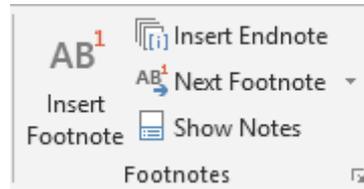


Lecture 14: MS Word 2013 – References and View Tabs

References Tab:

Footnotes:



Footnotes are listed in the footer at the bottom of the page.

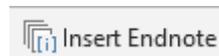
Endnotes are listed at the end of a document.

Insert Footnote:



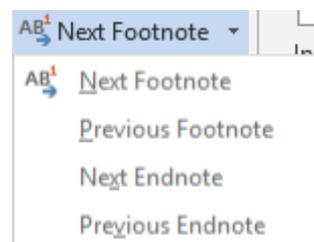
Use this button to enter a number beside a word as a superscript (e.g. like this¹) and enter a number with corresponding explanation into the footer of the page.

Insert Endnote:



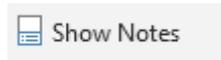
An Endnote is similar to a Footnote but the reference is added to the end of the document.

Next Footnote:



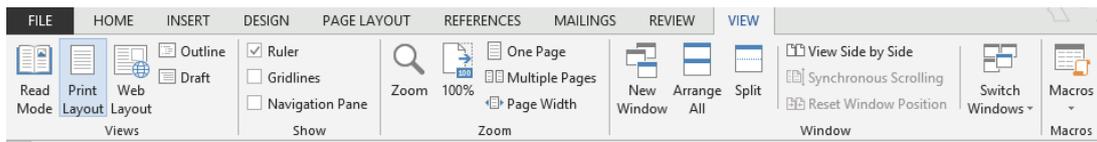
Skip between the references to footnotes or endnotes in a document.

Show Notes:

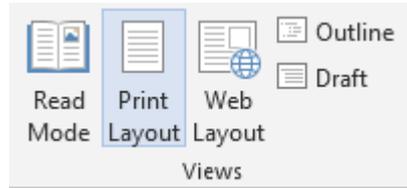


Display the footnotes on a page or the endnotes in a document.

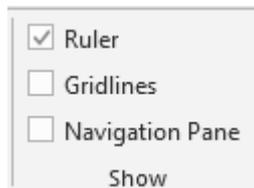
View Tab:



▪ **Views:**



▪ **Show:**



Ruler:

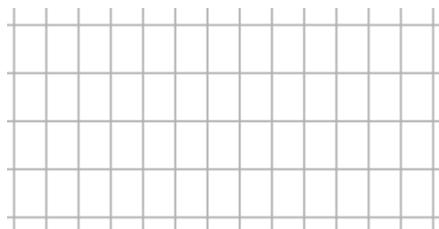


Click to show the ruler at the top of the screen. Showing the ruler allows you to see where the left and right margins are displayed and allows tab stops to be set.

Gridlines:



Turning on Gridlines displays lines on the document to allow for easier object alignment. The lines are not shown on the printed version of the document.



Navigation Pane:

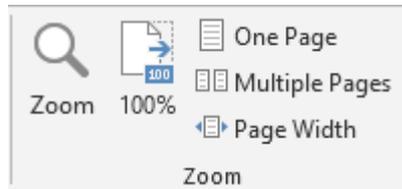


Clicking the Navigation Pane on shows a separate pane which can:

- Display the pages in a document.

- List the headings and subheadings in the document (assuming that Styles have been used).
- Be used to search the document.

▪ **Zoom:**



Choose how much of the document to display in the window.

Description	Button
Choose the amount of zoom to apply to the display.	
Return the zoom % to 100%	
Display one whole page of the document	
Display multiple pages of the document	
Zoom the document so the width of the page is displayed.	