

## 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

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

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# Exercise: Adding citations

**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!

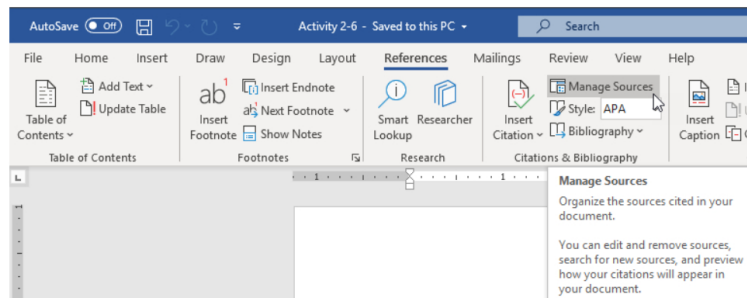
## Let's get started!

In this exercise, you will add sources and citations to the solar system document. 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.

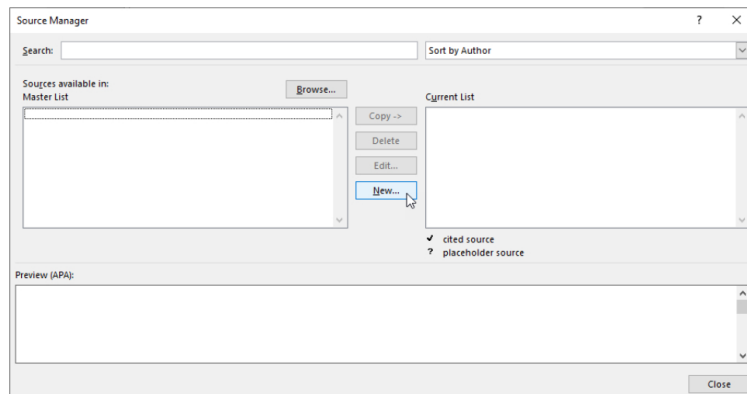
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Adding Citations](#)

2. First, let us add our sources to the document. Click **References** → **Manage Sources**:



3. The Source Manager will open. Click **New**:



4. Ensure that "Book" is selected as the type of source. Enter the information shown below and click **OK**:

Create Source

Type of Source: Book Language: Default

Bibliography Fields for Chicago

Author: Geisel, Theodore ☐ Corporate Author Edit

Title: There's No Place Like space!

Year: 1999

City: Toronto

Publisher: Random House

☐ Show All Bibliography Fields

Tag name Example: Adventure Works Press

Gei99

OK Cancel

5. You will be returned to the Source Manager and the source will be saved. Let us create another source by clicking **New**:



Sources available in: Master List Browse...

Giesel, Theodore; There's No Place Like Space! (1999)

Copy -> Delete Edit... New...

Current List

Giesel, Theodore; There's No Place Like Space! (1999)

✓ cited source  
? placeholder source

Preview (Chicago):

Citation: (Giesel 1999)

Bibliography Entry:  
Giesel, Theodore. 1999. *There's No Place Like Space!* Toronto: Random House.

Close

6. This source is also a book. Enter the information shown below and click **OK**:

Edit Source

Type of Source: Book Language: Default

Bibliography Fields for APA

Author: Bennett, Jeffrey Edit

☐ Corporate Author

Title: The Cosmic Perspective

Year: 2013

City: New York

Publisher: Addison-Wesley

☐ Show All Bibliography Fields

Tag name: Ben13 Example: 2006

OK Cancel

7. We have one more source to add, so click **New** again:

Source Manager

Search: Sort by Author

Sources available in: Master List Browse...

Bennett, Jeffery; The Cosmic Perspective (2013)  
Giesel, Theodore; There's No Place Like Space! (1999)

Copy -> Delete Edit... New...

Current List

Bennett, Jeffery; The Cosmic Perspective (2013)  
Giesel, Theodore; There's No Place Like Space! (1999)

✓ cited source  
? placeholder source

Preview (Chicago):

Citation: (Bennett 2013)

Bibliography Entry:  
Bennett, Jeffery. 2013. *The Cosmic Perspective*. New York: Random House.

Close

8. This time, we are adding a website, so choose that source type from the menu at the top of the dialog box:

Create Source

Type of Source: Web site Language: Default

Bibliography Fields for Chicago

Author: ☐ Corporate Author Edit

Name of Web Page: Web site

Year:   
Month:   
Day:   
Year Accessed:   
Month Accessed:   
Day Accessed:   
URL:

☐ Show All Bibliography Fields

Tag name: Placeholder1

OK Cancel

9. Enter the information shown below and click **OK**:

Create Source

Type of Source: Web site Language: Default

Bibliography Fields for Chicago

Author: ☒ Corporate Author National Aeronautics and Space Administration Edit

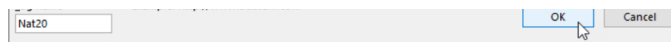
Name of Web Page: The Solar System

Year: 2020  
Month: 01  
Day: 01  
Year Accessed:   
Month Accessed:   
Day Accessed:   
URL: <http://solarsystem.nasa.gov>

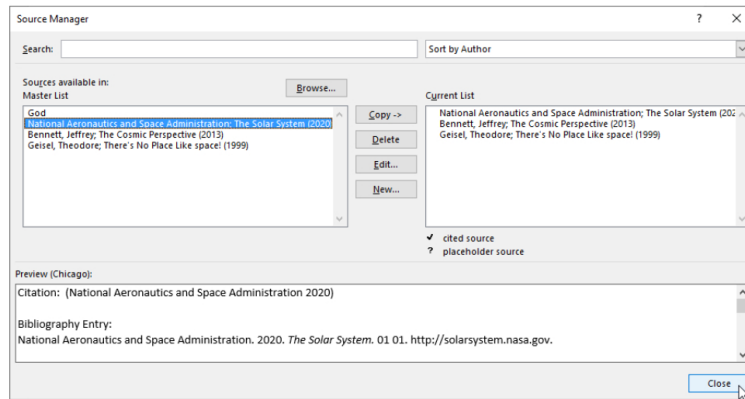
☐ Show All Bibliography Fields

Tag name: Example: <http://www.adatum.com>

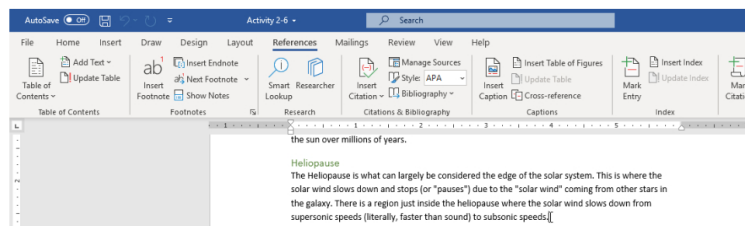
OK Cancel



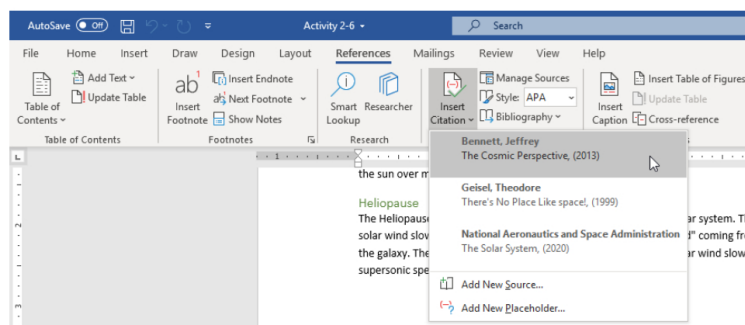
10. All sources should now be in the master list and the current list. Click **Close** in the Source Manager:



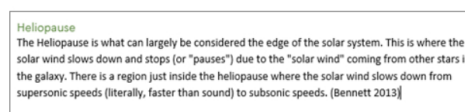
11. Go to page 10 in the document. Click to place your cursor at the end of the Heliopause paragraph:



12. Click **References** → **Insert Citation** and choose the first resource in the menu ("The Cosmic Perspective"):



13. The citation will be added:



14. Save your document as Activity 2-6 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 Citations](#)

Mark as completed

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