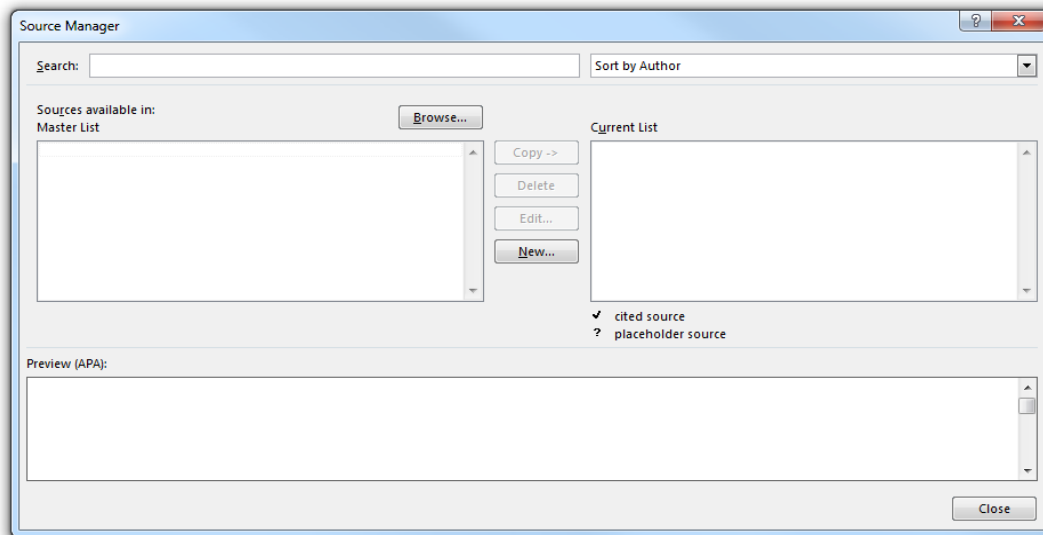
To Create a Bibliography, References, or Work Cited Page:

After adding your citations, at the end of the document,

1. Click **References** > the **Bibliography** dropdown arrow  and choose the type of list you desire.

To Organize and Update Citations:

1. Click **References > Manage Sources**  Manage Sources



You can edit and remove sources, search for new sources, and preview how your citations will appear in your document.

If you open a new document that does not yet contain citations, sources used in previous documents appear under **Master List**.

If you open a document that includes citations, the sources for those citations appear under **Current List**.

To Find a Specific Source, *do one of the following*:

1. In the **Search** box, type the title or author for the source that you want to find. The list dynamically narrows to match your search term.
2. In the **Sort** box, sort by author, title, citation tag name, or year, and then search the resulting list for the source that you want to find.
3. Click the **Browse** button to select another Master List from which you can import new sources into your document. For example, you might connect to a file on a shared server, or on a Web site that is hosted by a university or research institution.