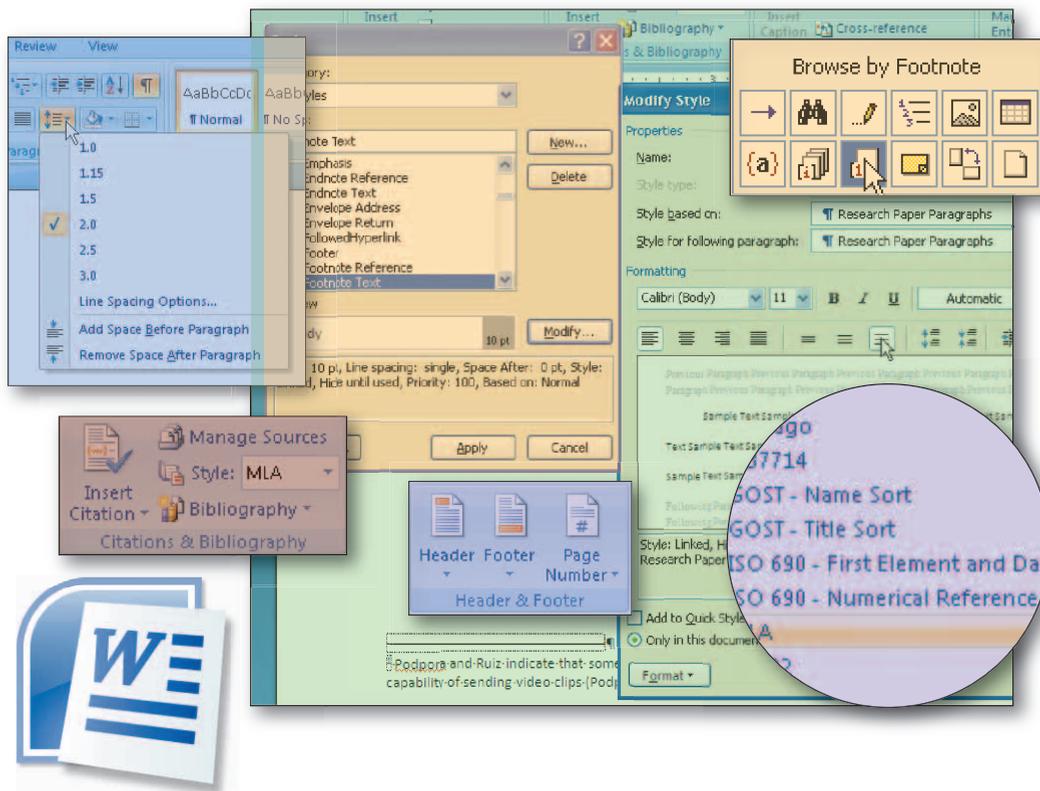


2 Creating a Research Paper



Objectives

You will have mastered the material in this chapter when you can:

- Describe the MLA documentation style for research papers
- Change line and paragraph spacing in a document
- Use a header to number pages of a document
- Apply formatting using shortcut keys
- Modify paragraph indentation
- Create and modify styles
- Insert and edit citations and their sources
- Add a footnote to a document
- Insert a manual page break
- Create a bibliographical list of sources
- Move text
- Find and replace text
- Use the Research task pane to look up information

2 | Creating a Research Paper

Introduction

In both academic and business environments, you will be asked to write reports. Business reports range from proposals to cost justifications to five-year plans to research findings. Academic reports focus mostly on research findings. A **research paper** is a document you can use to communicate the results of research findings. To write a research paper, you learn about a particular topic from a variety of sources (research), organize your ideas from the research results, and then present relevant facts and/or opinions that support the topic. Your final research paper combines properly credited outside information along with personal insights. Thus, no two research papers — even if about the same topic — will or should be the same.

Project — Research Paper

When preparing a research paper, you should follow a standard documentation style that defines the rules for creating the paper and crediting sources. A variety of documentation styles exists, depending on the nature of the research paper. Each style requires the same basic information; the differences in styles relate to requirements for presenting the information. For example, one documentation style uses the term bibliography for the list of sources, whereas another uses references, and yet a third prefers the title works cited. Two popular documentation styles for research papers are the **Modern Language Association of America (MLA)** and **American Psychological Association (APA)** styles. This chapter uses the MLA documentation style because it is used in a wide range of disciplines.

The project in this chapter follows research paper guidelines and uses Word to create the short research paper shown in Figure 2–1. This paper, which discusses three types of wireless communications, follows the MLA documentation style. Each page contains a page number. The first two pages present the heading (name, course, and date information), paper title, an introduction with a thesis statement, details that support the thesis, and a conclusion. This section of the paper also includes references to research sources. The third page contains a detailed, alphabetical list of the sources used in the research paper.

Overview

As you read through this chapter, you will learn how to create the research paper shown in Figure 2–1 by performing these general tasks:

- Change the document settings.
- Type the research paper.
- Save the research paper.
- Create an alphabetical list of sources.
- Proof and revise the research paper.
- Print the research paper.

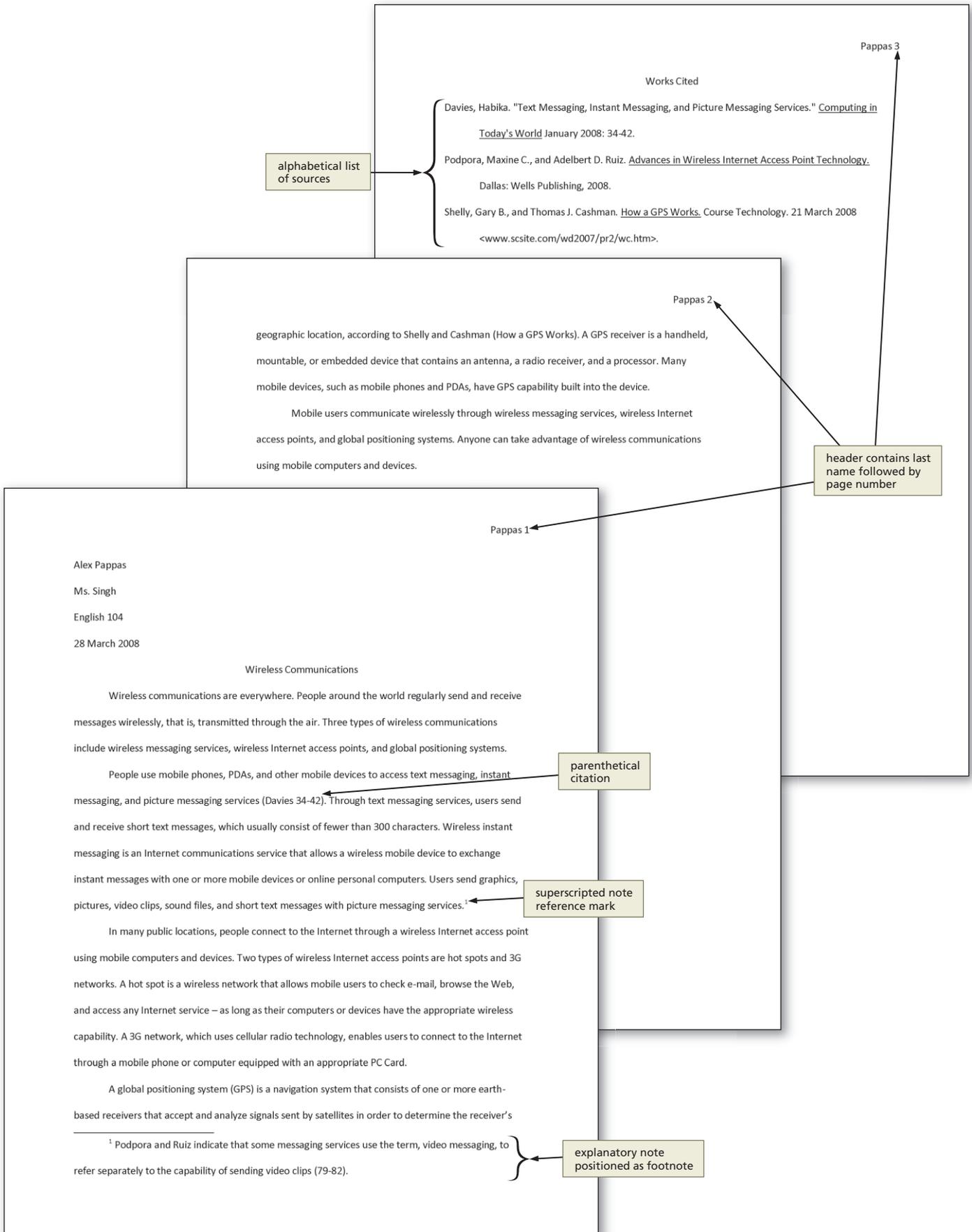


Figure 2-1

Plan Ahead

General Project Guidelines

When creating a Word document, the actions you perform and decisions you make will affect the appearance and characteristics of the finished document. As you create a research paper, such as the project shown in Figure 2–1 on the previous page, you should follow these general guidelines:

1. **Select a topic.** Spend time brainstorming ideas for a topic. Choose one you find interesting. For shorter papers, narrow down the scope of the topic; for longer papers, broaden the scope. Identify a tentative thesis statement, which is a sentence describing the paper's subject matter.
2. **Research the topic and take notes.** Gather credible, relevant information about the topic that supports the thesis statement. Sources of research include books, magazines, newspapers, and the Internet. As you record facts and ideas, list details about the source: title, author, place of publication, publisher, date of publication, etc. When taking notes, be careful not to **plagiarize**. That is, do not use someone else's work and claim it to be your own. If you copy information directly, place it in quotation marks and identify its source.
3. **Organize your ideas.** Classify your notes into related concepts. Make an outline from the categories of notes. In the outline, identify all main ideas and supporting details.
4. **Write the first draft, referencing sources.** From the outline, compose the paper. Every research paper should include an introduction containing the thesis statement, supporting details, and a conclusion. Follow the guidelines identified in the required documentation style. Reference all sources of information.
5. **Create the list of sources.** Using the formats specified in the required documentation style, completely list all sources referenced in the body of the research paper in alphabetical order.
6. **Proofread and revise the paper.** If possible, proofread the paper with a fresh set of eyes, that is, at least one to two days after completing the first draft. Proofreading involves reading the paper with the intent of identifying errors (spelling, grammar, etc.) and looking for ways to improve the paper (wording, transitions, flow, etc.). Try reading the paper out loud, which helps to identify unclear or awkward wording. Ask someone else to proofread the paper and give you suggestions for improvements.

When necessary, more specific details concerning the above guidelines are presented at appropriate points in the chapter. The chapter also will identify the actions performed and decisions made regarding these guidelines during the creation of the research paper shown in Figure 2–1.

BTW APA Documentation Style

In the APA style, a separate title page is required instead of placing name and course information on the paper's first page. Double-space all pages of the paper with 1.5" top, bottom, left, and right margins. Indent the first word of each paragraph .5" from the left margin. In the upper-right margin of each page, including the title page, place a running head that consists of the page number double-spaced below a brief summary of the paper title.

MLA Documentation Style

The research paper in this project follows the guidelines presented by the MLA. To follow the MLA style, double-space text on all pages of the paper using one-inch top, bottom, left, and right margins. Indent the first word of each paragraph one-half inch from the left margin. At the right margin of each page, place a page number one-half inch from the top margin. On each page, precede the page number by your last name.

The MLA style does not require a title page. Instead, place your name and course information in a block at the left margin beginning one inch from the top of the page. Center the title one double-space below your name and course information.

In the text of the paper, place author references in parentheses with the page number(s) of the referenced information. The MLA style uses in-text **parenthetical citations** instead of noting each source at the bottom of the page or at the end of the paper. In the MLA style, notes are used only for optional explanatory notes.

If used, explanatory notes elaborate on points discussed in the paper. Use a superscript (raised number) to signal that an explanatory note exists, and also to sequence the notes. Position explanatory notes either at the bottom of the page as footnotes or at the end of the paper as endnotes. Indent the first line of each explanatory note one-half inch from the left margin. Place one space following the superscripted number before beginning the note text. Double-space the note text. At the end of the note text, you may list bibliographic information for further reference.

The MLA style uses the term **works cited** to refer to the bibliographic list of sources at the end of the paper. The works cited page alphabetically lists sources that are referenced directly in the paper. Place the list of sources on a separate numbered page. Center the title, Works Cited, one inch from the top margin. Double-space all lines. Begin the first line of each source at the left margin, indenting subsequent lines of the same source one-half inch from the left margin. List each source by the author's last name, or, if the author's name is not available, by the title of the source. Underline or italicize the title of each source.

Changing Document Settings

The MLA documentation style defines some global formats that apply to the entire research paper. Some of these formats are the default in Word. For example, the default left, right, top, and bottom margin settings in Word are one inch, which meets the MLA style. You will modify, however, the paragraph and line spacing and header formats as required by the MLA style.

After starting Word, the following pages adjust line and paragraph spacing and define a header for the current document.

To Start Word

If you are using a computer to step through the project in this chapter and you want your screens to match the figures in this book, you should change your computer's resolution to 1024 × 768. For information about how to change a computer's resolution, read Appendix E.

The following steps, which assume Windows is running, start Word based on a typical installation. You may need to ask your instructor how to start Word for your computer.

- 1 Click the Start button on the Windows taskbar to display the Start menu, and then point to All Programs on the Start menu to display the All Programs submenu.
 - 2 Point to Microsoft Office on the All Programs submenu to display the Microsoft Office submenu, and then click Microsoft Office Word 2007 to start Word and display a new blank document in the Word window.
 - 3 If the Word window is not maximized, click the Maximize button next to the Close button on its title bar to maximize the window.
 - 4 If the Print Layout button is not selected, click it so your screen layout matches Figure 2–2 on the next page.
 - 5 If your zoom percent is not 100, click the Zoom Out or Zoom In button as many times as necessary until the Zoom level button displays 100% on its face.
-

To Display Formatting Marks

As discussed in Chapter 1, it is helpful to display formatting marks that indicate where in the document you pressed the ENTER key, SPACEBAR, and other keys. The following step displays formatting marks.

- 1 If necessary, click Home on the Ribbon to display the Home tab. If the Show/Hide ¶ button on the Home tab is not selected already, click it to display formatting marks on the screen.
-

BTW

Line Spacing

If the top of a set of characters or a graphical image is chopped off, then line spacing may be set to Exactly. To remedy the problem, change line spacing to 1.0, 1.15, 1.5, 2.0, 2.5, 3.0 or At least (in the Paragraph dialog box), all of which accommodate the largest font or image.

Adjusting Line and Paragraph Spacing

Line spacing is the amount of vertical space between lines of text in a paragraph. **Paragraph spacing** is the amount of space above and below a paragraph. By default, the Normal style places 10 points of blank space after each paragraph and inserts a vertical space equal to 1.15 lines between each line of text. It also automatically adjusts line height to accommodate various font sizes and graphics.

The MLA documentation style requires that you **double-space** the entire research paper. That is, the amount of vertical space between each line of text and above and below paragraphs should be equal to one blank line. The next sets of steps adjust line spacing and paragraph spacing according to the MLA documentation style.

To Double-Space Text

To double-space the lines in the research paper, change the line spacing to 2.0. The following steps change line spacing to double.

1

- Click the Line spacing button on the Home tab to display the Line spacing gallery (Figure 2–2).

Q&A

What do the numbers in the Line spacing gallery represent?

The default line spacing is 1.15 lines. The options 1.0, 2.0, and 3.0 set line spacing to single, double, and triple, respectively. Similarly, the 1.5 and 2.5 options set line spacing to 1.5 and 2.5 lines. All these options adjust line spacing automatically to accommodate the largest font or graphic on a line.

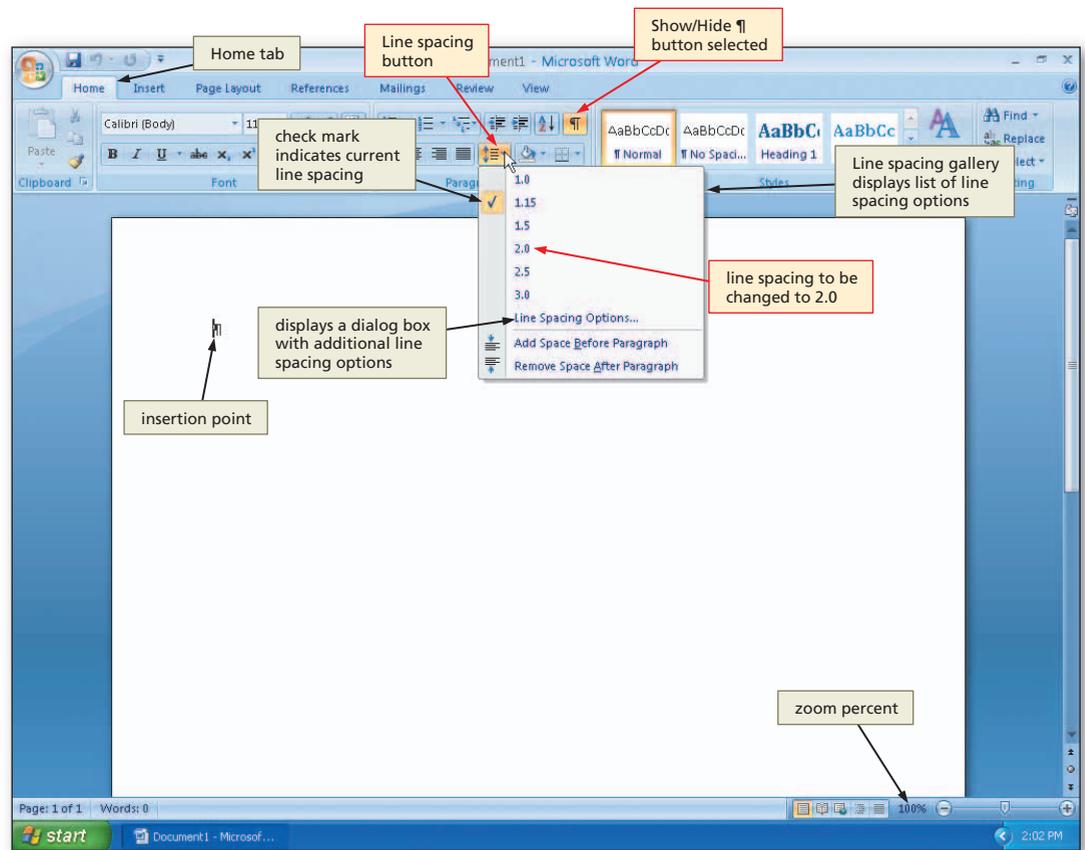


Figure 2–2

2

- Click 2.0 in the Line spacing gallery to change the line spacing to double at the location of the insertion point.

Q&A

Can I change the line spacing of existing text?

Yes. Select the text first and then change the line spacing as described in these steps.

Other Ways

- | | | |
|--|--|--|
| <ol style="list-style-type: none"> Right-click paragraph, click Paragraph on shortcut menu, click Indents and Spacing tab, click Line | <ol style="list-style-type: none"> Click Paragraph Dialog Box Launcher, click Indents | <ol style="list-style-type: none"> and Spacing tab, click Line spacing box arrow, click Double, click OK button Click Paragraph Dialog Box Launcher, click Indents Press CTRL+2 |
|--|--|--|

To Remove Space after a Paragraph

The research paper should not have additional blank space after each paragraph. The following steps remove space after a paragraph.

- 1**
 - Click the Line spacing button on the Home tab to display the Line spacing gallery (Figure 2–3).
- 2**
 - Click Remove Space After Paragraph in the Line spacing gallery so that no blank space appears after a paragraph.

Q&A Can I remove space after existing paragraphs?
Yes. Select the paragraphs first and then remove the space as described in these steps.

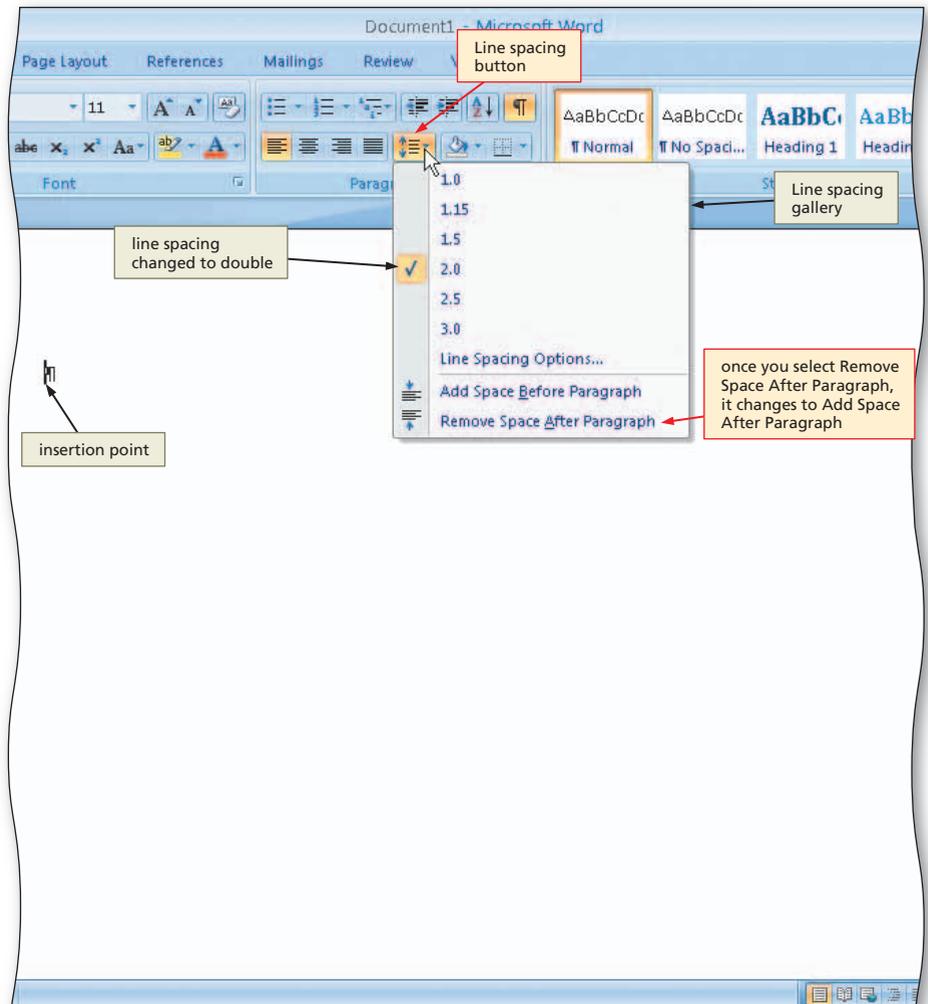


Figure 2–3

Other Ways

1. Click Spacing After box arrow on Page Layout tab until 0 pt is displayed
2. Right-click paragraph, click Paragraph on shortcut menu, click Indents and Spacing tab, click Spacing After box arrow until 0 pt is displayed, click OK button
3. Click Paragraph Dialog Box Launcher, click Indents and Spacing tab, click Spacing After box arrow until 0 pt is displayed, click OK button

Headers and Footers

A **header** is text and graphics that print at the top of each page in a document. Similarly, a **footer** is text and graphics that print at the bottom of every page. In Word, headers print in the top margin one-half inch from the top of every page, and footers print in the bottom margin one-half inch from the bottom of each page, which meets the *MLA* style. In addition to text and graphics, headers and footers can include document information such as the page number, current date, current time, and author's name.

In this research paper, you are to precede the page number with your last name placed one-half inch from the upper-right edge of each page. The procedures on the following pages enter your name and the page number in the header, as specified by the *MLA* style.

To Switch to the Header

To enter text in the header, you instruct Word to edit the header. The following steps switch from editing the document text to editing the header.

- 1 Click Insert on the Ribbon to display the Insert tab.
- 2 Click the Header button on the Insert tab to display the Header gallery (Figure 2-4).

Q&A Can I use a built-in header for this research paper?
 None of the built-in headers adhere to the MLA style. Thus, you enter your own header contents, instead of using a built-in header, for this research paper.

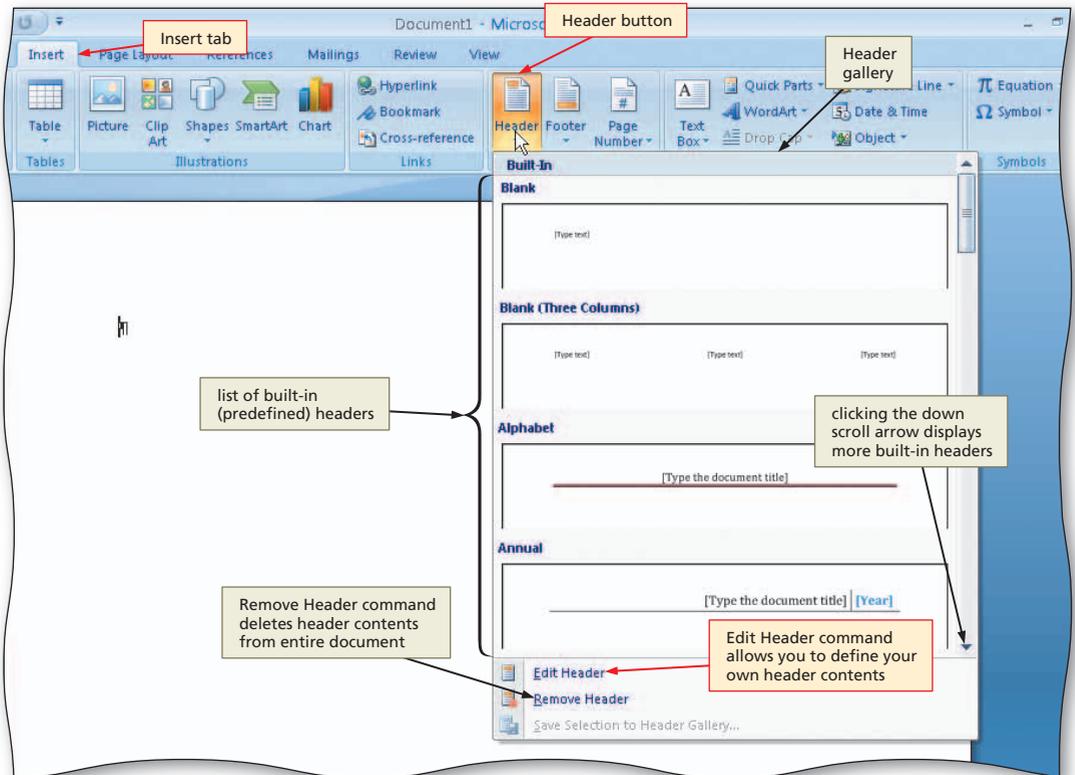


Figure 2-4

- 2 Click the down scroll arrow in the Header gallery to see the available built-in headers.

Experiment

- 3 Click the Edit Header command to switch from the document text to the header, which allows you to edit the contents of the header (Figure 2-5).

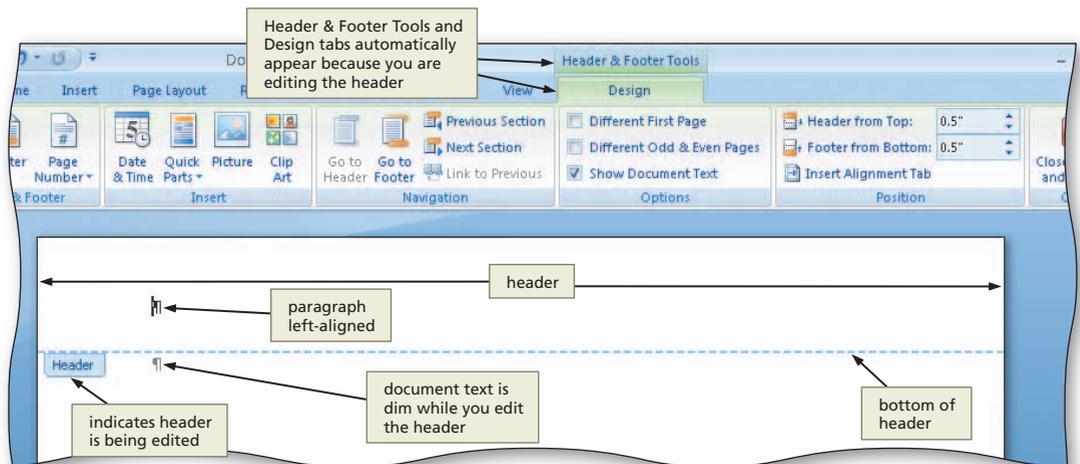


Figure 2-5

Q&A How do I remove the Header & Footer Tools and Design tabs from the Ribbon?

When you are finished editing the header, you will close it, which removes the Header & Footer Tools tabs.

Other Ways

1. Double-click dimmed header

To Right-Align a Paragraph

The paragraph in the header currently is left-aligned (Figure 2–5). Your last name and the page number should print **right-aligned**, that is, at the right margin. The following steps right-align a paragraph.

- 1**
- Click Home on the Ribbon to display the Home tab.
- Click the Align Text Right button on the Home tab to right-align the paragraph in the header (Figure 2–6).

Q&A What if I wanted to return the paragraph to left-aligned?
Click the Align Text Right button again, or click the Align Text Left button.

Other Ways

1. Right-click paragraph, click Paragraph on shortcut menu, click Indents and Spacing tab, click Alignment box arrow, click Right, click OK button
2. Click Paragraph Dialog Box Launcher, click Indents and Spacing tab, click Alignment box arrow, click Right, click OK button
3. Press CTRL+R

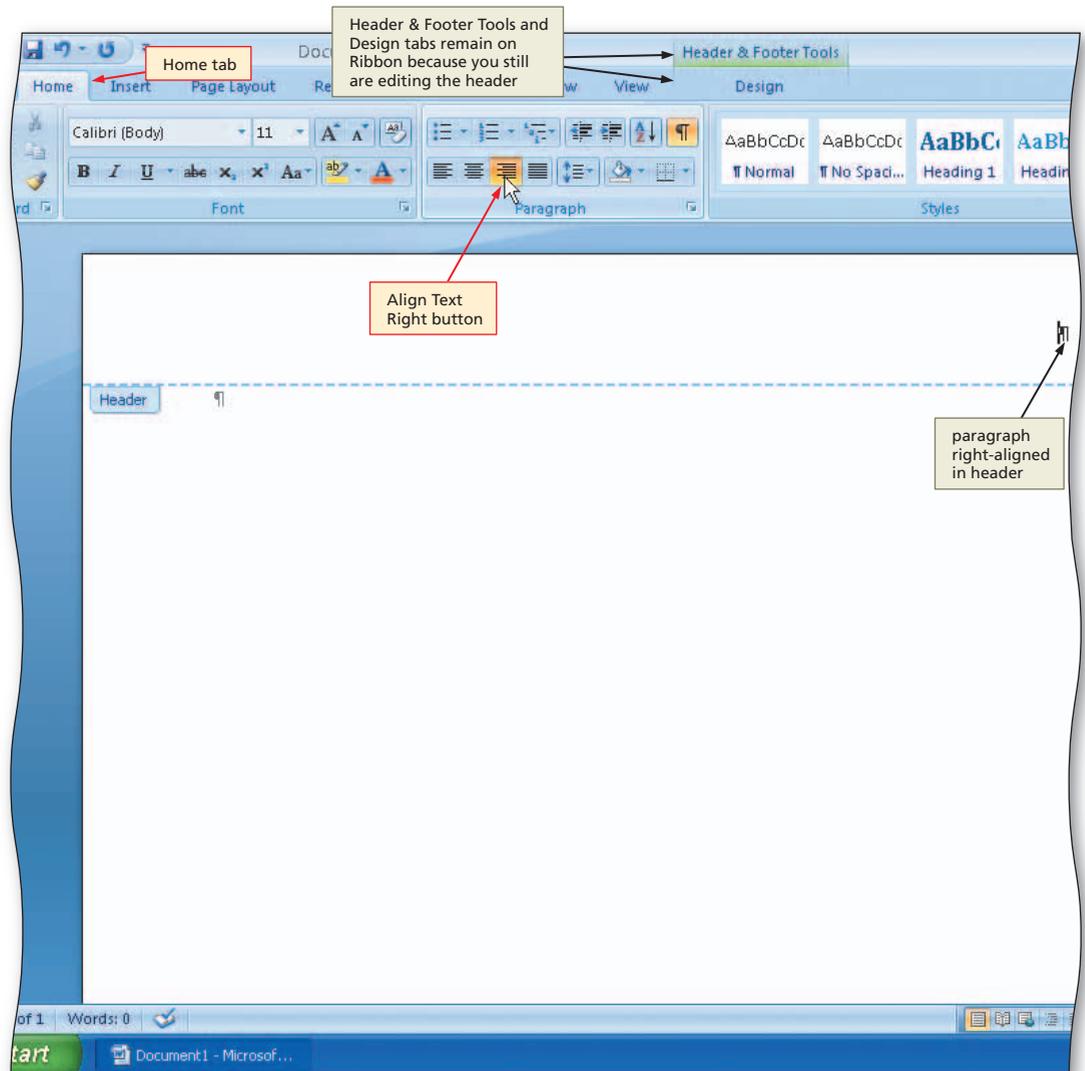


Figure 2–6

To Enter Text

The following steps enter your last name right-aligned in the header area.

- 1** Click Design on the Ribbon to display the Design tab.
- 2** Type Pappas and then press the SPACEBAR to enter your last name in the header.

BTW

Footers

If you wanted to create a footer, you would click the Footer button on the Insert tab and then select the desired built-in footer or click Edit Footer to create a customized footer.

To Insert a Page Number

The next task is to insert the current page number in the header. The following steps insert a page number at the location of the insertion point.

- 1
 - Click the Insert Page Number button on the Design tab to display the Insert Page Number menu.
 - Point to Current Position on the Insert Page Number menu to display the Current Position gallery (Figure 2–7).

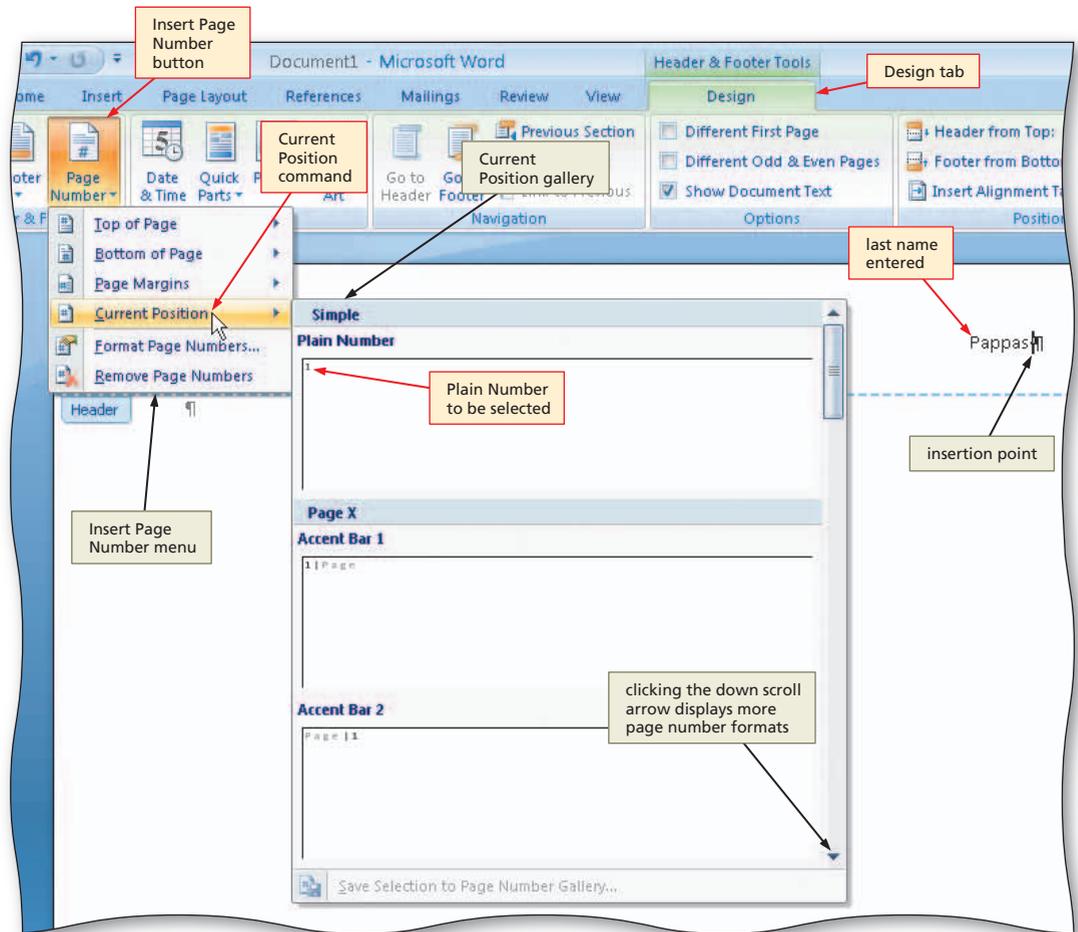


Figure 2–7

2 Experiment

- Click the down scroll arrow in the Current Position gallery to see the available page number formats.

- 3
 - If necessary, scroll to the top of the Current Position gallery. Click Plain Number in the Current Position gallery to insert an unformatted page number at the location of the insertion point (Figure 2–8).

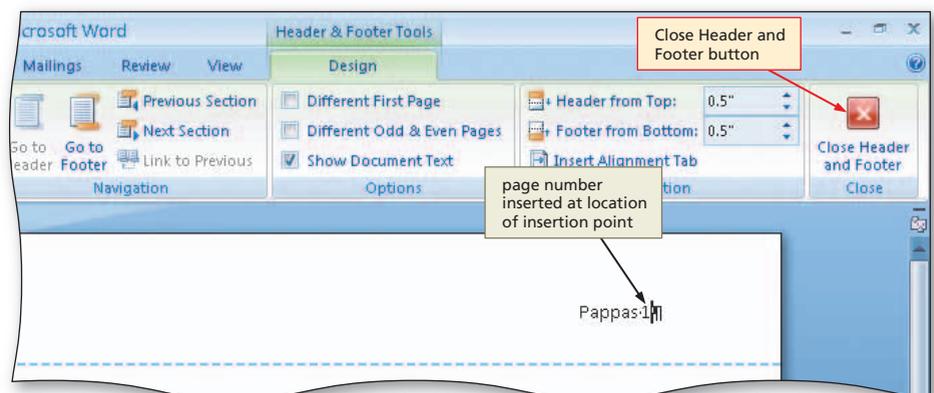


Figure 2–8

Other Ways

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Click Insert Page Number button on Insert tab 2. Click Quick Parts button on Insert tab or on Design | <p>tab on Header & Footer Tools tab, click Field on Quick Parts menu, select Page in Field names list, click OK button</p> |
|--|--|

To Close the Header

You are finished entering text in the header. Thus, the next task is to switch back to the document text. The following step closes the header.

- 1 Click the Close Header and Footer button on the Design tab (shown in Figure 2–8) to close the header and switch back to the document text (Figure 2–9).

Q&A How do I make changes to existing header text?

Switch to the header using the steps described on page WD 80, edit the header as you would edit text in the document window, and then switch back to the document text.

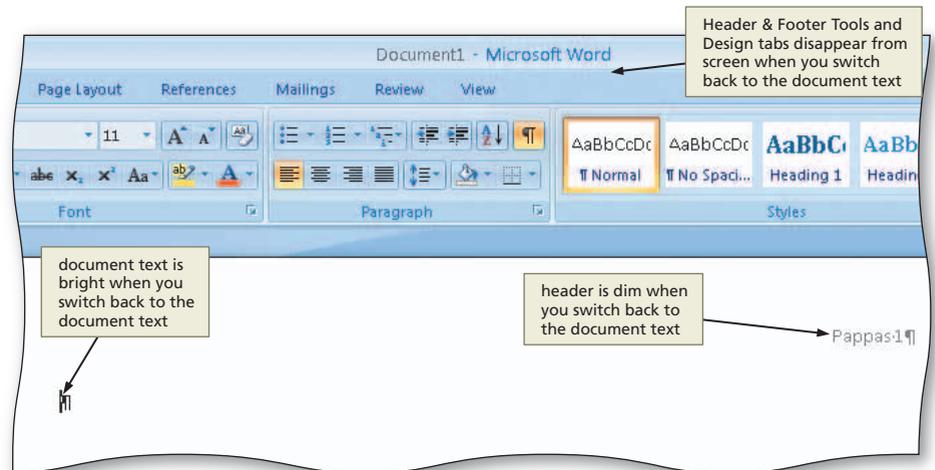


Figure 2–9

Other Ways

1. Double-click dimmed document text

Typing the Research Paper Text

The text of the research paper in this chapter encompasses the first two pages of the paper. You will type the text of the research paper and then modify it later in the chapter, so that it matches Figure 2–1 on page WD 75.

Write the first draft, referencing sources.

As you write the first draft of your research paper, be sure it includes the proper components, uses credible sources, and does not contain any plagiarism.

- **Include an introduction, body, and conclusion.** The first paragraph of the paper introduces the topic and captures the reader's attention. The body, which follows the introduction, consists of several paragraphs that support the topic. The conclusion summarizes the main points in the body and restates the topic.
- **Evaluate sources for authority, currency, and accuracy.** Be especially wary of information obtained from the Web. Any person, company, or organization can publish a Web page on the Internet. Ask yourself these questions about the source:
 - Authority: Does a reputable institution or group support the source? Is the information presented without bias? Are the author's credentials listed and verifiable?
 - Currency: Is the information up to date? Are dates of sources listed? What is the last date revised or updated?
 - Accuracy: Is the information free of errors? Is it verifiable? Are the sources clearly identified?
- **Acknowledge all sources of information; do not plagiarize.** Not only is plagiarism unethical, but it is considered an academic crime that can have severe punishments such as failing a course or being expelled from school.

When you summarize, paraphrase (rewrite information in your own words), present facts, give statistics, quote exact words, or show a map, chart, or other graphical image, you

(continued)

Plan Ahead

Plan Ahead

(continued)

must acknowledge the source. Information that commonly is known or accessible to the audience constitutes common knowledge and does not need to be acknowledged. If, however, you question whether certain information is common knowledge, you should document it — just to be safe.

As discussed earlier in this chapter, the MLA style does not require a separate title page for research papers. Instead, place your name and course information in a block at the top of the page, below the header, at the left margin.

To Enter Name and Course Information

- 1** Type Alex Pappas as the student name and then press the ENTER key.
- 2** Type Ms. Singh as the instructor name and then press the ENTER key.
- 3** Type English 104 as the course name and then press the ENTER key.
- 4** Type 28 March 2008 as the paper due date and then press the ENTER key (Figure 2–10).

BTW **Date Formats**
 The MLA style prefers the day-month-year (28 March 2008) or month-day-year (March 28, 2008) format. Whichever format you select, use it consistently throughout the paper.

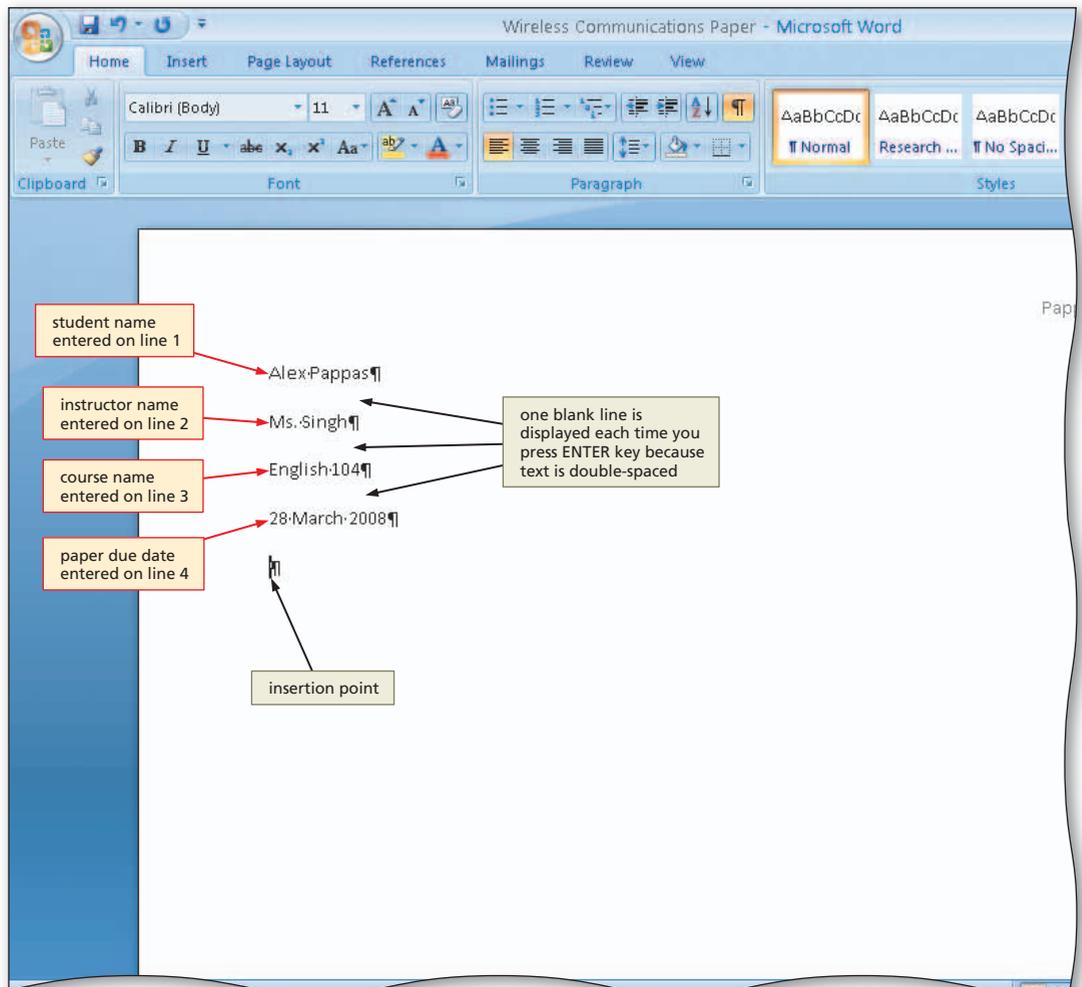


Figure 2–10

To Click and Type

The next step is to enter the title of the research paper centered between the page margins. In Chapter 1, you used the Center button on the Home tab to center text and graphics. As an alternative, you can use **Click and Type** to format and enter text, graphics, and other items. To use Click and Type, you double-click a blank area of the document window. Word automatically formats the item you enter according to the location where you just double-clicked. The next steps use Click and Type to center and then type the title of the research paper.

1

Experiment

- Move the mouse pointer around the document below the entered name and course information and observe the various icons that appear with the I-beam.

2

- Position the mouse pointer in the center of the document at the approximate location for the research paper title until a center icon appears below the I-beam (Figure 2–11).

Q&A

What are the other icons that appear in the Click and Type pointer?

A left-align icon appears to the right of the I-beam when the Click and Type pointer is in certain locations on the left side of the document window. A right-align icon appears to the left of the icon when the Click and Type pointer is in certain locations on the right side of the document window.

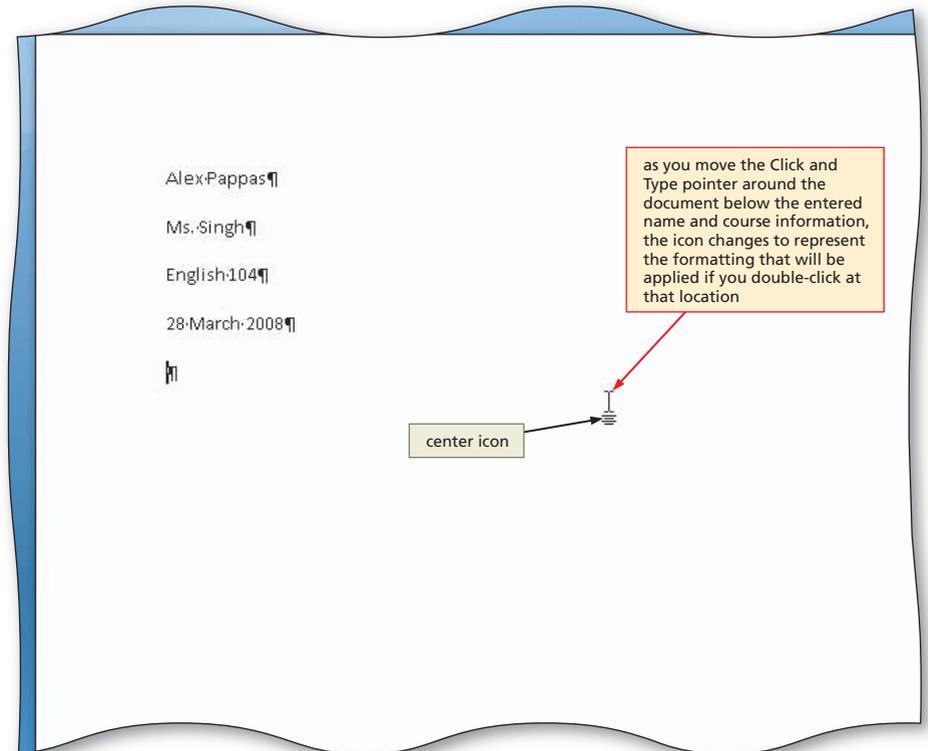


Figure 2–11

3

- Double-click to center the paragraph mark and insertion point between the left and right margins.
- Type `Wireless Communications` as the paper title and then press the ENTER key (Figure 2–12).

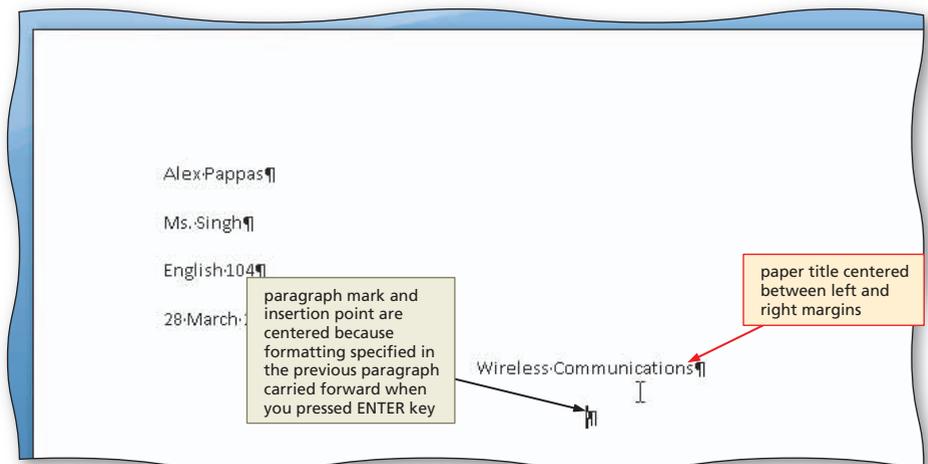


Figure 2–12

Shortcut Keys

Word has many shortcut keys for your convenience while typing. Table 2–1 lists the common shortcut keys for formatting characters. Table 2–2 lists common shortcut keys for formatting paragraphs.

Table 2–1 Shortcut Keys for Formatting Characters

Character Formatting Task	Shortcut Keys	Character Formatting Task	Shortcut Keys
All capital letters	CTRL+SHIFT+A	Italic	CTRL+I
Bold	CTRL+B	Remove character formatting (plain text)	CTRL+SPACEBAR
Case of letters	SHIFT+F3	Small uppercase letters	CTRL+SHIFT+K
Decrease font size	CTRL+SHIFT+<	Subscript	CTRL+EQUAL SIGN
Decrease font size 1 point	CTRL+[Superscript	CTRL+SHIFT+PLUS SIGN
Double-underline	CTRL+SHIFT+D	Underline	CTRL+U
Increase font size	CTRL+SHIFT+>	Underline words, not spaces	CTRL+SHIFT+W
Increase font size 1 point	CTRL+]		

Table 2–2 Shortcut Keys for Formatting Paragraphs

Paragraph Formatting	Shortcut Keys	Paragraph Formatting	Shortcut Keys
1.5 line spacing	CTRL+5	Justify paragraph	CTRL+J
Add/remove one line above paragraph	CTRL+0 (ZERO)	Left-align paragraph	CTRL+L
Center paragraph	CTRL+E	Remove hanging indent	CTRL+SHIFT+T
Decrease paragraph indent	CTRL+SHIFT+M	Remove paragraph formatting	CTRL+Q
Double-space lines	CTRL+2	Right-align paragraph	CTRL+R
Hanging indent	CTRL+T	Single-space lines	CTRL+1
Increase paragraph indent	CTRL+M		

BTW **Shortcut Keys**

To print a complete list of shortcut keys in Word, click the Microsoft Office Word Help button near the upper-right corner of the Word window, type **shortcut keys** in the 'Type words to search for' text box at the top of the Word Help window, press the ENTER key, click the Keyboard shortcuts for Microsoft Office Word link, click the Show All link in the upper-right corner of the Help window, click the Print button in the Help window, and then click the Print button in the Print dialog box.

To Format Text Using Shortcut Keys

The paragraphs below the paper title should be left-aligned, instead of centered. Thus, the next step is to left-align the paragraph below the paper title. When your fingers are already on the keyboard, you may prefer using **shortcut keys**, or keyboard key combinations, to format text as you type it. The following step left-aligns a paragraph using the shortcut keys CTRL+L. (Recall from Chapter 1 that a notation such as CTRL+L means to press the letter l on the keyboard while holding down the CTRL key.)

- 1 Press CTRL+L to left-align the current paragraph, that is, the paragraph containing the insertion point.

Q&A Why would I use a keyboard shortcut, instead of the Ribbon, to format text?
Switching between the mouse and the keyboard takes time. If your hands are already on the keyboard, use a keyboard shortcut. If your hand is on the mouse, use the Ribbon.

To Save a Document

You have performed many tasks while creating the research paper and do not want to risk losing the work completed thus far. Accordingly, you should save the document. For a detailed example of the procedure summarized below, refer to pages WD 19 through WD 21 in Chapter 1.

- 1 With a USB flash drive connected to one of the computer's USB ports, click the Save button on the Quick Access Toolbar to display the Save As dialog box.
- 2 Type `Wireless Communications Paper` in the File name text box to change the file name.
- 3 Click the Save in box arrow and then click `UDISK 2.0 (E:)` in the Save in list to select the USB flash drive as the new save location. (Your USB flash drive may have a different name and letter.)
- 4 Click the Save button in the Save As dialog box to save the document on the USB flash drive with the file name, `Wireless Communications Paper`.

To Display the Rulers

According to the MLA style, the first line of each paragraph in the research paper is to be indented one-half inch from the left margin. Although you can use a dialog box to indent paragraphs, Word provides a quicker way through the **horizontal ruler**. This ruler displays at the top edge of the document window just below the Ribbon. Word also provides a **vertical ruler** that displays along the left edge of the Word window. The following step displays the rulers.

- 1
 - Experiment
 - Repeatedly click the View Ruler button on the vertical scroll bar to see how this button is used to both show and hide the rulers.
- 2
 - If the rulers are not displayed, click the View Ruler button on the vertical scroll bar because you want to use the ruler to indent paragraphs (Figure 2–13).

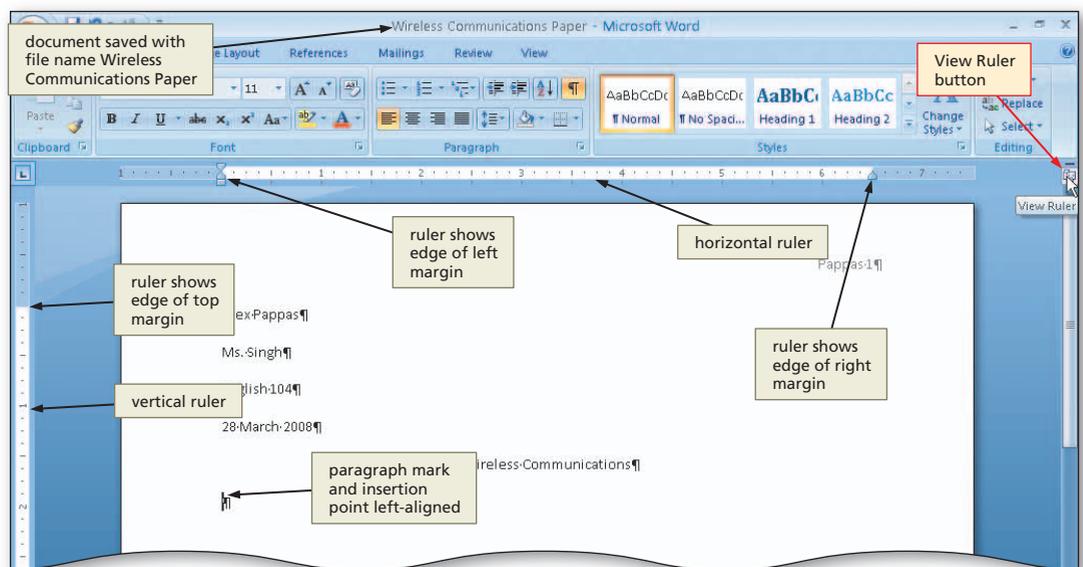


Figure 2–13

Q&A Can I use the rulers for other tasks?

In addition to indenting paragraphs, you can use the rulers to set tab stops, change page margins, and adjust column widths.

Other Ways

1. Click View Ruler check box on View tab

To First-Line Indent Paragraphs

The first line of each paragraph in the research paper is to be indented one-half inch from the left margin. You can use the horizontal ruler, usually simply called the **ruler**, to indent just the first line of a paragraph, called **first-line indent**.

The left margin on the ruler contains two triangles above a square. The **First Line Indent marker** is the top triangle at the 0" mark on the ruler (Figure 2–14). The bottom triangle is discussed later in this chapter. The small square at the 0" mark is the Left Indent marker. The **Left Indent marker** allows you to change the entire left margin, whereas the First Line Indent marker indents only the first line of the paragraph. The following steps first-line indent paragraphs in the research paper.

1

- With the insertion point on the paragraph mark below the research paper title, point to the First Line Indent marker on the ruler (Figure 2–14).

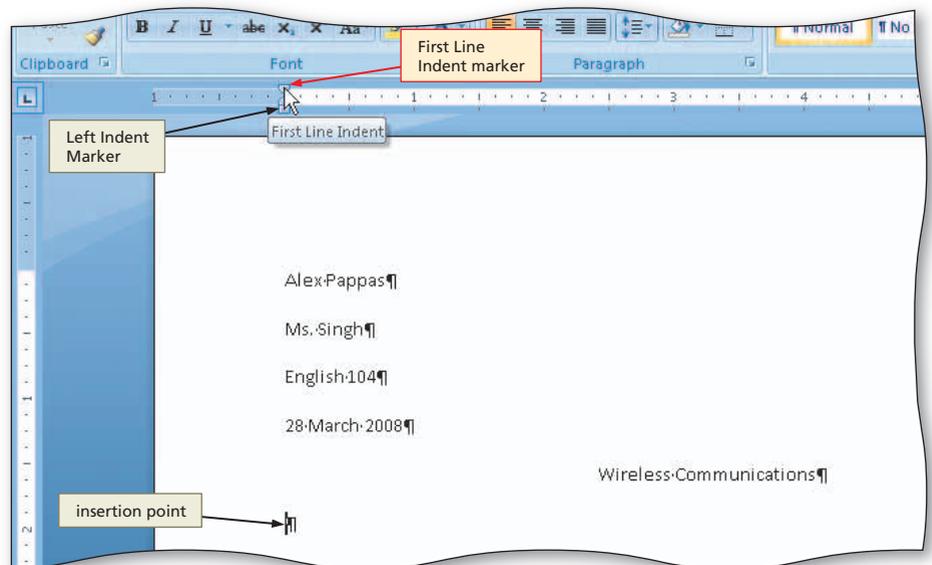


Figure 2–14

2

- Drag the First Line Indent marker to the .5" mark on the ruler to display a vertical dotted line in the document window, which indicates the proposed location of the first line of the paragraph (Figure 2–15).

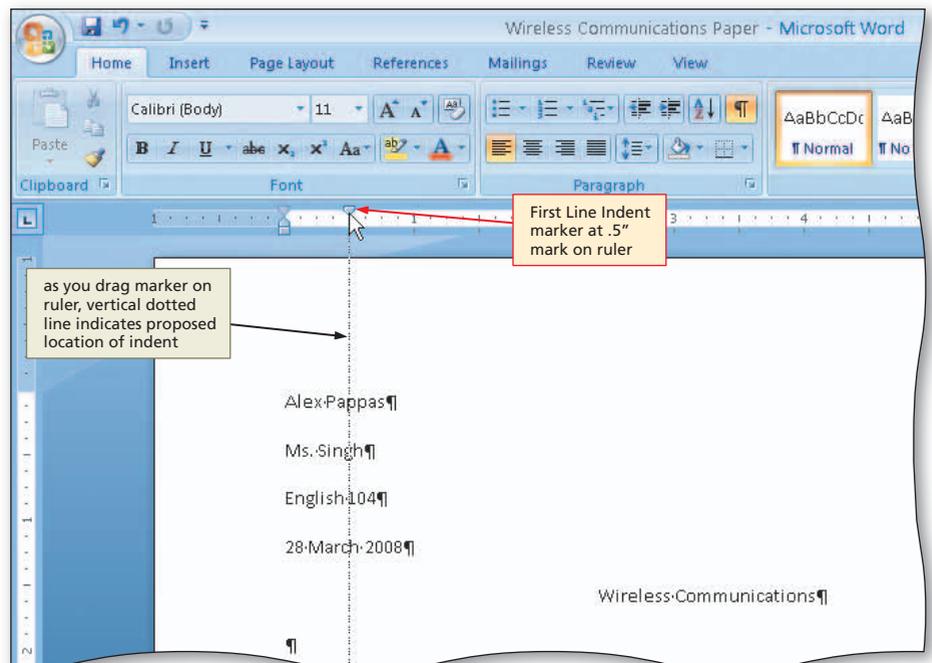


Figure 2–15

- 3** Release the mouse button to place the First Line Indent marker at the .5" mark on the ruler, or one-half inch from the left margin (Figure 2–16).

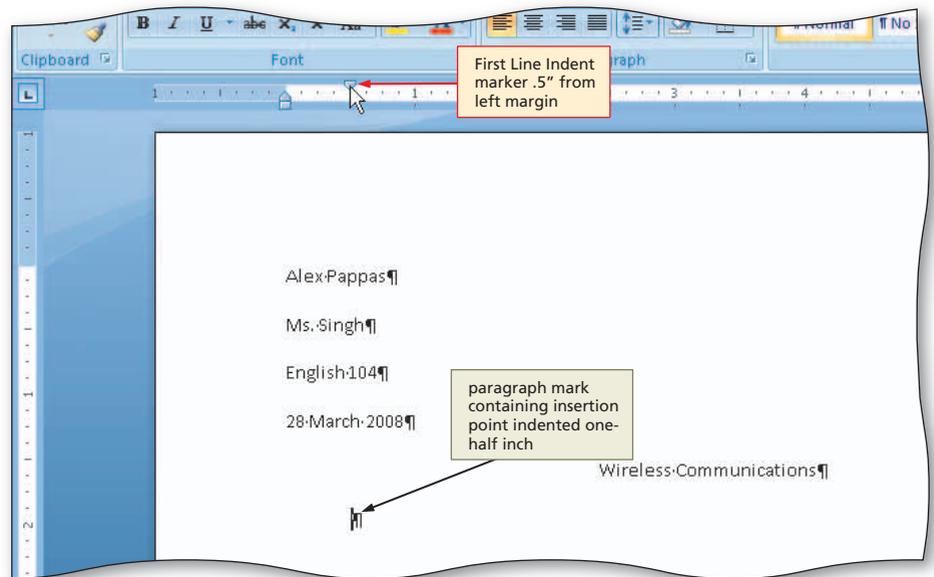


Figure 2–16

- 4** Type Wireless communications are everywhere. People around the world regularly send and receive messages wirelessly, that is, transmitted through the air. and notice that Word automatically indented the first line of the paragraph by one-half inch (Figure 2–17).

Q&A Will I have to set first-line indent for each paragraph in the paper?
 No. Each time you press the ENTER key, paragraph formatting in the previous paragraph carries forward to the next paragraph. Thus, once you set the first-line indent, its format carries forward automatically to each subsequent paragraph you type.

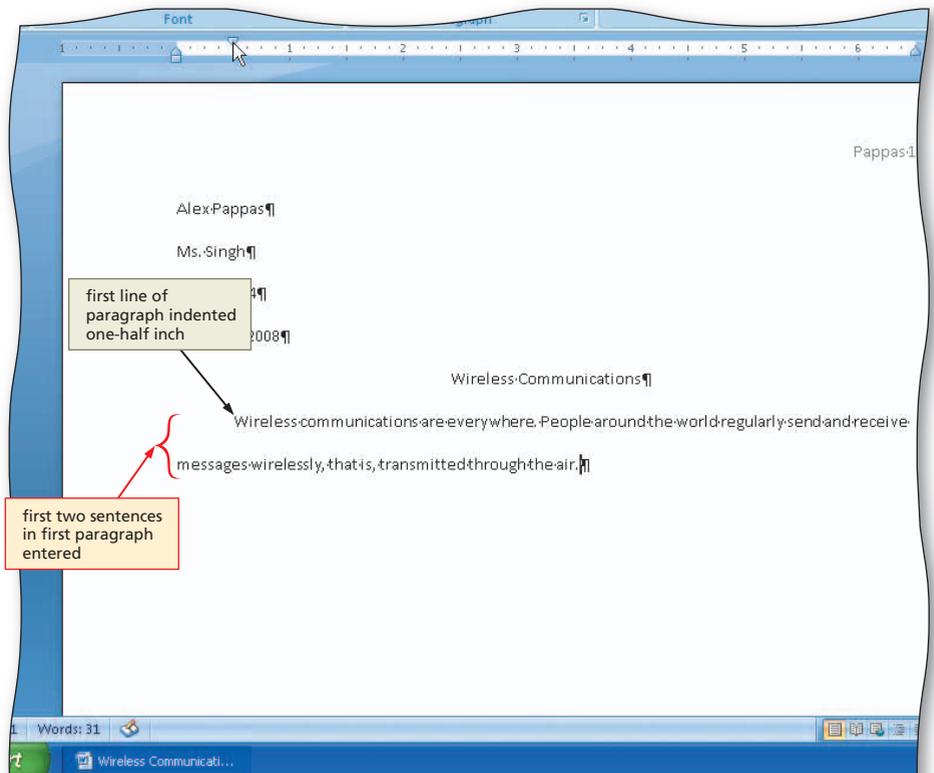


Figure 2–17

Other Ways

- | | | |
|---|---|--|
| <ol style="list-style-type: none"> 1. Right-click paragraph, click Paragraph on shortcut menu, click Indents and Spacing tab, click Special box arrow, click First line, click OK button | <ol style="list-style-type: none"> 2. Click Paragraph Dialog Box Launcher, click Indents and Spacing tab, click Special box arrow, click First line, click OK button | <ol style="list-style-type: none"> 3. Press TAB key at beginning of paragraph |
|---|---|--|

To Create a Quick Style

Recall from Chapter 1 that a Quick Style is a predefined style that appears in the Styles gallery on the Ribbon. You use styles in the Styles gallery to apply defined formats to text. Later in this chapter, you will apply the formats of the research paper paragraph to the paragraphs in the footnote. To accomplish this task, you can create a Quick Style based on the formats in the current paragraph. That is, text is double-spaced with the first line of the paragraph indented and no space after the paragraph. The following steps first select the paragraph and then create a Quick Style based on the formats in the selected paragraph.

1

- Position the mouse pointer in the paragraph below the title and then triple-click; that is, press the mouse button three times in rapid succession, to select the paragraph.
- Right-click the selected paragraph to display a shortcut menu.
- Point to Styles on the shortcut menu to display the Styles submenu (Figure 2–18).

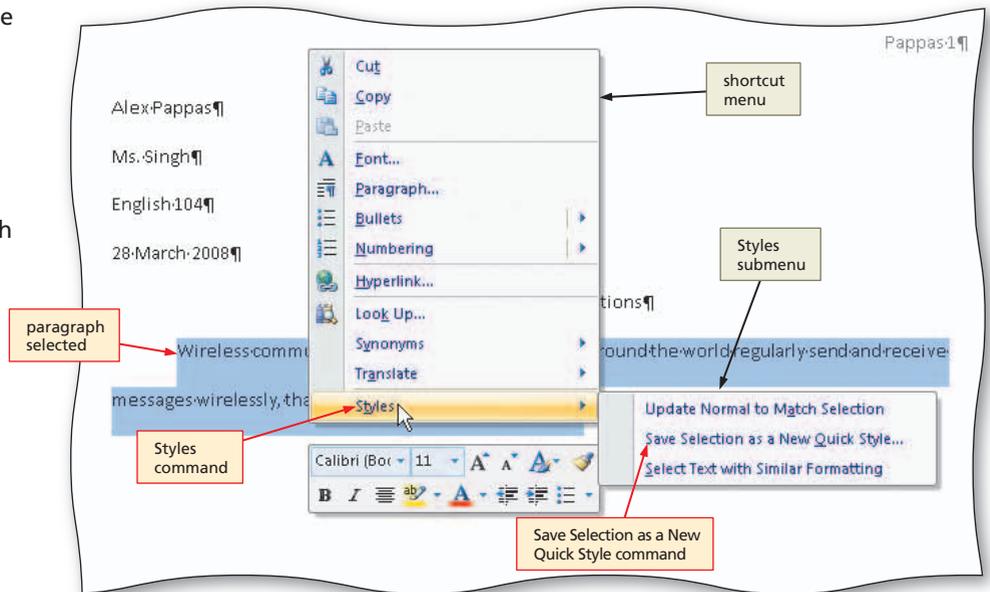


Figure 2–18

2

- Click Save Selection as a New Quick Style on the Styles submenu to display the Create New Style from Formatting dialog box.
- Type Research Paper Paragraphs in the Name text box (Figure 2–19).

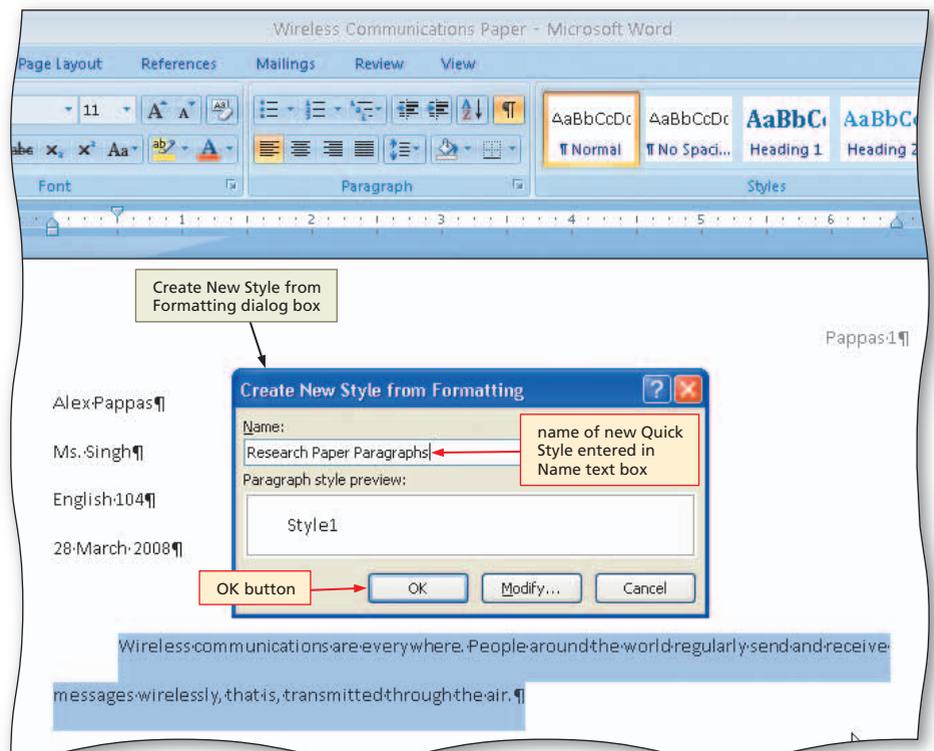


Figure 2–19

3

- Click the OK button to create the new Quick Style and add it to the Styles gallery (Figure 2–20).

Q&A How can I see the formats assigned to a Quick Style?

Click the Styles Dialog Box Launcher. When the Styles task pane appears, position the mouse pointer on any style to display its formats. When finished, click the Close button in the task pane.

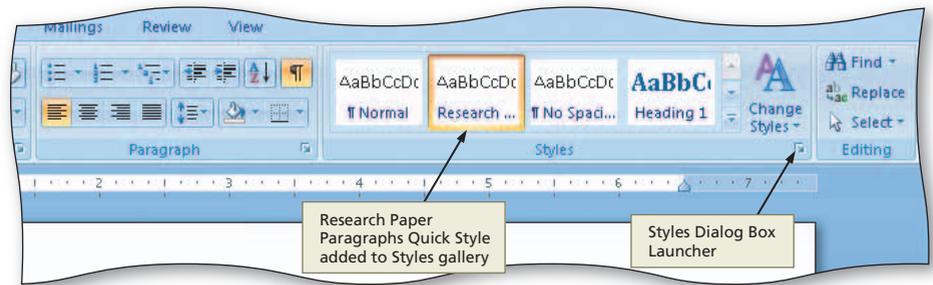


Figure 2–20

Other Ways

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Click More button in Styles gallery on Home tab, click Save Selection as a New | <ol style="list-style-type: none"> Quick Style, enter name of new Quick Style, click OK button |
|---|---|

To AutoCorrect as You Type

As you type, you may make typing, spelling, capitalization, or grammar errors. For this reason, Word provides an **AutoCorrect** feature that automatically corrects these kinds of errors as you type them in the document. For example, if you type the text ahve, Word automatically changes it to the correct spelling, have, when you press the SPACEBAR or a punctuation mark key such as a period or comma.

Word has predefined many commonly misspelled words, which it automatically corrects for you. In the following steps, the word wireless is misspelled intentionally as wreless to illustrate the AutoCorrect as you type feature.

1

- Press CTRL+END to move the insertion point to the end of the document.
- Press the SPACEBAR.
- Type the beginning of the next sentence, misspelling the word, wireless, as follows: Three types of wireless communications include wireless messaging services, wreless (Figure 2–21).

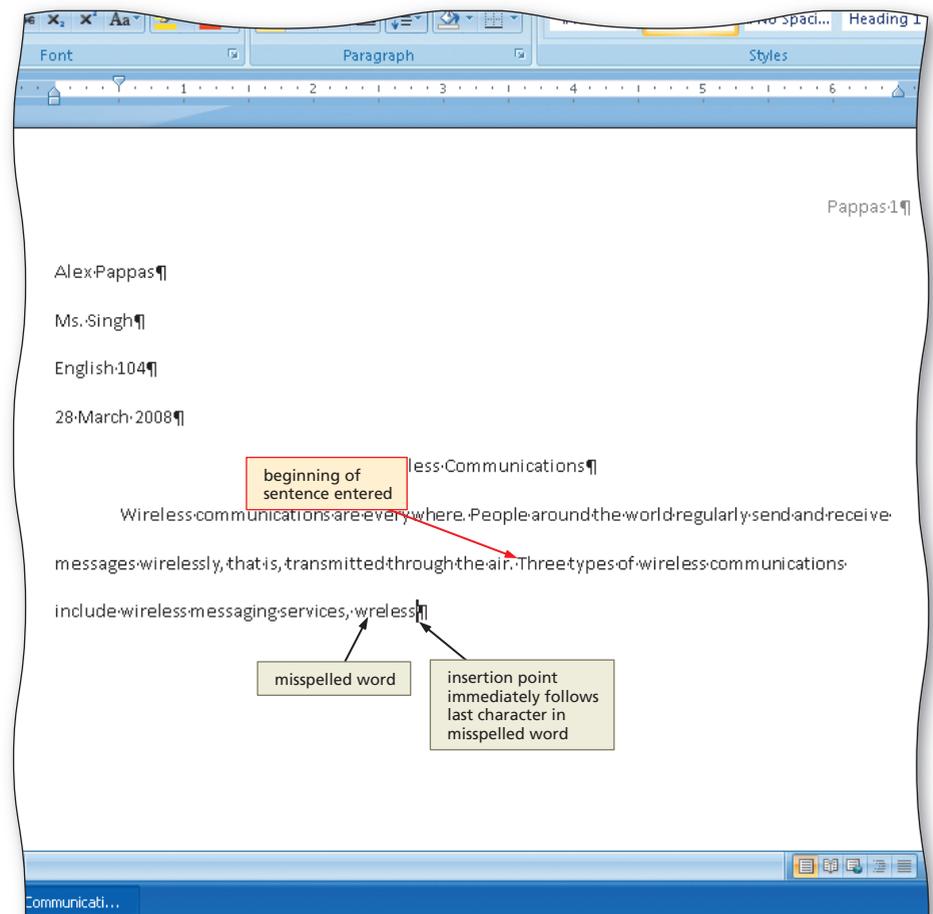


Figure 2–21

2

- Press the SPACEBAR and watch how Word automatically corrects the misspelled word.
- Type the rest of the sentence (Figure 2–22): Internet access points, and global positioning systems.

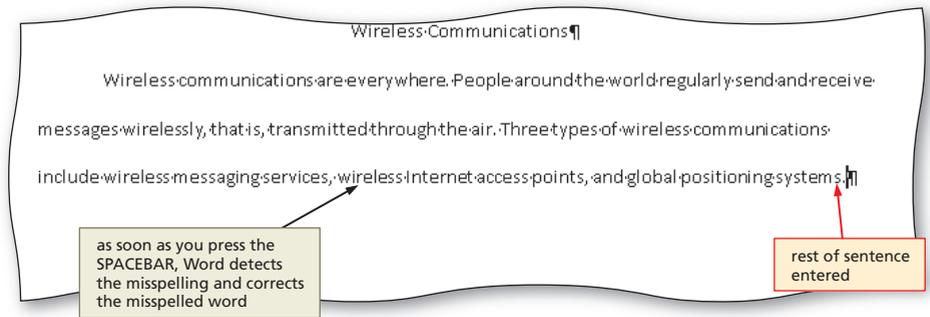


Figure 2–22

To Use the AutoCorrect Options Button

When you position the mouse pointer on text that Word automatically corrected, a small blue box appears below the text. If you point to the small blue box, Word displays the AutoCorrect Options button. When you click the **AutoCorrect Options** button, Word displays a menu that allows you to undo a correction or change how Word handles future automatic corrections of this type. The following steps illustrate the AutoCorrect Options button and menu.

1

- Position the mouse pointer in the text automatically corrected by Word (in this case, the word wireless) to display a small blue box below the automatically corrected word (Figure 2–23).

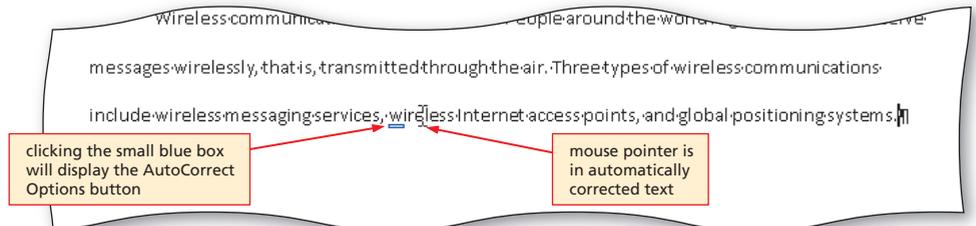


Figure 2–23

2

- Point to the small blue box to display the AutoCorrect Options button.
- Click the AutoCorrect Options button to display the AutoCorrect Options menu (Figure 2–24).
- Press the ESCAPE key to remove the AutoCorrect Options menu from the screen.

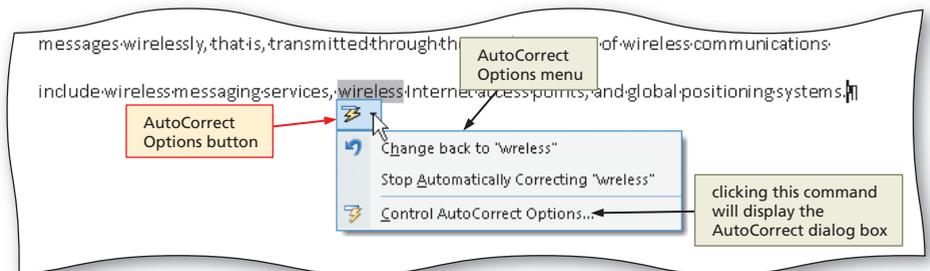


Figure 2–24

Q&A Do I need to remove the AutoCorrect Options button from the screen?

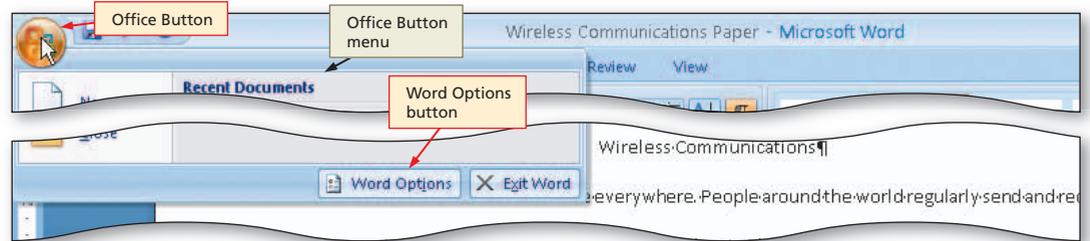
No. When you move the mouse pointer, the AutoCorrect Options button will disappear from the screen. If, for some reason, you wanted to remove the AutoCorrect Options button from the screen, you could press the ESCAPE key a second time.

To Create an AutoCorrect Entry

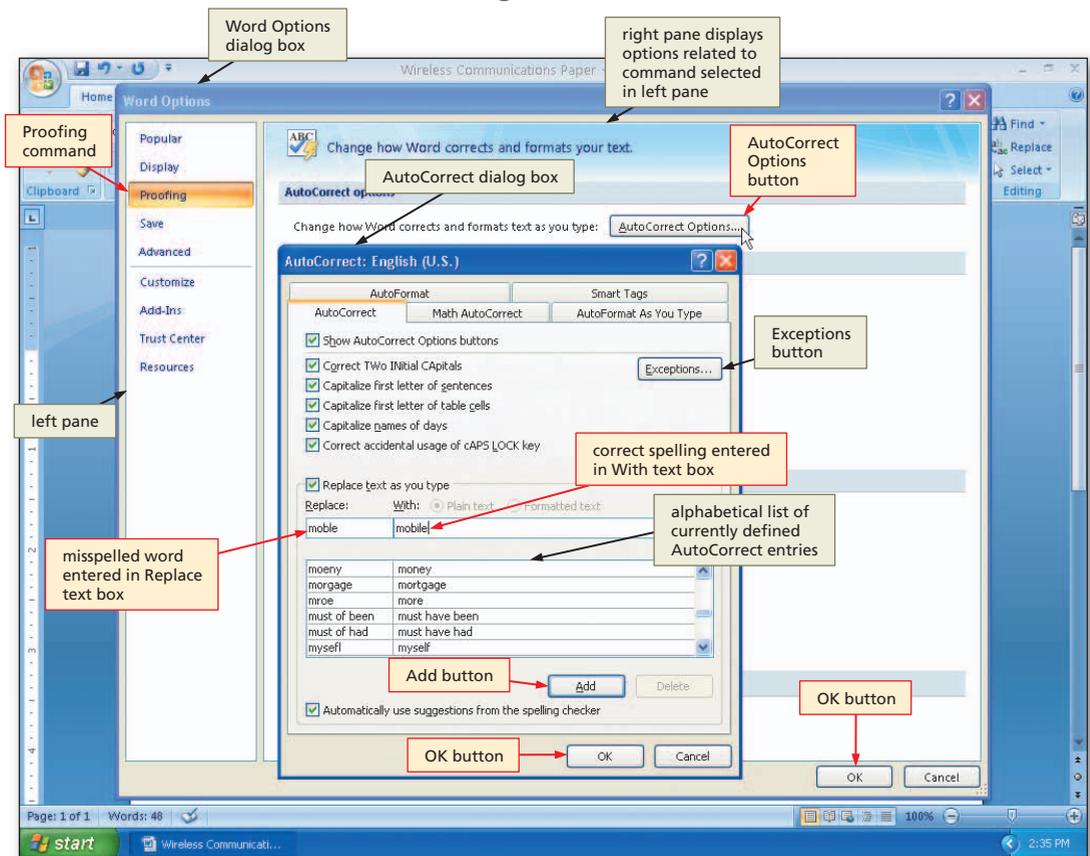
In addition to the predefined list of AutoCorrect spelling, capitalization, and grammar errors, you can create your own AutoCorrect entries to add to the list. For example, if you tend to type the word *mobile* as *moble*, you should create an AutoCorrect entry for it. The following steps create an AutoCorrect entry.

1

- Click the Office Button to display the Office Button menu (Figure 2-25).

**Figure 2-25****2**

- Click the Word Options button on the Office Button menu to display the Word Options dialog box.
- Click Proofing in the left pane to display proofing options in the right pane.
- Click the AutoCorrect Options button in the right pane to display the AutoCorrect dialog box.
- When Word displays the AutoCorrect dialog box, type *moble* in the Replace text box.
- Press the TAB key and then type *mobile* in the With text box (Figure 2-26).

**Figure 2-26****3**

- Click the Add button in the AutoCorrect dialog box. (If your dialog box displays a Replace button instead, click it and then click the Yes button in the Microsoft Office Word dialog box.)
- Click the OK button to add the entry alphabetically to the list of words to correct automatically as you type.
- Click the OK button in the Word Options dialog box.

Automatic Corrections

If you do not want to keep a change automatically made by Word and you immediately notice the automatic correction, you can undo the change by clicking the Undo button on the Quick Access Toolbar or pressing CTRL+Z. You also can undo a correction through the AutoCorrect Options button, which was shown on page WD 92.

The AutoCorrect Dialog Box

In addition to creating AutoCorrect entries for words you commonly misspell or mistype, you can create entries for abbreviations, codes, and so on. For example, you could create an AutoCorrect entry for `asap`, indicating that Word should replace this text with the phrase, as soon as possible.

If, for some reason, you do not want Word to correct automatically as you type, you can turn off the Replace text as you type feature by clicking the Word Options button on the Office Button menu, clicking Proofing in the left pane of the Word Options dialog box, clicking the AutoCorrect Options button in the right pane of the Word Options dialog box (Figure 2–26 on the previous page), clicking the ‘Replace text as you type’ check box to remove the check mark, and then clicking the OK button in each open dialog box.

The AutoCorrect sheet in the AutoCorrect dialog box (Figure 2–26) contains other check boxes that correct capitalization errors if the check boxes are selected. If you type two capital letters in a row, such as `TH`, Word makes the second letter lowercase, `Th`. If you begin a sentence with a lowercase letter, Word capitalizes the first letter of the sentence. If you type the name of a day in lowercase, such as `tuesday`, Word capitalizes the first letter of the day, `Tuesday`. If you leave the `CAPS LOCK` key on and begin a new sentence, such as `aFTER`, Word corrects the typing, `After`, and turns off the `CAPS LOCK` key.

Sometimes you do not want Word to AutoCorrect a particular word or phrase. For example, you may use the code `WD.` in your documents. Because Word automatically capitalizes the first letter of a sentence, the character you enter following the period will be capitalized (in the previous sentence, it would capitalize the letter `i` in the word, `in`). To allow the code `WD.` to be entered into a document and still leave the AutoCorrect feature turned on, you should set an exception. To set an exception to an AutoCorrect rule, click the Word Options button on the Office Button menu, click Proofing in the left pane of the Word Options dialog box, click the AutoCorrect Options button in the right pane of the Word Options dialog box, click the Exceptions button (Figure 2–26), click the appropriate tab in the AutoCorrect Exceptions dialog box, type the exception entry in the text box, click the Add button, click the Close button in the AutoCorrect Exceptions dialog box, and then click the OK button in the remaining dialog boxes.

To Enter More Text

The next step is to continue typing text in the research paper up to the location of the citation.

- 1 Press the `ENTER` key, so that you can begin typing the text in the second paragraph.
- 2 Type `People use mobile phones, PDAs, and other mobile devices to access text messaging, instant messaging, and picture messaging services and then press the SPACEBAR.`

Citations

Both the MLA and APA guidelines suggest the use of in-text parenthetical citations (placed at the end of a sentence), instead of footnoting each source of material in a paper. These parenthetical acknowledgments guide the reader to the end of the paper for complete information about the source.

Plan Ahead

Reference all sources.

During your research, be sure to record essential publication information about each of your sources. Following is a sample list of types of required information.

- Book: full name of author(s), complete title of book, edition (if available), volume (if available), publication city, publication year
- Magazine: full name of author(s), complete title of article, magazine title, date of magazine, page numbers of article
- Web site: full name of author(s), title of Web site, date viewed, Web address

Word provides tools to assist you with inserting citations in a paper and later generating a list of sources from the citations. With a documentation style selected, Word automatically formats the citations and list of sources. The process for adding citations in Word is as follows:

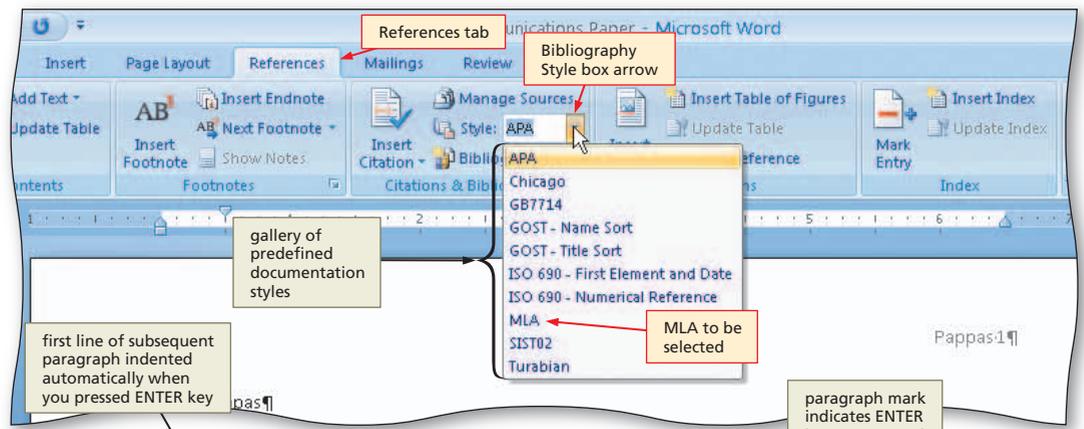
1. Modify the documentation style, if necessary.
2. Insert a citation placeholder.
3. Enter the source information for the citation.

You can combine Steps 2 and 3, where you insert the citation placeholder and enter the source information at once. Or, you can insert the citation placeholder as you write and then enter the source information for the citation at a later time. While entering the research paper in this chapter, you will use both methods.

To Change the Bibliography Style

The first step in inserting a citation is to be sure the citations and sources will be formatted using the correct documentation style, called the bibliography style in Word. The following steps change the specified documentation style.

- 1
 - Click References on the Ribbon to display the References tab.
 - Click the Bibliography Style box arrow on the References tab to display a gallery of predefined documentation styles (Figure 2–27).



- 2
 - Click MLA in the Bibliography Style gallery to change the documentation style to MLA.

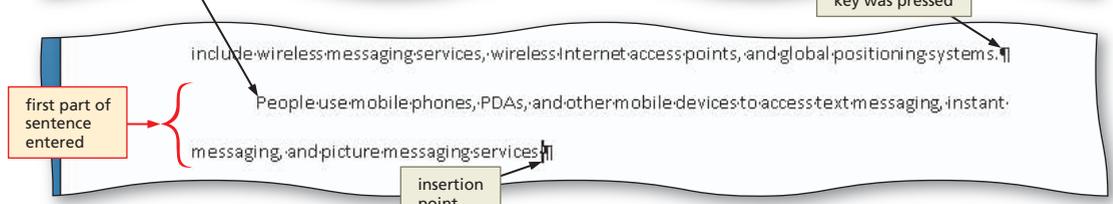


Figure 2–27

To Insert a Citation and Create Its Source

With the documentation style selected, the next task is to insert a citation placeholder and enter the source information. You can accomplish these steps at once by instructing Word to add a new source. The following steps add a new source for a magazine (periodical) article.

1

- Click the Insert Citation button on the References tab to display the Insert Citation menu (Figure 2–28).

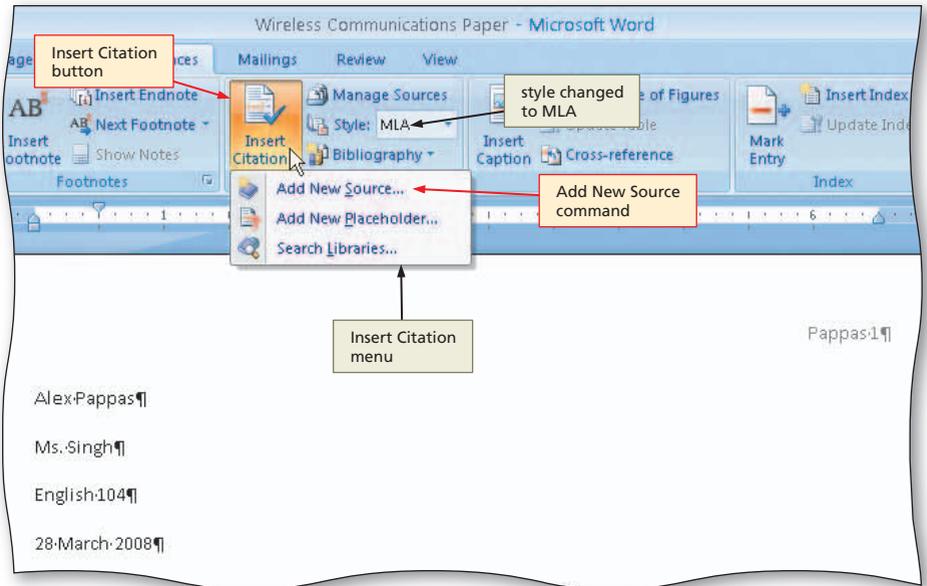


Figure 2–28

2

- Click Add New Source on the Insert Citation menu to display the Create Source dialog box (Figure 2–29).

Q&A What are the Bibliography Fields in the Create Source dialog box?

A field is a placeholder for data whose contents can change. You enter data in some fields; Word supplies data for others. In this case, you enter the contents of the fields for a particular source, for example, the author name in the Author field.

Experiment

- Click the Type of Source box arrow and then click one of the source types in the list, so that you can see how the list of fields changes to reflect the source type you selected.

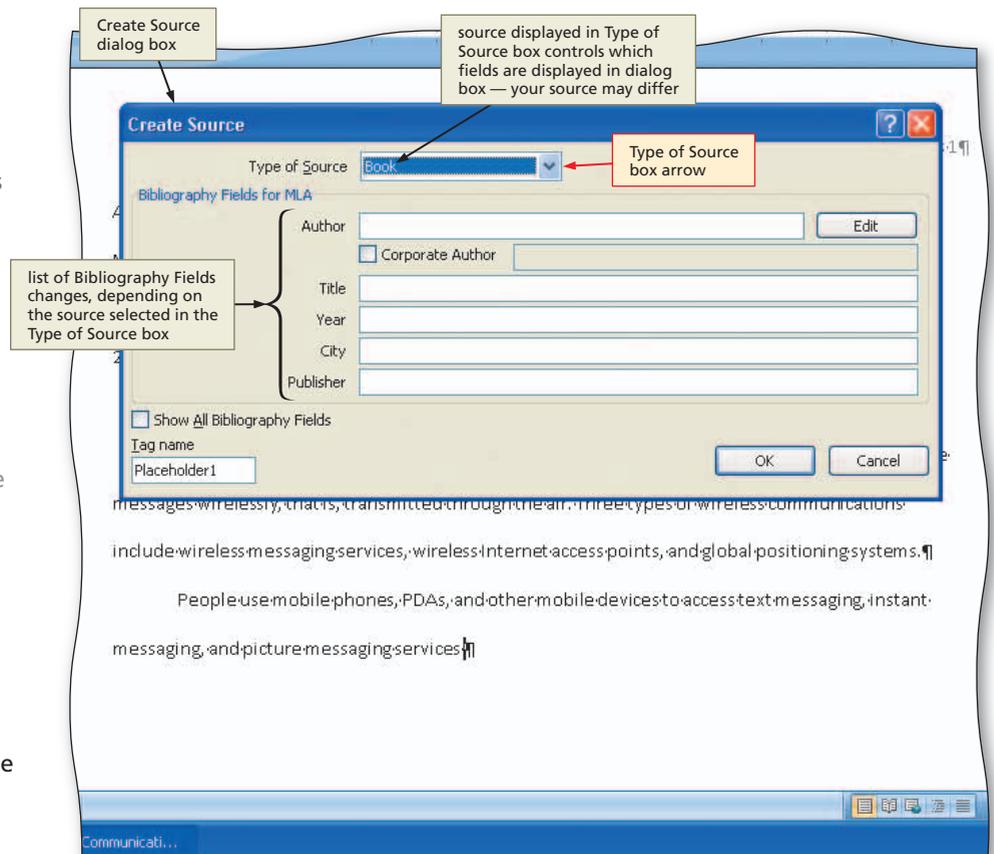


Figure 2–29

- 3**
 - If necessary, click the Type of Source box arrow and then click Article in a Periodical, so that the list shows fields required for a magazine (periodical).
 - Click the Author text box. Type Davies, Habika as the author.
 - Click the Title text box. Type Text Messaging, Instant Messaging, and Picture Messaging as the article title.
 - Press the TAB key and then type Computing in Today's World as the periodical title.
 - Press the TAB key and then type 2008 as the year.
 - Press the TAB key and then type January as the month.
 - Press the TAB key twice and then type 34-42 as the pages (Figure 2-30).

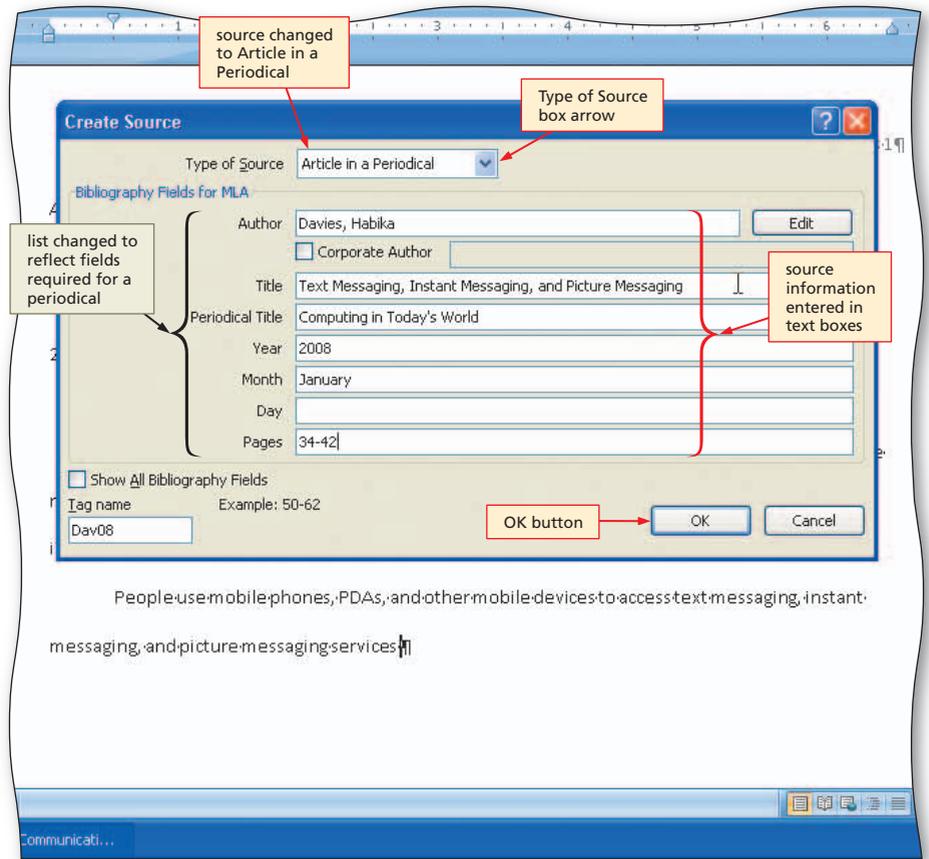


Figure 2-30

- 4**
 - Click the OK button to close the dialog box, create the source, and insert the citation in the document at the location of the insertion point (Figure 2-31).

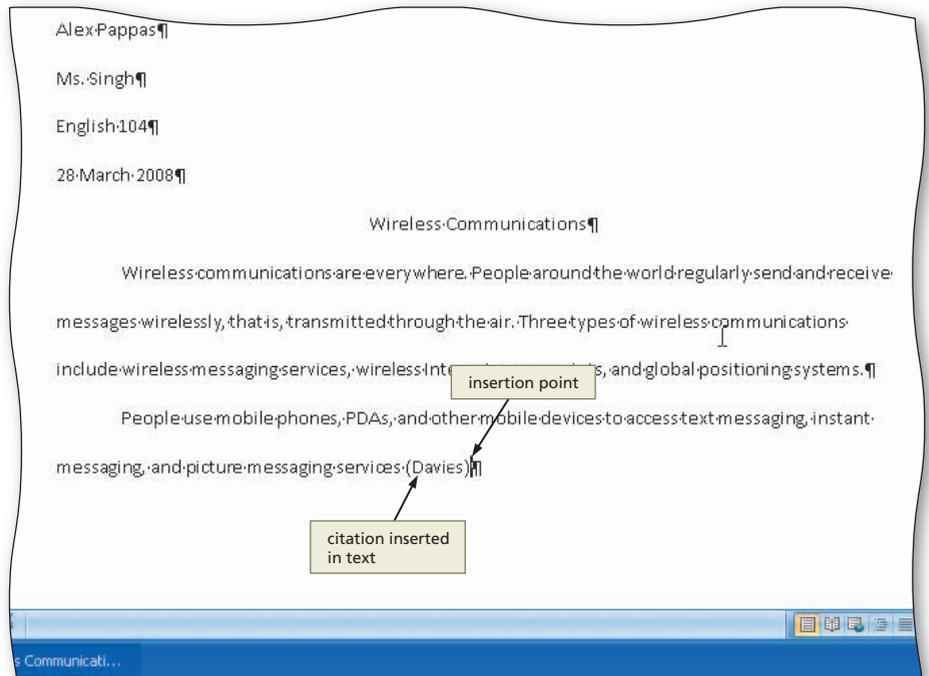


Figure 2-31

To Edit a Citation

In the MLA style, if a source has page numbers, you should include them in the citation. Thus, Word provides a means to enter the page numbers to be displayed in the citation. The following steps edit a citation, so that the page numbers appear in it.

1

- Click somewhere in the citation to be edited, in this case somewhere in (Davies), to select the citation and display the Citation Options box arrow.
- Click the Citation Options box arrow to display the Citation Options menu (Figure 2–32).

Q&A What is the purpose of the tab to the left of the selected citation?

If, for some reason, you wanted to move a citation to a different location in the document, you would select it and then drag the citation tab to the desired location.

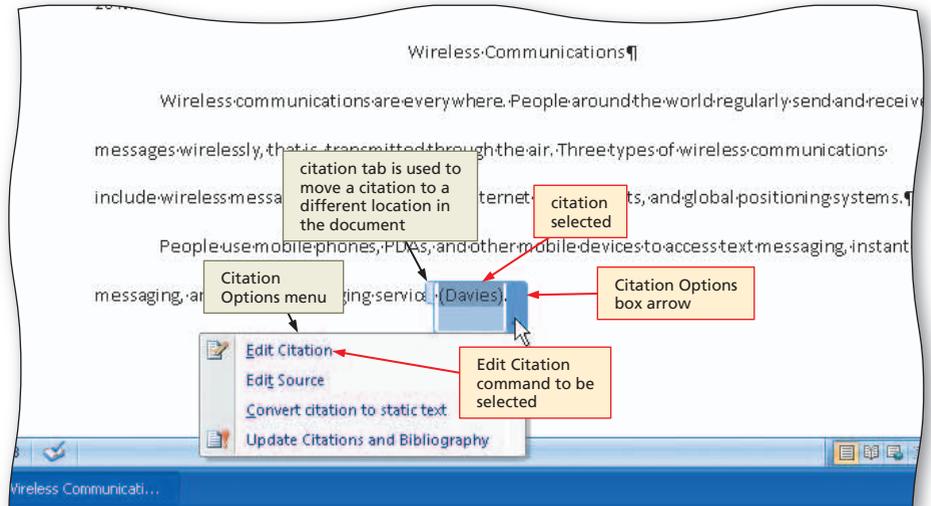


Figure 2–32

2

- Click Edit Citation on the Citation Options menu to display the Edit Citation dialog box.
- Type 34–42 in the Pages text box (Figure 2–33).

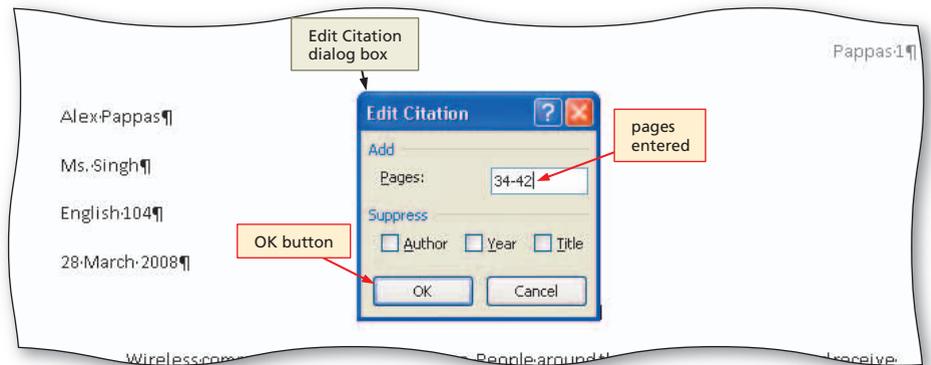


Figure 2–33

3

- Click the OK button to close the dialog box and add the page numbers to the citation in the document (Figure 2–34).

4

- Press the END key to move the insertion point to the end of the line, which also deselects the citation.
- Press the PERIOD key to end the sentence.

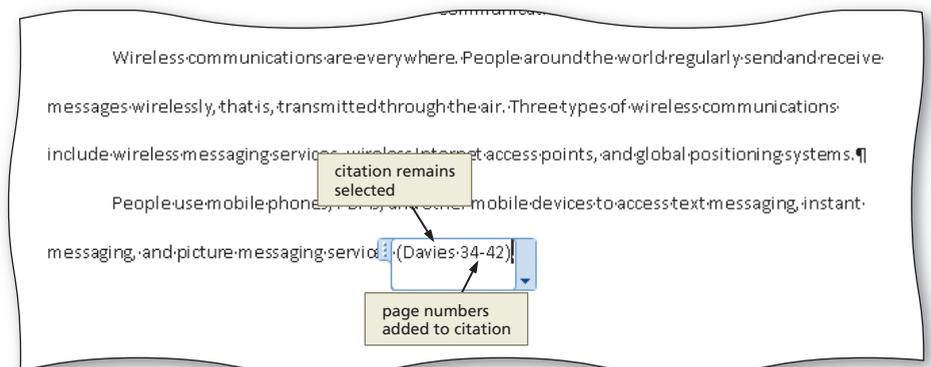
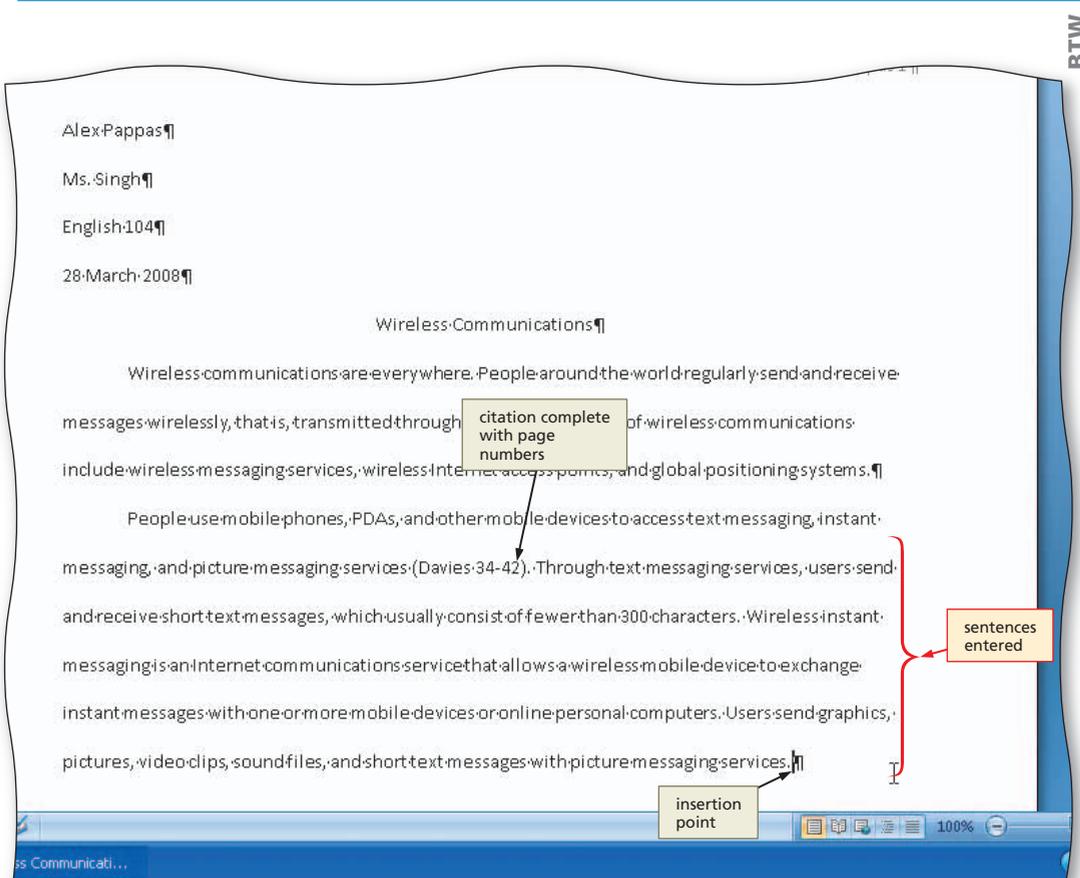


Figure 2–34

To Enter More Text

The next step is to continue typing text in the research paper up to the location of the footnote.

- 1 Press the SPACEBAR.
- 2 Type these three sentences (Figure 2–35): Through text messaging services, users send and receive short text messages, which usually consist of fewer than 300 characters. Wireless instant messaging is an Internet communications service that allows a wireless mobile device to exchange instant messages with one or more mobile devices or online personal computers. Users send graphics, pictures, video clips, sound files, and short text messages with picture messaging services.



Edit a Source

To edit a source, click somewhere in the citation, click the Citation Options box arrow, and then click Edit Source on the Citation Options menu to display the Edit Source dialog box (which resembles the Create Source dialog box). Make necessary changes and then click the OK button.

Figure 2–35

Footnotes

As discussed earlier in this chapter, explanatory notes are optional in the MLA documentation style. They are used primarily to elaborate on points discussed in the body of a research paper. The MLA style specifies that a superscript (raised number) be used for a **note reference mark** to signal that an explanatory note exists either at the bottom of the page as a **footnote** or at the end of the document as an **endnote**.

In Word, **note text** can be any length and format. Word automatically numbers notes sequentially by placing a note reference mark in the body of the document and also to the left of the note text. If you insert, rearrange, or remove notes, Word rennumbers any subsequent note reference marks according to their new sequence in the document.

To Insert a Footnote Reference Mark

The following step inserts a footnote reference mark in the document at the location of the insertion point and also at the location where the footnote text will be typed.

- 1 With the insertion point positioned as shown in Figure 2–35 on the previous page, click the Insert Footnote button on the References tab to display a note reference mark (a superscripted 1) in two places: (1) in the document window at the location of the insertion point and (2) at the bottom of the page where the footnote will be positioned, just below a separator line (Figure 2–36).

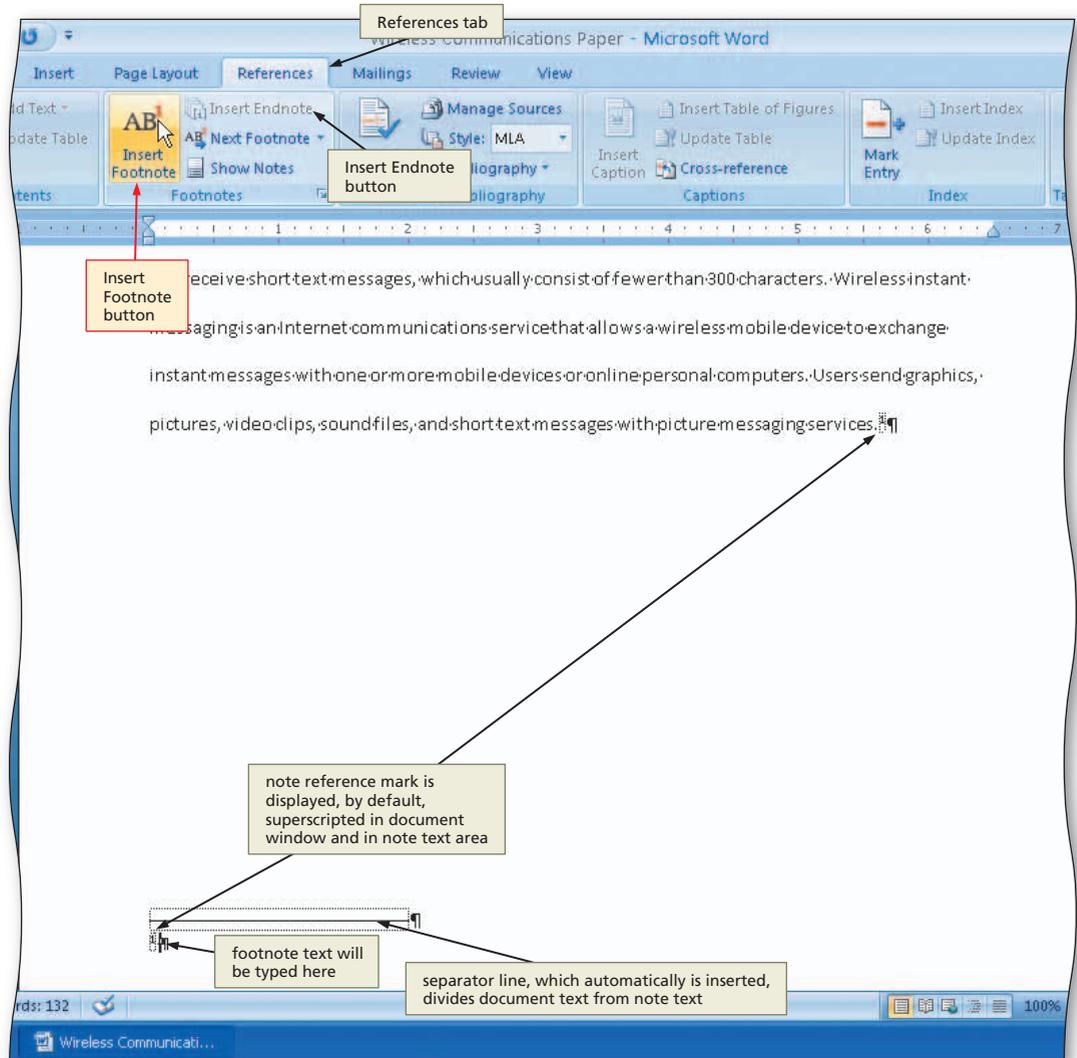


Figure 2–36

Q&A What if I wanted explanatory notes to be positioned as endnotes instead of as footnotes?

You would click the Insert Endnote button on the References tab, which places the separator line and the endnote text at the end of the document, instead of the bottom of the page containing the reference.

Other Ways

1. Press CTRL+ALT+F

To Enter Footnote Text

The next step is to type the footnote text to the right of the note reference mark below the separator line.

- 1 Type the footnote text up to the citation: Podpora and Ruiz indicate that some messaging services use the term, video messaging, to refer separately to the capability of sending video clips and then press the SPACEBAR.

To Insert a Citation Placeholder

Earlier in this chapter, you inserted a citation and its source at once. Sometimes, you may not have the source information readily available and would prefer entering it at a later time.

In the footnote, you will insert a placeholder for the citation and enter the source information later. The following steps insert a citation placeholder.

1

- With the insertion point positioned as shown in Figure 2–37, click the Insert Citation button on the References tab to display the Insert Citation menu (Figure 2–37).

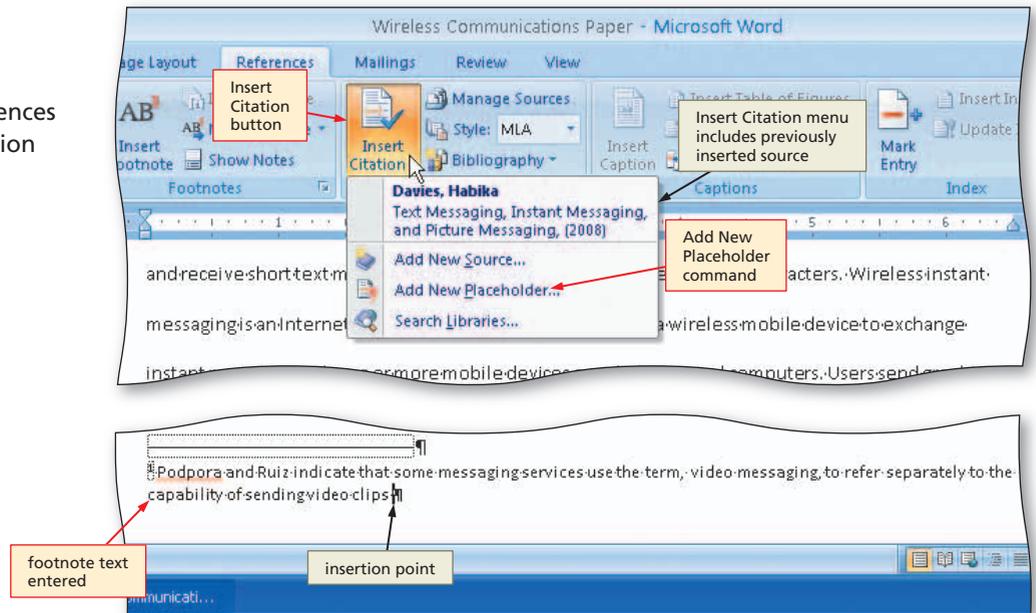


Figure 2–37

2

- Click Add New Placeholder on the Insert Citation menu to display the Placeholder Name dialog box.
- Type Podpora as the tag name for the source (Figure 2–38).

Q&A

What is a tag name?

A tag name is an identifier that links a citation to a source. Word automatically creates a tag name when you enter a source. When you create a citation placeholder, enter a meaningful tag name, which will appear in the citation placeholder until you edit the source.

3

- Click the OK button to close the dialog box and insert the tag name in the citation placeholder.
- Press the PERIOD key to end the sentence.

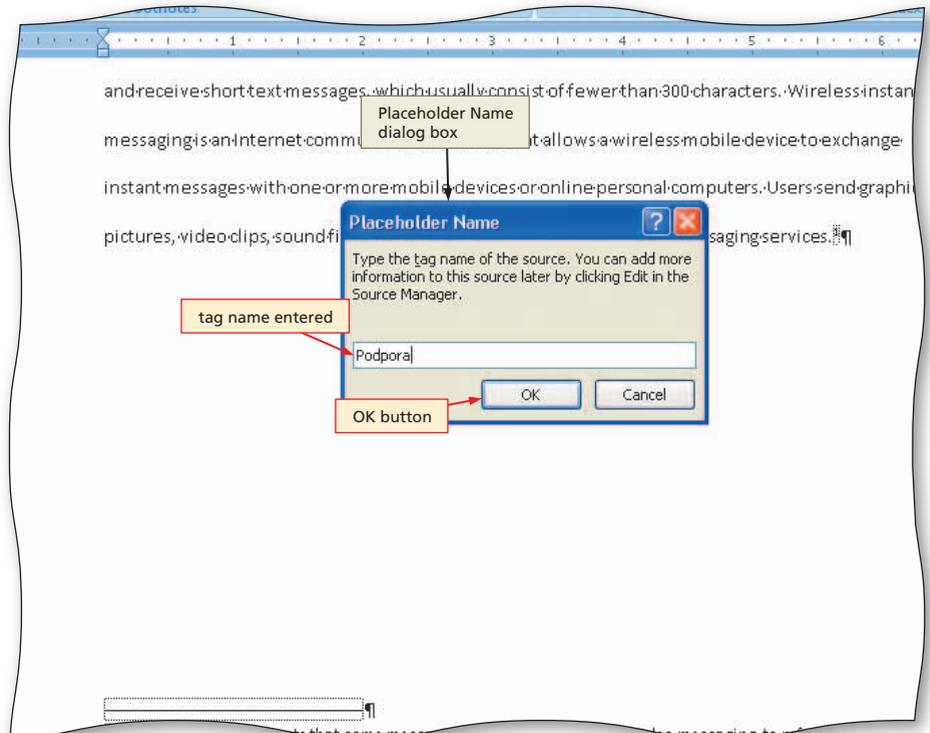


Figure 2–38

Footnote Text Style

When you insert a footnote, Word formats it using the Footnote Text style, which does not adhere to the MLA documentation style. For example, notice in Figure 2–38 on the previous page that the footnote text is single-spaced, left-aligned, and a smaller font size than the text in the research paper. According to the MLA style, notes should be formatted like all other paragraphs in the paper.

You could change the paragraph formatting of the footnote text to first-line indent and double-spacing and then change the font size from 10 to 11 point. If you use this technique, however, you will need to change the format of the footnote text for each footnote you enter into the document.

A more efficient technique is to modify the format of the Footnote Text style so that every footnote you enter into the document will use the formats defined in this style.

To Modify a Style Using a Shortcut Menu

The Footnote Text style should be based on the Research Paper Paragraphs style defined earlier in this chapter. Because the Footnote Text style specifically set paragraphs to single-spaced and the font size to 10 point, you will need to modify those formats to double-spaced paragraphs and 11-point font. The following steps modify the Footnote Text style.

- 1
 - Right-click the note text in the footnote to display a shortcut menu related to footnotes (Figure 2–39).

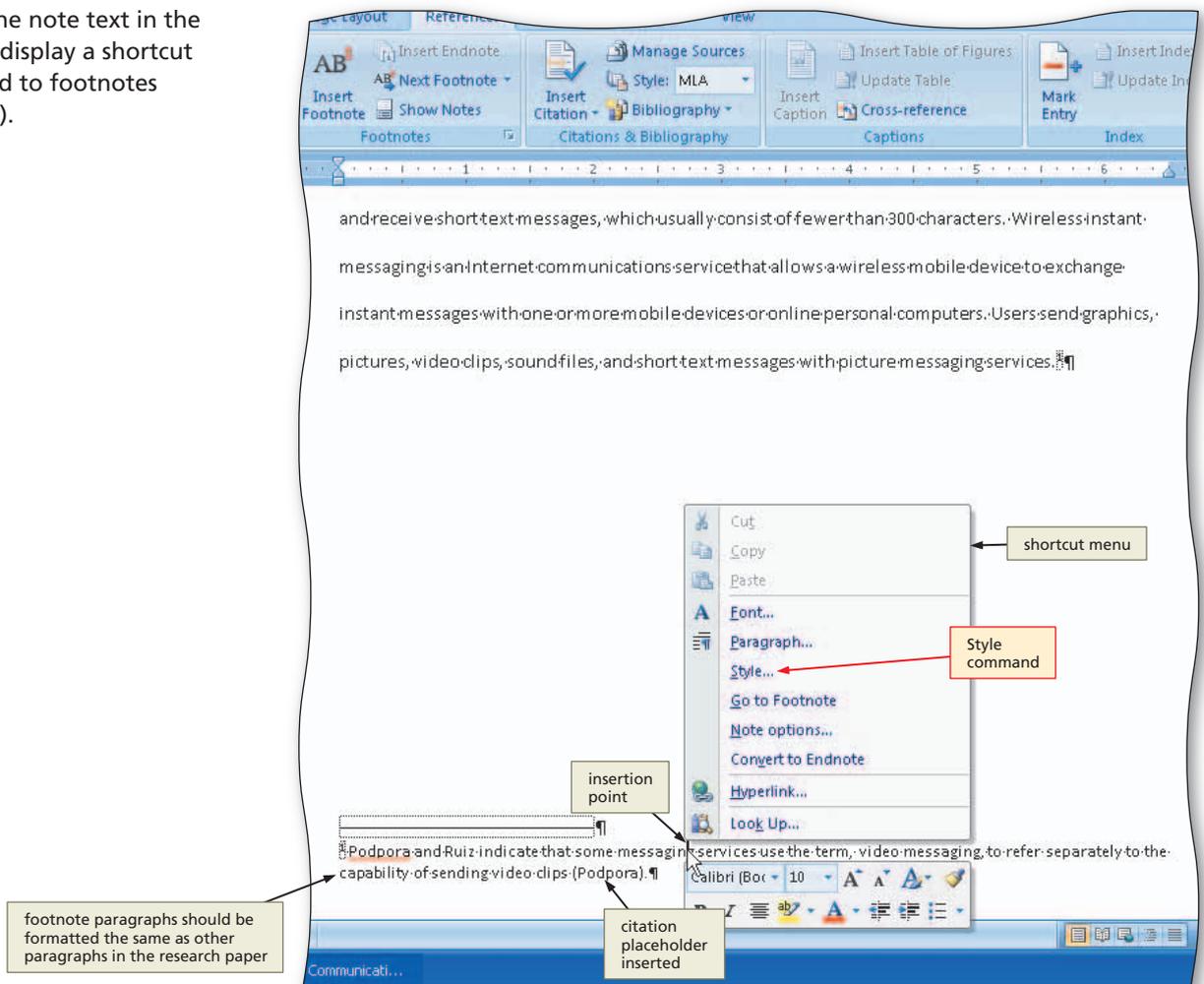


Figure 2–39

2

- Click Style on the shortcut menu to display the Style dialog box. If necessary, click Footnote Text in the Styles list.
- Click the Modify button in the Style dialog box to display the Modify Style dialog box.
- Click the 'Style based on' box arrow and then click Research Paper Paragraphs so that the Footnote Text style is based on the Research Paper Paragraphs style.
- Click the 'Style for following paragraph' box arrow and then scroll to and click Research Paper Paragraphs so that the additional footnote paragraphs are based on the Research Paper Paragraphs style.

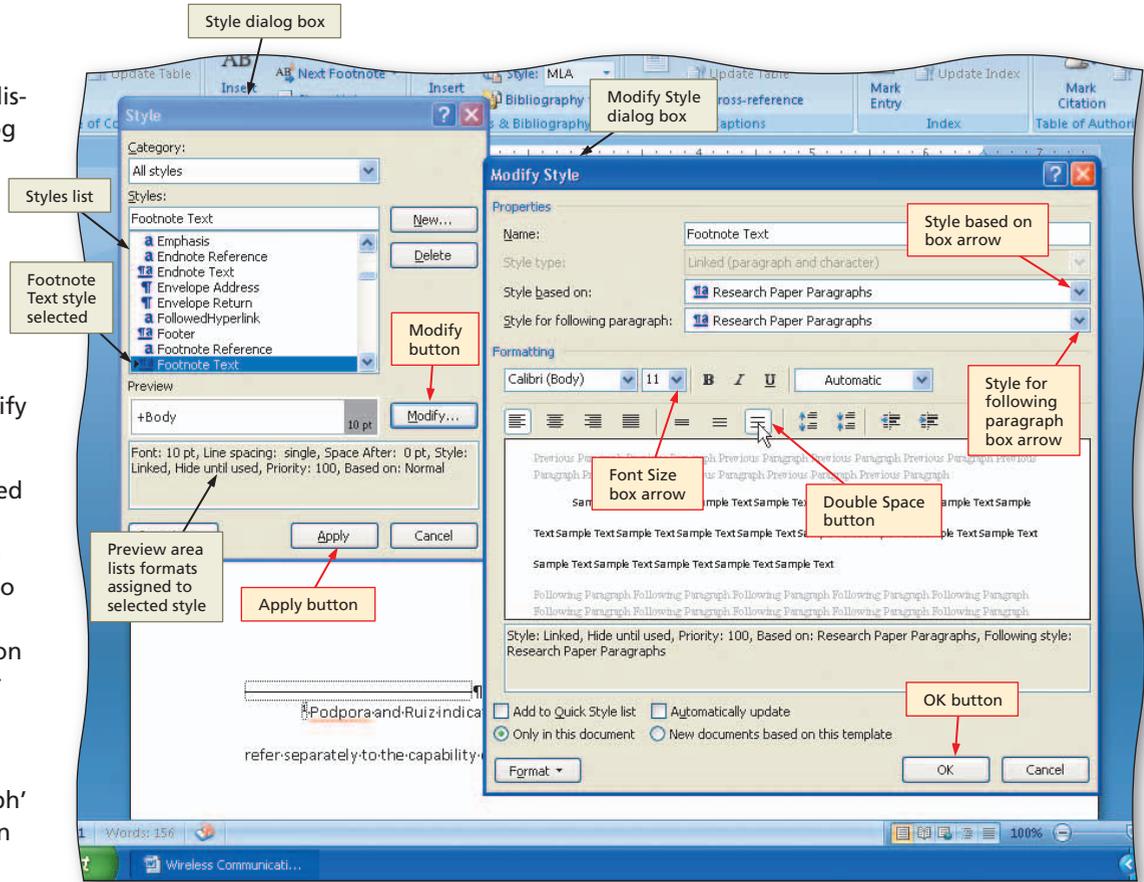


Figure 2-40

- Click the Font Size box arrow and then click 11 in the Font Size list to change the font size to 11.
- Click the Double Space button to set the line spacing to double (Figure 2-40).

3

- Click the OK button in the Modify Style dialog box to close the dialog box.
- Click the Apply button in the Style dialog box to apply the style changes to the footnote text (Figure 2-41).

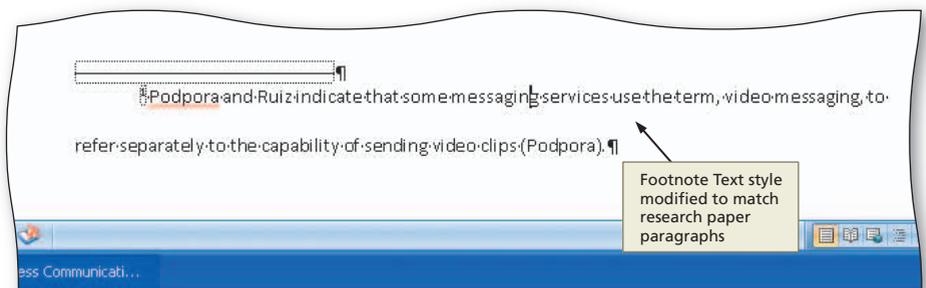


Figure 2-41

Q&A Will all footnotes use this modified style?

Yes. Any future footnotes entered into the document will use an 11-point font with the paragraphs first-line indented and double-spaced.

Other Ways

- | | | |
|--|--|--|
| <ol style="list-style-type: none"> 1. Click Styles Dialog Box Launcher, click Footnote Text in list, click Footnote Text box arrow, click Modify, | <ol style="list-style-type: none"> change settings, click OK button 2. Click Styles Dialog Box Launcher, click Manage Styles | <ol style="list-style-type: none"> button, scroll to Footnote Text and then select it, click Modify button, change settings, click OK button in each dialog box |
|--|--|--|

To Edit a Source

When you typed the footnote text for this research paper, you inserted a citation placeholder for the source. You now have the source information and are ready to enter it. The following steps edit the source.

- 1**
 - Click somewhere in the citation placeholder to be edited, in this case (Podpora), to select the citation placeholder.
 - Click the Citation Options box arrow to display the Citation Options menu (Figure 2–42).

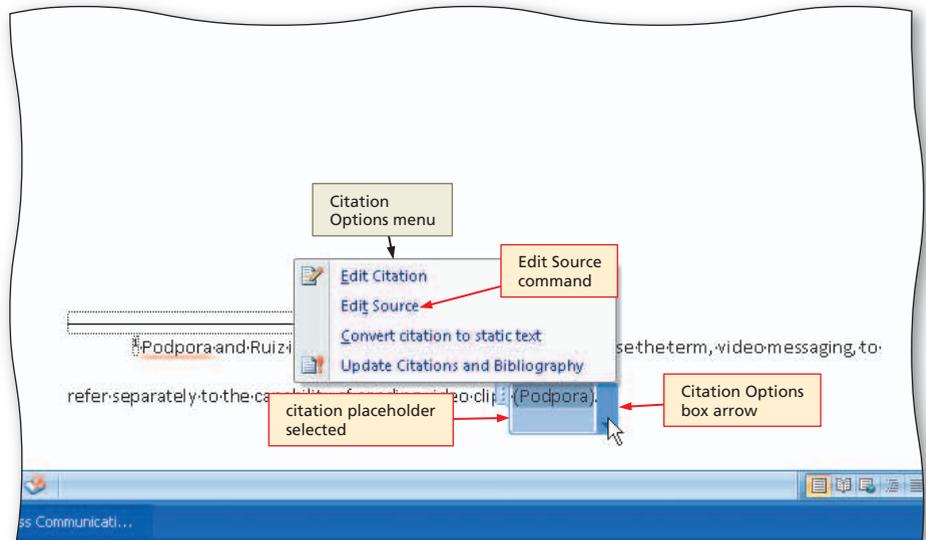


Figure 2–42

- 2**
 - Click Edit Source on the Citation Options menu to display the Edit Source dialog box.
 - If necessary, click the Type of Source box arrow and then click Book, so that the list shows fields required for a book.
 - Click the Author text box. Type Podpora, Maxine C., and Adelbert D. Ruiz as the author.
 - Click the Title text box. Type Advances in Wireless Internet Access Point Technology as the book title.
 - Press the TAB key and then type 2008 as the year.
 - Press the TAB key and then type Dallas as the city.
 - Press the TAB key and then type Wells Publishing as the publisher (Figure 2–43).

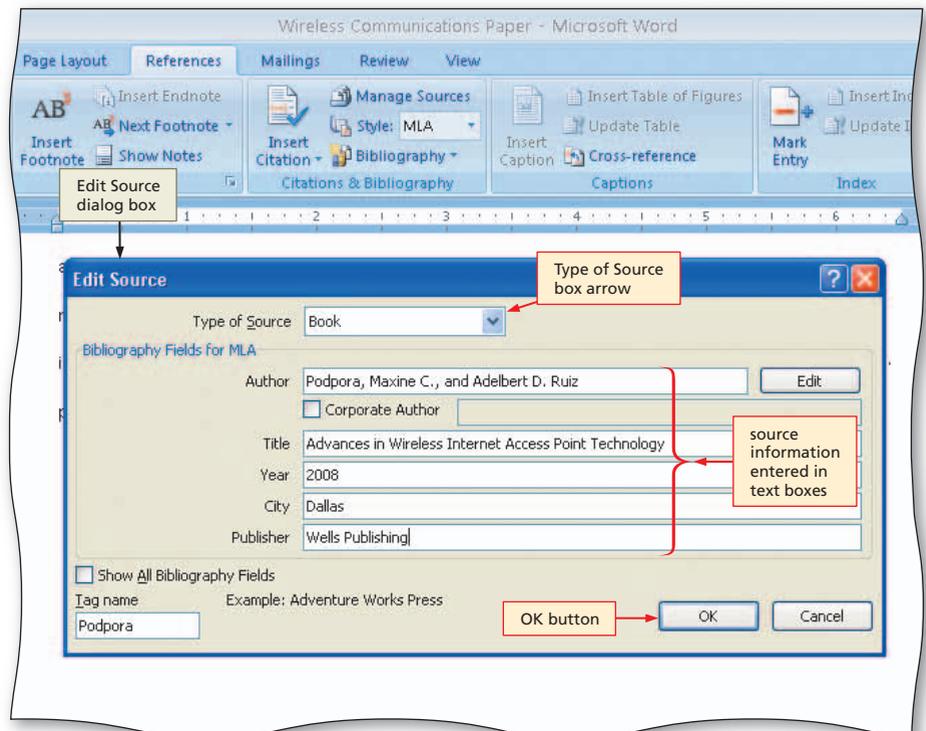


Figure 2–43

- 3**
 - Click the OK button to close the dialog box and create the source.

Other Ways

1. Click Manage Sources button on References tab, click placeholder source in Current List, click Edit button

To Edit a Citation

In the MLA style, if you reference the author's name in the text, you should not list it again in the parenthetical citation. Instead, just list the page number in the citation. The following steps edit the citation, suppressing the author but displaying the page numbers.

- 1 If necessary, click somewhere in the citation to be edited, in this case (Podpora), to select the citation and display the Citation Options box arrow.
- 2 Click the Citation Options box arrow to display the Citation Options menu.
- 3 Click Edit Citation on the Citation Options menu to display the Edit Citation dialog box.
- 4 Type 79–82 in the Pages text box.
- 5 Click the Author check box to place a check mark in it (Figure 2–44).
- 6 Click the OK button to close the dialog box, remove the author name from the citation in the footnote, and add page numbers to the citation.

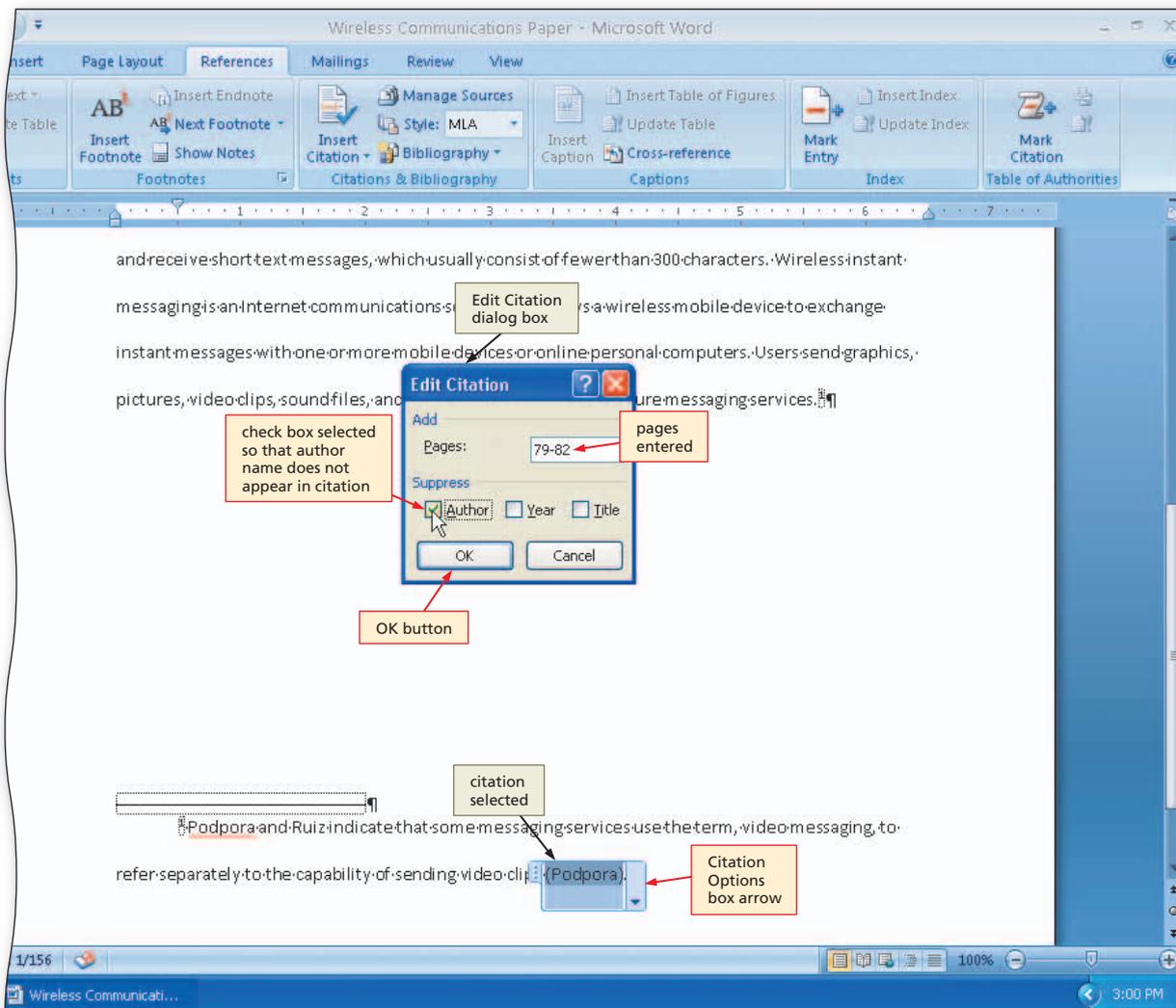


Figure 2–44

Working with Footnotes and Endnotes

You edit footnote text just as you edit any other text in the document. To delete or move a note reference mark, however, you must be in the document text (not in the footnote text).

To delete a note, select the note reference mark in the document text (not in the footnote text) by dragging through the note reference mark and then click the Cut button on the Home tab. Another way to delete a note is to click immediately to the right of the note reference mark in the document text and then press the BACKSPACE key twice, or to click immediately to the left of the note reference mark in the document text and then press the DELETE key twice.

To move a note to a different location in a document, select the note reference mark in the document text (not in the footnote text), click the Cut button on the Home tab, click the location where you want to move the note, and then click the Paste button on the Home tab. When you move or delete notes, Word automatically rennumbers any remaining notes in the correct sequence.

If you position the mouse pointer on the note reference mark, the note text displays above the note reference mark as a ScreenTip. To remove the ScreenTip, move the mouse pointer.

If, for some reason, you wanted to change the format of note reference marks in footnotes or endnotes (i.e., from 1, 2, 3, to A, B, C), you would click the Footnotes Dialog Box Launcher to display the Footnote and Endnote dialog box, click the Number format box arrow, click the desired number format in the list, and then click the OK button.

If, for some reason, you wanted to convert footnotes to endnotes, you would click the Footnotes Dialog Box Launcher to display the Footnote and Endnote dialog box, click the Convert button, make sure the Convert all footnotes to endnotes option button is selected, click the OK button, and then click the Close button in the Footnote and Endnote dialog box.

To Enter More Text

The next step is to continue typing text in the body of the research paper.

- 1 Position the insertion point after the note reference mark in the document, and then press the ENTER key.
 - 2 Type the third paragraph of the research paper (Figure 2–45): In many public locations, people connect to the Internet through a wireless Internet access point using mobile computers and devices. Two types of wireless Internet access points are hot spots and 3-G networks. A 3-G network, which uses cellular radio technology, enables users to connect to the Internet through a mobile phone or computer equipped with an appropriate PC Card. A hot spot is a wireless network that allows mobile users to check e-mail, browse the Web, and access any Internet service - as long as their computers or devices have the proper wireless capability.
-

BTW

Spacing after Punctuation

Because word processing documents use variable character fonts, it often is difficult to determine in a printed document how many times someone has pressed the SPACEBAR between sentences. The rule is to press the SPACEBAR only once after periods, colons, and other punctuation marks.

To Count Words

Often when you write papers, you are required to compose the papers with a minimum number of words. The minimum requirement for the research paper in this chapter is 325 words. You can look on the status bar and see the total number of words thus far in a document. For example, Figure 2–45 shows the research paper has 250 words, but you are not sure if that count includes the words in your footnote. The following steps display the Word Count dialog box, so that you can verify whether the footnote text is included in the count.

- 1**
 - Click the Word Count indicator on the status bar to display the Word Count dialog box.
 - If necessary, place a check mark in the 'Include textboxes, footnotes and endnotes' check box.

Q&A Why do the statistics in my Word Count dialog box differ from Figure 2–45?
 Depending on the accuracy of your typing, your statistics may differ.

- 2**
 - Click the Close button to close the dialog box.

Q&A Can I display statistics for just a section of the document?
 Yes. Select the section and then click the Word Count indicator on the status bar to display statistics about the selected text.

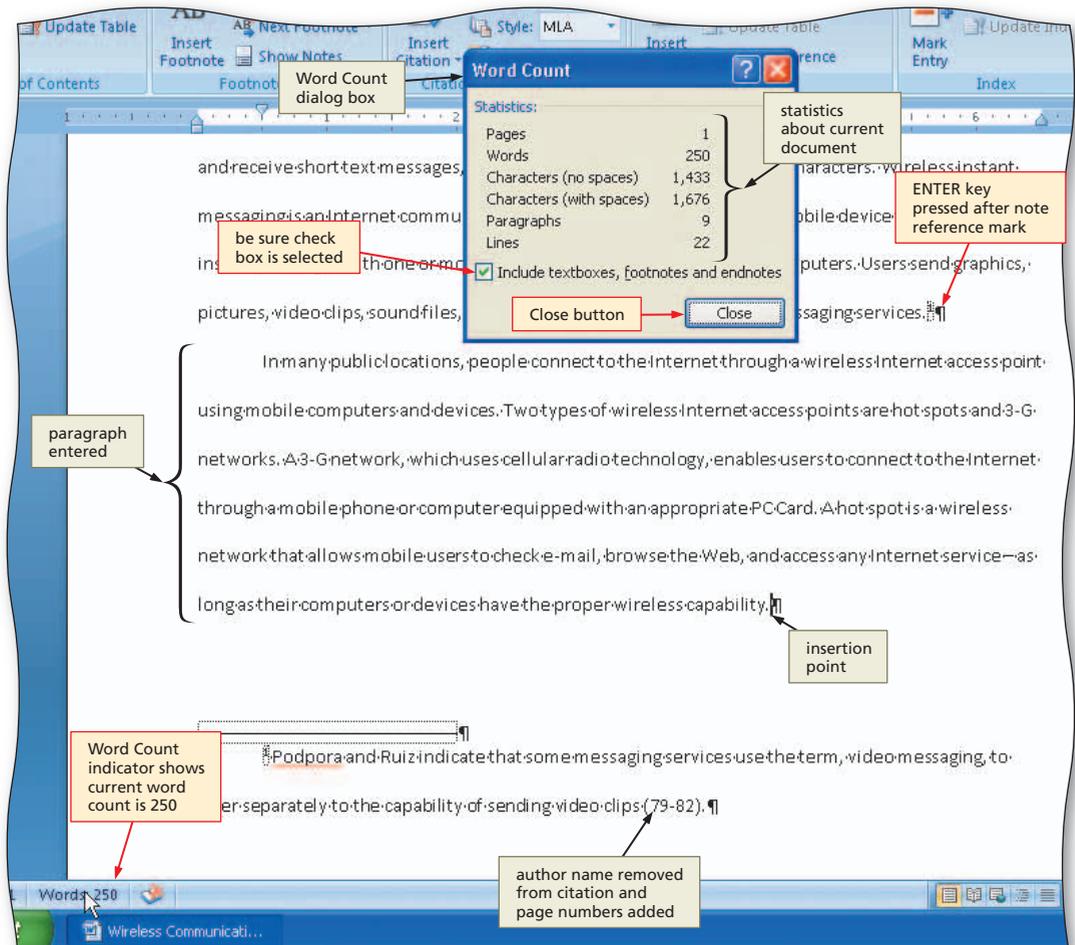


Figure 2–45

Other Ways

1. Click Word Count button on Review tab
2. Press CTRL+SHIFT+G

Automatic Page Breaks

As you type documents that exceed one page, Word automatically inserts page breaks, called **automatic page breaks** or **soft page breaks**, when it determines the text has filled one page according to paper size, margin settings, line spacing, and other settings. If you add text, delete text, or modify text on a page, Word recomputes the location of automatic page breaks and adjusts them accordingly.

Word performs page recomputation between the keystrokes, that is, in between the pauses in your typing. Thus, Word refers to the automatic page break task as **background repagination**. The steps on the next page illustrate Word’s automatic page break feature.

To Enter More Text and Insert a Citation Placeholder

The next task is to type the fourth paragraph in the body of the research paper.

- 1 With the insertion point positioned at the end of the third paragraph as shown in Figure 2-45 on the previous page, press the ENTER key. Type the fourth paragraph of the research paper (Figure 2-46): A global positioning system (GPS) is a navigation system that consists of one or more earth-based receivers that accept and analyze signals sent by satellites in order to determine the receiver's geographic location, according to Shelly and Cashman and then press the SPACEBAR.
- 2 Click the Insert Citation button on the References tab to display the Insert Citation menu. Click Add New Placeholder on the Insert Citation menu to display the Placeholder Name dialog box.
- 3 Type Shelly as the tag name for the source.
- 4 Click the OK button to close the dialog box and insert the tag name in the citation placeholder.
- 5 Press the PERIOD key to end the sentence. Press the SPACEBAR. Type A GPS receiver is a handheld, mountable, or embedded device that contains an antenna, a radio receiver, and a processor. Many mobile devices, such as mobile phones and PDAs, have GPS capability built into the device.
- 6 Press the ENTER key.

BTW **Page Break Locations**
As you type, your page break may occur at different locations depending on Word settings and the type of printer connected to the computer.

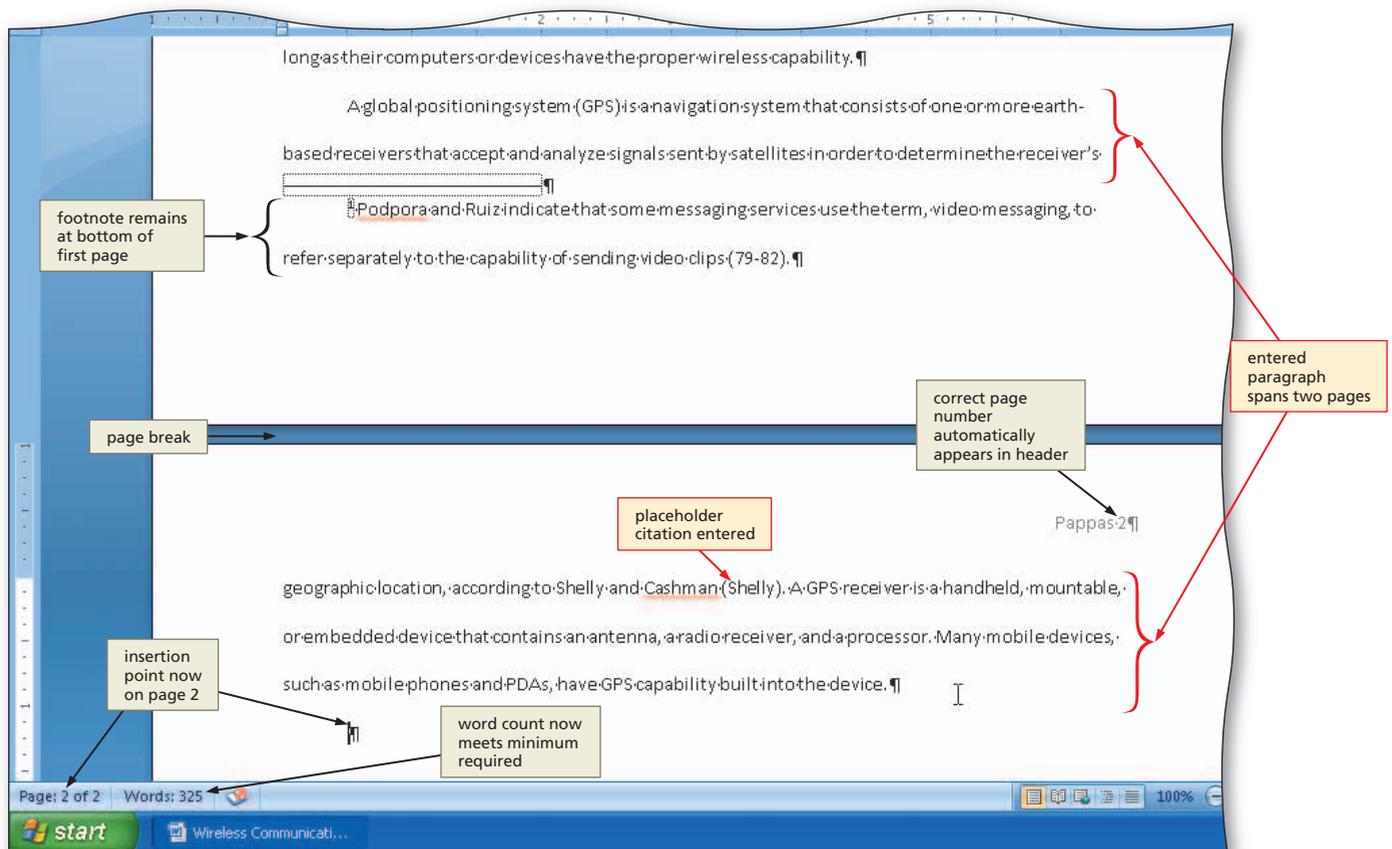


Figure 2-46

To Edit a Source

When you typed the fourth paragraph of the research paper, you inserted a citation placeholder, Shelly, for the source. You now have the source information, which is for a Web site, and are ready to enter it. The following steps edit the source for the Shelly citation placeholder.

- 1** Click somewhere in the citation placeholder to be edited, in this case (Shelly), to select the citation placeholder.
- 2** Click the Citation Options box arrow to display the Citation Options menu.
- 3** Click Edit Source on the Citation Options menu to display the Edit Source dialog box.
- 4** If necessary, click the Type of Source box arrow, scroll to and then click Web site, so that the list shows fields required for a Web site.
- 5** Place a check mark in the Show All Bibliography Fields check box to display more fields related to Web sites.
- 6** Click the Author text box. Type Shelly, Gary B., and Thomas J. Cashman as the author.
- 7** Click the Name of Web Page text box. Type How a GPS Works as the Web page title.
- 8** Click the Production Company text box. Type Course Technology as the production company.
- 9** Click the Year Accessed text box. Type 2008 as the year.
- 10** Press the TAB key and then type March as the month accessed.

Q&A

What if some of the text boxes disappear as I enter the Web site fields?

With the Show All Bibliography Fields check box selected, all Web site fields may not be able to be displayed in the dialog box at the same time. In this case, some may scroll up.

- 11** Press the TAB key and then type 21 as the day accessed.
- 12** Press the TAB key and then type `www.scsite.com/wd2007/pr2/wc.htm` as the URL (Figure 2–47).
- 13** Click the OK button to close the dialog box and create the source.

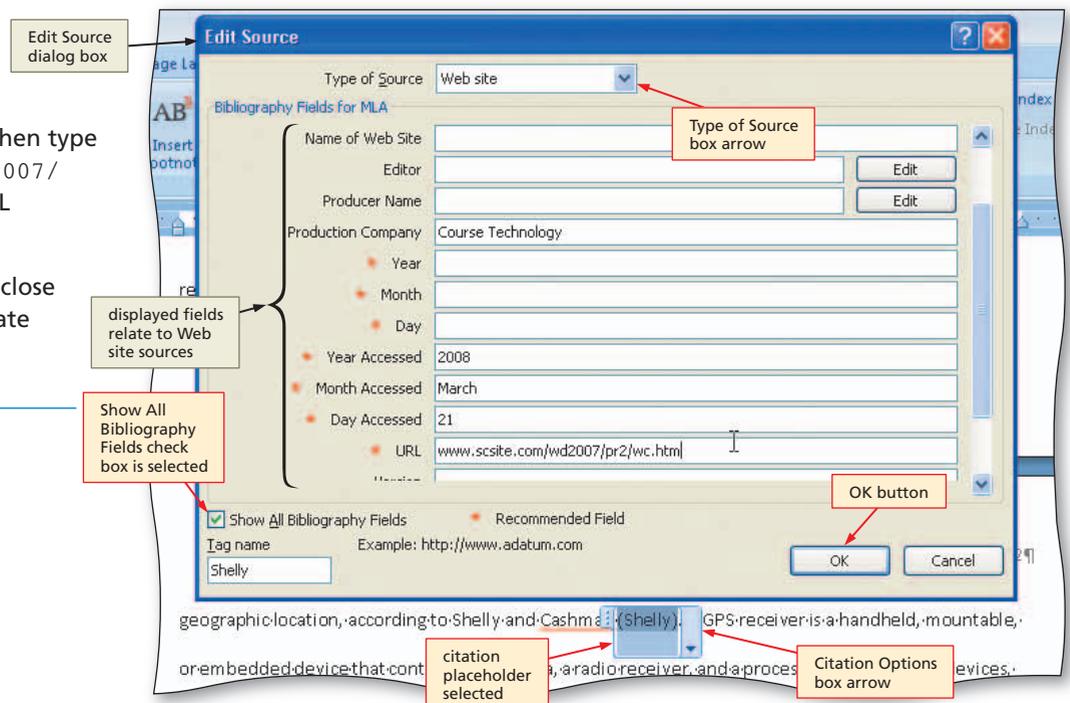


Figure 2–47

To Edit a Citation

As mentioned earlier, if you reference the author's name in the text, you should not list it again in the parenthetical citation. For Web site citations, when you suppress the author's name, the citation shows the Web site name because page numbers do not apply. The following steps edit the citation, suppressing the author and displaying the name of the Web site.

- 1 If necessary, click the somewhere in citation to be edited, in this case (Shelly), to select the citation and display the Citation Options box arrow.
- 2 Click the Citation Options box arrow and then click Edit Citation on the Citation Options menu to display the Edit Citation dialog box.
- 3 Click the Author check box to place a check mark in it (Figure 2–48).
- 4 Click the OK button to close the dialog box, remove the author name from the citation, and show the name of the Web site in the citation.

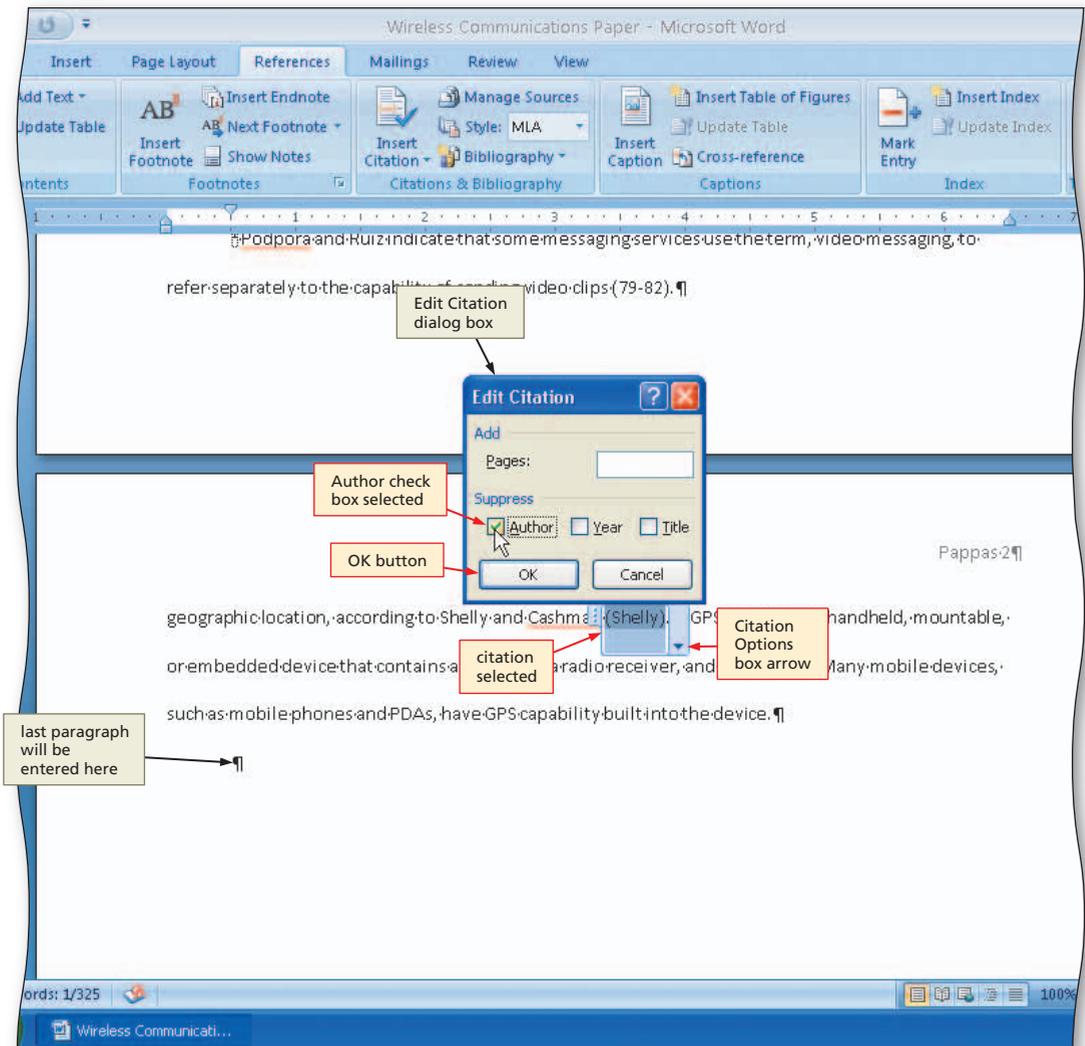


Figure 2–48

To Enter More Text

The next step is to type the last paragraph of text in the research paper.

- 1 Position the insertion point on the paragraph mark below the fourth paragraph in the research paper (Figure 2–48).

- 2 Type the last paragraph of the research paper (Figure 2–49):

Mobile users communicate wirelessly through wireless

messaging services, wireless Internet access points, and global positioning systems. Anyone can take advantage of wireless communications using mobile computers and devices.

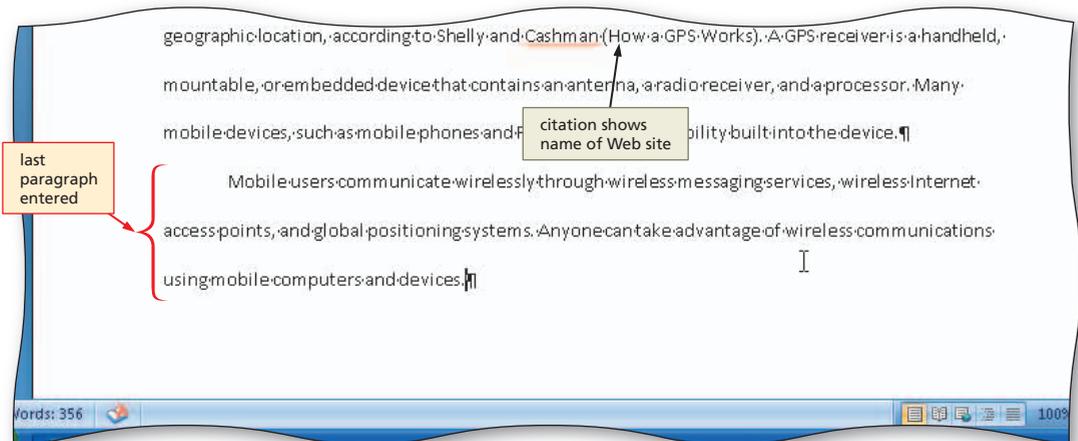


Figure 2–49

To Save an Existing Document with the Same File Name

You have made several edits to the research paper since you last saved it. Thus, you should save it again. The following step saves the document again.

- 1 Click the Save button on the Quick Access Toolbar to overwrite the previous Wireless Communications Paper file on the USB flash drive.

Creating an Alphabetical Works Cited Page

According to the MLA style, the **works cited page** is a list of sources that are referenced directly in a research paper. You place the list on a separate numbered page with the title, Works Cited, centered one inch from the top margin. The works are to be alphabetized by the author's last name or, if the work has no author, by the work's title. The first line of each entry begins at the left margin. Indent subsequent lines of the same entry one-half inch from the left margin.

Create the list of sources.

A **bibliography** is an alphabetical list of sources referenced in a paper. Whereas the text of the research paper contains brief references to the source (the citations), the bibliography lists all publication information about the source. Documentation styles differ significantly in their guidelines for preparing a bibliography. Each style identifies formats for various sources including books, magazines, pamphlets, newspapers, Web sites, television programs, paintings, maps, advertisements, letters, memos, and much more. You can find information about various styles and their guidelines in printed style guides and on the Web.

Plan Ahead

To Page Break Manually

The works cited are to be displayed on a separate numbered page. Thus, you must insert a manual page break following the body of the research paper so that the list of sources is displayed on a separate page. A **manual page break**, or **hard page break**, is one that you force into the document at a specific location.

Word never moves or adjusts manual page breaks; however, Word adjusts any automatic page breaks that follow a manual page break. Word inserts manual page breaks immediately above the location of the insertion point. The following step inserts a manual page break after the text of the research paper.

- 1
 - With the insertion point at the end of the text of the research paper, press the ENTER key.
 - Then, press CTRL+ENTER to insert a manual page break immediately above the insertion point and position the insertion point immediately below the manual page break (Figure 2–50).
 - Scroll to position the top of the third page closer to the ruler.

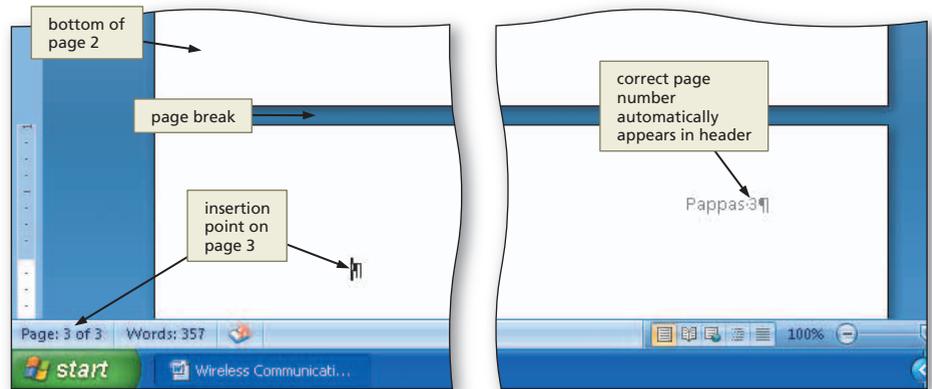


Figure 2–50

Other Ways

1. Click Page Break button on Insert tab

To Center the Title of the Works Cited Page

The works cited title is to be centered between the margins of the paper. If you simply issue the Center command, the title will not be centered properly. Instead, it will be one-half inch to the right of the center point because earlier you set first-line indent at one-half inch. Recall that Word is indenting the first line of every paragraph one-half inch.

To properly center the title of the works cited page, you must move the First Line Indent marker back to the left margin before centering the paragraph.

- 1 Drag the First Line Indent marker to the 0" mark on the ruler, which is at the left margin, to remove the first-line indent setting.
- 2 Press CTRL+E to center the paragraph mark.
- 3 Type Works Cited as the title.
- 4 Press the ENTER key.
- 5 Press CTRL+L to left-align the paragraph mark (Figure 2–51).

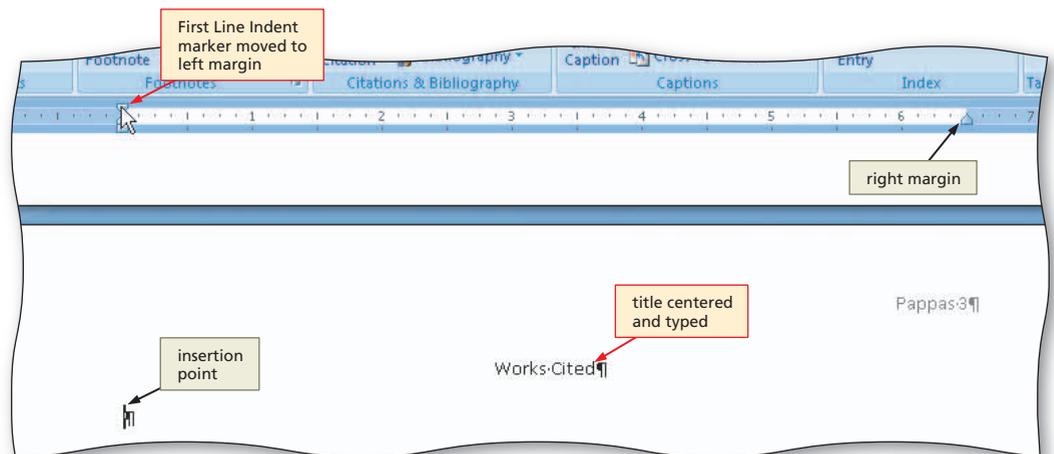


Figure 2–51

To Create the Bibliographical List

While typing the research paper, you created several citations and their sources. Word can format the list of sources and alphabetize them in a **bibliographical list**, saving you time looking up style guidelines. That is, Word will create a bibliographical list with each element of the source placed in its correct position with proper formatting and punctuation, according to the specified style. For example, in this research paper, the book source will list, in this order, the author name(s), book title, publisher city, publishing company name, and publication year with the book title underlined and the correct punctuation between each element according to the MLA style. The following steps create a MLA formatted bibliographical list from the sources previously entered.

1

- With the insertion point positioned as shown in Figure 2–52, click the Bibliography button on the References tab to display the Bibliography gallery (Figure 2–52).

Q&A Will I select Works Cited from the Bibliography gallery?
 No. The title it inserts is not formatted according to the MLA style. Thus, you will use the Insert Bibliography command instead.

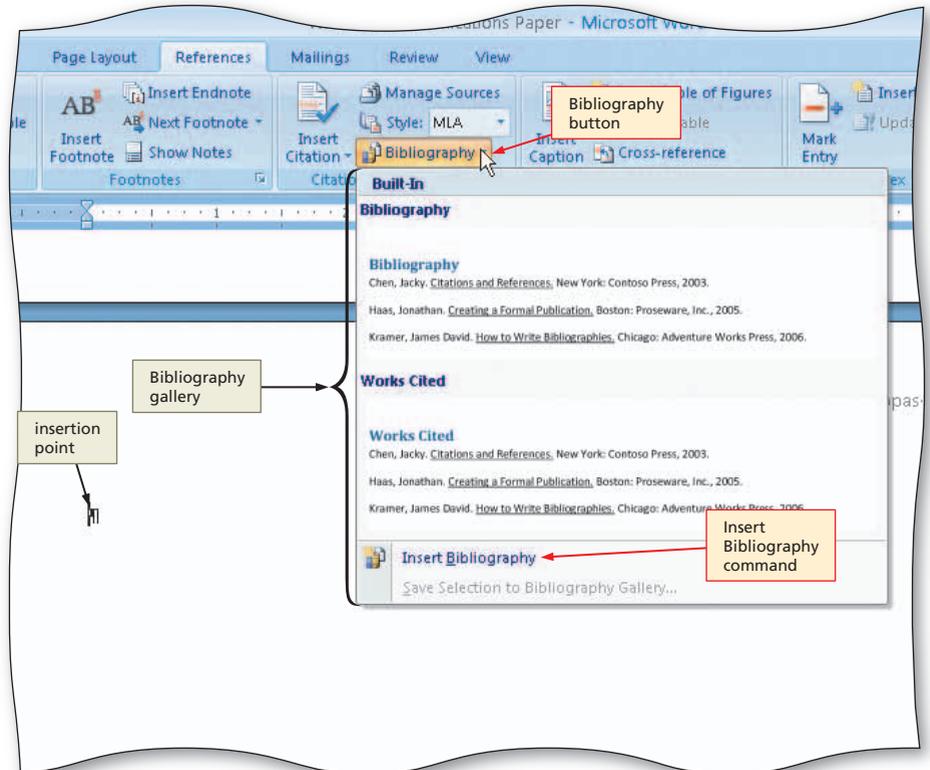


Figure 2–52

2

- Click Insert Bibliography in the Bibliography gallery to insert a list of sources at the location of the insertion point.
- If necessary, scroll to display the entire list of sources in the document window (Figure 2–53).



Figure 2–53

To Modify a Style Using the Styles Task Pane

Although the format within each entry in the bibliographical list meets the MLA style, the paragraph formatting does not. Currently, entries are based on the Normal style, which does not have the correct line or paragraph spacing. Thus, you will modify the style so that it is based on the No Spacing style (no blank space before or after a paragraph) and change its line spacing to double. The following steps modify the Bibliography style.

1

- Click somewhere in the list of sources to position the insertion point in a paragraph formatted with the Bibliography style.

Q&A Why did the list of sources turn gray? The entire list of sources is a field that Word automatically updates each time you make a change to one of the sources. Word, by default, shades fields gray on the screen to help you identify them. The gray shading, however, will not appear in the printed document.

- Click Home on the Ribbon to display the Home tab.
- Click the Styles Dialog Box Launcher to display the Styles task pane.
- If necessary, scroll to Bibliography in the Styles task pane. Click Bibliography to select it, if necessary, and then click its box arrow to display the Bibliography menu (Figure 2-54).

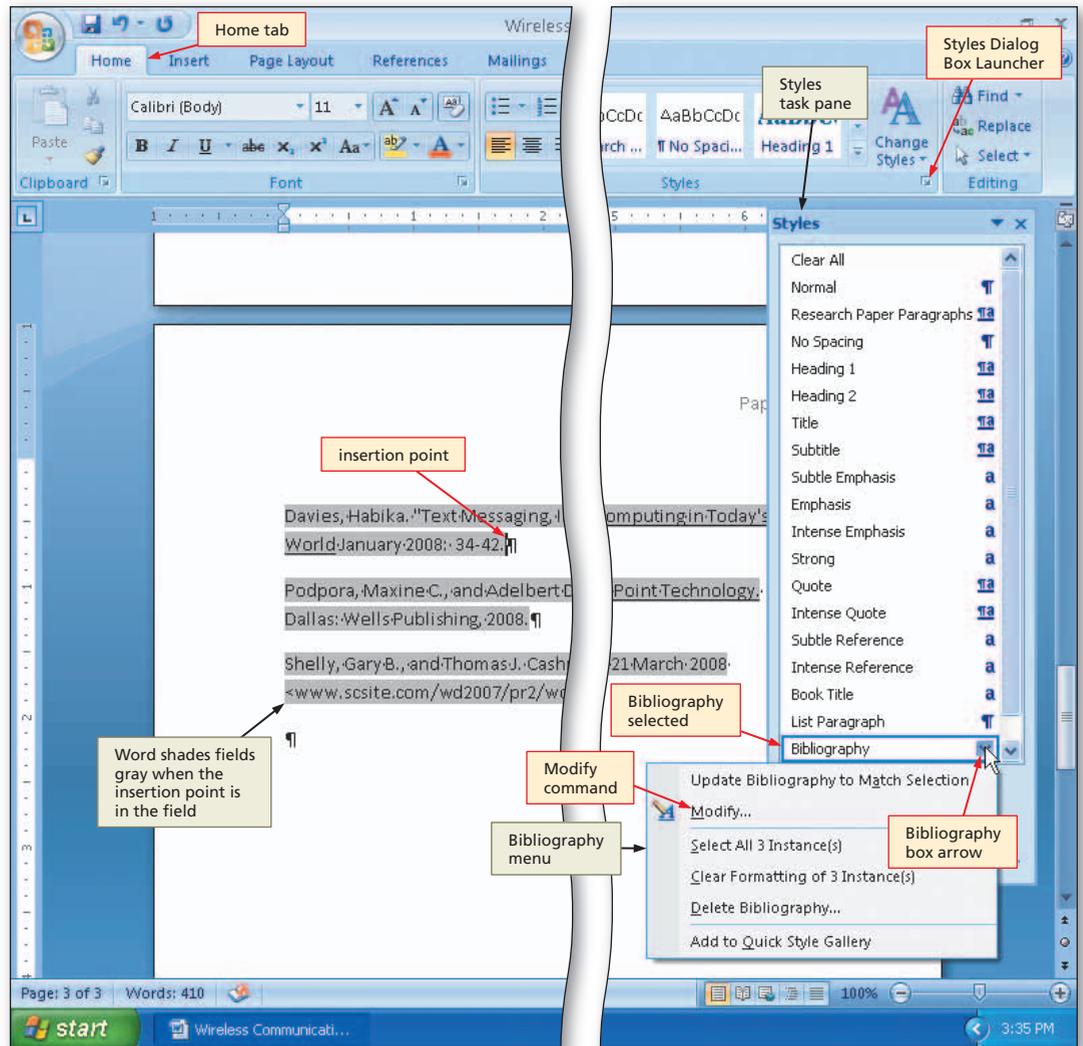


Figure 2-54

if necessary, and then click its box arrow to display the Bibliography menu (Figure 2-54).

- 2**
 - Click the Modify command on the Bibliography menu to display the Modify Style dialog box.
 - Click the 'Style based on' box arrow and then click No Spacing to base the Bibliography style on the No Spacing style.
 - Click the 'Style for following paragraph' box arrow and then click No Spacing to base additional bibliographical paragraphs on the No Spacing style.
 - Click the Double Space button to set the line spacing to double.
 - Place a check mark in the Automatically update check box so that any future changes you make to the bibliographical paragraphs will update the Bibliography style automatically (Figure 2-55).

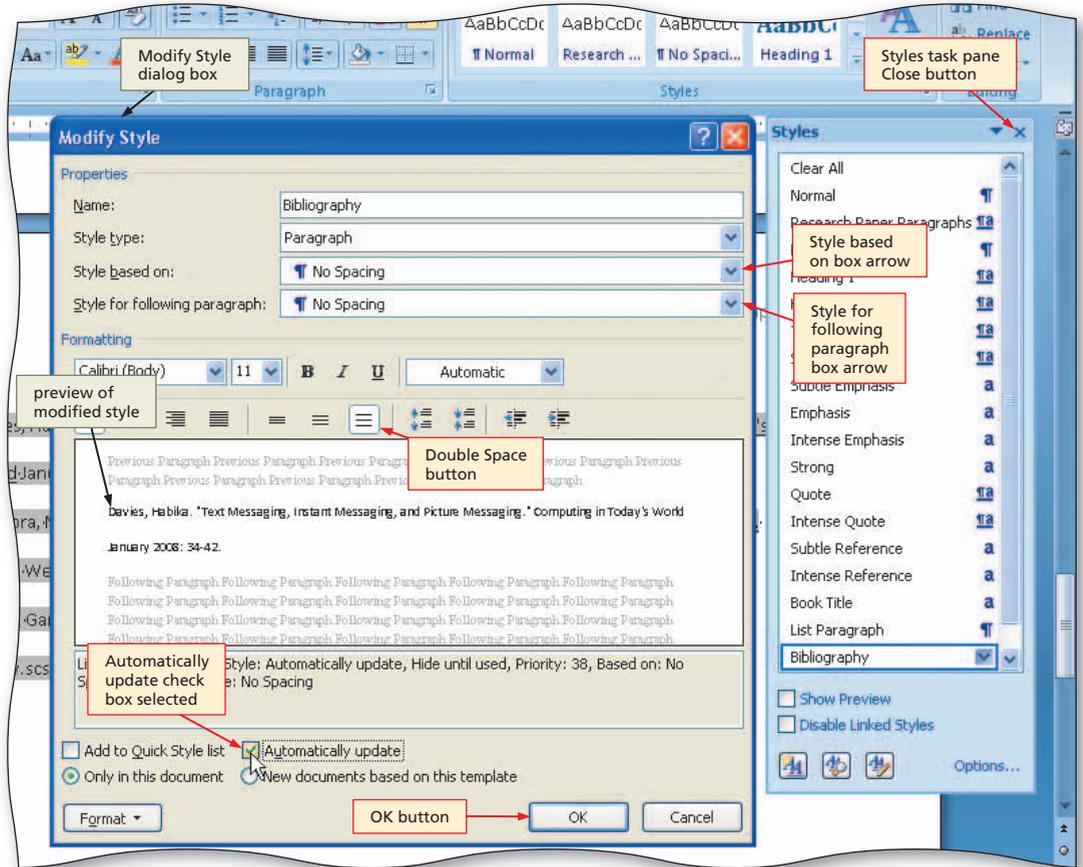


Figure 2-55

- 3**
 - Click the OK button in the Modify Style dialog box to close the dialog box and apply the style changes to the paragraphs in the document.
 - Click the Close button on the Styles task pane title bar to close the task pane (Figure 2-56).

Other Ways

1. Click Styles Dialog Box Launcher, click Manage Styles button, scroll to style and then select it, click Modify button, change settings, click OK button in each dialog box



Figure 2-56

To Create a Hanging Indent

Currently, the first line of each source entry begins at the left margin. Subsequent lines in the same paragraph are to be indented one-half inch from the left margin. In essence, the first line hangs to the left of the rest of the paragraph; thus, this type of paragraph formatting is called a **hanging indent**.

One method of creating a hanging indent is to use the horizontal ruler. The **Hanging Indent marker** is the bottom triangle at the 0" mark on the ruler (Figure 2-57). The following steps create a hanging indent using the horizontal ruler.

1

- With the insertion point in the paragraph to format, point to the Hanging Indent marker on the ruler (Figure 2-57).

2

- Drag the Hanging Indent marker to the .5" mark on the ruler to set the hanging indent to one-half inch from the left margin (Figure 2-58).

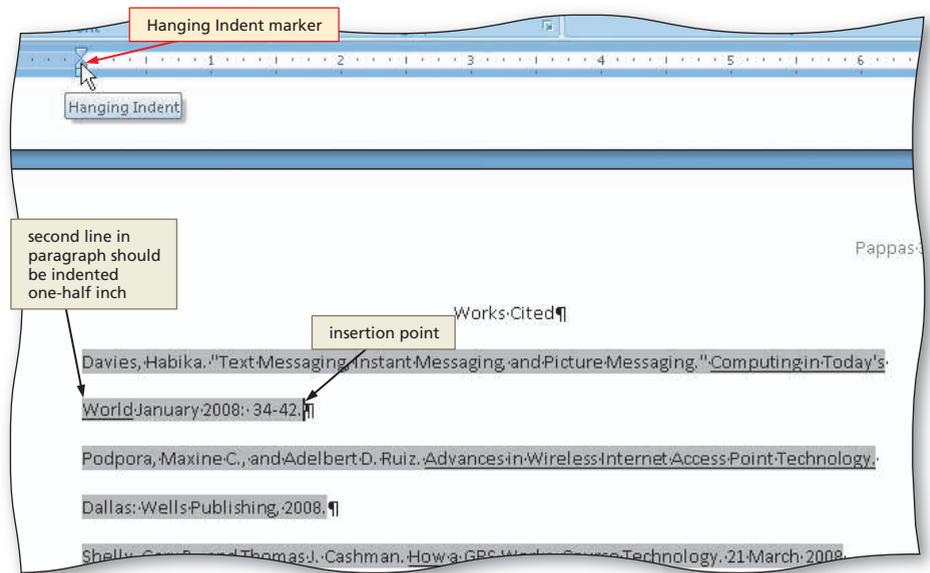


Figure 2-57

Q&A Why were all three bibliographical paragraphs formatted with a hanging indent?

When you make a change to a paragraph based on the Bibliography style, the style is updated and all paragraphs based on that style also change because you selected the Automatically update check box in the Modify Style dialog box (shown in Figure 2-55 on the previous page).

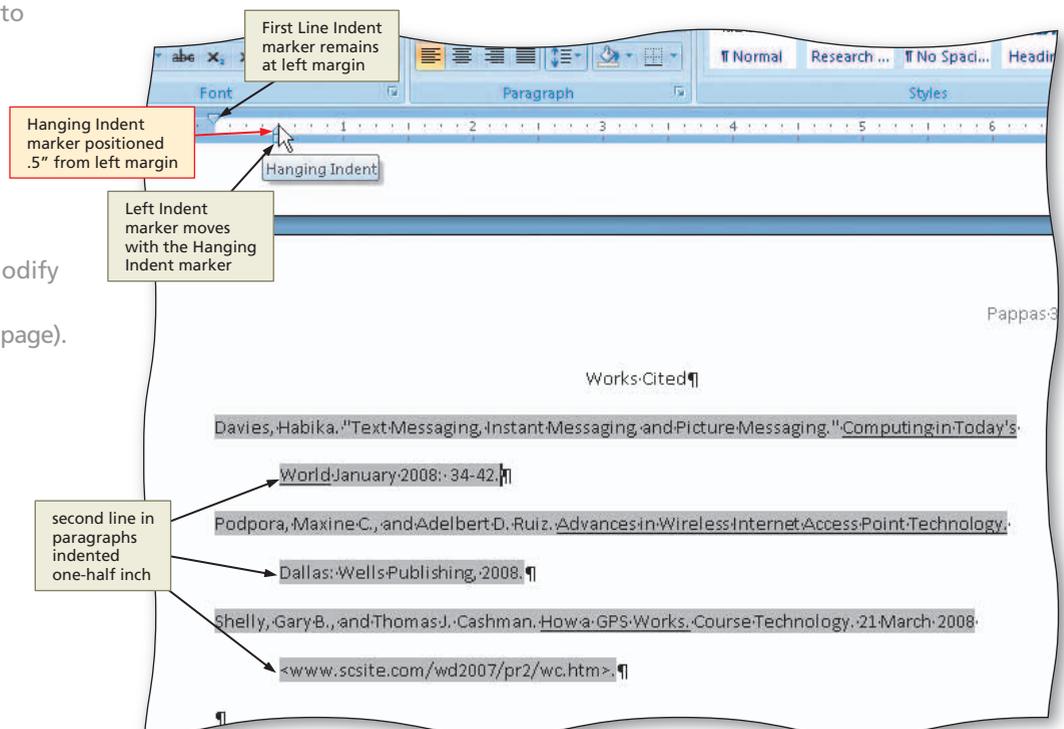


Figure 2-58

Other Ways

1. Right-click paragraph, click Paragraph on shortcut menu, click Indents and Spacing tab, click Special box arrow, click Hanging, click OK button
2. Click Paragraph Dialog Box Launcher, click Indents and Spacing tab, click Special box arrow, click Hanging, click OK button
3. Press CTRL+T

To Modify a Source and Update the Bibliographical List

If you modify the contents of any source, the list of sources automatically updates because the list is a field. The following steps modify the title of the magazine article.

- 1**
 - Click References on the Ribbon to display the References tab.
 - Click the Manage Sources button on the References tab to display the Source Manager dialog box.
 - Click the source you wish to edit in the Current List.
 - Click the Edit button to display the Edit Source dialog box.
 - In the Title text box, add the word, Services, to the end of the title (Figure 2–59).

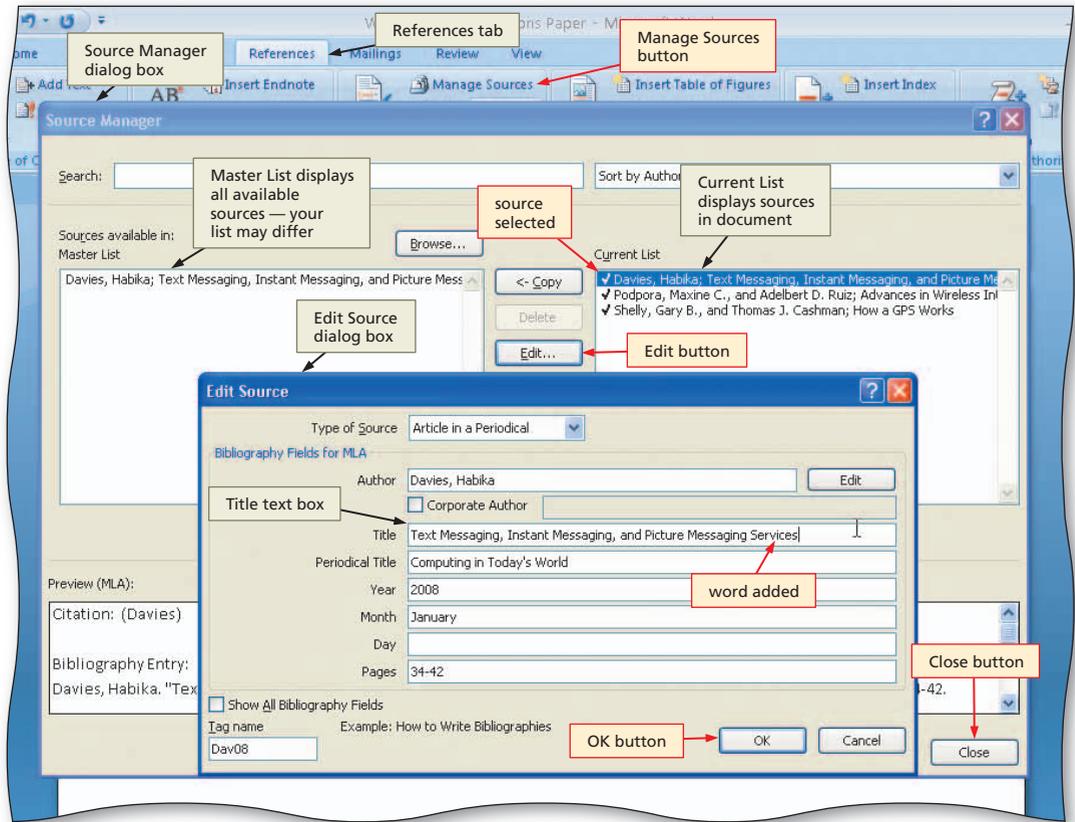


Figure 2–59

- 2**
 - Click the OK button to close the Edit Source dialog box.
 - If a Microsoft Office Word dialog box appears, click its Yes button to update all occurrences of the source.
 - Click the Close button in the Source Manager dialog box and update the list of sources in the document (Figure 2–60).

Q&A

What if the list of sources in the document does not update automatically?

Click in the list of sources and then press the F9 key, which is the shortcut key to update a field.

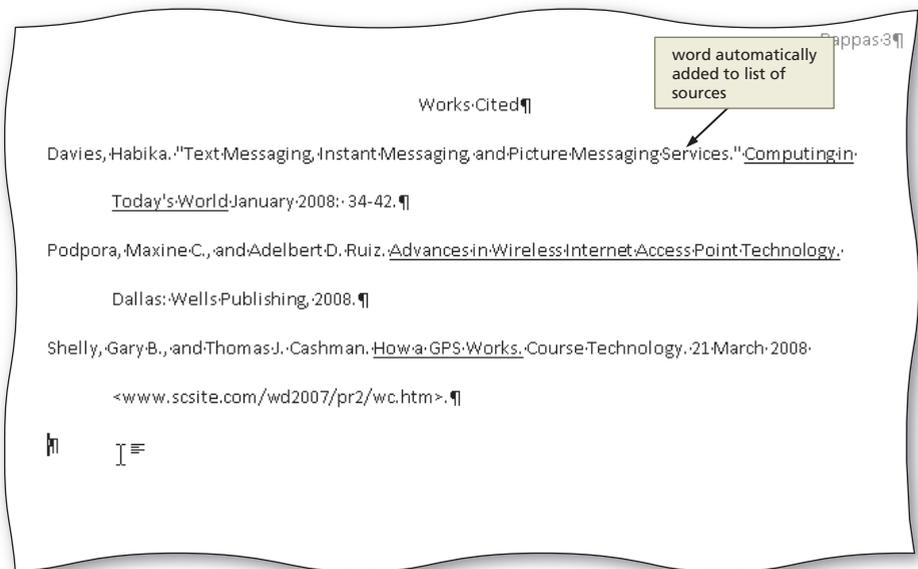


Figure 2–60

Proofing and Revising the Research Paper

As discussed in Chapter 1, once you complete a document, you might find it necessary to make changes to it. Before submitting a paper to be graded, you should proofread it. While **proofreading**, you look for grammatical errors and spelling errors. You want to be sure the transitions between sentences flow smoothly and the sentences themselves make sense.

Plan Ahead

Proofread and revise the paper.

As you proofread the paper, look for ways to improve it. Check all grammar, spelling, and punctuation. Be sure the text is logical and transitions are smooth. Where necessary, add text, delete text, reword text, and move text to different locations. Ask yourself these questions:

- Does the title suggest the topic?
- Is the thesis clear?
- Is the purpose of the paper clear?
- Does the paper have an introduction, body, and conclusion?
- Does each paragraph in the body relate to the thesis?
- Is the conclusion effective?
- Are all sources acknowledged?

To assist you with the proofreading effort, Word provides several tools. You can go to a specific location in a document, move text, find and replace text, insert a synonym, check spelling and grammar, and look up information. The following pages discuss these tools.

To Use the Select Browse Object Menu

Often, you would like to bring a certain page, footnote, or other object into view in the document window. To accomplish this, you could scroll through the document to find a desired page, footnote, or item. Instead of scrolling through the document, however, you can use Word to go to a specific location via the Select Browse Object menu. The following steps display the footnote in the research paper using the Select Browse Object menu.

1

- Click the Select Browse Object button on the vertical scroll bar to display the Select Browse Object menu and then position the mouse pointer on the Browse by Footnote icon (Figure 2–61).

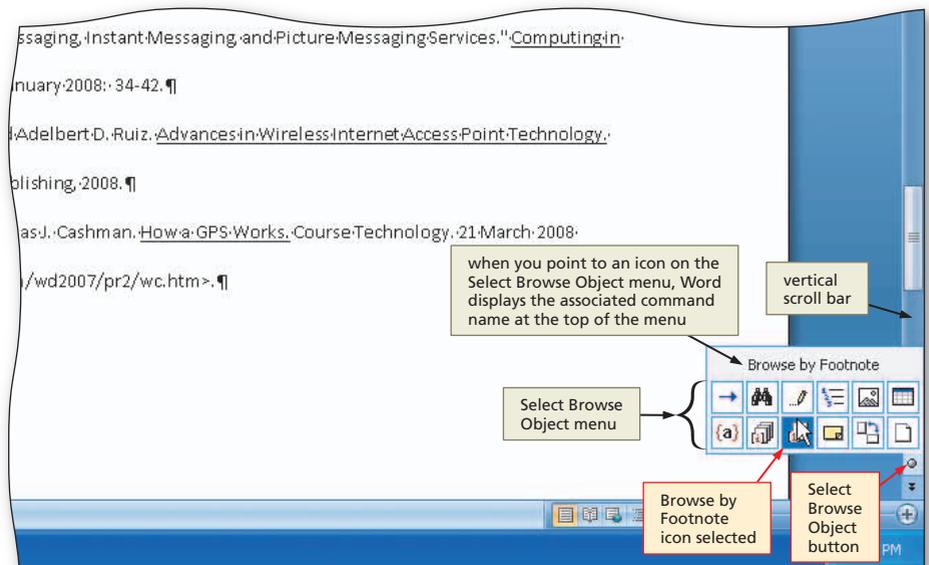


Figure 2–61

2

- Click the Browse by Footnote icon to set the browse object to footnotes.
- Position the mouse pointer on the Previous Footnote button on the vertical scroll bar (Figure 2–62).

Q&A Did the function of the button change?

Yes. By default, it is the Previous Page button. Depending on the icon you click on the Select Browse Object menu, the function of the buttons above and below the Select Browse Object button on the vertical scroll bar changes.

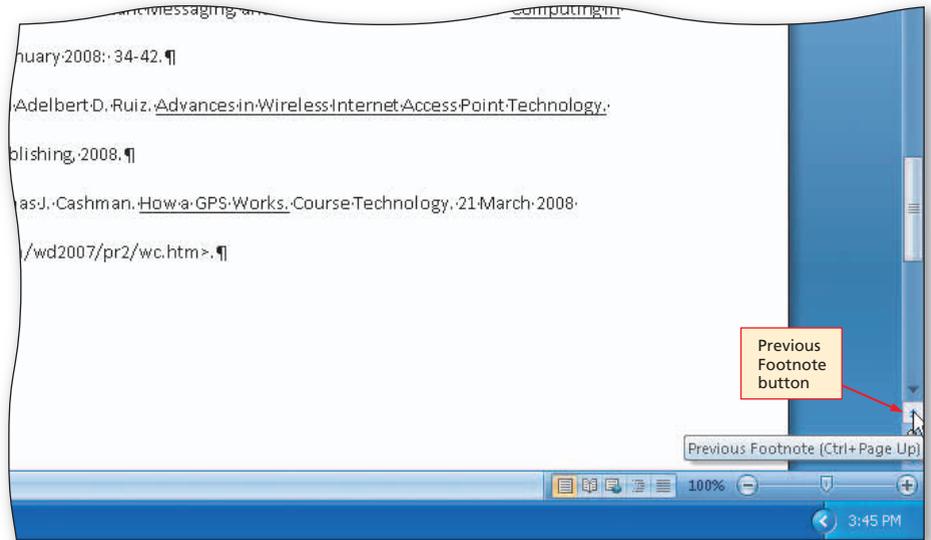


Figure 2–62

3

- Click the Previous Footnote button to display the footnote reference mark in the document window (Figure 2–63).

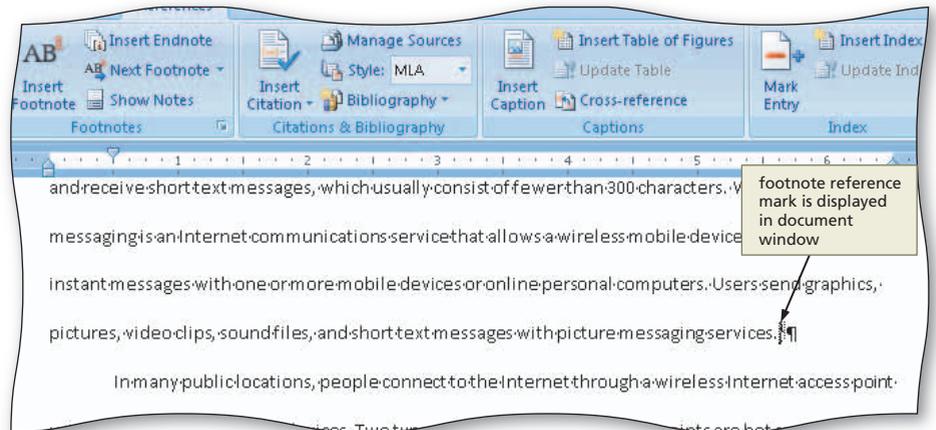


Figure 2–63

Other Ways

1. Click Page Number indicator on status bar, click desired object in Go to what list, type desired object number in Enter object number text box, click OK button
2. Press ALT+CTRL+HOME

Moving Text

While proofreading the research paper, you realize that text in the third paragraph would flow better if the third sentence were moved to the end of the paragraph.

To move text, such as words, characters, sentences, or paragraphs, you first select the text to be moved and then use drag-and-drop editing or the cut-and-paste technique to move the selected text. With **drag-and-drop editing**, you drag the selected item to the new location and then insert, or *drop*, it there. **Cutting** involves removing the selected item from the document and then placing it on the Clipboard. The **Clipboard** is a temporary Windows storage area. **Pasting** is the process of copying an item from the Clipboard into the document at the location of the insertion point.

When moving text a long distance or between application programs, use the Clipboard task pane to cut and paste. When moving text a short distance, the drag-and-drop technique is more efficient. Thus, the steps on the following pages demonstrate drag-and-drop editing.

To Select a Sentence

To drag-and-drop a sentence in the research paper, you first must select the sentence. The following step selects a sentence.

- 1
 - Position the mouse pointer in the sentence to be moved (shown in Figure 2–64).
 - Press and hold down the CTRL key. While holding down the CTRL key, click the sentence to select the entire sentence.
 - Release the CTRL key.

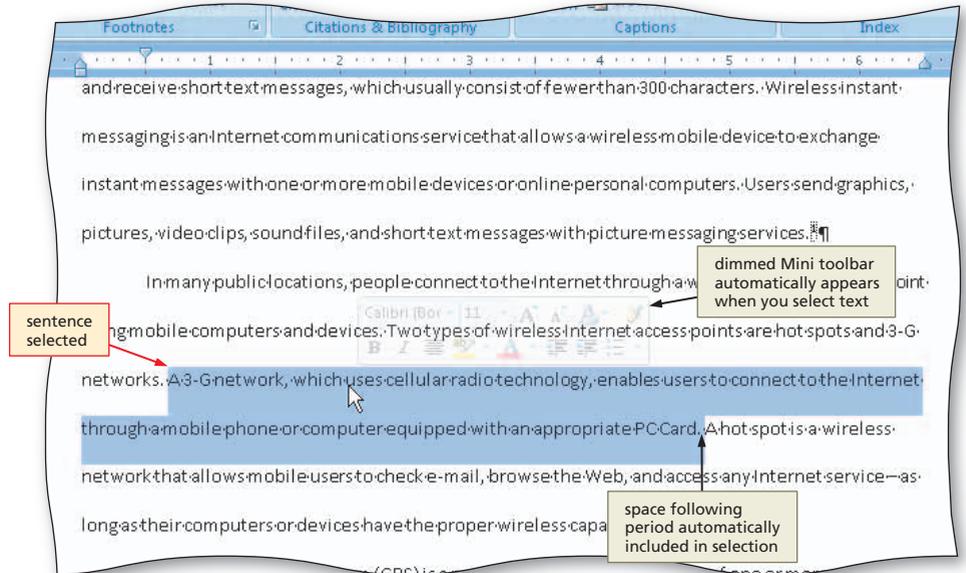


Figure 2–64

Other Ways

1. Drag through the sentence
2. With insertion point at beginning of sentence, press CTRL+SHIFT+RIGHT ARROW until sentence is selected

Selecting Text

In the previous steps and throughout Chapters 1 and 2, you have selected text. Table 2–3 summarizes the techniques used to select various items with the mouse.

Table 2–3 Techniques for Selecting Items with the Mouse

Item To Select	Mouse Action
Block of text	Click at beginning of selection, scroll to end of selection, position mouse pointer at end of selection, hold down SHIFT key and then click; or drag through the text
Character(s)	Drag through character(s)
Document	Move mouse to left of text until mouse pointer changes to a right-pointing block arrow and then triple-click
Graphic	Click the graphic
Line	Move mouse to left of line until mouse pointer changes to a right-pointing block arrow and then click
Lines	Move mouse to left of first line until mouse pointer changes to a right-pointing block arrow and then drag up or down
Paragraph	Triple-click paragraph; or move mouse to left of paragraph until mouse pointer changes to a right-pointing block arrow and then double-click
Paragraphs	Move mouse to left of paragraph until mouse pointer changes to a right-pointing block arrow, double-click, and then drag up or down
Sentence	Press and hold down CTRL key and then click sentence
Word	Double-click the word
Words	Drag through words

BTW **Selecting Nonadjacent Items**

In Word, you can select nonadjacent items, that is, items not next to each other. This is helpful when you are formatting multiple items the same way. To select nonadjacent items (text or graphics), do the following: select the first item, such as a word or paragraph, as usual. Press and hold down the CTRL key. While holding down the CTRL key, select any additional items.

To Move Selected Text

With the sentence to be moved selected, you can use drag-and-drop editing to move it. You should be sure that drag-and-drop editing is enabled by clicking the Word Options button on the Office Button menu, clicking Advanced in the left pane of the Word Options dialog box, verifying the 'Allow text to be dragged and dropped' check box is selected, and then clicking the OK button.

The following steps move the selected sentence so that it becomes the last sentence in the paragraph.

- 1**
 - With the mouse pointer in the selected text, press and hold down the mouse button (Figure 2–65).

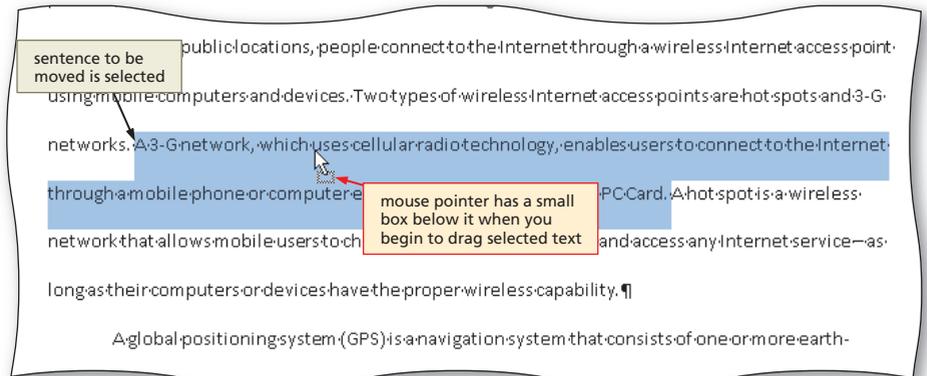


Figure 2–65

- 2**
 - Drag the mouse pointer to the location where the selected text is to be moved, as shown in Figure 2–66.

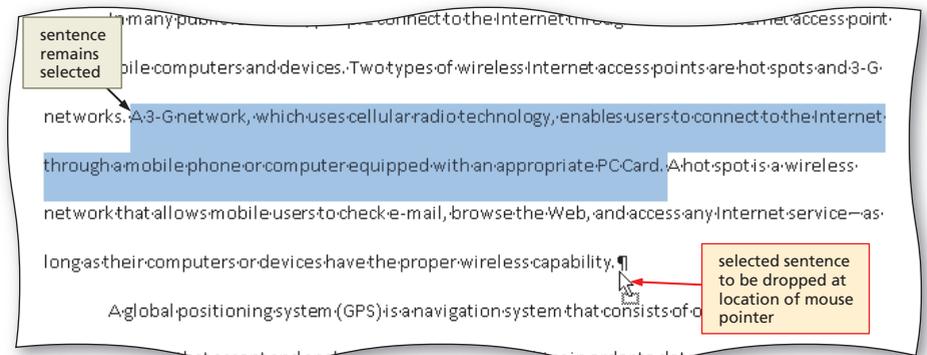


Figure 2–66

- 3**
 - Release the mouse button to move the selected text to the location of the mouse pointer.
 - Click outside the selected text to remove the selection (Figure 2–67).

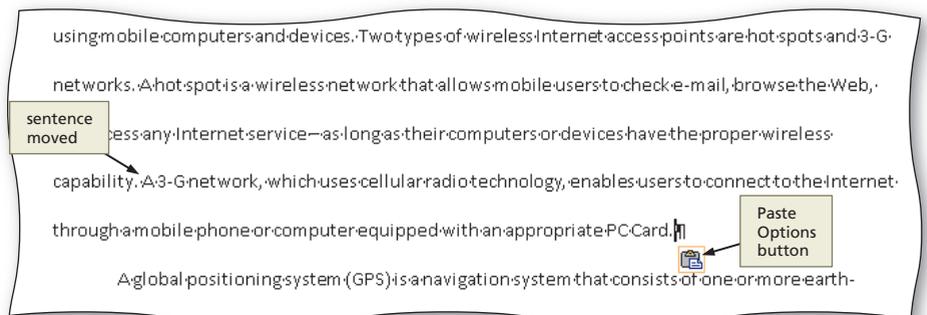


Figure 2–67

Q&A What if I accidentally drag text to the wrong location?

Click the Undo button on the Quick Access Toolbar and try again.

Q&A Can I use drag-and-drop editing to move any selected item?

Yes, you can select words, sentences, phrases, and graphics and then use drag-and-drop editing to move them.

Other Ways

1. Click Cut button on Home tab, click where text is to be pasted, click Paste button on Home tab
2. Right-click selected text, click Cut on shortcut menu, right-click where text is to be pasted, click Paste on shortcut menu
3. Press CTRL+X, position insertion point where text is to be pasted, press CTRL+V

To Display the Paste Options Menu

When you drag-and-drop text, Word automatically displays a Paste Options button near the location of the drag-and-dropped text (Figure 2–67 on the previous page). If you click the **Paste Options button**, a menu appears that allows you to change the format of the item that was moved. The following steps display the Paste Options menu.

1

- Click the Paste Options button to display the Paste Options menu (Figure 2–68).

Q&A

What is the purpose of the commands on the Paste Options menu?

In general, the first command indicates the pasted text should look the same as it did in its original location. The second command formats the pasted text to match the rest of the text where it was pasted. The third command removes all formatting from the pasted text. The last command displays the Word Options dialog box.

2

- Press the ESCAPE key to remove the Paste Options menu from the window.

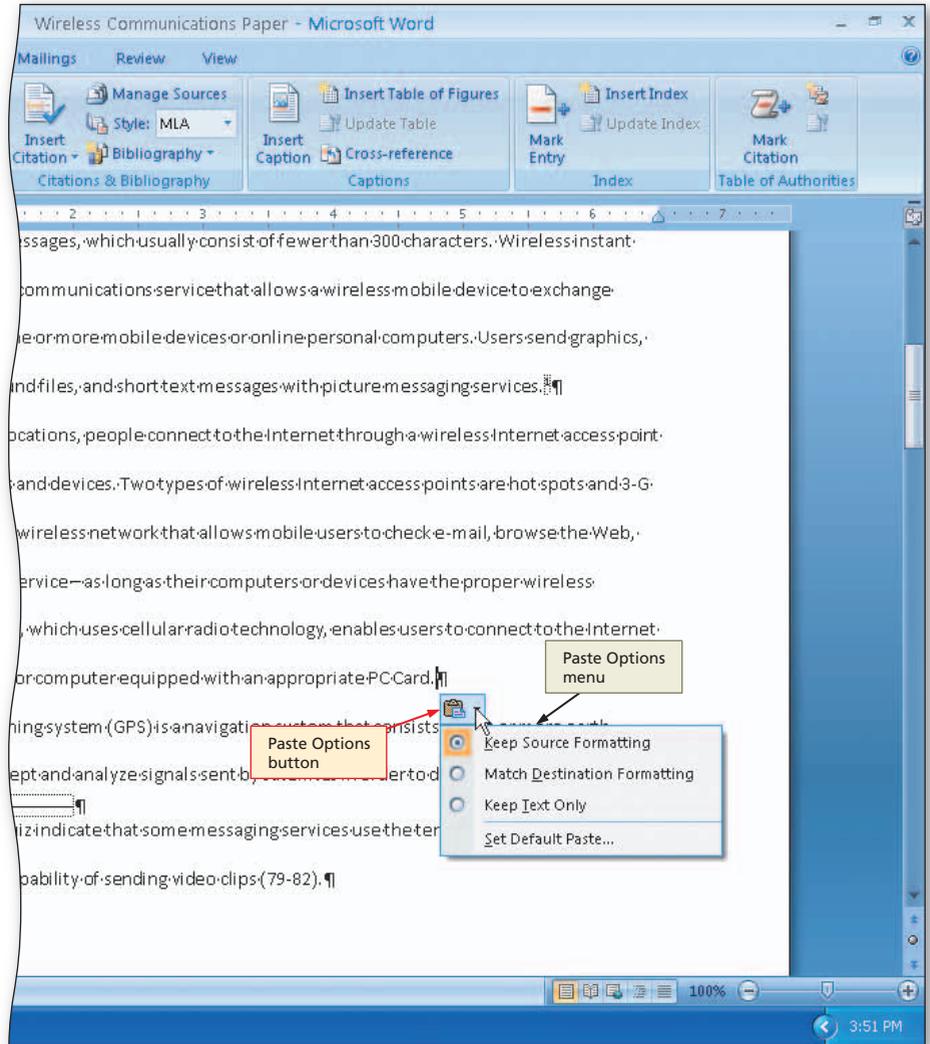


Figure 2–68

BTW

Dragging-and-Dropping

If you hold down the CTRL key while dragging a selected item, Word copies the item instead of moving it.

To Find and Replace Text

While proofreading the paper, you notice that you typed 3-G in the third paragraph (Figure 2–69). You prefer to use 3G, instead. Therefore, you need to change all occurrences of 3-G to 3G. To do this, you can use Word’s find and replace feature, which automatically locates each occurrence of a word or phrase and then replaces it with specified text. The following steps use Find and Replace to replace all occurrences of 3-G with 3G.

- 1**
 - Click Home on the Ribbon to display the Home tab. Click the Replace button on the Home tab to display the Find and Replace dialog box.
 - Type 3-G in the Find what text box.
 - Press the TAB key. Type 3G in the Replace with text box (Figure 2–69).

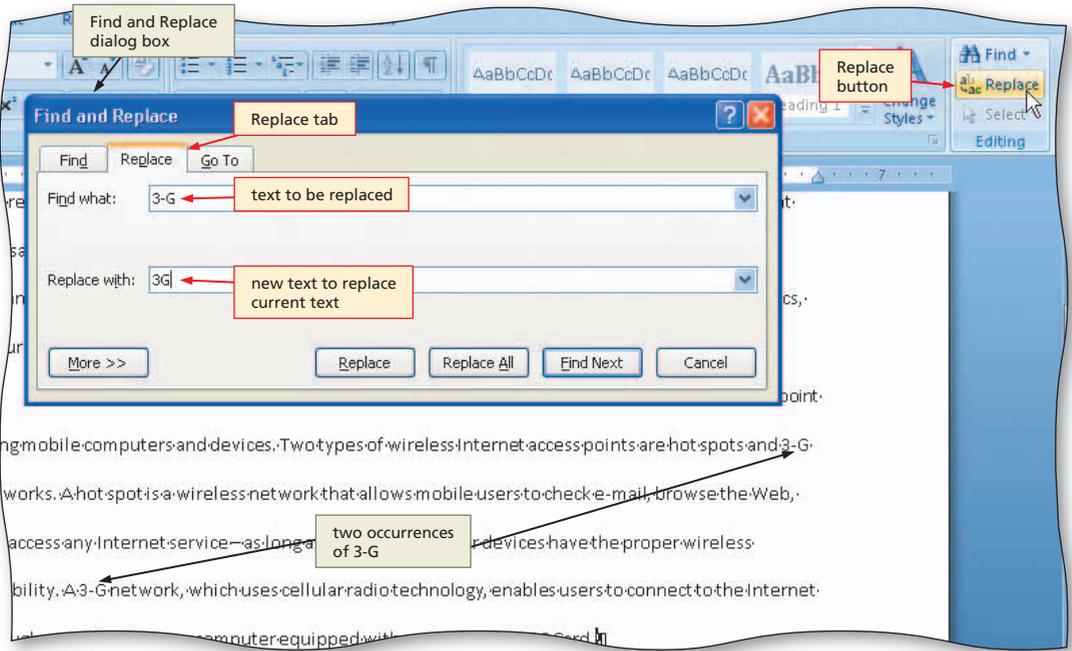


Figure 2–69

- 2**
 - Click the Replace All button in the Find and Replace dialog box to instruct Word to replace all occurrences of the find what text with the replace with text (Figure 2–70).
- 3**
 - Click the OK button in the Microsoft Office Word dialog box.
 - Click the Close button in the Find and Replace dialog box.

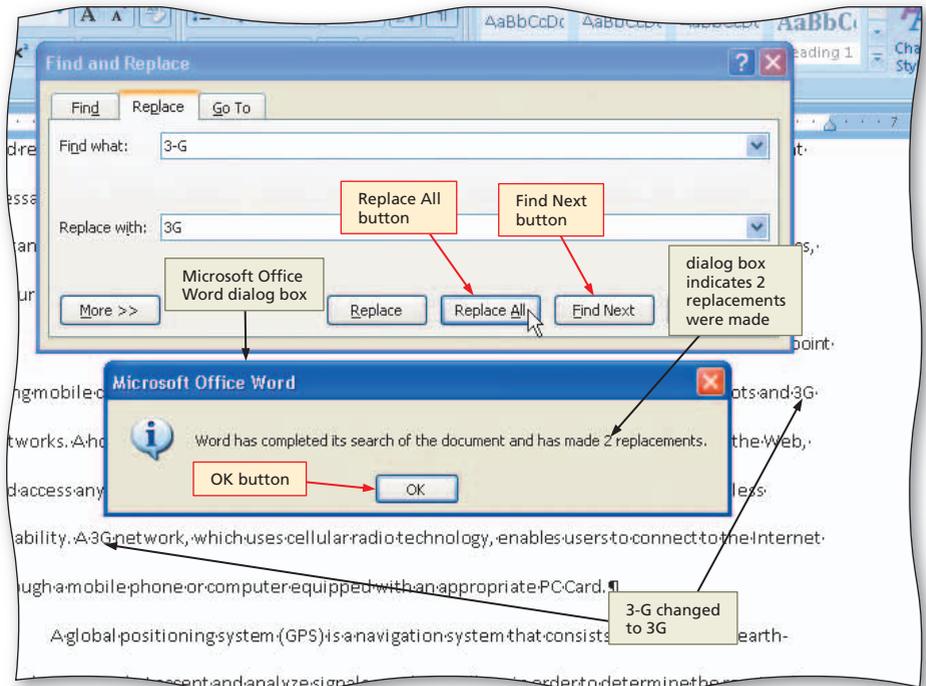


Figure 2–70

Other Ways

1. Click Select Browse Object button on vertical scroll bar, click Find icon, click Replace tab
2. Click Page Number indicator on status bar, click Replace tab in dialog box
3. Press CTRL+H

Find and Replace Dialog Box

The Replace All button in the Find and Replace dialog box replaces all occurrences of the Find what text with the Replace with text. In some cases, you may want to replace only certain occurrences of a word or phrase, not all of them. To instruct Word to confirm each change, click the Find Next button in the Find and Replace dialog box (Figure 2–70 on the previous page), instead of the Replace All button. When Word locates an occurrence of the text, it pauses and waits for you to click either the Replace button or the Find Next button. Clicking the Replace button changes the text; clicking the Find Next button instructs Word to disregard the replacement and look for the next occurrence of the Find what text.

If you accidentally replace the wrong text, you can undo a replacement by clicking the Undo button on the Standard toolbar. If you used the Replace All button, Word undoes all replacements. If you used the Replace button, Word undoes only the most recent replacement.

To FIND TEXT

Sometimes, you may want only to find text, instead of finding and replacing text. To search for just a single occurrence of text, you would follow these steps.

1. Click the Find button on the Home tab; or click the Select Browse Object button on the vertical scroll bar and then click the Find icon on the Select Browse Object menu; or click the page indicator on the status bar and then click the Find tab; or press CTRL+F.
2. Type the text to locate in the Find what text box and then click the Find Next button. To edit the text, click the Cancel button in the Find and Replace dialog box; to find the next occurrence of the text, click the Find Next button.

BTW **Finding Formatting**
 To search for formatting or a special character, click the More button in the Find dialog box. To find formatting, use the Format button in the Find dialog box. To find a special character, use the Special button.

To Find and Insert a Synonym

When writing, you may discover that you used the same word in multiple locations or that a word you used was not quite appropriate. In these instances, you will want to look up a **synonym**, or a word similar in meaning, to the duplicate or inappropriate word. A **thesaurus** is a book of synonyms. Word provides synonyms and a thesaurus for your convenience.

In this project, you would like a synonym for the word, proper, in the first paragraph of the research paper. The following steps show how to find a suitable synonym.

- 1
 - Right-click the word for which you want to find a synonym (in this case, proper) to display a shortcut menu related to the word you right-clicked.
 - Point to Synonyms on the shortcut menu to display a list of synonyms for the word you right-clicked (Figure 2–71).

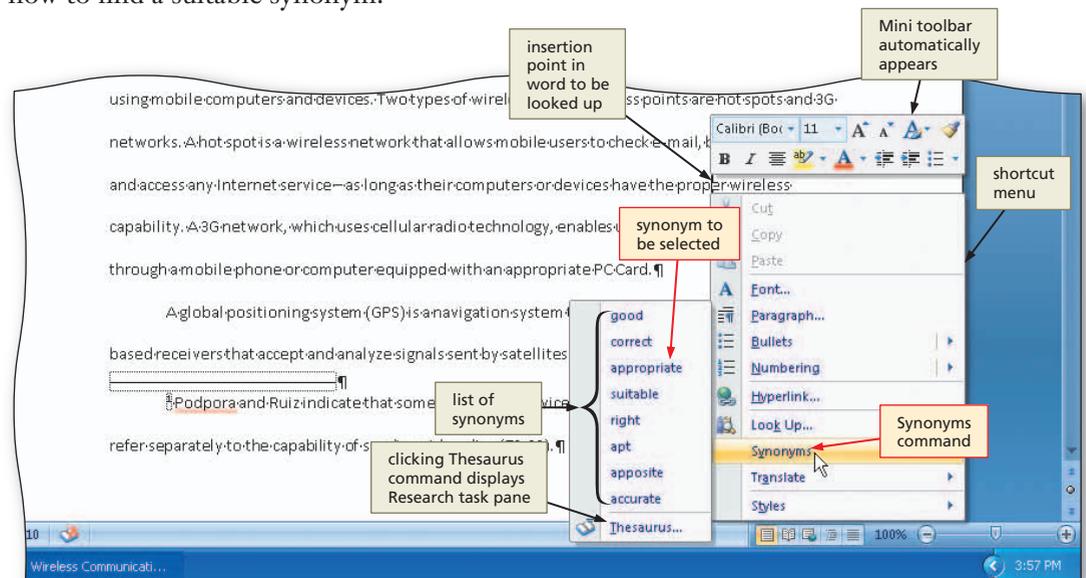


Figure 2–71

2

- Click the synonym you want (appropriate) on the Synonyms submenu to replace the word, proper, in the document with the word, appropriate (Figure 2–72).

Q&A What if the synonyms list on the shortcut menu does not display a suitable word?

You can display the thesaurus in the Research task pane by clicking Thesaurus on the Synonyms submenu. The Research task pane displays a complete thesaurus, in which you can look up synonyms for various meanings of a word. You also can look up an **antonym**, or word with an opposite meaning. The Research task pane is discussed later in this chapter.

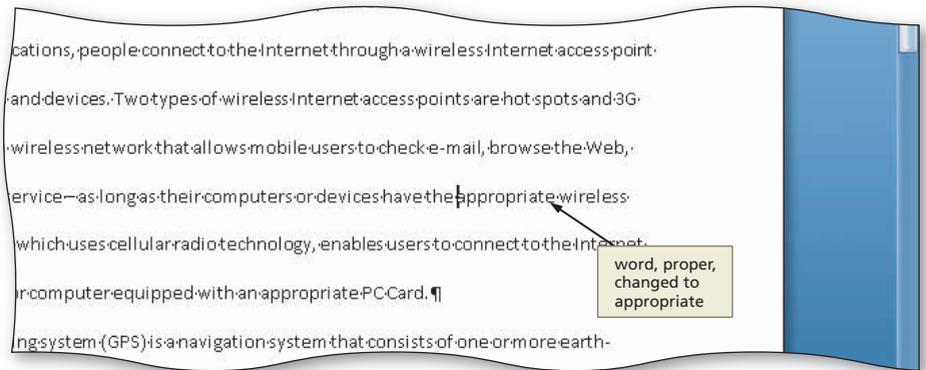


Figure 2–72

Other Ways	
1. Click Thesaurus on Review tab	2. Press SHIFT+F7

To Check Spelling and Grammar at Once

As discussed in Chapter 1, Word checks spelling and grammar as you type and places a wavy underline below possible spelling or grammar errors. Chapter 1 illustrated how to check these flagged words immediately. As an alternative, you can wait and check the entire document for spelling and grammar errors at once.

In the following example the word, world, has been misspelled intentionally as wrld to illustrate the use of Word’s check spelling and grammar at once feature. If you are completing this project on a personal computer, your research paper may contain different misspelled words, depending on the accuracy of your typing.

1

- Press CTRL+HOME because you want the spelling and grammar check to begin from the top of the document.
- Click Review on the Ribbon to display the Review tab.
- Click the Spelling & Grammar button on the Review tab to begin the spelling and grammar check at the location of the insertion point, which in this case, is at the beginning of the document (Figure 2–73).

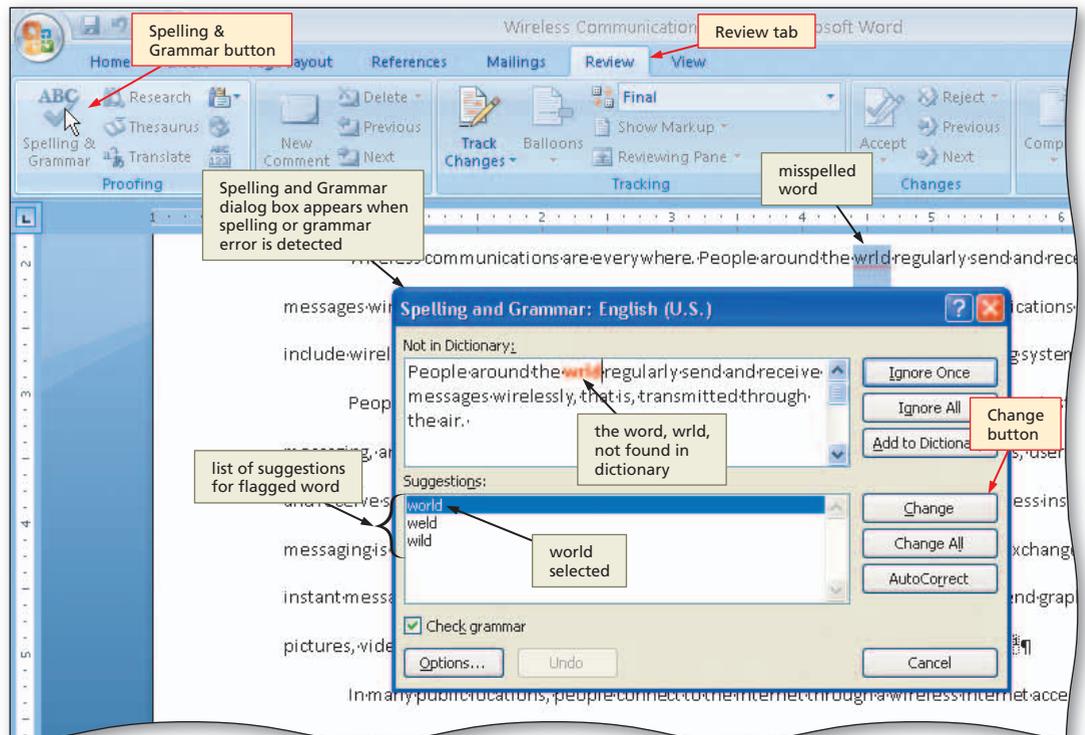


Figure 2–73

2

- With the word, world, selected in the Suggestions list, click the Change button in the Spelling and Grammar dialog box to change the flagged word, wrld, to the selected suggestion, world, and then continue the spelling and grammar check until the next error is identified or the end of the document is reached (Figure 2–74).

3

- Click the Ignore All button in the Spelling and Grammar dialog box to ignore this and future occurrences of the flagged proper noun and then continue the spelling and grammar check until the next error is identified or the end of the document is reached.

4

- When Word flags the proper noun, Podpora, click the Ignore All button.
- When the spelling and grammar check is finished and Word displays a dialog box, click its OK button.

Q&A

Can I check spelling of just a section of a document?

Yes, select the text before starting the spelling and grammar check.

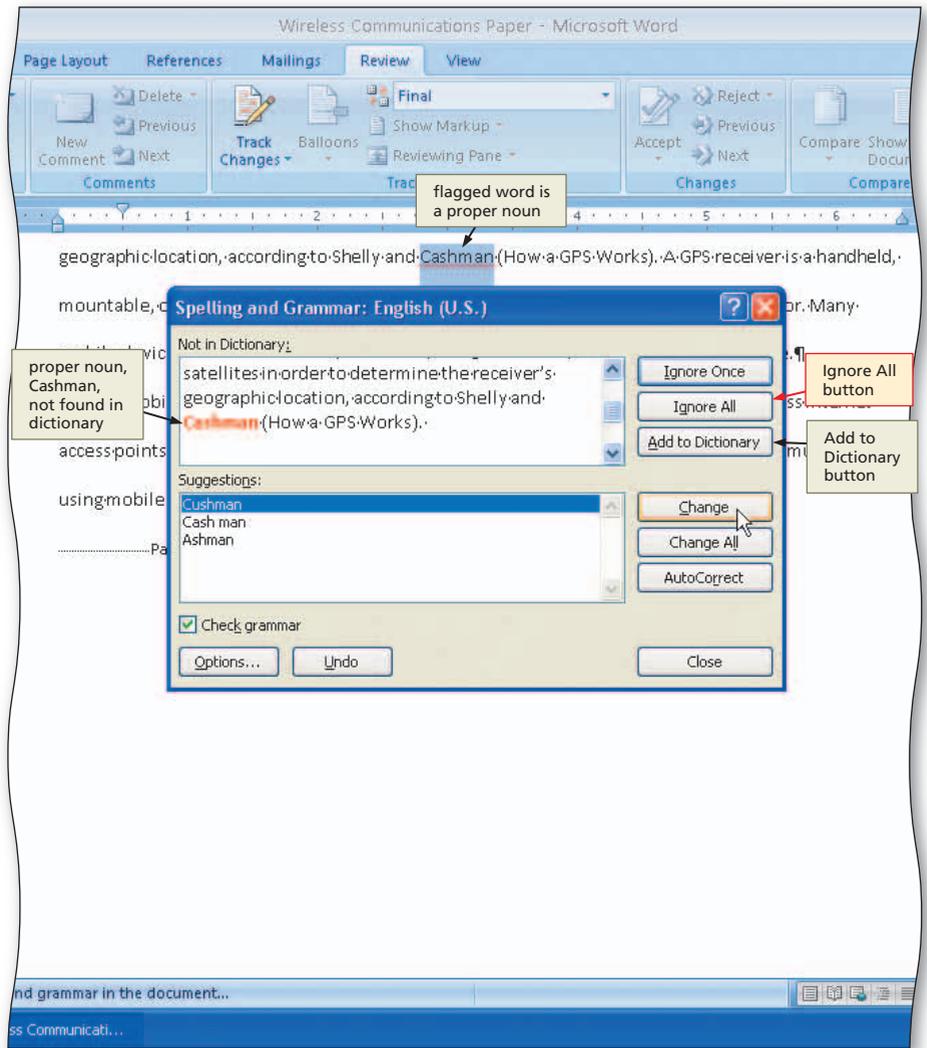


Figure 2–74

Other Ways

1. Click Spelling and Grammar Check icon on status bar, click Spelling on shortcut menu
2. Right-click flagged word, click Spelling on shortcut menu
3. Press F7

The Main and Custom Dictionaries

As shown in the previous steps, Word may flag a proper noun as an error because the proper noun is not in its main dictionary. To prevent Word from flagging proper nouns as errors, you can add the proper nouns to the custom dictionary. To add a correctly spelled word to the custom dictionary, click the Add to Dictionary button in the Spelling and Grammar dialog box (Figure 2–74) or right-click the flagged word and then click Add to Dictionary on the shortcut menu. Once you have added a word to the custom dictionary, Word no longer will flag it as an error.

To VIEW OR MODIFY ENTRIES IN A CUSTOM DICTIONARY

To view or modify the list of words in a custom dictionary, you would follow these steps.

1. Click the Office Button and then click the Word Options button.
2. Click Proofing in the left pane of the Word Options dialog box.
3. Click the Custom Dictionaries button.
4. When Word displays the Custom Dictionaries dialog box, place a check mark next to the dictionary name to view or modify. Click the Edit Word List button. (In this dialog box, you can add or delete entries to and from the selected custom dictionary.)
5. When finished viewing and/or modifying the list, click the OK button in the dialog box.
6. Click the OK button in the Custom Dictionaries dialog box.
7. If the ‘Suggest from main dictionary only’ check box is selected in the Word Options dialog box, remove the check mark. Click the OK button in the Word Options dialog box.

To SET THE DEFAULT CUSTOM DICTIONARY

If you have multiple custom dictionaries, you can specify which one Word should use when checking spelling. To set the default custom dictionary, you would follow these steps.

1. Click the Office Button and then click the Word Options button.
2. Click Proofing in the left pane of the Word Options dialog box.
3. Click the Custom Dictionaries button.
4. When the Custom Dictionaries dialog box is displayed, place a check mark next to the desired dictionary name. Click the Change Default button.
5. Click the OK button in the Custom Dictionaries dialog box.
6. If the ‘Suggest from main dictionary only’ check box is selected in the Word Options dialog box, remove the check mark. Click the OK button in the Word Options dialog box.

To Use the Research Task Pane to Look Up Information

From within Word, you can search through various forms of reference information. Earlier, this chapter discussed the Research task pane with respect to looking up a synonym in a thesaurus. Other services available in the Research task pane include a dictionary and if you are connected to the Web, an encyclopedia, a search engine, and other Web sites that provide information such as stock quotes, news articles, and company profiles.

Assume want to know more about the acronym, PDA. The following steps use the Research task pane to look up information about a word.

1

- While holding down the ALT key, click the word you want to look up (in this case, PDAs) to open the Research task pane and display a dictionary entry for the ALT+CLICKED word. Release the ALT key (Figure 2–75).
- If the Research task pane does not display a dictionary entry for the ALT+CLICKED word, click the Search for box arrow and then click All Reference Books.

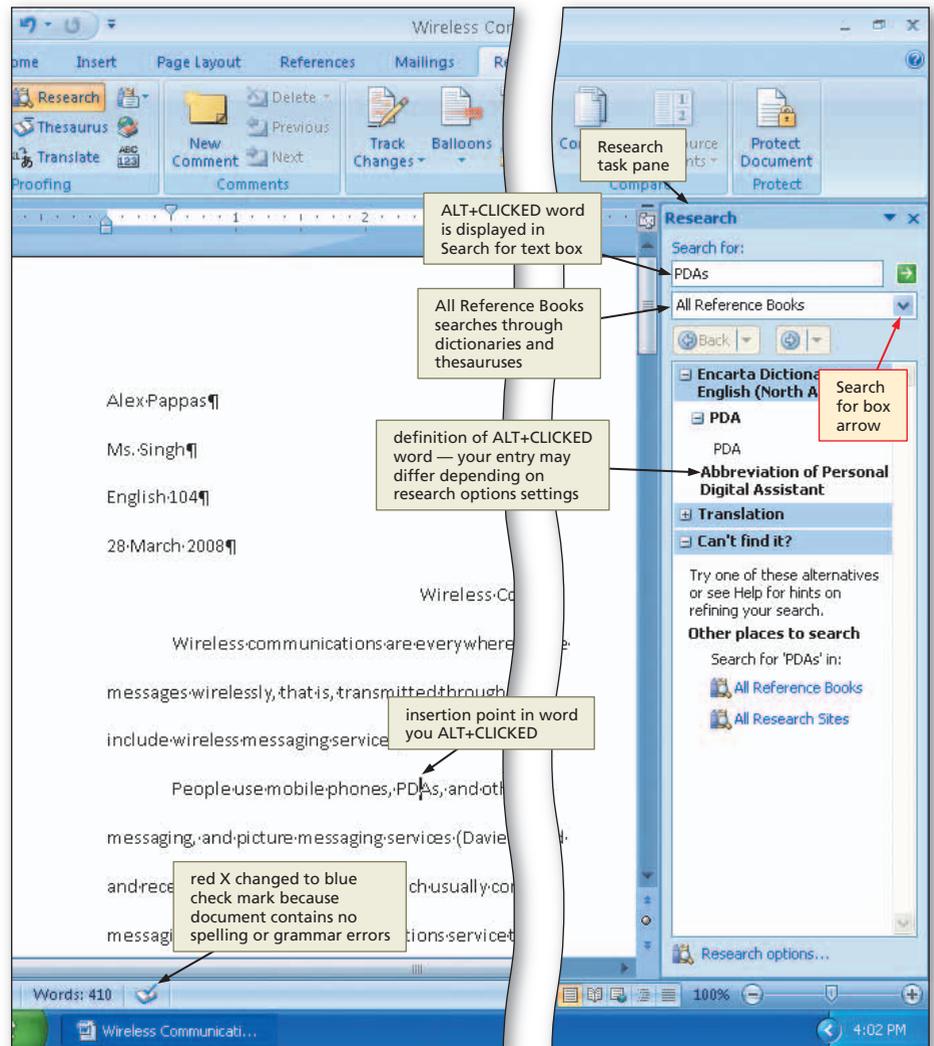


Figure 2–75

2

- Click the Search for box arrow and then click All Research Sites in the list to display Web sites with information about the ALT+CLICKED word (Figure 2-76).

Q&A

Can I copy information from the Research task pane into my document?

Yes, you can use the Copy and Paste commands. When using Word to insert material from the Research task pane or any other online reference, however, be very careful not to plagiarize.

3

- Click the Close button in the Research task pane.

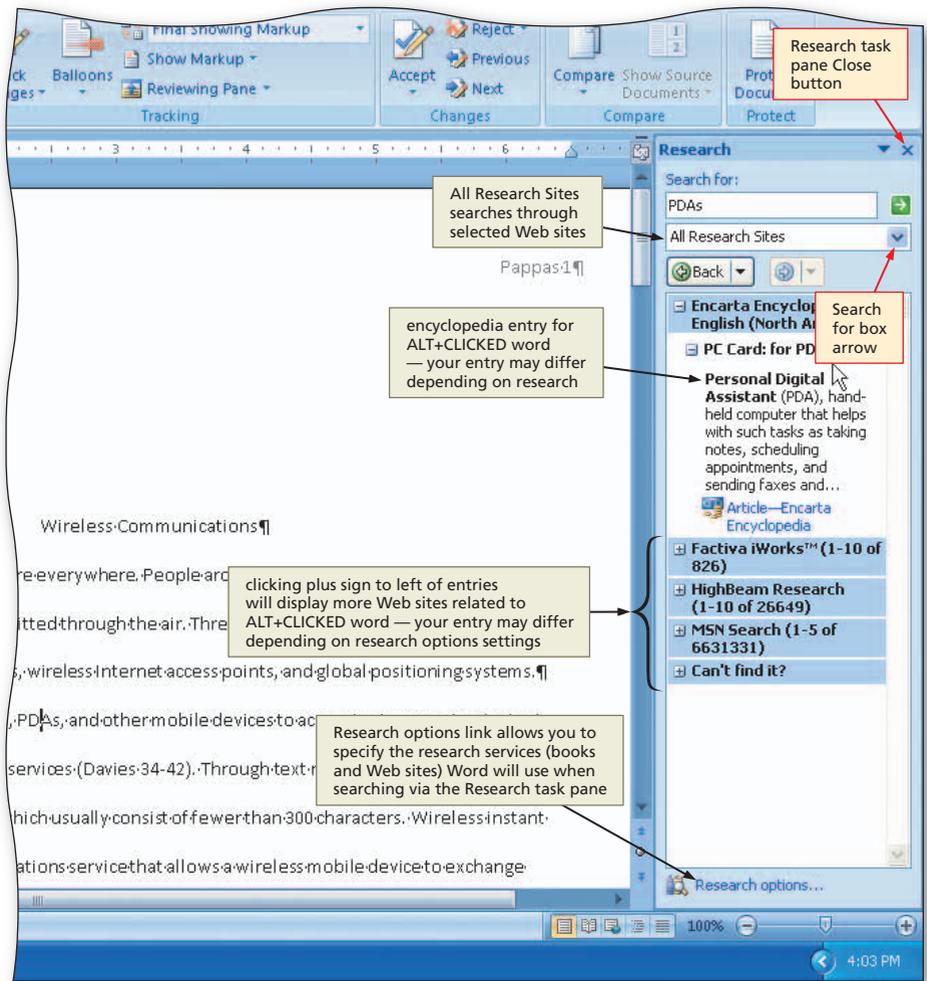


Figure 2-76

Other Ways

1. Click Insert Citation button on References tab, click Search Libraries

Research Task Pane Options

When you install Word, it selects a series of services (reference books and Web sites) through which it searches when you use the Research task pane. You can view, modify, and update the list of services at any time.

Clicking the Research options link at the bottom of the Research task pane displays the Research Options dialog box, where you can view or modify the list of installed services. You can view information about any installed service by clicking the service in the list and then clicking the Properties button. To activate an installed service, click the check box to its left; likewise, to deactivate a service, remove the check mark. To add a particular Web site to the list, click the Add Services button, enter the Web address in the Address text box, and then click the Add button in the Add Services dialog box. To update or remove services, click the Update/Remove button, select the service in the list, click the Update (or Remove) button in the Update or Remove Services dialog box, and then click the Close button. You also can install parental controls, if minor children use Word, through the Parental Control button in the Research Options dialog box.

To Change Document Properties

Before saving the research paper again, you want to add your name, course information, and some keywords as document properties. The following steps use the Document Information Panel to change document properties.

- 1 Click the Office Button to display the Office Button menu, point to Prepare on the Office Button menu, and then click Properties on the Prepare submenu to display the Document Information Panel.
- 2 Click the Author text box, if necessary, and then type your name as the Author property. If a name already is displayed in the Author text box, delete it before typing your name.
- 3 Click the Subject text box, if necessary delete any existing text, and then type your course and section as the Subject property.
- 4 Click the Keywords text box, if necessary delete any existing text, and then type instant messaging, Internet access points, global positioning systems as the Keywords property.
- 5 Click the Close the Document Information Panel button so that the Document Information Panel no longer is displayed.

BTW **Conserving Ink and Toner**
 You can instruct Word to print draft quality documents to conserve ink or toner by clicking the Office Button, clicking the Word Options button, clicking Advanced in the left pane of the Word Options dialog box, scrolling to the Print area, placing a check mark in the 'Use draft quality' check box, and then clicking the OK button. Click the Office Button, point to Print, and then click Quick Print.

To Save an Existing Document with the Same File Name

The document now is complete. You should save the research paper again. The following step saves the document again.

- 1 Click the Save button on the Quick Access Toolbar to overwrite the previous Wireless Communications Paper file on the USB flash drive.

To Print Document Properties and then the Document

With the document properties entered and the completed document saved, you may want to print the document properties along with the document. The following steps print the document properties, followed by the contents of the saved Wireless Communications Paper project.

- 1
 - Click the Office Button to display the Office Button menu and then point to Print on the Office Button menu to display the Print submenu (Figure 2-77).

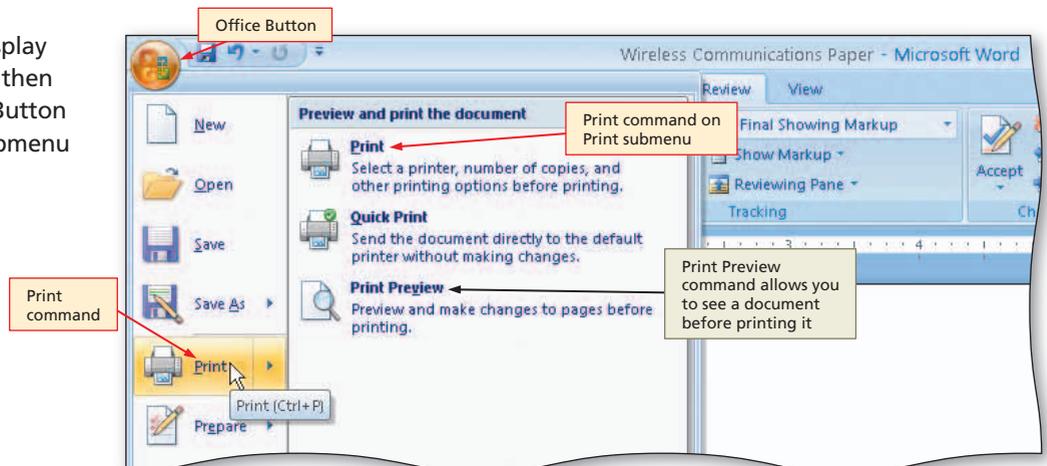


Figure 2-77

- 2**
- Click Print on the Print submenu to display the Print dialog box.
- Click the Print what box arrow and then click Document properties to instruct Word to print the document properties instead of the document (Figure 2–78).

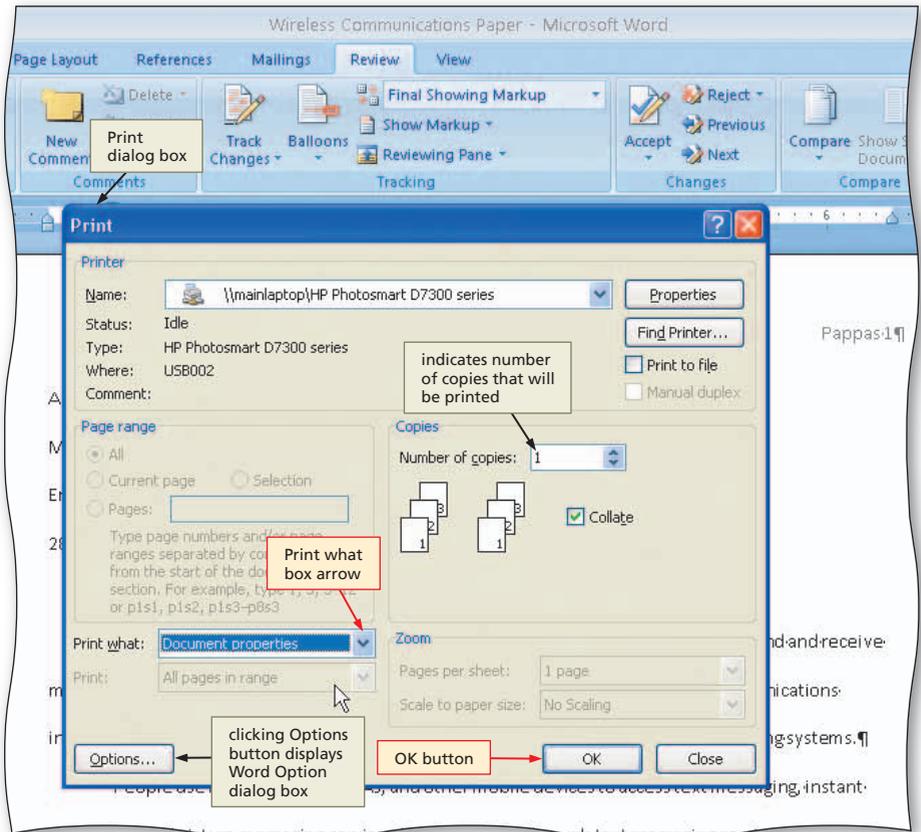


Figure 2–78

- 3**
- Click the OK button to print the document properties (Figure 2–79).
- 4**
- Click the Office Button again to display the Office Button menu, point to Print on the Office Button menu, and then click Quick Print on the Print submenu to print the research paper (shown in Figure 2–1 on page WD 75).

printed document properties — your properties may differ, depending on settings

Filename:	Wireless Communications Paper
Directory:	E:\
Template:	C:\Documents and Settings\Application Data\Microsoft\Templates\Normal.dotm
Title:	
Subject:	English 104
Author:	Alex Pappas
Keywords:	instant messaging, Internet access properties, global positioning systems
Comments:	
Creation Date:	3/18/2008 2:00:00 PM
Change Number:	8
Last Saved On:	3/28/2008 11:56:00 AM
Last Saved By:	Alex Pappas
Total Editing Time:	480 Minutes
Last Printed On:	3/28/2008 11:56:00 AM
As of Last Complete Printing	
Number of Pages:	3 (approx.)
Number of Words:	411
Number of Characters:	2,537 (approx.)

Figure 2–79

Certification

The Microsoft Certified Application Specialist (MCAS) program provides an opportunity for you to obtain a valuable industry credential – proof that you have the Word 2007 skills required by employers. For more information, see Appendix F or visit the Word 2007 Certification Web page (scsite.com/wd2007/cert).

To Quit Word

This project is complete. The following steps quit Word.

- 1** Click the Close button on the right side of the title bar to quit Word.
- 2** If necessary, click the Yes button in the Microsoft Office Word dialog box so that any changes you have made are saved.

Chapter Summary

In this chapter you have learned how to change document settings, use headers to number pages, create and modify styles, insert and edit citations and their sources, add footnotes, create a bibliographical list of sources, and use the Research task pane. The items listed below include all the new Word skills you have learned in this chapter.

1. Double-Space Text (WD 78)
2. Remove Space after a Paragraph (WD 79)
3. Switch to the Header (WD 80)
4. Right-Align a Paragraph (WD 81)
5. Insert a Page Number (WD 82)
6. Close the Header (WD 83)
7. Click and Type (WD 85)
8. Display the Rulers (WD 87)
9. First-Line Indent Paragraphs (WD 88)
10. Create a Quick Style (WD 90)
11. AutoCorrect as You Type (WD 91)
12. Use the AutoCorrect Options Button (WD 92)
13. Create an AutoCorrect Entry (WD 93)
14. Change the Bibliography Style (WD 95)
15. Insert a Citation and Create Its Source (WD 96)
16. Edit a Citation (WD 98)
17. Insert a Footnote Reference Mark (WD 100)
18. Insert a Citation Placeholder (WD 101)
19. Modify a Style Using a Shortcut Menu (WD 102)
20. Edit a Source (WD 104)
21. Count Words (WD 107)
22. Page Break Manually (WD 112)
23. Create the Bibliographical List (WD 113)
24. Modify a Style Using the Styles Task Pane (WD 114)
25. Create a Hanging Indent (WD 116)
26. Modify a Source and Update the Bibliographical List (WD 117)
27. Use the Select Browse Object Menu (WD 118)
28. Select a Sentence (WD 120)
29. Move Selected Text (WD 121)
30. Display the Paste Options Menu (WD 122)
31. Find and Replace Text (WD 123)
32. Find Text (WD 124)
33. Find and Insert a Synonym (WD 124)
34. Check Spelling and Grammar at Once (WD 125)
35. View or Modify Entries in a Custom Dictionary (WD 127)
36. Set the Default Custom Dictionary (WD 127)
37. Use the Research Task Pane to Look Up Information (WD 128)
38. Print Document Properties and then the Document (WD 130)



If you have a SAM user profile, you may have access to hands-on instruction, practice, and assessment. Log in to your SAM account (<http://sam2007.course.com>) to launch any assigned training activities or exams that relate to the skills covered in this chapter.

Quick Reference

For a table that lists how to complete the tasks covered in this book using the mouse, Ribbon, shortcut menu, and keyboard, see the Quick Reference Summary at the back of this book, or visit the Word 2007 Quick Reference Web page (scsite.com/wd2007/qr).



Learn It Online

Test your knowledge of chapter content and key terms.

Instructions: To complete the Learn It Online exercises, start your browser, click the Address bar, and then enter the Web address `scsite.com/wd2007/learn`. When the Word 2007 Learn It Online page is displayed, click the link for the exercise you want to complete and then read the instructions.

Chapter Reinforcement TF, MC, and SA

A series of true/false, multiple choice, and short answer questions that test your knowledge of the chapter content.

Flash Cards

An interactive learning environment where you identify chapter key terms associated with displayed definitions.

Practice Test

A series of multiple choice questions that test your knowledge of chapter content and key terms.

Who Wants To Be a Computer Genius?

An interactive game that challenges your knowledge of chapter content in the style of a television quiz show.

Wheel of Terms

An interactive game that challenges your knowledge of chapter key terms in the style of the television show *Wheel of Fortune*.

Crossword Puzzle Challenge

A crossword puzzle that challenges your knowledge of key terms presented in the chapter.

Apply Your Knowledge

Reinforce the skills and apply the concepts you learned in this chapter.

Revising Text and Paragraphs in a Document

Instructions: Start Word. Open the document, Apply 2-1 Software Paragraphs Draft, from the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information about accessing the required files.

The document you open has a header and three paragraphs of text. You are to revise the document as follows: move a paragraph, move a word and change the format of the moved word, change paragraph indentation, change line spacing and paragraph spacing, replace all occurrences of a word with another word, and edit the header.

Perform the following tasks:

1. Select the last (third) paragraph. Use drag-and-drop editing to move this paragraph, so that it is the second paragraph in the document.
2. Select the underlined word, effectively, in the second sentence of the first paragraph. Use drag-and-drop editing to move the selected word, effectively, so it follows the word, software, in the same sentence. Click the Paste Options button that displays to the right of the moved word, effectively. Remove the underline format from the moved sentence by clicking Keep Text Only on the shortcut menu.
3. Select the three paragraphs of text in the document.
4. Display the ruler, if necessary. With the paragraphs selected, use the ruler to indent the first line of the selected paragraphs one-half inch.
5. With the paragraphs still selected, change the line spacing of the selected paragraphs from single to double.

Continued >

Apply Your Knowledge *continued*

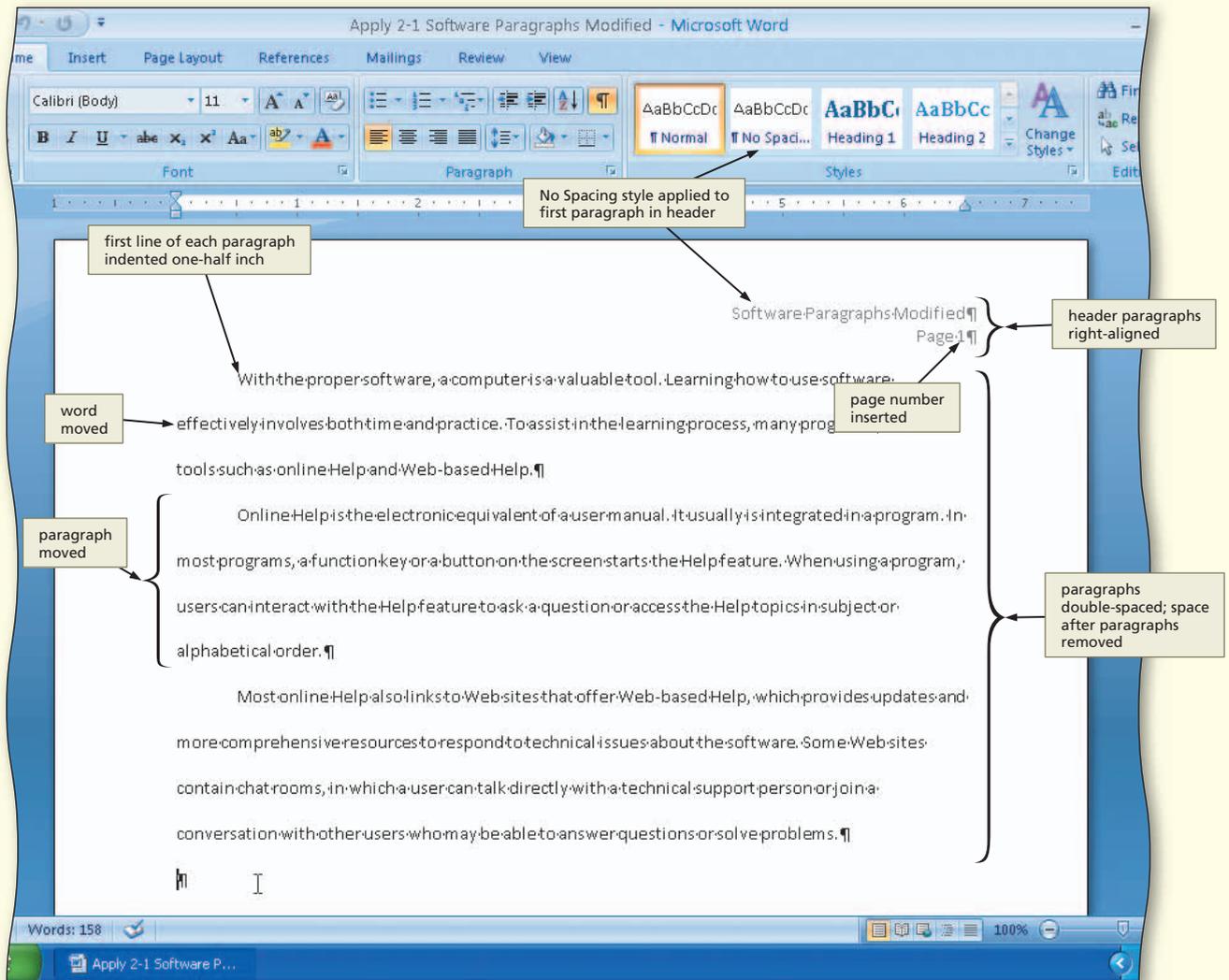


Figure 2-80

6. With the paragraphs still selected, use Line spacing box arrow to remove extra space below (after) the paragraphs. Click anywhere to remove the selection.
7. Use the Find and Replace dialog box to replace all occurrences of the word, Internet, with the word, Web. How many replacements were made?
8. Use Word's thesaurus to change the word, incorporated, to the word, integrated, in the first sentence of the second paragraph.
9. Switch to the header so you can edit it. In the first line of the header, change the word, Draft, to the word, Modified, so it reads: Software Paragraphs Modified. Change the first line of the header from the Normal style to the No Spacing style.
10. In the second line of the header, insert and center the page number (with no formatting) one space after the word, Page.
11. Change the alignment of both lines of text in the header from left-aligned to right-aligned. Switch back to the document text.
12. Change the document properties, as specified by your instructor.
13. Click the Office Button and then click Save As. Save the document using the file name, Apply 2-1 Software Paragraphs Modified.

14. Print the document properties and then print the revised document, shown in Figure 2–80.
15. Use the Research task pane to look up the definition of the word, online, in the first sentence of the second paragraph. Handwrite the COMPUTING definition of the word, online, on your printout.
16. Display the Research Options dialog box and on your printout, handwrite the currently active Reference Books, Research Sites, and Business and Financial Sites. If your instructor approves, activate one of the services.

Extend Your Knowledge

Extend the skills you learned in this chapter and experiment with new skills. You may need to use Help to complete the assignment.

Working with References and Proofing Tools

Instructions: Start Word. Open the document, Extend 2-1 Computing Options Paper Draft, from the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information on accessing the required files.

You will add another footnote to the paper, use the thesaurus, convert the document from MLA to APA style, convert the footnotes to endnotes, modify the Endnote Text style, change the format of the note reference marks, and translate the document to another language.

Perform the following tasks:

1. Insert a second footnote at an appropriate place in the research paper. Use the following footnote text: The Americans with Disabilities Act (ADA) requires any company with 15 or more employees to make reasonable attempts to accommodate the needs of physically challenged workers.
2. Use the Find dialog box to find the word, imagine, in the document and use Word to help you determine an appropriate synonym.
3. Save the document with a new file name and then print it. Select the entire document and then change the style of the citations and bibliography from MLA to APA. Save the APA version of the document with a new file name and then print it. Compare the two versions. Circle the differences between the two documents.
4. Convert the footnotes to endnotes.
5. Modify the Endnote Text style to 11-point Calibri font, double-spaced text with a first-line indent.
6. Change the format of the note reference marks to capital letters (A, B, etc.).
7. Save the revised document with endnotes with a new file name and then print it. On the printout with the endnotes, write the number of words, characters without spaces, characters with spaces, paragraphs, and lines in the document. Be sure to include endnote text in the statistics.
8. Translate the research paper into a language of your choice (Figure 2–81 on the next page) using the Translate button on the Review tab. Print the translated document.

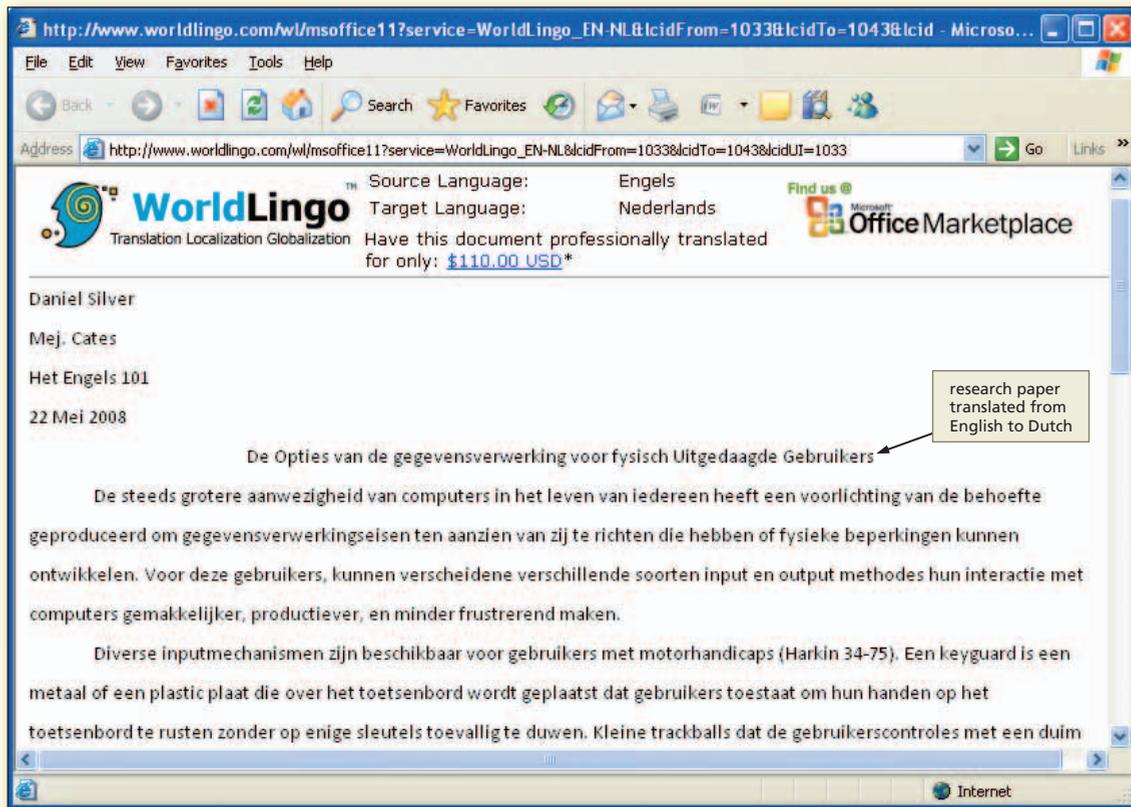
Extend Your Knowledge *continued*

Figure 2-81

Make It Right

Analyze a document and correct all errors and/or improve the design.

Inserting Missing Elements in an MLA Style Research Paper

Instructions: Start Word. Open the document, Make It Right 2-1 Certification Paper Draft, from the Data Files for Students. See the inside back cover of this book for instructions on downloading the Data Files for Students, or contact your instructor for information on accessing the required files.

The document is a research paper that is missing several elements. You are to insert these missing elements, all formatted according to the MLA documentation style: header with a page number, heading (name, course, and date information), paper title, footnote, and source information for the first citation and the citation in the footnote.

Perform the following tasks:

1. Insert a header with a page number, heading (use your own information: name, course information, and date), and an appropriate paper title, all formatted according to the MLA style.
2. Use the Select Browse Object button to go to page 2. How many bibliographical entries currently are on the Works Cited page? You will create additional source entries in Steps 3 and 4.
3. The Otoole placeholder (tag name) is missing its source information (Figure 2-82). Use the following source information to edit the source: magazine article titled “Career Builders and Boosts,” written by Sarah W. O’Toole, magazine name is *IT World and Certifications*, publication date is March 2008, article is on pages 88-93. Edit the citation so it displays the author name and the page numbers.

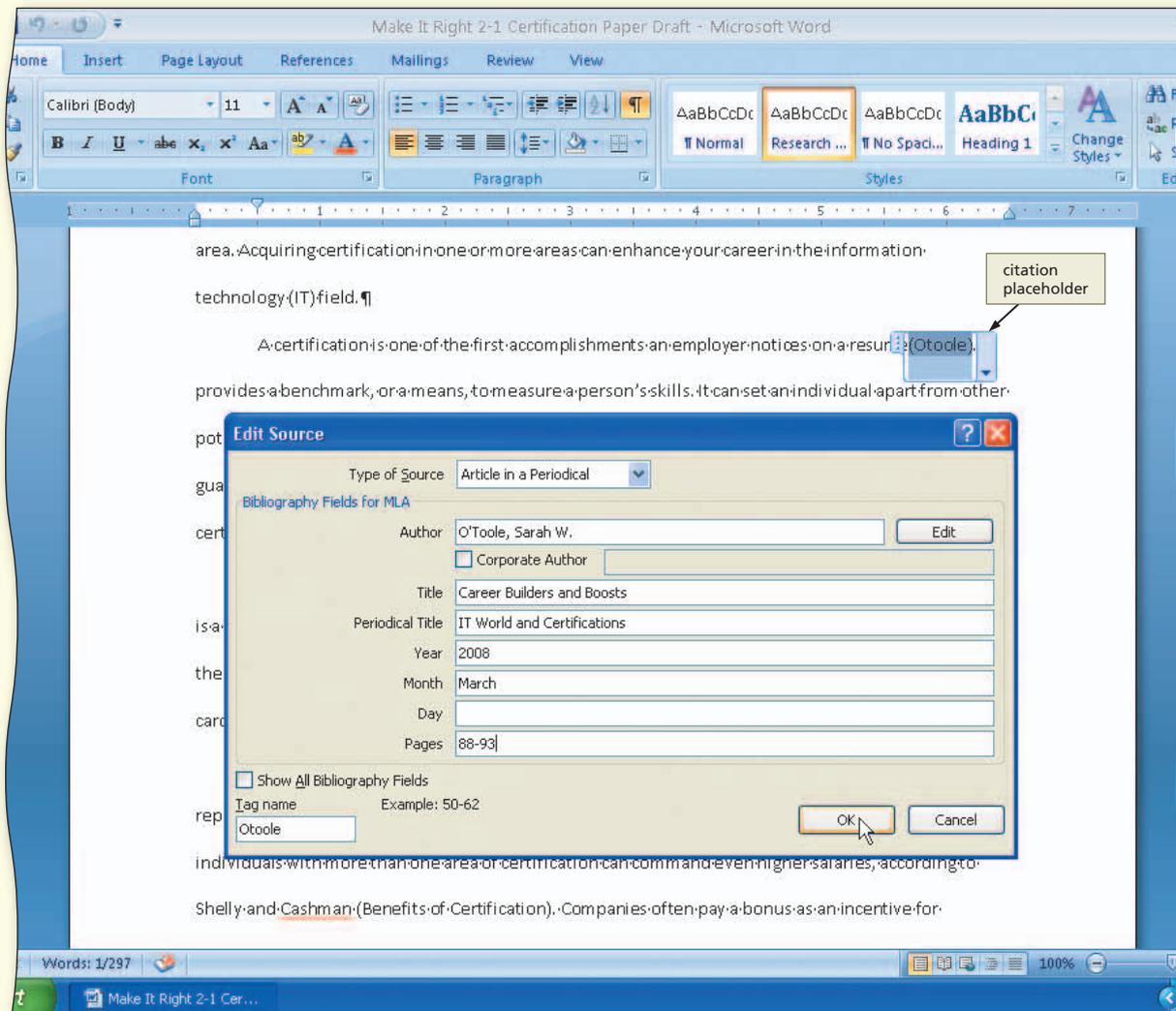


Figure 2-82

4. Insert the following footnote with the note reference at an appropriate place in the paper, formatted according to the MLA style: Debbins points out that, as an additional bonus, some certification training can be used for college credit. The citation for this footnote should be at the end of the footnote. The source information is as follows: book named *Preparing for the Future: IT Strategies*, authored by Floyd I. Debbins, published in 2008 at IT World Press in Boston, pages 99-104. Edit the citation so it only displays page numbers.
5. Use the Select Browse Object button to go to page 3. Be sure the bibliographical list on the Works Cited page contains all three entries. If necessary, use the F9 key to update the bibliographical list. Format the bibliographical paragraphs with a one-half inch hanging indent.
6. Use the Select Browse Object button to go to the footnote. Be sure the footnote is formatted properly.
7. Change the document properties, as specified by your instructor. Save the revised document with a new file name and then submit it in the format specified by your instructor.

In the Lab

Design and/or create a document using the guidelines, concepts, and skills presented in this chapter. Labs are listed in order of increasing difficulty.

Lab 1: Preparing a Short Research Paper

Problem: You are a college student currently enrolled in an introductory business class. Your assignment is to prepare a short research paper (300-350 words) about a computer-related job. The requirements are that the paper be presented according to the MLA documentation style and have three references. One of the three references must be from the Web. You prepare the paper shown in Figure 2-83, which discusses the computer forensics specialist.



(a)

Figure 2-83



(b)

Hankins 2

sources, is required. A degree in Computer Science should be supplemented with graduate courses and university-level professional development certificates. Entry level salaries range from \$45,000 to \$75,000. With experience and certifications, salaries can exceed \$125,000 (Turell 44-55).

With the growing use of computers in all areas of life, the number of computer crimes surely will continue to rise. As a result, the need for skilled specialists to battle these crimes will increase for many years to come.

(c)

Hankins 3

Works Cited

Reinman, David P. "Fighting Cybercriminals." *Cybertech Monthly* February 2008: 52-58.

Shelly, Gary B., and Thomas J. Cashman. "Computer Careers." *Course Technology*. 7 March 2008
<www.scsite.com/wd2007/pr2/wc.htm>.

Turell, Marcia O., and Alex N. Gutierrez. *Cybercrimes and Criminals*. El Paso: Legal Works Publishing Company, 2008.

Figure 2–83 (continued)

Instructions: Perform the following tasks:

1. If necessary, display formatting marks on the screen.
2. Adjust line spacing to double.
3. Remove space below (after) paragraphs.
4. Create a header to number pages.
5. Type the name and course information at the left margin. Center and type the title.
6. Set first-line indent for paragraphs in the body of the research paper.
7. Create a Quick Style for the research paper paragraphs.
8. Type the research paper as shown in Figures 2–83a and 2–83b. Change the bibliography style to MLA. As you insert citations, enter their source information (shown in Figure 2–83c). Edit the citations so they display according to Figures 2–83a and 2–83b.
9. At the end of the research paper text, press the ENTER key and then insert a manual page break so the Works Cited page begins on a new page. Enter and format the works cited title (Figure 2–83c). Use Word to insert the bibliographical list. Format the paragraphs in the list with a hanging indent.
10. Check the spelling and grammar of the paper at once.
11. Save the document on a USB flash drive using Lab 2-1 Computer Forensics Paper as the file name.
12. Print the research paper. Handwrite the number of words, paragraphs, and characters in the research paper above the title of your printed research paper.

In the Lab

Lab 2: Preparing a Research Report with a Footnote

Problem: You are a college student enrolled in an introductory English class. Your assignment is to prepare a short research paper in any area of interest to you. The requirements are that the paper be presented according to the MLA documentation style, contain at least one explanatory note positioned as a footnote, and have three references. One of the three references must be from the Internet. You prepare a paper about antivirus programs (Figure 2–84).

Yadav 1

Pahdi Yadav
Professor Milton
English 101
5 May 2008

Antivirus Programs

Today, people rely on computers to create, store, and manage critical information, many times via a home computer network. Information transmitted over networks has a higher degree of security risk than information kept in a user's home or company premises. Thus, it is crucial that they take measures to protect their computers and data from loss, damage, and misuse resulting from computer security risks. Antivirus programs are an effective way to protect a computer against viruses.

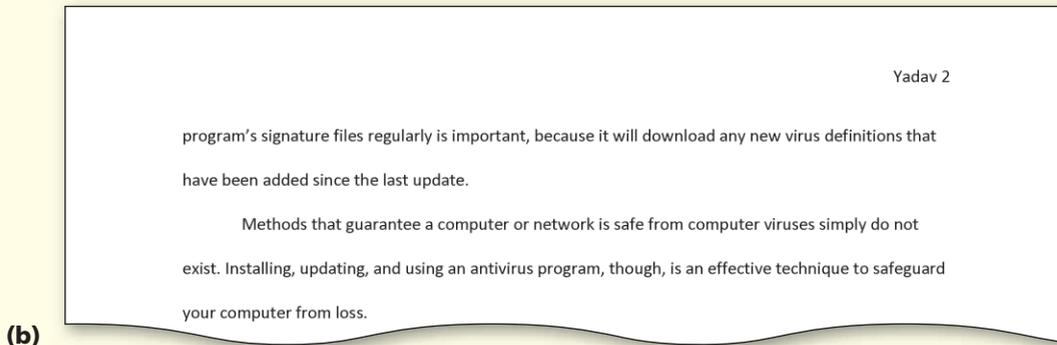
An antivirus program protects a computer against viruses by identifying and removing any computer viruses found in memory, on storage media, or on incoming files.¹ When you purchase a new computer, it often includes antivirus software. Antivirus programs work by scanning for programs that attempt to modify the boot program, the operating system, and other programs that normally are read from but not modified. In addition, many antivirus programs automatically scan files downloaded from the Web, e-mail attachments, opened files, and all types of removable media inserted in the computer (Karanos 201-205).

One technique that antivirus programs use to identify a virus is to look for virus signatures, or virus definitions, which are known specific patterns of virus code. According to Shelly and Cashman (Antivirus Programs), many vendors of antivirus programs allow registered users to update virus signature files automatically from the Web at no cost for a specified time. Updating the antivirus

¹ Bulowski points out that most antivirus programs also protect against worms and Trojan horses (55-61).

(a)

Figure 2–84

**Figure 2–84 (continued)**

Instructions: Perform the following tasks:

1. Adjust line spacing to double and remove space below (after) paragraphs. Create a header to number pages. Type the name and course information at the left margin. Center and type the title. Set first-line indent for paragraphs in the body of the research paper. Create a Quick Style for the research paper paragraphs.
2. Type the research paper as shown in Figures 2–84a and 2–84b. Add the footnote as shown in Figure 2–84a. Change the Footnote Text style to the format specified in the MLA style. As you insert citations, use the following source information:
 - a. Type of Source: Periodical
 Author: Bulowski, Dana
 Title: Protection and Precaution: Keeping Your Computer Healthy
 Periodical Title: Computing Today
 Year: 2008
 Month: February
 Pages 55-61
 - b. Type of Source: Book
 Author: Karanos, Hector
 Title: Internet Security
 Year: 2008
 City: Indianapolis
 Publisher: Citywide Cyber Press
 - c. Type of Source: Document From Web site
 Author: Shelly, Gary B., and Thomas J. Cashman
 Name of Web page: Antivirus Programs
 Production Company: Course Technology
 Year Accessed: 2008
 Month Accessed: February
 Day Accessed: 7
 URL: www.scsite.com/wd2007/pr2/wc.htm
3. At the end of the research paper text, press the ENTER key once and insert a manual page break so the Works Cited page begins on a new page. Enter and format the works cited title. Use Word to insert the bibliographical list. Format the paragraphs in the list with a hanging indent.
4. Check the spelling and grammar of the paper.
5. Save the document on a USB flash drive using Lab 2-2 Antivirus Programs Paper as the file name.
6. Print the research paper. Handwrite the number of words, including the footnotes, in the research paper above the title of your printed research paper.

In the Lab

Lab 3: Composing a Research Paper from Notes

Problem: You have drafted the notes shown in Figure 2–85. Your assignment is to prepare a short research paper from these notes.

Home networks:

- Home users connect multiple computers and devices together in a home network.
- Home networking saves money and provides conveniences.
- Approximately 39 million homes have more than one computer.
- Many vendors offer home networking packages that include all the necessary hardware and software to network a home using wired or wireless techniques.

Three types of wired home networks: Ethernet, powerline cable, and phonenumber (source: "Wired vs. Wireless Networks," an article on pages 24-29 in March 2008 issue of Modern Networking by Mark A. Travis).

- Traditional Ethernet networks require that each computer have built-in network capabilities or contain a network card, which connects to a central network hub or similar device with a physical cable. This may involve running cable through walls, ceilings, and floors in the house.
- The hardware and software of an Ethernet network can be difficult to configure for the average home user (source: a book called Home Networking by Frank A. Deakins, published at Current Press in New York in 2008).
- A phonenumber network is an easy-to-install and inexpensive network that uses existing telephone lines in the home.
- A home powerline cable network is a network that uses the same lines that bring electricity into the house. This network requires no additional wiring.

Two types of wireless home networks: HomeRF and Wi-Fi (source: a Web site titled "Wired and Wireless Networks" by Gary B. Shelly and Thomas J. Cashman of Course Technology, viewed on April 23, 2008. Web address is www.scsite.com/wd2007/pr2/wc.htm).

- Wireless networks have the disadvantage of interference, because walls, ceilings, and other electrical devices such as cordless telephones and microwave ovens can disrupt wireless communications.
- A HomeRF (radio frequency) network uses radio waves, instead of cables, to transmit data.
- A Wi-Fi network sends signals over a wider distance than the Home RF network, which can be up to 1,500 feet in some configurations.

Figure 2–85

Instructions: Perform the following tasks:

1. Review the notes in Figure 2–85 and then rearrange and reword them. Embellish the paper as you deem necessary. Present the paper according to the MLA documentation style. Create an AutoCorrect entry that automatically corrects the spelling of the misspelled word, *wird*, to the correct spelling, *wired*. Add a footnote that refers the reader to the Web for more information. Enter citations and their sources as shown. Create the works cited page from the listed sources.
2. Check the spelling and grammar of the paper. Save the document on a USB flash drive using Lab 2-3 Home Networks Paper as the file name.
3. Use the Research task pane to look up a definition of a word in the paper. Copy and insert the definition into the document as a footnote. Be sure to quote the definition and cite the source.
4. Print the research paper. Handwrite the number of words, including the footnotes, in the research paper above the title of the printed research paper.



Cases and Places

Apply your creative thinking and problem solving skills to design and implement a solution.

• EASIER •• MORE DIFFICULT

• 1: Create a Research Paper about Word Using the MLA Documentation Style

Chapter 1 of this book discussed the components of the Word window (pages WD 6 through 11). Using the material presented on those pages, write a short research paper (350–400 words) that describes the purpose and functionality of one or more of these components: document window, Ribbon, Mini toolbar and shortcut menus, Quick Access Toolbar, and Office Button. Use your textbook and Word Help as sources. Include at least two citations and one explanatory note positioned as a footnote. Add an AutoCorrect entry to correct a word you commonly mistype. Use the concepts and techniques presented in this chapter to format the paper according to the MLA documentation style. Check spelling and grammar of the finished paper.

•• 2: Create the Research Paper Presented in this Chapter Using the APA Documentation Style

As discussed in this chapter, two popular documentation styles for research papers are the Modern Language Association of America (MLA) and American Psychological Association (APA) styles. In this chapter, you created a research paper that followed guidelines of the MLA documentation style. Using the school library, this textbook, other textbooks, the Internet, magazines, or other sources, research the guidelines of the APA documentation style. Then, prepare the Wireless Communications Paper from this chapter following the guidelines of the APA documentation style. Use Figure 2–1 on page WD 75 as a starting point for the text and source information. Check spelling and grammar of the finished paper.

•• 3: Create a Research Paper that Compares Documentation Styles

This chapter discussed the requirements of the MLA documentation style. The American Psychological Association (APA) and the Chicago Manual of Style (CMS) are two other documentation styles supported by Word. Using the school library, this textbook, other textbooks, the Internet, magazines, or other sources, research the guidelines of the APA and CMS documentation styles to learn more about the differences among the MLA, APA, and CMS documentation styles. Using what you learn, write a short research paper (450–500 words) that compares the requirements and formats of the three documentation styles. Include at least two references and one explanatory note positioned as a footnote. Use the documentation style specified by your instructor to format the paper. Check spelling and grammar of the finished paper.

•• 4: Create a Research Paper about the Month You Were Born

Make It Personal

Did you ever wonder what world events took place during the month you were born (besides your birth)? For example, what happened with respect to politics, world affairs, and the economy? What made headline news? Were there any scientific breakthroughs? What was on television and at the box office? Were any famous people born? Did anyone famous die? What songs topped the charts? What was happening in the world of sports? Research the newsworthy events that took place during the month and year you were born (i.e., July 1981) by looking through newspapers, magazines, searching the Web, and/or interviewing family and friends. Write a short research paper (450–500 words) that summarizes your findings. Include at least two references and one explanatory note. Use the documentation style specified by your instructor to format the paper. Check spelling and grammar of the finished paper.

Continued >

Cases and Places *continued*

•• 5: Create a Research Paper about Spring Break Vacation Destinations

Working Together

With spring break just two months away, you and your fellow classmates are thinking about various spring break vacation destinations. Many options are available. Should you vacation close to home or travel across the country? Stay at a hotel, rent a condominium, or camp outdoors? Travel by car, train, or airplane? Book through a travel agent or the Web? Each team member is to research the attractions, accommodations, required transportation, and total cost of one spring break destination by looking through newspapers, magazines, searching the Web, and/or visiting a travel agency. Each team member is to write a minimum of 200 words summarizing his or her findings. Each team member also is to write at least one explanatory note and supply his or her source information for the citation and bibliography. Then, the team should meet as a group to compose a research paper that includes all team members' write-ups. Start by copying and pasting the text into a single document and then write an introduction and conclusion as a group. Use the documentation style specified by your instructor to format the paper. Check spelling and grammar of the finished paper. Set the default dictionary. If Word flags any of your last names as an error, add the name(s) to the custom dictionary. Hand in printouts of each team member's original write-up, as well as the final research paper.

