Footnotes.....

(a) Insert Footnote: Through this you can insert Footnote in your Current Document. Footnote is located at the bottom of the Current Page in the Current Document, which serves to explain about a Particular Word.

(b) Insert Endnote: Through this you can insert Endnote in your Current Document. Endnote is located at the bottom page of the Current Document which serves to explain about a Particular Word.

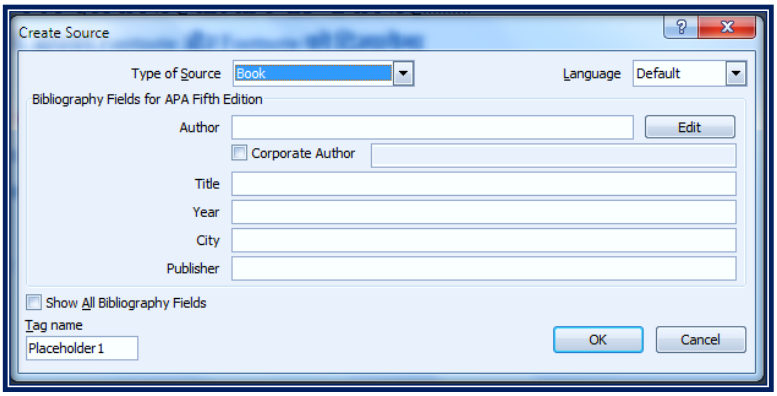
(c) Next or previous Footnote & Endnote: Through this you can see the inserted Footnote and Endnote by next or previous and go back and forth .....

(d) Show Notes: It will show you Footnote and Footnote

Citations & Bibliography.....

(a) Insert Citation & Bibliography: By this, you can tell something about the book created.

Such as: Who is the author? What is the title of book? You can fill things like Year, City, Publisher etc. ……



Ok after filling all these things

Let me tell you that there will be a Short Details Show in front of you. If you want to insert the entire information, then go to the option with Bibliography and click

(b) Manage Source: Through this you can manage the inserted Citation such as: Delete Citation, Add New Citation etc.

(c) Style: Through this you can change the style of the inserted Citation

Captions.....

(a) Insert Caption: Through this option, you can give the Caption Name of an Image or Shape, that is, after inserting any Image or Shape, you can give a Particular Name of it .....

Figure 4

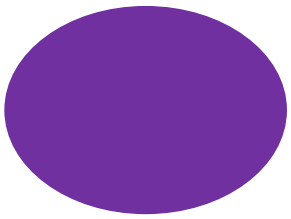
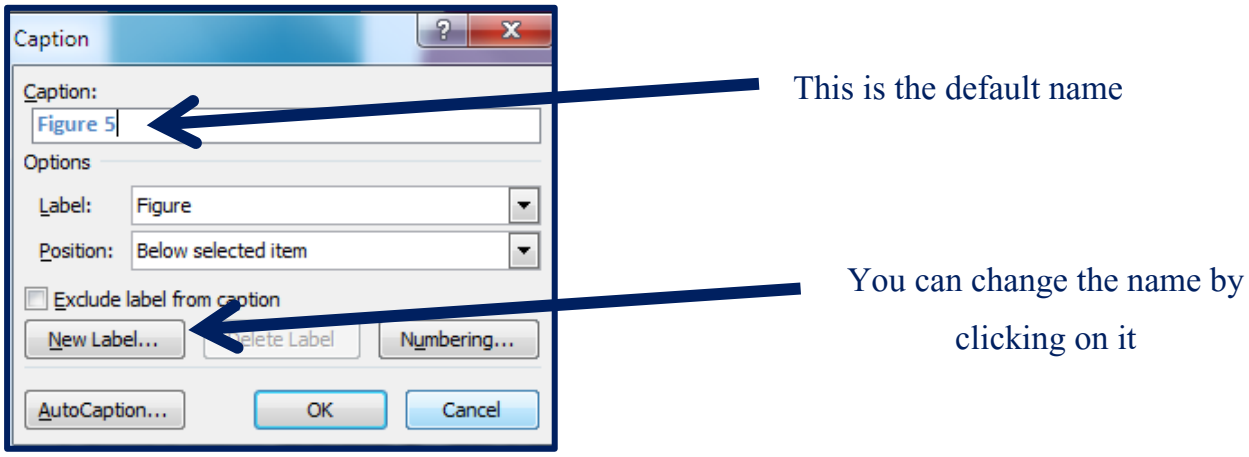


Figure 3

Figure 1

Figure 2

Now what you saw in the above Figure 1, Figure 2, Figure and Figure 4. Displaying such a name is called Insert Caption. You can change its name……



(b) Insert Table of Figures: Through this, you can create a table of figures of inserted caption.

Examples:

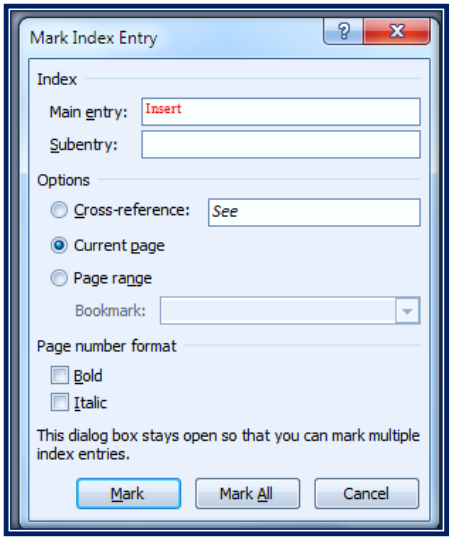
Figure 2 2
Figure 1 2
Figure 3 2
Figure 4 2

(c) Update Table: The "Table of Figures" which you prepared in the above, then the "Update Table" is used to update it. But it will work when you insert another caption.....

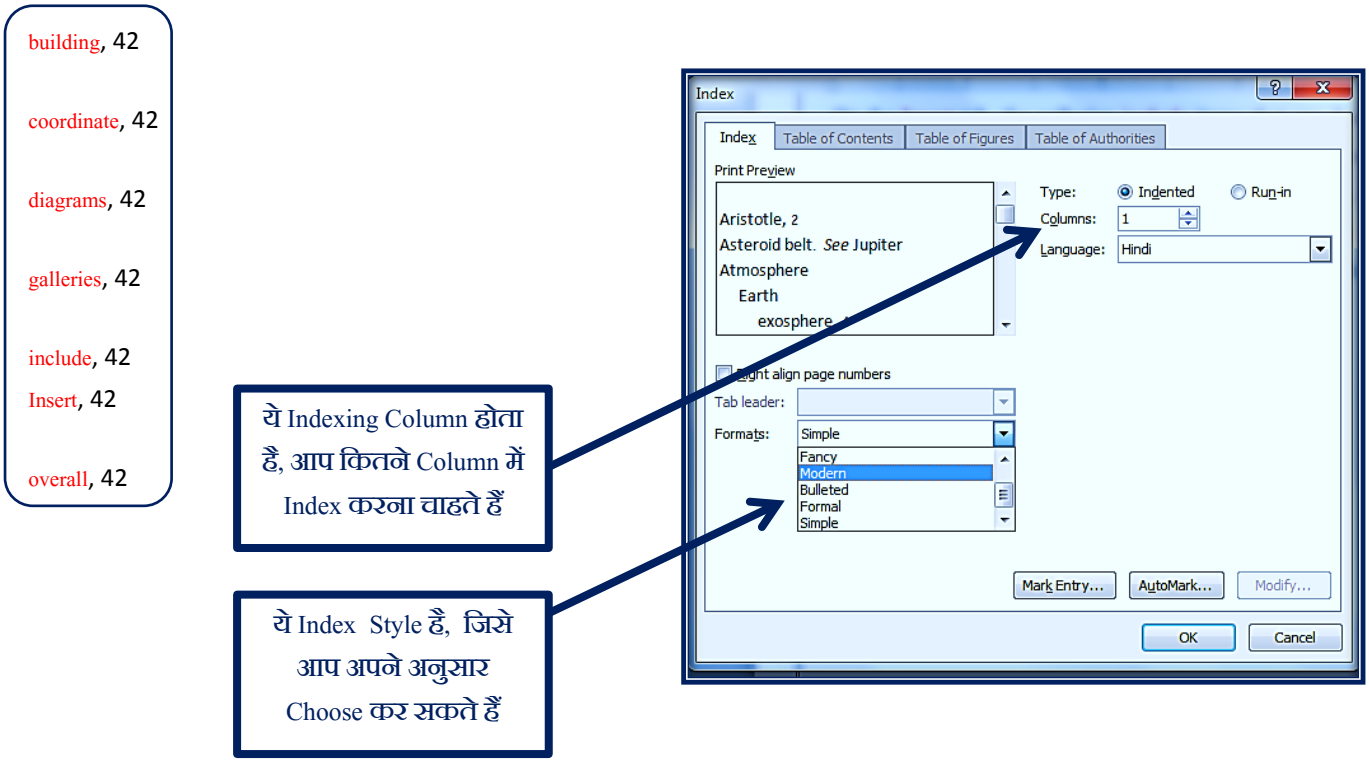
(d) Cross-reference: Through this option, we can create a short link of any Bookmark, Paragraph, Table, Caption, Heading etc. On which we can do Direct Move as soon as Direct Click.

Index.....

(a) Mark Entry & Indexing: Through this you can mark any selected text and after that you can prepare an index of it. For example, I type some text and select any text from it and prepare an index to show it.



Rule: First select any text that you want to prepare the index, and then mark entry. In the same way, select all the text by turn and mark entry, whose index you want to prepare. On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.



(b) Update Table: We can update the changes made later, that is, we use this option to update any subsequent Mark Entry Indexing.

Table of Authorities.....

(a) Mark Citation: Through this, you can mark Citation to a selected text and prepare its index by the next option.

(b) Insert Table of Authorities: Through this, Mark Citation can create a text table as "Table of Contents" was prepared.

The table of authorities is being prepared after mark marking by selecting some text in the following ……

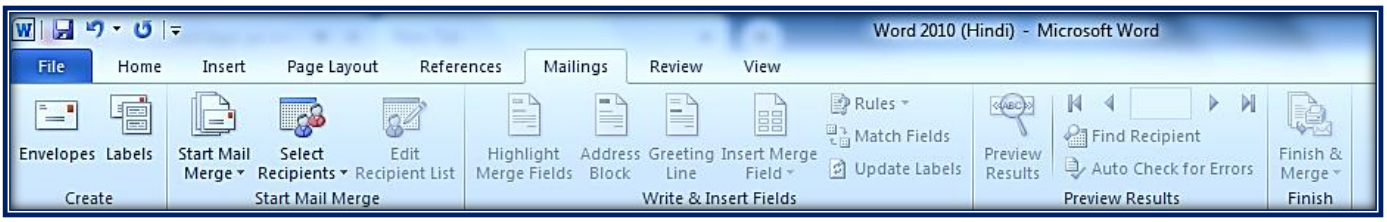
On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

Cases

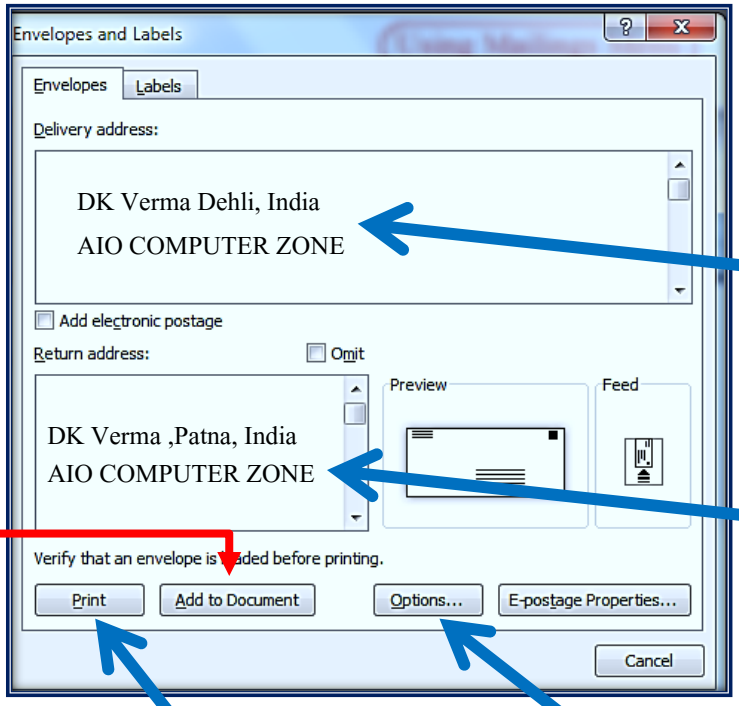
building 43
charts 43
designed.....43
pages, ...43

(c) Update Table: You can update the changes made later

Using Mailings Menu



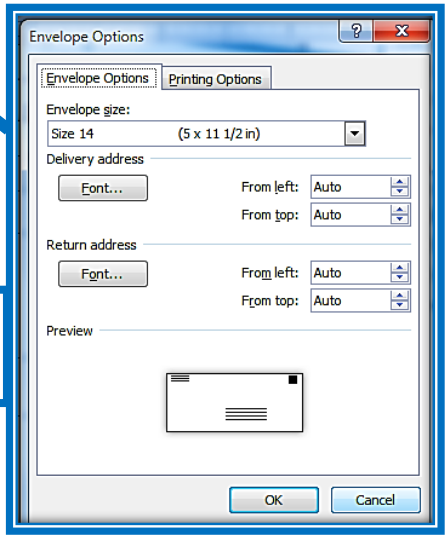
Envelopes: Through this you can prepare Envelopes and send them to anyone. It is mostly used by companies with E-commerce because they have to send their goods from one place to another…….



This is the delivery address as far as we have to send our material, i.e. it is the address of the customer.

This is the Return Address from where any goods are sent, i.e. it can be the address of your Office or Company.

You can also print it immediately if you want

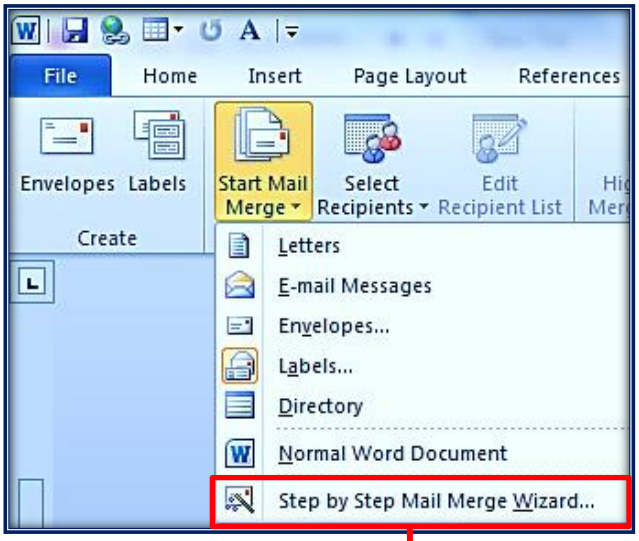


By clicking on the option, you select the size of your envelope page.

After setting all these, click on Add to Document in the end, your Envelope will be ready.

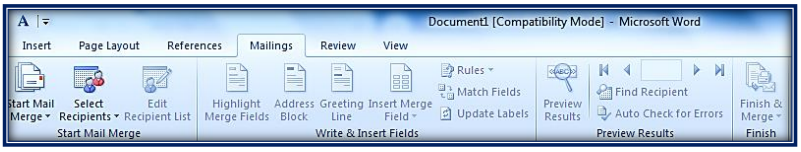
Required Information!

If you click on the option with Start Mail Merge, then you will see all the options that are given in Mailing Tab, that is, all the options under Mailing Tab are given in "Start Mail Merge". .....

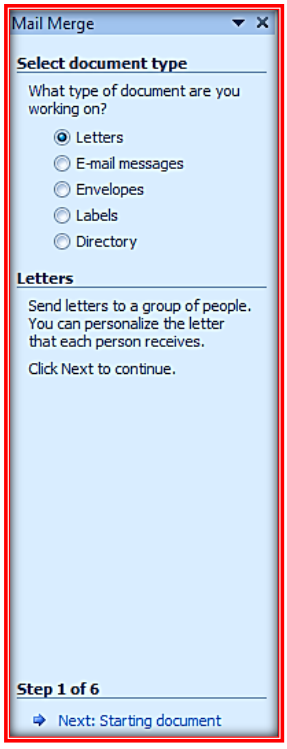


In it, all the options that have been given outside the Mailing Tab are given. The only difference is that through this we will work step-by-step and from that we have to choose one option, after that we will work.

Note: We will work step-by-step



All the options you are currently seeing under the Mailings Tab will be visible to you step-by-step. Such as: Select Recipients, Edit Recipient List, Preview Results, Finish Merge, Insert Merge Field, Highlight Merge Field etc.



You saw that even after clicking on step-by-step-mail-merge-wizard, there was an option of Letters, E-mail messages, Envelopes, Lebels etc. which were all available at the top in Mailing Tab...

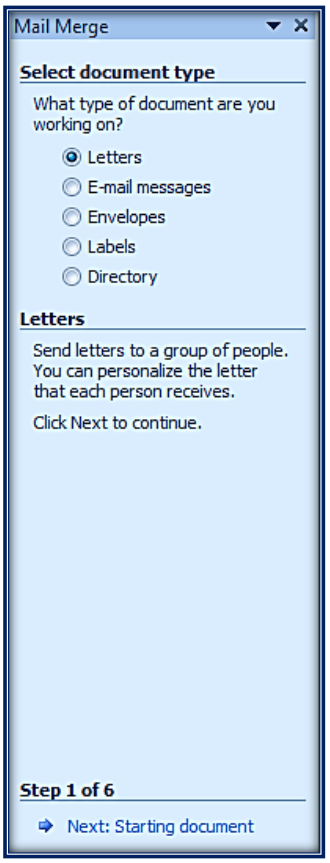
Let us now use Step-By-Step "Mail Merge"

Mail Merge is used by big companies because through this we can prepare Letters, E-mail merges, Envelopes etc. of many different people at once and can print it out separately. Let me tell you that Mail Merge Complete is completed in 6 steps.

Step (1) Select document type

First you choose the type of your document...

I want to prepare Letters for a lot of people, so I will check out the Letters.



Step (2) Select Starting Document

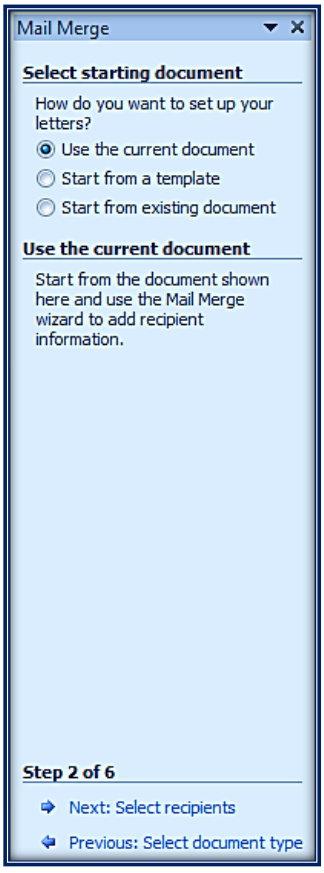
How do you want to set up your Letters?

(1) Use the current document: meaning in this document

(2) Start from a template: meaning by inserting the template

(3) Start from exiting document: i.e. from a document already created.

Note: I will use "Use the current document"



Step (3) Select recipients

For which you are preparing the letter, we will have to make a list of it. Now you can get this list in three ways.

(1) Use an existing list:

If you have a previously created List, you can insert it.

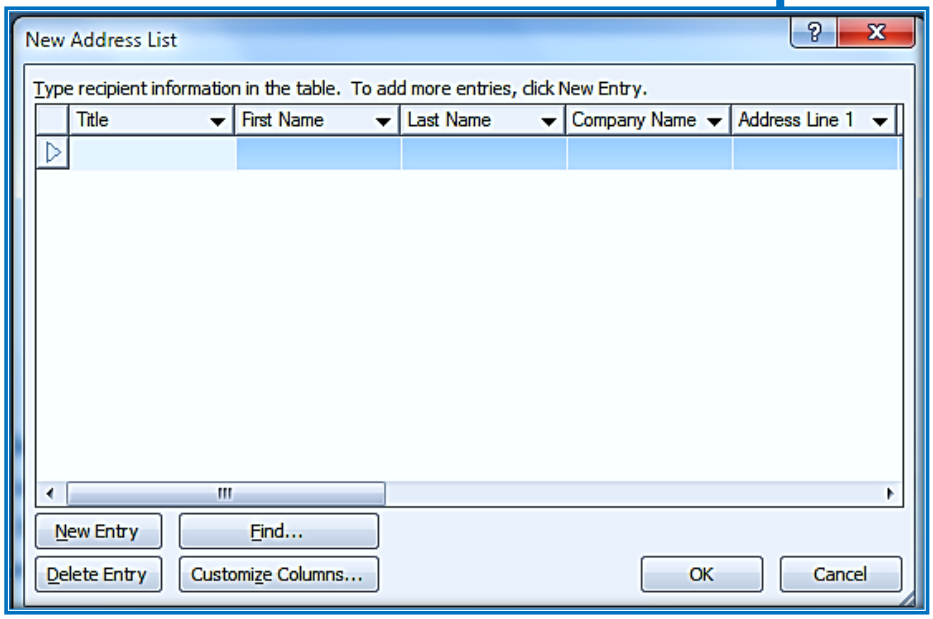
(2) Select form Outlook contacts:

Outlook is a part of Microsoft Office; from here you can insert the list.

(3) Type a new list:

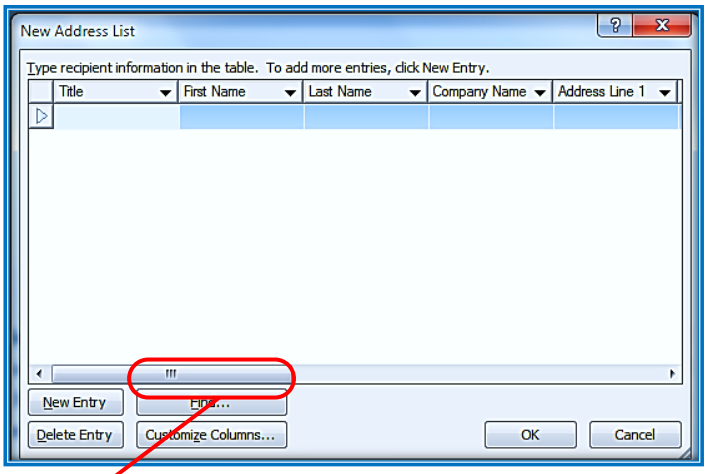
Through this, you can create a new list immediately.

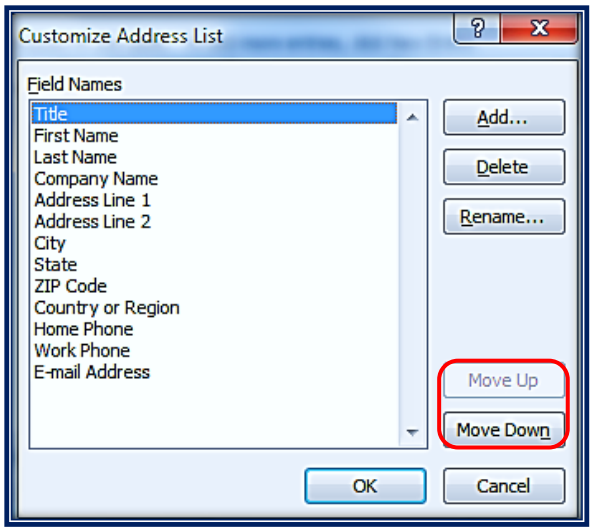
Note: We will create Type a new list and create a List immediately.



Now we are going to do New Entry, Find, Delete Entry, Customize Columns etc. in this list.....

✍ First of all, we will learn to customize this address list, because from this we can give field names according to us like: Name, Address, Mobile Number, State, Pin Code, Email etc.





From here you can add a field name

From here you can delete any field name

From here you can rename any field name

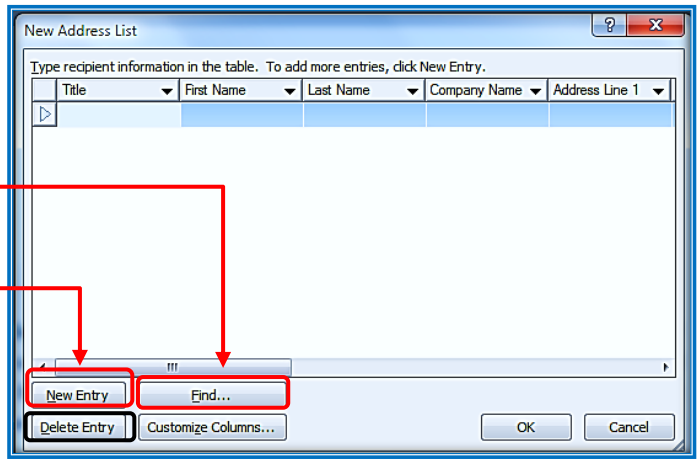
Through this you can move up or move down any field name.

Now we will learn the remaining

From this you can find the entry made

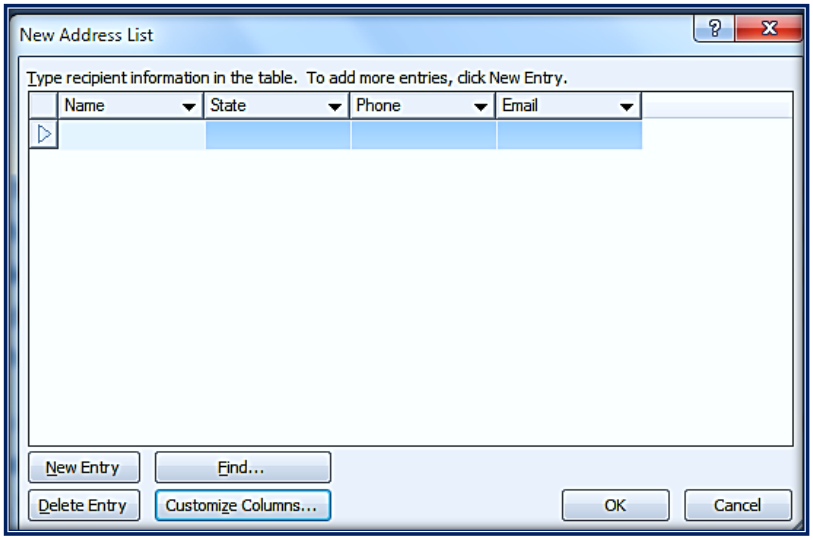
You can do a new entry from here.

You can delete the entry made

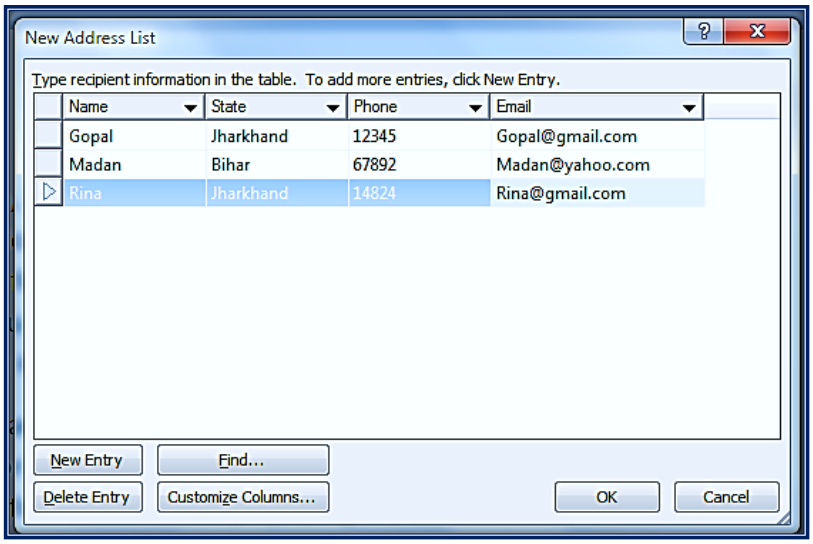


Now we will do new entry

I have left only four field names after customizing. Name, State, Phone and Email. You can do it yourself



I have entered three people. Now, I will click on the Ok button



After doing all these things, now you have to follow what will be told in the next page.