



Using Fields in Word

Presented By: Terence Peak



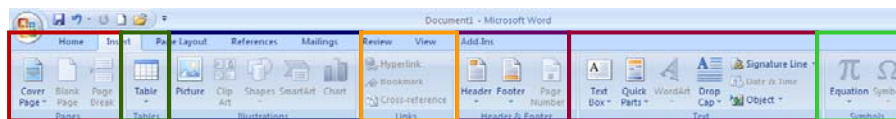
What you will Need

- ❶ Before you begin this tutorial, click here:
<http://support.uiwtx.edu/MediaTraining/Tutorials.html>
- ❷ Download the Zip file For Word.zip
- ❸ The .zip file contains all of the documents necessary to complete the exercises outlined in the instructions.

INSERT FIELDS

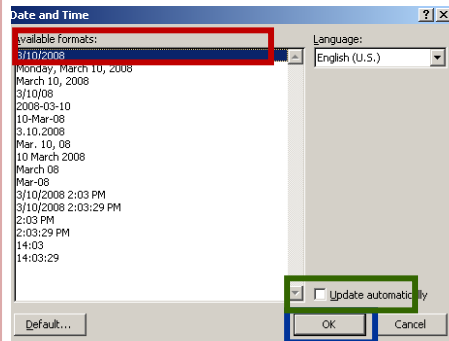
- Fields are set of codes that instructs Microsoft Word to insert text, graphics, page numbers, and other material into a document automatically.
- This section will explain the following fields:
 - Date
 - Page Numbering
 - Merge Documents
 - Page Breaks
 - TOC (table of Contents)
 - APA Bibliography

THE INSERT TAB



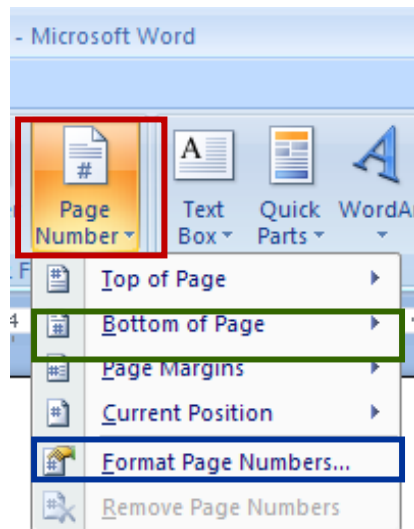
- **The Pages group:** Inserts pages into a document.
- **The table group:** Inserts tables into a document. After the table is created, **The Table Tools tab** opens with **Design** and **Layout** options.
- **The Illustration group:** Inserts images and graphics. Opens the **Picture Tools tab** to edit images.
- **The Links group:** Adds links to a document.
- **The Header/Footer group:** Add header, footer, or page #
- **The Text group:** Adds several different text items.
- **The Symbols group:** Adds either an equation or a symbol.

INSERT DATE



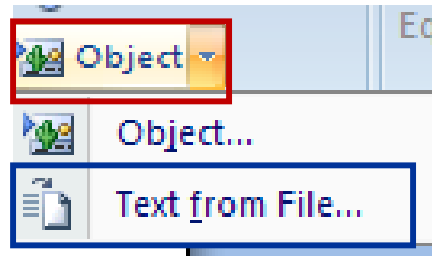
- 1 Open the document “Letterhead”
- 2 Click mouse at the top of the page
- 3 On the **Insert tab**, choose **Date and time**
- 4 Select a **Date format**
- 5 Click the **Update automatically** box if the date changes each time the document opens
- 6 Click **OK**

INSERT PAGE NUMBER



- 1 Open the document “Letterhead”
- 2 On the **Insert tab**, locate the **Page Number**
- 3 Choose a **Position**
- 4 Choose **Format Page Numbers** for additional options

INSERT (MERGE) TEXT FROM A FILE



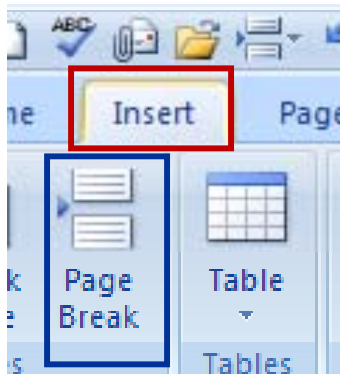
- 1. Inserting Text from Files combines 2 documents. Use this process to merge documents with similar formatting
- 2. Open "Letterhead", and click the mouse below the title
- 3. On the **Insert** tab, click on the arrow next to **Object**
- 4. Choose **Text from File**
- 5. Navigate to the File "TOC"

THE REFERENCES TAB



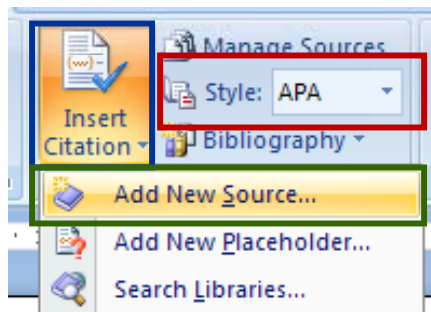
- 1. **The table of Contents group:** Table of Contents.
- 2. **The Footnotes group:** Insert, add, edit, and revise footnotes and endnotes.
- 3. **The Citations and Bibliography group:** This feature contains options for formatting citations and the bibliography. Includes reference options in a variety of citation formats including **APA** and **MLA**.

PAGE BREAK



- 1. Open “**TOC**”
- 2. Click mouse at the bottom of **Page 1**
- 3. On the **Insert** tab, click **Page Break**

APA BIBLIOGRAPHY



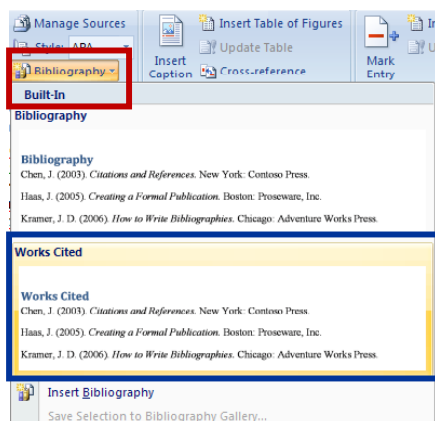
- 1. Open “**Letterhead**”
- 2. On the References tab, locate the **Bibliography group**, and choose **APA Style**
- 3. Click anywhere in the document, then click **Insert Citation**
- 4. Click **Add New Source**

APA BIBLIOGRAPHY



- 1 Choose a **Type of Source** from the list
- 2 Fill out the **remaining fields** with information related to the citation
- 3 Click **OK**
- 4 The citation appears on the page

APA BIBLIOGRAPHY



- 1 Insert a page break at bottom of **"Letterhead"**
- 2 Click **Bibliography**
- 3 Choose **Works Cited**
- 4 The properly formatted Bibliography appears
- 5 *Complete this step ONLY after references have been cited in the document.*



QUESTIONS?

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