

Lesson 2 Citation and Bibliography and Table of Content.

Citation and Bibliography

What is a citation you may ask? A citation is information about a source referenced in the document. A bibliography is a collection of these citations. When you add a new source it is saved on your computer so that you can find and use it. The sources can also be used to compile a bibliography.

Adding a Citation

The following explains how to add a citation:

1. Click to select the location in the document where the citation will be placed.
2. Click the **Reference** tab.
3. Click the **Style** drop-down list and select the citation style that you want to use (JAPA, MLA etc).
4. In the **Citation** and Bibliography group, click **Insert Citation. (1)**



1

5. Click **Add New Source.**
6. In the **Create Source dialog box**, enter the source information.

Note: To add additional author names, click the **Edit** button. (2)



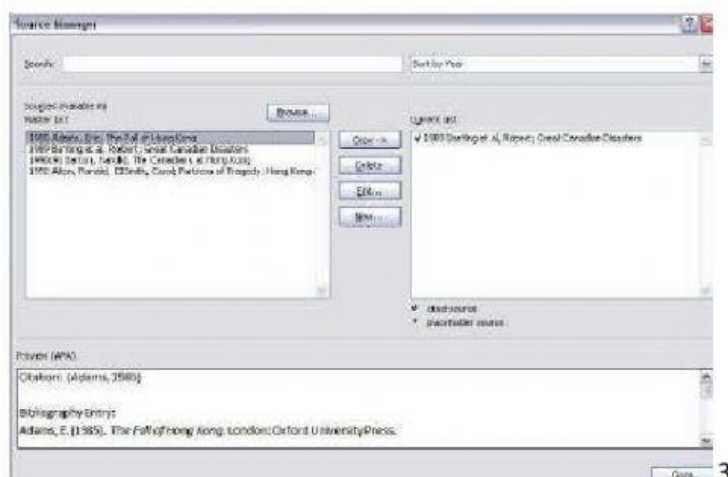
2

7. Click **OK**. The citation appears in the text.

Managing Sources.

The following explains how to manage sources. (3)

1. In the **Citation and Bibliography** group, click the **Manage Sources**.
2. You can use the **Source Manager** to search for,copy,delete,edit and add sources.
3. The **Master List** contains sources from every document, the **Current list** contains sources from the active document. The **Current List** is used to create the bibliography.



3

Creating a Bibliography

The following explains how to create a bibliography.(4)

1. Click to place your cursor where you want to insert the bibliography (usually at the end of the document.)
2. In the Citations and Bibliography group, click **Bibliography**.
3. Click one of the predesigned bibliography formats, or click **Insert Bibliography**.



4

Creating a Table of Contents

You can create a table of contents from text that has been formatted with the heading styles, or by manually marking text that you want included in the tables of content.

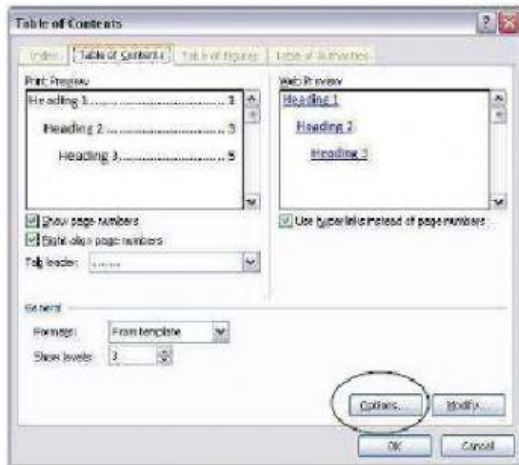
1. Click to place our cursor in the document where you want to place the table of contents.
2. Click the **reference** tab.
3. In the **Table of Contents** group, click **Table of Contents**.(4)



4

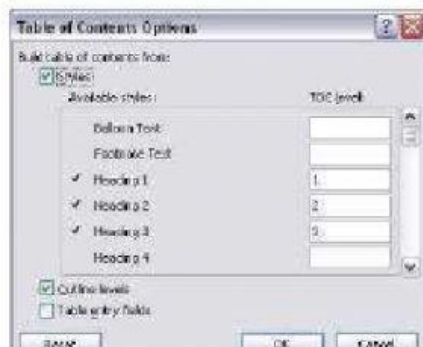
4. Click **Insert Table of Contents**.

5. To specify the heading to be included in the **Table of Contents**, click the **Options** button to be open the **Table of Contents Outbox** dialog box. (5)



5

6. Make sure the **styles** checkbox is checked, and the **Table entry fields** checkbox is unchecked,



6

7. Make sure the **Styles** checkbox to checked, and the **Table entry fields** checkbox is unchecked (6) not using.

8. Assign the Table of Content levels by entering levels by entering a number in the **TOC level field** for each heading style that you want to include from the **Available styles**.

9. Click **OK**.

10. In the Table of Contents dialog box, select the options you want and click **OK**.

Important Note: If you make changes to the document after you have added the table of contents, click **Update Table** in the Table of Contents group and select the approaching option from the Update Table of Contents dialog box.

Questions

1. How do you add a citation ?

2. Give the steps to Creating Bibliography?

3. Describe the steps to creating a Table of Content?