

Formatting a Research Paper

Lesson Skill Matrix

Skill	Exam Objective	Objective Number
Creating Citations	Create bibliography citation sources.	4.1.3
	Modify bibliography citation sources.	4.1.4
	Insert citations for bibliographies.	4.1.5
Inserting Footnotes and Endnotes	Insert footnotes and endnotes.	4.1.1
	Modify footnote and endnote properties.	4.1.2
Creating a Table of Contents	Insert a standard table of contents.	4.2.1
	Update a table of contents.	4.2.2
Adding Captions	Insert figure and table captions.	4.1.6
	Modify caption properties.	4.1.7
Creating and Modifying Headers or Footers	Insert page numbers.	1.3.5
	Insert headers and footers.	1.3.4
Inserting a Cover Page	Insert a cover page.	4.2.3
Creating Bookmarks	Create bookmarks.	1.2.3
	Move to a specific location or object in a document.	1.2.4

Software Orientation

References Tab

Commands on the References tab are used to create a table of contents, footnotes and endnotes, citations and a bibliography, captions, an index, and a table of authorities.

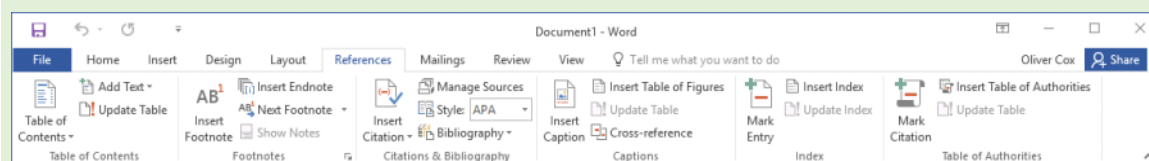


Figure 9-1

References tab

Use this figure as a reference throughout this lesson as well as the rest of this book.

Formatting a Research Paper

The Modern Language Association (MLA) style has been adopted as the style of choice by many colleges and universities. In this section we use MLA style to show how to format a research paper. The MLA style guidelines continue to be updated to accommodate documentation for websites, digital publications, interviews, electronic sources, and more. Later in this lesson we discuss alternative styles and show you how

to format in one of those, the American Psychological Association (APA) style.

Formatting a Research Paper

As a college student, you will most likely have to take a writing class for one of your humanities or liberal arts courses. In most cases, the class will require you to write a research paper that contains references to outside sources. As you begin working on your research paper, you will find that *Word* has made it easy for you to format the paper, add and manage your sources, select a style, insert a bibliography, insert captions, create a table of contents, and add footnotes and endnotes. You must learn to cite your sources to avoid plagiarism. Compromising your work by quoting, paraphrasing, or summarizing outside sources without giving the original author credit is plagiarism. In this exercise, you learn how to format a research paper using the MLA style; and how to insert citations, captions, footnotes and endnotes, a bibliography, hyperlinks, and bookmarks.

Step by step Format a Research Paper

GET READY. Before you begin these steps, be sure to **launch** Microsoft Word 2016.

1. **OPEN** the ***First Ladies*** document from the lesson folder. The document is unformatted.
2. Position the insertion point at the beginning of the document and press **Enter** twice to create blank lines. Then place the insertion point at the beginning of the first blank line.
3. The MLA style requires basic identification information to be placed at the beginning of the document. On the first line, the student's name must appear, followed by the instructor, the course, and the date. Type the following information on the appropriate lines.
First line: Victoria DeLeon
Second line: Professor Frank Smith
Third line: History 101
Fourth line: March 19, 20XX
4. Select the entire document and change the font to **Arial** and the font size to **12 pt**.
5. Change the margins to **1"** top, bottom, left and right, and then change the line spacing to **Double (2.0)**.
6. Select the entire document except for the title and the four identification lines you added earlier, and apply a 0.5" **First Line** indent.
7. Under the heading, *Women in Politics*, position the insertion point in the second paragraph, beginning with "The nation has always . . . in the background." Adjust the left indent to **1"** and remove the first-line indent.

Take Note

Quotations less than four lines long are considered short quotations. These are included as part of a paragraph, enclosed with double quotation marks, and double-spaced. The author and specific page number must be cited in parentheses, and the punctuation mark should be placed after the closing parenthesis. The

source of the quotation must also be included in the Works Cited page. Quotations longer than four lines are called offset quotes or block quotes. They must be formatted as a separate paragraph, double-spaced, and indented one inch from the left margin with no quotation marks. Do not indent the first line unless you are quoting several paragraphs. Use the block format for short or long quotations that are two or more paragraphs that follow each other, with the first line indented 1 ½" from the left margin.

8. Position the insertion point anywhere within the title, *The Evolving Role of the First Lady*, and then center the title.
9. Select each of the headings below in turn, apply a **Heading 1** style to them, and make the headings **bold**. The Heading 1 style keeps the titles left-aligned.

Introduction

Women in Politics

History of First Ladies

Role of First Ladies

Power of First Ladies

Conclusion

10. **SAVE** the document as ***Research on First Ladies*** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Creating Citations

Now that you formatted your research paper, citations should be placed in the document. Citing sources should be included in documents, such as research papers, articles, or reports that analyze or describe research you have completed on a topic. When you cite a source, you do so at the relevant location within the text. *Word* enables you to insert a citation and create a source at the same time. These can be managed, modified, or deleted when necessary.

Creating Citations

A citation is a note specifying the source of information. There are many rules that apply to citations. In this lesson, you will learn to use the basic in-text citation for the MLA format, which places parentheses after a quote that includes the author's name and page number.

A source includes all the information about where a specific element of your paper comes from, so the reader can find the original work. It could be a book, report, journal article, or website.

When you add a new citation to a document, you also create a new source that will appear in the Works Cited list. A **Works Cited** list is a collection of sources that you place at the end of a document. Works Cited lists are sometimes referred to as **bibliographies**, but a bibliography contains only books, while a Works Cited list can contain a variety of source media.

Take Note

In the MLA format, the list of sources is called Works Cited. In the APA format, it is called a References list.

Each time you create a new source in any document, *Word* saves the information on your computer in a master list, so you can find and re-use any source in other documents. *Word* also creates a current list, which contains all of the sources in your current document. You can modify the list at any time.

If, while writing our paper, all of the data for a source is not available, you can insert a placeholder and fill it at a later time. To add a placeholder, click *Add New Placeholder* on the Insert Citation menu. In this exercise, you learn to create a citation.

Step by step Create Citations

You can choose from many different reference styles when formatting your citations and your list of sources. American Psychological Association (APA) and Modern Language Association (MLA) are the most common. The selected format inserts the information in the correct layout. Additional formats are also available, so make sure you check with

your instructor on which style you should use.

GET READY. USE the document that is open from the previous exercise.

1. On the References tab, in the Citations & Bibliography group, click the **Style** drop-down list and change the value to *MLA Seventh Edition* (see Figure 9-2).



Figure 9-2
Style menu

2. Under the heading, *Women in Politics*, position the insertion point at the end of the second paragraph, after ...in the background *but before the ending period*.
3. Click the **Insert Citation** button in the *Citations & Bibliography* group. A menu appears.
4. Select **Add New Source**. The *Create Source* dialog box appears.
5. The *Create Source* dialog box contains fields for the source information, including the author, title, year of copyright, city where publisher is located, and publisher's name. Click the **Show All Bibliography Fields** checkbox to display additional fields.
6. The *Type of Source* menu displays *Book* as the default. Click the **drop-down arrow** to review the additional source options. The fields in the dialog box will automatically be adjusted for you depending on the source type. Leave the Type of Source value at the default.
7. Type the source information that is shown below.
Type of Source: **Book**

Author: Mayo, Edith; Meringolo, Denise D.
Title: *First Ladies: Political Role and Public Image*
Year: 1990
City: Washington
State/Province: D.C.
Publisher: Smithsonian Institute

8. Click **OK**. The citation is added to the text, and the source information is saved. The author names (*Mayo and Meringolo*) appear in parentheses. When you use the MLA format, the citation uses the author-page method and places the information in parentheses. In this instance, the page number is not appearing yet; later, you will learn to modify the citation.
9. Under the heading, *History of First Ladies*, click to position the insertion point at the end of the second sentence, following the word *speech but before the period*.
10. Click the **Insert Citation** button and select **Add New Source**. The Create Source dialog box appears.

Take Note

Notice that the first source appears when you click the **Insert Citation** button. This makes it easy to insert multiple citations for the same source.

11. Type the source information for MLA style in the dialog box, as shown below.

Type of Source: Book
Author: Anthony, Carl Sferrazza
Title: *America's First Families: An Inside View of 200 Years of Private Life in the White House*
Year: 2000
City: New York
Publisher: Simon & Schuster, Inc.

12. Click **OK**. The citation appears in the text.
13. **SAVE** the document as *Research on First Ladies 2* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Modifying a Citation and a Source

Word makes editing sources easy by providing context menus on the citation placeholders, providing easy access to the dialog boxes you use to modify citations and sources.

When you insert a citation, *Word 2016* inserts it into your document inside a placeholder. When you hover your mouse over the citation, it appears shaded. You can easily modify the text within the placeholder or the source or citation data that goes along with it.

GET READY. USE the document that is open from the previous exercise.

1. At the end of the second paragraph in the Women in Politics section, click on the first citation you inserted. Click the **drop-down arrow** to display a context menu (see Figure 9-3).

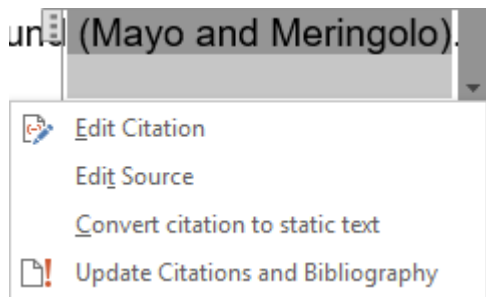


Figure 9-3
Citation placeholder
and menu

2. Select **Edit Source** from the menu. The *Edit Source* dialog box appears, filled with the information you entered earlier about the source.
3. In the *Year* field, change the year of publication to **1994**.
4. Click **OK**. Word displays a prompt asking: "This source exists in your master list and current document. Do you want to update both lists with these changes?"
5. Click **Yes**.
6. The citation is still selected. Click the **drop-down arrow** again, and this time select **Edit Citation**. The *Edit Citation* dialog box appears. The *Edit Citation* dialog box enables you to add page numbers specifying the exact location in the source to which you are referring. You can also make decisions about what to display within the citation text by selecting the Suppress checkboxes. You can suppress the Author, Year, and/or Title.
7. In the *Suppress* section, select the **Author** check box, and then click **OK**. The authors' names are replaced with the title.
8. Under the heading, *Role of First Ladies*, position the insertion point at the end of the second paragraph, after the words Mayo and Meringolo added and before the period.
9. In the *Citations & Bibliography* group, click **Insert Citation**. The menu lists the two sources that you have cited in the current document. This is your current list. Select the *Mayo, Edith, Meringolo, Denise D.* citation. The citation is inserted.
10. Click the citation. Click the **drop-down arrow** to display the citation options and select **Edit Citation**. The *Edit Citation* dialog box appears.
11. In the *Add* section, type **8** in the *Pages* box, and in the *Suppress* section, select the **Author** and **Title** checkboxes. Click **OK**.
12. **SAVE** the document as **Research on First Ladies 3** in the lesson folder on your flash drive.
13. Under the heading, *Women in Politics*, click the citation you created earlier. Then click the **drop-down arrow** and select **Edit Citation**. The *Edit Citation* dialog box appears.

14. Clear the Author checkbox and click **OK**. The author's names reappear in the citation.
15. Select the citation you created in the Role of First Ladies section, open the **Edit Citation** dialog box, and clear the **Author** and **Title** checkboxes. Click **OK**.
16. Under the heading, *History of First Ladies*, place the insertion point at the end of the paragraph after *shakers* and before the period.

Take Note

In this next step, you will insert a citation placeholder. A citation placeholder is a tag name for the source. You can also use this as a reference for yourself as you continue working on your research paper. You can edit tag names in the Edit Source dialog box.

17. Click the **Insert Citation** button and then select **Add New Placeholder**. The *Placeholder Name* dialog box appears.
18. In the *Placeholder Name* dialog box, spaces are not permitted. Type **Research_source**; then click **OK**.
19. **SAVE** the document as **Research on First Ladies 4** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Manage Sources

The Source Manager displays all the sources you have created and provides options for their management. The Source Manager displays two lists: the master list, which contains all of the sources for all documents you have created using *Word*, and the current list, which includes all of the sources you have created in the current document. The Source Manager enables you to manage these sources by sorting, moving, copying, deleting, or creating them. In this exercise, you learn to manage your sources.

Step by step **Manage Sources**

GET READY. USE the document that is open from the previous exercise.

1. On the References tab, in the *Citations & Bibliography* group, click the **Manage Sources** button. The *Source Manager* dialog box appears (see Figure 9-4).

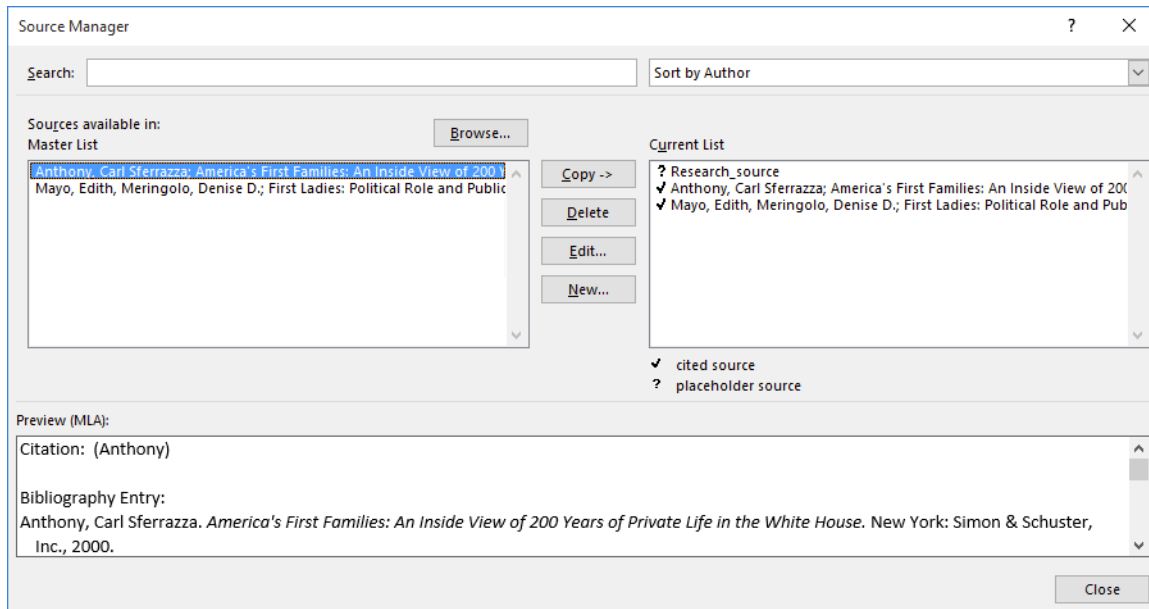


Figure 9-4
Source Manager dialog box

2. In the *Master List* section, select the **Anthony** source.
3. Click the **Edit** button. The *Edit Source* dialog box appears.
4. Select the **Show All Bibliography Fields** checkbox. The *Edit Source* dialog box expands to include additional fields.
5. Type **NY** in the *State/Province* field and then click **OK** to close the *Edit Source* dialog box.
6. Word displays a prompt asking: "*This source exists in your master list and current document. Do you want to update both lists with these changes?*" Click **Yes**.
7. Click the **Close** button on the Source Manager dialog box.
8. **SAVE** the document as **Research on First Ladies 5** in the lesson folder on your flash drive.

PAUSE. LEAVE Word open for the next exercise.

Removing a Citation

You can remove a citation from your document without removing the source data. The source data remains saved in the current document list and in the master list; therefore, if you decide you need to cite that source in another location, you can choose it from the Insert Citation menu. If you want to remove the citations permanently, you can open the Source Manager dialog box, select the source, and then click the Delete button. In this exercise, you learn to remove a citation without removing the source.

Step by step Remove a Citation

GET READY. USE the document that is open from the previous exercise.

1. Under the heading, History of First Ladies, position the insertion point after Anthony in the second sentence.
2. Click the citation placeholder tab to select the entire citation.

Take Note

At the beginning of the placeholder, you will see a tab with three vertical dots. Click this tab to select the entire citation.

3. Press **Delete** to remove the citation from the document.
4. Open the *Source Manager* dialog box. Notice that the source is still in both lists. When you are done, close the dialog box.
5. Click the **Undo** button on the *Quick Access Toolbar*. The citation reappears.
6. **SAVE** the document as **Research on First Ladies 6** in the lesson folder on your flash drive.

PAUSE. LEAVE Word open for the next exercise.

Creating a Works Cited Page

Word provides a gallery of bibliography formats from which to choose and enables you to automatically generate a bibliography from the sources in your *Current List*. A bibliography is a page that lists all of the sources in your paper. The Works Cited page called for in the MLA format is a type of bibliography, which can include sources other than books.

Take Note

Biblio- is the combining form of a Greek word meaning "book." Therefore, a bibliography, technically speaking, is a list of books. Because so many of the sources used for research today are not books - such as articles, databases, audio/video, and other media - the term bibliography has gone out of favor in scholastic circles. This is why the MLA uses Works Cited for a list of sources, and the APA uses References.

Make sure you follow your instructor's guidelines as to which bibliography format you should use. You can choose to insert a bibliography at the end of the document, or you can insert a page break to create a new page for the bibliography. After you insert the bibliography, Word enables you to update it by adding and deleting sources or removing the bibliography entirely. In this exercise, you learn to insert a Works Cited page.

Step by step Insert a Works Cited Page

GET READY. USE the document that is open from the previous exercise.

1. Press **Ctrl+End** to get to the end of the document. The insertion point is positioned after the last sentence of the document.
2. Press **Ctrl+Enter** to insert a page break.
3. Press the **Backspace** key to remove the first line indent.
4. On the References tab, in the *Citations & Bibliography* group, click the **Bibliography** button. A menu of built-in bibliography styles appears. You can choose to insert an automatic bibliography at the end of the document or on a new page. The *Insert Bibliography* command inserts a bibliography without a title. For your research

paper, your instructor has instructed you to use the *Works Cited* style.

5. Select the **Works Cited** style. The Works Cited list appears on the new page (see Figure w9-5).



Figure 9-5
Works Cited page

6. **SAVE** the document as **Research on First Ladies 7** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Updating a Works Cited Page

After adding new sources or modifying sources, you must update the bibliography to reflect the changes or additions you have made. When you hover your insertion point over the bibliography, Word shows the placeholder, similar to the way it shows citations. You can select the bibliography using the placeholder tab. To display the placeholder tab, click anywhere in the bibliography. In this exercise, you learn to update your Works Cited page.

Step by step Update a Works Cited Page

GET READY. USE the document that is open from the previous exercise.

1. Under the heading, *Role of First Ladies*, position the insertion point in the first paragraph, at the beginning of the fifth sentence, after the word *Gutin*.
2. Click **Insert Citation** and select **Add New Source**. The *Create Source* dialog box appears.
3. Select the **Show All Bibliography Fields** checkbox. The dialog box expands to include more fields.
4. Type the source information below.
Type of Source: **Book**
Author: **Gutin, Myra G.**
Title: **The President's Partner: The First Lady in the Twentieth Century**
Year: **1989**
City: **Westport**

State/Province: CT

Publisher: Greenwood Press

5. Click **OK**. The new citation appears in the text.
6. Scroll down to the Works Cited page and click anywhere in the bibliography to display the placeholder tab.
7. Click the **Update Citations and Bibliography** button. The page is automatically updated with the new source you created (see Figure 9-6).

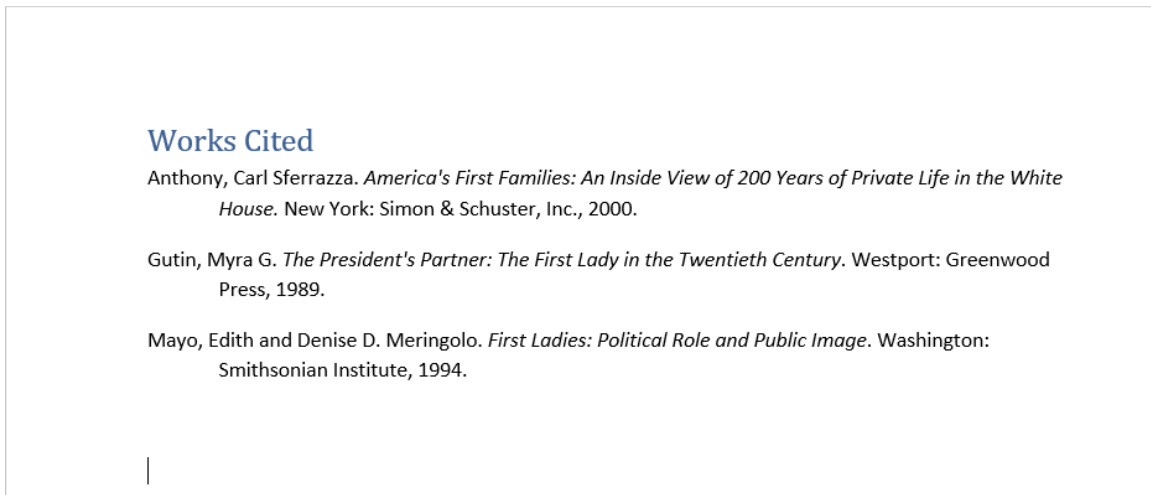


Figure 9-6

Works Cited page updated

8. **SAVE** the document as **Research on First Ladies 8** in the lesson folder on your flash drive.

PAUSE. LEAVE Word open for the next exercise.

Deleting a Works Cited Page

You can easily delete a bibliography. However, the source information is still saved with the current document, as well as within *Word's* master list. To delete the entire bibliography, click the placeholder tab next to the title and press the *Delete* key.

Step by step Delete a Works Cited Page

GET READY. USE the document that is open from the previous exercise.

1. Click anywhere in the biography to display the placeholder tab.
2. Click the three vertical dots in the placeholder tab to select the entire bibliography and source list.
3. Press the **Delete** key. The bibliography is deleted.
4. Click the **Undo** button on the Quick Access Toolbar.
5. **SAVE** the document as **Research on First Ladies 9** in the lesson folder on your flash drive then **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

Working with Tables of Authorities

A table of authorities is a specialized type of bibliography used in legal documents. A table of authorities lists all of the legal citations in a document and the page numbers on which they are located. Many of the skills for working with a table of authorities are the same as those you learned when working with citations and bibliographies.

There are two steps in generating a table of authorities:

- 1.** Mark the citations. To mark a citation, select a reference to a case in the document, such as "Forrester v. Craddock, 51 Wn 2d 315 (1957)." Then, on the References tab, in the Table of Authorities group, click the *Mark Citation* button and fill in the information about the citation in the Mark Citation dialog box.
- 2.** Insert the table of authorities. To do so, position the insertion point where you want the table of authorities to appear (typically at the end of the document), and then, on the References tab, click *Insert Table of Authorities*.

If you change the citations after generating the table of authorities, you can easily update your table of authorities. To do so, position the insertion point anywhere within the table of authorities and, on the References tab, in the Table of Authorities group, click the *Update Table* button.

Inserting Footnotes and Endnotes

The exercises you completed in this lesson demonstrated how to format your research paper using MLA style. Next, you will apply the skills that you have learned in the following exercises by inserting footnotes, endnotes, a table of contents, and a title page. If your paper requires a title page, *Word can* easily insert this into your document. If needed, a table of contents page follows the title page and should be separated with a *next page* section break, so that headers, footers, and page numbers are formatted correctly.

Inserting Footnotes in a Document

As with a Works Cited list, endnotes and footnotes are types of citations that provide source information for quotes, paraphrases, and summaries. The primary difference is that, with footnotes and endnotes, you insert a superscript number into your text, and the number refers to a specific note.

Take Note

Superscript is a printer's term referring to text that is slightly smaller than that of the rest of the document and set slightly above the normal line of type. A subscript is smaller text set slightly below the normal line of type. In addition to footnote and endnote references, superscripts are also used in mathematics, such as when a number is raised to a power. For example, the expression for the number ten to the third power is the numeral 10 followed by a superscript 3, i.e. 10³.

A footnote is placed at the bottom of the page on which the citation is located, while an endnote is placed in a list at the end of the document. In Word, footnotes and endnotes are automatically numbered. You can edit a footnote or endnote within the text, and when you delete a footnote or endnote, Word automatically rennumbers the remaining notes. Whether or not you use footnotes or endnotes in your papers depends on the discipline you are studying and on your instructor. In this lesson, you learn to insert a footnote and endnote into a document.

Step by step Create Footnotes and Endnotes

GET READY. OPEN the **Research on First Ladies** document you created earlier from the lesson folder.

1. Under the heading, *Women in Politics*, position the insertion point at the end of the second paragraph.
2. On the References tab, in the Footnotes group, click the **Insert Footnote** button. A superscript 1 appears after the paragraph and at the foot of the page. You will be citing the source in the footnote area.
3. Type **Mayo, Edith and Denise Meringolo. First Ladies: Political Role and Public Image. Washington: Smithsonian Institute, 1994.** You have entered the book title source for the footnote.

Take Note

Notice that when you hover over the superscript at the end of the second paragraph, a ScreenTip appears displaying the footnote text.

4. Under the heading, *History of First Ladies*, place the insertion point at the end of the second sentence (before *Anthony*). In the *Footnotes* group, click the **Insert Footnote** button. A superscript 2 appears at the insertion point, and at the bottom of the page.
5. At the bottom of the document page, type **Anthony, Carl Sferrazza. America's First Families: An Inside View of 200 Years of Private Life in the White House. New York: Simon & Schuster, Inc., 2000.** The bottom of page 2 should resemble Figure 9-7.

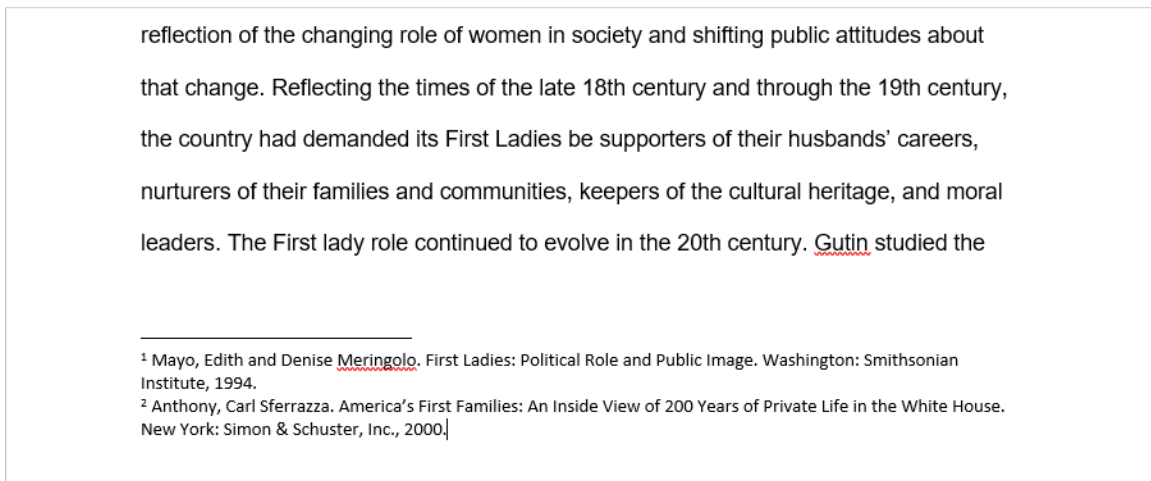


Figure 9-7
Unformatted footnote

6. Position the insertion point under the heading, *Role of First Ladies*, at the end of the fifth sentence, after the word advocates. In the *Footnotes* group, click the **Insert Footnote** button. A superscript 3 is placed after the punctuation.
7. At the bottom of the document page, type **Gutin, Myra G. The President's Partner: The First Lady in the Twentieth Century. Westport: Greenwood Press, 1989.**
8. **SAVE** the document as **Research on First Ladies 10** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Formatting Footnotes and Endnotes

According to the Modern Language Association (MLA), a bottom of the page footnote in MLA Style must be single spaced with a hanging indent and double spacing between each footnote, while an endnote is double spaced with a first line indent. In this lesson, you learn to format and delete a footnote and endnote.

Step by step Format Footnotes

GET READY. USE the document open from the previous exercise.

1. On page 2, select the two footnotes at the bottom of the page.
2. Right-click the selected footnotes and, on the context menu, select **Paragraph**. The *Paragraph* dialog box appears.
3. Change the Special drop-down list to **Hanging** and leave the By setting at the default **0.5"**. The Line Spacing setting is already set to **Single** space.
4. Click **OK**.
5. Place the insertion point after the first footnote on page 2, open the *Paragraph* dialog box, and increase the Spacing After setting to **12 pt**. Then click **OK**. This action creates the required spacing between the footnotes.
6. Format the footnote on page 3 by changing the Special setting to a **0.5" Hanging** indent and set Spacing After to **12 pt**.
7. Select the superscript 1 in the footnote at the bottom of the document on page 2.
8. On the References tab, in the *Footnotes* group, click the **Footnote and Endnote** arrow. The *Footnote and Endnote* dialog box appears.
9. In the *Format* section, in the *Number format* drop-down list, select the uppercase Roman numerals (see Figure 9-8).

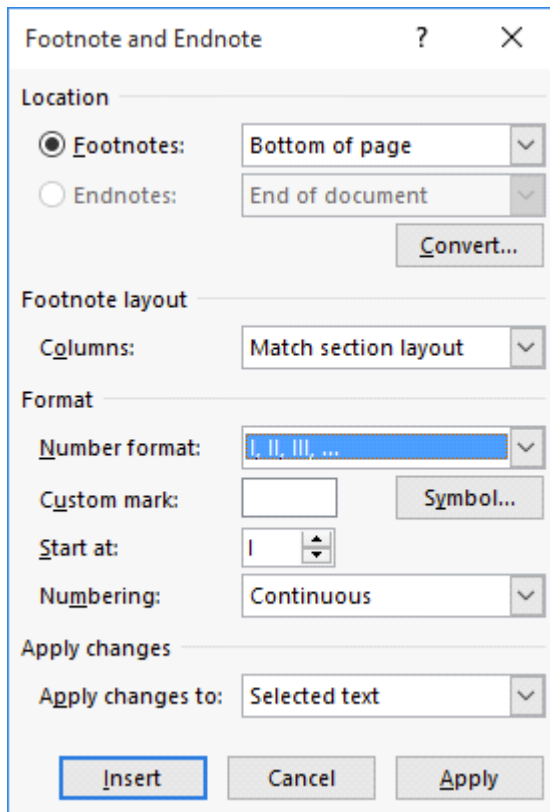


Figure 9-8
Footnote and Endnote dialog box

10. Click **Apply**. The numbering format changes for all of the footnotes in the document.
11. **SAVE** the document **Research on First Ladies 11** in the lesson folder on your flash drive.
12. Select the first footnote superscript in the Women in Politics section. **Delete** the footnote. Notice that the footnote itself disappears from the bottom of the page,

and the remaining footnotes are automatically renumbered.

13. Click **Undo**.

14. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Converting Footnotes and Endnotes

It is easy to convert from a footnote to an endnote or from an endnote to a footnote. In this exercise, you learn to convert from footnotes to endnotes and to format the endnote.

Step by step Convert Footnotes and Endnotes

GET READY. USE the document open from the previous exercise.

- 1.** At the bottom of page 2, place the insertion point at the beginning of the first footnote below the horizontal line.
- 2.** On the References tab, in the *Footnotes* group, click the **arrow** to launch the *Footnote and Endnote* dialog box.
- 3.** Click the **Convert** button. The *Convert Notes* dialog box appears. The first option *Convert all footnotes to endnotes* is selected.
- 4.** Click **OK** to convert the notes and close the *Convert Notes* dialog box.
- 5.** Click **Close** to close the *Footnote and Endnote* dialog box. Scroll through the document and notice that the footnotes are no longer positioned at the bottoms of the pages. The endnotes are now at the end of the document, using lowercase roman numerals.
- 6.** Place the insertion point after the last paragraph in the document.
- 7.** On the Insert tab, in the Pages group, click the Page Break button to insert a page break, separating the endnotes from the document and placing them on a new page.
- 8.** Select the first endnote and change the Number format back to *1, 2, 3...* The endnotes are renumbered with the new format.
- 9.** Select all of the endnotes and open the Paragraph dialog box. Then change the Line spacing to **Double**, the Special setting to **First line** indent, and the Spacing After value to **0 pt**.
- 10.** Click **OK**. The endnotes appear as shown in Figure 9-9.

¹ Mayo, Edith and Denise Meringolo. *First Ladies: Political Role and Public Image*. Washington: Smithsonian Institute, 1994.

² Anthony, Carl Sferrazza. *America's First Families: An Inside View of 200 Years of Private Life in the White House*. New York: Simon & Schuster, Inc., 2000.

³ Gutin, Myra G. *The President's Partner: The First Lady in the Twentieth Century*. Westport: Greenwood Press, 1989.

Figure 9-9
Formatted endnotes

11. **SAVE** the document as **Research on First Ladies 12** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Software Orientation

Table of Contents Group on the Ribbon

When working with your research paper, adding a table of contents can make it easy for the reader to locate a section of your paper quickly. The table of contents makes it easy to jump from one location in your document to another. Word automatically creates links for you, and, should you decide to present the paper online, the links will be in your document.

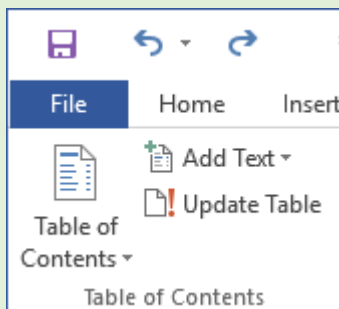


Figure 9-10
Table of Contents group

Use this figure as a reference throughout this lesson as well as the rest of this book.

Creating a Table of Contents

A table of contents is usually found at the beginning of a long document to help readers quickly locate topics of interest. A table of contents (TOC) is an ordered list of the headings in a document, along with the page numbers on which the headings are found. The table of contents follows the title page.

Creating a Table of Contents

Word makes inserting a table of contents easy by providing a built-in gallery of styles on the Table of Contents menu. You can use one of the styles from the built-in gallery or manually format a table of contents. Your document must contain heading styles for Word to automatically build a Table of Contents. Word will construct your Table of Contents based on any heading style in the document. For example, if you use *Heading 1*, *Heading 2*, and *Heading 3* styles in your document and then generate a table of contents, Word automatically knows which heading style you are using. In this exercise, you learn to create a table of contents.

Step by step Create a Table of Contents

GET READY. USE the document open from the previous exercise.

1. Position the insertion point at the beginning of the document. On the Layout tab, in the Page Setup group, click **Breaks** and, in the Section Breaks section, select **Next Page**. Then, move the insertion point to the top of the first page. By inserting a section break, you separate the Table of Contents from the rest of the document, because you may need to insert page numbers differently.
2. Press **Enter** twice to create a blank line above the section break, and place the insertion point on the top line.
3. On the References tab, in the *Table of Contents* group, click the **Table of Contents** button. A menu appears, containing a gallery of built-in styles.
4. Select the **Automatic Table 2** style. The table of contents is inserted in the document. When you click inside the table of contents, it is shaded in gray. Each entry is linked to a heading in the document and has a ScreenTip instructing you to **Ctrl+Click** to advance to that heading. This particular Table of Contents style contains headings and right tab settings with dot leaders. The page numbers are automatically inserted for each heading. When you select the table, the Table of Contents tab appears at the top, enabling you to select the table, change the format, and update its contents (see Figure 9-11).
5. Press **Ctrl** and click the mouse button to follow the link to the *Power of First Ladies* heading. Word jumps to that section of the document. Press **Ctrl+Home** to go to the beginning of the document.
6. **SAVE** your document as **Research on First Ladies 13** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

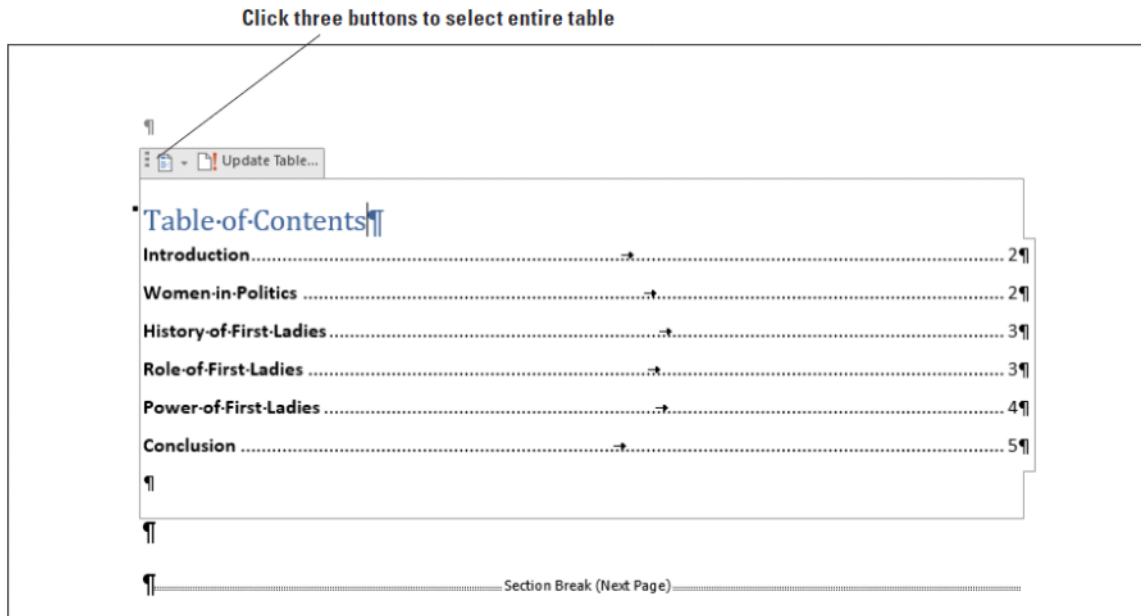


Figure 9-11
Automatic Table 2 style applied to document

Formatting a Table of Contents

The Table of Contents dialog box has other formatting options, including whether to show page numbers or right-align page numbers. You can also specify tab leaders, which are the symbols that appear between the table of contents topic and the corresponding page number. In this lesson, you learn to format a table of contents by changing the alignment tab leaders and levels.

Step by step **Format a Table of Contents**

GET READY. USE the document that is open from the previous exercise.

1. Select the table of contents you created, and in the *Table of Contents* group, click the **Table of Contents** button.
2. Select **Custom Table of Contents** from the menu. The *Table of Contents* dialog box appears (see Figure 9-12). The *Print Preview* box shows the style used to create the printed table of contents. The *Web Preview* box displays the same content using hyperlinks instead of page numbers. Using the controls in the *Table of Contents* dialog box, you can specify whether to show page numbers and whether to right-align those page numbers. Tab leaders are symbols that serve as a visual guide connecting the headings to the page numbers. These can appear as periods, hyphens, lines, or nothing at all. You can also change the format of the *Table of Contents* to display multiple heading levels.

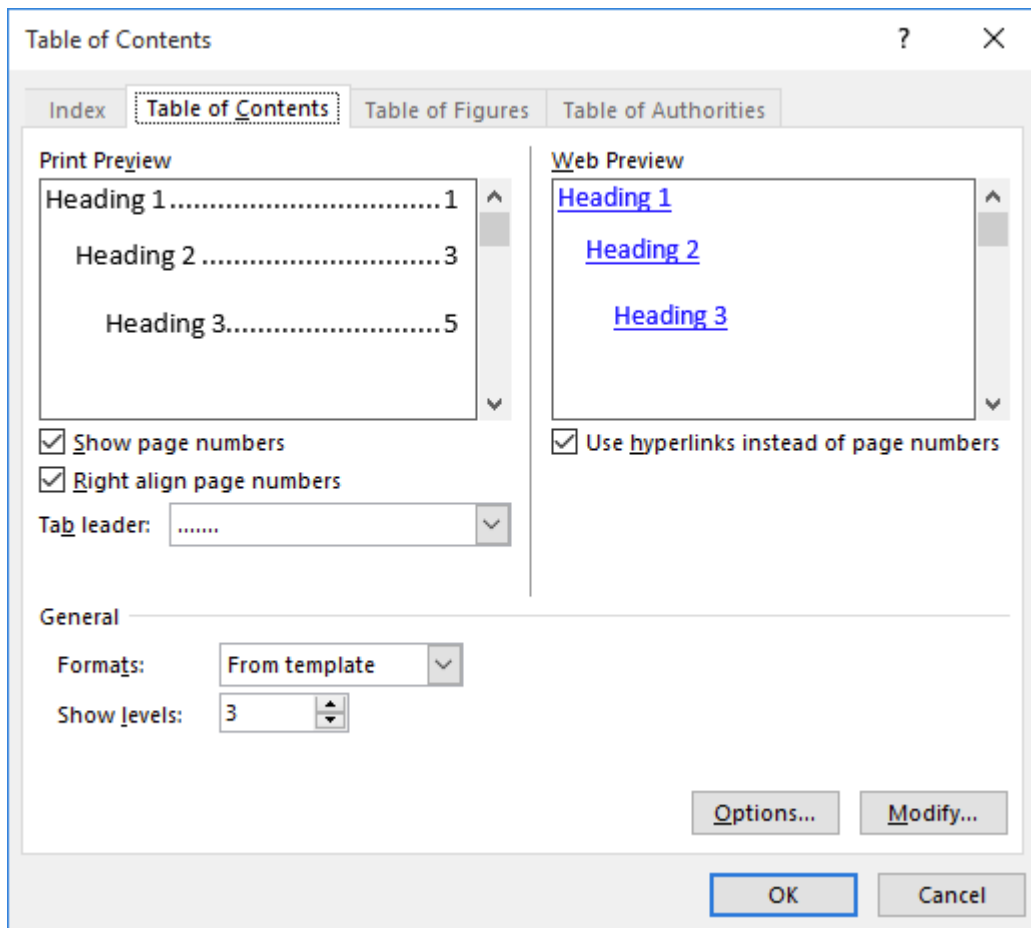


Figure 9-12
Table of Contents dialog box

3. In the General section, from the *Formats* drop-down list, select the **Simple** format. You can see the format's differences in the preview areas.
4. Click the **Options** button. The *Table of Contents Options* dialog box appears.
5. In the *Build table of contents from* section, scroll down in the TOC level list until you come to the styles and their levels marked for inclusion in the table of contents.
6. Add a *TOC level 4* by typing **4** in the box by *Heading 4*. A check mark appears by the heading.
7. Click **OK** to close the *Table of Contents Options* dialog box, and then click **OK** to close the *Table of Contents* dialog box.
8. When a message box appears, prompting you to replace the table of contents, click **OK**. The table of contents now contains the page number next to the heading with no tab leader. If you had four heading levels in your document, you would see *Heading 4* in the *Styles* group of the *Home* tab.
9. **OPEN** the *Custom Table of Contents* and the *Table of Contents Options* dialog boxes again and remove the *Heading 4* you created earlier.
10. Click **OK** to close the *Table of Contents Options* dialog box.
11. In the *Table of Contents* dialog box, in the *Format* drop-down list, select **Distinctive**. The table of contents now appears with a line as a tab leader followed by the page number.
12. Click **OK** to close the dialog box and then click **Yes** to replace the table of contents.

13. **SAVE** the document as **Research on First Ladies 14** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Software Orientation

Caption Dialog Box

When working with captions in a document, you use the Caption dialog box (see Figure 9-13). From there, you can select various caption options, including labels and numbering.

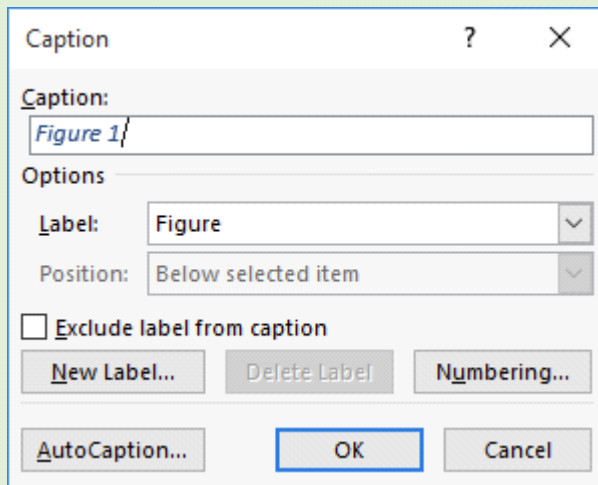


Figure 9-13
Caption dialog box

Use this figure as a reference throughout this lesson as well as the rest of this book.

Adding Captions

Word can automatically add captions to your document when you have tables, figures, or other objects, or you can manually add captions.

Adding Captions

A caption is a line of text that describes an object, which can appear above or below the object it describes. As you continue working on your paper, you might decide to add a table and insert pictures. Adding a caption below or above the table would be informative to anyone who reads your report. As you continue working with captions, you also learn that you can use captions for figures and equations. In this exercise, you learn to add a caption to a figure, a table, and an equation.

Step by step Add Captions to a Table

GET READY. USE the **Research on First Ladies 14** document that is open from the previous exercise.

1. Under the heading, *Power of First Ladies*, position the insertion point at the end of the last paragraph, ending with *...hurt her husband's career*, and press **Enter** to add a blank line.
2. Insert a table with two columns and three rows at the blank line. Type the following information in the table.
First column first row: **First Ladies**
Second column first row: **Years in White House**
Second column second row: **January 20, 1981 – January 20, 1989**
Second column third row: **January 20, 1993 – January 20, 2001**
3. Place the insertion point in the first column, second row and, from the lesson folder, insert the **Nancy Reagan** image into that cell.
4. Place the insertion point in the first column, third row and, from the lesson folder, insert the **Hillary Clinton** image into that cell.
5. Adjust the height for both images to **1.27"**.
6. Select the entire table and apply the **AutoFit Contents** command.
7. Position the insertion point below the table at a blank line.
8. On the References tab, in the *Captions* group, click the **Insert Caption** button to open the *Caption* dialog box.
9. In the *Label* drop-down list, select **Table**. This changes the label option in the *Caption* box. The *Caption* box now displays *Table 1*.
10. Place the insertion point in the *Caption* box after *1* then press the **spacebar** once. Type **First Ladies** then click **OK**. The caption is inserted below the table.
11. **SAVE** the document as **Research on First Ladies 15** in the lesson folder on your flash drive.

PAUSE. LEAVE Word open to use in the next exercise.

Adding Captions to a Figure

The same process you used to add a caption for a table is applicable to figures and any other objects. Your research paper contains two images, and you would like to insert a caption for each image. In this exercise, you insert a caption for the images you inserted earlier.

Step by step Add Captions to a Figure

GET READY. USE the document that is open from the previous exercise.

1. Select the first image, [Nancy Reagan](#).
2. Click the [Insert Caption](#) button and, in the *Caption* dialog box, change the Label value to [Figure](#).
3. In the *Caption* text box, after Figure 1, press the [Space](#) bar and type [Nancy Reagan](#).
4. In the *Position* drop-down list, select [Above selected item](#) and click [OK](#). The caption appears above the image.
5. Select the second image, [Hillary Clinton](#).
6. Click the [Insert Caption](#) button. The *Caption* dialog box appears.
7. In the Label drop-down list, leave the default value of [Figure](#) in place.
8. In the *Caption* text box, after Figure 2, press the [Space](#) bar and type [Hillary Clinton](#).
9. In the *Position* drop-down list, leave the default value [Above selected item](#) in place and click [OK](#). The caption appears above the image.
10. [SAVE](#) the document as [Research on First Ladies 16](#) in the lesson folder on your flash drive.

PAUSE. LEAVE the document open for another exercise. You will return to this document later in the lesson.

Adding Captions to an Equation

The same method for adding captions to tables and figures applies to equations as well; you simply select a different item in the *Label* list—or create a new label. If you are writing a paper that contains equations, you can add a description for each one. When you reopen the *Caption* dialog box, the label and numbering format you previously selected appear along with the next sequential number. For example, if you inserted the caption “*Figure 1*,” the next time you open the *Caption* dialog box in that document, “*Figure 2*” appears. In this exercise, you learn to add a caption, reposition it, and change the numbering format.

Step by step Add Captions to an Equation

GET READY. OPEN a blank Word document.

1. Press [Enter](#) to create a blank line.
2. On the *Insert* tab, in the *Symbols* group, click the [drop-down arrow](#) next to the *Equation* button to display the menu (see Figure 9-14).

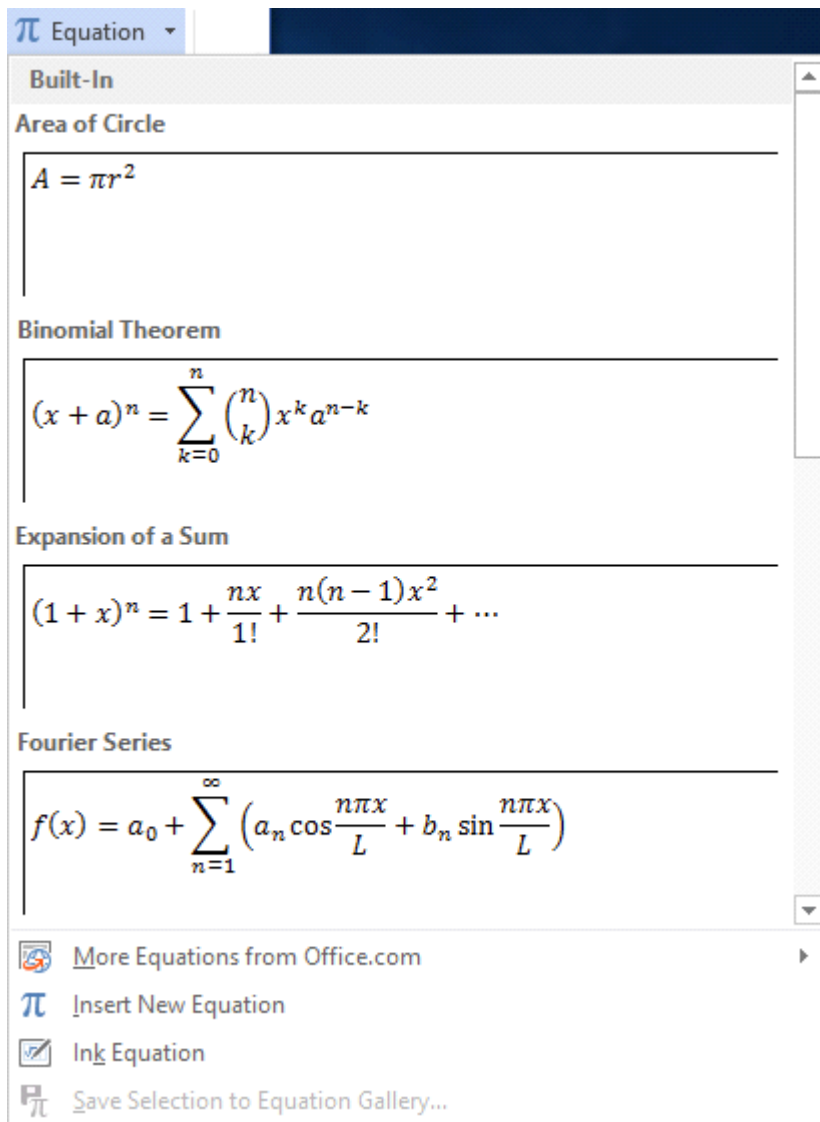


Figure 9-14
Equation menu

3. Click [Area of Circle](#) to insert the equation into the document.
4. Click the shortcut [drop-down arrow](#) by the equation, point to [Justification](#), and click [Left](#). The equation moves to the left side of the document.
5. Move the insertion point to the blank line above the equation.
6. On the References tab, in the *Captions* group, click the [Insert Caption](#) button to display the *Caption* dialog box.
7. In the *Label* drop-down list, select [Equation](#). In the *Position* list, the caption is already set to *Above selected item*. The *Position* list is grayed out because the equation was not selected. Selecting the equation activates the option to select to *Above selected item* or *Below selected item*. The insertion point is above the equation; therefore, the caption will be placed on the blank line above the equation.
8. Select the *Exclude label from caption* checkbox. The text, *Equation*, is removed from the *Caption* text box.
9. Click the [Numbering](#) button to display the *Caption Numbering* dialog box.

10. In the *Format* drop-down list, select **A, B, C . . .** and then click **OK**.
11. A new numbering caption appears in the *Caption* box. Clear the *Exclude label from caption* checkbox. The text *Equation A* appears in the *Caption* text box.
12. In the *Caption* text box, place the insertion point after *A*. Then type a colon, press the **Spacebar** once, and type **Area of a Circle**.
13. Click **OK**. The caption appears on the line above the equation.
14. Place the insertion point at the end of the equation and press **Enter** twice.
15. Insert the **Binomial Theorem** equation.
16. Select the equation (by clicking the three dots), and then click the **Insert Caption** button to display the *Caption* dialog box. In the *Caption* text box, *Equation B* is automatically added. Word tracks which caption you are using and renumbers it for you.
17. In the *Caption* text box, position the insertion point after *B*. Type a **colon** followed by a **space, and then** type **Binomial Theorem Equation**.
18. In the *Position* drop-down list, select *Above selected item*. Click **OK**. The caption appears above the equation.
19. **SAVE** the document as **Equations with Captions** in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.



Troubleshooting

Word inserts captions as text, but the sequential caption number is inserted as a field. If your caption looks similar to {SEQ Figure * ALPHABETIC}, Word is displaying field codes instead of field results. To see the field results, press **Alt+F9**.

Creating a Table of Figures

Some documents sequentially number and caption figures, like the captions you created in “Adding Captions” earlier in this lesson. If you like, you can create a table of figures to summarize them. A table of figures is like a table of contents except that it lists each figure number, caption, and the page number on which it appears, rather than each text heading in the document.

Step by step Create a Table of Figures

GET READY. USE the **Research on First Ladies 16** document that you left open in an earlier exercise.

1. Move the insertion point to the end of the document and press **Ctrl+Enter** to create a page break.
2. Type **Table of Figures** and apply the **Heading 1** style. Then press **Enter** to start a new paragraph.
3. On the *References* tab, click **Insert Table of Figures**. The *Table of Figures* dialog box appears (see Figure 9-15).

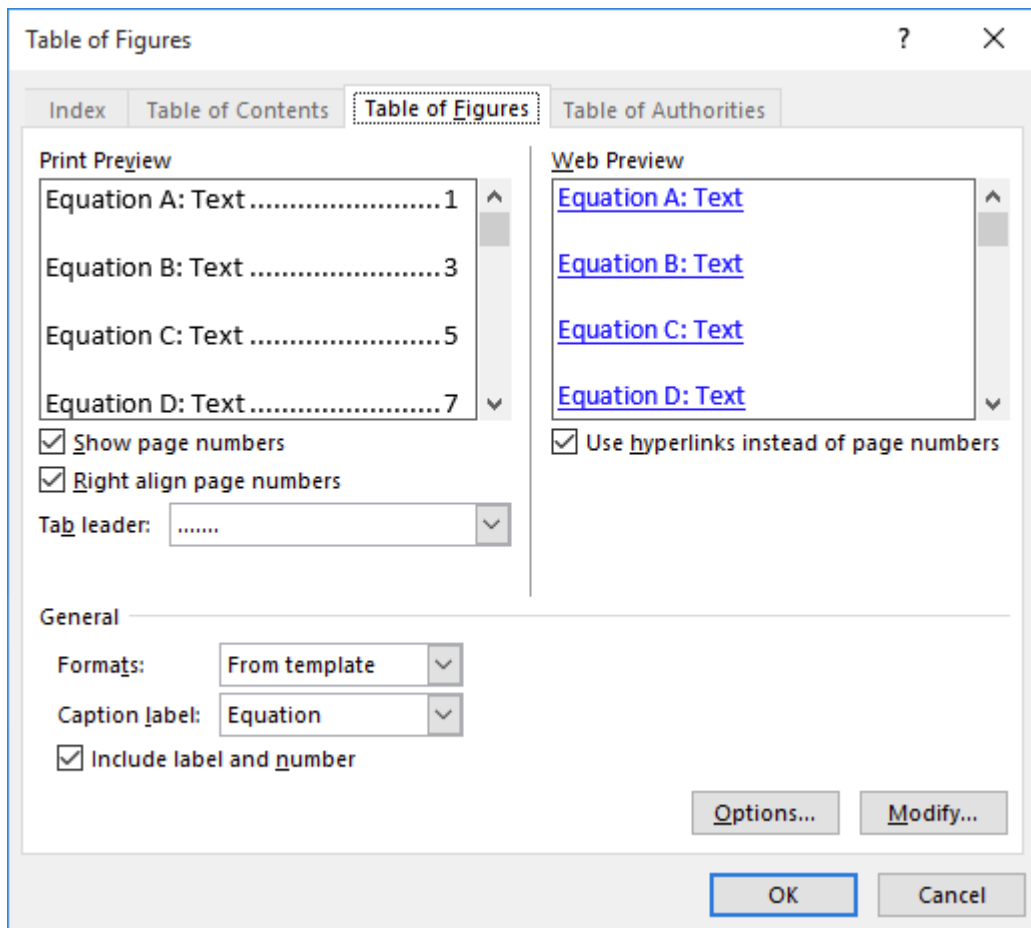


Figure 9-15
Table of Figures dialog box

4. Clear the [Use hyperlinks instead of page numbers](#) checkbox.
5. In the *General* section, in the *Caption label* drop-down list, select [Figure](#).
6. Click **OK**. The Table of Figures is created.
7. **SAVE** the file as **Research on First Ladies 17** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Creating and Modifying Headers and Footers

A header appears at the top of a document page, and a footer appears at the bottom. The *Header & Footer* group is found on the Insert tab and contains commands for inserting built-in headers, footers, and page numbers into a *Word* document.

The *Page Number* button in the *Header & Footer* group has commands for inserting page numbers in the header, the footer, or the side margin of a page using a built-in gallery. In this exercise, you learn to insert page numbers in a document.

Adding a Header with a Page Number

According to the MLA style, your paper should have a header on every page, displaying your last name followed by a page number,.

Step by step Add a Header with a Page Number

GET READY. USE the **Research on First Ladies 17** document that is open from the previous exercise.

1. Place the insertion point anywhere on the first page.
2. On the Insert tab, in the *Header & Footer* group, click the **Page Number** button.
3. In the menu that appears, point to **Top of Page** to display a gallery of numbering styles (see Figure 9-16).
4. In the gallery, select **Plain Number 3**. Page numbers are inserted on all pages. The page number is positioned on the right side as stated in the MLA style guidelines, and the *Header & Footer Tools - Design* tab appears in the ribbon.

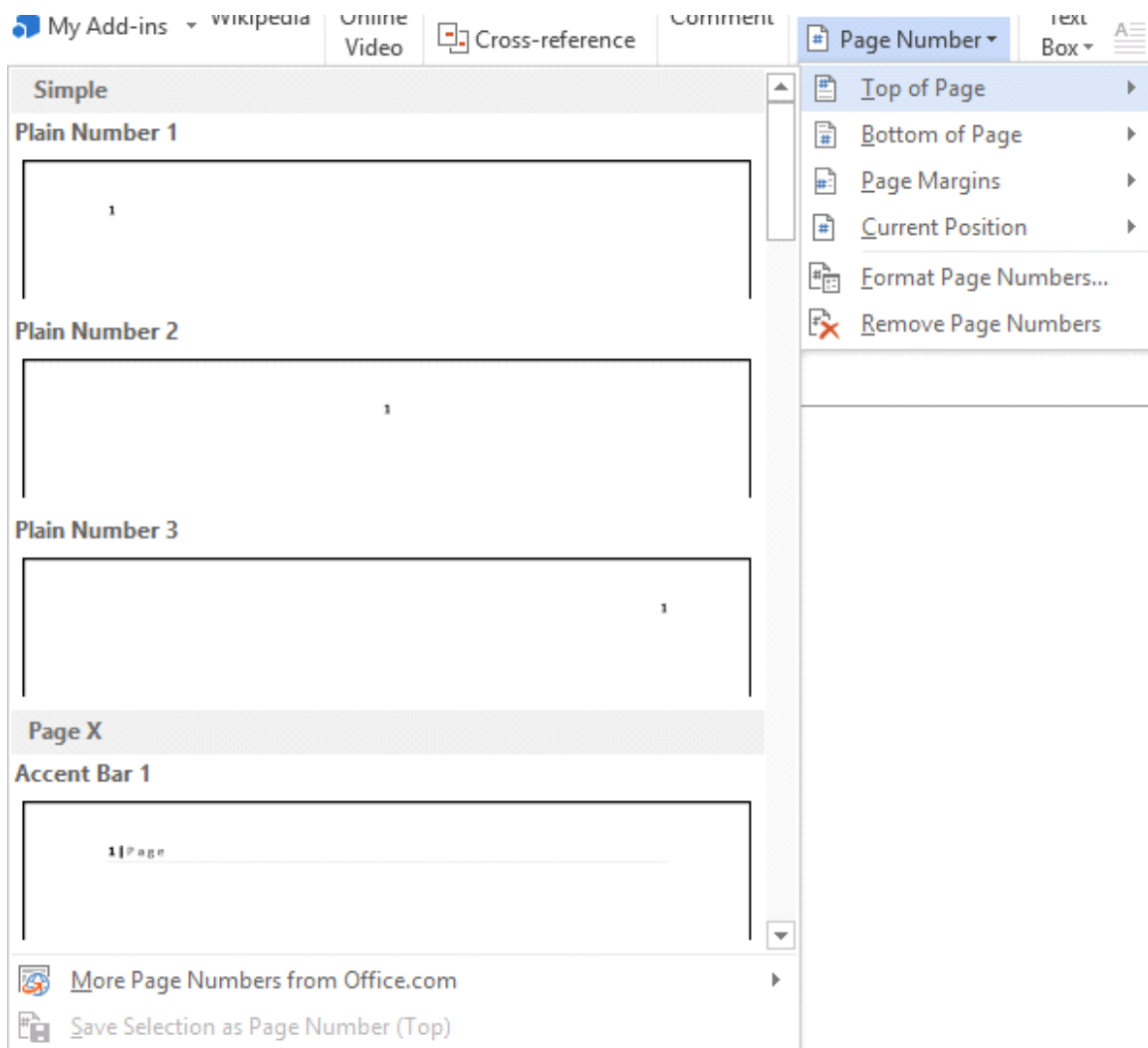


Figure 9-16
Gallery of page numbering styles

5. Make sure the insertion point is resting in front of the Page Number field. Type the last name (DeLeon) then press the **Spacebar** once. A page header will be inserted on every page in the document.
6. Click the **Close Header and Footer** button in the *Close* group.
7. **SAVE** the document as **Research on First Ladies 18** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Unlinking and Linking Section Headers and Footers

In a document that contains more than one section, you can specify whether the header and footer styles carry over between sections. By default, the same header and footer appear in each section.

However, you might want to have different headers and footers for different chapters in a long report, for example, or to differentiate the main part of the report from the opening or closing pages.

To link or unlink the headers and footers from one section to another, move the insertion point into the header or footer. Then, on the Header & Footer Tools - Design tab, click the Link to Previous button to toggle the link on or off. In the following exercise, you will toggle the link off.

Step by step **Unlink and Link Section Headers**

GET READY. USE the **Research on First Ladies 18** document that is open from the previous exercise.

- 1.** Position the mouse pointer at the beginning of the Conclusion heading.
- 2.** On the Layout tab, click the **Breaks** button and select **Next Page**.
- 3.** Double-click in the header area at the top of page 6. The Header & Footer Tools - Design tab appears.
- 4.** Click the **Link to Previous** button to break the link. The headers and footers of the two sections are now disconnected. However, the same text still appears in both sections, for now.
- 5.** In the header area at the top of page 6, position the insertion point before *DeLeon* and then on the Home tab, in the Paragraph group, click **Align Left**.
- 6.** Type **Conclusion** and then press **Tab** twice to move the name and page number back to its previous location.
- 7.** Scroll up in the document to confirm that the header in the previous section was not affected.
- 8.** On the Header & Footer Tools - Design tab, click **Close Header and Footer**.
- 9.** **SAVE** the file as **Research on First Ladies 19** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Inserting a Cover Page

A cover page is a decorative page at the beginning of a document, typically containing the title of the paper, the author's name, and sometimes other information, such as the date and the course or instructor's name.

Word 2016 includes a gallery of cover pages from which you can choose, ranging from the simple to the elaborate.

Adding a Cover Page

The MLA style does not call for a cover page, but your instructor has included one as part of the requirements for your paper. In this exercise, you insert a cover page to your existing document.

Step by step Insert a Cover Page

GET READY. USE the **Research on First Ladies 19** document that is open from a previous exercise.

1. Place the insertion point anywhere on the first page.
2. On the Insert tab, in the *Pages* group, click the **Cover Page** button. The thumbnail gallery of built-in cover pages appears (see Figure 9-17).

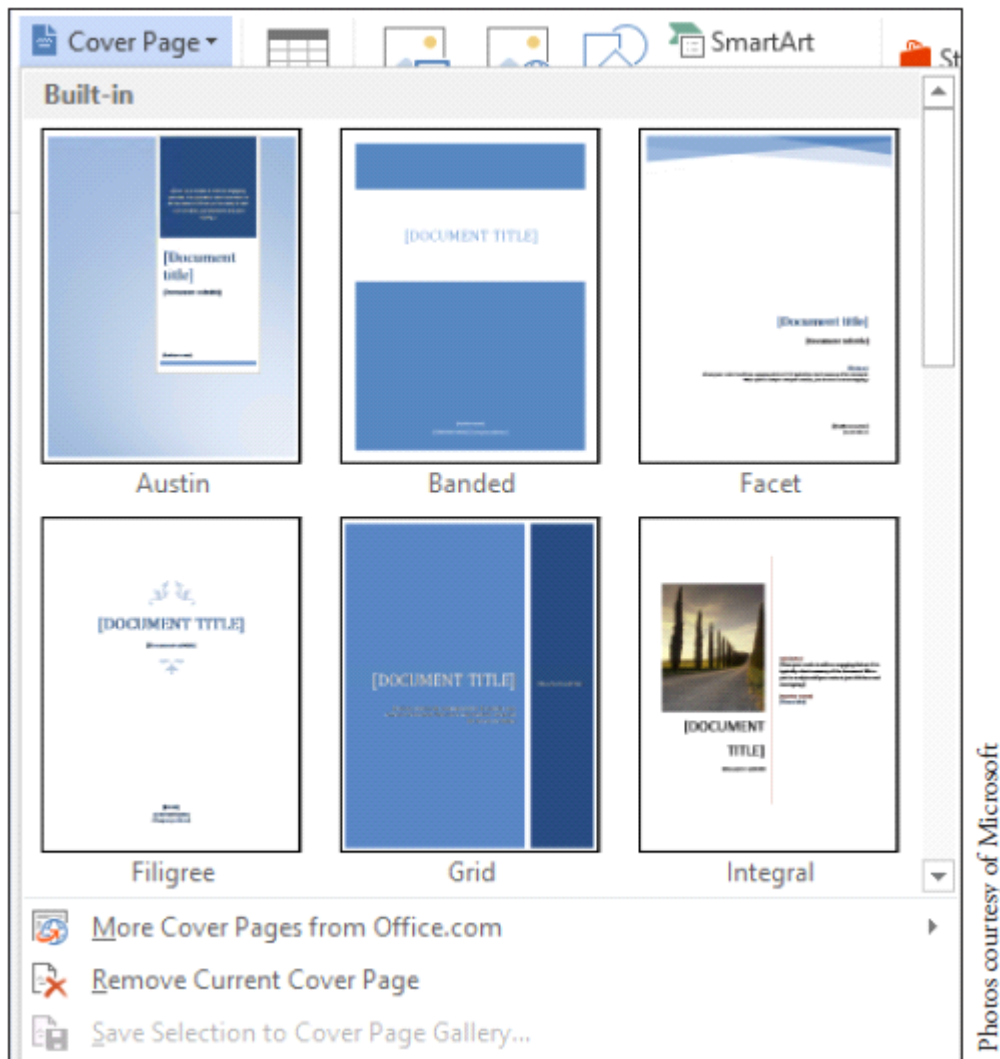


Figure 9-17
Gallery of cover pages

3. Scroll down in the thumbnail gallery and select the Ion (Light) cover page. The cover page is inserted at the beginning of the document.
4. In the upper-right corner of the new cover page, click the **Year** field and type the current year.
5. Click the **Document title** field and type **The Evolving Role of the First Lady**.
6. Click the **Document subtitle** field.
7. In the Subtitle tab that appears, select the entire field by clicking the **three dots** and then press the **Delete** key. The field disappears.
8. Click the **Author** field and then type **Victoria DeLeon**.
9. **SAVE** the file as **Research on First Ladies 20** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Inserting Hyperlinks

You can add hyperlinks to a research paper or any document that can benefit from a link to help the reader quickly find a source you are referencing. Your instructor might

require you to share your document online with others, which will enable readers to follow the links in your document. A hyperlink is a way to jump from one location to another, either within the same document or to an external location. To follow the link, you hold the Ctrl key while clicking with the left mouse button on the hyperlink. You can apply hyperlinks to text or graphics. Hyperlinks can be external links to a web page on the Internet; to a specific target location within the document, such as a bookmark or heading; to an email address; or to a different document.

Inserting a Hyperlink

A hyperlink quickly takes you to a location within the document, to a web page, to a different document, or to an email address. In this exercise, you learn to insert a hyperlink for text and for an image, add a ScreenTip, and remove a hyperlink and ScreenTip.

Step by step Insert a Hyperlink

GET READY. USE the **Research on First Ladies 20** document that is open from a previous exercise.

1. Go to page 5 and select the **Nancy Reagan** picture.
2. On the Insert tab, in the *Links* group, click the **Hyperlink** button to open the *Insert Hyperlink* dialog box (see Figure 9-18).

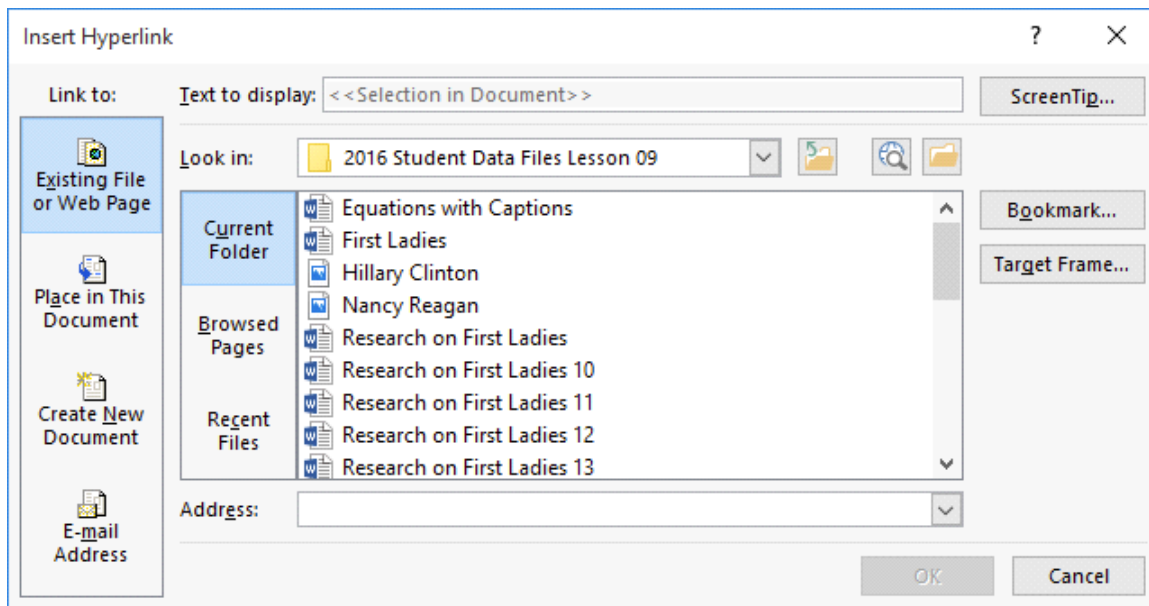


Figure 9-18
Insert Hyperlink dialog box

3. In the *Link to* list, the *Existing File or Web Page* option is selected by default. In the *Address* text box, type <http://www.firstladies.org/biographies/>.

Take Note

Hypertext Transfer Protocol (HTTP) is how the data is transferred to the external site through the servers.

4. Click **OK**. The picture is now linked to the external site.
5. To test the link, press **Ctrl**, then click the link with the left mouse button. When you hover over the link, a ScreenTip automatically appears with instructions on what to do.
6. Select the **Hillary Clinton** picture and repeat steps 2 to 4. Word recalls the last address, and the full address will appear once you start typing. You have now linked two pictures to an external site.

Take Note

It is recommended that you always test your links before posting or sharing your document.

7. You can add links for text or phrases using the same process that you just completed. Insert hyperlinks using the same Web address to both of the caption containing the first ladies' names. Both names will then be underlined, showing that they are linked.
8. Hover over Nancy Reagan's picture and you should see the full address that you typed. It would be better to change the ScreenTip with the full name. Select the picture of Nancy Reagan.
9. Press **Ctrl+K** to open the *Edit Hyperlink* dialog box.
10. Click the **ScreenTip** button. The *Set Hyperlink ScreenTip* dialog box appears.
11. Type **First Lady Nancy Reagan**.
12. Click **OK** to close the *Set Hyperlink ScreenTip* dialog box. Click **OK** to close the *Edit Hyperlink* dialog box.
13. Place your insertion point over the image and notice the ScreenTip; it now appears as *First Lady Nancy Reagan*.
14. Select the **Hillary Clinton** picture and replace the ScreenTip with the words **First Lady Hillary Clinton**.
15. **SAVE** the file as **Research on First Ladies 21** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Removing a Hyperlink and ScreenTip

Once you remove a hyperlink, it will no longer be linked to a document or external web location. You remove hyperlinks the same way for text and images. After you delete a ScreenTip, it is no longer displayed in the hyperlink; however, the link remains active. In this exercise, you learn to remove a hyperlink and ScreenTip.

Step by step Remove a Hyperlink and ScreenTip

GET READY. USE the document open from the previous exercise.

1. Select the image of Hillary Clinton.
2. Use the shortcut method, **Ctrl+K**, to access the *Edit Hyperlink* dialog box.
3. Click **Remove Link** to remove the hyperlink.
4. Hover over the image and notice that the ScreenTip no longer appears and the hyperlink has been removed.

5. Select the image of Nancy Reagan, and on the Insert tab, in the *Links* group, click the [Hyperlink](#) button. The *Edit Hyperlink* dialog box appears.
6. Click the [ScreenTip](#) button and then select and delete [First Lady Nancy Reagan](#).
7. Click [OK](#) twice.
8. Hover over the image and you will notice that although the revised ScreenTip no longer appears, the image is still linked to an external site.
9. Use the right mouse button to open the shortcut menu and remove the links on the two text hyperlinks and on the image.
10. [SAVE](#) the document as [Research on First Ladies 22](#) in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Adding an Email as a Hyperlink

You can use an email address link to provide contact information, elicit feedback, or request information. In this exercise, you learn to add an email address as a hyperlink.

Step by step Add an Email as a Hyperlink

GET READY. USE the document open from the previous exercise.

1. On page 2 of the document, select [Victoria DeLeon](#).

Take Note

You can apply email links to text or images.

2. On the Insert tab, in the *Links* group, click the [Hyperlink](#) button. The *Insert Hyperlink* dialog box appears.
3. In the *Link to* section, click [E-mail Address](#). The dialog box changes to support the different type of link.
4. In the *E-mail address* text box, type manager@proseware.com. The text *mailto:* automatically appears when you begin typing the email address.
5. In the *Subject* text box, type [Research Paper on First Ladies](#) (see Figure 9-19).

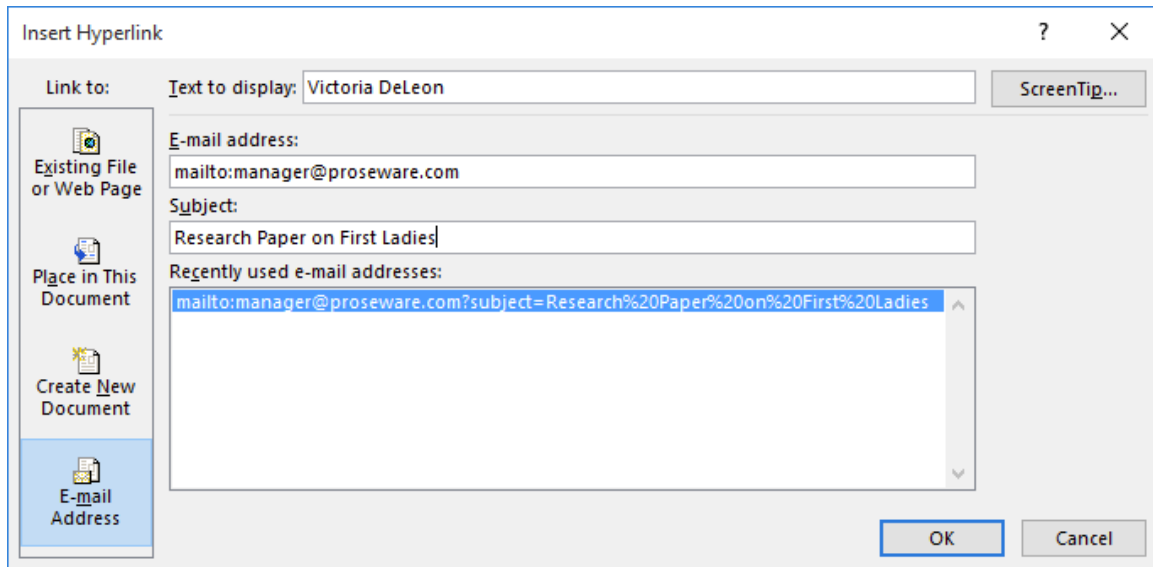


Figure 9-19
Insert Hyperlink dialog
box with Email fields

6. Click the **ScreenTip** button to open the *Set Hyperlink ScreenTip* dialog box.
7. In the *ScreenTip* text box, type **Manager** and click **OK**.
8. Click **OK** again, to close the Insert Hyperlink dialog box.
9. Test your email link by pressing the **Ctrl** key and clicking the left mouse button on the text. The *mailto* link opens the Outlook messaging box with the email address and subject line already inserted. If Outlook is not set up on your computer, you are prompted to select an email application.
10. **SAVE** the document as **Research on First Ladies 23** in your lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Creating Bookmarks

A bookmark is a reference point, a location, or a selection of text that you name and identify for future reference. For example, you might want to revisit a specific page in a document, to locate text there. You can create a bookmark, and then use the Bookmark dialog box to get there quickly, using the name of the bookmark you created.

Creating a Bookmark

For your research paper, you will be sharing your work online. Inserting bookmarks into your document will make it easier for your readers to navigate through the paper. In this exercise, you learn to add a bookmark in a document. Bookmark names can contain numbers, but they must begin with a letter. Spaces are not valid when naming a bookmark; therefore, separate text with an underscore or keep text together with no spaces, as in *Trade_Secrets* or *TradeSecrets*.

Step by step Create a Bookmark

GET READY. USE the document open from the previous exercise.

1. Select the *Introduction* text.
2. On the Insert tab, in the *Links* group, click the **Bookmark** button. The *Bookmark* dialog box appears (see Figure 9-20). Bookmark names can contain up to 40 characters, with spaces not allowed.

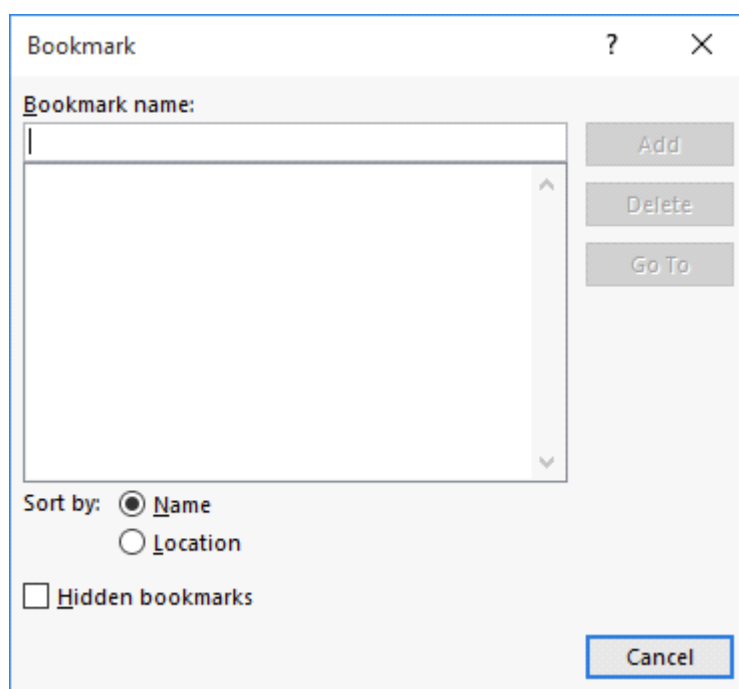


Figure 9-20
Bookmark dialog box

3. In the *Bookmark name* text box, type **Introduction**.
4. Click the **Add** button.

5. Create a bookmark for each of the remaining headings in the document. Remember to use underscores in place of spaces.
6. Now that you have finished creating the locations for the bookmark, it's time to test it. Use the *Go To* command to go directly to the bookmark.
7. To test the bookmarks, on the Home tab, in the *Editing* group, click the **Find** drop-down arrow and select **Go To**. The *Find and Replace* dialog box appears, with the *Go To* tab selected.
8. In the *Go to what* section, select **Bookmark**. The bookmarks you created appear in the Enter bookmark name drop-down list.
9. Select **Introduction** and then click the **Go To** button. Word automatically jumps to the Introduction bookmark in the document.
10. Test all of the remaining bookmarks and then click **Close** to close the Find and Replace dialog box.
11. Press **Ctrl+End** to move to the end of the document.
12. Press **Enter** to create a blank line.
13. Type **Back to Top** and right-align the text.
14. You will create one more link to move to the beginning of the document.
15. Select **Back to Top** and then press **Ctrl+K** to open the *Insert Hyperlink* dialog box.
16. In the *Link to* section, select *Place in This Document*.
17. In the *Select a place in this document* list, click **Top of the Document** and then click **OK**.
18. Press **Ctrl+Click** to test the *Back to Top* link. It jumps to the beginning of the document. This document is ready to be shared online with others.
19. **SAVE** the document as **Research on First Ladies 24** in the lesson folder on your flash drive then **CLOSE** the file.

CLOSE Word.



Troubleshooting

If your bookmark does not run properly, delete the bookmark, select the text, enter the same name, and then click Add.

Knowledge Assessment

Multiple Choice

Select the best response for the following statements.

1. Which menu enables you to add content to the table of contents?
 - a. Update Table
 - b. Add Text
 - c. Add Bookmark
 - d. None of the above
2. By default, a footnote is placed in which of the following locations?
 - a. At the beginning of the document
 - b. At the end of the document
 - c. At the end of the page
 - d. Below text
3. Hyperlinks can be linked to which of the following locations?
 - a. From one page to another page
 - b. To an email
 - c. All of the above
 - d. To a website
4. Reference points in a document are created using which of the following commands?
 - a. Bookmark
 - b. Hyperlink
 - c. Email
 - d. All of the above
5. Endnotes can be converted to which of the following?
 - a. Table of contents
 - b. Footnotes
 - c. Hyperlinks
 - d. They cannot be converted

True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. Only text formatted with a heading style can be included in a table of contents.
- T F 2. Hyperlinks can be applied to text or graphics.
- T F 3. When you create an email link, your mail application will automatically open.
- T F 4. A bookmark is a reference point in a document.
- T F 5. An endnote is a citation that is placed at the end of the document.

Projects

Project 9-1: Inserting Hyperlinks and Email Addresses

You will be updating the Family Vacation flyer created in an earlier lesson. Since this flyer will be shared by email, you want to insert hyperlinks and Margie's email address.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the **Family Vacation** document from the lesson folder.
2. **SAVE** the document as **9-1 Vacation Flyer Update** in the lesson folder on your flash drive.
3. Select the text **Margie's Travel Agency**. On the Insert tab in the *Links* group, select **Hyperlink**.
4. Select **Existing File or Web Page**, and in the *Address* box, type <http://www.margiestravel.com>. Click **OK**.
5. Place the insertion point at the end of the body paragraph and then press **Enter**.
6. Type **Contact: Margie** and then align right.
7. Select **Margie** and, on the Insert tab, in the *Links* group, click **Hyperlink**, and then select **E-mail address**.
8. For the *E-mail address*, type Margie@margiestravel.com.
9. In the *Subject* textbox, type [More information on Travel Plans](#).
10. Click **OK**.
11. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

LEAVE Word open for the next project.

Project 9-2: Inserting Captions

You will be updating one of the marketing flyers that you created. This flyer will be posted in the newspaper, school papers, and real estate brochures. A caption is needed.

GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the **Marketing Flyer** document from the lesson folder.
2. **SAVE** the document as **9-2 Marketing Flyer Update** in the lesson folder on your flash drive.
3. On the Design tab, in the *Page Background* group, click **Page Borders**. The *Borders and Shading* dialog box appears.
4. Apply a shadow page border, selecting the ninth option from the *Style* list and the color **Green, Accent 6, Darker 50%**. Click **OK**.
5. Click **Page Color** and select **Green, Accent 6, Lighter 80%**.
6. Select the SmartArt graphic and, on the References tab, in the *Captions* group, click **Insert Caption**.
7. Create a figure caption below the graphic with the following text: **Tech Terrace Real Estate helped the Loston's purchase their new home**.
8. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

CLOSE Word.