

Index



Ví dụ về Index

- Index liệt kê danh sách các thuật ngữ được sử dụng trong văn bản,
- Số trang bên phải cho biết từ đó được sử dụng ở trang nào,
- Mục ở ngoài là main entry (chủ đề), mục thụt dòng là sub entry (thuật ngữ thuộc chủ đề đó)

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Tab References – Group Index

Mark Entry



Mark Entry – đánh dấu chỉ mục

Bước 1: chọn thuật ngữ cần đưa vào Index

Video provides a powerful way to help you prove your point. When you click **Online Video**, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document.

Bước 2: thiết lập thông tin

Mark Index Entry

Index

Main entry: insert

Subentry: Online Video

Options

Cross-reference: See

Current page

Page range

Bookmark: [dropdown]

Page number format

Bold

Italic

This dialog box stays open so that you can mark multiple index entries.

Mark Mark All Cancel

Main entry – chủ đề chính,

Subentry – thuật ngữ thuộc chủ đề,

Cross-reference – tạo tham chiếu chéo đến index khác,

Current page – liệt kê số trang hiện tại của index được chọn,

Page range – liệt kê danh sách nhóm trang có chứa bookmark (phải tại bookmark trước),

Page number format – định dạng số trang,

Bold – in đậm, **Italic** – in nghiêng,

Mark – đánh dấu chỉ từ này,

Mark All – đánh dấu tất cả từ này trong văn bản

Tab References – Group Index

Mark Entry



Ký hiệu Index

Video provides a powerful way to help you prove your point. When you click Online Video {XE "insert:Online Video"}, you can paste in the embed code for the video you want to add. You can also type a keyword to search online for the video that best fits your document. ¶

Main entry
Subentry

INDEX

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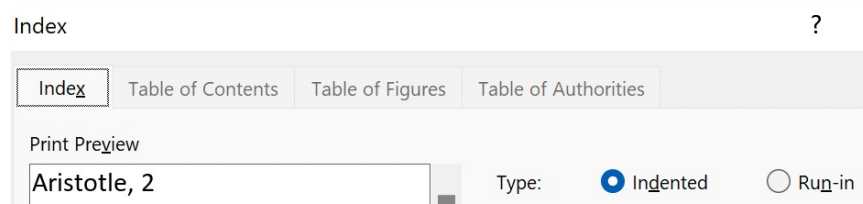
insert
Online Video, 1, 2, 3 ← Trong trường hợp Mark All, hiển thị tất cả các trang chứa index

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 Insert Index *Bước 3: Chèn Index*

Indent – kiểu Index liệt kê thành từng dòng



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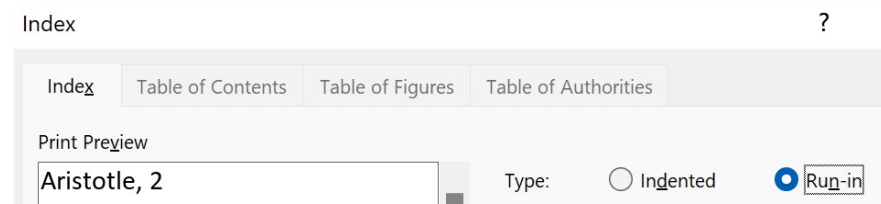
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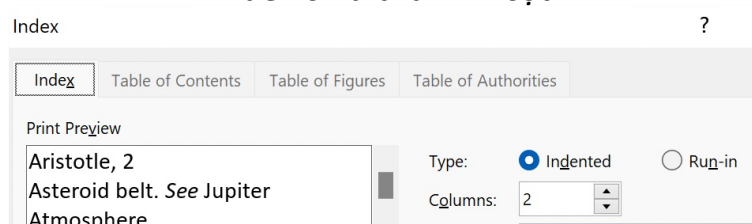
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Tab References – Group Index

Insert Index

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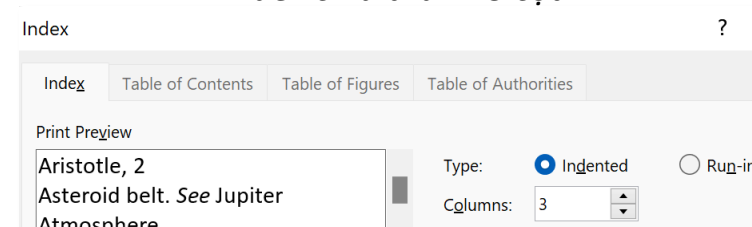
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Formats: Classic

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