Kennesaw State University

University Information Technology Services

Microsoft Word 2010

Level 3

University Information Technology Services

Outreach, Training, Learning Technologies & Video Production

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Introduction

This booklet is the companion document to the Word 2010 Level 3 workshop. The content assumes knowledge of the Microsoft Office 2010 interface, and builds on the content contained in the Word 2010 Level 2 booklet.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Add footnotes and endnotes to a document
- Add citations and a bibliography to a document
- Create a table of contents
- Create macros
- Create interactive forms
- Perform a mail merge
- Track and merge changes to a document

Footnotes and Endnotes

Footnotes and endnotes provide referencing information for specific text in a document. Footnotes appear at the bottom of the page on which the reference mark appears; endnotes appear at the end of a section or document.

Inserting a Footnote

The following explains how to insert a footnote on a page.

1. Click in the document at the location where you want the footnote reference mark to appear.
2. Click the **References** tab.
3. In the **Footnotes** group, click **Insert Footnote**.

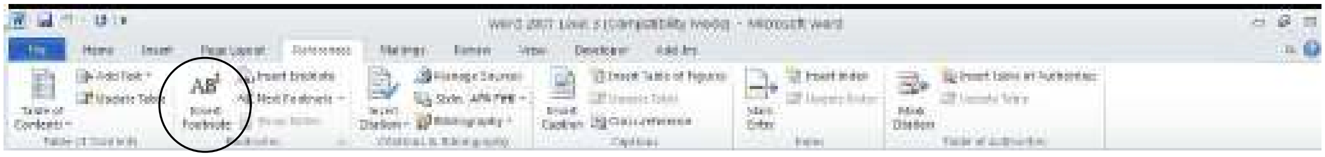
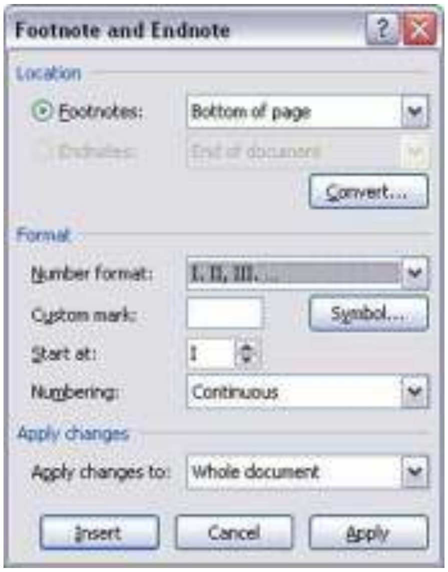

File
Home
Insert
Page Layout
References
Mailings
Review
View
Developer
Add-Ins
Table of Contents
Add Text
Update Table
Insert Footnote
Insert Endnote
Next Footnote
Show Notes
Insert Citation
Manage Sources
Style: APA Fifth
Bibliography
Insert Caption
Insert Table of Figures
Update Table
Cross-reference
Mark Entry
Insert Index
Update Index
Mark Citation
Insert Table of Authorities
Update Table

Figure 1—Insert Footnote

4. Type in the footnote entry.
5. If there are changes that you want to make in the location or appearance of the footnotes, click the **Footnote and Endnote dialog box launcher** (this is the arrow on the Ribbon located to the right of *Footnotes*).
6. Make the changes, and then click **Apply**.


Footnote and Endnote

Location

Footnotes: Bottom of page

Endnotes: End of document

Format

Number format: I, II, III, ...

Custom mark:

Start at: I

Numbering: Continuous

Apply changes

Apply changes to: Whole document
Convert...
Symbol...
Insert
Cancel
Apply

Figure 2—Footnote and Endnote Dialog Box

This is a sample, click download link to get the full Tutorial

CLICK BELOW