

Lesson 1

Footnote and Endnote

You would have probably learnt this when you started with Word. This is a slightly different way to handle these sections.

Footnotes and Endnotes

Footnotes and endnotes 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 **Reference** tab.
3. In the **Footnote** group, click **Insert Footnote**.



4. Type in the footnote entry.
5. If there are changes that you want make in the location or appearance of the footnote, click the **Footnote and Endnote dialog box launcher** (this is the arrow on the Ribbon located to the right of Footnote).(2)
6. Make the changes and then click **Apply**.

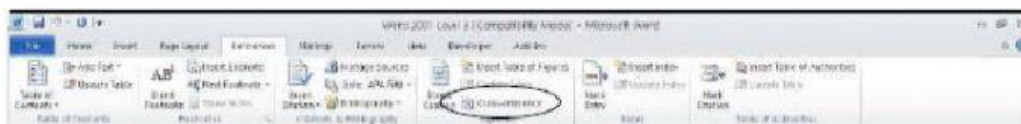


2

Inserting a Reference to a Footnote (Cross-reference)

The following explains how to insert a reference to a footnote.

1. In the document, type the text that begins the cross-reference (e.g. "For more information, see..".)
2. In the **Captions** group. Click **Cross-reference**.³



3

3. Click the arrow in the **Cross-reference** drop-down box.
4. Select **Footnote** and then select **Footnote Number** from the **Insert Reference** to drop-down box.
5. Select the footnote from the list.
6. Click **Insert**.
7. Click **Close**. A reference mark will appear.

Questions

- 1. Why do you think we use footnotes and Endnotes in Word?**
- 2. Explain the steps to insert a Footnote.**
- 3. Explain how to insert a reference to a footnote**