



Adding Microsoft® Office 2016 Document References and Links

Course ID #: 7000-539-ZZ-Z

Hours: 2

Course Content

Course Description:

Adding images to your document can enhance its usefulness and visual appeal. In this course, you will add and adjust images in your Microsoft Word document.

Target Student:

Word documents can become quite complex, consisting of a large array of tables, figures, footnotes, endnotes, and other supporting components, including references and links to other publications. This course will provide you with the skills to use the features Word provides to manage all these references and links.

Topics:

Lesson 1: Adding Document References and Links

Topic A: Add Captions

- Captions
- Caption Dialog Box
- How to Add Captions
- Adding Captions

Topic B: Add Cross-References

- Cross-References
- Cross-Reference Dialog Box
- How to Add Cross-References
- Adding Cross-References
- Cross-Reference Updates
- How to Update Cross-References
- Updating a Cross-Reference

Topic C: Add Bookmarks

- Bookmarks
- Bookmark Dialog Box
- Bookmark Formatting Marks
- Hidden Bookmarks
- How to Work with Bookmarks
- Creating and Using Bookmarks

Topic D: Add Hyperlinks

- Hyperlinks
- Insert Hyperlink Dialog Box
- Options in the Link to Panel
- Edit Hyperlink Dialog Box
- How to Work with Hyperlinks
- Inserting Hyperlinks



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Topic E: Insert Footnotes and Endnotes

- Footnotes and Endnotes
- The Footnote and Endnote Dialog Box
- Placement
- Reference Mark Navigation
- ScreenTips
- How to Work with Footnotes and Endnotes
- Inserting Footnotes and Endnotes

Topic F: Add Citations and a Bibliography

- Sources
- The Create Source Dialog Box
- The Edit Source Dialog Box
- The Source Manager Dialog Box
- Citations
- Citation Styles
- The Edit Citation Dialog Box
- How to Work with Citations and Sources
- Bibliography
- How to Work with a Bibliography
- Inserting Citations and a Placeholder
- Adding a Bibliography
- Modifying a Citation and Bibliography