

≡ Hide menu

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

✓ **Video:** Add hyperlinks
3 min

✓ **Reading:** Exercise:
Adding hyperlinks
10 min

✓ **Video:** Insert footnotes and endnotes
1 min

📖 **Reading:** Exercise:
Inserting footnotes and endnotes
10 min

📋 **Practice Assignment:**
Knowledge check: Add hyperlinks, footnotes,

Exercise: Inserting footnotes and endnotes

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!

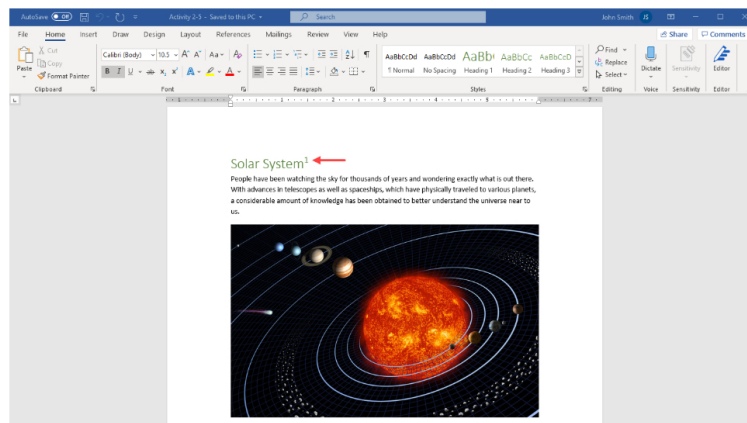
Let's get started!

In this exercise, you will view, add, and modify footnotes. 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.

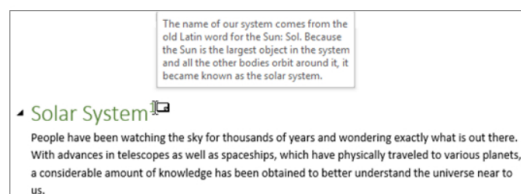
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Inserting Footnotes and Endnotes](#)

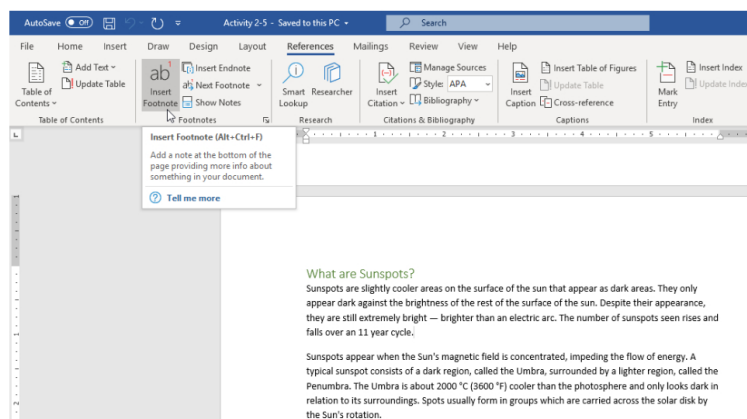
2. Go to the third page of the document. Notice that there is a number by the Solar System heading:



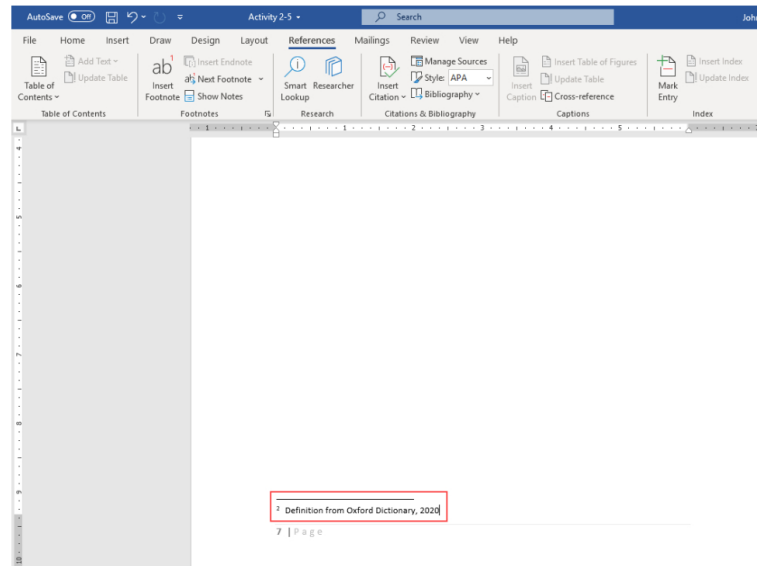
3. Move your mouse over this number to see the note attached to it:



4. Now let us add a few sources to the document. Go to page seven of the document. Click to place your cursor at the end of the first paragraph on this page. Click **References** → **Insert Footnote**:

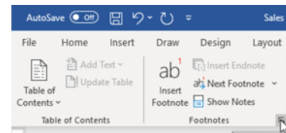


5. The number will be added and you will be taken to the footnote section. Type “Definition from Oxford Dictionary, 2020” without the quotation marks:

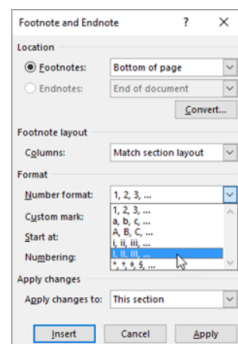


Notice how this endnote is numbered “2” since it is the second one in the document.

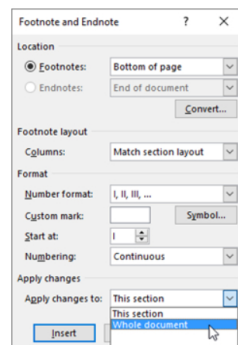
6. Let us modify the format of the footnotes in this document. Click the **Footnotes and Endnotes** option button in the Footnotes group of the References tab:



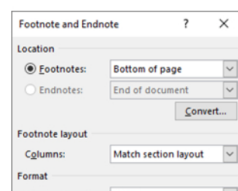
7. The Footnote and Endnote dialog box will open. Click the “Number format” menu and choose uppercase Roman numerals:

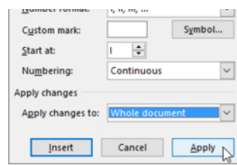


8. Click the “Apply changes to” menu and click “Whole document:”



9. Click **Apply**:

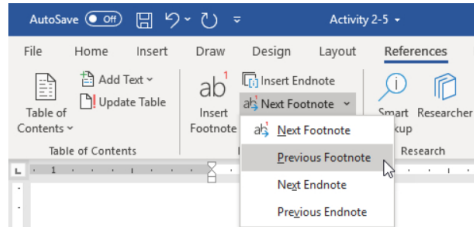




10. The Footnote and Endnote dialog box will close. You will see the formatting of the second footnote change:

" Definition from Oxford Dictionary, 2020

11. Let us make sure that the changes were applied to the first footnote, too. On the References tab, click the **Next Footnote** drop-down arrow and click **Previous Footnote**:



12. You will see that the first footnote has been updated too:

¹ The name of our system comes from the old Latin word for the Sun: Sol. Because the Sun is the largest object in the system and all the other bodies orbit around it, it became known as the solar system.

(You may need to move the cursor to see the numbering.)

13. Save your document as Activity 2-5 Complete. Close Microsoft 365 Word to complete this activity.

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

[Completed exercise: Inserting Footnotes and Endnotes](#)

Mark as completed

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