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Exercise: Adding bookmarks

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!

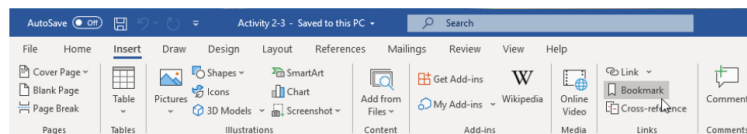
Let's get started!

In this exercise, you will review the bookmarks in the ham radio guide and add a few of your own. 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.

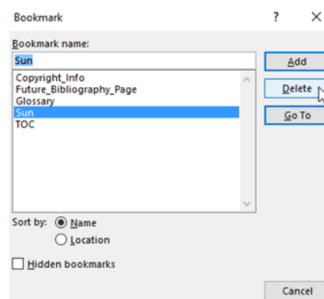
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Adding Bookmarks](#)

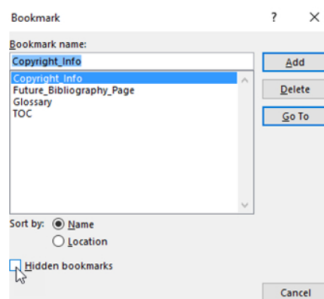
2. Let us see what bookmarks have been added to this document. Click **Insert** → **Bookmark**:



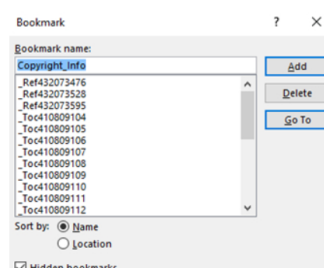
3. The Bookmark dialog box will open and show a list of the current bookmarks. The Sun bookmark seems a bit out of place. Click to select it and click **Delete**:

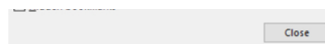


4. Now let us check for hidden bookmarks by clicking the appropriate checkbox:



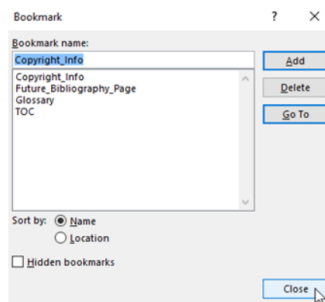
5. There are lots of hidden bookmarks in this document



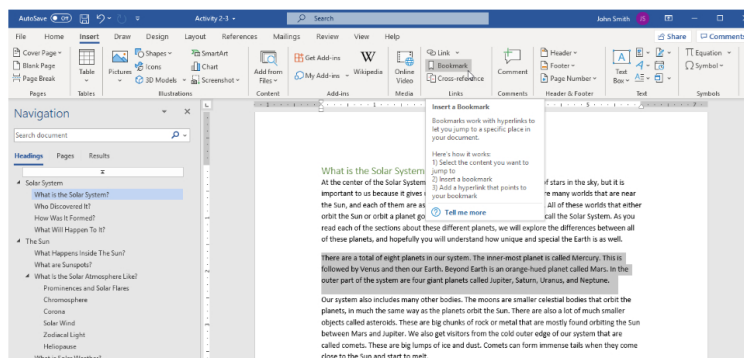


Hide them again by unchecking the “Hidden bookmarks” box.

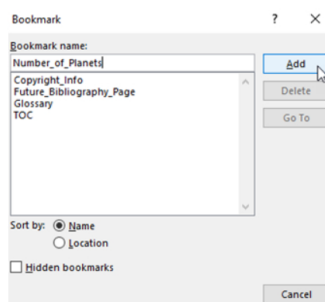
6. Let us add a few more bookmarks to this document to mark some key facts. Close the Bookmark dialog box:



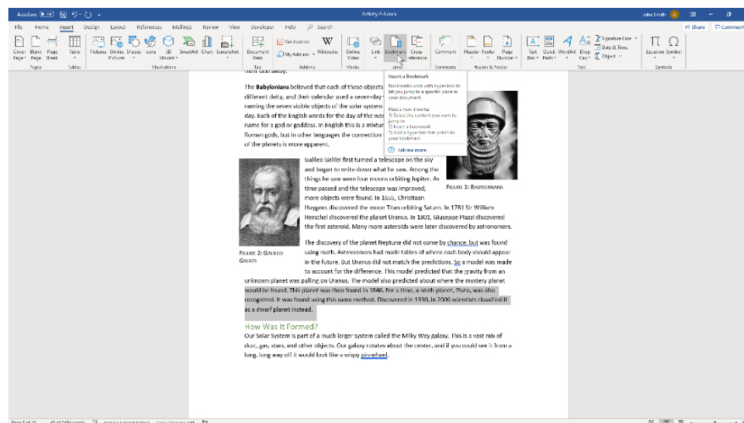
7. Scroll to the fourth page of the document. Select the second paragraph and click **Insert → Bookmark**:



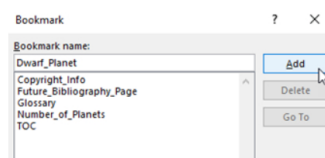
8. In the Bookmark dialog, type “Number_of_Planets” and click **Add**:



9. The Bookmark dialog box will close. Go to the next page of the document and select the last three sentences of the paragraph above the “How Was It Formed?” heading. Click **Insert → Bookmark**:

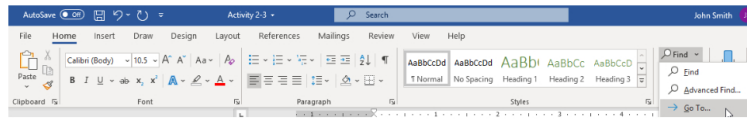


10. Type “Dwarf_Planet” and click **Add**:

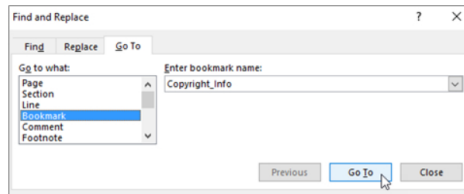




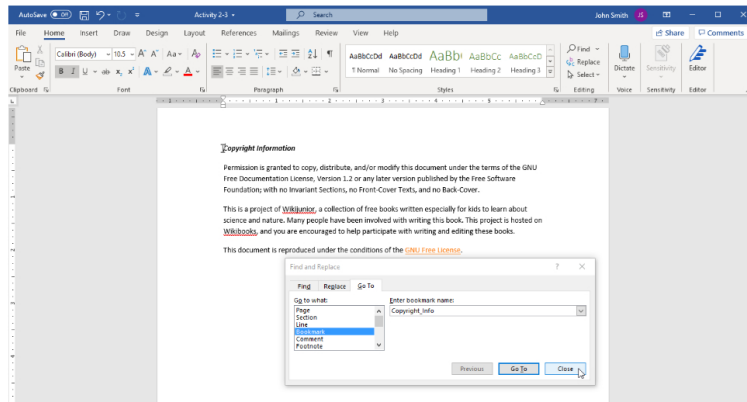
11. The Bookmark dialog box will close. Let us test out one of the bookmarks. Click **Home** → **Find drop-down arrow** → **Go To**:



12. Select **Bookmark** from the “Go to what” list. The “Copyright_Info” bookmark should be selected by default since it is the first one in the list. Click **Go To**:



13. You will be taken back to the first page of the document. Click **Close**:



14. Save your document as **Activity 2-3 Complete**. Close Microsoft 365 Word to complete this activity.

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

[Completed exercise: Adding Bookmarks](#)

Mark as completed

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