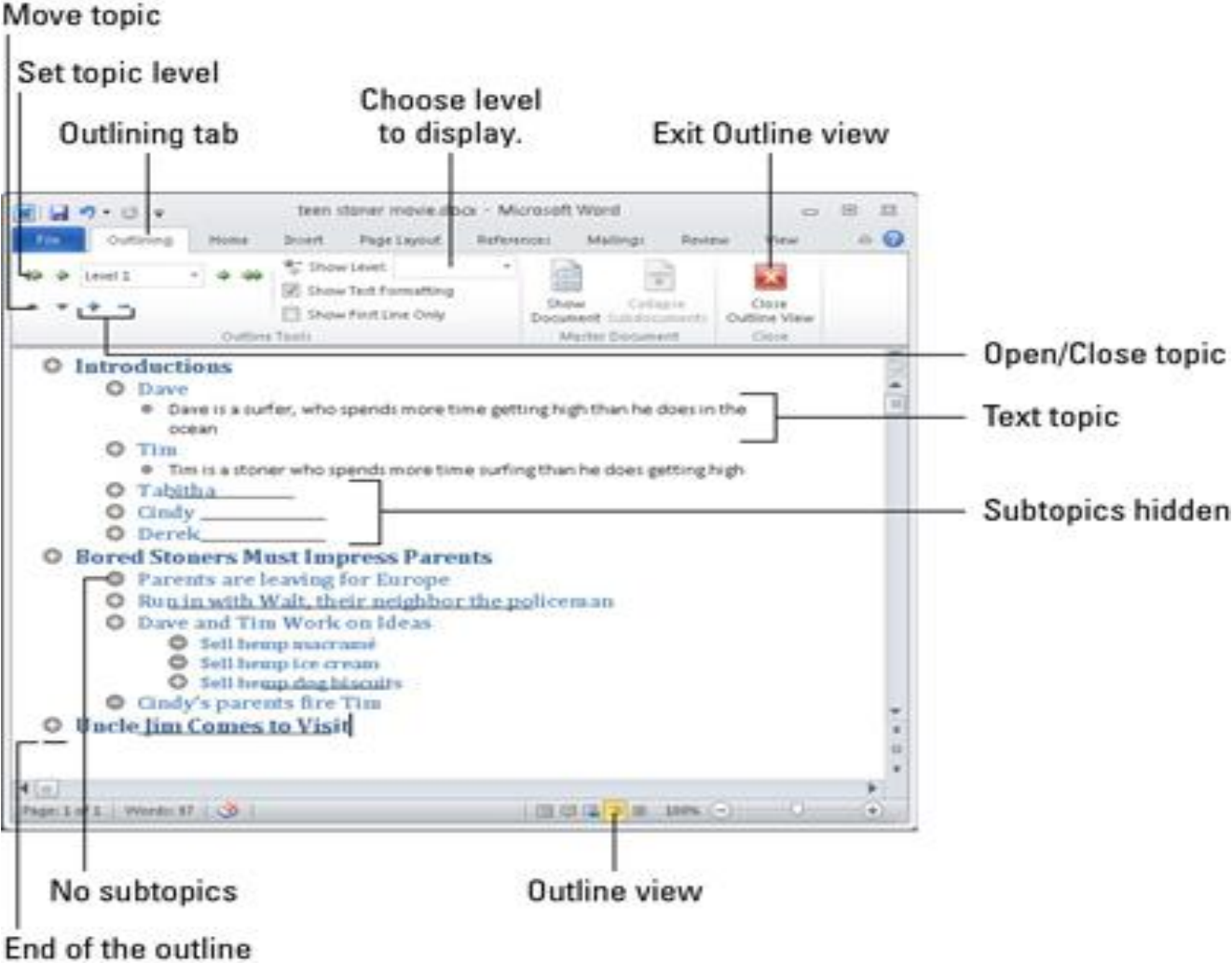


Word – some advanced uses

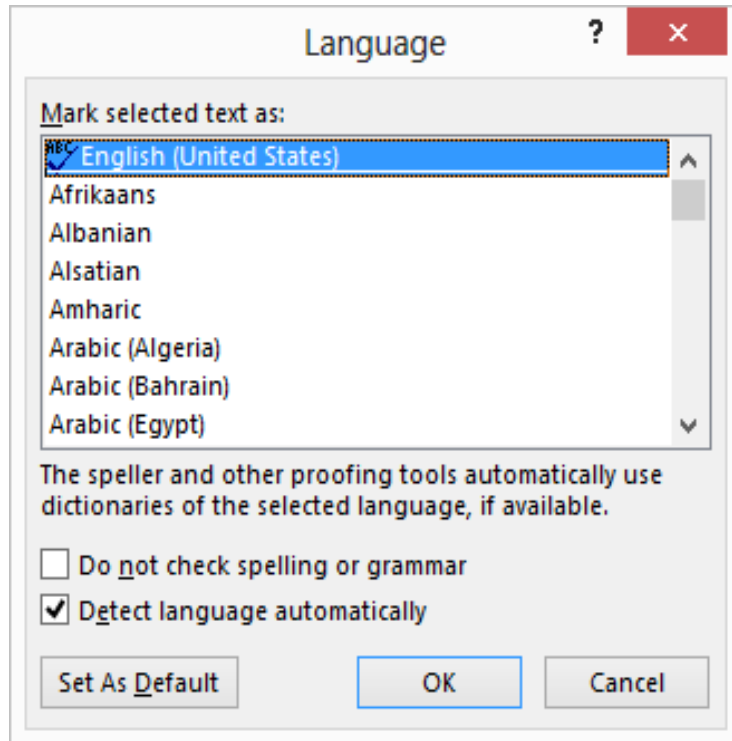
Angelo Gargantini

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How to Use Word Outline View

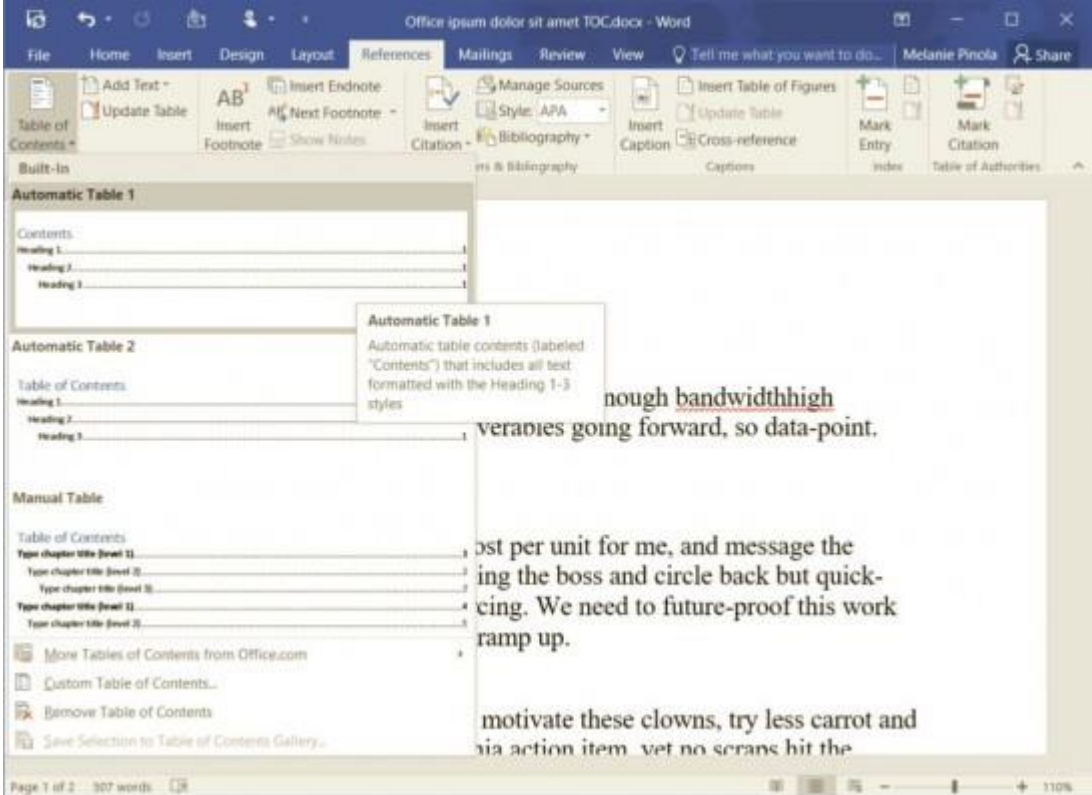


How to use two languages



Generation of the TOC

- Using styles to generate the TOC



The screenshot shows the Microsoft Word interface with the References ribbon selected. The ribbon contains various options for generating a Table of Contents (TOC), including 'Table of Contents', 'Update Table', 'Insert Footnote', 'Insert Endnote', 'Next Footnote', 'Show Notes', 'Insert Citation', 'Bibliography', 'Style: APA', 'Manage Sources', 'Insert Table of Figures', 'Update Table', 'Cross-reference', 'Mark Entry', and 'Mark Citation'. Three different TOC options are displayed in a gallery:

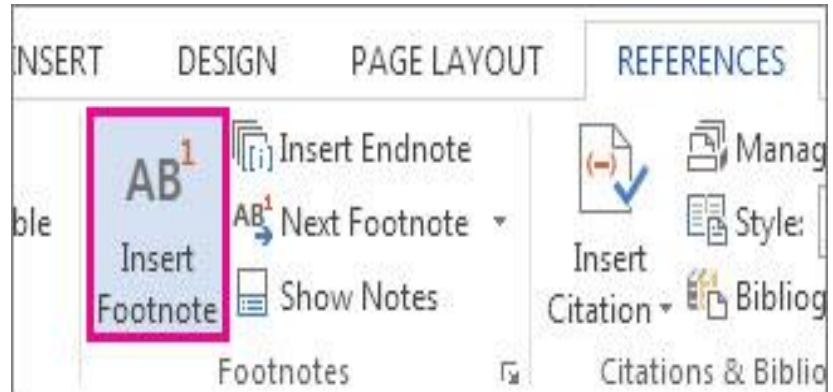
- Automatic Table 1:** A simple TOC with three levels: Contents, Heading 1, and Heading 2.
- Automatic Table 2:** A TOC with three levels: Table of Contents, Heading 1, and Heading 2.
- Manual Table:** A TOC with four levels, each labeled 'Type chapter title (level X)'.

A tooltip for 'Automatic Table 1' is visible, stating: 'Automatic table contents (labeled "Contents") that includes all text formatted with the Heading 1-3 styles'.

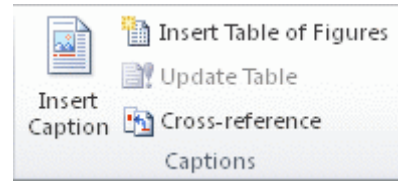
Overlaid text on the right side of the screenshot reads: 'enough bandwidth high variables going forward, so data-point. cost per unit for me, and message the ing the boss and circle back but quick-cing. We need to future-proof this work ramp up. motivate these clowns, try less carrot and via action item vet no scrans hit the'.

The status bar at the bottom indicates 'Page 1 of 2', '307 words', and a zoom level of '110%'.

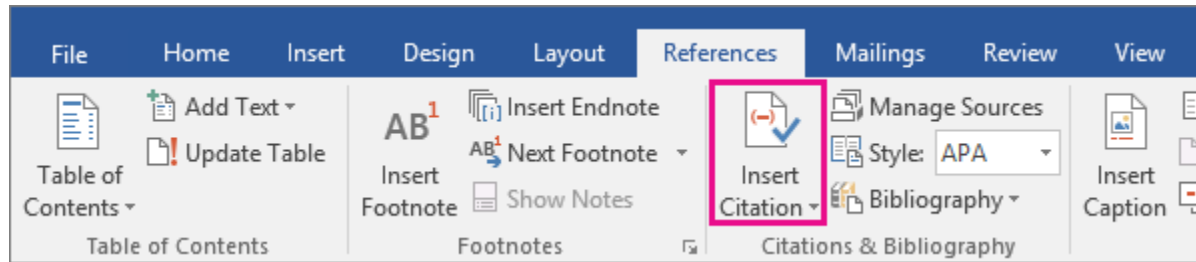
Inserting footnotes and endnotes



Inserting captions and references to figures



Inserting bibliography



Creating an index of terms

Master document

