

## Lab 1 Activity 8 - Using References and Citations

**Objective** – Work with references, citations, and a table of contents

1. Insert citations using the References tab.
2. Create a bibliography from the list of citations.
3. Insert a table of contents and update it after changes.
4. Use cross-references for figures and tables

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### Solutions:

#### Task 1:

To insert citations:

- Go to “References” tab.
- Select “Insert Citation”.
- Add new source.
- Fill the details.
- Once you’ve added the citation information, click **OK**, and Word will insert the citation at the cursor’s location.

For Example:

*“A computer is a machine that can be programmed to automatically carry out sequences of arithmetic or logical operations (computation). (Jong, n.d.) Modern digital electronic computers can perform generic sets of operations known as programs. (Hashir, n.d.)”*

#### Task 2:

To create a bibliography from citations:

- Go to “References” tab.
- Select “Bibliography”.
- Select the format.
- Click Enter.

For Example:

### Bibliography

Hashir. (n.d.). Retrieved from Wikipedia.com.

Jong, K. (n.d.). Retrieved from W3schools.com.

**Task 3:**

To insert a table of content:

- Go to “References” tab.
- Select “Table of Contents”.
- Select the format.
- Click Enter.

For Example:

**Contents**

Bibliography..... 1

**Task 4:**

To create a cross reference:

- Place your cursor where you want to insert the cross-reference.
- Go to the “References” tab and click “Cross-reference”.
- In the dialog box, choose whether you’re referencing a Figure or Table.
- Select the specific figure or table from the list, and choose whether you want to reference the whole caption, the only the label and number, or other options.
- Click “Insert”, and Word will insert a link to the figure or table.

For Example:

Name	Reference
All References	Bibliography