

DEVELOP YOUR SKILLS

Resource Metadata

Level	Undergraduate
Duration	2 practicals (approx. 1-1.5 hours each)
Software Required	Microsoft Word

Learning Outcome

Upon completion of these exercises, students will be able to create and manage internal document references by establishing bookmarks at specific locations and linking them through cross-references with hyperlink functionality for enhanced document navigation.

Skill 7: Adding Internal References

Info: There are times when it is useful to have a reference to another page in the document without having to create an entire index or table of contents. There are two steps to doing this: First, create a bookmark at the location you want to refer to. Second, create a reference that points to that bookmark.

1. **Open MS Word**
2. **Create a new document and type the following:**

LETTER

Ms Susan Roberts	Page
Ms Diya Parsad	Page
Mr Ramesh Roy	Page
Mrs Priya Anuth	Page

3. **Insert a page break and use the footer to add the page number**
4. **Copy and paste Skills7.doc on page 2**
5. **Replace Teresa Robson with your name**
6. **Scroll to the document and select the words "Ms Susan Roberts"**
7. **From the Insert menu select Bookmark**
8. **Under Bookmark name, type "Ms Susan Roberts" and click the Add button**
9. **Select Insert → Bookmark again to verify the bookmark has been added**

DEVELOP YOUR SKILLS

10. Scroll to page 1 and place the insertion point after the word "Page" on row 2

11. From the Insert menu select Cross-reference

Make sure that:

- **Bookmark** and **Page number** have been selected as reference type and "Insert reference to" respectively
- The option "**Insert as Hyperlink**" is checked
- Since there is only one bookmark, it will already be selected in the list

12. Click the Insert button to place the reference in the page

13. Click to follow the link and test the reference

Skill 8: Adding a Footnote

Info: When a writer wants to support their text with a brief bit of additional information without disrupting the flow of the text, a footnote may be used. Footnotes are easy to create in Word.

1. **Click at the end of the line:** "If you need any further information, please do not hesitate to contact me."

2. From the Insert menu select Footnote

Make sure that the footnotes option is set to "**Bottom of page**". You can change the options under Format to change the type of numbering used for the footnote. If more than one footnote is used in the document, they will be numbered in order.

3. Click Insert to place the footnote

A superscript number will be placed after the text to indicate the presence of a footnote at the bottom of the page. You will now be taken to the bottom of the page where the footnote text will be placed.

4. Add your address in the footnote

5. Save the document as "Practice References and Footnote"