

Organizing Long Documents



LESSON OUTLINE

- 10.1 Creating a Table of Contents
- 10.2 Working with Multiple Headers and Footers
- 10.3 Creating an Index
- 10.4 Adding Cross-References
- 10.5 Viewing Master Documents
- 10.6 Concepts Review

Reinforce Your Skills

Apply Your Skills

Critical Thinking & Work-Readiness Skills

LEARNING OBJECTIVES

After studying this lesson, you will be able to:

- Create a table of contents
- Add headers and footers
- Insert an index in a document
- Use cross-references

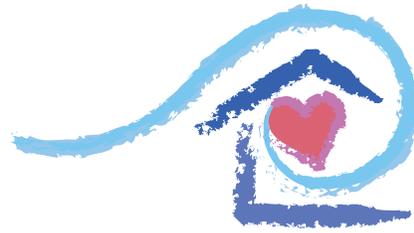
Word offers several great tools for organizing long documents. A table of contents and an index help readers locate specific topics in documents. Headers and footers are useful for displaying information such as page numbers and chapter names, and cross-references inform the reader of related material dispersed through a long document. In this lesson, you will work with these tools to organize long documents.

Student Resources

labyrinthlab.com/word10

CASE STUDY

Refining a Clinic Policies & Procedures Manual



**Raritan
Clinic
East**

Pediatric Diagnostic Specialists

Raritan Clinic East is a pediatric medical practice. The practice serves patients ranging in ages from newborn to 18 years.

James Elliott has recently accepted a position in the human resources department with Raritan Clinic East. He has been tasked with reviewing the current policies and procedures manual, and he has identified numerous “finishing” features that need to be added to the manual to make it easier to use. By adding a table of contents, index, headers and footers, and cross-references, he believes the document will be easier to use.

Table of Contents	
MISSION STATEMENT	4
SCOPE OF SERVICES	4
PATIENT MANAGEMENT PROCEDURES	4
ENTRY INTO SERVICES.....	4
PATIENT APPOINTMENT AND BILLING.....	5
PATIENT RECORDS.....	5
INITIAL DIAGNOSTIC EVALUATION	6
PATIENT CONTACT.....	7
REFERRAL FOR ADDITIONAL SERVICES OR TRANSFER OF SERVICES	8
PERMISSION TO PHOTOGRAPH/VIDEOTAPE.....	8
RESEARCH INVOLVING HUMAN SUBJECTS.....	9
APPENDIX A	10
REQUEST FOR SERVICE FORM.....	10
APPENDIX B	11
NOTICE OF SCHEDULE/ROOM CHANGE FORM.....	
APPENDIX C	
RELEASE.....	

Table of Contents page

D	O
diagnostic..... 1, 2, 4, 5	Orthopedics..... 1, 3
disorder..... 3, 4	
E	P
emergency..... 2	patient..... 1, 2, 3, 4, 5, 6, 7
evaluation..... 2, 4, 5	Patient..... 2
	files..... 3
	records..... 3
	Pediatric General Medicine..... 1, 3
	permanent..... 3, 4, 5, 6
F	permission..... 2

Index page

10.1 Creating a Table of Contents

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Word's Table of Contents feature automatically builds a table of contents by gathering up the headings that are formatted with heading styles. Word organizes the headings in the order in which they appear in the document. In addition, it applies TOC styles that correspond to the heading level. The styles then format the table entries and indent them appropriately. For example, Heading 2 entries are subordinate to Heading 1 entries, so they are indented slightly.

Table of Contents Links

A table of contents is inserted as a large field composed of the various table entries. Each entry within a table of contents is formatted as a hyperlink. You can navigate to a page within the document by pressing **[Ctrl]** while clicking a particular table of contents entry. In addition, you can edit specific entries after the table of contents is generated.

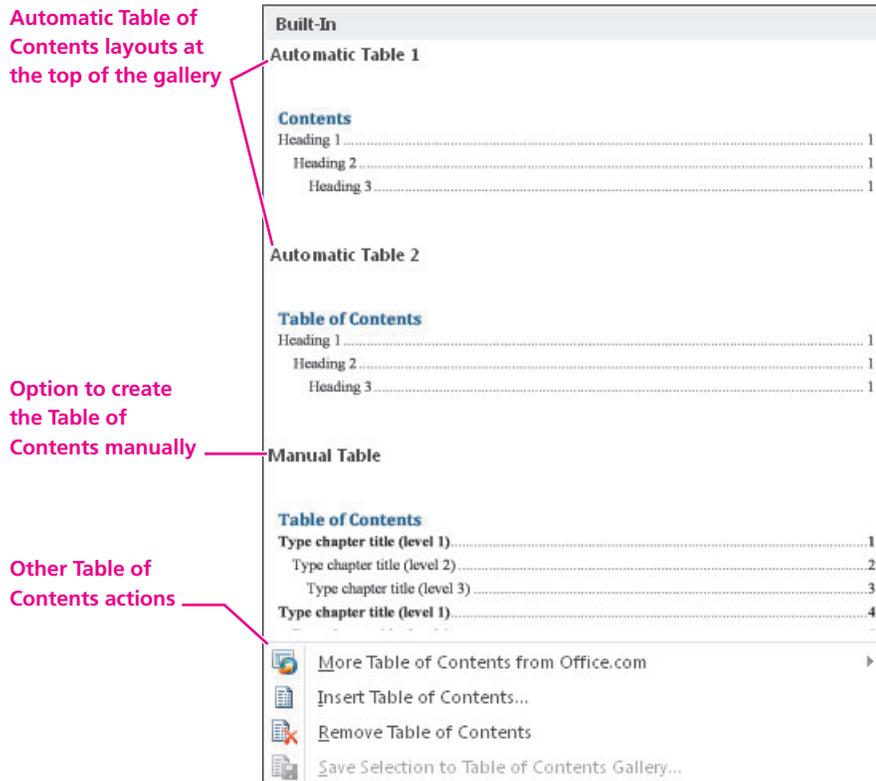
You can navigate to a page by pressing **[Ctrl]** while clicking a table of contents entry.

Table of Contents		
MISSION STATEMENT	file:///c:/labyrinth/word 2010 unit	4
SCOPE OF SERVICES...	3/exercise solution files/lesson 10/raritan clinic east policies & procedures manual.docx	4
PATIENT MANAGEMENT		4
ENTRY INTO SERVICES	Ctrl+Click to follow link	4
PATIENT APPOINTMENT AND BILLING.....		5
PATIENT RECORDS		5
INITIAL DIAGNOSTIC EVALUATION		6

Table of contents entries are formatted with styles that show the hierarchical structure of the document. Notice that this Heading 2 entry is subordinate to the Heading 1 entry.

Using a Predesigned Table of Contents

Word 2007 introduced predesigned layouts for tables of contents. You can apply a predesigned table of contents format from the Table of Contents gallery shown in the following illustration. At the bottom of the gallery is a manual table of contents design option that you can fill out independently of the document content.



Creating a Page to Hold the TOC

In most documents, the table of contents appears at the beginning of the document—just after the title page in documents containing a title page. Because the table of contents is normally created after the document is complete, it is often necessary to create a new page in the document to hold the table. New pages can be created using a page break when no other features such as column layouts, headers and footers, or other document elements are involved. In addition, Word 2010 contains a new tool for inserting a new blank page within a document. You will find the new tool on the Insert tab of the Ribbon.

When headers and footers or other page layouts appear in a document, it is safer to create a page to hold the table of contents by adding a section break.

DEVELOP YOUR SKILLS 10.1.1

Insert a Table of Contents

In this exercise, you will open the Raritan Clinic East Policies & Procedures Manual and review the heading styles used in the document. Then you will create a table of contents and navigate in the document using the table of contents links.

1. Make sure the Word window is **maximized**.
2. **Open** the document Raritan Clinic East Policies & Procedures Manual from the Lesson 10 folder.

Review the Heading Styles

3. Choose **Home**→**Styles**→**dialog box launcher**  from the Ribbon.
Word opens the Styles task pane.
4. Scroll to **page 2** and position the **insertion point** in the heading *Mission Statement*.
Notice that a rectangle appears around Heading 1 in the Styles task pane, indicating that Heading 1 is the style used to format the heading.
5. Position the **insertion point** in several additional headings on **page 2**.
You will notice that you have both Heading 1 and Heading 2 styles on the page.
6. **Close**  the Styles task pane.
7. Scroll to **page 2**, and position the **insertion point** in front of the heading *Mission Statement*.

Create a New Page for the Table of Contents

In the next step, you will insert a section break to create a blank page for the table of contents.

8. Choose **Page Layout**→**Page Setup**→**Breaks**→**Next Page** from the Ribbon.
9. If necessary, choose **Home**→**Paragraph**→**Show/Hide**  from the Ribbon to display formatting marks.
10. Position the **insertion point** just in front of the section break, and **press** .

Insert the Table of Contents

11. Choose **References**→**Table of Contents**→**Table of Contents**  from the Ribbon, and then choose **Automatic Table 2** from the gallery.
12. **Scroll up** and review the table of contents.
You can see that the headings in the document are used as the table of contents entries.

Navigate Using Hyperlinks

13. Click the **Table of Contents** to select it, and then hover the **mouse pointer** over the *Initial Diagnostic Evaluation* entry in the table of contents.
Notice the pop-up message.
14. **Press**  and click the *Initial Diagnostic Evaluation* link.
Word jumps to the Initial Diagnostic Evaluation heading in the document.
15. **Press**  +  to return to the top of the document.
16. **Save**  the document, and leave it **open**.

Adding Text to a Table of Contents

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As you may already know, the advent of the Ribbon in Word 2007 increased the capabilities of special features in Microsoft Word. It is now possible to include text that is not formatted with a heading style in the table of contents. The Add Text command in the Table of Contents group on the Ribbon enables you to add important items to the table of contents that you prefer not to format with heading styles.

Using the Update Table Button

Each time you make changes to headings or text in a document or add text to a table of contents, you need to update the table of contents. Word has an automatic update feature that makes this task easy and efficient. Whenever the insertion point appears anywhere in the table of contents, Word displays two buttons in the upper-left corner of the table. One button is used to update the table of contents, while the other is used to display the Table of Contents gallery and the command to remove the table from the document.

FROM THE KEYBOARD

[F9] to update a table of contents



When you click the Update Table button, Word presents options for updating page numbers only or the entire table, as shown in the following illustration.



Using the Table of Contents Button

The Table of Contents button displays the Table of Contents gallery and the Remove Table of Contents command. By using this button, you can remove the current table of contents and regenerate it, if desired, using a different automatic layout or create it manually.



DEVELOP YOUR SKILLS 10.1.2

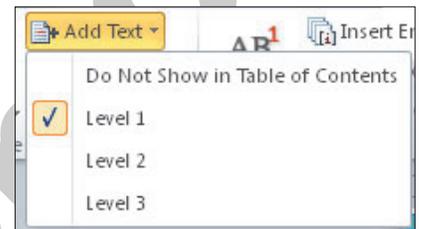
Add Text, Update, and Remove a Table of Contents

In this exercise, you will add text that is not formatted with a heading style to the table of contents. Then you will update the table of contents to display the added text. Finally you will remove the table of contents.

Before You Begin: Your Raritan Clinic East Policies & Procedures Manual should be open.

Add Text to the Table of Contents

1. Search for and select the heading *Scope of Services*.
That heading is not included in the table of contents, because it is not formatted with a heading style.
2. Choose **References**→**Table of Contents**→**Add Text**  from the Ribbon.
3. Choose **Level 1** from the menu.
When you perform an update, Word will position the text at the same level in the table as a Heading 1 entry.



Update the Table of Contents

4. Scroll up to **page 2** and position the **insertion point** in the table of contents.
5. Click the **Update Table**  button in the upper-left corner of the table of contents.
6. When the Update Table of Contents dialog box appears, choose the **Update Entire Table** option, and then click **OK**.



Notice that *Scope of Services* now appears toward the top of the table of contents.

Remove the Table of Contents

7. Hover the **mouse pointer** over the table.
8. Click the **Table of Contents**  button in the upper-left corner of the table.
9. Choose the **Remove Table of Contents** command at the bottom of the gallery.
10. **Save**  the file, and leave it **open**.

Using the Table of Contents Dialog Box

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The Table of Contents gallery probably provides the fastest method for creating a table of contents, but if you wish to have more control over the formatting of your table, you can use the Table of Contents dialog box. When you use the Table of Contents dialog box to insert a table of contents, you must also manually add the title that precedes the table. In addition, when a table of contents is generated from the Table of Contents dialog box, Word displays no Table of Contents or Update buttons as it does for a table generated from the Table of Contents gallery. To update a manual table of contents, use the shortcut keystroke.

A preview of the styles that will be applied to the table entries appears here.

Controls for the page number alignment and tab leader design appear here.

Word offers various table of contents formats. You can also choose how many heading levels appear in the table of contents.

QUICK REFERENCE	CREATING AND UPDATING A TABLE OF CONTENTS
<p>Task</p> <p>Create a table of contents from a predesigned format</p>	<p>Procedure</p> <ul style="list-style-type: none"> ■ Format table of contents entries with Word’s heading styles. ■ Choose References→Table of Contents→Table of Contents from the Ribbon. ■ Choose a predesigned table of contents style from the gallery.

QUICK REFERENCE	CREATING AND UPDATING A TABLE OF CONTENTS (continued)
<p>Task</p> <p>Add text to a table of contents (when text is not formatted with a heading style)</p>	<p>Procedure</p> <ul style="list-style-type: none"> ■ Select the text to be added. ■ Choose References→Table of Contents→Add Text  from the Ribbon. ■ Choose a table of contents level from the menu. ■ Update the table of contents.
<p>Create a table of contents from the Table of Contents dialog box</p>	<ul style="list-style-type: none"> ■ Choose References→Table of Contents→Table of Contents  from the Ribbon. ■ Choose the Insert Table of Contents command at the bottom of the gallery.
<p>Update a table of contents</p>	<ul style="list-style-type: none"> ■ If you are using a predesigned table of contents, hover the mouse pointer over the table of contents, and then click the Update Table button. ■ If you used the Table Of Contents dialog box to generate the table of contents, select the table of contents, and then press [F9].

DEVELOP YOUR SKILLS 10.1.3

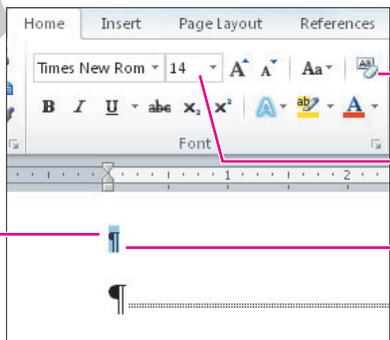
Insert a Table of Contents Using the Dialog Box

In this exercise, you will insert a new table of contents using the Table of Contents dialog box. You will also edit a heading and then update the table of contents.

Before You Begin: Your *Raritan Clinic East Policies & Procedures Manual* should be open.

Add the Table of Contents Title

1. Position the **insertion point** just to the left of the section break at the top of **page 2**.
2. Press **[Enter]** to create a new blank line in the document.
Notice that the paragraph symbols reflect the formatting of the first heading on page 3. When you insert a section break, the paragraph that appears before the section break takes on the formatting of the paragraph that follows the break.
3. Follow these steps to format and add the table title:



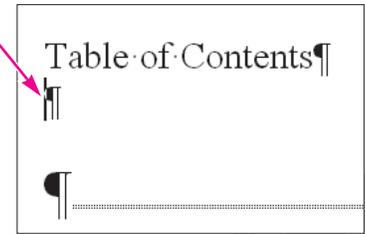
A Select the paragraph symbol for the paragraph you just created.

B Choose Home→Font→Clear Formatting from the Ribbon.

C Change the font size to 14.

D Type **Table of Contents** and then press **[Enter]**.

- Position the **insertion point** just before the paragraph on the line below the Table of Contents title, if necessary.



Insert a Table of Contents

- Choose **References**→**Table of Contents**→**Table of Contents** from the Ribbon.
- Choose the **Insert Table of Contents** command at the bottom of the gallery to display the Table of Contents dialog box.
- Follow these steps to generate a table of contents:

A Make sure these checkboxes are checked.

B Make sure that dots are chosen in the Tab Leader drop-down box.

C Choose **Formal** from the Formats list.

- Click **OK** to insert the table of contents.
Notice that Word retained the added text Scope of Services in the table of contents.

Edit a Heading and Update the Table of Contents

- Search for the heading, *Patient Attendance and Billing* and change *Attendance* to **Appointments**.
- Scroll up to **page 2** and position the **insertion point** in the table of contents.
Notice that there is no Update Table button in the upper-left corner of the table.
- Press **[F9]** to begin the update.
- When the Update Table of Contents dialog box appears, choose the **Update Entire Table** option, and then click **OK** to make the update.
Notice that the word Attendance changed to Appointment in the table of contents.
- Save** the document, and leave it **open**.

10.2 Working with Multiple Headers and Footers

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By now, you may already be familiar with the headers and footers and how they are used in documents. Initially, Word uses the same header and footer throughout a document regardless of the number of pages or sections the document contains. By default, Word carries the initial header or footer on to each page or section of the document. When a document contains multiple sections, you can create a new header and footer for each document section.

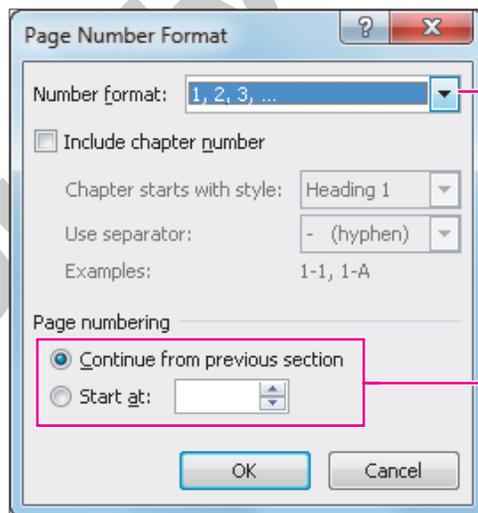
For example, suppose you want to number preliminary pages of a long document using small roman numerals and the body of the document using Arabic numerals. Inserting a section break before the first page of the document body enables you to do so. Creating additional sections, therefore, is the first important step before creating multiple headers and footers within a document. It is also important to break the link between the headers and footers that Word applies to carry the initial header and footer across all document sections.

Breaking the Link Between Sections

The Link to Previous  button in the Navigation group of the contextual Design tab lets you break the links Word creates for headers and footers between sections. After the links are broken, you can edit the header or footer in one current section without affecting the headers and footers in other sections. Likewise, when you want a header or footer in a section to match the previous header and/or footer, you can activate the Link to Previous button.

Restarting and Formatting Page Numbers

When you have more than one section in a document, you may wish to control the starting page number within a section. Typically the body of a document starts page numbering with 1. You may also want to control the page number formats. The Page Number Format dialog box provides options to restart numbering and to modify the number format.



You can choose from a variety of page numbering formats in this drop-down list.

In this area of the dialog box, you can specify if page numbering should continue from the previous section, or you can choose to restart page numbering and specify the number you want to start with.

Setting Up a Different First Page Header or Footer

In addition to setting different headers and footers for different sections of a document, there may be times when all you want to do is set up a different footer or header on the first page of a document. For example, suppose you want all pages of a document numbered in the footer area of each page except for the title, or first, page. Word tools enable you to set a different first page header or footer simply by checking or clearing the checkmark for the attribute on the Header & Footer Tools Design tab of the Ribbon.

Changing Header and Footer Margins

As you review the Header & Footer Tools Design tab of the Ribbon, you will notice tools for changing the margins for the header or footer. Setting the header or footer margins lets Word know how far from the edge of the paper to place the header or footer. The margins for the body of the document are unaffected by setting the header and footer margins. Setting the header and footer margins to decrease the distance to the edge of the page simply increases the distance between the body text and the header or footer.

QUICK REFERENCE	SETTING HEADERS AND FOOTERS
Task	Procedure
Insert a header	<ul style="list-style-type: none"> ■ Choose Insert→Header & Footer→Header  from the Ribbon. ■ Choose a header from the gallery, or choose Edit Header and create your own.
Insert a footer	<ul style="list-style-type: none"> ■ Choose Insert→Header & Footer→Footer  from the Ribbon. ■ Choose a footer from the gallery, or choose Edit Footer and create your own.
Insert a page number	<ul style="list-style-type: none"> ■ Choose Insert→Header & Footer→Page Number  from the Ribbon. ■ Choose Top of Page, Bottom of Page, or Page Margins. ■ Choose a page number design from the gallery.
Use multiple headers and footers	<ul style="list-style-type: none"> ■ Segment the document with section breaks. ■ Choose Design→Navigation→Link to Previous  to break the link between sections. ■ Insert different headers and footers in different sections of the document.

DEVELOP YOUR SKILLS 10.2.1

Work with Multiple Headers and Footers

In this exercise, you will insert header text that will appear in both sections of the document. Then you will break the connection between footers so you can have different footers in each section and change the starting page number on the second page of the document.

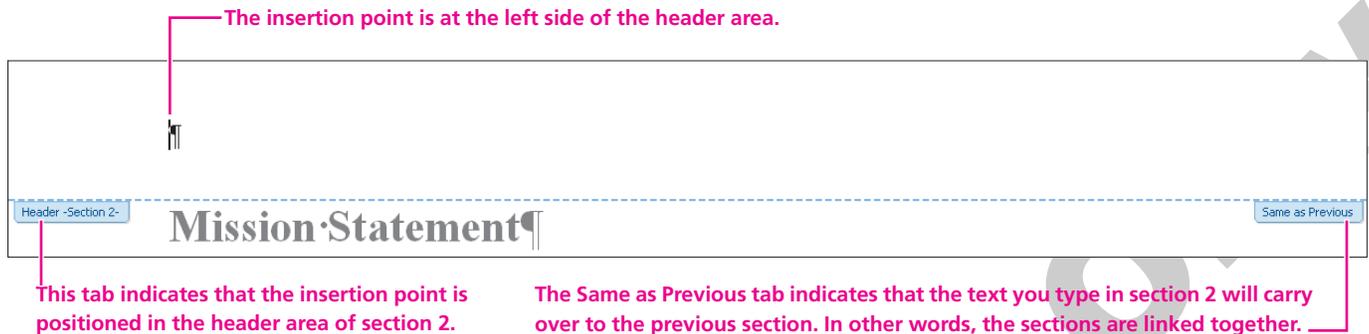
Before You Begin: Your *Raritan Clinic East Policies & Procedures Manual* should be open.

Insert a Header that Appears in Both Sections

1. Position the **insertion point** in section 2 of the document, which begins with *Mission Statement*.
2. Choose **Insert→Header & Footer→Header**  from the Ribbon.
3. Choose the **Edit Header** command at the bottom of the gallery.

4. Take a moment to review the header area.

You will recall that you inserted a section break when you created the blank page for the table of contents. Therefore you have two sections in your document. The table of contents and title pages are section 1, and the rest of the document is section 2.



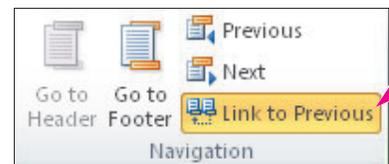
In this example, you want the two header sections to be linked, because the word DRAFT should appear on all pages of the document.

5. Press **[Tab]** to position the insertion point at the center of the header area.
6. Type **DRAFT** as the header text.
7. Use the Mini toolbar to format the header text with **bold 14 pt**.
8. **Double-click** in the body of the document to close the header area.
9. **Scroll up** to the table of contents.

Notice that the word DRAFT appears in the header. That's because the headers in both sections are linked.

Add a Footer that Appears in Only One Section

10. **Scroll down** and click in section 2.
11. Choose **Insert**→**Header & Footer**→**Footer**  from the Ribbon.
12. Choose the **Edit Footer** command at the bottom of the gallery.
Notice the Same as Previous tab in the footer area. In this example, you do not want the footer text to appear on the table of contents page, so you will break the link.
13. Choose **Design**→**Navigation** from the Ribbon.
The Link to Previous button is highlighted, meaning that it is turned on and the footers in sections 1 and 2 are linked.
14. Click the **Link to Previous**  button to turn it off and break the link between the two sections.
The Same as Previous tab at the right side of the footer area disappeared.
This time you will use one of Word's predesigned footers.
15. Choose **Design**→**Header & Footer**→**Footer**  from the Ribbon.
16. **Scroll down**, and choose **Pinstripes** from the gallery.
17. Click the **Type Text** object to select it, and then type **Policies & Procedures Manual**.



18. Press the **Tab** key to position the insertion point in the center of the footer area, and type **Raritan Clinic East**.
19. Choose **Header & Footer Tools**→**Design**→**Position**→**Header from Top** and type **0.3"**.

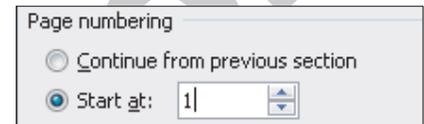
Change the Starting Page Number

You want to start numbering with a 1 on the first page of the body of the document.

20. Choose **Design**→**Header & Footer**→**Page Number**  from the Ribbon.

21. Choose **Format Page Numbers** from the menu.
The Page Number Format dialog box opens.

22. Choose the **Start At** option in the bottom of the dialog box.
Word automatically chooses the number 1, but you could change it if you needed to.



23. Click **OK** to restart page numbering with a 1, and then **double-click** in the body of the document to close the header and footer areas.
24. **Scroll up** and notice that the footer does not appear on the table of contents page, and then **scroll down** and observe the footer text in the rest of the document.
25. **Save**  the changes, and continue with the next topic.

10.3 Creating an Index

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Microsoft Word offers two distinct procedures for creating an index:

- Manually marking items to include in the index
- Generating the index by creating a concordance of words to be included in the index

Regardless of which procedure you use, Word automatically generates the index using the words and phrases you identify. In addition, Word sorts the words and phrases alphabetically and groups the contents of the index according to the first letter of the word or phrase. Like the Table of Contents feature, the Index feature lets you choose a style. And as in a table of contents, any changes you make directly in the index will be overwritten if you update the index. Index styles format the main entries and subentries and apply other formats to the index.

Cardiology.....→.....	1, 3¶	▪ N¶	Neonatology.....→.....	1, 3¶
certification.....→.....	1¶			
color.....→.....	3¶	▪ O¶	Orthopedics.....→.....	1, 3¶
custodial.....→.....	1, 2¶			
▪ D¶		▪ P¶	patient.....→.....	1, 2, 3, 4, 5, 6, 7¶
diagnosti c.....→.....	1, 2, 4, 5¶		Patient.....→.....	2¶
disorder.....→.....	3, 4¶		files.....→.....	3¶
▪ E¶			records.....→.....	3¶
emergency.....→.....	2¶		Pediatric-Genera l-Medici ne.....→.....	1, 3¶
evaluation.....→.....	2, 4, 5¶		permanent.....→.....	3, 4, 5, 6¶
▪ F¶			permission.....→.....	2¶

Marking Index Entries

FROM THE KEYBOARD

[Alt]+[Shift]+[X] to open the Mark Index Entry dialog box

The first step in creating an index is to mark the main index entries and subentries. These are the words and phrases that will appear in the index. For example, a main entry might be *Patient Records*, and its subentries might be *Permanent Patient Files*, *Color Coding*, and *Check-Out Policy*.

Entries are marked using the Mark Index Entry dialog box. You can select text, and then click the Main Entry box to add the selected text to it. Alternatively you can click the main entry in the document, and then type the text of your choice in the Main Entry box. Subentry text must always be manually typed.

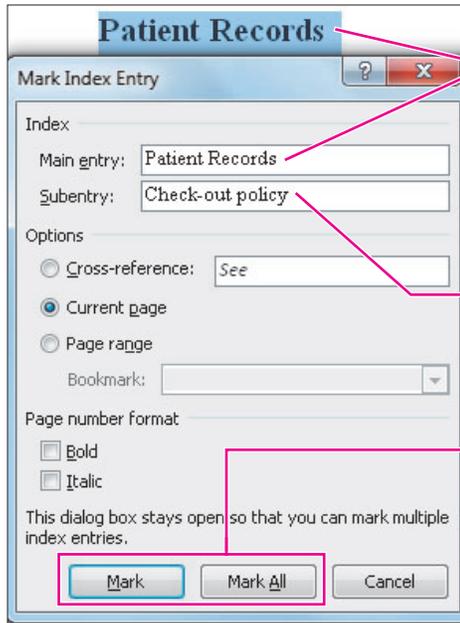
It is important to note that marking index entries is a case-sensitive action. As a result, if you mark all occurrences of a word such as *Billing* for inclusion in the index, Word will only mark those occurrences for the word *Billing* where the *B* is capitalized. As a result, it is important to consider what occurrences you want marked before selecting Mark All.

Marking Index Subentries

Index subentries appear in the index indented below main entries. Entering subentries in the Mark Index Entry dialog box is a bit more tedious than marking main entries. As a result, many organizations create indices using only main entries. There are two primary ways to create subentries. They include:

- Typing text for the subentry as you mark text for main entries. This procedure should be used only when the text you want to mark as main entries and subentries appear close together in the document.
- Selecting the text for the subentry, cutting the text from the Main Entry field and pasting it into the Subentry field in the Mark Index Entry dialog box and then type the text for the main entry.

As you mark text for all index entries, you can keep the Mark Index Entry dialog box open for easy access.



Selecting the text for the main entry in the document, and then clicking the Main Entry box places the selected text in the box. You can edit the text in the Main Entry text box if you desire.

You type subentry text here.

Use the Mark button to mark only the entry that contains the insertion point, or click Mark All and Word will mark all like terms in the document to include in the index.

QUICK REFERENCE	CREATING AN INDEX
Task	Procedure
Mark an index main entry	<ul style="list-style-type: none"> ■ Select the desired word or phrase in the document. ■ Display the Mark Index Entry dialog box. The quickest method is using the [Alt]+[Shift]+X shortcut keystrokes. The selected text will appear in the Main Entry text box. ■ Click the Mark button. You can also modify the text in the Main Entry box before clicking the Mark button. The modified text will appear in the index.
Mark an index subentry	<ul style="list-style-type: none"> ■ In the document, select the main entry text. ■ Display the Mark Index Entry dialog box. ■ Type the desired subentry text in the Subentry text box. ■ Click the Mark button.
Insert an index	<ul style="list-style-type: none"> ■ Choose References→Index→Insert Index  from the Ribbon. ■ Choose a style from the Formats list, if desired.
Modify the index format	<ul style="list-style-type: none"> ■ Select the index. ■ Choose References→Index→Insert Index  from the Ribbon to open the Index dialog box. ■ Make the desired formatting choices in the dialog box. <p>or</p> <ul style="list-style-type: none"> ■ Format the index directly. (The format that is active in the Index dialog box will be reapplied if you update the index.)
Change the text of an index entry	<ul style="list-style-type: none"> ■ Edit the text directly in the code that was created when the entry was originally marked. (You then need to update the index.)
Delete an index entry	<ul style="list-style-type: none"> ■ Delete the code that was created when the entry was originally marked. (You then need to update the index.)
Update the index	<ul style="list-style-type: none"> ■ Select the index. ■ Choose References→Index→Update Index  from the Ribbon.

DEVELOP YOUR SKILLS 10.3.1

Mark Index Entries

In this exercise, you will mark index entries and subentries in preparation for generating an index.

Before You Begin: Your Raritan Clinic East Policies & Procedures Manual should be open.

Mark Main Entries

1. Go to the **first page** of the body of the manual.
2. If necessary, choose **Home**→**Paragraph**→**Show/Hide**  to display the formatting marks.
3. Select the heading *Mission Statement*.
4. Choose **References**→**Index**→**Mark Entry**  from the Ribbon.
The Mark Index Entry dialog box opens.

Edit the Main Entry Text

5. Type **Goals** in the Main Entry box, and it replaces the text that Word automatically inserted.
The text that was in the box came from the words you selected in the document. You can always replace or edit the suggested entries in this manner.
6. Click the **Mark** button at the bottom of the dialog box.
The Mark Index Entry dialog box remains open, allowing you to scroll through the document and mark additional entries and subentries.

Review an Index Code

7. If necessary, drag the **dialog box** to the side, and notice that Word inserted a {XE“Goals”} code in the document.
This code identifies Goals as a main index entry.
8. Click in the **document** once to make it active.
9. Select the word *specialties*, which appears at the end of line 2 in the second paragraph under the *Mission Statement* heading.
10. Click the **Mark Index Entry** dialog box, and then click the **Mark** button to use the proposed text as the main entry.
When you click the Mark Index Entry dialog box, Word automatically recognizes the text that you have selected and places it in the Main Entry field.
11. Repeat the procedures outlined in **steps 9 and 10** to mark each of the following as main entries.

Text	Location	Main Entry Text if Different
population	Last line of paragraph 2 under Mission Statement	
General Medicine	First line of paragraph 3 under Scope of Services	Specialty Areas
Referrals	First line of paragraph 1 under Entry into Services	
Permission	First word in sentence 2 of paragraph 1 under Entry into Service	
appointment	Line 1 of paragraph 3 under Entry into Service	
Patient	In the heading, Patient Appointments and Billing	

Mark All Entries

Depending on the nature of the document you are marking, there may be text you want to mark every time it appears.

12. Select the text *Billing* in the heading *Patient Appointments and Billing*, and then click the **Mark Index Entry** dialog box to make it active.
13. Click the **Mark All** button to mark all occurrences of the word *Billing* for inclusion in the index.
14. Repeat the procedures outlined in **steps 12 and 13** to mark all occurrences of the following text as main entries.

Text	Location	Main Entry Text if Different
receptionist	Line 1 of paragraph 1 under Patient Appointments and Billing	
billing	Last line of paragraph 3 under Patient Appointments and Billing	
Supervisors	Line 1 of paragraph 3 under Patient Appointments and Billing	
Confidentiality	Page 6, first word in paragraph above heading <i>Initial Diagnostic Evaluation</i> .	confidentiality

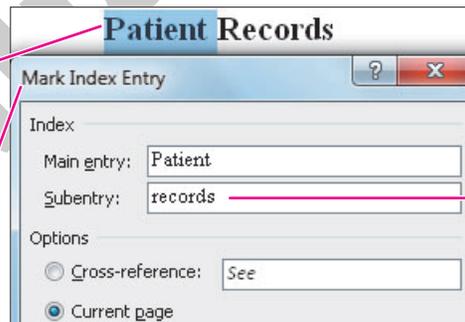
Mark Subentries

You will mark only a few subentries in the document—enough to give you an idea of how to mark them. If you have closed the Mark Index Entry dialog box, open it before continuing by choosing *References* → *Index* → *Mark Entry*.

15. Navigate to the *Patient Records* heading and follow these steps to mark *records* as a subentry of *Patients*:

A Select the text *Patient* in the heading *Patient Records*.

B Click the **Mark Index Entry** dialog box to make it active.



C Type *records* in the Subentry field.

D Click **Mark** at the bottom of the dialog box.

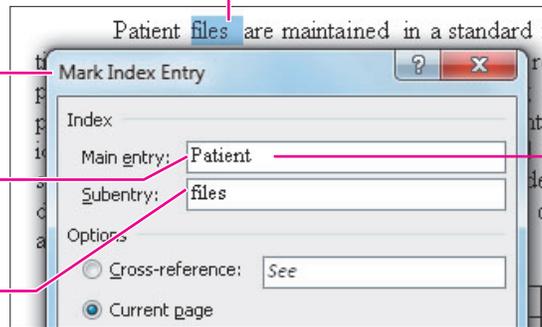
16. Navigate to the second paragraph below the *Patient Records* heading and follow these steps to mark *files* as a subentry of *Patients*:

A Select the text *files* in the first line of the second paragraph.

B Click the **Mark Index Entry** dialog box to make it active.

C Double-click *files* in the **Main Entry** field and press **Ctrl+X** to cut it (figure shows it already cut).

D Click the **Subentry** field and press **Ctrl+V** to paste *files* into the **Subentry** field.



E Type **Patient** in the **Main Entry** field.

17. Click the **Mark** button at the bottom of the dialog box.

Mark Additional Entries

The additional entries marked in step 18 are optional and have no impact on your ability to complete the rest of the activities in this lesson.

18. **Scroll** through the document and mark additional main entries and subentries as time permits.
19. Close the **Mark Index Entry** dialog box and turn off Show/Hide.
Because index codes can be quite lengthy, displaying them can cause text to roll onto other pages. As a result, it is important to turn off the Show/Hide feature to ensure that page numbers in the index are accurate.
20. **Save**  changes to the document and leave it **open**.

Generating Index Entries Using a Concordance

Video Lesson labyrinthlab.com/videos

When you are working with documents that are between five and fifty pages, marking index entries can be an effective way to identify words and phrases that you want to include in an index. When a document spans more pages, however, marking entries for an index can be overwhelming. As a result, Word offers an automatic option for marking words and phrases to be included in an index. This option allows you to create a list of words and phrases you want to include and saves it as a separate file that acts as a *concordance* file.

When you use a concordance file to generate an index, it is important to know how Word reacts. The following guidelines will provide you with some basic information.

- The list of words and phrases to be included as main entries should be typed in one column straight down the left margin of the document or in the first column of a table.
- The document should have no title at the top of the page and should contain only the words and phrases to be marked.

- To mark main entries with subentries, create the concordance using a table layout. In the first column, type the words you want to mark. In the second column, type the index entry you want to generate for the main entry followed by a colon (:) followed by the text for the subentry, without spaces, as show in this illustration:

Document text to mark

Main Entry:Subentry

- Entries can be listed in any order in the concordance—Word will sort them and group them alphabetically when you generate the index. However, sorting the words helps identify duplicate words in the concordance.

DEVELOP YOUR SKILLS 10.3.2

Mark Index Entries Using a Concordance

In this exercise, you will mark index entries using a concordance document.

Before You Begin: *The Raritan Clinic East Policies & Procedures Manual should be open. Turn on Show/Hide marks if necessary.*

1. **Open** the Raritan Policies & Procedures Concordance file from the Lesson 10 folder.
2. **Scroll** through the document, review the document contents, and **close** the file.
3. Make the Raritan Clinic East Policies & Procedures Manual the **active document**, and position the **insertion point** at the beginning of the document.
4. Choose **References**→**Index**→**Insert Index**  to open the Index dialog box.
5. Click the **AutoMark** button at the bottom of the dialog box to open the Open Index AutoMark File dialog box.
6. Navigate to the Lesson 10 folder, and **double-click** the Raritan Policies & Procedures Concordance file to open it.
Although nothing appears to happen, Word compares the list of words and phrases in the concordance file with text found in the Policies and Procedures manual. When it finds a word on the concordance list, it automarks the entry and completes the action very quickly!
7. **Scroll** through and review the document.
Notice the numerous index marks Word added from the concordance as well as the individually marked items from the previous exercise.
8. **Save**  changes to the document.

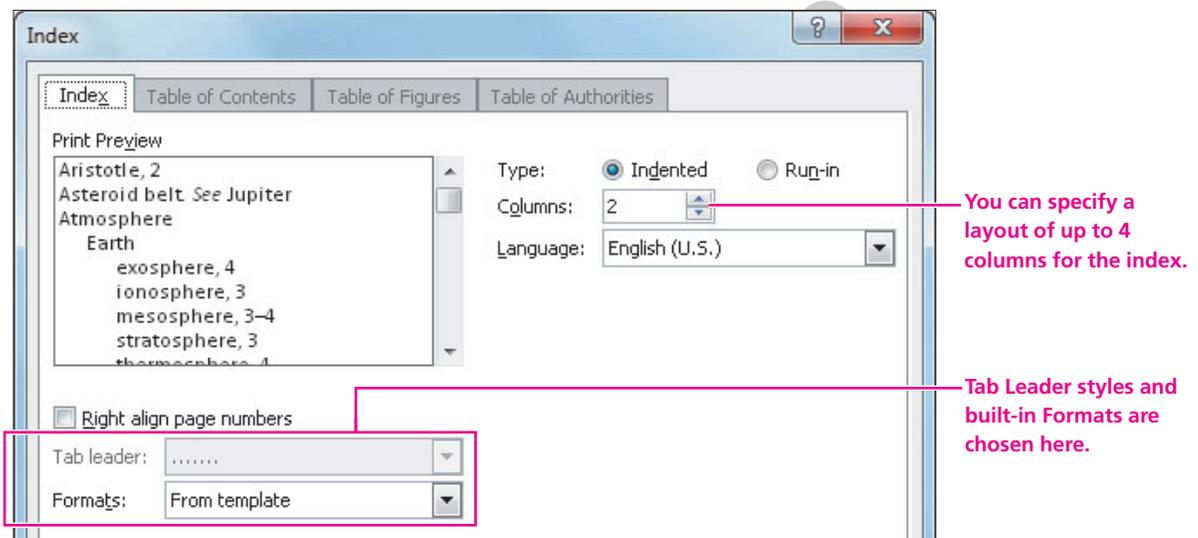
Inserting an Index

Video Lesson labyrinthelab.com/videos

After all of the index entries are marked, you can move to the location in the document where you want the index to appear and generate the index using the Index dialog box. The Index dialog box contains different tabs for formatting each reference item—the table of contents, index, table of figures, and table of authorities. On the Index tab of the dialog box, you can choose the overall format for the index and several other formatting options. The normal position for an index is at the end of a document on a new page or section.

Formatting the Index

Formatting options to be used for the index are also found on the Index tab of the dialog box. Available options enable you to specify a tab leader style, choose from a list of built-in formats, or specify the number of columns in the index.



Modifying and Deleting an Index Entry

There are several ways to modify an index once you create it. You can select the index and display the Index dialog box and then change various formatting options. You can also format the index directly; however, the format active in the Index dialog box will be reapplied if you update the index.

The Update Index  button in the Index group of the References tab on the Ribbon lets you quickly update the index with any changes you make. You can change the text of an entry by replacing it directly in the code that was created when you originally marked it and then update the index. You can delete an index entry by selecting the index code, deleting it, and then updating the index.

DEVELOP YOUR SKILLS 10.3.3**Insert and Modify the Index**

In this exercise, you will generate an index from the entries you marked in the previous exercises. Then you will modify the format of the index.

Before You Begin: Your *Raritan Clinic East Policies & Procedures Manual* should be open.

Set Up a New Page

1. Press **Ctrl** + **End** to position the insertion point at the end of the document.
2. Type the heading **Index**, and press **Enter**.
3. Select the *Index* heading, and format the text as **bold 16 pt**.
4. Position the **insertion point** on the blank line below the *Index* heading.

Insert the Index

5. Choose **References**→**Index**→**Insert Index**  from the Ribbon.
6. Choose the **Formal** style from the Formats list at the bottom-left corner of the dialog box.
7. Click **OK**, and Word inserts the index.

Modify the Index Format

8. Click anywhere in the **index**.
9. Choose **References**→**Index**→**Insert Index**  from the Ribbon.
10. Choose the **Modern** format at the bottom-left corner of the dialog box, and choose the **Run In** option at the top-right corner of the dialog box.
Notice the effect of these choices in the preview area.
11. Click **OK**, and then click **OK** again when Word asks if you want to replace the selected index.
The new index is inserted with the Run In number style. Notice how the Run In style affects the subentries.
12. Click **Undo**  twice to reverse the change.
13. **Save**  the file and leave it **open**.

10.4 Adding Cross-References

Video Lesson labyrinthelab.com/videos

Cross-references point you to items such as headings and footnotes located in other parts of a document. The following illustrations show a cross-reference you will create in Develop Your Skills 10.4.1 and the options available through the Cross-Reference dialog box. The Cross-Reference command is located in the Links group of the Insert tab on the Ribbon.

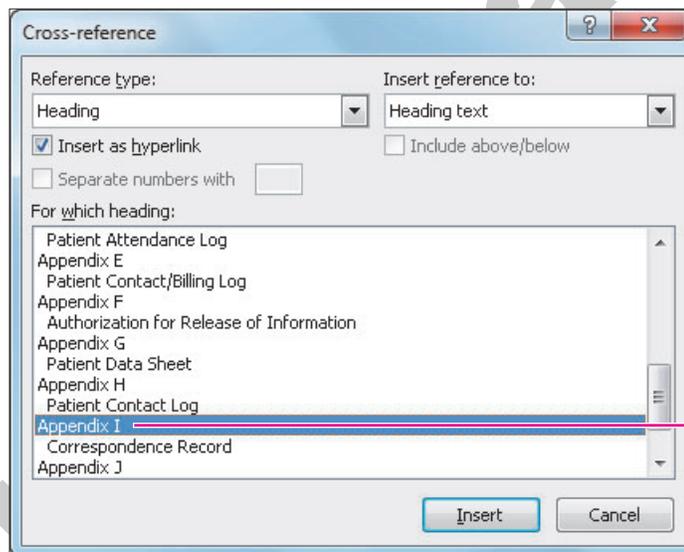
You type the parentheses and the phrase *see Appendix I*. It is often necessary to type descriptive text prior to inserting the actual cross-reference.

"folder". This form is attached inside the back of the file cover. A Correspondence Record (see Appendix I on page 16) (inside the back file cover) should document when written reports are distributed, as well as any other written correspondence other than routine scheduling contacts.

This cross-reference appears on page 5 of the manual and refers to the heading *Appendix I* located on page 16.

Reviewing the Cross-Reference Dialog Box

A cross-reference can be one of several types, such as a heading, bookmark, footnote, endnote, table, and other items. The Insert Reference To options vary, depending on the Reference Type chosen. For example a Heading can refer to a page number or another heading. Inserting a reference as a hyperlink allows the reader to electronically jump to the cross-reference target.



You choose the target of the cross-reference from this list.

Updating Cross-References

Cross-references need to be updated if the pagination of a document changes or if the text you refer to is modified. You can update individual cross-references and other fields by right-clicking the desired field and choosing Update Field from the pop-up menu. You can also use the **F9** key to update selected fields.

QUICK REFERENCE	WORKING WITH CROSS-REFERENCES
Task	Procedure
Insert a cross-reference	<ul style="list-style-type: none"> ■ Choose Insert→Links→Cross-Reference  from the Ribbon. ■ Make the desired choices in the Cross-Reference dialog box. ■ Click the Insert button.
Update a cross-reference	<ul style="list-style-type: none"> ■ Right-click the cross-reference field, and then choose Update Field from the pop-up menu. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> ■ Click the cross-reference field to select it, and then press [F9].

DEVELOP YOUR SKILLS 10.4.1

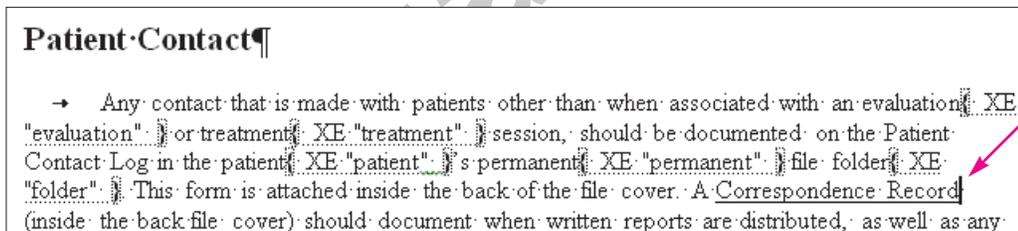
Insert Cross-References

In this exercise, you will insert a cross reference to a page number, and then you will follow the cross-reference hyperlink to the specified page. Finally, you will add a cover page to the manual.

Before You Begin: Your *Raritan Clinic East Policies & Procedures Manual* should be open.

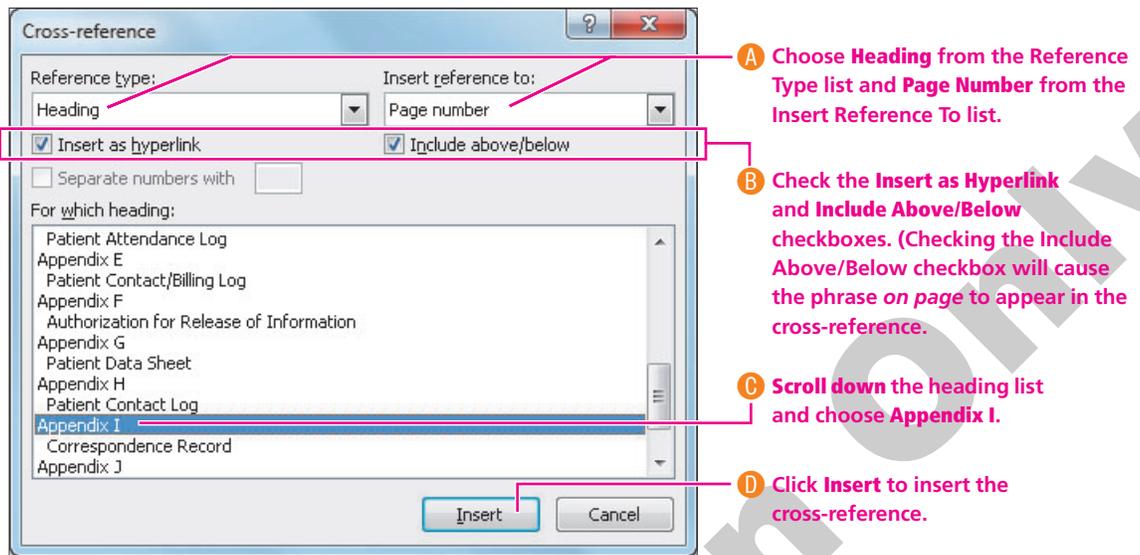
Insert a Cross-Reference

1. Navigate to the heading *Patient Contact*.
2. Click **after** the text *Correspondence Record* in the paragraph below the heading, as shown in the following illustration.



3. Press the **[Spacebar]** and type **(see Appendix I** . (You will type the closing parenthesis later.)
4. Choose **References**→**Captions**→**Cross-Reference**  from the Ribbon.

5. Follow these steps to insert the cross-reference:



6. **Close** the Cross-Reference dialog box.
The insertion point should be just to the right of the cross-reference.
7. **Type** the closing parenthesis **)** to complete the cross-reference.

Follow a Cross-Reference Hyperlink

8. Position the **mouse pointer** over *page 16* in the cross-reference you created.
A tip appears explaining how to follow the link.
9. **Press** the **[Ctrl]** key while you click the cross-reference.
The insertion point jumps to the referenced heading.

Add a Cover Page

10. Choose **Insert**→**Pages**→**Cover Page**  from the Ribbon.
11. Choose **Pinstripes** from the gallery.
12. Copy the **clinic graphic** from the new page 2, and paste it at the **top** of the document just above the new title.
13. Remove the remaining text on the title page, and then **delete** the original title page by deleting the page break using the **[Delete]** key.
14. **Save**  your changes and **close** the file.

10.5 Viewing Master Documents

Video Lesson labyrinthelab.com/videos

Sometimes the documents you create will be much longer than Word 2010 can comfortably handle. Take, for example, a 1,000-page novel or court document. Managing such long documents can become tedious. Many long documents are made up of other documents or are divided into main topics or chapters. When you are working with long documents, you may find it easier to work with pieces of the document individually and then add them to the main body of the document.

You will be excited to know that Word has a special tool for managing extremely long documents that are made up of smaller documents. It's called Master Documents. Master documents consist of a shell (the master layout) for the document and individual smaller documents called *subdocuments*. Not only does working with a master document make managing documents more efficient, it also makes updating documents that change frequently more efficient.

Master documents are accessed from the View tab of the Ribbon. They display document text differently from standard documents and outlines. Review the example of the master document shown here to identify special master document features.

Double-clicking the page icon for a document opens the subdocument in a separate window.

Tools appear on the Outlining tab of the Ribbon, which is active when the Outline view is displayed.

The name of the master document is displayed here.

Collapsed subdocuments show as hyperlinks to documents; each subdocument is opened and edited individually.

Word separates subdocuments with section breaks.

The Master Document file and all subdocuments must be stored in the same folder.



DEVELOP YOUR SKILLS 10.5.1**Display Master and Subdocuments**

In this exercise, you will open a master document, expand and collapse subdocuments, and review the structure of a master document.

1. **Open** the Master Procedures Manual document that is located in the Lesson 10 subfolder Master and Subdocs in your student files.
2. Choose **Outlining**→**Master Document**→**Expand Subdocuments** on the Ribbon. *Word displays the paragraphs contained in each subdocument.*
3. Choose **Outlining**→**Master Document**→**Collapse Subdocuments** on the Ribbon.
4. Use **[Ctrl]**+click on the second link in the list to open Scope of Services.docx.
5. **Close** the subdocument and then choose **Outlining**→**Close**→**Close Outline View**.
6. **Close** the file, **saving** changes if prompted.

10.6 Concepts Review

Concepts Review labyrinthlab.com/word10

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by going to the URL listed above. If your classroom is using Labyrinth eLab, you may complete the Concepts Review quiz from within your eLab course.

Change the Starting Page Number

The page number starts at 2 in the first body page, and you want it to start at 1.

12. Choose **Design**→**Header & Footer**→**Page Number** from the Ribbon.
13. Choose **Format Page Numbers** from the menu to open the Page Number Format dialog box.
14. Choose the **Start At** option at the bottom of the dialog box.
Word automatically chooses the number 1.
15. Click **OK** to restart page numbering at 1.
16. **Double-click** in the body of the document to close the header and footer areas, and then **scroll** to the first page and observe that there is no header or footer on that page.
17. **Save**  the file as **rs-Heart Report** in your Lesson 10 folder, and then **close** the file.

REINFORCE YOUR SKILLS 10.2

Create a Table of Contents

In this exercise, you will create a table of contents for a recipe book. Then you will add a Dessert chapter to the book and regenerate the table of contents. You will also include a page number footer in the document.

1. **Open** the document rs-Recipes from the Lesson 10 folder.
2. If necessary, choose **Home**→**Paragraph**→**Show/Hide**  from the Ribbon to display formatting marks.
This document starts with two blank pages followed by three chapters: Hors d'Oeuvres, Brunch, and Entrees. There is a section break before and after the second blank page. The title pages and recipe titles are formatted with heading styles.
3. On the first page of the document, add the title **Good Old Family Recipes** and format it with **Comic Sans MS bold 22 pt centered**.

Break the Link Between Two Sections

4. Position the **insertion point** in page 3 (section 2).
5. Choose **Insert**→**Header & Footer**→**Footer**  from the Ribbon, and then choose **Edit Footer** at the bottom of the gallery to open the footer area.
6. Choose **Design**→**Navigation**→**Link to Previous**  from the Ribbon to break the link between the two sections.

Insert a Page Number in the Footer Area

7. Choose **Design**→**Header & Footer**→**Page Number**  from the Ribbon.
8. Choose **Bottom of Page** from the menu, and then choose **Accent Bar 2** from the gallery.

Change the Starting Page Number

Notice that the page number is 3, but you want the body of the document to start numbering at 1.

9. Choose **Design**→**Header & Footer**→**Page Number**  from the Ribbon.
10. Choose **Format Page Numbers** from the menu.
This opens the Page Number Format dialog box.
11. Choose the **Start At** option at the bottom of the dialog box.
Word automatically chooses the number 1.
12. Click **OK** to restart page numbering with 1.
13. **Double-click** in the body of the document to close the footer area.
14. **Scroll** through the document and review the footer area.
There are no page numbers on the first two pages, and page numbering starts on the third page with number 1.

Generate the Table of Contents

15. Return to the **table of contents** page (second page of the document) and place the **insertion point** at the left end of the section break.
16. Choose **References**→**Table of Contents**→**Table of Contents**  to display the gallery.
17. Choose the second option in the gallery, **Automatic Table 2**, to insert the table, and then scroll up and review the table.

Add a Chapter to the Book

18. Press **[Ctrl] + [End]** to move the insertion point to the end of the document, and then insert a **manual page break**.
19. Choose **Insert**→**Text**→**Object**  **menu button arrow** on the Ribbon, and select **Text from File** to open the Insert file dialog box.
20. **Double-click** the rs-Desserts file from the Lesson 10 folder.
Since you added pages to your document, you need to regenerate the table of contents.
21. Return to the **table of contents**, and click the **mouse pointer** in the table to display the buttons in the upper-left corner of the table of contents field.
22. Click the **Update Table**  button, and when the Update Table of Contents dialog box appears, choose the **Update Entire Table** option.
23. Click **OK** to regenerate the table.
Notice that the headings from the rs-Desserts file were added to the table of contents.
24. **Save**  the file, and **close** it.

REINFORCE YOUR SKILLS 10.3

Create Cross-References

In this exercise, you will use cross-references to locate information in various parts of a document, and then you will test your cross-reference links.

Create the First Cross-Reference

1. **Open** the rs-Vacation Rentals file from the Lesson 10 folder.
2. Position the **insertion point** in front of *If* in the third line of the first paragraph, as shown in the following illustration.

The Goodspeed Company welcomes you to Palm Springs, the land of endless sunshine. Imagine yourself lounging by the pool at a luxury home overlooking lush fairways with a view of the surrounding San Jacinto Mountains rising 9,000 feet in front of you. **If** golf is not your thing,

3. Type **(See** and then **press** the Spacebar.
4. Choose **References**→**Captions**→**Cross-Reference**  from the Ribbon.
5. If necessary, in the Cross-Reference dialog box, click the drop-down arrow for **Reference Type**, and choose **Heading**.
6. If necessary, choose **Heading Text** from the Insert Reference To drop-down list.
7. Make sure Insert as **Hyperlink** is checked.
8. Choose *Golf Resort Rentals* in the For Which Heading list, and then click the **Insert** button.
9. Leave the dialog box **open**, and position the **insertion point** to the **right** of the cross-reference. (You may need to drag the dialog box out of the way.)
10. **Type** a period and closing parenthesis **.)**, and then **press** the Spacebar if necessary.

Add the Second Cross-Reference

11. Position the **insertion point** in front of *Stroll* in the fifth line of the first paragraph, as shown in the following illustration.

The Goodspeed Company welcomes you to Palm Springs, the land of endless sunshine. Imagine yourself lounging by the pool at a luxury home overlooking lush fairways with a view of the surrounding San Jacinto Mountains rising 9,000 feet in front of you. (See Golf Resort Rentals.) If golf is not your thing, check out our selection of in-town condominiums with tennis, pools, and spas. **Stroll** along Palm Canyon Drive in the historic heart of Palm Springs and discover a

12. Type **(See**, and then **press** the Spacebar.
13. In the Cross-Reference dialog box, choose **Condominium Rentals** in the For Which Heading list, and then click the **Insert** button.
14. Leave the dialog box **open**, and click in the **document** to the **right** of the cross-reference.
15. **Type** a period and closing parenthesis **.)**, and then **press** the Spacebar if necessary.

Create the Remaining Cross-References

16. Repeat the procedures outlined in **steps 11–15** to create additional cross-references shown in the following table:

Position	Heading Title
After <i>Valley</i> , end of paragraph 2	Activities heading
After <i>more</i> , end of paragraph 3	Coachella Valley Dining heading

17. **Close** the Cross-Reference dialog box, and test your links. Remember, you need to press the **Ctrl** key while clicking the link.
18. **Save**  the file, and leave it **open** for the next exercise.

REINFORCE YOUR SKILLS 10.4

Create an Index

In this exercise, you will add an index to the document you used in Reinforce Your Skills 10.3. You will create main entries and two subentries for each main entry.

Before You Begin: Make sure that you have performed the previous exercise and that the file is still open.

1. If necessary, choose **Home**→**Paragraph**→**Show/Hide**  to display formatting marks.
2. Go to **page 2**, and select the *Activities* heading at the top of the page.
3. Choose **References**→**Index**→**Mark Entry**  from the Ribbon to open the Mark Index Entry dialog box.
Activities appears in the Main Entry text box.
4. Position the **insertion point** in the Subentry text box, and type **Aerial Tramway**. Be careful to spell it correctly.
5. Click the **Mark** button at the bottom of the dialog box.

Create the Second Subentry

6. Replace the subentry text with the word **Bicycling**, and click the **Mark** button.
7. Scroll to **page 3**, and select the heading *Golf Resort Rentals*.
8. Click the **Mark Index Entry** dialog box to replace the existing text with the new entry.
9. Click the **Subentry** text box, and type **Barnett Golf Club**, and then click the **Mark** button.
10. Add another subentry, **Champion Golf Communities**, for the *Golf Resort Rentals* main entry.
11. Continue through the document, and add the following main entries and subentries.

Main Entry	Subentries
Condominium Rentals	Canyon View Casa Verde
Coachella Valley Dining	Blame It on Midnight Bar & Grill Canyon Bistro

12. **Close** the dialog box.
13. Use **Ctrl** + **End** to move to the end of the document, and insert a **manual page break**.
14. Type **Index** at the top of the page, and **press Enter** twice.
15. Format the heading with **bold 22 pt centered**.
16. Click the blank line beneath the **Index** heading and then choose **References**→**Index**→**Insert Index** from the menu.
17. In the Index dialog box, choose **Formal** from the Formats drop-down list.
Because this example creates a short index, you will make it a one-column index.
18. Use the **spinner controls** in the Columns box in the upper-right corner of the dialog box to change to **1** column.

The image shows a dialog box for configuring an index. It has three main sections: 'Type', 'Columns', and 'Language'. Under 'Type', there are two radio buttons: 'Indented' (which is selected) and 'Run-in'. The 'Columns' section features a spinner control with the number '1' displayed, and a red arrow points to this spinner from the right. The 'Language' section has a dropdown menu currently showing 'English (U.S.)'.

19. Click **OK** to insert the index.
20. **Save**  the file, and **close** it.

Apply Your Skills



APPLY YOUR SKILLS 10.1

Create Multiple Headers and Footers

In this exercise, you will create a college-style research paper, insert text for the paper from another Word file, and insert new sections for End Notes and the Bibliography at the end of the paper.

1. Create a **new** document and **type** the current date at the top of the document.
2. **Insert** the text from a file named as-History of Tobacco found in the Lesson 10 folder on a new line following the date.
3. Create **section breaks** to start the *End Notes* page and the *Bibliography* page on new pages.
4. Insert a **page number** in the header area, format it using the number style of your choice, and position the number at the right side of the header.
5. Add **your name** to the header, positioning it on the left side of the header.
6. **Break the connection** between the footers in sections 1 and 2 and between sections 2 and 3.
7. Place the **page number** in the footer of sections 2 and 3, and remove it from the header area of sections 2 and 3.
8. **Save** the document as **as-Tobacco History**, and then close it.

APPLY YOUR SKILLS 10.2

Create a Table of Contents

In this exercise, you will create a table of contents.

1. **Open** the as-B&B file from the Lesson 10 folder.
2. Display **formatting marks**, and review the document, noting the headings applied to document text.
3. Insert the **table of contents** just below the heading *Table of Contents*, and format it using the **Distinctive** format.
4. **Save** the document using the filename **as-B&B TOC**.

APPLY YOUR SKILLS 10.3

Create an Index

In this exercise, you will mark main entries for an index using a concordance and then manually mark subentries and generate an index from those entries.

Before You Begin: *If you completed Apply Your Skills 10.2 above, continue using the as-B&B TOC file you saved. Otherwise, open the as-B&B file from the Lesson 10 folder.*

1. **Automark** all main index entries for the as-B&B file using the as-B&B Concordance file from the Lesson 10 folder.
2. Create **three** separate subentries for Northern California:
 - Emily's Inn
 - The Speck House
 - Inn on the Square
3. Create **six** separate subentries for Town by selecting the town name and moving it to the subentry text box and adding the main entry text:
 - Sonoma
 - Eureka
 - Santa Rosa
 - Carmel
 - Monterey
 - Pacific Grove
4. Create **three** separate subentries for Central Coast and Valley:
 - Wesley House
 - Carmichael Inn
 - Murphy's Inn
5. Close the **Mark Index Entry** dialog box, and **turn off** Show/Hide.
6. Generate a **one-column index** using the Formal style below the Index heading.
7. **Save** the document in the Lesson 10 folder using the filename **as-B&B Index**, and **close** the document.

Critical Thinking & Work-Readiness Skills



In the course of working through the following Microsoft Office-based Critical Thinking exercises, you will also be utilizing various work-readiness skills, some of which are listed next to each exercise. Go to labyrinthelab.com/workreadiness to learn more about the work-readiness skills.

10.1 Insert Sections and Generate a TOC

The Raritan Clinic East administrator has identified a pediatric reference handbook physicians in the clinic would find useful. A description of one such handbook appears in ct-Pediatric Handbook (Lesson 10 folder). The administrator would like you to review the document and add a table of contents (TOC) to it so it is more useful to others. Use the table of contents style you prefer and place the TOC on a separate page following the graphic currently located on the first page of the document. Separate the body of the document from the table using an appropriate section break. Add your name to the header of page 1 of the document body. Save your file in your Lesson 10 folder as **ct-Handbook TOC**. Print a copy of the document.

WORK-READINESS SKILLS APPLIED

- Serving clients/customers
- Reading
- Using computers to process information

10.2 Mark and Generate an Index

To add even more functionality for users, you decide to create an index for the handbook. Generate an index for the ct-Pediatric Handbook document (Lesson 10 folder). Manually mark text in the document for inclusion in the index. Include appropriate subentries for at least two of the main index entries marked. Then, create a new section at the end of the document to hold the index. Break the link between headers and footers for both sections. Add page numbers formatted as Arabic numerals in the footer of section one and small roman numerals for the index page. Insert your name in the header of the index page. Save the file in your Lesson 10 folder as **ct-Handbook Index**. Print only the page containing the index.

WORK-READINESS SKILLS APPLIED

- Organizing and maintaining information
- Using computers to process information
- Serving clients/customers

10.3 Update a Concordance and Remark Text

The concordance file used in the Develop Your Skills activities in this lesson marked all entries as main entries. Open the ct-Raritan Clinic East Policies & Procedures Manual and the ct-Raritan Policies & Procedures Concordance files (Lesson 10 folder). Review the concordance file and determine which topics would be better as subentries contained in the document. Then, edit the concordance file so both main entries and subentries can be marked automatically. Save the changes to the concordance file and close it. Then, use the revised concordance file to automark index entries in the ct-Raritan Clinic East Policies & Procedures Manual document. After marking the entries, generate the index on a separate page at the end of the document. Save your changes and print the document.

WORK-READINESS SKILLS APPLIED

- Organizing and maintaining information
- Using computers to process information
- Reading