

Transcript

Finish off a Long Document in Word: Inserting a Table of Figures

First of all you need to go to the references tab. So the first thing that you need to do if you want to insert a table of figures is to put captions in for all your images. So from that references tab there's the button insert caption you can choose to insert the caption as a figure or as an equation or as in a table, put these captions in for all of the images that you have in your document and then when you've done that you then need to put your cursor into the document where you want the table of figures to appear and click on 'Insert table of figures'. Again just like with the table of contents you can change whether what you can see the page numbers modify the font size and sort of labelling options. Other than that it's quite straightforward.