

Table, Figure, and Equation Captions Tutorial

This guide provides step-by-step instructions on how to add table, figure, and equation captions in Microsoft Word. By following these instructions, users can easily add and format captions for their tables, figures, and equations, ensuring consistency in their documents.

1

Navigate to your first Table/Figure/Equation Caption in your text or where you want the caption to appear (above or below) the Table/Figure/Equation.

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.I: INTRODUCTION

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
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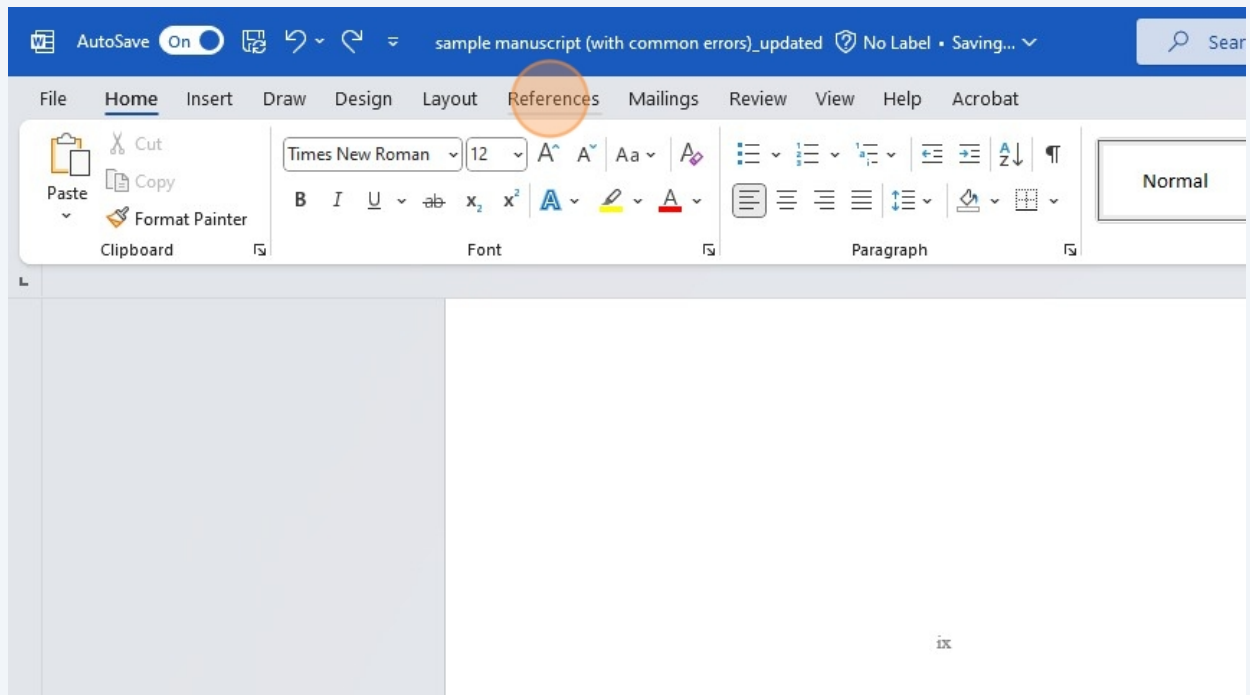
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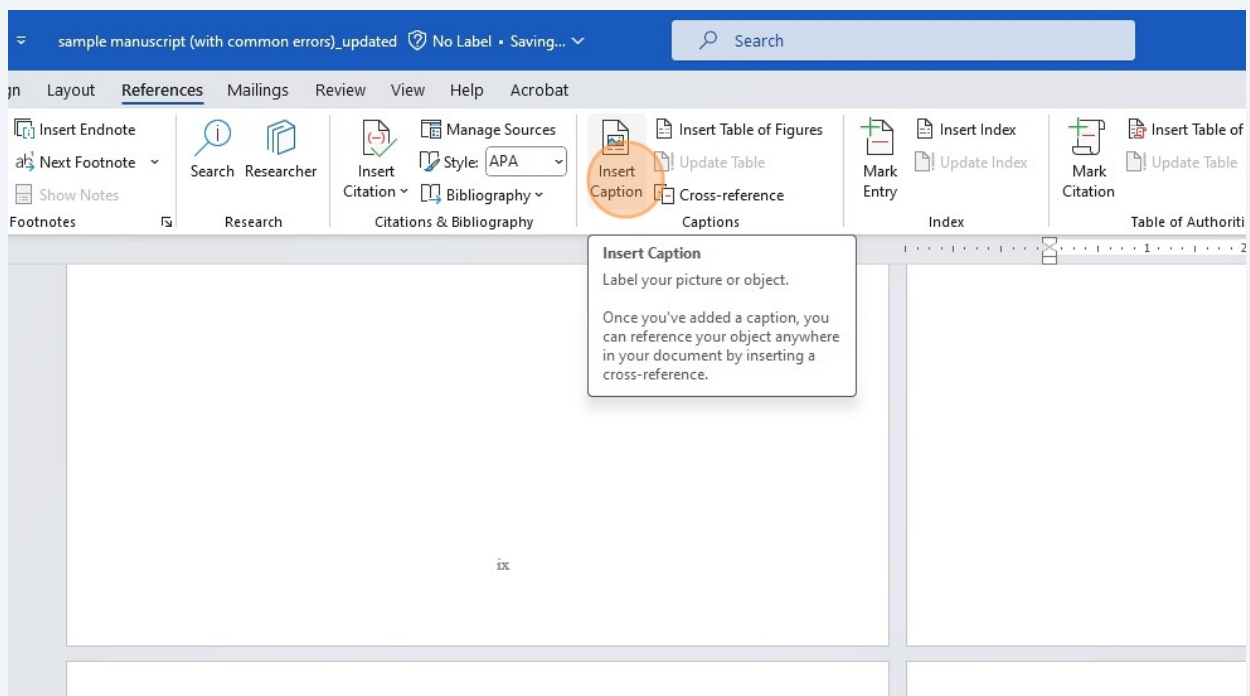
Table 1: Composition Factors

	Point A	Point B	Point C	Point D	Point E
Point A	—				
Point B	87	—			
Point C	64	56	—		
Point D	37	32	91	—	
Point E	93	35	54	43	—

2 Click "References"

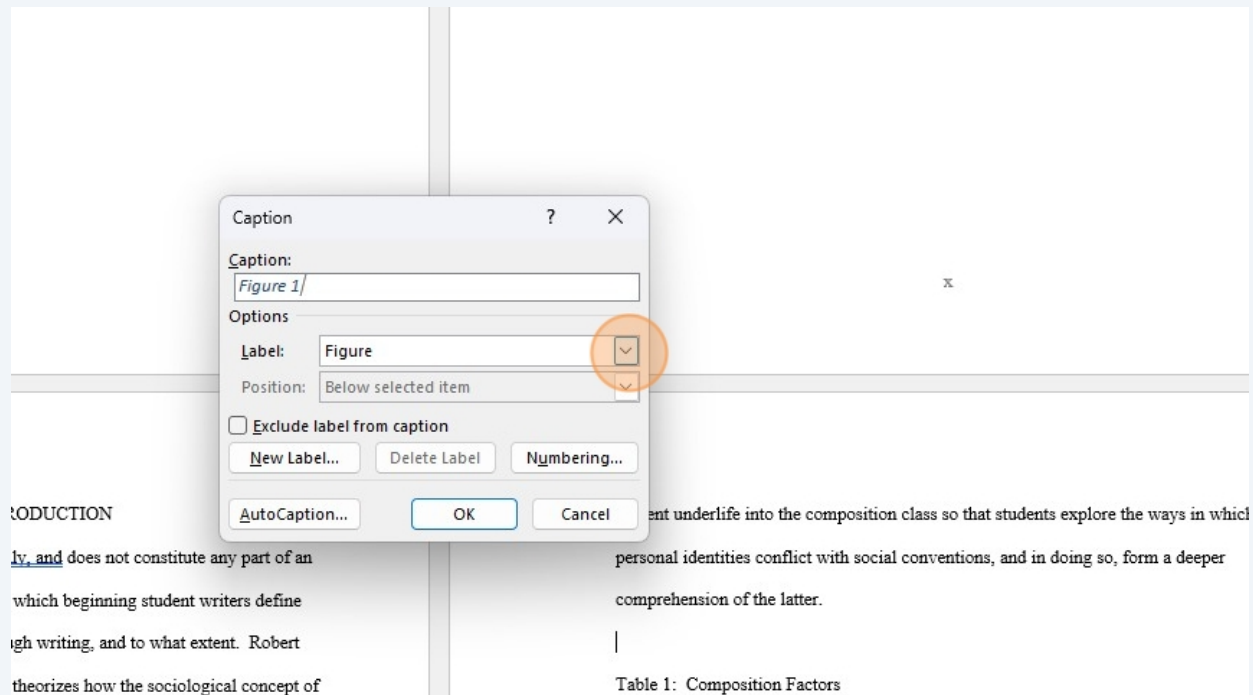


3 Click "Insert Caption..."



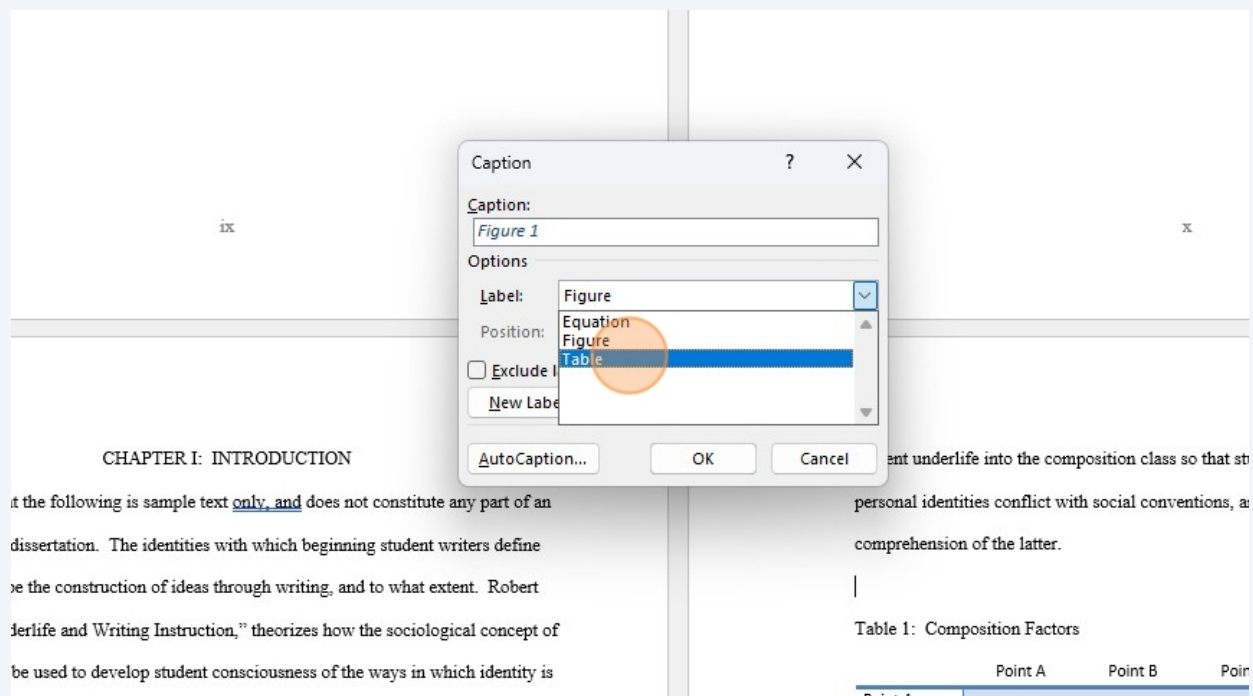
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Under options, choose which type of caption you are adding. You can choose between Figure, Table, or Equation.

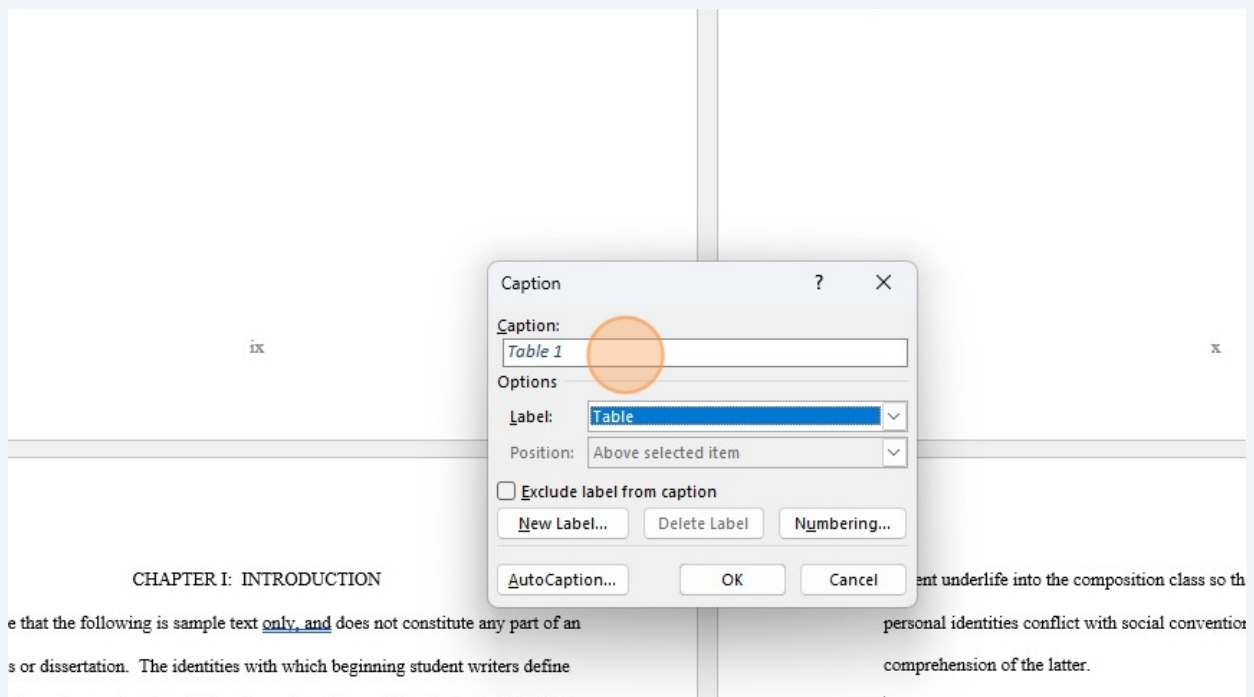


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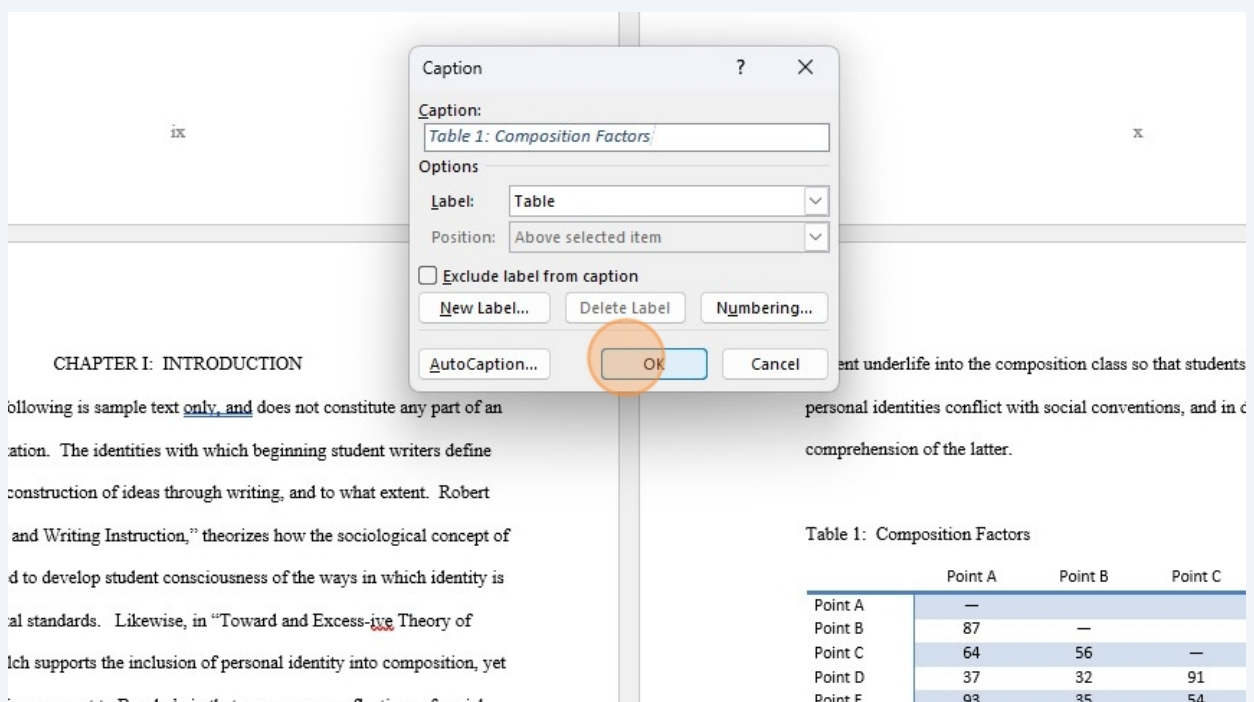
Since this is a Table Caption we will click "Table"



- 6 Click into the caption area and add the caption for your Table/Figure/Equation.



- 7 Click "OK"



8

Word will automatically add in the caption. Usually, it will not be formatted like the rest of your text so you will need to change the Caption style, to do this, highlight the caption you have just inserted.

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9

Click "Home"

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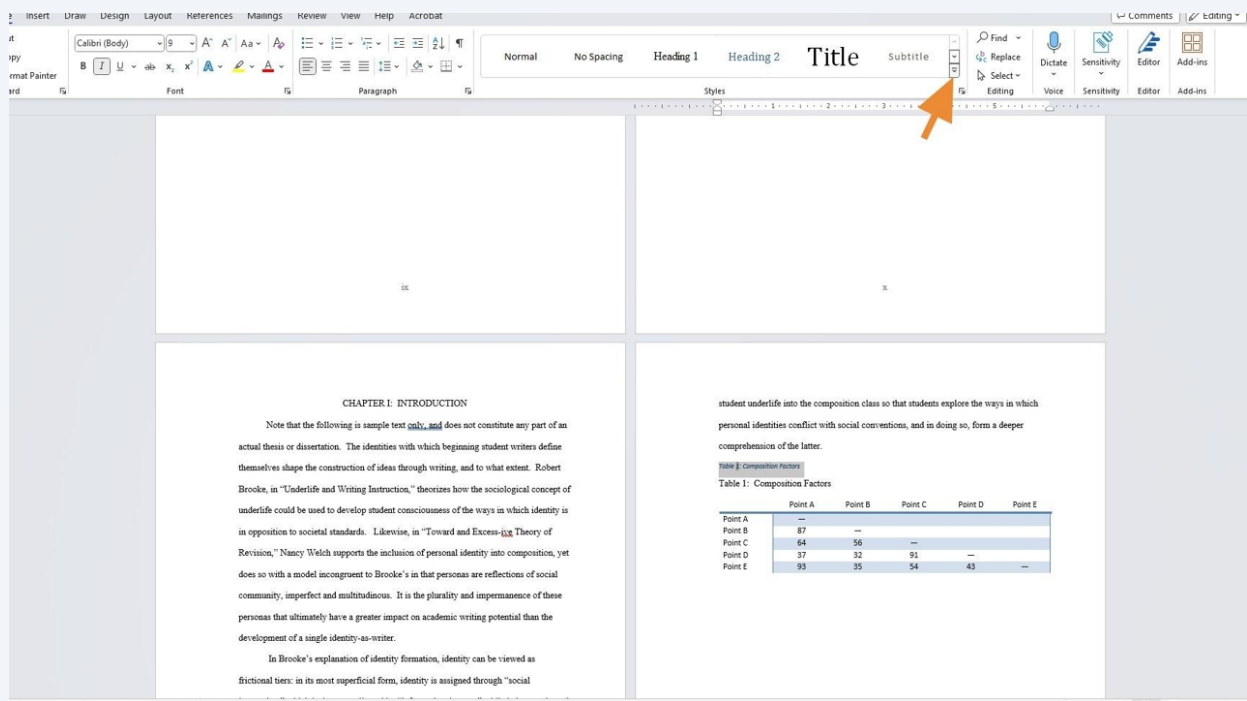
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Table of Contents Add Text Update Table Insert Endnote Next Footnote Show Notes Search Researcher Insert Citation Manage Sources Style: APA Bibliography Insert Table of Contents Update Table Cross-referen

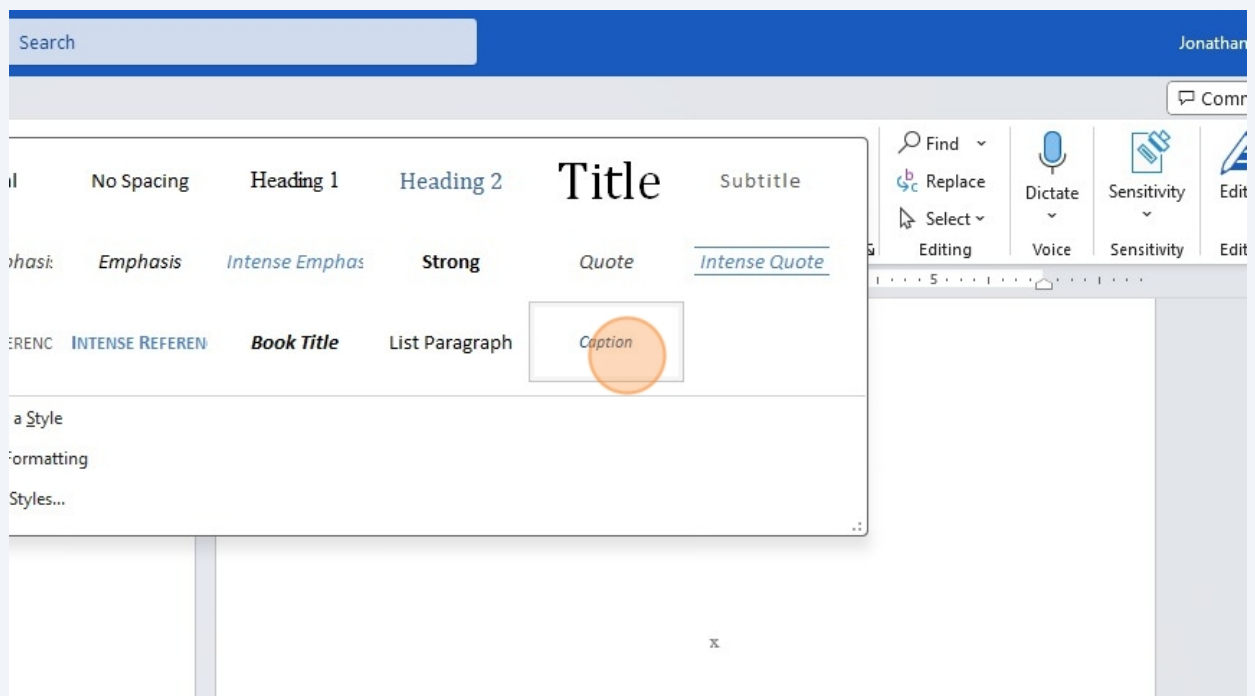
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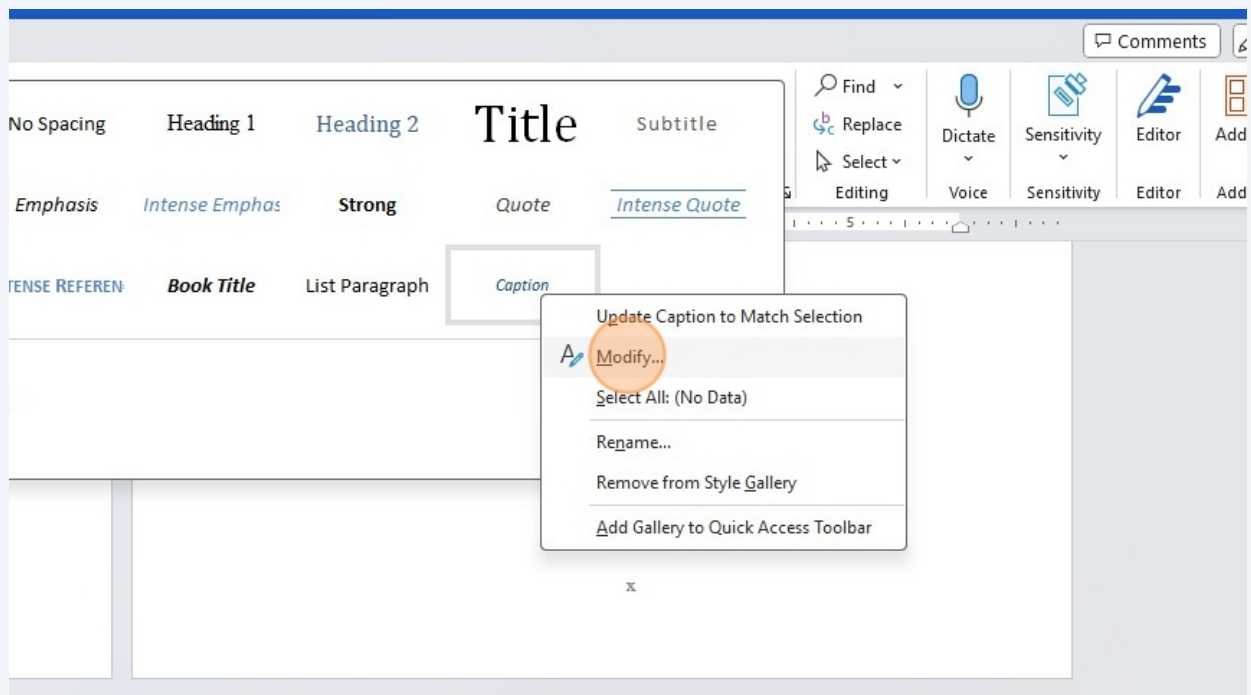
10 Click "Styles" where the arrow is pointing.



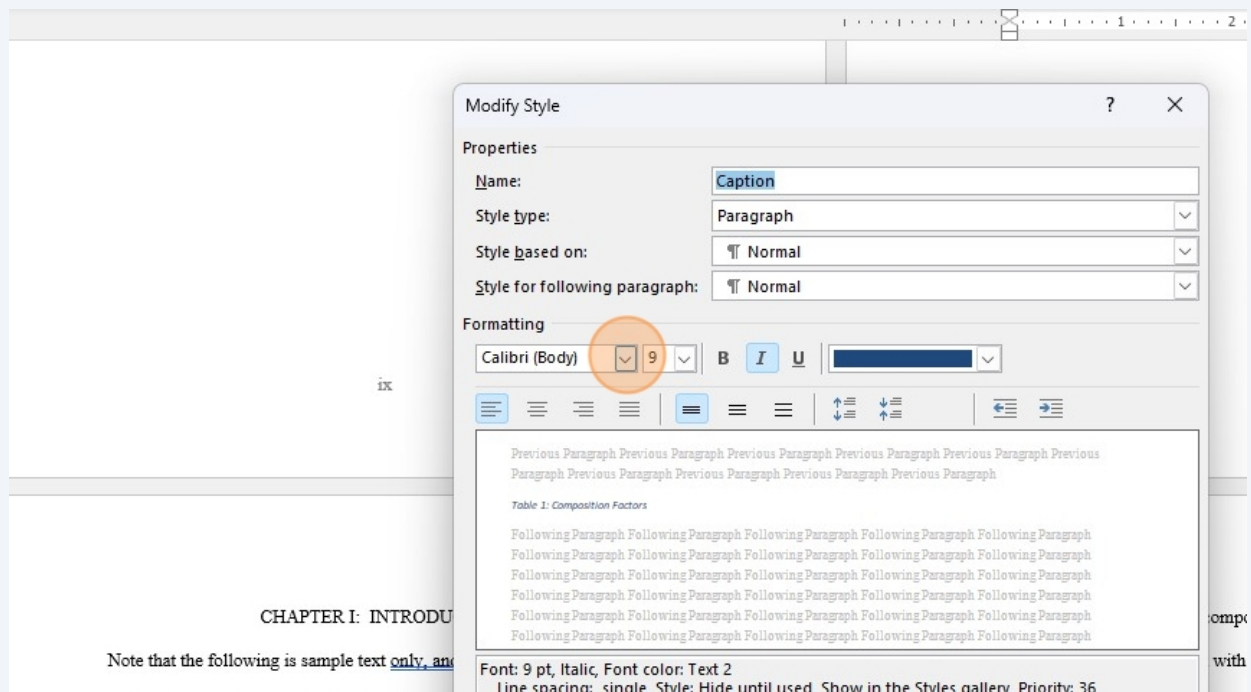
11 Right click "Caption"



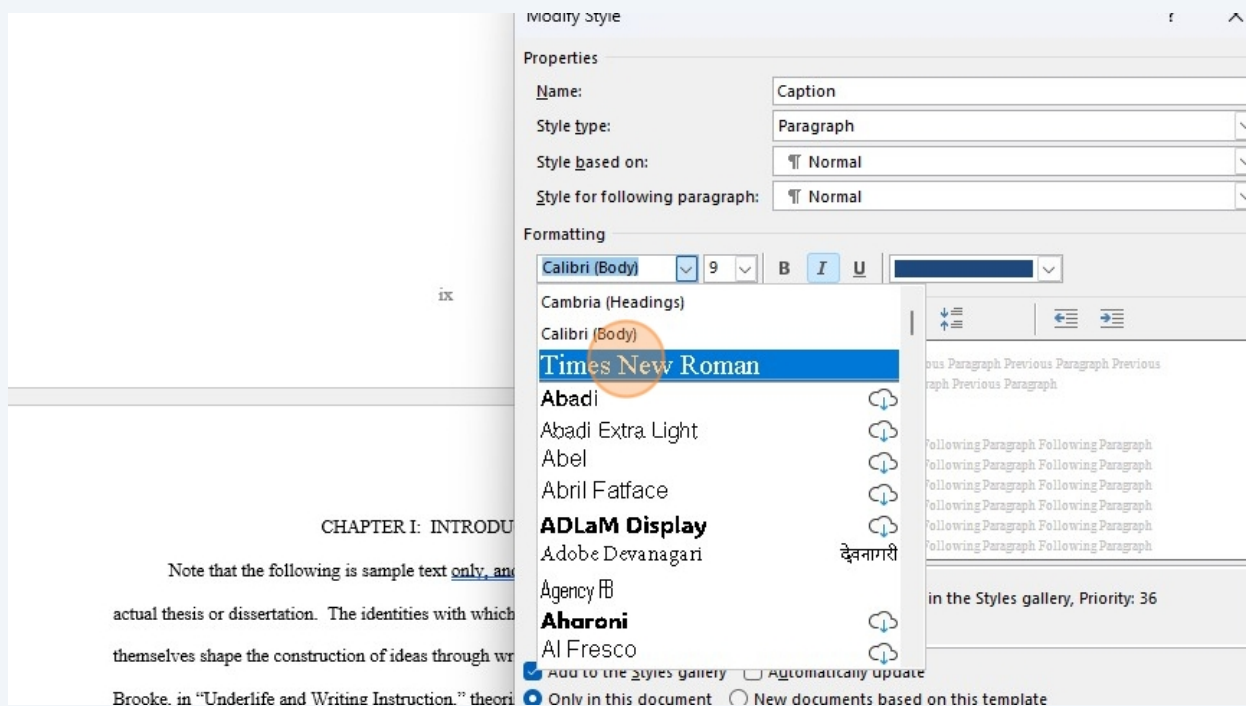
12 Click "Modify..."



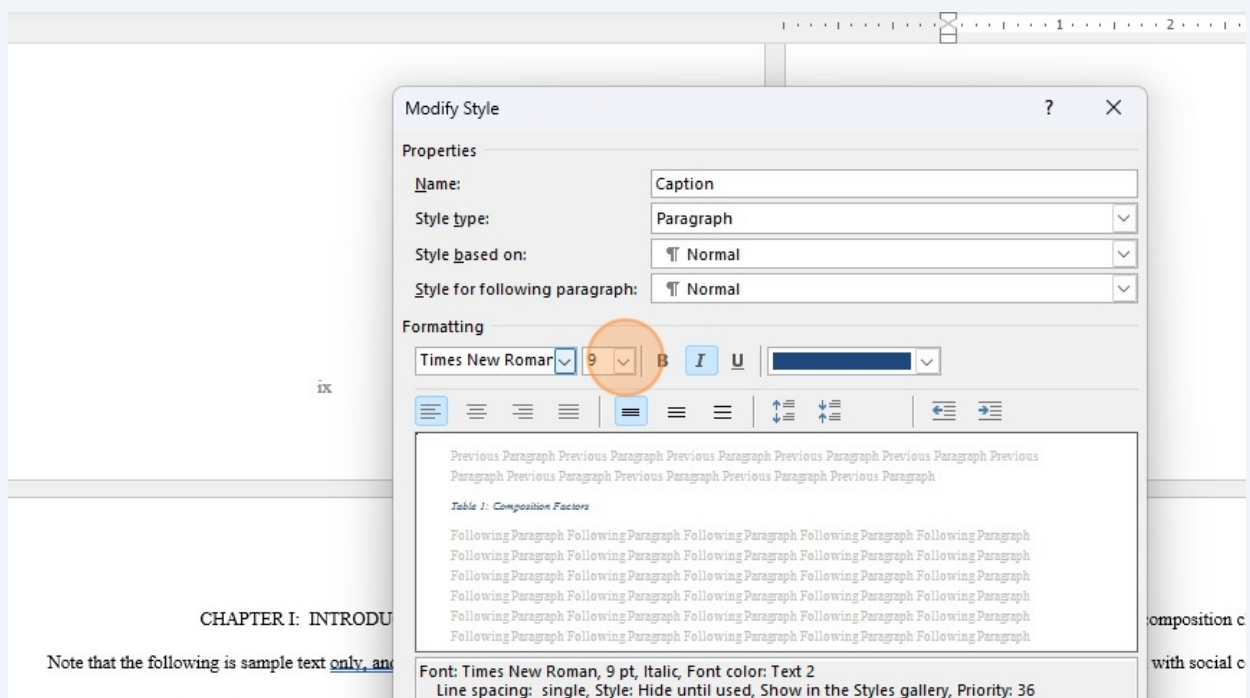
13 Here is where you will change the font and size of the captions in word. Choose the font style and size. Refer to the formatting guidelines for specific formatting requirements under the Tables/Figures section.



14 For this tutorial we will be using "Times New Roman"



15 Change the font size accordingly.



16 Ensure that the caption font color is black.

Properties

Name: Caption

Style type: Paragraph

Style based on: Normal

Style for following paragraph: Normal

Formatting

Times New Roman 12 B I U

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More Colors...

Table 1: Composition Factors

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Based on: Normal

Following style: Normal

☒ Add to the Styles gallery ☐ Automatically update

☒ Only in this document ☐ New documents based on this template

17 Click "OK"

Table 1: Composition Factors

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Based on: Normal

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☒ Only in this document ☐ New documents based on this template

Format OK Cancel

	Point B	Point C	Point D	Point E	
Point B	87	—			
Point C	64	56	—		
Point D	37	32	91	—	
Point E	93	35	54	43	—

18

You will now see that the captions now are set to Times New Roman, 12pt font size. When you continue adding in the captions they will follow the same formatting now since you have set the "Caption" style.

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19

Follow the same steps as seen above for Figure/Equation captions.

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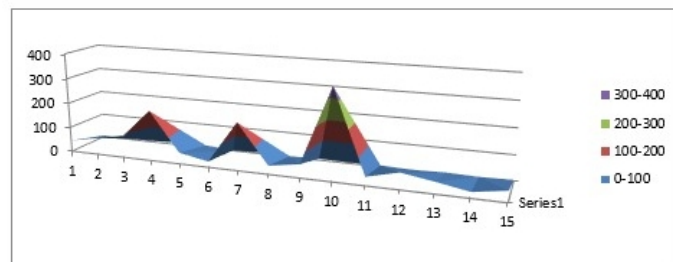
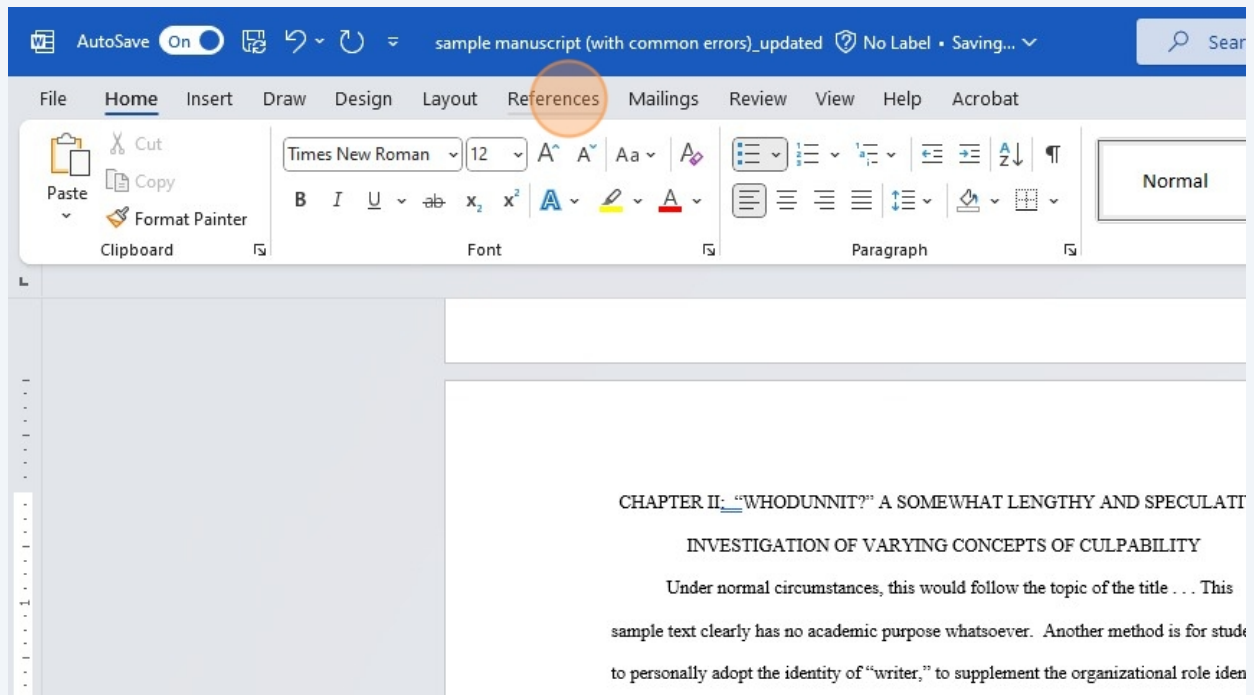


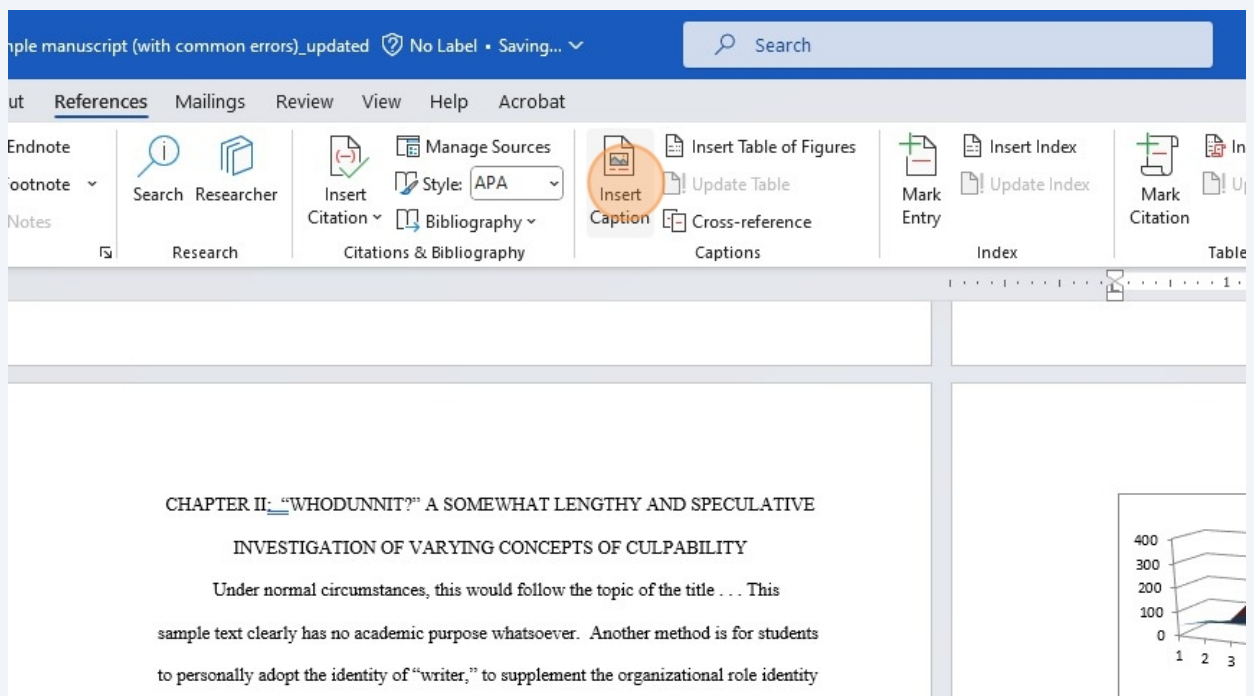
Figure 1: Varying levels of culpability, 1st person

However, where Brooke advocates student writers to de-emphasize social discourse in favor of this identity-exploration (150), Welch asserts its essentiality: "[R]evision involves both movement toward social goals *and* questioning what's being perpetuated or omitted in the process" (233). In Welch's theory, *both* halves are crucial to extend writing into critical and stimulating places. Furthermore, Welch's article disrupts Brooke's targeted goal of student identities-as-writers by instead exposing identities as mirrors, social reflections that are instable, impermanent, and therefore

20 Click "References"



21 Click "Insert Caption..."



22 Make sure to change the Label if you are moving between Tables/Figures/Equations.

“WHODUNNIT?” A SOMEWHAT LENGTHY AND SPECULATIVE
STIGATION OF VARYING CONCEPTS OF CULPABILITY

ormal circumstances, this would follow the topic of the title

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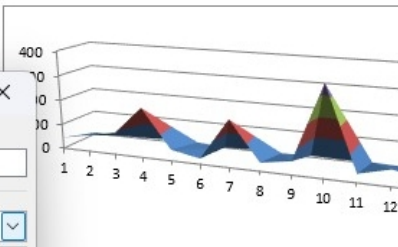


Figure 1: Varying levels of culpability, 1st pe

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23 Click "Figure"

“WHODUNNIT?” A SOMEWHAT LENGTHY AND SPECULATIVE
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ly, Welch makes a case for the inclusion of personal identities into the

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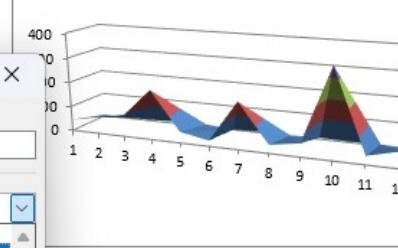


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24 Click "Caption:"

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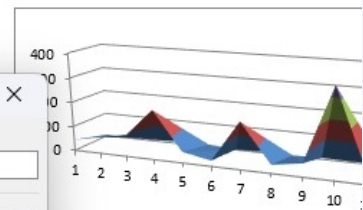


Figure 1: Varying levels of culpability,

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25 Click "OK"

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Caption

Caption: Figure 1: Varying levels of culpability, 1st person

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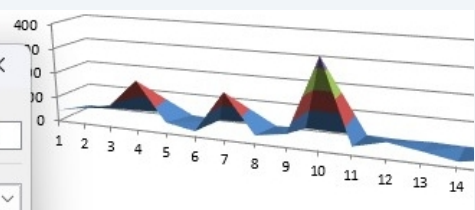


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26 Delete any old captions (if needed).

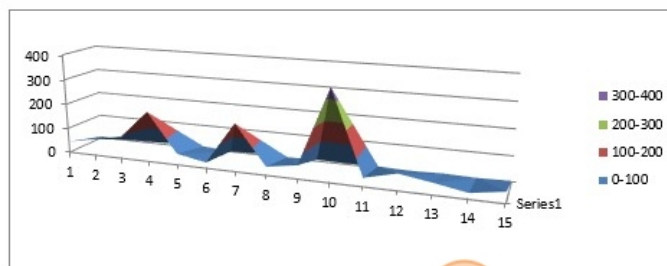


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i You can tell which captions are "linked" in Microsoft Word by highlighting the caption. You will see the '1' is highlighted. If a caption does not highlight the Table/Figure/Equation number, you will know it is not linked and you need to add a caption as seen in this tutorial.

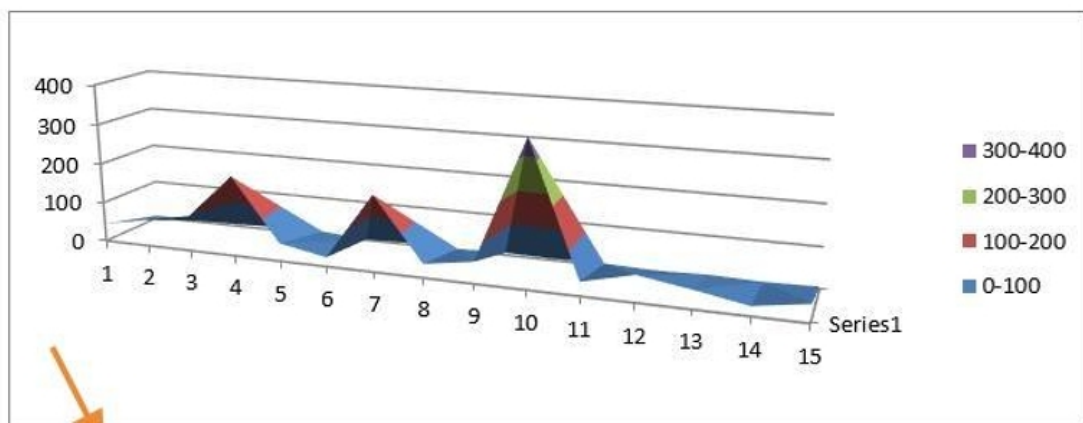


Figure 1: Varying levels of culpability, 1st person



You should now review the next tutorial on how to add the List of Tables/Figures/Equations since you have linked all of your captions correctly in Microsoft Word.