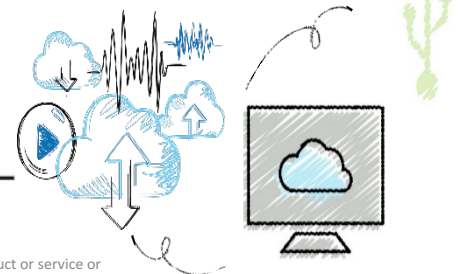


Shelly Cashman: Microsoft Word 2016

Module 2: Creating a Research Paper with References and Sources





Objectives (Slide 1 of 2)

- Describe the MLA documentation style for research papers
- Modify a style
- Change line and paragraph spacing in a document
- Use a header to number pages of a document
- Apply formatting using keyboard shortcuts
- Modify paragraph indentation
- Insert and edit citations and their sources



Objectives (Slide 2 of 2)

- 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
- Check spelling and grammar at once
- Look up information



Project-Research Paper

- Roadmap
 - Change the document settings
 - Create the header for each page of the research paper
 - Type the research paper text with citations
 - Create an alphabetical works cited page
 - Proofread and revise the research paper.



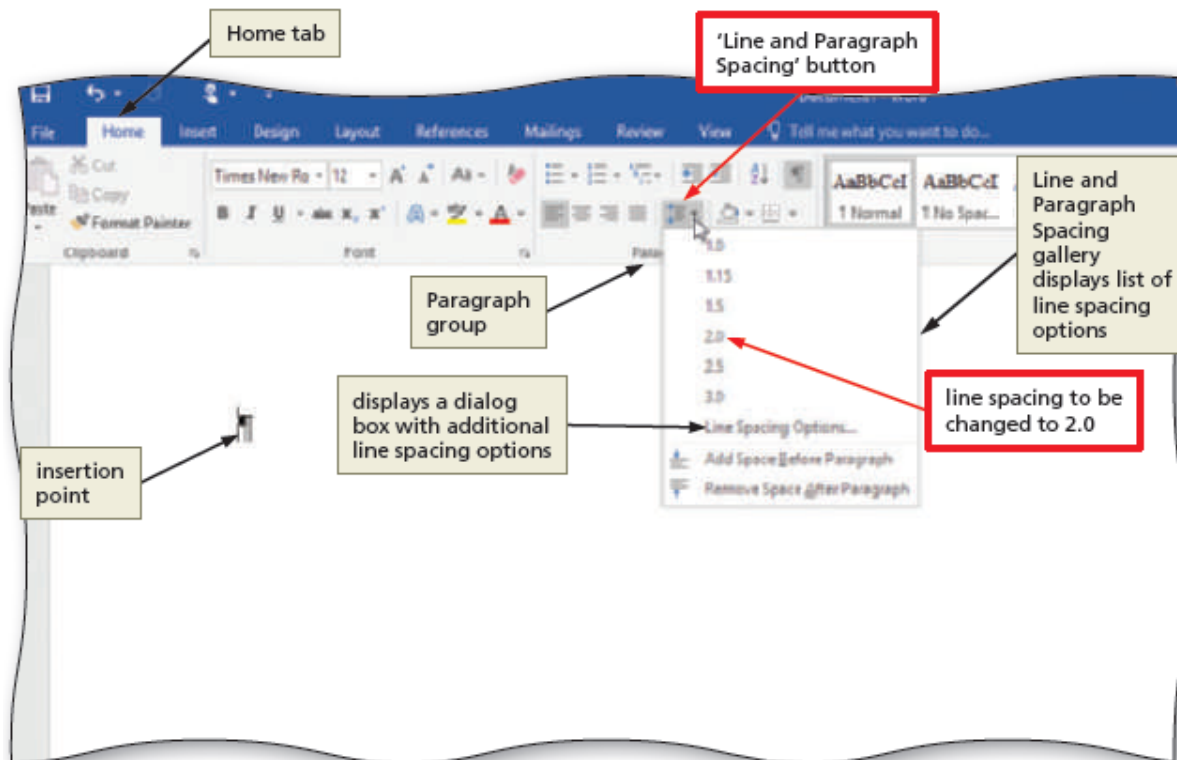
Changing Document Settings (Slide 1 of 4)

- To Modify a Style
 - Right-click the style to modify in the Styles gallery to display a shortcut menu related to styles
 - Click Modify on the shortcut menu to display the Modify Style dialog box
 - Make the desired changes to the style in the Modify Style dialog box, and then click the OK button to update the style



Changing Document Settings (Slide 2 of 4)

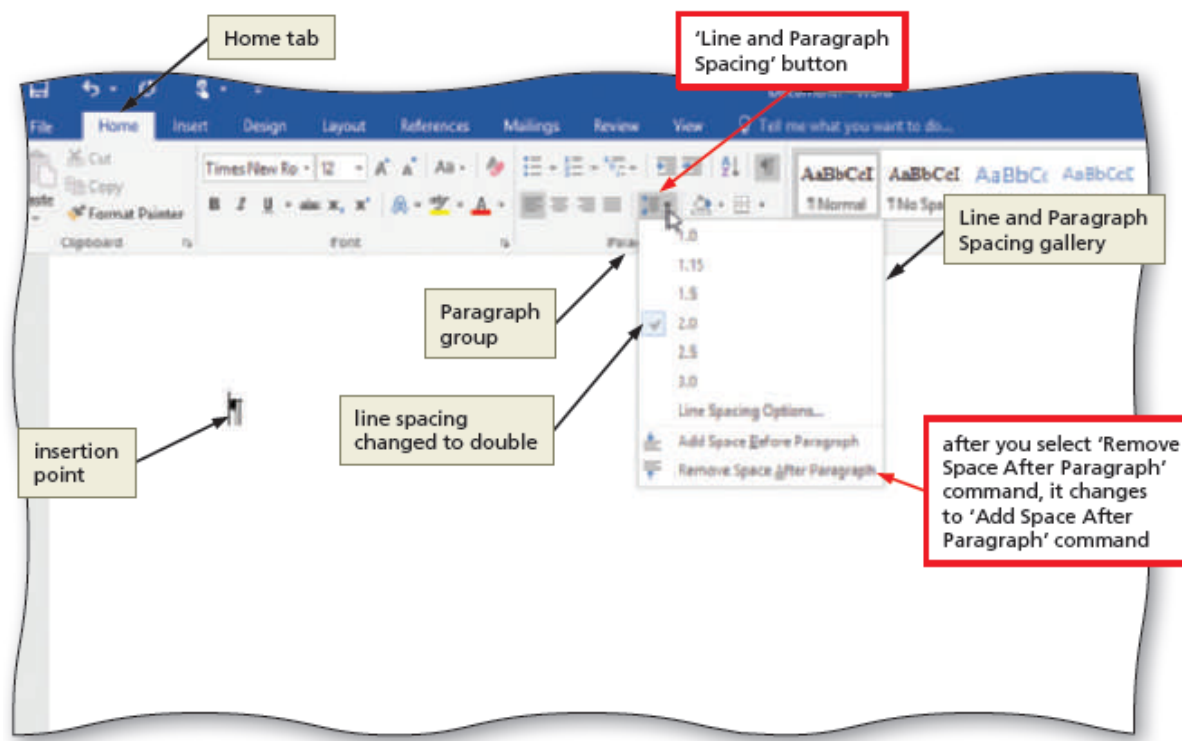
- To Change Line Spacing
 - Click the 'Line and Paragraph Spacing' button to display the Line and Paragraph Spacing gallery
 - Click the desired setting in the Line and Paragraph Spacing gallery to change the line spacing at the location of the insertion point





Changing Document Settings (Slide 3 of 4)

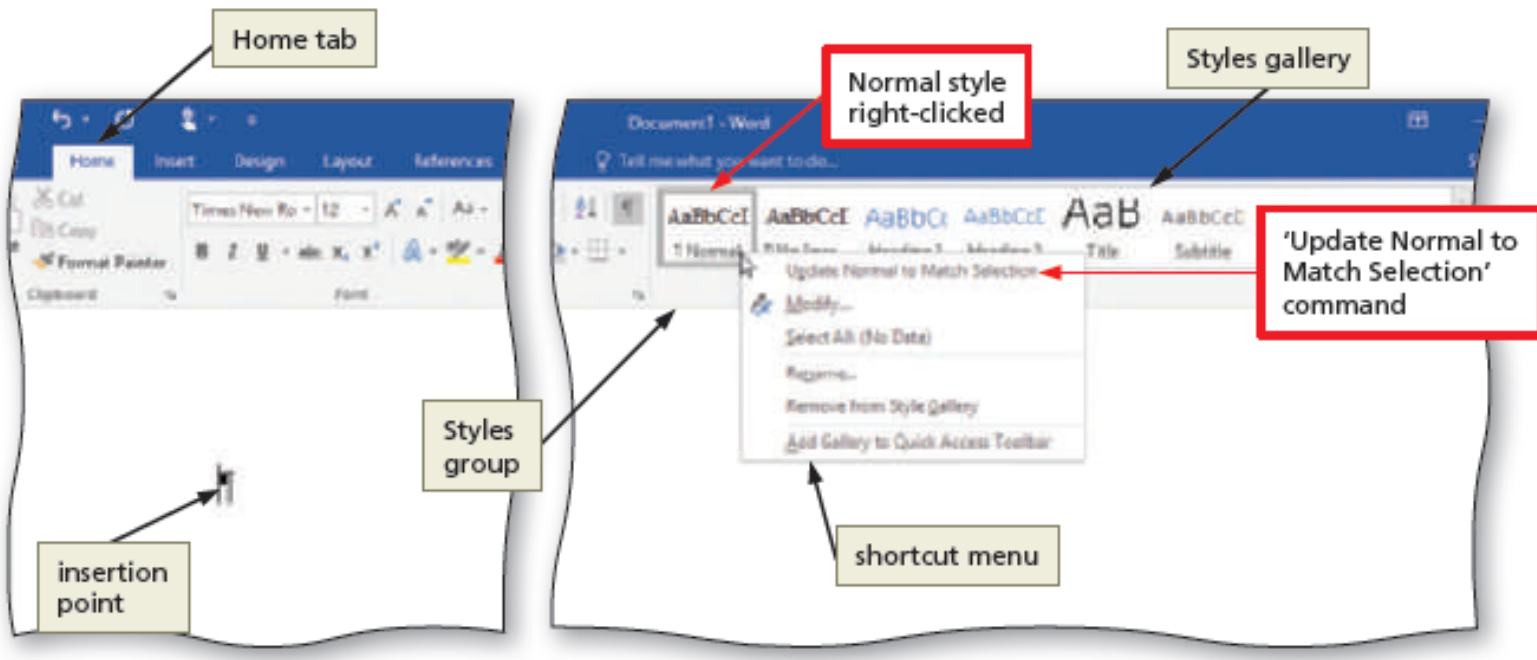
- To Remove a Space after a Paragraph
 - Click the 'Line and Paragraph Spacing' button (HOME tab | Paragraph group) to display the Line and Paragraph Spacing gallery
 - Click 'Remove Space After Paragraph' in the Line and Paragraph Spacing gallery so that no blank space appears after paragraphs





Changing Document Settings (Slide 4 of 4)

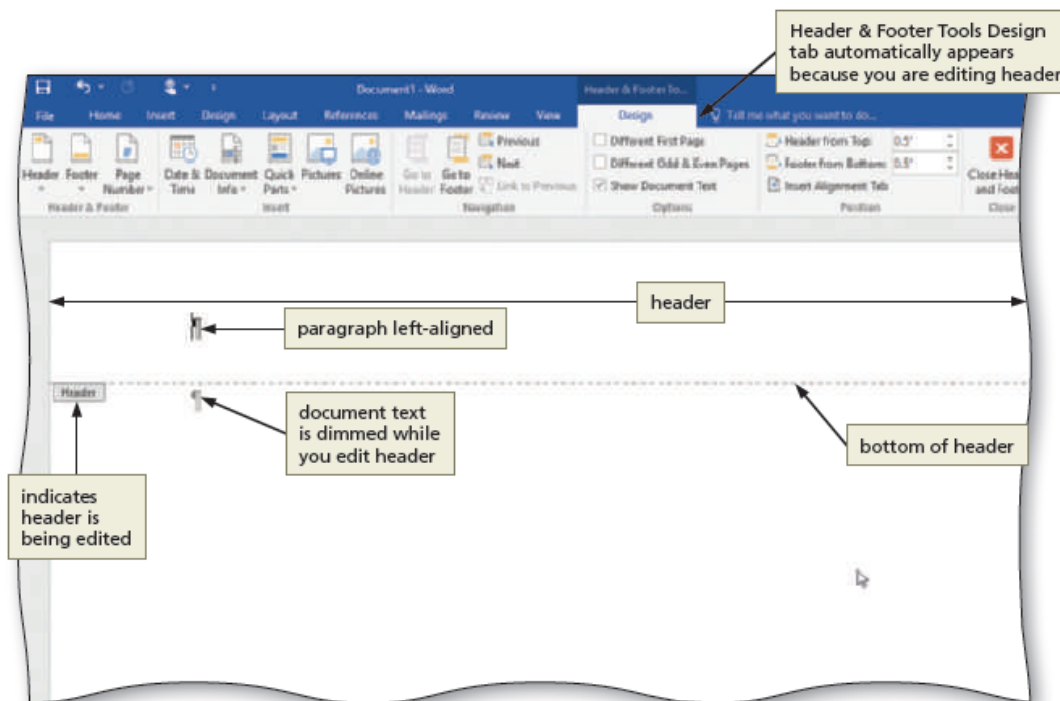
- To Update a Style to Match a Selection
 - Right-click Normal in the Styles gallery to display a shortcut menu
 - Click 'Update Normal to Match Selection' on the shortcut menu to update the selected (or current) style to reflect the settings at the location of the insertion point





Creating a Header (Slide 1 of 2)

- To Switch to the Header
 - Click INSERT in the ribbon to display the INSERT tab
 - Click the 'Add a header' button to display the Add a Header gallery
 - Click Edit Header in the Add a Header gallery to switch from the document text to the header, which allows you to edit the contents of the header





Creating a Header (Slide 2 of 2)

- To Right-Align a Paragraph
 - Click HOME on the ribbon to display the HOME tab
 - Click the Align Right button to right-align the current paragraph
- To Insert a Page Number
 - Click HEADER & FOOTER TOOLS DESIGN on the ribbon to display the HEADER & FOOTER TOOLS DESIGN tab
 - Click the 'Add Page Numbers' button to display the Add Page Numbers menu
 - Point to the desired location on the Add Page Numbers menu to display the gallery
 - Click the desired style
- To Close the Header
 - Click the 'Close Header and Footer' button to close the header and switch back to the document text



Typing the Research Paper Text (Slide 1 of 12)

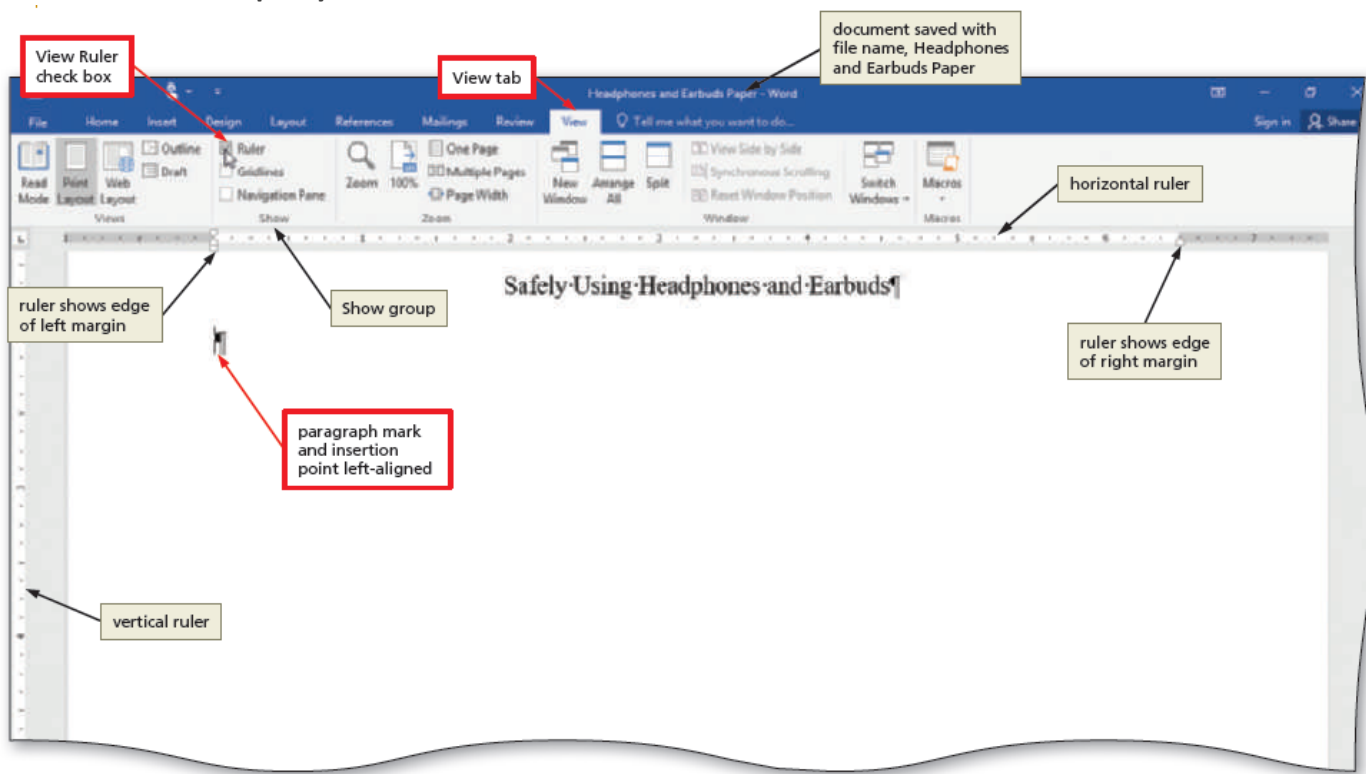
- To Click and Type
 - Position the mouse pointer in the location where you want to type, in the center of the document window until a center icon appears below the I-beam
 - Double-click to center the paragraph and mark the insertion point between the left and right margins
 - Type the desired text and then press the ENTER key to position the insertion point on the next line



Typing the Research Paper Text (Slide 2 of 12)

- To Display the Rulers

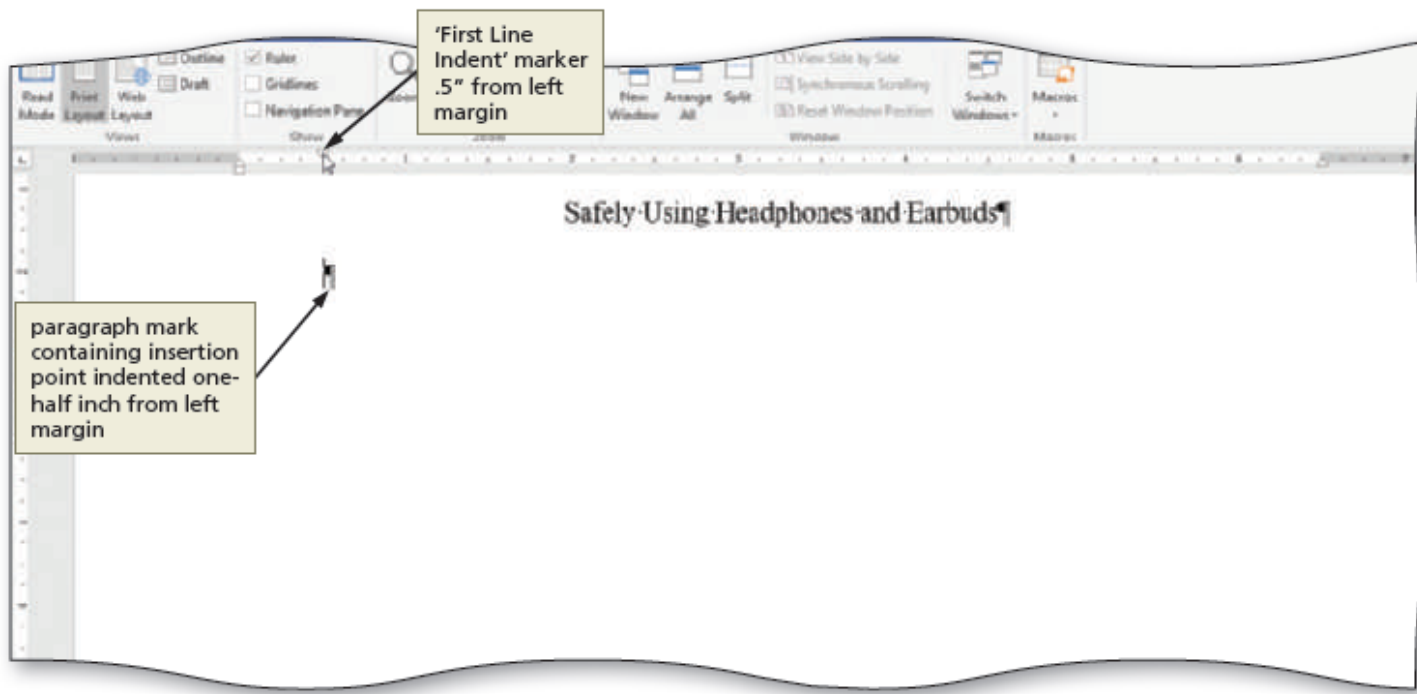
- Click VIEW on the ribbon to display the VIEW tab
- If the rulers are not displayed, click the View Ruler check box to place a check mark in the check box and display the horizontal and vertical rulers on the screen





Typing the Research Paper Text (Slide 3 of 12)

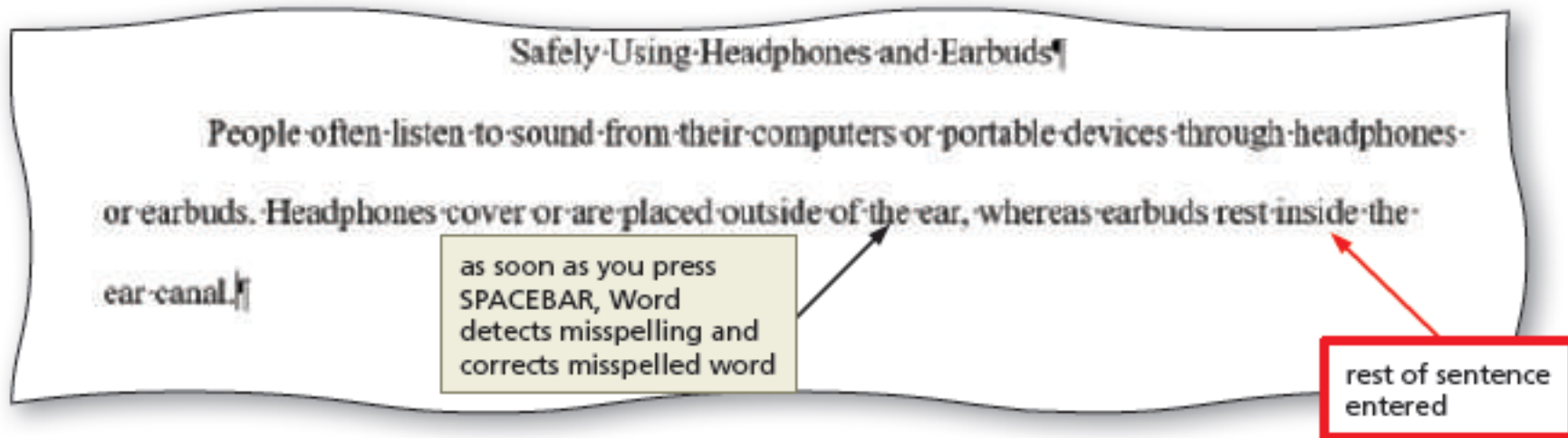
- To First-Line Indent Paragraphs
 - With the insertion point in the paragraph to be indented, drag the First Line Indent marker to the desired location on the ruler to set the location for the first-line indent





Typing the Research Paper Text (Slide 4 of 12)

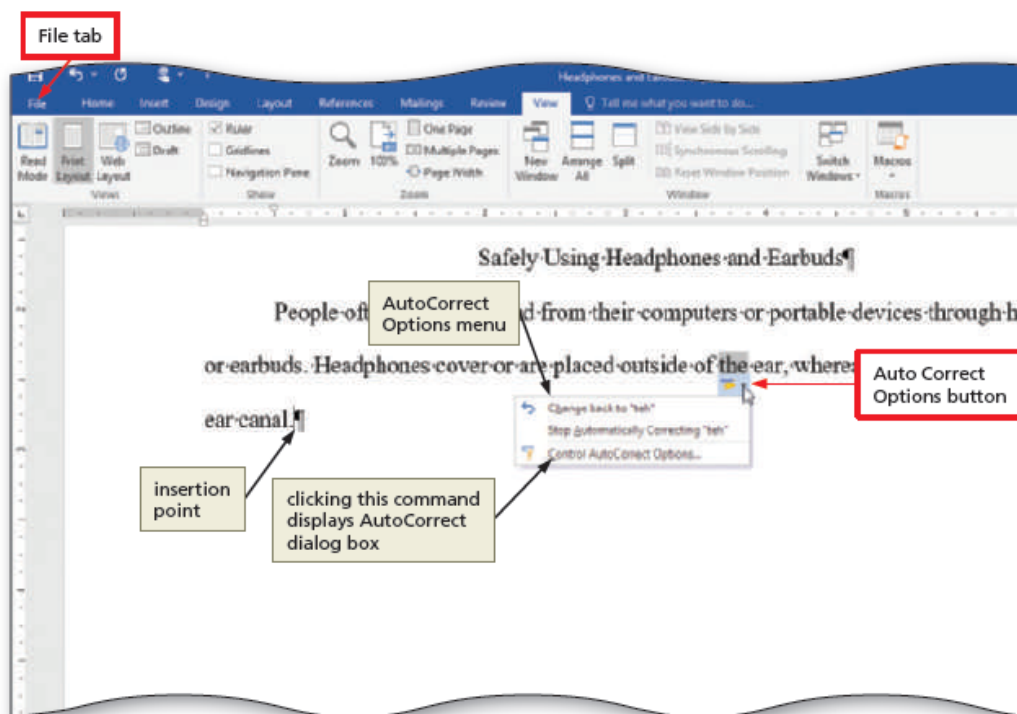
- To AutoCorrect as You Type
 - Word provides an **AutoCorrect** feature that automatically corrects certain typing, spelling, capitalization, or grammar errors as you type a document





Typing the Research Paper Text (Slide 5 of 12)

- To Use the AutoCorrect Options Button
 - Position the mouse pointer in the text automatically corrected by Word to display a small blue box below the automatically corrected word
 - Point to the small blue box to display the AutoCorrect Options button
 - Click the AutoCorrect Options button to display the AutoCorrect Options menu
 - Press the ESCAPE key to remove the AutoCorrect Options menu from the screen





- To Create an AutoCorrect Entry
 - Click FILE on the ribbon to open the Backstage view
 - Click Options in the Backstage view to display the Word Options dialog box
 - Click Proofing in the left pane to display proofing options in the right pane
 - Click the AutoCorrect Options button in the right pane to display the AutoCorrect dialog box
 - When Word displays the AutoCorrect dialog box, type the word you want to replace in the Replace text box, and the word to replace with in the With text box
 - Click the Add button
 - Click the OK button (AutoCorrect dialog box)
 - Click the OK button (Word Options dialog box)



Typing the Research Paper Text (Slide 7 of 12)

- To Change the Bibliography Style
 - Click REFERENCES on the ribbon to display the REFERENCES tab
 - Click the Bibliography Style arrow to display a gallery of predefined documentation styles
 - Click the desired style in the Bibliography Style gallery to change the documentation style



Typing the Research Paper Text (Slide 8 of 12)

- To Insert a Citation and Create Its Source
 - Click the Insert Citation button to display the Insert Citation menu
 - Click 'Add New Source' on the Insert Citation menu to display the Create Source dialog box
 - Click the 'Type of Source' arrow, and then tap or click the type of source you are adding
 - Type the source information in the appropriate text boxes, and then click the OK button to insert the citation in the document at the location of the insertion point



Typing the Research Paper Text (Slide 9 of 12)

- To Insert a Footnote Reference Mark
 - Click the Insert Footnote button 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
- To Insert a Citation Placeholder
 - Click the Insert Citation button to display the Insert Citation menu
 - Click 'Add New Placeholder' on the Insert Citation menu to display the Placeholder Name dialog box
 - Type the placeholder name, and then click the OK button



Typing the Research Paper Text (Slide 10 of 12)

- To Modify a Style Using a Shortcut Menu
 - Right-click the text to display a shortcut menu
 - Click Style on the shortcut menu to display the Style dialog box
- To Edit a Source
 - Click somewhere in the citation placeholder to be edited to select the citation placeholder
 - Click the Citation Options arrow to display the Citation Options menu
 - Click Edit Source on the Citation Options menu to display the Edit Source dialog box
 - If necessary, click the 'Type of Source' box arrow and then select the type of source
 - Enter the source information, and then click the OK button



Typing the Research Paper Text (Slide 11 of 12)

- To Edit a Citation
 - Click somewhere in the citation to be edited, which selects the citation and displays the Citation Options arrow
 - Click the Citation Options arrow to display the Citation Options menu
 - Click Edit Citation on the Citation Options menu to display the Edit Citation dialog box
 - Change the information as necessary in the Edit Citation dialog box, and then click the OK button



Typing the Research Paper Text (Slide 12 of 12)

- To Count Words
 - 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
 - Click the Close button to close the dialog box
- To Hide and Show White Space
 - Position the pointer in the document window in the space between pages so that the pointer changes to a 'Hide White Space' button
 - Position the pointer in the document window on the page break between pages so that the pointer changes to a 'Show White Space' button



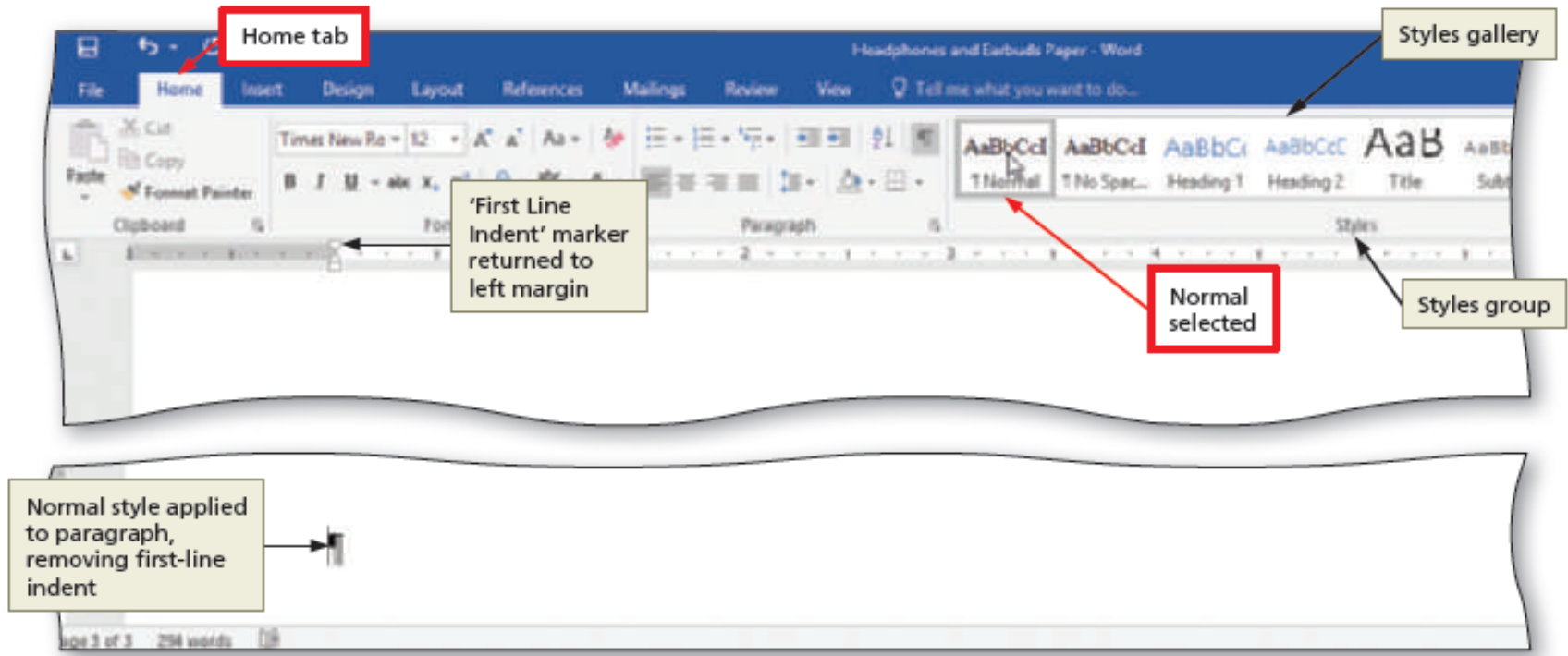
Creating an Alphabetical Works Cited Page (Slide 1 of 3)

- To Page Break Manually
 - Position the insertion point where you wish to insert the page break
 - Click INSERT on the ribbon to display the INSERT tab
 - Click the 'Insert a Page Break' button 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



Creating an Alphabetical Works Cited Page (Slide 2 of 3)

- To Apply a Style
 - Click HOME on the ribbon to display the HOME tab
 - With the insertion point in the paragraph to be modified, click the desired style in the Styles gallery





Creating an Alphabetical Works Cited Page (Slide 3 of 3)

- To Create a Bibliographical List
 - Click REFERENCES on the ribbon to display the REFERENCES tab
 - With the insertion point positioned where the bibliographical list is to be inserted, click the Bibliography button to display the Bibliography gallery
 - Click Insert Bibliography in the Bibliography gallery to insert a list of sources at the location of the insertion point



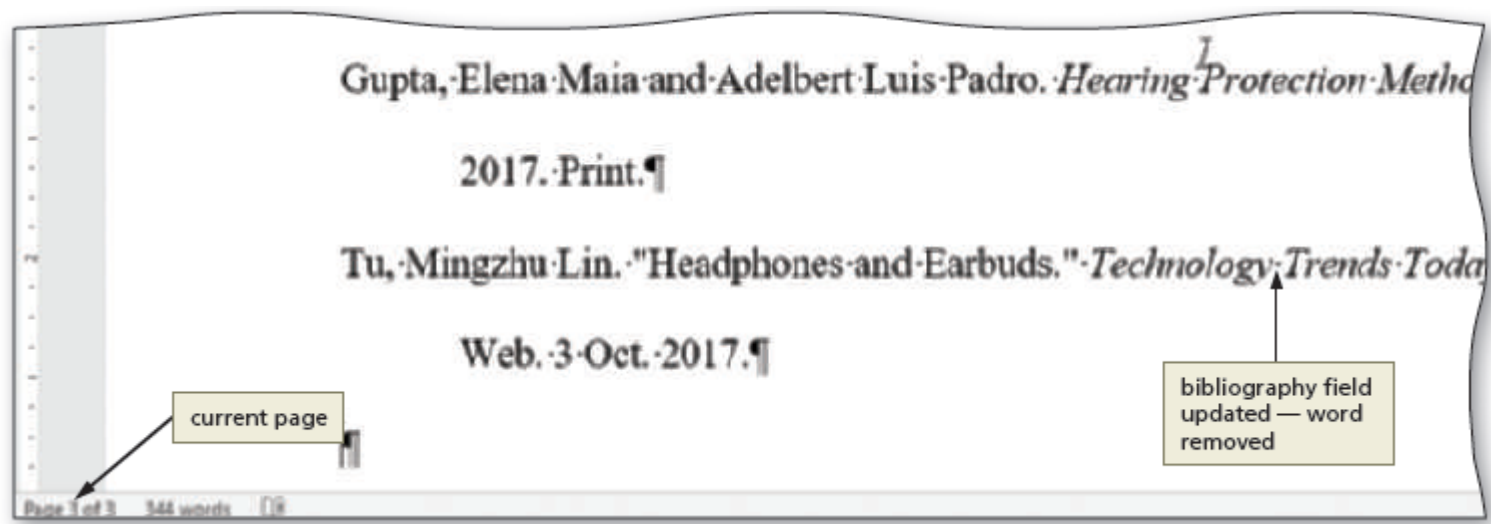
Proofreading and Revising the Research Paper (Slide 1 of 12)

- To Modify the Source
 - Click the Manage Sources button to display the Source Manager dialog box
 - Click the source you wish to edit in the Current List
 - Click the Edit button to display the Edit Source dialog box
 - Make the desired changes to the source, and then click the OK button
 - If necessary, click Yes to update all occurrences of the source
 - Click the Close button to update the list of sources in the document and close the dialog box



Proofreading and Revising the Research Paper (Slide 2 of 12)

- To Update a Field
 - Right-click anywhere in the bibliography text to display a shortcut menu related to fields
 - Click Update Field on the shortcut menu to update the selected field





Proofreading and Revising the Research Paper (Slide 3 of 12)

- To Go to a Page
 - Click VIEW on the ribbon to display the VIEW tab
 - Place a check mark in the 'Open the Navigation Pane' check box to open the Navigation Pane on the left side of the Word window
 - If necessary, click the PAGES tab in the Navigation Pane to display thumbnails of the pages in the document
 - Scroll to and then click the thumbnail of the desired page



Proofreading and Revising the Research Paper (Slide 4 of 12)

- To Copy and Paste
 - Select the item to be copied
 - Click the Copy button to copy the selected item in the document to the Office Clipboard
 - Position the insertion point at the location where the item should be pasted
 - Click the Paste button to paste the copied item in the document at the location of the insertion point



Proofreading and Revising the Research Paper (Slide 5 of 12)

- To Display the Paste Options Menu
 - Immediately after pasting text, click the Paste Options button to display the Paste Options menu
 - Click anywhere to remove the Paste Options menu from the window
- To Find Text
 - Click the Find button to display the Navigation Pane
 - Type the text to find 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



Proofreading and Revising the Research Paper (Slide 6 of 12)

- To Replace Text

- Click the Replace button to display the Replace sheet in the Find and Replace dialog box
- Type the text to find in the Find what text box
- Type the text to replace within the Replace with text box
- Click the Replace All button to instruct Word to replace all occurrences of the Find what text with the Replace with text. If Word displays a dialog box asking if you want to continue searching from the beginning of the document, click the Yes button
- Click the OK button
- Click the Close button



Proofreading and Revising the Research Paper (Slide 7 of 12)

- To Find and Insert a Synonym
 - Right-click the word for which you want to find a synonym to display a shortcut menu
 - Point to Synonyms on the shortcut menu to display a list of synonyms for the word you right-clicked
 - Click the synonym you want on the Synonyms submenu to replace the selected word in the document with the selected synonym



Proofreading and Revising the Research Paper (Slide 8 of 12)

- To Check Spelling and Grammar at Once
 - Press CTRL+HOME because you want the spelling and grammar check to begin from the top of the document
 - Click REVIEW on the ribbon to display the REVIEW tab
 - Click the Spelling & Grammar button 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
 - Click the desired spelling in the list of suggestions
 - If items are found, click the desired selection



Proofreading and Revising the Research Paper (Slide 9 of 12)

- To Look Up Information
 - Locate the word you want to look up
 - While holding down the ALT key, click the word you want to look up to open the Research task pane and display a dictionary entry for the ALT+clicked word. Release the ALT key
 - Click the Source arrow in the Research task pane to display a list of search locations and then click 'All Research Sites' in the list
 - Click the Close button in the Research task pane



Proofreading and Revising the Research Paper (Slide 10 of 12)

- To Zoom Multiple Pages
 - Click HOME on the ribbon to display the HOME tab
 - If the 'Show/Hide ¶' button is selected, click it to hide formatting marks
 - Click VIEW on the ribbon to display the VIEW tab
 - If the rulers are displayed, click the View Ruler check box to remove the check mark from the check box and remove the horizontal and vertical rulers from the screen
 - Click the Multiple Pages button to display the all three pages at once in the document window
 - When finished, click the Page Width button to return to the page width zoom



Proofreading and Revising the Research Paper (Slide 11 of 12)

- To Change Read Mode Color
 - Click the Read Mode button on the status bar to switch to Read mode
 - Click the VIEW tab to display the VIEW menu
 - Point to Page Color on the VIEW menu to display the Page Color menu
 - Click the desired color on the Page Color submenu to change the color of the Read mode screen



Proofreading and Revising the Research Paper (Slide 12 of 12)

View tab

View menu

Page Color command

Page Color submenu

preview of first page in document

Inverse command

Read Mode button

Print Layout button

Screen 1 of 3