**INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)**

**CCMIW502 Use ICT at workplace**

**Competence**

**RQF Level: 5**

**Learning Hours 30**

**Credits: 3**

**Sector: All**

**Trade: All**

**Module Type: Complementary**

**Module Curriculum**: All

**PURPOSE STATEMENT**

This course focuses on providing skills, experience and confidence for those learners who struggle to make the most of technology to demonstrate creative thinking, problem solving and knowledge construction. It focuses on completing workplace tasks: such as researching and creating documents with text, graphics and numerical information using commonly used tools such as: Microsoft Office – (Word, Excel) and internet. Learners gain ability to appropriately select and responsibly use ICT to be able to: Problem-solve, Communicate and collaborate, Locate, use and synthesize information found using technology and Develop skills necessary to function in this century.

**LO 1: Prepare document Layout**

**Introduction**

Document layout refers to the arrangement and organization of visual and textual elements on a page to make the content clear, attractive, and easy to read. It involves structuring components such as text, images, headings, margins, and white space in a way that supports the purpose of the document, whether it’s for print or digital use. A well-designed document layout helps guide the reader through the content logically, making information accessible and enhancing the overall effectiveness of the document.

Preparing a document layout is the process of organizing and structuring the visual and textual elements of a document in a way that makes it clear, professional, and easy to read. A well-prepared layout ensures that the content is presented in a logical flow, enhances the reader's experience, and serves the purpose of the document effectively.

This module aims to provide you with the knowledge and practical skills to set up, format, and manage document layouts effectively. You will learn how to control page settings, format text, insert and style images, and create professional documents that incorporate references, captions, and bibliographies.

**LO 1.1 Set up of a document**

✓ **Page layout/page set up**

The page layout refers to the overall structure of the document, focusing on the arrangement of elements like margins, orientation, and section breaks to ensure that content is well-organized and visually pleasing.

 **Page Margins**: Define the blank space around the edges of a document. Standard margins create a clean and professional look, while adjusting margins can accommodate more or less content on a page.

### ****Types of Margins****:

1. **Top Margin**: The space at the top of the page. It helps define where the header, if included, will appear and provides a buffer between the top edge and the content.
2. **Bottom Margin**: The space at the bottom of the page. This margin is crucial for ensuring that the text does not extend too close to the bottom edge, which can affect printing.
3. **Left Margin**: The space on the left side of the page. A wider left margin is often used for documents that will be bound or have spiral binding to allow for readability.
4. **Right Margin**: The space on the right side of the page. It helps maintain balance and provides space for comments or notes if necessary.

### ****Common Margin Settings****:

* **Normal Margins**: Usually set to 1 inch (2.54 cm) on all sides, suitable for most documents.
* **Narrow Margins**: Set to 0.5 inches (1.27 cm) on all sides, allowing for more text on the page but may reduce readability.
* **Wide Margins**: Typically set to 1.5 inches (3.81 cm) or more on the left or right side, often used for binding or for documents requiring annotations.
* **Custom Margins**: Margins can be set to specific measurements based on the requirements of the document.

### ****How to Adjust Page Margins****:

* **In Microsoft Word**:
  1. Go to the **Layout** or **Page Layout** tab on the ribbon.
  2. Click on **Margins** in the Page Setup group.
  3. Choose from the preset options (Normal, Narrow, Wide, etc.) or select **Custom Margins** to enter specific measurements.
  4. In the **Page Setup** dialog, you can set the top, bottom, left, and right margins as desired.

 **Paper Orientation**:

**Paper orientation** refers to the direction in which a document is printed or displayed. The two primary orientations are **Portrait** and **Landscape**. Choosing the correct orientation is essential as it affects how content is laid out and presented on the page.

### ****Types of Paper Orientation****:

1. **Portrait Orientation**:

This is the default setting for most documents. In portrait orientation, the page is taller than it is wide, making it suitable for most text-based documents.

**Use for**: Letters, Reports, Books, Academic papers, Most formal documents

1. **Landscape Orientation**:

In landscape orientation, the page is wider than it is tall. This orientation is useful for content that benefits from a horizontal layout.

**Use for**: Presentations (slides), Charts and Graphs, Brochures, Spreadsheets, Large images or graphics

### ****How to Change Paper Orientation****:

### **In Microsoft Word**:

* 1. Go to the **Layout** or **Page Layout** tab on the ribbon.
  2. Click on **Orientation** in the Page Setup group.
  3. Select either **Portrait** or **Landscape**.

 **Page Size and Columns**:

**Page size** refers to the dimensions of your document. Different page sizes are used depending on the purpose of the document, such as standard letter size for business documents or A4 for official letters in many countries.

**Common Page Sizes:**

* **Letter (8.5" x 11")**: Commonly used in North America for business and academic documents.
* **A4 (8.27" x 11.69")**: Widely used in most countries outside North America.
* **Legal (8.5" x 14")**: Used for legal documents.
* **Tabloid (11" x 17")**: Used for larger prints, such as newsletters or posters.

**How to Change Page Size:**

* **In Microsoft Word**:
  1. Go to the **Layout** or **Page Layout** tab.
  2. Click on **Size** in the Page Setup group.
  3. Select a standard size or choose **More Paper Sizes** to enter custom dimensions.

 **Section Breaks**

Section breaks allow you to divide your document into distinct sections, enabling you to apply different formatting, page layout, or headers/footers to each section. They are particularly useful when working on long documents with varying content structures (e.g., a report with different chapters or appendices).

**When to Use Section Breaks:**

* **Different Page Layouts**: If you want part of your document to have a different orientation (portrait vs. landscape), you can insert a section break to apply the new layout to a specific section only.
* **Multiple Headers and Footers**: You can apply different headers and footers to various sections (e.g., different chapter titles in the header).
* **Page Numbering**: If you want different page numbering styles (e.g., Roman numerals in one section, Arabic numbers in another), section breaks allow this flexibility.
* **Columns**: Use section breaks to apply different column settings to different parts of the document (e.g., single column for introduction, two columns for content).

**How to Insert a Section Break:**

* **In Microsoft Word**:
  1. Place your cursor where you want the section break to appear.
  2. Go to the **Layout** or **Page Layout** tab.
  3. Click **Breaks** in the Page Setup group.
  4. Under **Section Breaks**, select the type of break you want (Next Page, Continuous, Even Page, or Odd Page).
* **In Google Docs**:
  1. Place your cursor at the point where you want the section break.
  2. Go to **Insert** > **Break** > and select either **Page break** or **Section break** (Next Page or Continuous).

 **Hyphenation**:

Hyphenation is the process of breaking words at the end of lines with a hyphen (-) to improve text alignment and reduce gaps in justified text. It helps create a cleaner and more balanced look in paragraphs by avoiding large white spaces or "rivers" (uneven gaps between words) in the text, especially in justified documents.

**When to Use Hyphenation:**

* **Justified Text**: Hyphenation is most useful when the text is justified (aligned on both the left and right sides). Justified text without hyphenation can sometimes create large gaps between words, making the text harder to read.
* **Narrow Columns**: In documents with narrow columns (such as newsletters or newspapers), hyphenation helps ensure that lines are more evenly filled and the text appears less ragged on the right side.
* **Professional Documents**: For reports, brochures, or other formal documents where appearance and readability are important, hyphenation helps maintain a polished look.

**How to Apply Hyphenation:**

* **In Microsoft Word**:
  1. Go to the **Layout** or **Page Layout** tab on the ribbon.
  2. Click **Hyphenation** in the Page Setup group.
  3. Choose from the following options:
     + **None**: No hyphenation will be applied.
     + **Automatic**: Word will automatically insert hyphens where necessary.
     + **Manual**: Word will go through the document, asking where you'd like to insert hyphens.
  4. You can also adjust **Hyphenation Options**, where you can:
     + Set the **hyphenation zone** (the maximum space allowed between a word and the right margin before hyphenating).
     + Limit the number of consecutive hyphens in a row.

**When Not to Use Hyphenation:**

* **Wide Columns**: In documents with wide columns, hyphenation may not be necessary since words can fit easily without large gaps.
* **Informal Documents**: In less formal documents, where perfect alignment and spacing are less important, hyphenation might be unnecessary.

✓ **Page background**

The page background adds visual elements like watermarks or colored backgrounds that enhance or identify the document.

* **Watermark**: A faint text or image that appears behind the document content (commonly used for marking confidential documents).

### ****How to Add a Watermark****:

* 1. Go to the **Design** tab on the ribbon.
  2. Click on **Watermark** in the Page Background group.
  3. Choose a preset watermark (like "Confidential" or "Draft") or select **Custom Watermark**.
  4. In the **Printed Watermark** dialog, you can choose to use text or a picture as a watermark.
     + For text: Enter the desired text, select the font, size, color, and layout.
     + For a picture: Click on **Select Picture** and upload an image, then adjust the transparency to ensure it doesn’t overpower the content.
* **Page Color**: Adds a background color to the page, often used for digital documents.

### ****How to Change Page Color****:

* 1. Go to the **Design** tab on the ribbon.
  2. Click on **Page Color** in the Page Background group.
  3. Choose a color from the palette, or select **More Colors** to pick a custom color.
  4. If desired, you can also apply a gradient fill by selecting **Fill Effects**.
* **Page Borders**: Creates a border around the entire page, adding a professional or decorative touch.

### ****How to Add Page Borders****:

* 1. Go to the **Design** or **Layout** tab on the ribbon.
  2. Click on **Page Borders** in the Page Background group.
  3. In the **Borders and Shading** dialog, choose the **Page Border** tab.
  4. Select the border style, color, width, and whether you want a solid, dashed, or patterned line.
  5. You can also apply borders to specific sections of the document, such as the first page only or the entire document.

✓ **Advanced formatting**

These are more specific formatting options to refine the appearance of text and paragraphs.

* **Font/Color/Effects**: Adjust the font type, size, color, and additional effects (like shadows or outlines) to emphasize key points in your document.
  + To change: *Home* > *Font group* options.
* **Border and Shading**: Add borders and shading to specific text or paragraphs to highlight sections.
  + To apply: *Home* > *Borders* or *Shading*.
* **Indenting Paragraphs**: Adjusting the distance of a paragraph from the margin, creating visual distinction between sections.
  + To adjust: *Home* > *Paragraph group* > *Indent* options.
* **Paragraph and Line Spacing**: Controls the spacing between lines of text or paragraphs to improve readability.
  + To change: *Home* > *Paragraph* > *Line Spacing*.

**LO 1.2 Working with the pictures/images within the document**

Inserting and manipulating images in a document enhances visual appeal and supports the textual content. Proper formatting of images ensures they fit within the layout seamlessly.

✓ Insert a picture

Inserting pictures into a document is a common task for adding visuals, enhancing content, and making your document more engaging. You can insert pictures from your computer, an online source, or use clip art depending on the platform you're working with.

 **Insert a Picture**: Images can be added from a file or online sources to complement the document content.

Here’s how to insert a picture into your document:

**Steps to Insert a Picture from Your Computer:**

1. **Open your document** in a word processing program like Microsoft Word or Google Docs.
2. **Position your cursor** where you want to insert the picture.
3. Go to the **Insert tab** on the ribbon at the top of the screen.
4. Click **Pictures** and choose one of the following options:
   * In **Microsoft Word**: Select *This Device* if the image is saved locally on your computer.
   * In **Google Docs**: Select *Upload from computer*.
5. Browse your files, **select the image** you want to insert, and click **Insert**.
6. The picture will appear in the document at the location of your cursor.

**Steps to Insert an Online Picture (Optional):**

1. If you want to add an image from an online source:
   * In **Microsoft Word**: Go to the *Insert* tab > *Pictures* > *Online Pictures*.
   * In **Google Docs**: Go to *Insert* > *Image* > *Search the web*.
2. Use the search bar to find an image online.
3. Select the image you want and click **Insert**.

**Adjusting the Inserted Picture:**

* Once the picture is inserted, you can resize it by clicking and dragging the corners.
* You can use **Picture Tools** in Microsoft Word or image options in Google Docs to:
  + Add borders or effects.
  + Adjust brightness, contrast, or color.
  + Rotate or align the picture.

 **Change Size of a Picture**

After inserting a picture into your document, you may want to adjust its size to better fit the layout or align with other elements. Resizing a picture can be done easily by dragging the image's handles or by using specific size settings.

**1. Resize by Dragging the Handles**

* **Steps**:
  1. **Click on the picture** to select it.
  2. You will see small circles (resize handles) around the corners and edges of the image.
  3. **Click and drag one of the corner handles** to resize the picture proportionally (keeping the height and width ratio the same).
     + **Tip**: Hold down the *Shift* key while dragging to maintain the picture’s proportions.
  4. **Release the mouse** when the picture reaches the desired size.

**Note**: Dragging the corner handles maintains the picture's aspect ratio, ensuring the image is not distorted.

**2. Resize Using Exact Dimensions**

* **Steps in Microsoft Word**:
  1. **Click on the picture** to select it.
  2. Go to the **Picture Tools** > **Format** tab at the top.
  3. In the *Size* group, you will see fields for **Height** and **Width**.
  4. **Enter the exact dimensions** (in inches, centimeters, etc.) that you want for the picture.
     + Ensure that the **Lock Aspect Ratio** option is selected to keep the picture from becoming stretched or distorted.
  5. Press **Enter** to apply the new size.
* **Steps in Google Docs**:
  1. **Click on the picture** to select it.
  2. Click **Format options** (found in the toolbar or by right-clicking the picture).
  3. In the sidebar, under **Size & Rotation**, you can manually adjust the **width** and **height**.
  4. Make sure to keep the **Lock aspect ratio** box checked if you want to maintain the proportions of the image.

**3. Resize Using the Right-Click Menu (Microsoft Word)**

* **Steps**:
  1. **Right-click on the picture** and select **Size and Position** from the context menu.
  2. In the dialog box, go to the **Size** tab.
  3. Enter specific values for **Height** and **Width**.
  4. Click **OK** to apply the changes.

 **Compress a Picture**: Reduces the file size of the image to optimize the document for sharing or printing.

* To compress: *Picture Tools* > *Format* > *Compress Pictures*.

 **Increase the Contrast**: Adjust contrast or brightness to improve the visibility of images.

### ****How to Increase Contrast in a Document****:

#### ****For Text and Background****

* + Go to the **Home** tab, select **Font Color**, and choose a color with good contrast against the background.
  + Go to the **Design** tab, select **Page Color**, and choose a color that contrasts well with the text.
  + Select important text and click **Bold** in the Home tab to make it stand out.
  + Use the **Shading** tool under the **Home** tab to add a background color to selected text, creating a stronger contrast.

#### ****For Images****

**Select the Image**:

* Click on the image, go to the **Format** or **Picture Tools** tab.
* Select **Corrections**, then choose a contrast level under **Brightness and Contrast** to increase clarity.
* Apply a style from the **Picture Styles** menu to enhance contrast with a border or shadow.

✓ Picture styles

Picture styles enhance the appearance of images in your document by applying borders, effects, and layouts to create a more polished and professional look. These styles help integrate pictures into the overall design of the document while drawing attention to key visuals. Below are the key features of picture styles and how to use them.

Picture styles are a powerful tool for adding visual appeal to images in your document. Whether using borders, shadows, or reflections, applying these styles helps images stand out, ensures consistency in the document, and enhances overall design quality.

#### ****1. Picture Border****

Adding a border around a picture gives it a clear boundary and can help emphasize or separate it from the rest of the content.

* **Steps to Add/Change a Picture Border**:
  1. Select the picture.
  2. Go to the Picture Tools > Format tab.
  3. Click Picture Border.
  4. Choose a border color, line weight (thickness), or line style (solid, dashed, dotted, etc.).

#### ****2. Picture Effects****

Picture effects allow you to apply creative visual effects such as shadows, reflections, glows, and soft edges. These effects help make the image stand out or blend into the background more smoothly.

* **Types of Picture Effects**:
  + **Shadow**: Adds a shadow effect around the picture to give it depth.
  + **Reflection**: Creates a mirror-like reflection of the image below it.
  + **Glow**: Adds a glowing border around the image.
  + **Soft Edges**: Blurs the edges of the image for a softer look.
  + **Bevel**: Adds 3D edges to make the picture appear raised or recessed.
  + **3-D Rotation**: Tilts the image in 3D space for a dynamic look.
* **Steps to Apply Picture Effects**:
  + Select the picture.
  + Go to the Picture Tools > Format tab.
  + Click Picture Effects.
  + Choose from the effect categories (Shadow, Reflection, Glow, etc.) and select a preset effect.

#### ****3. Picture Layout****

Picture layout options allow you to organize images alongside text or other elements in predefined formats. This feature is particularly useful for creating image-text combinations, like captions or image lists, without manually adjusting each element.

* **Steps to Apply a Picture Layout**:
  1. Select the picture.
  2. Go to the Picture Tools > Format tab.
  3. Click Picture Layout.
  4. Choose from predefined layouts, which arrange the picture with text or other content (e.g., Captioned Picture or Picture Grid).

#### ****4. Quick Picture Styles****

Word provides a gallery of ready-made picture styles, which combine borders, effects, and layouts into a single click. These pre-set styles allow you to quickly enhance the appearance of your images.

* **Steps to Apply Quick Picture Styles**:
  1. Select the picture.
  2. Go to the Picture Tools > Format tab.
  3. In the Picture Styles group, you will see a selection of predefined styles.
  4. Click on any style to apply it to your picture.

### Example of Picture Styles:

* **Simple Frame, White**: Adds a subtle, white frame around the image.
* **Drop Shadow Rectangle**: Adds a shadow behind the picture to create depth.
* **Reflected Rounded Rectangle**: Adds rounded corners and a subtle reflection beneath the image.

### ****Customizing Picture Styles****

If the predefined styles don’t meet your specific design needs, you can manually customize picture borders, effects, and layouts. By combining different effects and borders, you can create unique styles tailored to your document.

✓ Arrange picture

Arranging pictures within a document involves positioning and formatting them to fit seamlessly with the text and other content. Properly arranging images enhances the document’s layout and ensures a professional and clean presentation.

**1. Positioning the Picture**

Positioning a picture defines where it appears on the page (e.g., top, center, or aligned with text). You can choose a specific place or let the picture float freely within the document.

* **Steps to Position a Picture**:
  1. Select the picture.
  2. Go to the *Picture Tools* > *Format* tab.
  3. Click on the *Position* option to see predefined positioning options (such as *Top Left*, *Center*, etc.).
  4. Choose the desired position.

**2. Wrapping Text Around a Picture**

Text wrapping controls how text interacts with the picture. This feature allows text to flow around, above, or below the image.

* **Text Wrapping Options**:
  + **In Line with Text**: The image is treated like a text character, moving with the text as it is edited.
  + **Square**: Text wraps around the picture in a square shape, making the image appear integrated with the text.
  + **Tight**: Text wraps tightly around the actual edges of the picture, leaving minimal space between the text and the image.
  + **Through**: Text flows through the transparent parts of the picture (for images with transparency).
  + **Top and Bottom**: Text stops above and resumes below the picture, creating a break in the text flow.
  + **Behind Text**: The picture appears behind the text, creating a background effect.
  + **In Front of Text**: The picture overlays the text, making it the topmost layer.
* **Steps to Wrap Text**:
  + Select the picture.
  + Go to the *Picture Tools* > *Format* tab.
  + Click *Wrap Text*.
  + Choose the desired text wrapping option.

**3. Rotating a Picture**

Rotating a picture allows you to change its orientation for better alignment or design purposes.

* **Steps to Rotate a Picture**:
  1. Select the picture.
  2. Go to the *Picture Tools* > *Format* tab.
  3. Click on the *Rotate* option and choose from the rotation options:
     + Rotate 90° right or left.
     + Flip horizontally or vertically.
  4. Alternatively, you can manually rotate by clicking the rotation handle (green circle) at the top of the selected picture and dragging it in the desired direction.

**4. Aligning Pictures**

Aligning ensures that your picture is placed in relation to other objects or the overall document layout, keeping the document neat and organized.

* **Steps to Align a Picture**:
  1. Select the picture.
  2. Go to *Picture Tools* > *Format*.
  3. Click *Align* and choose from options like *Align Left*, *Align Center*, *Align Right*, etc.

**5. Grouping Pictures with Other Objects**

Grouping allows you to combine pictures and other elements (e.g., shapes or text boxes) so that they move and format together as a single object.

* **Steps to Group Objects**:
  1. Select all the objects you want to group by holding down the *Ctrl* key while clicking each object.
  2. Go to the *Picture Tools* > *Format* tab.
  3. Click *Group* > *Group*.

**LO 1.3 Creation of document within references**

When creating a document that includes references, adding specific elements such as a **table of contents**, **footnotes**, **citations**, **bibliography**, and **captions** helps to organize content and properly attribute sources. These elements enhance the credibility of a document and make it easier for readers to locate information, follow the structure, and access referenced materials.

✓ Table of contents

**Table of Contents (TOC) is** a list at the beginning of a document that outlines its structure, including sections, chapters, headings, and their corresponding page numbers. It allows readers to navigate the document easily, especially useful for lengthy reports, books, research papers, or formal documents.

### ****Steps to Create a Table of Contents****:

1. **Apply Heading Styles**:

First, format your section titles and headings with heading styles (Heading 1, Heading 2, etc.). Word will use these headings to create the TOC.

Go to the **Home** tab, select the text you want to make a heading, and apply **Heading 1** (for main sections), **Heading 2** (for subsections), etc.

1. **Insert the Table of Contents**:

Place the cursor where you want the TOC to appear (usually at the beginning of the document).

Go to the **References** tab > **Table of Contents**.

Choose an automatic style from the dropdown menu. Word will generate a TOC based on the heading styles.

1. **Update the Table of Contents**:

If you make changes to the document, right-click the TOC and select **Update Field** > **Update Entire Table** to refresh page numbers and headings.

✓ Footnotes

**Footnotes** are notes placed at the bottom of a page to provide additional information, clarification, or citations for specific content within the main text. They are commonly used in academic, legal, and technical documents to avoid disrupting the flow of reading while still offering essential information. Footnotes typically contain sources, explanations, or comments that supplement the main content.

### ****How to Insert Footnotes****:

1. **Place the Cursor**: Place your cursor where you want the footnote number to appear within the text.
2. **Insert the Footnote**: Go to the **References** tab > **Insert Footnote**. Word will add a superscript number in the text and create a corresponding footnote space at the bottom of the page.
3. **Enter Footnote Text**: Type the additional information or reference in the footnote section at the bottom of the page.
4. **Format Footnotes**: Right-click the footnote number or text to access formatting options. You can adjust font, size, and spacing for clarity and consistency.

✓ Citations and Bibliography

**Citations** and a **Bibliography** are essential for acknowledging sources in a document. Citations provide in-text references to sources, while a bibliography is a list of all sources used or consulted in the document, typically placed at the end. Together, they ensure that authors give proper credit to original ideas, support their work with reliable sources, and allow readers to find further information.

### ****Key Elements****:

1. **Citations**:

**In-Text Citations**: Brief references within the document, usually in the format (Author, Year) for APA or footnotes for Chicago style.

**Parenthetical vs. Narrative Citations**: Parenthetical citations include all reference information in brackets (e.g., (Smith, 2020)), while narrative citations incorporate the author’s name into the sentence (e.g., Smith (2020) found…).

1. **Bibliography**:
   * A comprehensive list at the document’s end detailing all cited and consulted sources. The structure of each entry varies by citation style, but it typically includes the author’s name, title, publication year, publisher, and other relevant details.

### ****How to Insert Citations and Create a Bibliography****:

1. **Set the Citation Style**: Go to the **References** tab > **Style** dropdown, and select the preferred citation style (APA, MLA, Chicago, etc.).
2. **Insert Citations**:
   * Place the cursor where the citation should appear, then click **Insert Citation**.
   * Select **Add New Source** and fill in details like author, title, and year.
   * Word will format the citation based on the selected style.
3. **Generate the Bibliography**:
   * Place the cursor where you want the bibliography to appear.
   * Go to **References** > **Bibliography** and select a format (Bibliography, Works Cited, or References). Word will automatically compile the citations into a bibliography.
4. **Updating Citations and Bibliography**:
   * If you add new sources or edit existing ones, right-click the bibliography and select **Update Field** to refresh it.

### ****Popular Citation Styles****:

1. **APA (American Psychological Association)**: Commonly used in social sciences.
2. **MLA (Modern Language Association)**: Often used in humanities.
3. **Chicago Style**: Used in history and some sciences, with options for footnotes or in-text citations.

**✓ Captions**

**Captions** are brief descriptions placed below or beside images, tables, charts, and other visuals within a document. Captions provide essential context, helping readers understand the purpose, source, or significance of the visual elements without needing to look back at the main text. They’re widely used in reports, research papers, presentations, and documentation to enhance readability and comprehension.

* **Insert captions**

### ****How to Insert Captions****:

1. **Select the Visual Element**: Click on the image, table, or chart you want to add a caption to.
2. **Insert Caption**: Go to the **References** tab > **Insert Caption**.

A dialog box will appear where you can choose the label (e.g., Figure, Table) and add descriptive text.

1. **Choose Label and Numbering**: Select a label (e.g., Figure for images, Table for tables) and adjust numbering as needed.

Word will automatically number each caption in sequence and update the numbering if you add or remove visuals.

1. **Position the Caption**: Choose the position of the caption (below or above the visual).

Word will automatically place the caption in the specified position.

1. **Update Captions**: If you move, add, or delete visuals, right-click on the caption and select **Update Field** to refresh numbering.

### ****Examples of Captions****:

* **Figure Caption**:

Figure 1: Average Monthly Sales Data (2023)

* **Table Caption**:

Table 2: Survey Results on Customer Satisfaction

* **Chart Caption**:

Figure 3: Breakdown of Revenue by Product Category

* **Insert tables of figures**

**Table of Figures** is a list of all captions for images, tables, charts, and other visuals in a document, typically found after the Table of Contents. This table allows readers to locate visuals quickly and helps organize complex documents with multiple figures or tables.

**Here’s how to create a Table of Figures**

Select where you wish to insert the table of figures in your document

Select the **References** tab

Select **Insert Table of Figures**

Choose **Format** for formatting style for the table

Select **Caption Label** for an appropriate caption label

* Select **OK** and the table of figures will be inserted