

FOOTNOTES/ENDNOTES

You do a lot of word processing?

In WORD 97 documents there is an easy way to place footnotes(at the end of the page) or endnotes (at the end of the document). If you can press 3 keys at a time.

To insert a footnote- press CTRL+ALT+F. WORD will insert a footnote number at the cursor and then moves you to the bottom of the page where you type the footnote text.

To insert an endnote - press CTRL+ALT+E. Word inserts the endnote number at the cursor and moves you to the end of your document where you can type the endnote text.

To resume typing your document, simply click on the point where you want to resume.