Exercise: Adding cross-references

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 add cross-references in the solar system document to create a glossary. Note that when we refer to a page number, we are referring to the physical location of the page, not the formatted number that appears on the page.
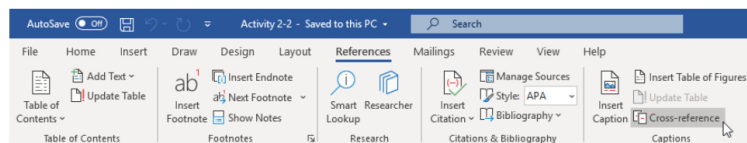
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.
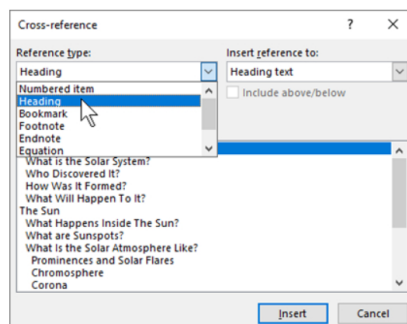
Exercise: Adding Cross-References 🗗

2. Go to the second-last page of the document. Click to place your cursor at the first bullet point:
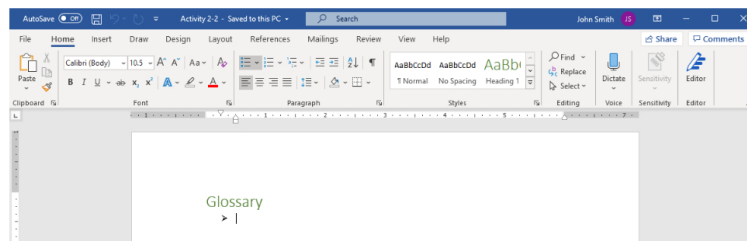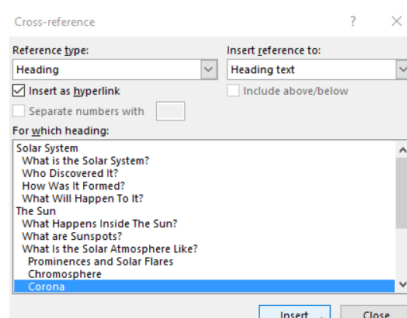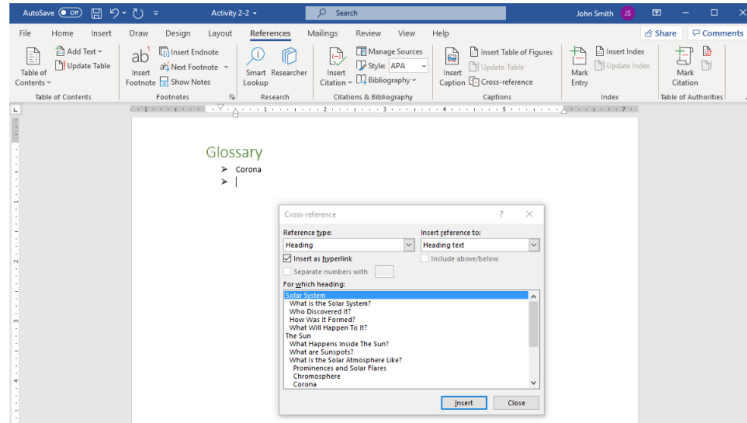

3. Next, click **References → Cross-reference**:

4. The Cross-reference dialog box will open. Click the "Reference type" menu at the top and click **Heading**:

5. Click the word "Corona" and click **Insert**:

6. Leave the Cross-reference dialog box open. Click back inside the document at the end of the cross-reference. Press **Enter** to create a new bullet:
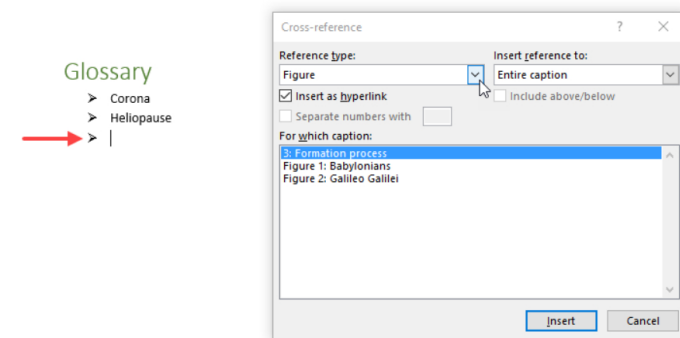

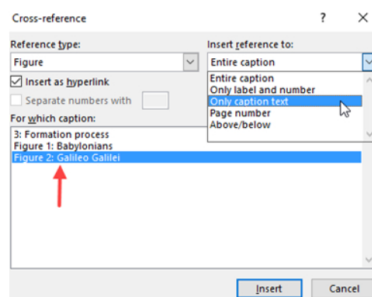(If the Cross-reference dialog box disappears, just click References → Cross-reference again.)

7. In the Cross-reference dialog box, scroll down in the list of headings. Click the heading "Heliopause" and click **Insert**:
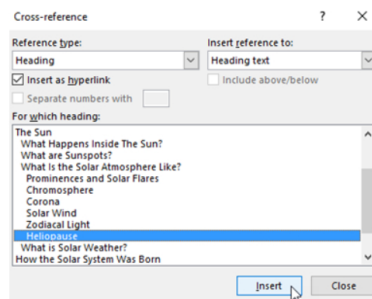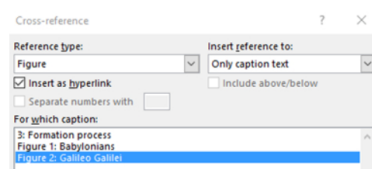

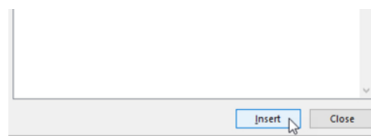8. Add another new line to the glossary. Now, choose **Figure** as the reference type:

9. Select Figure 2. Click the "Insert reference to" menu and click "**Only caption text**:"
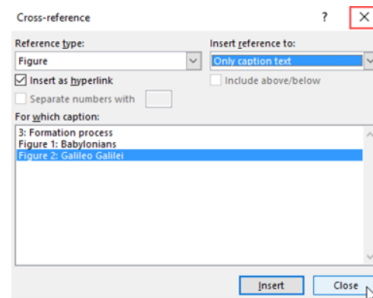

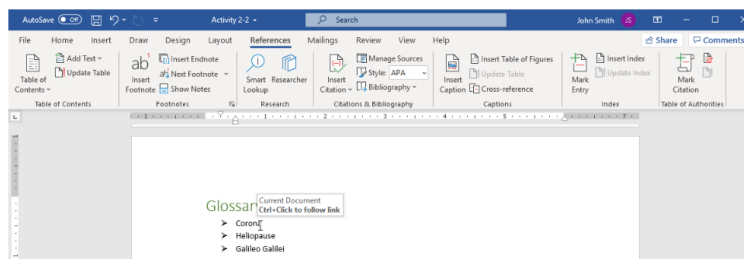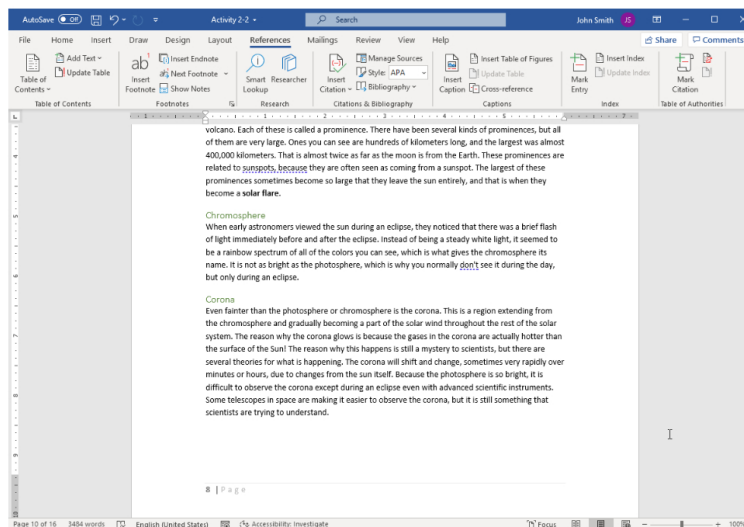10. Click **Insert** to add the cross-reference:

11. Click **Close** or click the **X** to close the Cross-reference dialog box:

12. Hold the Ctrl key and click the word "Corona" in the glossary:

13. You will be taken to the appropriate page:

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

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

Completed exercise: Adding Cross-References

Mark as completed

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