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.**

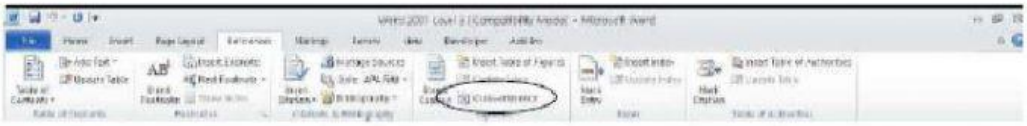
LIVEWORKSHEETS

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.**

LIVEWORKSHEETS

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**

LIVEWORKSHEETS