

Create an Index

An index is a list of topics contained in a publication or document including the pages where those topics are discussed. The index should appear at the end of a document. The topics are listed in alphabetical order and include the page numbers of the reference.

Directions:

1. *Create a new document.*
2. *Key the index.*
3. *Use tabs to insert the page numbers (right tab with leaders).*
4. *Proofread and spell check.*
5. *Set a header with your name, class, and date.*
6. *Save as **Handout D40-07** to your unit 4 folder.*

Index

Abridged Dewey Decimal	5
Access	8
Accession book	9
Accession number	10
Acquisition	12
Bar Codes	15
Bibliographic records	17
Cabinets	21
Call numbers	23
Card catalog	27
Charts	33
Classification numbers	36
Computers	43
Deutsch numbers	47
Discards	50
Encyclopedias	55
Entries	57
Fiction	60
Films	61
Graphs	65
Holdings	68

Word Processing

Use word processing software with alternative input devices.