Creating a Research Paper with Citations and References

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
- Modify a style
- Use a header to number pages of a document
- Apply formatting using shortcut keys
- Modify paragraph indentation
- Insert and edit citations and their sources
- Add a footnote to a document
- Insert a manual page break
- Create a bibliographical list of sources
- Cut, copy, and paste text
- Find text and replace text
- Find a synonym
- Use the Research task pane to look up information
Creating a Research Paper with Citations and References

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 triangulation, follows the MLA documentation style. Each page contains a page number. The first two pages present the name and course information (student name, instructor name, course name, and paper due date), 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 and a footnote. The third page contains a detailed, alphabetical list of the sources referenced in the research paper. All pages include a header at the upper-right edge of the page.

APA Appendix

If your version of this book includes the Word APA Appendix and you are required to create a research paper using the APA documentation style instead of the MLA documentation style, the appendix shows the steps required to create the research paper in this chapter using the APA guidelines. If your version of this book does not include the Word APA Appendix, see print publications or search the Web for the APA guidelines.
A GPS consists of one or more earth-based receivers that accept and analyze signals sent by satellites to determine a receiver’s geographic location. GPS receivers, found in handheld navigation devices and many vehicles, use triangulation to determine their location relative to at least three geostationary satellites. According to Sanders, the geostationary satellites are the fixed points in the triangulation formula (Understanding Satellites and Global Positioning Systems).

The next time you pass a surveyor, play a Nintendo Wii, or follow a route suggested by a vehicle’s navigation system, keep in mind that none of it might have been possible without the concept of triangulation.

Can You Find Me Now?

How is a Nintendo Wii game console able to determine the location of a Wii Remote while a player interacts with a game? The answer is triangulation, a process that determines the location of an object by measuring the angles from two or more fixed points.

Surveyors often use triangulation to measure distance. Starting at a known location and elevation, surveyors measure a length to create a base line and then use a theodolite to measure an angle to an unknown point from each side of the base line (Jains 30-48). The length of the base line and the two known angles allow a computer or person to determine the location of a third point.

Similarly, the Nintendo Wii game console uses triangulation to determine the location of a Wii Remote. A player places a sensor bar, which contains two infrared transmitters, near or on top of a television. While the player uses the Wii Remote, the Wii game console determines the remote’s location by calculating the distance and angles between the Wii Remote and the two transmitters on the sensor bar. Determining the location of a Wii Remote is relatively simple because the sensor bar contains only two fixed points: the transmitters.

A more complex application of triangulation occurs in a global positioning system (GPS).

Works Cited


Overview

As you read through this chapter, you will learn how to create the research paper shown in Figure 2–1 on the previous page 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.

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, 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 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.
MLA Documentation Style

The research paper in this project follows the guidelines presented by the MLA. To follow the MLA documentation style, use 12-point Times New Roman, or a similar, font. 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 documentation 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-spaced line 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 documentation style uses in-text parenthetical references instead of noting each source at the bottom of the page or at the end of the paper. In the MLA documentation style, notes are used only for optional content or bibliographic notes.

If used, content notes elaborate on points discussed in the paper, and bibliographic notes direct the reader to evaluations of statements in a source or provide a means for identifying multiple sources. Use a superscript (raised number) both to signal that a note exists and to sequence the notes (shown in Figure 2-1 on page WD 67). Position notes at the bottom of the page as footnotes or at the end of the paper as endnotes. Indent the first line of each 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 (shown in Figure 2–1).

The MLA documentation 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.

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 documentation style. You will modify, however, the font, font size, line and paragraph spacing, and header formats as required by the MLA documentation style.

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 screen's resolution to 1024 × 768. For information about how to change a computer's resolution, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.
New Document Window
If you wanted to open a new blank document window, you could press CTRL+N or click File on the Ribbon to open the Backstage view, click the New tab to display the New gallery, click the Blank document button, and then click the Create button.

Style Formats
To see the formats assigned to a particular style in a document, click the Styles Dialog Box Launcher (Home tab | Styles group) and then click the Style Inspector button in the Styles task pane. Position the insertion point in the style in the document and then point to the Paragraph formatting or Text level formatting areas in the Style Inspector task pane to display an Enhanced ScreenTip describing formats assigned to the location of the insertion point. You also can click the Reveal Formatting button in the Style Inspector task pane to display the Reveal Formatting task pane.

To Display Formatting Marks
As discussed in Chapter 1, it is helpful to display formatting marks that indicate where in the document you press the ENTER key, SPACEBAR, and other keys. The following steps display formatting marks.

1. If the Home tab is not the active tab, click Home on the Ribbon to display the Home tab.
2. If the Show/Hide ¶ button (Home tab | Paragraph group) is not selected already, click it to display formatting marks on the screen.

Styles
When you create a document, Word formats the text using a particular style. A style is a named group of formatting characteristics, including font and font size. The default style in Word is called the Normal style, which most likely uses 11-point Calibri font. If you do not specify a style for text you type, Word applies the Normal style to the text. In addition to the Normal style, Word has many other built-in, or predefined, styles that you can use to format text. Styles make it easy to apply many formats at once to text. You can modify existing styles and create your own styles. Styles are discussed as they are used in this book.

To Modify a Style
The MLA documentation style requires that all text in the research paper use 12-point Times New Roman, or a similar, font. If you change the font and font size using buttons on the Ribbon, you will need to make the change many times during the course of creating the paper because Word formats different areas of a document using the Normal style, which uses 11-point Calibri font. For example, body text, headers, and bibliographies all display text based on the Normal style. Thus, instead of changing the font and font size for each of these document elements, a more efficient technique would be to change the Normal style for this document to 12-point Times New Roman. By changing the Normal style, you ensure that all text in the document will use the format required by the MLA. The next steps change the Normal style.
1. Right-click Normal in the Quick Style gallery (Home tab | Styles group) to display a shortcut menu related to styles (Figure 2–2).

   - Note: To help you locate screen elements that are referenced in the step instructions, such as buttons and commands, this book uses red boxes to point to these screen elements.

2. Click Modify on the shortcut menu to display the Modify Style dialog box (Figure 2–3).
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 Change Line Spacing

The lines of the research paper should be double-spaced, according to the MLA documentation style. In Word, you change the line spacing to 2.0 to double-space lines in a paragraph. The following steps change the line spacing to double.

1. Click the Line and Paragraph Spacing button (Home tab | Paragraph group) to display the Line and Paragraph Spacing gallery (Figure 2–5).

What do the numbers in the Line and Paragraph 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.

2. Click 2.0 in the Line and Paragraph Spacing gallery to change the line spacing at the location of the insertion point.

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

1. Right-click paragraph, click Paragraph on shortcut menu, click Indents and Spacing tab (Paragraph dialog box), click Line spacing box arrow, click desired spacing, click OK button
2. Click Paragraph Dialog Box Launcher (Home tab or Page Layout tab | Paragraph group), click Indents and Spacing tab (Paragraph dialog box), click Line spacing box arrow, click desired spacing, click OK button
3. Press CTRL+2 for double-spacing
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 and Paragraph Spacing button (Home tab | Paragraph group) to display the Line and Paragraph Spacing gallery (Figure 2–6).

2. Click Remove Space After Paragraph in the Line and Paragraph Spacing gallery so that no blank space appears after paragraphs.

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

Other Ways

1. Click Spacing After box arrows (Page Layout tab | Paragraph group) until 0 pt is displayed
2. Right-click paragraph, click Paragraph on shortcut menu, click Indents and Spacing tab (Paragraph dialog box), click After box arrows until 0 pt is displayed, click OK button
3. Click Paragraph Dialog Box Launcher (Home tab or Page Layout tab | Paragraph group), click Indents and Spacing tab (Paragraph dialog box), click After box arrows until 0 pt is displayed, click OK button

To Update a Style to Match a Selection

To ensure that all paragraphs in the paper will be double-spaced and do not have space after the paragraphs, you want the Normal style to include the line and paragraph spacing changes made in the previous two sets of steps. You can update a style to reflect the settings of the location of the insertion point or selected text. Because no text has yet been typed in the research paper, you do not need to select text prior to updating the Normal style. The following steps update the Normal style.

1. Right-click Normal in the Quick Style gallery (Home tab | Styles group) to display a shortcut menu (Figure 2–7).

2. Click Update Normal to Match Selection on the shortcut menu to update the selected (or current) style to reflect the settings at the location of the insertion point.

Other Ways

1. Right-click text, point to Styles on shortcut menu, click Update [style name] to Match Selection on submenu
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 documentation 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 documentation 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 (Insert tab | Header & Footer group) to display the Header gallery (Figure 2–8).

Can I use a built-in header for this research paper?

None of the built-in headers adheres to the MLA documentation style. Thus, you enter your own header content, instead of using a built-in header, for this research paper.

How would I remove a header from a document?

You would click Remove Header in the Header gallery (shown in Figure 2–8). Similarly, to remove a footer, you would click Remove Footer in the Footer gallery.

Experiment

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

BTW

The Ribbon and Screen Resolution

Word may change how the groups and buttons within the groups appear on the Ribbon, depending on the computer’s screen resolution. Thus, your Ribbon may look different from the ones in this book if you are using a screen resolution other than 1024 x 768.
Click Edit Header in the Header gallery to switch from the document text to the header, which allows you to edit the contents of the header (Figure 2–9).

How do I remove the Header & Footer Tools Design tab from the Ribbon?
When you are finished editing the header, you will close it, which removes the Header & Footer Tools Design tab.

Other Ways

1. Double-click dimmed header
2. Right-click header in document, click Edit Header button that appears

To Right-Align a Paragraph

The paragraph in the header currently is left-aligned (Figure 2–9). Your last name and the page number should print right-aligned, that is, at the right margin. The following step right-aligns a paragraph.

1. Click Home on the Ribbon to display the Home tab.

2. Click the Align Text Right button (Home tab | Paragraph group) to right-align the current paragraph (Figure 2–10).

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 (Paragraph dialog box), click Alignment box arrow, click Right, click OK button
2. Click Paragraph Dialog Box Launcher (Home tab or Page Layout tab | Paragraph group), click Indents and Spacing tab (Paragraph dialog box), click Alignment box arrow, click Right, click OK button
3. Press CTRL+R
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 Header & Footer Tools Design tab.
2. Type Marino and then press the SPACEBAR to enter the last name in the header.

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 (Header & Footer Tools Design tab | Header & Footer group) to display the Insert Page Number menu.
2. Point to Current Position on the Insert Page Number menu to display the Current Position gallery (Figure 2–11).

Experiment

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

2. 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 2–12).

Other Ways

1. Click Insert Page Number button (Insert tab | Header & Footer group)
2. Click Quick Parts button (Insert tab | Text group or Header & Footer Tools Design tab | Insert group), click Field on Quick Parts menu, select Page in Field names list (Field dialog box), click OK button

BTW

If you wanted to create a footer, you would click the Footer button (Insert tab | Header & Footer group) and then select the desired built-in footer or click Edit Footer to create a customized footer; you also could double-click the dimmed footer, or right-click the footer and then click the Edit Footer button that appears.
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 (Header & Footer Tools Design tab | Close group) (shown in Figure 2–12 on the previous page) to close the header and switch back to the document text (Figure 2–13).

How do I make changes to existing header text?

Switch to the header using the steps described on pages WD 75 and WD 76, edit the header as you would edit text in the document window, and then switch back to the 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 67.

Write the first draft, referencing sources.

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

- 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?

(continued)
(continued)

- **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 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.

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**To Enter Name and Course Information**

As discussed earlier in this chapter, the MLA documentation 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. The following steps enter the name and course information in the research paper.

1. Type **Annalisa Marino** as the student name and then press the ENTER key.
2. Type **Mr. Winters** as the instructor name and then press the ENTER key.
3. Type **English 101** as the course name and then press the ENTER key.
4. Type **April 4, 2012** as the paper due date and then press the ENTER key (Figure 2–14).

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**Plan Ahead**

**Date Formats**

The MLA documentation style prefers the day-month-year (4 April 2012) or month-day-year (April 4, 2012) format.

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**Figure 2–14**
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 (Home tab | Paragraph group) to center text and graphics. As an alternative, you can use Word's Click and Type feature 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 type or insert according to the location where you double-clicked. The following 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.

• 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 2–15).

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 I-beam when the Click and Type pointer is in certain locations on the right side of the document window.

Q&A

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 (Home tab | Paragraph group) to center text and graphics. As an alternative, you can use Word’s Click and Type feature 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 type or insert according to the location where you double-clicked. The following steps use Click and Type to center and then type the title of the research paper.

2

• Double-click to center the paragraph mark and insertion point between the left and right margins.

• Type Can You Find Me Now? as the paper title and then press the ENTER key to position the insertion point on the next line (Figure 2–16).
Shortcut Keys

Word has many shortcut keys, or keyboard key combinations, 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>
<thead>
<tr>
<th>Table 2–1 Shortcut Keys for Formatting Characters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Character Formatting Task</strong></td>
</tr>
<tr>
<td>All capital letters</td>
</tr>
<tr>
<td>Bold</td>
</tr>
<tr>
<td>Case of letters</td>
</tr>
<tr>
<td>Decrease font size</td>
</tr>
<tr>
<td>Decrease font size 1 point</td>
</tr>
<tr>
<td>Double-underline</td>
</tr>
<tr>
<td>Increase font size</td>
</tr>
<tr>
<td>Increase font size 1 point</td>
</tr>
<tr>
<td><strong>Character Formatting Task</strong></td>
</tr>
<tr>
<td>Italic</td>
</tr>
<tr>
<td>Remove character formatting (plain text)</td>
</tr>
<tr>
<td>Small uppercase letters</td>
</tr>
<tr>
<td>Subscript</td>
</tr>
<tr>
<td>Superscript</td>
</tr>
<tr>
<td>Underline</td>
</tr>
<tr>
<td>Underline words, not spaces</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table 2–2 Shortcut Keys for Formatting Paragraphs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paragraph Formatting</strong></td>
</tr>
<tr>
<td>1.5 line spacing</td>
</tr>
<tr>
<td>Add/remove one line above paragraph</td>
</tr>
<tr>
<td>Center paragraph</td>
</tr>
<tr>
<td>Decrease paragraph indent</td>
</tr>
<tr>
<td>Double-space lines</td>
</tr>
<tr>
<td>Hanging indent</td>
</tr>
<tr>
<td>Increase paragraph indent</td>
</tr>
<tr>
<td><strong>Paragraph Formatting</strong></td>
</tr>
<tr>
<td>Justify paragraph</td>
</tr>
<tr>
<td>Left-align paragraph</td>
</tr>
<tr>
<td>Remove hanging indent</td>
</tr>
<tr>
<td>Remove paragraph formatting</td>
</tr>
<tr>
<td>Right-align paragraph</td>
</tr>
<tr>
<td>Single-space lines</td>
</tr>
</tbody>
</table>

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 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 (shown in Figure 2–17 on the next page).

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 shortcut key. If your hand is on the mouse, use the Ribbon.
To Save a Document

You have performed many tasks while creating this research paper and do not want to risk losing work completed thus far. Accordingly, you should save the document. The following steps assume you already have created folders for storing your files, for example, a CIS 101 folder (for your class) that contains a Word folder (for your assignments). Thus, these steps save the document in the Word folder in the CIS 101 folder on a USB flash drive using the file name, Triangulation Paper.

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 Triangulation Paper in the File name text box to change the file name. Do not press the ENTER key after typing the file name because you do not want to close the dialog box at this time.
3. Navigate to the desired save location (in this case, the Word folder in the CIS 101 folder [or your class folder] on the USB flash drive).
4. Click the Save button (Save As dialog box) to save the document in the selected folder on the selected drive with the entered file name.

To Display the Rulers

According to the MLA documentation 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 is displayed at the top edge of the document window just below the Ribbon. Word also provides a vertical ruler that is displayed along the left edge of the Word window. The following step displays the rulers because you want to use the ruler to indent paragraphs.

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.
- If the rulers are not displayed, click the View Ruler button on the vertical scroll bar to display the horizontal and vertical rulers on the screen (Figure 2–17).

For what tasks would I use the rulers?

You can use the rulers to indent paragraphs, set tab stops, change page margins, and adjust column widths.
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, which is called a **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 2–18). 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 2–18).

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 2–19).
• 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 2–20).

Type How is a Nintendo Wii console able to determine the location of a Wii Remote while a player interacts with a game? and notice that Word automatically indented the first line of the paragraph by one-half inch (Figure 2–21).

Will I have to set a 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.

Other Ways

1. Right-click paragraph, click Paragraph on shortcut menu, click Indents and Spacing tab (Paragraph dialog box), click Special box arrow, click First line, click OK button
2. Click Paragraph Dialog Box Launcher (Home tab or Page Layout tab | Paragraph group), click Indents and Spacing tab (Paragraph dialog box), click Special box arrow, click First line, click OK button
3. Press TAB key at beginning of paragraph
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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 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. The following steps intentionally misspell the word, the, as teh to illustrate the AutoCorrect feature.

1. Press the SPACEBAR.

2. Type the beginning of the next sentence, misspelling the word, the, as follows: The answer is triangulation, a process that determines teh (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 steps on the next page illustrate the AutoCorrect Options button and menu.
Position the mouse pointer in the text automatically corrected by Word (the word, the, in this case) to display a small blue box below the automatically corrected word (Figure 2–24).

Point to the small blue box to display the AutoCorrect Options button.

Click the AutoCorrect Options button to display the AutoCorrect Options menu (Figure 2–25).

Press the ESCAPE key to remove the AutoCorrect Options menu from the screen.

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 mistype the word sensor as senser, you should create an AutoCorrect entry for it. The following steps create an AutoCorrect entry.

Click File on the Ribbon to open the Backstage view (Figure 2–26).
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2. Click Options in the Backstage view to display the Word Options dialog box.

2. Click Proofing in the left pane (Word Options dialog box) to display proofing options in the right pane.

2. Click the AutoCorrect Options button in the right pane to display the AutoCorrect dialog box.

2. When Word displays the AutoCorrect dialog box, type sensor in the Replace text box.

2. Press the TAB key and then type sensor in the With text box (Figure 2–27).

Q&A

How would I delete an existing AutoCorrect entry?

You would select the entry to be deleted in the list of defined entries in the AutoCorrect dialog box and then click the Delete button.

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

3. Click the OK button (AutoCorrect dialog box) to close the dialog box.

3. Click the OK button (Word Options dialog box) to close the dialog box.

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 Options in the Backstage view, clicking Proofing in the left pane (Word Options dialog box), clicking the AutoCorrect Options button in the right pane (Figure 2–27), removing the check mark from the ‘Replace text as you type’ check box, and then clicking the OK button in each open dialog box.

The AutoCorrect sheet in the AutoCorrect dialog box (Figure 2–27) 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 letters, such as tuesday, Word capitalizes the first letter in the name 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. If you do not want Word to automatically perform any of these corrections, simply remove the check mark from the appropriate check box in the AutoCorrect dialog box.

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 would set an exception. To set an exception to an AutoCorrect rule, click Options in the Backstage view, click Proofing in the left pane (Word Options dialog box), click the AutoCorrect Options button in the right pane, click the Exceptions button (Figure 2–27 on the previous page), 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 (AutoCorrect Exceptions dialog box), and then click the OK button in each of 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 in-text parenthetical reference. The following steps enter this text.

1. With the insertion point positioned at the end of the first paragraph in the paper, as shown in Figure 2–25 on page WD 86, press the ENTER key, so that you can begin typing the text in the second paragraph.

2. Type Surveyors often use triangulation to measure distance. Starting at a known location and elevation, surveyors measure a length to create a base line and then use a theodolite to measure an angle to an unknown point from each side of the base line and then press the SPACEBAR.

Citations

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

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 for the MLA documentation style.

- Book: full name of author(s), complete title of book, edition (if available), volume (if available), publication city, publisher name, publication year, publication medium
- Magazine: full name of author(s), complete title of article, magazine title, issue number (if available), date of magazine, page numbers of article, publication medium
- Web site: full name of author(s), title of Web site, Web site publisher or sponsor (if none, write N.p.), publication date (if none, write n.d.), publication medium, date viewed
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 according to that style. 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 creating 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.
2. Click the Bibliography Style box arrow (References tab | Citations & Bibliography group) to display a gallery of predefined documentation styles (Figure 2–28).

What if I am using a different edition of a documentation style shown in the Bibliography Style gallery? Select the closest one and then, if necessary, perform necessary edits before submitting the paper.
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 for the citation. 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 (References tab | Citations & Bibliography group) to display the Insert Citation menu (Figure 2–29).

2. Click Add New Source on the Insert Citation menu to display the Create Source dialog box (Figure 2–30).

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 type of source you selected.
Creating a Research Paper with Citations and References

3

- If necessary, click the Type of Source box arrow (Create Source dialog box) and then click Article in a Periodical, so that the list shows fields required for a magazine (periodical).

- Click the Author text box. Type Jains, Malila as the author.

- Click the Title text box. Type How Surveyors Measure and Calculate Angles as the article title.

- Press the TAB key and then type Today’s Modern Surveyor as the periodical title.

- Press the TAB key and then type 2012 as the year.

- Press the TAB key and then type Mar. as the month.

- Press the TAB key twice and then type 30-48 as the pages (Figure 2–31).

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 2–32).

To Edit a Citation

In the MLA documentation 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 (Jains), which selects the citation and displays the Citation Options box arrow.

- Click the Citation Options box arrow to display the Citation Options menu (Figure 2–33).

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 the citation and then drag the citation tab to the desired location.
2. Click Edit Citation on the Citation Options menu to display the Edit Citation dialog box.

   - Type 30-48 in the Pages text box (Edit Citations dialog box) (Figure 2–34).

3. Click the OK button to close the dialog box and add the page numbers to the citation in the document (Figure 2–35).

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.

---

**To Enter More Text**

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

1. Press the SPACEBAR.

2. Type the next sentence (Figure 2–36): The length of the base line and the two known angles allow a computer or person to determine the location of a third point.
To Save an Existing Document with the Same File Name

You have made several modifications to the document 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 previously saved file.

Footnotes

As discussed earlier in this chapter, notes are optional in the MLA documentation style. If used, content notes elaborate on points discussed in the paper, and bibliographic notes direct the reader to evaluations of statements in a source or provide a means for identifying multiple sources. The MLA documentation style specifies that a superscripted (raised number) be used for a note reference mark to signal that a 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 both in the body of the document and to the left of the note text. If you insert, rearrange, or remove notes, Word renumbers 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 at the location where the footnote text will be typed.

1. With the insertion point positioned as shown in Figure 2–36, click the Insert Footnote button (References tab | Footnotes group) 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 2–37).

What if I wanted notes to be positioned as endnotes instead of as footnotes?

You would click the Insert Endnote button (References tab | Footnotes group), 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.
To Enter Footnote Text

The following step types the footnote text to the right of the note reference mark below the separator line.

1. Type the footnote text up to the citation: Cordoba and Sarkis state that electronic theodolites calculate angles automatically and then send the calculated angles to a computer for analysis 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 2–38, click the Insert Citation button (References tab | Citations & Bibliography group) to display the Insert Citation menu (Figure 2–38).

2. Click Add New Placeholder on the Insert Citation menu to display the Placeholder Name dialog box.

3. Type Cordoba as the tag name for the source (Figure 2–39).

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 (Placeholder Name dialog box) to close the dialog box and insert the entered tag name in the citation placeholder in the document.

Press the PERIOD key to end the sentence.
**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 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 documentation 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 12 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 in the document will use the formats defined in this style.

---

**To Modify a Style Using a Shortcut Menu**

The Footnote Text style specifies left-aligned single-spaced paragraphs with a 10-point font size for text. To meet MLA documentation style, the footnotes should be double-spaced with a first line indent and a 12-point font size for text. 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 2–40).
2. Click Style on the shortcut menu to display the Style dialog box. If necessary, click the Category box arrow, click All styles in the Category list, and then click Footnote Text in the Styles list.

3. Click the Modify button (Style dialog box) to display the Modify Style dialog box.

   - Click the Font Size box arrow (Modify Style dialog box) to display the Font Size list and then click 12 in the Font Size list to change the font size.

   - Click the Double Space button to change the line spacing.

   - Click the Format button to display the Format menu (Figure 2–41).

3. Click Paragraph on the Format menu (Modify Style dialog box) to display the Paragraph dialog box.

   - Click the Special box arrow (Paragraph dialog box) and then click First line (Figure 2–42).
Will all footnotes use this modified style?
Yes. Any future footnotes entered in the document will use a 12-point font with the paragraphs first-line indented and double-spaced.

To Edit a Source

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

1. Click somewhere in the citation placeholder to be edited, in this case (Cordoba), to select the citation placeholder.

2. Click the Citation Options box arrow to display the Citation Options menu (Figure 2–44).
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 (Edit Source dialog box) and then click Book, so that the list shows fields required for a book.

- Click the Author text box. Type Cordoba, Nicolas E.; Sarkis, Kara A. as the author.

What if I do not know how to punctuate the author entry so that Word formats it properly?

Click the Edit button (Edit Source dialog box) to the right of the Author entry for assistance. For example, you should separate multiple author names with a semicolon as shown in this figure.

- Click the Title text box. Type The Surveyor’s Theodolite Formula as the book title.

- Press the TAB key and then type 2012 as the year.

- Press the TAB key and then type Orlando as the city.

- Press the TAB key and then type Orange County Press as the publisher (Figure 2–45).

3. Click the OK button to close the dialog box and create the source.
To Edit a Citation

In the MLA documentation 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. To do this, you instruct Word to suppress author and title. The following steps edit the citation, suppressing the author and title but displaying the page numbers.

1. If necessary, click somewhere in the citation to be edited, in this case (Cordoba), 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 25 in the Pages text box (Edit Citation dialog box).
5. Click the Author check box to place a check mark in it.
6. Click the Title check box to place a check mark in it (Figure 2-46).
7. Click the OK button to close the dialog box, remove the author name from the citation in the footnote, suppress the title from showing, and add a page number to the citation (shown in Figure 2-47 on page WD 101).

Figure 2–46
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, the insertion point 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 (Home tab | Clipboard group). Or, click immediately to the right of the note reference mark in the document text and then press the BACKSPACE key twice, or 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 (Home tab | Clipboard group), click the location where you want to move the note, and then click the Paste button (Home tab | Clipboard group). When you move or delete notes, Word automatically renumbers any remaining notes in the correct sequence.

If you position the mouse pointer on the note reference mark in the document text, the note text is displayed 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 Footnote & Endnote Dialog Box Launcher (References tab | Footnotes group) to display the Footnote and Endnote dialog box, click the Number format box arrow (Footnote and Endnote dialog box), click the desired number format in the list, and then click the Apply button.

If, for some reason, you wanted to convert footnotes to endnotes, you would click the Footnote & Endnote Dialog Box Launcher (References tab | Footnotes group) to display the Footnote and Endnote dialog box, click the Convert button (Footnote and Endnote dialog box), select the ‘Convert all footnotes to endnotes’ option button, click the OK button, and then click the Close button (Footnote and Endnote dialog box).

To Enter More Text

The next step is to continue typing text in the body of the research paper. The following steps enter this text.

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 2–47): Similarly, the Nintendo Wii console uses triangulation to determine the location of a Wii Remote. A player places a sensor bar, which contains two infrared transmitters, near or on top of a television. While the player uses the Wii Remote, the Wii console determines the remote’s location by calculating the distance and angles between the Wii Remote and the two transmitters on the sensor bar. Determining the location of a Wii Remote is relatively simple because the sensor bar contains only two fixed points: the transmitters.
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 2–47 shows the research paper has 236 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 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 (Word Count dialog box) (Figure 2–47).

   Why do the statistics in my Word Count dialog box differ from Figure 2–47? Depending on the accuracy of your typing, your statistics may differ.

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

   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.

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. The following steps enter this text and a placeholder.

1. With the insertion point positioned at the end of the third paragraph as shown in Figure 2–47 on the previous page, press the ENTER key.

2. Type the fourth paragraph of the research paper (Figure 2–48):

   A more complex application of triangulation occurs in a global positioning system (GPS). A GPS consists of one or more earth-based receivers that accept and analyze signals sent by satellites to determine a receiver’s geographic location. GPS receivers, found in handheld navigation devices and many vehicles, use triangulation to determine their location relative to at least three geostationary satellites. According to Sanders, the satellites are the fixed points in the triangulation formula and then press the SPACEBAR.

   Why does the text move from the second page to the first page as I am typing?

   Word, by default, will not allow the first line of a paragraph to be by itself at the bottom of a page (an orphan) or the last line of a paragraph to be by itself at the top of a page (a widow). As you type, Word adjusts the placement of the paragraph to avoid orphans and widows.

3. Click the Insert Citation button (References tab | Citations & Bibliography group) to display the Insert Citation menu. Click Add New Placeholder on the Insert Citation menu to display the Placeholder Name dialog box.

4. Type Sanders as the tag name for the source.

5. Click the OK button to close the dialog box and insert the tag name in the citation placeholder.

6. Press the PERIOD key to end the sentence.
To Edit a Source

When you typed the fourth paragraph of the research paper, you inserted a citation placeholder, Sanders, 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 Sanders citation placeholder.

1. Click somewhere in the citation placeholder to be edited, in this case (Sanders), 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 (Edit Source dialog box); 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 Sanders, Gregory B. as the author.
7. Click the Name of Web Page text box. Type Understanding Satellites and Global Positioning Systems as the Web page name.
8. Click the Production Company text box. Type Course Technology as the production company.
9. Click the Year Accessed text box. Type 2012 as the year accessed.
10. Press the TAB key and then type Feb. as the month accessed.
11. Press the TAB key and then type 27 as the day accessed (Figure 2–49).

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, the dialog box may not be able to display all Web site fields at the same time. In this case, some may scroll up.

Do I need to enter a Web address (URL)?
The latest MLA documentation style update does not require the Web address in the source.

12. Click the OK button to close the dialog box and create the source.

Figure 2–49
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 instead.

1. If necessary, click somewhere in the citation to be edited, in this case (Sanders), 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 (Edit Citation dialog box) to place a check mark in it (Figure 2–50).
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 (shown in Figure 2–51).

Certification

The Microsoft Office Specialist (MOS) program provides an opportunity for you to obtain a valuable industry credential — proof that you have the Word 2010 skills required by employers. For more information, visit the Word 2010 Certification Web page (scsite.com/wd2010/cert).
To Enter More Text

The next step is to type the last paragraph of text in the research paper. The following steps enter this text.

1. Press the END key to position the insertion point at the end of the fourth paragraph and then press the ENTER key.

2. Type the last paragraph of the research paper (Figure 2–51): 

   The next time you pass a surveyor, play a Nintendo Wii, or follow a route prescribed by a vehicle’s navigation system, keep in mind that none of it might have been possible without the concept of triangulation.

To Save an Existing Document with the Same File Name

You have made several modifications to the document 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 previously saved file.

Creating an Alphabetical Works Cited Page

According to the MLA documentation 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.
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. Word, however, does adjust any automatic page breaks that follow a manual page break. Word inserts manual page breaks immediately above or to the left of the location of the insertion point. The following step inserts a manual page break after the text of the research paper.

1. Verify that the insertion point is positioned at the end of the text of the research paper, as shown in Figure 2–51 on the previous page.

2. Click Insert on the Ribbon to display the Insert tab.

3. Click the Page Break button (Insert tab | Pages group) to insert a manual page break immediately to the left of the insertion point and position the insertion point immediately below the manual page break (Figure 2–52).

Other Ways

1. Press CTRL+ENTER

To Apply a Style

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 the first-line indent for paragraphs to one-half inch.
To properly center the title of the works cited page, you could drag the First Line Indent marker back to the left margin before centering the paragraph, or you could apply the Normal style to the location of the insertion point. Recall that you modified the Normal style for this document to 12-point Times New Roman with double-spaced, left-aligned paragraphs that have no space after the paragraphs.

To apply a style to a paragraph, first position the insertion point in the paragraph and then apply the style. The following step applies the modified Normal style to the location of the insertion point.

1. Click Home on the Ribbon to display the Home tab.
2. With the insertion point on the paragraph mark at the top of page 3 (as shown in Figure 2–52) even if Normal is selected, click Normal in the Quick Style gallery (Home tab | Styles group) to apply the Normal style to the paragraph containing the insertion point (Figure 2–53).

To Center Text

The next step is to enter the title, Works Cited, centered between the margins of the paper. The following steps use shortcut keys to format the title.

1. Press CTRL+E to center the paragraph mark.
2. Type Works Cited as the title.
3. Press the ENTER key.
4. Press CTRL+L to left-align the paragraph mark (shown in Figure 2–54 on the next page).

BTWs
For a complete list of the BTWs found in the margins of this book, visit the Word 2010 BTW Web page (scsite.com/wd2010/btw).
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 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 correct punctuation between each element according to the MLA documentation style. The following steps create an MLA-styled bibliographical list from the sources previously entered.

1. **Click References on the Ribbon to display the References tab.**

2. **With the insertion point positioned as shown in Figure 2–54, click the Bibliography button (References tab | Citations & Bibliography group) to display the Bibliography gallery (Figure 2–54).**

   Will I select the Works Cited option from the Bibliography gallery?

   No. The title it inserts is not formatted according to the MLA documentation style. Thus, you will use the Insert Bibliography command instead.

3. **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 2–55).

   What is the n.d. in the last work?

   The MLA documentation style uses the abbreviation n.d. for no date, for example, no date on the Web page.
TO FORMAT PARAGRAPHS WITH A HANGING INDENT

Notice in Figure 2–55 that the first line of each source entry begins at the left margin, and subsequent lines in the same paragraph are 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. The Bibliography style in Word automatically formats the works cited paragraphs with a hanging indent.

If you wanted to format paragraphs with a hanging indent, you would use one of the following techniques.

- With the insertion point in the paragraph to format, drag the **Hanging Indent marker** (the bottom triangle) on the ruler to the desired mark on the ruler (i.e., .5”) to set the hanging indent at that location from the left margin.

  or

- Right-click the paragraph to format, click Paragraph on shortcut menu, click Indents and Spacing tab (Paragraph dialog box), click Special box arrow, click Hanging, and then click the OK button.

  or

- Click the Paragraph Dialog Box Launcher (Home tab or Page Layout tab | Paragraph group), click Indents and Spacing tab (Paragraph dialog box), click Special box arrow, click Hanging, and then click the OK button.

  or

- With the insertion point in the paragraph to format, 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 the Manage Sources button (References tab | Citations & Bibliography group) to display the Source Manager dialog box.

- Click the source you wish to edit in the Current List, in this case the article by Jains, to select the source.

- Click the Edit button (Source Manager dialog box) to display the Edit Source dialog box.

- In the Title text box, insert the word, Distance, between the words, Measure and, in the title (Figure 2–56).
To Convert a Field to Regular Text

Word may use an earlier version of the MLA documentation style to format the bibliography. The latest guidelines for the MLA documentation style, for example, state that titles should be italicized instead of underlined, and each work should identify the source's publication medium (e.g., Print for printed media, Web for online media, etc.). If you format or add text to the bibliography, Word automatically will change it back to the Bibliography style's predetermined formats when the bibliography field is updated. To preserve modifications you make to the format of the bibliography, you can convert the bibliography field to regular text. Keep in mind, though, once you convert the field to regular text, it no longer is a field that can be updated. The following step converts a field to regular text.

1. Click somewhere in the field to select it, in this case, somewhere in the bibliography (Figure 2–58).

What if the bibliography field is not shaded gray?
Click File on the Ribbon to open the Backstage view, click Options in the Backstage view, click Advanced in the left pane (Word Options dialog box), scroll to the ‘Show document content’ area, click the Field shading box arrow, click When selected, and then click the OK button.

2. Press CTRL+SHIFT+F9 to convert the selected field to regular text.

Why did the gray shading disappear?
The bibliography no longer is a field, so it is not shaded gray.

Q&A

1. Why are all the words in the bibliography shaded?
The bibliography field consists of all text in the bibliography.

2. Why did the gray shading disappear?
The bibliography no longer is a field, so it is not shaded gray.

Q&A
Creating a Research Paper with Citations and References

Word Chapter 2

To Format the Works Cited to the Latest MLA Documentation Style

As mentioned earlier, the latest the MLA documentation style guidelines state that titles should be italicized instead of underlined, and each work should identify the source's publication medium (e.g., Print, Web, Radio, Television, CD, DVD, Film, etc.). The following steps format and modify the Works Cited as specified by the latest MLA guidelines, if yours are not already formatted this way.

2. Click Home on the Ribbon to display the Home tab. Click the Underline button (Home tab | Font group) to remove the underline from the selected text and then click the Italic button (Home tab | Font group) to italicize the selected text.
3. Select the magazine title, Today's Modern Surveyor. Remove the underline from the selected title and then italicize the selected title.
4. Select the Web page title, Understanding Satellites and Global Positioning Systems. Remove the underline from the selected title and then italicize the selected title.
5. After the period following the year in the first work, press the SPACEBAR and then type Print.
6. After the period following the page range in the second work, press the SPACEBAR and then type Print.
7. Before the date in the third work, type Web. and then press the SPACEBAR (Figure 2–59).

![Figure 2–59]

To Save an Existing Document with the Same File Name

You have made several modifications to the document 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 previously saved file.
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, look for grammatical errors and spelling errors. You also should ensure 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 browse through pages, copy text, find text, replace text, insert a synonym, check spelling and grammar, and look up information. The following pages discuss these tools.

### To Scroll Page by Page through a Document

The next step is to modify text on the second page of the paper. Currently, the third page is the active page (Figure 2–59 on the previous page). The following step scrolls up one page in the document.

1. With the insertion point on the third page of the paper, click the Previous Page button on the vertical scroll bar to position the insertion point at the top of the previous page (Figure 2–60).

The button on my screen shows a ScreenTip different from Previous Page. Why?

By default, the functions of the buttons above and below the Select Browse Object button are Previous Page and Next Page, respectively. You can change the commands associated with these buttons by clicking the Select Browse Object button and then clicking the desired browse object. The Browse by Page command on the Select Browse Object menu, for example, changes the buttons back to Previous Page and Next Page.

How do I display the next page?

Click the Next Page button on the vertical scroll bar.

---

**Other Ways**

1. Click Page Number indicator on status bar, click Page in ‘Go to what’ list (Find and Replace dialog box), type desired page number in “Enter page number” text box, click Go To button
2. Press CTRL+PAGE UP or CTRL+PAGE DOWN

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Copying, Cutting, and Pasting

While proofreading the research paper, you decide it would read better if the word, geostationary, appeared in front of the word, satellites, in the last sentence of the fourth paragraph. You could type the word at the desired location, but because this is a difficult word to spell, you decide to use the Office Clipboard. The Office Clipboard is a temporary storage area that holds up to 24 items (text or graphics) copied from any Office program.

Copying is the process of placing items on the Office Clipboard, leaving the item in the document. Cutting, by contrast, removes the item from the document before placing it on the Office Clipboard. Pasting is the process of copying an item from the Office Clipboard into the document at the location of the insertion point.

To Copy and Paste

In the research paper, you copy a word from one sentence to another. The following steps copy and paste a word.

1. Select the item to be copied (the word, geostationary, in this case).
2. Click the Copy button (Home tab | Clipboard group) to copy the selected item in the document to the Office Clipboard (Figure 2–61).

1. Position the insertion point at the location where the item should be pasted (immediately to the left of the word, satellites, in this case) (Figure 2–62).
Click the Paste button (Home tab | Clipboard group) to paste the copied item in the document at the location of the insertion point (Figure 2–63).

What if I click the Paste button arrow by mistake?
Click the Paste button arrow again to remove the Paste menu.

To Display the Paste Options Menu

When you paste an item or move an item using drag-and-drop editing, which was discussed in the previous chapter, Word automatically displays a Paste Options button near the pasted or moved text (Figure 2–63). The Paste Options button allows you to change the format of a pasted item. For example, you can instruct Word to format the pasted item the same way as where it was copied, or format it the same way as where it is being pasted. The following steps display the Paste Options menu.

1. Click the Paste Options button to display the Paste Options menu (Figure 2–64).

What are the functions of the buttons on the Paste Options menu?
In general, the left button indicates the pasted item should look the same as it did in its original location. The second button formats the pasted text to match the rest of the item where it was pasted. The third button removes all formatting from the pasted item. The Set Default Paste command displays the Word Options dialog box. Keep in mind that the buttons shown on a Paste Options menu will vary, depending on the item being pasted.

2. Press the ESCAPE key to remove the Paste Options menu from the window.
To Find Text

While proofreading the paper, you would like to locate all occurrences of Wii console because you are contemplating changing this text to Wii game console. The following steps find all occurrences of specific text in a document.

1. Click the Find button (Home tab | Editing group) to display the Navigation Pane (Figure 2–65).

What is the Navigation Pane?
The Navigation Pane is a window that enables you to search for text in a document, browse through pages in a document, or browse through headings in a document.

2. Type Wii console in the Navigation Pane text box to display all occurrences of the typed text, called the search text, in the Navigation Pane and to highlight the occurrences of the search text in the document window (Figure 2–66).

Experiment

Type various search text in the Navigation Pane text box, and watch Word both list matches in the Navigation Pane and highlight matches in the document window. When you are finished experimenting, repeat Step 2.

Other Ways

1. Click Find button arrow (Home tab | Editing group), click Find on Find menu, enter search text in Navigation Pane
2. Click Select Browse Object button on vertical scroll bar, click Find icon on Select Browse Object menu, enter search text in Find and Replace dialog box, click Find Next button
3. Click Page Number indicator on status bar, press CTRL+F

Figure 2–65

Figure 2–66

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To Replace Text

You decide to change all occurrences of Wii console to Wii game console. 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 replace all occurrences of Wii console with Wii game console.

1. Click the Replace button (Home tab | Editing group) to display the Replace sheet in the Find and Replace dialog box.

2. If necessary, type **Wii console** in the Find what text box (Find and Replace dialog box).

3. Press the **TAB** key. Type **Wii game console** in the Replace with text box (Figure 2–67).

4. Click the Replace button (Home tab | Editing group) to display the Replace sheet in the Find and Replace dialog box.

5. If necessary, type **Wii console** in the Find what text box (Find and Replace dialog box).

6. Press the **TAB** key. Type **Wii game console** in the Replace with text box (Figure 2–67).

7. Click the Replace All button to instruct Word to replace all occurrences of the Find what text with the Replace with text (Figure 2–68). If Word displays a dialog box asking if you want to continue searching from the beginning of the document, click the Yes button.

Does Word search the entire document?

If the insertion point is at the beginning of the document, Word searches the entire document; otherwise, Word searches from the location of the insertion point to the end of the document and then displays a dialog box asking if you want to continue searching from the beginning. You also can search a section of text by selecting the text before clicking the Replace button.

3. Click the OK button (Microsoft Word dialog box) to close the dialog box.

4. Click the Close button (Find and Replace dialog box) to close the dialog box.

Other Ways

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

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Find and Replace Dialog Box

The Replace All button (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 (Find and Replace dialog box) (Figure 2–68), 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 Quick Access 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 Go to a Page

The next step in revising the paper is to change a word on the second page of the document. You could scroll to the location in the document, or as mentioned earlier, you can use the Navigation Pane to browse through pages in a document. The following steps display the top of the second page in the document window and position the insertion point at the beginning of that page.

1. Click the ‘Browse the pages in your document’ tab in the Navigation Pane to display thumbnail images of the pages in the document (Figure 2–69).

   What if the Navigation Pane is not on the screen anymore?
   Click View on the Ribbon to display the View tab and then click Navigation Pane (View tab | Show group) to select the check box.

2. Click the thumbnail of the second page, even if the second page already is selected, to display the top of the selected page in the top of the document window (shown in Figure 2–70 on the next page).

3. Click the Close button in the Navigation Pane to close the pane.

   Other Ways
   1. Click Find button arrow (Home tab | Editing group), click Go To on Find menu, click Go To tab (Find and Replace dialog box), enter page number, click Go To button
   2. Click Select Browse Object button on vertical scroll bar, click Go To icon on Select Browse Object menu, enter page number (Find and Replace dialog box), click Go To button
   3. Click Page Number indicator on status bar, click Go To tab (Find and Replace dialog box), enter page number, click Go To button
   4. Press CTRL+G
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, prescribed, in the fourth paragraph of the research paper. The following steps find a suitable synonym.

1. Locate and then right-click the word for which you want to find a synonym (in this case, prescribed) to display a shortcut menu related to the word you right-clicked.

2. Point to Synonyms on the shortcut menu to display a list of synonyms for the word you right-clicked (Figure 2–70).

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.

Other Ways

1. Click Thesaurus (Review tab | Proofing group)
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. The next steps check spelling and grammar at once.
Note: In the following steps, the word, theodolite, has been misspelled intentionally as theadalight 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.

2. Click Review on the Ribbon to display the Review tab.

3. Click the Spelling & Grammar button (Review tab | Proofing group) 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.

4. Click the desired spelling in the Suggestions list (theodolite, in this case) (Figure 2–72).

With the word, theodolite, selected in the Suggestions list, click the Change button (Spelling and Grammar dialog box) to change the flagged word to the selected suggestion and then continue the spelling and grammar check until the next error is identified or the end of the document is reached (Figure 2–73).

Click the Ignore All button (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.

When the spelling and grammar check is finished and Word displays a dialog box, click its OK button.

Can I check spelling of just a section of a document?
Yes, select the text before starting the spelling and grammar check.
Readability Statistics
You can instruct Word to display readability statistics when it has finished a spelling and grammar check on a document. Three readability statistics presented are the percent of passive sentences, the Flesch Reading Ease score, and the Flesch-Kincaid Grade Level score. The Flesch Reading Ease score uses a 100-point scale to rate the ease with which a reader can understand the text in a document. A higher score means the document is easier to understand. The Flesch-Kincaid Grade Level score rates the text in a document on a U.S. school grade level. For example, a score of 10.0 indicates a student in the tenth grade can understand the material. To show readability statistics when the spelling and grammar check is complete, open the Backstage view, click Options in the Backstage view, click Proofing in the left pane (Word Options dialog box), place a check mark in the ‘Show readability statistics’ check box, and then click the OK button. Readability statistics will be displayed the next time you check spelling and grammar at once in the document.

The Main and Custom Dictionaries
As shown in the steps on the previous page, 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 (Spelling and Grammar dialog box) 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 File on the Ribbon and then click Options in the Backstage view.
2. Click Proofing in the left pane (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 (Custom Dictionaries dialog box). (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 (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 (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 File on the Ribbon and then click Options in the Backstage view.
2. Click Proofing in the left pane (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 (Custom Dictionaries dialog box).
5. Click the OK button (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 (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, a search engine and other Web sites that provide information such as stock quotes, news articles, and company profiles.
Assume you want to know more about the word, geostationary. The following steps use the Research task pane to look up a definition of a word.

1. **Locate the word you want to look up.**

   - While holding down the ALT key, click the word you want to look up (in this case, geostationary) to open the Research task pane and display a dictionary entry for the ALT+clicked word. Release the ALT key.

2. **Click the Search for box arrow in the Research task pane to display a list of search locations (Figure 2–74).**

   Why does my Research task pane look different?

   Depending on your settings and Microsoft’s Web site search settings, your Research task pane may appear different from the figures shown here.

3. **Click Encarta Dictionary in the list to display a definition for the ALT+clicked word (Figure 2–75).**

   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 careful not to plagiarize.

4. **Click the Close button in the Research task pane.**
Research Task Pane Options

When you install Word, it selects a series of services (reference books and Web sites) that it searches through 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 (shown in Figure 2–75 on the previous page) 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 (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 (Update or Remove Services dialog box), and then click the Close button. You also can install parental controls through the Parental Control button (Research Options dialog box), for example, if you want to prevent minor children who use Word from accessing the Web.

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 File on the Ribbon to open the Backstage view and, if necessary, select the Info tab.
2. Click the Properties button in the right pane of the Info gallery to display the Properties menu and then click Show Document Panel on the Properties menu to close the Backstage view and display the Document Information Panel in the Word document window.
3. 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.
4. Click the Subject text box, if necessary delete any existing text, and then type your course and section as the Subject property.
5. Click the Keywords text box, if necessary delete any existing text, and then type surveyor, Wii, GPS as the Keywords property.
6. Click the Close the Document Information Panel button so that the Document Information Panel no longer is displayed.

To Save an Existing Document with the Same File Name

You have made several modifications to the document 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 previously saved file.
To Print Document Properties

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 for the Triangulation Paper.

1. Click File on the Ribbon to open the Backstage view and then click the Print tab in the Backstage view to display the Print gallery.

2. Verify the printer name that appears on the Printer Status button will print a hard copy of the document. If necessary, click the Printer Status button to display a list of available printer options and then click the desired printer to change the currently selected printer.

3. Click the first button in the Settings area to display a list of options specifying what you can print (Figure 2–76).

4. Click Document Properties in the list to specify you want to print the document properties instead of the actual document.

5. Click the Print button in the Print gallery to print the document properties on the currently selected printer (Figure 2–77).

What if the currently updated document properties do not print on the hard copy?

Try closing the document, reopening the document, and then repeating these steps.

Figure 2–76

Figure 2–77
To Preview the Document and Then Print It

Before printing the research paper, you want to verify the page layouts. The following steps change the print option to print the document (instead of the document properties), preview the printed pages in the research paper, and then print the document.

1. Position the insertion point at the top of the document because you want initially to view the first page in the document.
   - Position the insertion point at the top of the document because you want initially to view the first page in the document.
   - Click File on the Ribbon to open the Backstage view and then click the Print tab in the Backstage view to display the Print gallery.
   - Click the first button in the Settings area to display a list of options specifying what you can print (Figure 2–78).

2. Click Print All Pages in the list to specify you want to print all pages in the actual document.

3. Click the Next Page button in the Print gallery to preview the second page of the research paper in the Print gallery.
   - Click the Next Page button in the Print gallery to preview the second page of the research paper in the Print gallery.
   - Click the Next Page button again to preview the third page of the research paper in the Print gallery (Figure 2–79).

4. Click the Print button in the Print gallery to print the research paper on the currently selected printer (shown in Figure 2–79 on page WD 67).

Other Ways

1. Press CTRL+P, press ENTER
To Quit Word

This project now is complete. The following steps quit Word. For a detailed example of the procedure summarized below, refer to the Office 2010 and Windows 7 chapter at the beginning of this book.

1. If you have one Word document open, click the Close button on the right side of the title bar to close the document and quit Word; or if you have multiple Word documents open, click File on the Ribbon to open the Backstage view and then click Exit in the Backstage view to close all open documents and quit Word.

2. If a Microsoft Word dialog box appears, click the Save button to save any changes made to the document since the last save.

Chapter Summary

In this chapter, you have learned how to change document settings, use headers to number pages, modify a style, 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. Modify a Style (WD 70)
2. Change Line Spacing (WD 73)
3. Remove Space after a Paragraph (WD 74)
4. Update a Style to Match a Selection (WD 74)
5. Switch to the Header (WD 75)
6. Right-Align a Paragraph (WD 76)
7. Insert a Page Number (WD 77)
8. Close the Header (WD 78)
9. Click and Type (WD 80)
10. Display the Rulers (WD 82)
11. First-Line Indent Paragraphs (WD 83)
12. AutoCorrect as You Type (WD 85)
13. Use the AutoCorrect Options Button (WD 85)
14. Create an AutoCorrect Entry (WD 86)
15. Change the Bibliography Style (WD 89)
16. Insert a Citation and Create Its Source (WD 90)
17. Edit a Citation (WD 91)
18. Insert a Footnote Reference Mark (WD 93)
19. Insert a Citation Placeholder (WD 94)
20. Modify a Style Using a Shortcut Menu (WD 95)
21. Edit a Source (WD 97)
22. Count Words (WD 101)
23. Page Break Manually (WD 106)
24. Apply a Style (WD 106)
25. Create the Bibliographical List (WD 108)
26. Format Paragraphs with a Hanging Indent (WD 109)
27. Modify a Source and Update the Bibliographical List (WD 109)
28. Convert a Field to Regular Text (WD 110)
29. Scroll Page by Page through a Document (WD 112)
30. Copy and Paste (WD 113)
31. Display the Paste Options Menu (WD 114)
32. Find Text (WD 115)
33. Replace Text (WD 116)
34. Go to a Page (WD 117)
35. Find and Insert a Synonym (WD 118)
36. Check Spelling and Grammar at Once (WD 118)
37. View or Modify Entries in a Custom Dictionary (WD 120)
38. Set the Default Custom Dictionary (WD 120)
39. Use the Research Task Pane to Look Up Information (WD 120)
40. Print Document Properties (WD 123)
41. Preview the Document and Then Print It (WD 124)

If you have a SAM 2010 user profile, your instructor may have assigned an autogradable version of this assignment. If so, log into the SAM 2010 Web site at www.cengage.com/sam2010 to download the instruction and start files.
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/wd2010/learn. When the Word 2010 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

Note: To complete this assignment, you will be required to use 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.

Instructions: Start Word. Open the document, Apply 2-1 Space Paragraph Draft, from the Data Files for Students. The document you open contains a paragraph of text. You are to revise the document as follows: move a word, move another word and change the format of the moved word, change paragraph indentation, change line spacing, find all occurrences of a word, replace all occurrences of a word with another word, locate a synonym, and edit the header.

Perform the following tasks:
1. Copy the word, exploration, from the first sentence and paste it in the last sentence after the word, space, so that it is the eighth word in the sentence.
2. Select the underlined word, safe, in the paragraph. Use drag-and-drop editing to move the selected word, safe, so that it is before the word, mission, in the same sentence. Click the Paste Options button that displays to the right of the moved word, safe. Remove the underline format from the moved sentence by clicking Keep Text Only on the Paste Options menu.
3. Display the ruler, if necessary. Use the ruler to indent the first line of the paragraph one-half inch.
4. Change the line spacing of the paragraph to double.
5. Use the Navigation Pane to find all occurrences of the word, sensors. How many are there?
6. Use the Find and Replace dialog box to replace all occurrences of the word, issues, with the word, problems. How many replacements were made?
7. Use Word to find the word, height. Use Word’s thesaurus to change the word, height, to the word, altitude.

8. Switch to the header so that you can edit it. In the first line of the header, change the word, Draft, to the word, Modified, so that it reads: Space Paragraph Modified.

9. In the second line of the header, insert the page number (with no formatting) one space after the word, Page.

10. Change the alignment of both lines of text in the header from left-aligned to right-aligned. Switch back to the document text.

11. Change the document properties, as specified by your instructor.

12. Click File on the Ribbon and then click Save As. Save the document using the file name, Apply 2-1 Space Paragraph Modified.

13. Print the document properties and then print the revised document, shown in Figure 2–80.

14. Use the Research task pane to look up the definition of the word, NASA, in the paragraph. Handwrite the definition of the word on your printout, as well as your response to the question in #6.

15. Change the Search for box to All Research Sites. Print an article from one of the sites.

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

Note: To complete this assignment, you will be required to use 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.

Instructions: Start Word. Open the document, Extend 2-1 Digital Camera Paper Draft, from the Data Files for Students. You will add another footnote to the paper, use the thesaurus, convert the document from MLA to APA documentation 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 (Figure 2–81).

Perform the following tasks:
1. Use Help to learn more about footers, footnotes and endnotes, bibliography styles, AutoCorrect, and the Mini Translator.
2. Delete the footer from the document.
3. Insert a second footnote at an appropriate place in the research paper. Use the following footnote text: For instance, Adams states that you may be able to crop photos, change the brightness, or remove red eye effects.
4. Change the location of the footnotes from bottom of page to below text.
5. Use the Find and Replace dialog box to find the word, small, in the document and then replace it with a word of your choice.
6. Save the document with a new file name and then print it. On the printout, write the number of words, characters without spaces, characters with spaces, paragraphs, and lines in the document. Be sure to include footnote text in the statistics.
7. Select the entire document and then change the documentation 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.
8. Convert the footnotes to endnotes.

10. Change the format of the note reference marks to capital letters (A, B, etc.).

11. Add an AutoCorrect entry that replaces the word, camora, with the word, camera. Add this sentence, A field camora usually is more than sufficient for most users., to the end of the second paragraph, misspelling the word camera to test the AutoCorrect entry. Delete the AutoCorrect entry that replaces camora with the word, camera.

12. Display readability statistics. What are the Flesch-Kincaid Grade Level, the Flesch Reading Ease score, and the percent of passive sentences?

13. Save the revised document with endnotes with a new file name and then print it. On the printout, write your response to the question in #12.

14. If you have an Internet connection, translate the research paper into a language of your choice using the Translate button (Review tab | Language group). Submit the translated document in the format specified by your instructor. Use the Mini Translator to hear how to pronounce three words in your paper.

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**Make It Right**

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

**Inserting Missing Elements in an MLA-Styled Research Paper**

*Note:* To complete this assignment, you will be required to use 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.

*Instructions:* Start Word. Open the document, Make It Right 2-1 Biometrics Paper Draft, from the Data Files for Students. 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, name and course information, paper title, footnote, and source information for a citation.

**Perform the following tasks:**

1. Insert a header with a page number (use your own last name), name and course information (your name, your instructor name, your course name, and today’s date), and an appropriate paper title, all formatted according to the MLA documentation style.

2. The Jenkins citation placeholder is missing its source information (Figure 2–82). Use the following source information to edit the source: magazine article titled “Fingerprint Readers” written by Arthur D. Jenkins and Marissa K. Weavers, magazine name is Security Today, publication date is February 2012, article is on pages 55–60. Edit the citation so that it displays the author name and the page numbers of 55–56 for this reference.

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*Figure 2–82*  
Source information to be filled in  
citation placeholder

(continued)
3. Modify the source of the book authored by Carolina Doe, so that the publisher city is Chicago instead of Dallas.


5. Insert the following footnote with the note reference at an appropriate place in the paper, formatted according to the MLA documentation style: Parlor states that one use of fingerprint readers is for users to log on to programs and Web sites via their fingerprint instead of entering a user name and password.

6. Use the Navigation Pane to display page 3. Use Word to insert the bibliographical list (bibliography). Convert the works cited to regular text. Change the underline format on the titles of the works to the italic format, and insert the correct publication medium for each work.

7. Change the document properties, as specified by your instructor. Save the revised document with the file name, Make It Right 2-1 Biometrics Paper Modified, 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 (275–300 words) about video or computer games. 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 on pages WD 131 and WD 132, which discusses game controllers.

**Instructions:** Perform the following tasks:

1. Start Word. If necessary, display formatting marks on the screen.
2. Modify the Normal style to 12-point Times New Roman font.
3. Adjust line spacing to double.
4. Remove space below (after) paragraphs.
5. Update the Normal style to reflect the adjusted line and paragraph spacing.
6. Create a header to number pages.
7. Type the name and course information at the left margin. Center and type the title.
8. Set a first-line indent to one-half inch for paragraphs in the body of the research paper.
9. 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 that they are displayed according to Figures 2–83a and 2–83b.
10. At the end of the research paper text, press the ENTER key and then insert a manual page break so that 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 (bibliography). Convert the bibliography field to text. Change the underline format on the titles of the works to the italic format and insert the correct publication medium for each work (shown in Figure 2–83c).
Game controllers are used primarily to direct movement and actions of on-screen objects. Two popular types are gamepads and motion-sensing game controllers. Games become more enjoyable every day with the use of new and exciting game controllers. What will be next?

From One Controller to Another

Video games and computer games use a game controller as the input device that directs movements and actions of on-screen objects. Two commonly used game controllers are gamepads and motion-sensing game controllers (Joyce). Game controllers not only enrich the gaming experience but also aid in the movements and actions of players.

A gamepad is held by the player with both hands, allowing the player to control the movement or actions of the objects in the video or computer games. Players press buttons on the gamepad, often with their thumbs, to carry out actions. Some gamepads have swiveling sticks that also can trigger events during game play (Cortez 20-24). Some gamepads include wireless capabilities; others connect via a cable directly to the game console or a personal computer.

Motion-sensing game controllers allow the user to guide on-screen elements or trigger events by moving a handheld input device in predetermined directions through the air. These controllers communicate with a game console or personal computer via wired or wireless technology. A variety of games, from sports to simulations, use motion-sensing game controllers. Some of these controllers, such as baseball bats and golf clubs, are designed for only one specific kind of game; others are general purpose. A popular, general-purpose, motion-sensing game controller is Nintendo’s Wii Remote. Shaped like a television remote control and operated with one hand, the Wii Remote uses Bluetooth wireless technology to communicate with the Wii game console (Bloom 56-59).
11. Check the spelling and grammar of the paper at once.

12. Change the document properties, as specified by your instructor. Save the document using Lab 2-1 Game Controllers Paper as the file name.

13. 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 note positioned as a footnote, and have three references. One of the three references must be from the Internet. You prepare a paper about trends in agriculture (Figure 2–84).

*Instructions:* Perform the following tasks:

1. Start Word. Modify the Normal style to 12-point Times New Roman font. Adjust line spacing to double and remove space below (after) paragraphs. Update the Normal style to include the adjusted line and paragraph spacing. Create a header to number pages. Type the name and course information at the left margin. Center and type the title. Set a first-line indent for paragraphs in the body of the research paper.

2. Type the research paper as shown in Figures 2–84a and 2–84b. Insert the footnote as shown in Figure 2–84a. Change the Footnote Text style to the format specified in the MLA documentation style. Change the bibliography style to MLA. As you insert citations, use the source information listed below and on page WD 134:

   a. Type of Source: Article in a Periodical
      Author: Barton, Blake
      Title: Computers in Agriculture
      Periodical Title: Agriculture Today and Tomorrow
      Year: 2012
      Month: Feb.
      Pages 53–86
      Publication Medium: Print
Farming on a Whole New Level

Although people have worked in agriculture for more than 10,000 years, advances in technology assist with maintaining and protecting land, crops, and animals. The demand to keep food prices affordable encourages those working in the agriculture industry to operate as efficiently as possible (Newman and Ruiz 33-47).

Almost all people and companies in this industry have many acres of land they must maintain, and it is not always feasible for farmers to take frequent trips around the property to perform basic tasks such as watering soil in the absence of rain. The number of people-hours required to water soil manually on several thousand acres of land might result in businesses spending thousands of dollars in labor and utility costs. If the irrigation process is automated, sensors detect how much rain has fallen recently, as well as whether the soil is in need of watering. The sensors then send this data to a computer that processes it and decides when and how much to water.¹

In addition to keeping the soil moist and reducing maintenance costs, computers also can utilize sensors to analyze the condition of crops in the field and determine whether pests or diseases are affecting the crops. If sensors detect pests and/or diseases, computers send a notification to the appropriate individual to take corrective action. In some cases, according to Barton states that many automated home irrigation systems also are programmable and use rain sensors (67-73).
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.

Instructions: Perform the following tasks:

1. Start Word. 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, digital, to the correct spelling, digital. Set an AutoCorrect exception for CD., so that Word does not lowercase the next typed letter.
   
   Insert a footnote that refers the reader to the Web for more information. Enter citations and their sources as shown.
   
   Create the works cited page (bibliography) from the listed sources. Convert the bibliography field to text. Change the underline format on the titles of the works to the italic format, and insert the correct publication medium for each work.

2. If necessary, set the default dictionary. Add the word, Flickr, to the dictionary. Check the spelling and grammar of the paper.
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. *Hint:* Use a Web site as the type of source.

4. Save the document using Lab 2-3 Cloud Storage Paper as the file name. Print the research paper. Handwrite the number of words, including the footnotes, in the research paper above the title of the printed research paper.

Cloud Storage:
- When storing data using cloud storage, the user must locate the appropriate Web site. Some sites support only certain file types. Other sites provide more than just storage.
- Cloud storage is one of the many different features available on the Internet.
- Cloud storage allows users to store files on Web sites.
- Computer users may use this type of storage if they do not want to store their data locally on a hard disk or other type of media.

Different Web sites provide different types of cloud storage. Three are Google’s Gmail, YouTube, and Windows Live SkyDrive (source: “Cloud Storage and the Internet,” an article on pages 23-37 in March 2012 issue of *Internet Usage and Trends* by Leona Carter).
- Google’s e-mail program, Gmail, is cloud storage that stores e-mail messages.
- YouTube is different from Gmail, however, because it stores only digital videos (source: pages 22-24 in a book called *Working with the Internet: Cloud Storage* by Robert M. Gaff, published at Jane Lewis Press in New York in 2012).
- Windows Live SkyDrive is a cloud storage provider that accepts any type of file. This type of Web site is used mainly for backup or additional storage space.

Some cloud storage Web sites also provide other services (source: a Web site titled *The Internet: Cloud Storage* by Rebecca A. Ford and Harry J. Garland of Course Technology dated January 2, 2012, viewed on March 7, 2012).
- Flickr provides cloud storage for digital photos and also enables users to manage their photos and share them with others.
- Facebook provides cloud storage for a number of different file types including digital photos, digital videos, messages, and personal information. Facebook also provides a means of social networking.
- Google Docs not only stores documents, spreadsheets, and presentations in its cloud, it also enables its users to create these documents.
Apply your creative thinking and problem solving skills to design and implement a solution.

Note: To complete these assignments, you may be required to use 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.

1: Create a Research Paper about Preparing for a Career in the Computer Industry

Academic
As a student in an introductory computer class, your instructor has assigned a research paper that discusses educational options available for students pursuing a career in the computer industry. The source for the text in your research paper is in a file called Preparing for a Career in the Computer Industry, which is located on the Data Files for Students. In addition to this source, if your instructor requests, use the Research task pane to obtain information from another source. Include a note positioned as a footnote. Add an AutoCorrect entry to correct a word you commonly mistype.

Using the concepts and techniques presented in this chapter, along with the text in the file on the Data Files for Students, create and format this research paper according to the MLA documentation style. Be sure to check spelling and grammar of the finished paper. Submit your assignment in the format specified by your instructor.

2: Create a Research Paper about Computer Viruses

Personal
The computer you recently purchased included an antivirus program. Because you need practice writing research papers and you want to learn more about computer viruses, you decide to write a paper about computer viruses. The source for the text in your research paper is in a file called Computer Viruses, which is located on the Data Files for Students. In addition to this source, if your instructor requests, use the Research task pane to obtain information from another source. Include a note positioned as a footnote. Add an AutoCorrect entry to correct a word you commonly mistype.

Using the concepts and techniques presented in this chapter, along with the text in the file on the Data Files for Students, create and format this research paper according to the MLA documentation style. Be sure to check spelling and grammar of the finished paper. Submit your assignment in the format specified by your instructor.

3: Create a Research Paper about a Disaster Recovery Plan

Professional
Your boss has asked you to research the components of a disaster recovery plan. Because you learned in college how to write research papers, you decide to present your findings in a research paper. The source for the text in your research paper is in a file called Disaster Recovery Plan, which is located on the Data Files for Students. In addition to this source, if your instructor requests, use the Research task pane to obtain information from another source. Include a note positioned as a footnote. Add an AutoCorrect entry to correct a word you commonly mistype.

Using the concepts and techniques presented in this chapter, along with the text in the file on the Data Files for Students, create and format this research paper according to the MLA documentation style. Be sure to check spelling and grammar of the finished paper. Submit your assignment in the format specified by your instructor.