

**Lab Report: 04**

## **Course Title:** Introduction to ICT **Lab Title:** Adding References and Citations in Microsoft Word

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**LAB TASK #2**

**ADDING REFERENCE AND CITATIONS IN MICROSOFT WORD**

**Objective:**

The purpose of this lab task was to teach us how to efficiently add references and citations in Microsoft Word using its built-in referencing tools. By the end of the task, We were able to add in-text citations, create a bibliography, and manage references in different citation styles (e.g., APA, IEEE, MLA).

**Materials Needed:**

Microsoft Word (any version with referencing tools)

A sample research document (or create your own content)

Internet access to retrieve reference details

**Task Steps:**

1. I opened Microsoft Word and created a new blank document. I saved the document with the name "CitationLab.docx."
2. I went to the "References" tab on the ribbon.
3. In the "Citations & Bibliography" group, I clicked on the "Style" dropdown menu
4. Then selected a citation style (e.g., APA, MLA, IEEE, etc.) that I wanted to use for the task.
5. I placed my cursor where I wanted to insert the citation.
6. Then, I clicked "Insert Citation" in the References tab and selected "Add New Source."
7. In the "Create Source" dialog box, I chose "Type of Source" as Book.
8. I entered the author, title, year, and publisher details.
9. Finally, I clicked OK to add the citation to my document.

**Adding a Journal Article Citation:**

1. I placed my cursor where I wanted to insert the citation.
2. I clicked "Insert Citation" in the References tab and selected "Add New Source."
3. In the "Create Source" dialog box, I selected "Type of Source" as Journal Article.
4. I entered the following details:

* **Author(s)**
* **Title**
* **Journal Name**
* **Volume**
* **Issue**
* **Pages**
* **Year**

5. I clicked OK to add the citation to my document.

**In-Text Citation Placement:**

1. I learned how to insert in-text citations at different points in my document.

2. I practiced placing citations after quotes to properly attribute the sources.

3. I inserted citations after paraphrased content to ensure proper credit was given.

4. I added citations at the end of paragraphs where I referenced information from various sources

**Managing Sources:**

1. I went to the References tab and clicked on "Manage Sources."
2. I practiced adding multiple sources by clicking "New" and entering the relevant details for each source.
3. I edited existing sources by selecting them and clicking "Edit," making the necessary changes, and then saving my edits.
4. I learned how to copy sources from one document to another using the Source Manager

**Create a Bibliography or Works Cited:**

1. I went to the end of my document and inserted a page break to start a new page.
2. I clicked on "Bibliography" in the "References" tab.
3. I selected a bibliography style from the dropdown menu (e.g., References, Works Cited, or Bibliography).
4. The bibliography automatically populated based on the citations I had added throughout the document.

**Using Citations in Footnotes:**

1. I placed the cursor where I wanted the footnote to appear in my document.
2. In the "References" tab, I clicked "Insert Footnote."
3. I added the citation as a footnote by either typing it manually or using the citation tool for references.

**Switch Citation Styles:**

1. After adding a few citations and a bibliography, I decided to switch to a different citation style (e.g., from APA to IEEE).
2. I observed how Microsoft Word automatically adjusted the citation and bibliography format to reflect the new style.