

## OBJECTIVE 4 – LECTURE 1

### “Apply References”

#### Task 1 – Inserting Footnote

<b>Insert a footnote</b>
Place the reference mark directly after the word “Hanau” in the middle of the 1 <sup>st</sup> paragraph (“Word_4-1.docx”)
Footnote text: <b>“Near Frankfurt, in the German state of Hesse”</b>

#### Task 2 – Modifying footnote

<b>Modify the footnote</b>
Apply to the footnote referred to Hanau only
Location : <b>Below text</b>
Number format : <b>lowercase roman numerals</b>
Numbering : <b>Restart each section</b>

#### Task 3 – Inserting endnote

<b>Insert an endnote</b>
Apply to the word “Jacob” at the beginning of the 1 <sup>st</sup> paragraph
Endnote text : <b>“Jacob Grimm lived from 1785-1863”</b>

#### Task 4 – Modifying endnote

<b>Modify the endnote</b>
Apply to the whole document
Number format : <b>symbols</b>
Start at : <b>†</b>
Numbering : <b>Continuous</b>

#### Task 5 – Converting footnote to endnote

<b>Convert the footnote to endnote</b>
Apply to the whole document
<b>Convert all footnotes to endnotes</b>

#### Task 6 – Create caption

<b>Insert a figure caption</b>
Below the figure in the 1 <sup>st</sup> page of “Word_4-2.docx” document
Label : <b>Figure</b>
Position : <b>Below selected item</b>
Caption : <b>“Man sleeping under apple tree”</b>

### Task 7 – Inserting the table of figures

<b>Insert the table of figures</b>	
To the last page of the document ("Word_4-2.docx")	
Format	: <b>Distinctive</b>

### Task 8 – Create caption

<b>Create a table caption</b>	
Above the table in "Word_3-2a.docx" document	
Label	: <b>Table</b>
Position	: <b>Above selected item</b>
Caption	: <b>"List of contacts for the upcoming road trip"</b>