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Using accessibility features

Set save options

Controlling page appearance

Controlling text flow

Add captions and

references to a

document

Add hyperlinks, footnotes, and endnotes to a document

Add citations, a bibliography, and a table of contents

✓ Video: Add citations 2 min

✓ Reading: Exercise: Adding citations 10 min

✓ Video: Insert a bibliography 1 min

📖 Reading: Exercise: Adding citations and a bibliography 10 min

Work Smarter with Microsoft Word > Module 5 > Exercise: Adding citations and a bibliography

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Exercise: Adding citations and a bibliography

Note: You can pass this course and all graded assessments without access to the downloadable version of Word.

How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account.](#) Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

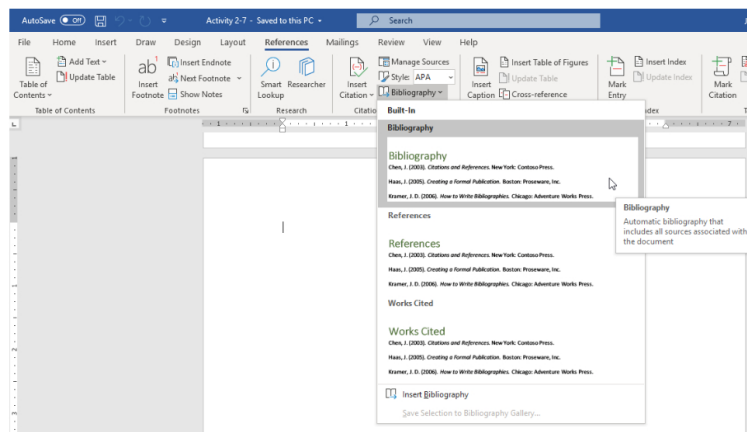
Let's get started!

In this exercise, you will complete the solar system document by adding a bibliography. Activity 2-6 must be completed prior to completing this activity.

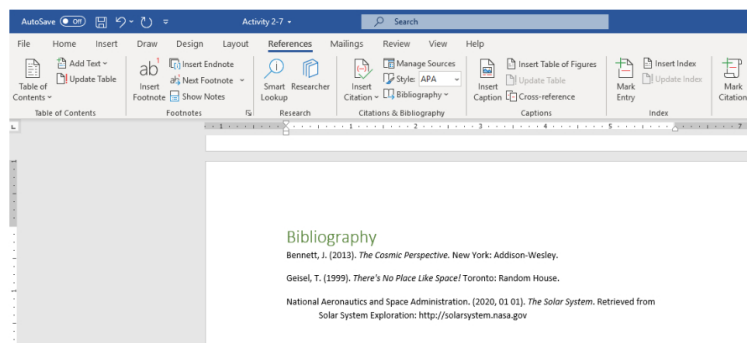
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Adding citations and a bibliography](#)

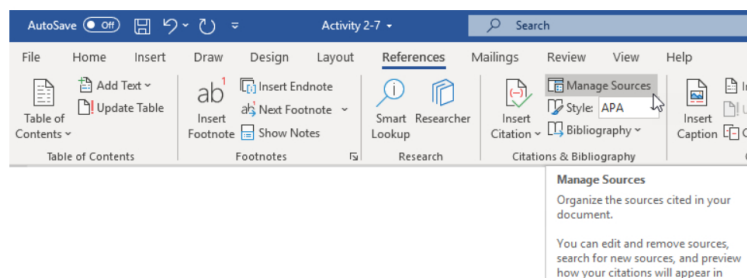
2. Let us add the bibliography to the document. Go to the end of the document and make sure your cursor is on the last page. Click References → Bibliography and click the first item in the gallery:



3. The bibliography will be added with the sources that we created in Activity 2-6:

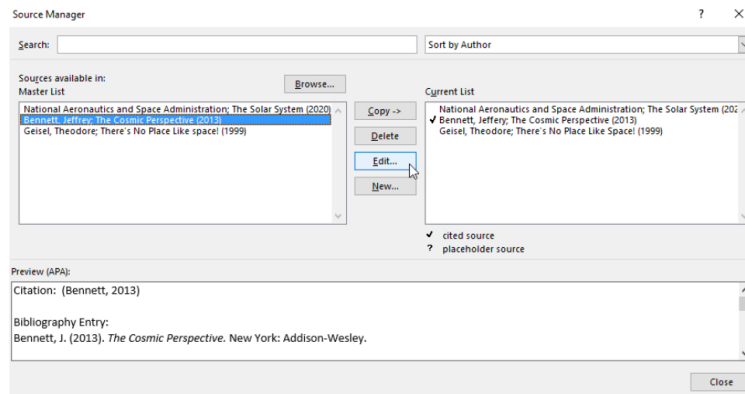


4. After reviewing the bibliography, you realize that the year of one of the books is wrong. Click **References** → **Manage Sources**:

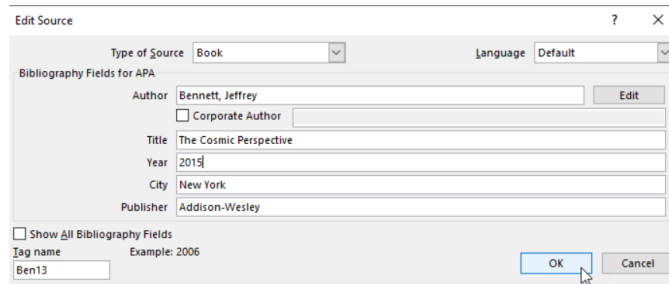


your document.

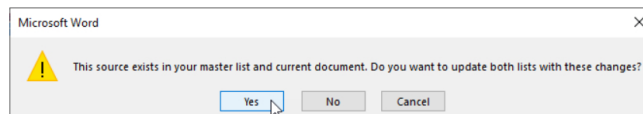
5. Select the second book in the list on the left-hand side. Click **Edit**:



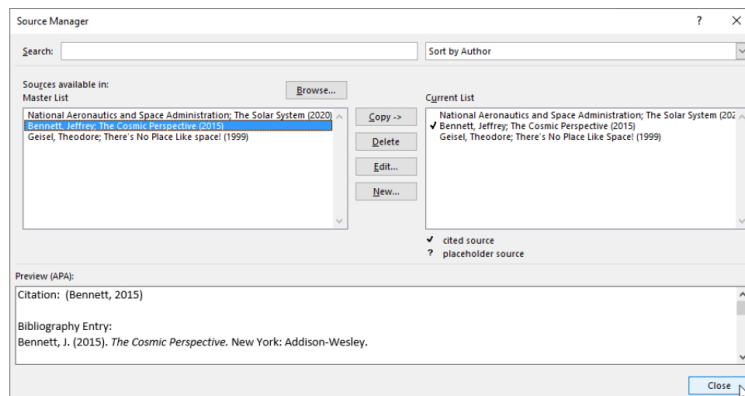
6. The Edit Source dialog box will open. Change the text in the Year field to 2015 and click **OK**:



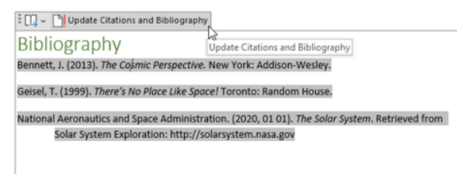
7. You will be prompted to update the current document's list. Click **Yes**:



8. **Close** the Source Manager dialog box:



9. Back in the document, click inside the bibliography to select it. Click **Update Citations and Bibliography** at the top of the table:



10. The year will be updated:



11. Go to page 10, where we created a citation with this source earlier. You will see that it, too, has been updated:

Heliosphere

The Heliosphere is what can largely be considered the edge of the solar system. This is where the solar wind slows down and stops (or "pauses") due to the "solar wind" coming from other stars in the galaxy. There is a region just inside the heliosphere where the solar wind slows down from supersonic speeds (literally, faster than sound) to subsonic speeds. (Bennett, 2015)

12. Save your document as Activity 2-7 Complete. Close Microsoft 365 Word to complete this exercise.

13. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Adding citations and a bibliography](#) [↗](#)

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