

Course  
&  
Test Series

Self-Made Assignment - MS Word

Using Insert Caption, Mark Entry and Mark Citation in MS Word

**Tasks:**

1. Insert a Caption for a Table

Task: Create a table and add a caption below it.

Steps:

1. Open MS Word and insert a table by clicking **Insert** → **Table** → select the number of rows and columns. (e.g.: 5 rows and 4 columns).
2. Click on the table.
3. Go to **References** → Click **Insert Caption**.
4. Change the label to Table.
5. Type the caption (e.g., "Table 1: Student Marks").
6. Click **OK** to apply the caption.

2. Mark a Citation for a Journal Article.

Task: Insert a citation for a journal article in a Word document.

Steps:

1. Place the cursor where you want to insert the citation.
2. Click **References** → **Insert Citation** → **Add New Source**.
3. Select Book as the source type.
4. Enter the details (Author, Title, Year, Pages).
5. Example author DK GOEL , Title: Accounting, Year: 2025, Pages:589
6. Click **OK** to insert the citation.

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 NTSE

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Service

 State Govt.  
Services

 LAW  
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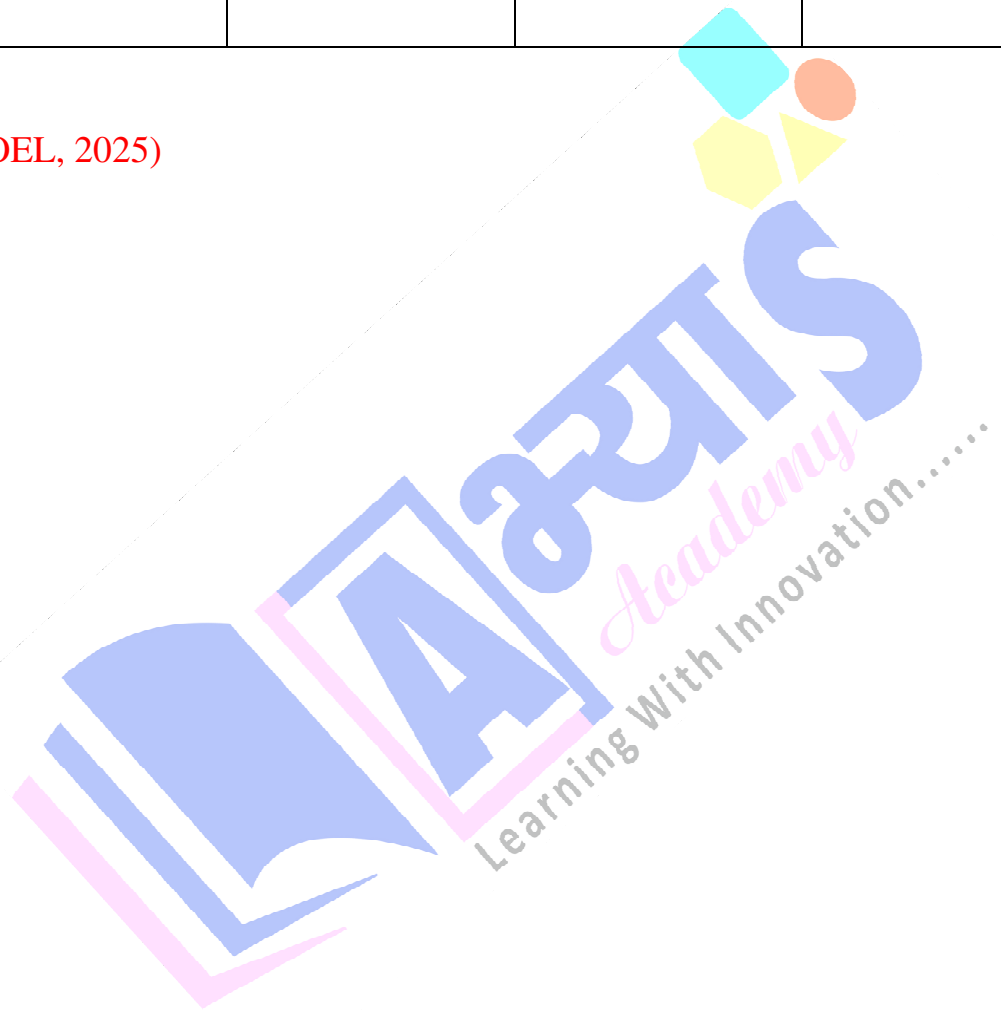
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**Resultant Output**

Table 1: Student Marks


(GOEL, 2025)



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