AL- MUSTAQBAL UNIVERSITY COLLEGE

Microsoft Word

By:

Noor Razaq Al- Rubaie

Lecture 6

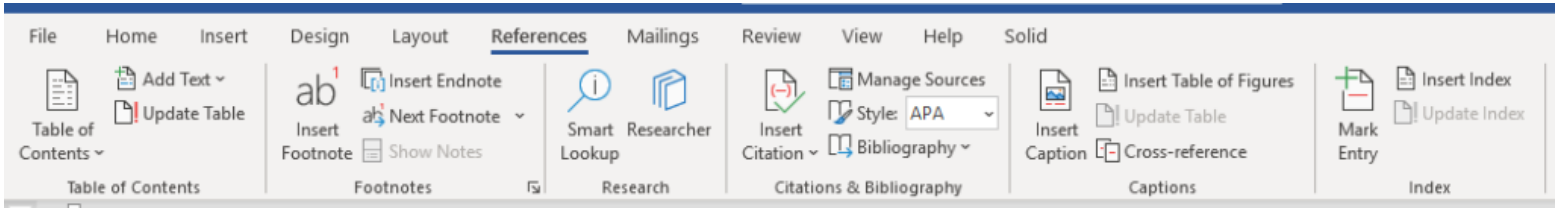
2022-2021

REFERENCE

Reference List in Word:

It is one of the list bar menus, through this list it is possible to add annotations to the document in the program (Microsoft Word).

- It contains commands that are particularly useful when preparing(academic papers).

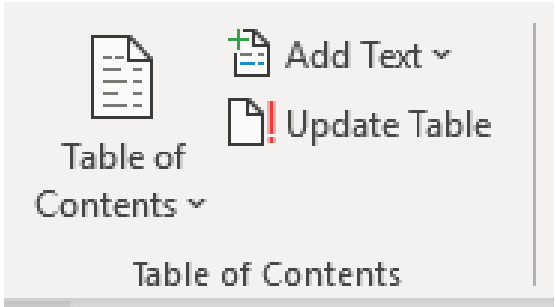


REFERENCE

1- Table of Contents group: A table of titles is created for the contents of the document. It serves as an index of the contents of the document.

- It also contains

A- (Add Text) icon through which the current paragraph is inserted into the table.



B- (Update Table) icon through which the table of contents can be updated, so that the addresses and page numbers are newly added, that is, after the table is created.

REFERENCE

2- Footnotes group: It’s allowed you to insert footnotes, that places are allocated at the bottom of the page in which the footnote is to be inserted.

It is automatically numbered. It contains:

A- Insert EndNote :

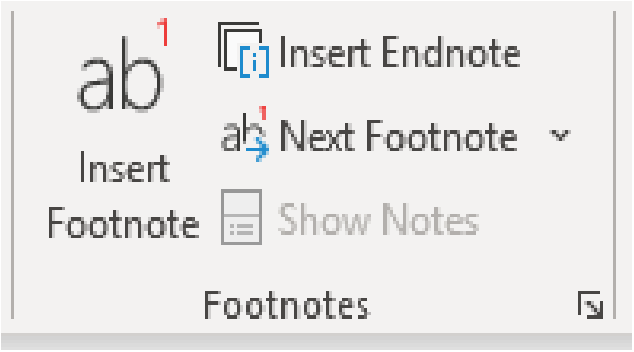
Allows you to place an endnote at the end of a document .

B- Next Footnote

Used to move between the footnotes of documents

C- Show Notes

It shows all endnotes and footnotes



REFERENCE

3- Citation AND Bibliography

It is the set of sources you used when creating the document, at the end of the index.

A- Insert Citation:

is used to cite a reference, whether an article or a book, to support the text's.

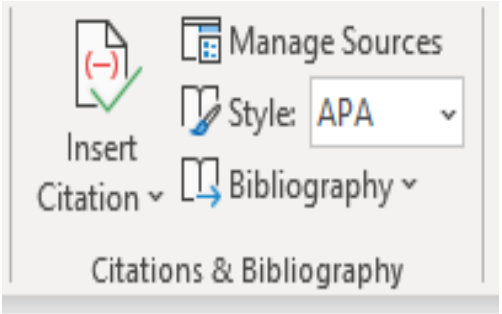
B- Manage Sources:

Allows the user to show a list of all the references he used in the document.

C- Style:

You can choose the citation style you used

APA, MLA, and Chicago pattern.

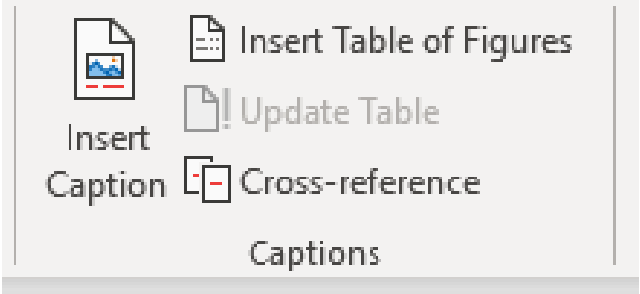


REFERENCE

4- Captions:

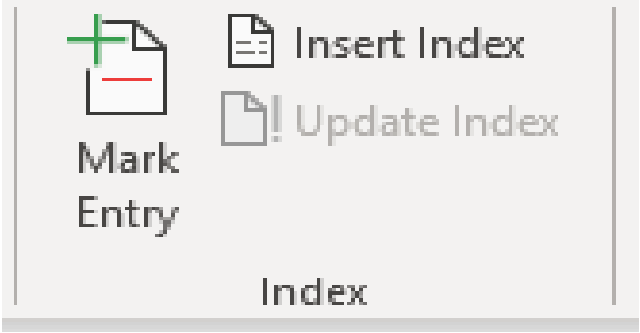
A short text or description of an object in the document that is placed under it to describe it.

- Insert Table of Figures
- Update Table



5- ndex:

In the index, the topics and terms discussed in the document are listed.



How to create qr code based on cell value in Excel?

Alias: excel create qr code

Do you know how to create QR code based on specific cell value in Excel? This article will show you methods to achieve it in details.

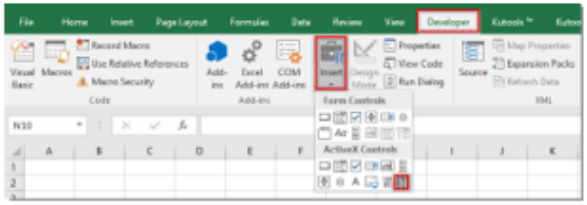
Create QR code based on cell value with Barcode Control and VBA code

Create QR code based on cell value with Barcode Control and VBA code

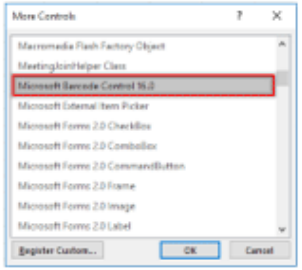
The Barcode Control can help you quickly create QR code based on cell value in Excel. Please do as follows.

1. Open the worksheet contains the cell value you will create QR Code based on.

2. Click **Developer** > **Insert** > **More Control**. See screenshot:



3. In the **More Controls** window, check for the **Microsoft Barcode Control 16.0** or **Microsoft Barcode Control 15.0**.



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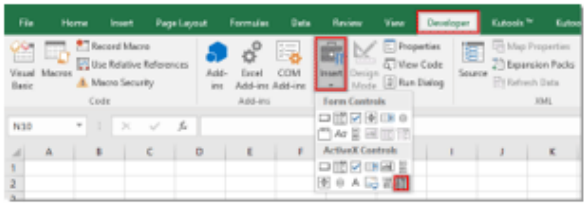

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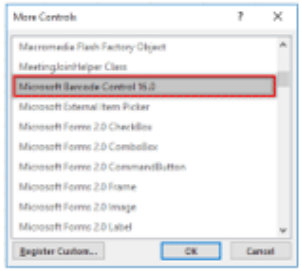

CHANGE PAGE COLOR

Click Design >Page Color

Shows a list of colors

Select the color and automatically changes the background color

Any question……?