subject : computer

stage : first

course : second

Microsoft Word

The Forth Lecture

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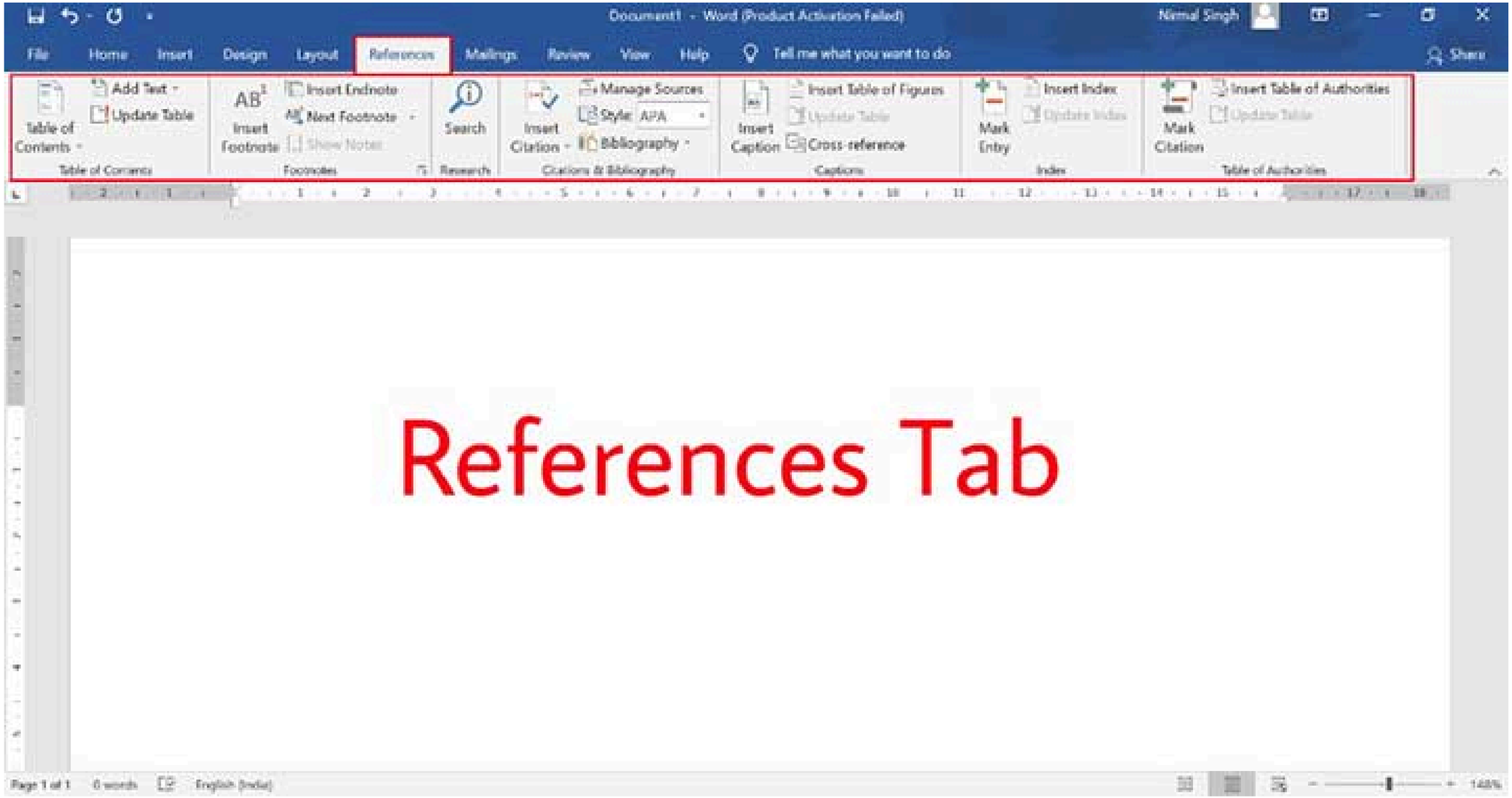
The Referances Tab



Referances Tab: helps you with elements that tie your document together and provide additional information

1 - table of content (table of contents , add text update table)

- **Table of Contents: Creates a table listing your headings and their corresponding page numbers.**
- **Add Text: Lets you manually add entries to your TOC that aren't headings.**
- **Update Table: Refreshes the TOC to reflect any changes you made to headings.**

2 - footnotes (insert footnote , insert endnote , next footnote , show notes)

- **Insert Footnote: Adds a numbered reference mark in your text and corresponding explanatory text at the bottom of the page (footnote) or document end (endnote).**
- **Insert Endnote: Similar to footnote, but places the explanation at the document's end.**
- **Next Footnote: Jumps to the position for the next footnote reference mark.**
- **Show Notes: Shows/hides all footnote/endnote reference marks and explanations within the document.**

3 - citations & bibliography (insert citation , manage source , style , bibliography)

- **Insert Citation: Adds an in-text reference to a source you've listed.**
- **Manage Source: Creates and edits the list of sources you're citing.**
- **Style: Choose a citation style like MLA or APA for consistent formatting of in-text citations and the bibliography.**
- **Bibliography: Generates a formatted list of all your cited sources at the end of the document.**

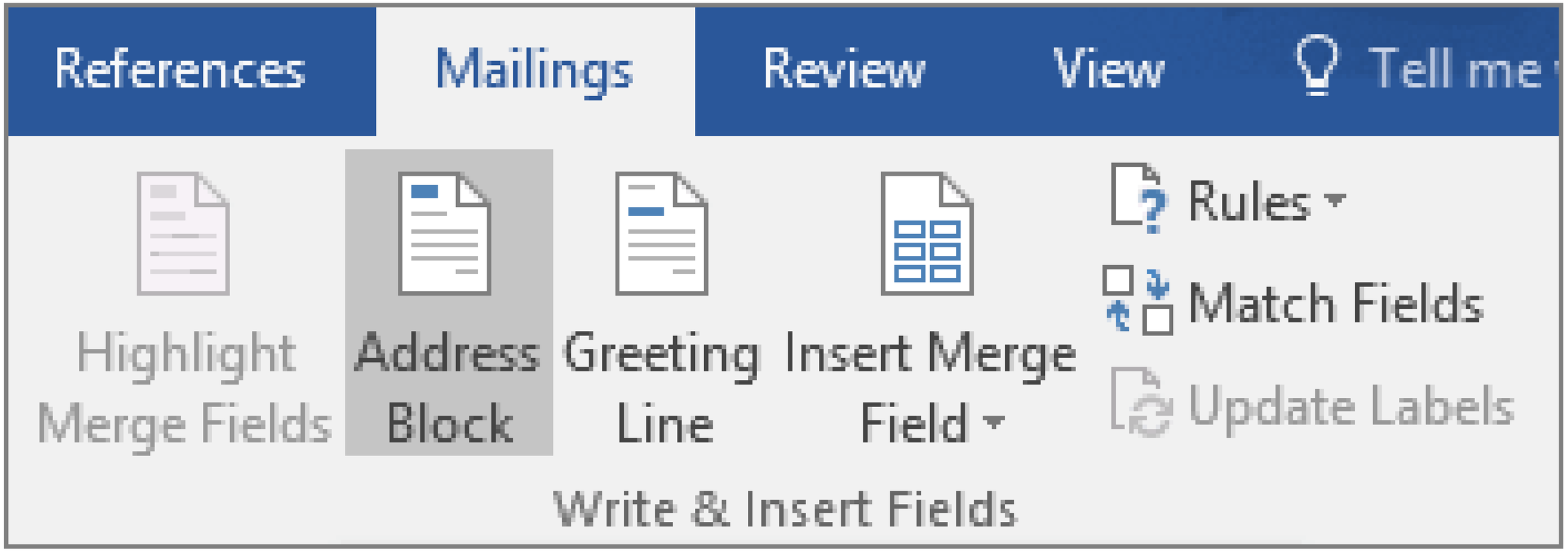
4 - captions (insert caption , insert table of figure , update table , cross-reference)

- **Insert Caption: Adds a caption (descriptive text) to elements like figures or tables.**
- **Insert Table of Figures (TOF): Creates a separate list of figures with their captions and page numbers.**
- **Update Table: Refreshes the TOF to reflect any changes to captions or figure placement.**
- **Cross-reference: Creates links within your document to reference figures, tables, headings, etc. by their captions or headings.**

5 - index（mark entry , insert index , update index ）

- **Mark Entry: Marks specific words or phrases in your document to be included in the index.**
- **Insert Index: Generates a alphabetical list of all the marked terms along with their page numbers.**
- **Update Index: Refreshes the index to reflect any changes to marked terms or page numbers.**

The Mailings Tab



2. Mailings Tab : The Mailings tab in Word 2016 is all about creating personalized mass mailings

1 - create (envelopes , labels)

- **Envelopes: Creates envelopes with recipient addresses you can print.**

- **Labels: Creates sheets of mailing labels you can print with recipient addresses.**

2 - start mail merge (start mail merge , select recipients , edit recipients list)

- **Start Mail Merge: Initiates the mail merge process, guiding you through several steps.**
- **Select Recipients: Choose how you'll provide the recipient list (existing file or new list).**
- **Edit Recipient List: Edit or filter the list of recipients you'll be sending to.**

3 - write & insert fields (highlight merge fields , address block , greeting line , insert merge fields)

- **Highlight Merge Fields: Shows placeholders where recipient information will be inserted.**
- **Address Block: Inserts a formatted address block using recipient information.**
- **Greeting Line: Inserts a personalized greeting line (e.g., Dear Mr./Ms. Last Name).**
- **Insert Merge Fields: Inserts individual fields from your recipient list (e.g., name, company).**

3 - write & insert fields (rules , match fields , update labels)

- **Rules: Defines conditions for including/excluding recipients or customizing content.**
- **Match Fields: Ensures your document fields match the corresponding fields in your recipient list.**
- **Update Labels: Ensures all labels in a sheet have consistent formatting.**

4 - preview results（ preview results , find recipient , check for error ）

- **Preview Results: Lets you see a preview of your merged document with individual recipient data.**
- **Find Recipient: Locates a specific recipient within the preview.**
- **Check for Errors: Identifies any issues with your recipient list or merge fields.**

5 - finish (finish & merge)

- **Finish & Merge: Finalizes the process and allows you to choose how to merge (print, edit individual documents, send emails, etc.).**