Cross- Reference Icon

- In this tutorial, you will learn about the Cross-Reference feature in Microsoft Word 2010.
- A Cross-Reference is generally created to refer to items such as tables, figures, and headings.
- The Cross-Reference button may be used to reference an item in your document.

Locating the Cross-Reference Button

To locate the **CROSS-REFERENCE** button click the **INSERT** tab on the ribbon. The **CROSS-REFERENCE** button is found on the **LINKS** group.
The CROSS-REFERENCE dialog box will open once the CROSS-REFERENCE button has been clicked. This dialog box can be used to set preferences for a reference. For example, you may want to insert a reference such as “See Table 1” for an existing table on a page in your document. You will need to select TABLE as the reference type in the dialog box and then select the corresponding caption. Note: The CAPTION must be created prior to establishing a CROSS-REFERENCE.