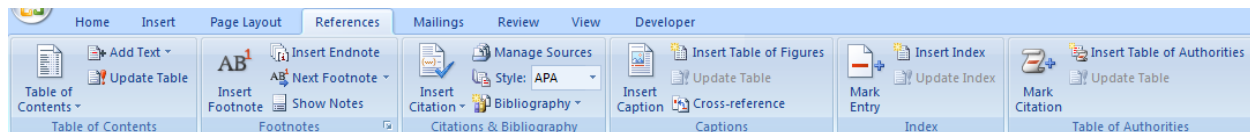


MICROSOFT WORD 2007 – BOOK 3

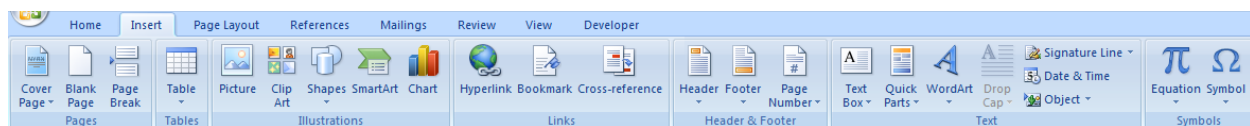
3.3 WORKING WITH LONG DOCUMENTS

P115

The commands in this section are found on the **Reference** tab:



or on the **Insert** tab:

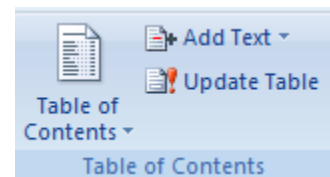


CREATION OF A TABLE OF CONTENTS

As before, you should ensure that all the headings and sub headings that you want to display in the contents page, have been formatted using styles.

Go to the **References** tab, **Table of Contents** group and select **Table of Contents**.

Click on **Insert Table of Contents**.



The rest remains as before.

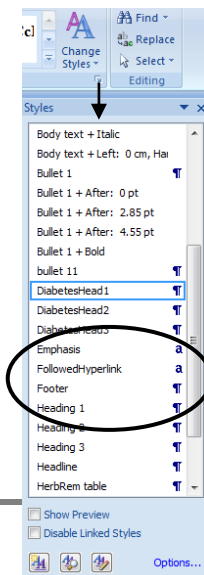
Activity 1 P 117

Activity 2 P 118

2. Open the document Diabetes.

Headings have already been formatted with the help of styles. Click on **Home** tab, **Styles** to see what styles have been used. Now click on the different headings in the document and notice that three styles have been created. (DiabetesHead1, DiabetesHead2 and DiabetesHead3)

Now create a table of contents with three levels. Change the font and point size which is used to a type that you like.



Sometimes you work in a document after the table of contents has been created. In such cases one can just update the table of contents. Right-click any place in the table of contents. Select **Update field**.

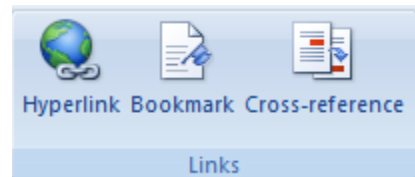
BOOKMARKS

An electronic bookmark helps you move directly to a specific place in a document.

CREATION OF A BOOKMARK

- Place the cursor at the place in the document where you want to insert a bookmark.
- On the **Insert** tab, go to the **Links** group and click on **Bookmark**.

Rest same as before.



JUMP TO A BOOKMARK

When you have inserted bookmarks in a document you can quickly jump to that position with the **Go To** option at **Bookmark** (on the **Insert** tab).

DELETING A BOOKMARK

You can easily delete a bookmark by selecting the **Delete** option.

Activity 3 P 119

HYPERLINKS

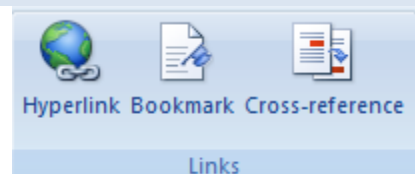
- To create a hyperlink which links to a place in the same document, select the text which must be made into a hyperlink.
- On the **Insert** tab, go to the **Links** group and click on **Hyperlink**.

Rest same as before.

Activity 4 P 120

Activity 5 P 120

Activity 6 P 120




FOOTNOTES AND ENDNOTES

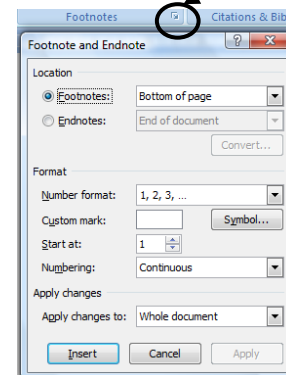
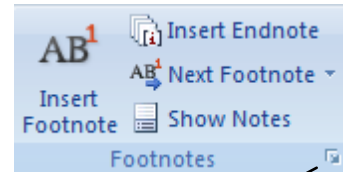
INSERTING OF FOOTNOTES AND ENDNOTES

Click on the place in the document where you want to insert the reference number. Then do the following:

- **References** tab, **Footnotes** group, click on **Insert Footnote**.

A footnote will be inserted in the default position (bottom of page).

If you want to change the options, click  in the **Footnotes** group to show the Footnote and Endnote dialog box.



[Activity 7 P 122](#)

[Activity 8 P 122](#)

[Activity 9 P 122](#)