**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](#_Toc189102285)

**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 |
|  |  |