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Add captions and references to a document

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Practice Assignment:

Exercise: Adding captions

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!

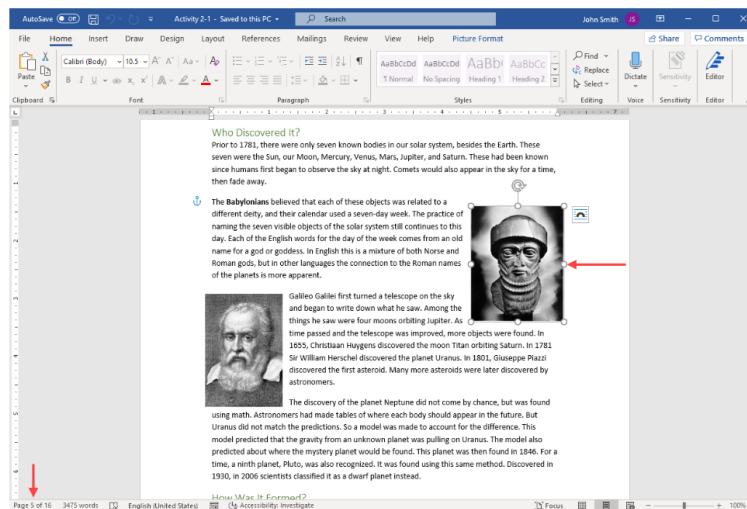
Let's get started!

In this exercise, you will add captions to several images and diagrams in a 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.

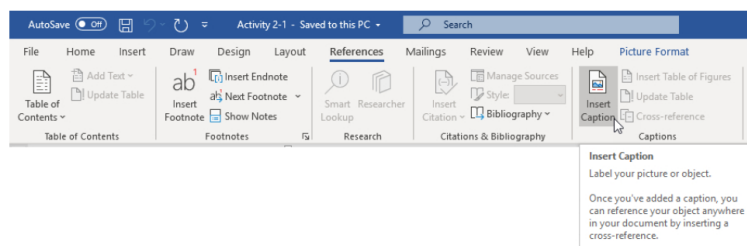
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Adding Captions](#)

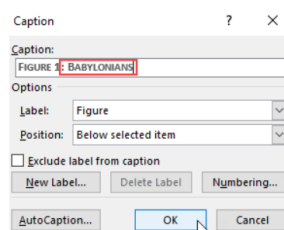
2. Go to the fifth page of the document. Click to select the first image on the page:



3. Click **References** → **Insert Caption**:



4. The Caption dialog box will open. Let us leave the label as "Figure." In the Caption text box, type a colon and a space after the label and type "Babylonians." Click **OK**:



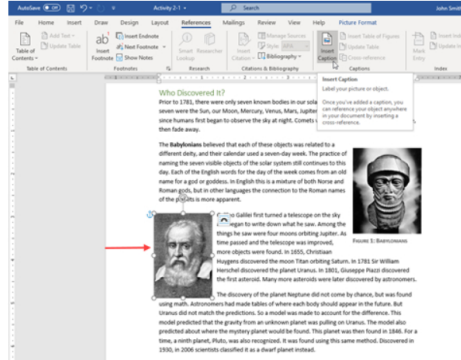
5. The caption will be inserted:





FIGURE 1: BABYLONIANS

6. Now, click the second image on the page and click **References** → **Insert Caption** again:



7. Enter “Galileo Galilei” as the caption text and click **OK**:

Caption ? X
 Caption:
 Options
 Label:
 Position:
☐ Exclude label from caption

8. The caption will be inserted:

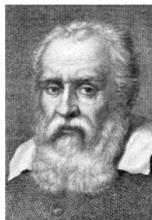
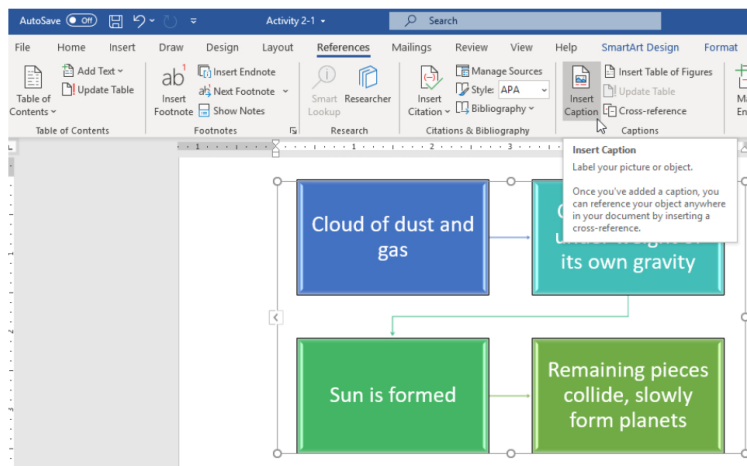


FIGURE 2: GALILEO GALILEI

9. Go to the next page of the document. Click the SmartArt diagram to select it. Click **References** → **Insert Caption**:



10. Check the “Exclude label from caption” box:

Caption ? X
 Caption:

3

Options

Label: Figure

Position: Below selected item

☒ Exclude label from caption

New Label... Delete Label Numbering...

AutoCaption... OK Cancel

11. Type “:Formation process” in the Caption text box and click **OK**:

Caption ? X

Caption:

3: FORMATION PROCESS

Options

Label: Figure

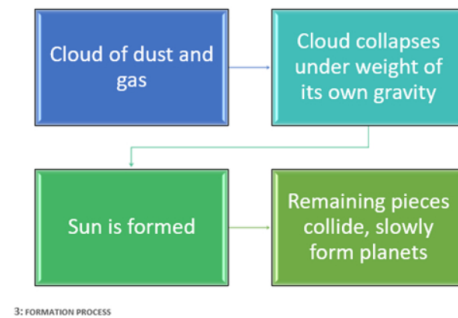
Position: Below selected item

☒ Exclude label from caption

New Label... Delete Label Numbering...

AutoCaption... OK Cancel

12. The final caption will now be added:



13. Save your document as Activity 2-1 Complete. Close Microsoft 365 Word to complete this exercise.

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

[Completed exercise: Adding Captions](#)

Mark as completed

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