STUDENT ASSIGNMENTS

Apply Your Knowledge

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

Revising Content and Working with Citations and Sources in a Document

Note: To complete this assignment, you will be required to use the Data Files. Please contact your instructor for information about accessing the Data Files.

Instructions: Start Word. Open the document, SC_WD_2-1.docx, which is located in the Data Files. The document you open contains two paragraphs of text that are notes about shopping safely online with respect to passwords and credit cards. The manager of Brayden Department Stores, who created the shopping safely online notes, has asked you to revise the document as follows: check spelling and grammar, change paragraph indentation, change line spacing, remove space before and after paragraphs, find all occurrences of a word, replace all occurrences of a word with another series of words, locate a synonym, edit the header, add a sentence, insert and edit citations and sources, delete a source, and insert a reference list. The modified document is shown in Figure 2–97.
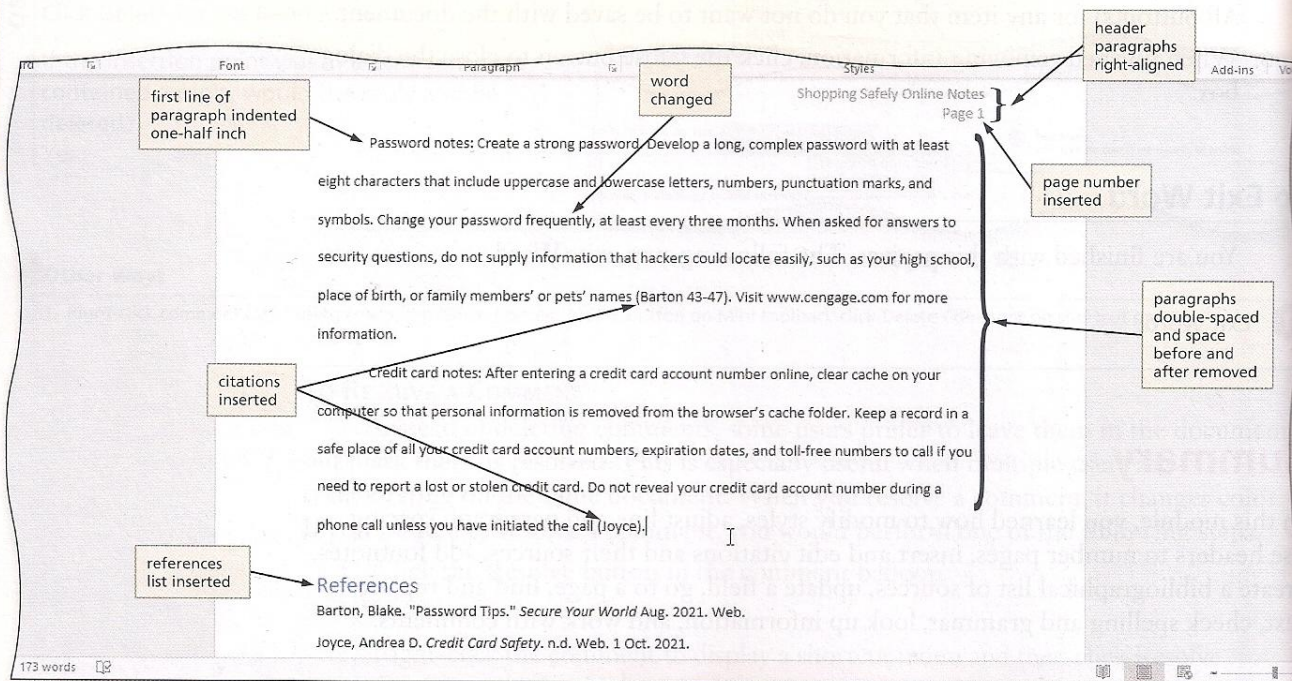

Figure 2–97

Perform the following tasks:

1. Click File on the ribbon, click Save As, and then save the document using the new file name, SC_WD_2_ShoppingSafelyOnlineNotes.

2. Check spelling and grammar at once. Correct the spelling and grammar mistakes in the document. Change all instances of the suggested spelling change of account for the misspelled word, accounte.

3. Display the ruler, if necessary. Use the ruler to indent the first line of the first paragraph one-half inch. (If you are using a touch screen, use the Paragraph dialog box.) Hide the ruler.

4. Select the entire document and change the line spacing to double. With entire document selected, remove space after paragraphs. With the entire document selected, remove space before and after paragraphs. (*Hint:* Use the 'Line and Paragraph Spacing' button again for each command.)

5. Find all occurrences of the word, password. How many are there?

6. Use the Find and Replace dialog box to replace all occurrences of the word, card, with the words, credit card. How many replacements were made?

7. Show the Navigation Pane. Use the Navigation Pane to find the word, often. Close the Navigation Pane. Use Word's thesaurus to change the word, often, to the word, frequently. What other words are in the list of synonyms?

8. Switch to the header so that you can edit it. In the first line of the header, insert the word, Online, after the word, Safely, so that it reads: Shopping Safely Online Notes.

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

10. If requested by your instructor, enter your first and last name on a separate line below the page number in the header.

11. Change the alignment of all lines of text in the header from left-aligned to right-aligned. Close the header and footer.

12. At the end of the Password notes paragraph. Type `Visit www.cengage.com for more information.` After you type the web address, continue typing to accept the automatic correction of the web address to a hyperlink format. Use the AutoCorrect Options button (point to the web address to display the small blue underline and then point to the blue underline to display the AutoCorrect Options button) and then undo the automatic hyperlink correction using the AutoCorrect Options button.

13. At the end of the fourth sentence in the Password notes paragraph (before the period), insert a citation using the existing source in the document for the article by Blake Barton. Edit this citation to include the page numbers 43–47.

14. At the end of the last sentence in the Credit card notes paragraph (before the period), insert a citation placeholder called Joyce. Edit the source for the placeholder, Joyce, as follows: Type of source is Web site, author is Andrea D. Joyce, name of webpage is Credit Card Safety, year accessed is 2021, month accessed is Oct., day accessed is 1, and medium is Web.

15. Delete the source for the author named Anastasia Maria Pappas. (*Hint:* Use the Manage Sources button.)

16. Press ENTER at the end of the document. Apply the Normal style to the blank line at the end of the document. Insert a bibliography using the References format in the Bibliography gallery.

17. Save the document again with the same file name.

18. Submit the modified document, shown in Figure 2–97, in the format specified by your instructor.

19. Use the Smart Lookup pane to look up the word, cache. If necessary, click the Explore tab in the Smart Lookup pane. Which web articles appeared? Click the Define tab in the Smart Lookup pane. Which dictionary was used?

20. Exit Word.

21. ✷ Answer the questions posed in #5, #6, #7, and #19. How would you find and replace a special character, such as a paragraph mark?

Extend Your Knowledge

Extend the skills you learned in this module 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. Please contact your instructor for information about accessing the Data Files.

Extend Your Knowledge *continued*

Instructions: As a customer relationship coordinator at Windermere Bank and Trust, you communicate banking tips to customers. You also are a part-time student who has been assigned a research paper. You decide to combine your work and school interests and compose a short research paper about ATM safety. You will communicate your findings with bank customers.

Start Word. Open the document, SC_WD_2-2.docx, which is located in the Data Files. The document is your draft research paper. You will do the following to finish the paper: find formats and special characters, delete a footer, add another footnote to the paper, change the format of the note reference marks, convert the footnotes to endnotes, modify a style, use Word's readability statistics, work with comments, and translate the document to another language (Figure 2–98).
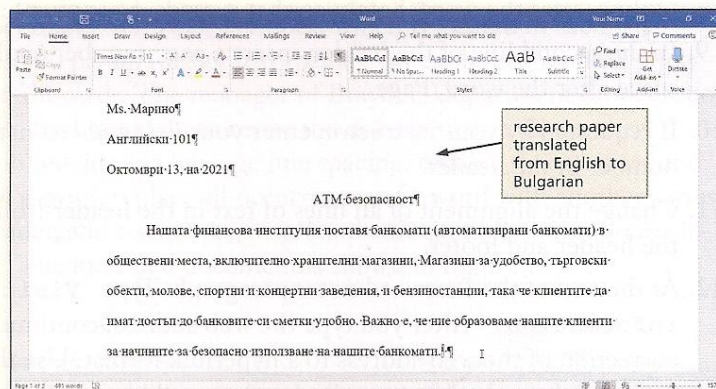
Figure 2–98

Perform the following tasks:

1. Use Help to learn more about finding formats and special characters, footers, footnotes and endnotes, readability statistics, bibliography styles, AutoCorrect, and Word's translation features.

2. Click File on the ribbon, click Save As, and then save the revised document using the new file name, SC_WD_2_SafelyUsingATMs.

3. Use the Advanced Find command on the Find menu to find the italic format in the paper and then remove the italic format. Click the No Formatting button in the Find and Replace dialog box to clear the format from the next search.

4. Use the Advanced Find command on the Find menu to find a footnote mark in the paper (which is a special character). What characters did Word place in the Find what box to search for the footnote mark? What number in the research paper is the footnote reference mark?

5. Edit the footer so that it reads: Delete this footer from the research paper. Delete the footer from the document.

6. Insert a second footnote at an appropriate place in the research paper. Use the following footnote text: `If you suspect someone is following you, immediately walk to a populated area or business, or drive to a police or fire station.`

7. Change the location of the footnotes from bottom of page to below text. How did the placement of the footnotes change?

8. Change the format of the note reference marks to capital letters (A, B, etc.). (*Hint:* Change the footnote number format using the Footnote and Endnote dialog box.)

9. Convert the footnotes to endnotes. Use the Navigation Pane to display each page in the document. Where are the endnotes positioned? What is the format of the note reference marks when they are endnotes?

10. Modify the Endnote Text style to 12-point Times New Roman font, double-spaced text with a hanging indent by clicking Style on the shortcut menu, clicking Endnote Text (Style dialog box), clicking the Modify button, and then selecting appropriate options in the Modify Style dialog box.

11. Insert this endnote for the first paragraph in the paper: `Our ATMs enable customers to withdraw and deposit money, transfer funds, or inquire about an account balance.`

12. Add an AutoCorrect entry that replaces the word, costomers, with the word, customers. Type the following sentence as the last sentence in the last paragraph of the paper, misspelling the word, customers, as costomers to test the AutoCorrect entry: `Taking precautions when using our ATMs can help costomers avoid becoming a target of criminal activity.` Delete the AutoCorrect entry that replaces costomers with the word, customers.

13. Display the Word Count dialog box. How many words, characters without spaces, characters with spaces, paragraphs, and lines are in the document? Be sure to include footnote and endnote text in the statistics.

14. Check spelling of the document, displaying readability statistics. What are the Flesch-Kincaid Grade Level and the Flesch Reading Ease score? How could you modify the paper to increase the reading ease score and lower the grade level?

15. If requested by your instructor, change the student name at the top of the paper to your name, including the last name in the header.

16. Change the zoom to multiple pages. How many pages are in the document?

17. Save the revised document paper again with the same name and then submit it in the format specified by your instructor.

18. Display the Info screen in Backstage view. How many draft versions of the document have been saved? How would you recover unsaved changes? If you have unsaved changes, recover them.

19. If it is not dimmed, test the Read Aloud button (Review tab | Speech group). What is the purpose of the Read Aloud button?

20. If requested by your instructor, perform these tasks:

    a. Insert this comment in the third paragraph: `Add a discussion about skimmers after this paragraph.`

    b. Insert another comment in the fourth paragraph: `Add a paragraph about reviewing bank statements after this paragraph.`

    c. Go to the first comment. Change the word, discussion, to the word, paragraph, in the first comment.

    d. Go to the second comment. Reply to the second comment with this comment text: `Also discuss reviewing transactions online.`

    e. Submit the document with comments in the format specified by your instructor.

    f. Inspect the document and review the results.

    g. Hide comments and then show comments.

    h. Delete the first comment. Resolve the second comment.

    i. Delete all comments.

21. If you have an Internet connection, translate the research paper into a language of your choice using the Translate button (Review tab | Language group), as shown in Figure 2–98. If requested by your instructor, submit the translated document in the format specified by your instructor.

22. ✳ Answer the questions posed in #4, #7, #9, #13, #14, #16, #18, and #19. Where did you insert the second footnote and why?