References Tab
You can add a footnote to your document from the References tab. It contains resources for researchers and anyone in the professional field. The References Tab allows you to now create a table of contents, footnotes, citations, cross-references, select MLA or APA or ISO formats and so on. You can also turn your Works Cited into a collection of records and use them in the future.

Here’s how to add a footnote in Word 2007

• Place the cursor after the word or phrase to which you desire to add the footnote.
• On the References tab, in the Footnotes group, click the Footnote button. A superscript footnote reference is added next to the text and a footnote divider is placed at the bottom of the page.
• All you do next is type the text of your footnote.

How Do I Review the Footnotes I’ve created?

• In the Footnotes group, click Show Notes.
• If the document has both footnotes and endnotes, when you see the Dialog box, select the type of note you want to review and click OK.

How Does the Table of Contents Work?

• Open a document. The document should contain text formatted with the heading styles found in the Home tab.
• Place the cursor where you wish to insert a table of contents.
• In the Table of Contents group, click the Table of Contents button. You will see several styles that you can use to create a Table of Contents.
• Select the style you desire.
• If you had no formatting in your document using the styles found in the Home tab, click Manual Table. A table will be inserted into your document.

Selecting Citation Styles

• Before defining citations, first select the style of your document; APA or MLA and so on. Click the References tab.
• In the Citations & Bibliography group, select the proper style.
Creating a New Citation Source & Inserting it in a Document

- Place your cursor where you want the citation to be inserted.
- In the Citations & Bibliography Group, click the Arrow located on the Insert Citation button.
- Click Add New Source.
- In the dialog box that will pop-up, from the Type of Source list, select the type of citation and then fill in the required fields.
- Click OK when you’re done.

NB. For each citation you create Word stores it in a Master Citation List. This means that you can use it again by simply choosing it from a list.

To Use a Citation from Your List

- In the Citations & Bibliography group, click Manage Sources.
- Select the appropriate citation from the Master List and then Click Copy. This will add the citation to your document.
- Place the cursor where you want to insert the citation.
- In the Citations & Bibliography group, click the arrow on the Insert Citation button.
- Click the desired citation to be inserted.
- You can reuse a citation in your document repeating the steps in Bold letters.

How Do I Edit My Citation Sources?

- In the Citations & Bibliography group, click Manage Sources.
- Select the citation you want to edit and Click Edit.
- Click OK twice in order to save your changes.

To Create a Bibliography

- Place your cursor where you want the bibliography
- In the Citations & Bibliography group, click Biography
- Then select the type of bibliography you desire.
- Word does an automatic insert.
Inserting a Table of Figures

- Define a caption for each figure. Place the insertion point in the position where you want to define a figure’s caption. On the References tab, in the Captions group, click Insert Caption. Enter a caption and Click OK.
- Place your cursor where you want to insert a table of figure
- On the References tab, in the Caption’s group, click Insert Table of Figures, Configure the table’s format and click OK.