



Reference Tools

Getting to Know Word 2007 Reference Tools

The reference tools in Microsoft Word 2007 offer a variety of ways to catalogue and organize information in lengthy documents. A Table of Contents summarizes content based on headings that you assign throughout a document, keeping track of page numbers and section order. Word 2007 also enables you to collect the many references made in your document (e.g. footnotes, endnotes) and compile them into

a bibliography or index. Other reference utilities can be used to apply captions, generate tables, and set bookmarks within a document for use as internal links, making the content easier to navigate.

Note: Since some basic knowledge of Word 2007 is assumed, those in need of a starter guide are referred to the Word 2007 Quick Reference Guide by Nevada Learning Series.

The screenshot shows the Microsoft Word 2007 interface with the References tab selected. Red lines and boxes highlight various reference tools and their locations within the document and the ribbon. The document content includes a Table of Contents, a main text block with a footnote, a Bibliography, and an Index.

Footnotes group | Citations & Bibliography group. See *Bibliographies & Indexes*, page 5.

References tab

Table of Contents group

Table of Contents. See *Creating a Table of Contents*, page 2.

Citation marker. See *Citations for Bibliographies*, page 4.

Footnotes. See *Footnotes & Endnotes*, page 3.

Bibliography. See *Bibliographies & Indexes*, page 5.

Index. See *Bibliographies & Indexes*, page 5.

Index group

Captions group

Footnote marker. See *Footnotes & Endnotes*, page 3.

Bookmarks. See *Bookmarks*, page 6.

Bookmark visual marker. See the first *Note* under *Bookmarks*, page 6.

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