

Course
&
Test Series

Self-Made Assignment - MS Word

Insert Caption, Mark Entry and Mark Citation in MS Word

Tasks:

Insert a Caption for an Image

Task: Insert a picture in a Word document and add a caption below it.

Steps:

1. Open MS Word and insert a picture by clicking **Insert** → **Pictures**.
2. Click on the inserted picture.
3. Go to **References** → Click **Insert Caption**.
4. Type the caption (e.g., "Figure 1 :{ Your Name}").
5. Click OK to apply the caption.

Mark a Citation

Task: Insert a citation in a Word document.

Steps:

1. Place the cursor where you want to add a citation.
2. Click **References** → **Insert Citation** → **Add New Source**.
3. Select the source type (e.g., Book, Journal, and Website).
4. Enter the details (Author, Title, Year, etc.).
5. Click **OK** to insert the citation.

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Resultant Output



Figure 1: { Your Name }

Citation

(Goel, Computer Fundamentals, 2025)



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