HW-Word-M02

In the Lab

Design and implement a solution using creative thinking and problem-solving skills.

Create a Research Paper about Drones

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.

Problem: As the marketing communications coordinator for Darden Aircraft, you create a research paper about drones because you want to educate the public about them.

Perform the following tasks:

Part 1: The source for the text in your research paper is in a file named SC_WD_2-3.docx, which is located in the Data Files. Organize the notes in the text in the file in the Data Files, rewording as necessary so that you can create a research paper. Using the concepts and techniques presented in this module, along with your organized notes from the Data File, create and format a research paper according to the MLA documentation style (be sure to write an appropriate conclusion). While creating the paper, be sure to do the following:

1. Modify the Normal style to the 12-point Times New Roman font.
2. Adjust line spacing to double.
3. Remove space below (after) paragraphs.
4. Update the Normal style to reflect the adjusted line and paragraph spacing.
5. Insert an MLA-style header, and insert page numbers in the header.
6. Type the name and course information at the left margin. Use your name and course information. Center and type the title.
7. Set a first-line indent to one-half inch for paragraphs in the body of the research paper.
8. Add an AutoCorrect entry to correct a word you commonly mistype.
9. Type the body of the research paper from the notes. Change the bibliography style to MLA. As you insert citations, enter their source information. Edit the citations so that they are displayed according to the MLA documentation style.
10. At the end of the research paper text, press ENTER and then insert a page break so that the Works Cited page begins on a new page. Enter and format the works cited title and then use Word to insert the bibliographical list (bibliography).
11. If your instructor requests, use the Researcher pane to obtain information from another source and include that information as a note positioned as a footnote in the paper, and enter its corresponding source information as appropriate. Update the bibliography.
12. Check the spelling and grammar of the paper at once. Add one of the source last names to the dictionary. Ignore all instances of one of the source last names. If necessary, set the default dictionary.

When you are finished with the research paper, save it with the file name, SC_WD_2_DronesPaper. Submit your assignment and answers to the Part 2 critical thinking questions in the format specified by your instructor.

Part 2: ☀ You made several decisions while creating the research paper in this assignment: how to organize the notes, what text to use for the conclusion, where to place citations, how to format sources, and which source on the web to use for the footnote text (if requested by your instructor). What was the rationale behind each of these decisions? When you proofread the document, what further revisions did you make and why?

Part 2 is optional.