

Chapter 9: Inserting Special Elements

DACC (D₄) & HDRM (D₄)

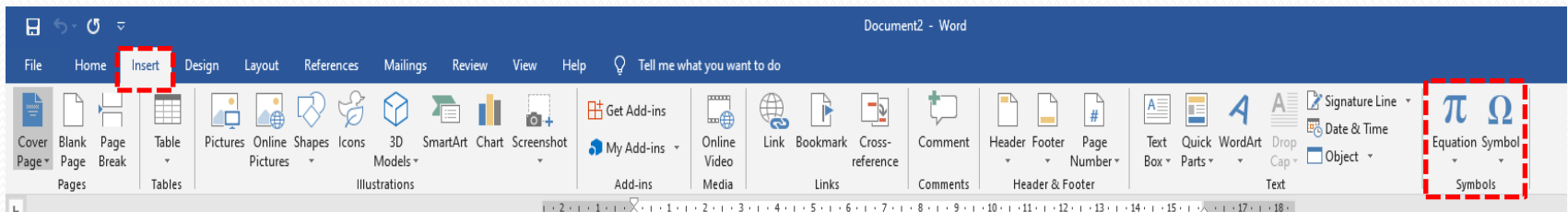
Chapter 9: Inserting Special Elements

Learning Objectives

- By end of today's session, students will be able to:
 - Insert and customize symbols, equations and special characters in your documents.
 - Add Footnotes and Endnotes to provide references or additional explanations.
 - Create citations and bibliographies in various academic or professional styles.
 - Understand how to format these elements to improve the structure and readability of your document.

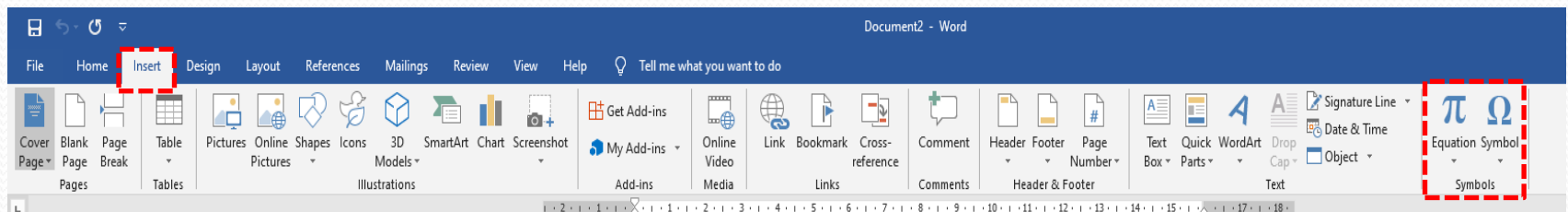
Adding Symbols and Special Characters

- Symbols and special characters often include mathematical signs, diacritical marks, punctuations, or symbols like copyright©, trademark TM, and other non-alphabetical characters.
- Steps:
 - Click **Insert Tab** > **Symbols** group > Click **Symbol** drop-down menu or **More Symbols**
 - Explore with different **Fonts**.
 - Try *Wingdings* or *Webdings* which contain icons or graphic characters.



Equations

- The equation feature in MS Word 2016 is especially for scientific and technical writing, allowing you to insert complex mathematical formulas directly into your document.
- Steps:
 - Click **Insert Tab** > **Symbols** group > Click **Equation** drop-down menu
 - Choose an equation.

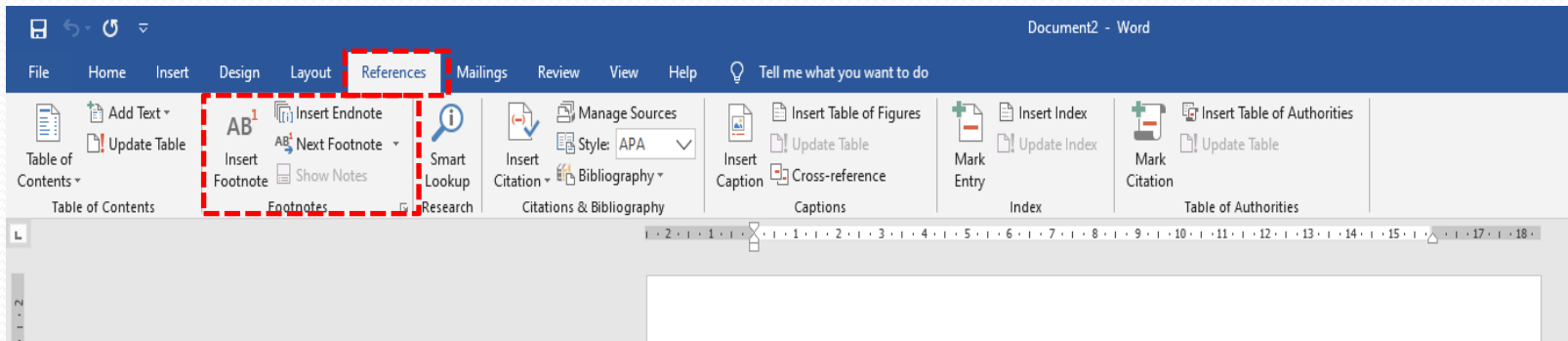


Footnotes and Endnotes

- **Footnotes** and **endnotes** are essential tools in formal writing, allowing you to include supplementary information, explanations, or citations without interrupting the flow of your main content.
- **Footnotes** are placed at the bottom.
- **Endnotes** are positioned at the end of the document or section.
- Both are crucial for providing references and additional context while keeping the primary text clear and concise.

Steps to insert Footnotes & Endnotes

- Position the cursor where you want to insert footnote or endnote.
- Click **References** tab > on **Footnotes** group > Click **Insert Footnote** or **Insert Endnote**.
- A reference number will appear separated by a horizontal line.



Review Exercises:

- Do Review Questions on page 203 - 205

Chapter 10: Exercises & Projects

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Chapter 10: Exercises and Projects

Learning Objectives

- By end of today's session, students will be able to:
 - Compose Professional Documents
 - Design an effective resume
 - Write an Academic Research Paper
 - Enhance Document Proofreading Skills
 - Utilise MS Word Tools Efficiently

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Thank
you

