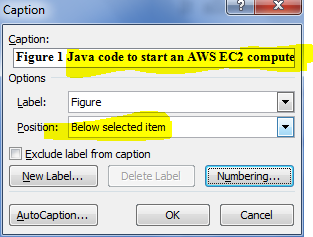
# Microsoft Office Usage

# Word How Tos

Very useful for formatting etc.:

<http://guides.lib.umich.edu/word2010>

## Inserting Captions for Figures

1. Copy the caption wording to your clipboard (omit the word figure)
2. Select the image
3. On the ribbon, click the references tab
4. Click the Insert Caption button
5. Caption field will have already been pre-populated with “Figure ?”, paste in the wording (label) from the clipboard.  
   
6. You can then optionally add a Harvard reference at the end of the caption, this will be included in table of figures.
7. Optionally update the “Table of Figures” by updating it in the same way as a table of contents