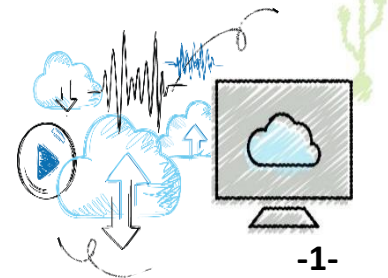


Shelly Cashman: Microsoft Word 2021

Module 2: Creating a Research Paper





Objectives (1 of 2)

- Describe the MLA (Modern Language Association) documentation style for research papers
 - vs. APA (American Psychological Association)
- 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



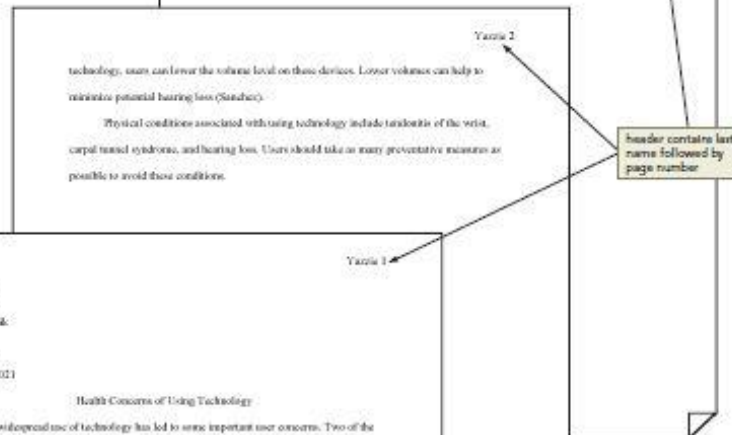
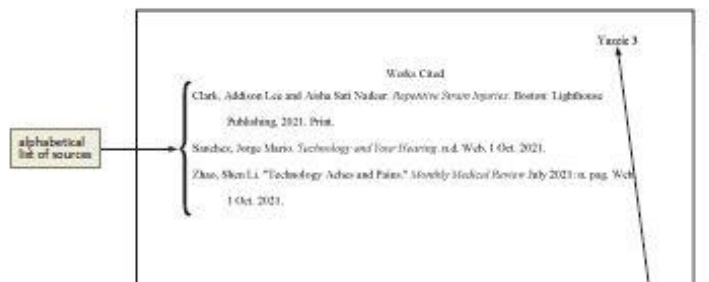
Objectives (2 of 2)

- Insert and edit citations and their sources
 - Add a footnote to a document
 - Insert a page break
 - Create a bibliographical list of sources
 - Find text and replace text
 - Use the thesaurus
 - Check spelling and grammar at once
 - Look up and research information
 - Work with comments in a document
-

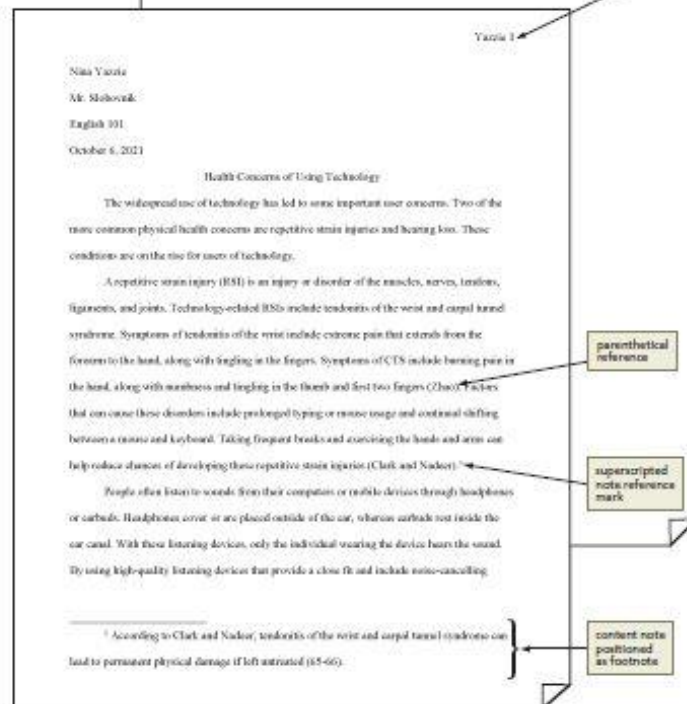


Project: Research Paper

alphabetic
list of sources



header contains last
name followed by
page number



superscripted note reference mark

content note positioned
at footnote



MLA Documentation Style (vs. APA)

- Use 12-point Times New Roman font
 - Double-spaced text on all pages of paper
 - No additional blank space after each paragraph
 - 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
 - No separate title page needed
 - Place your name and course information in a block at the top of the page, below the header, at the left margin
-



Changing Document Settings (1 of 4)

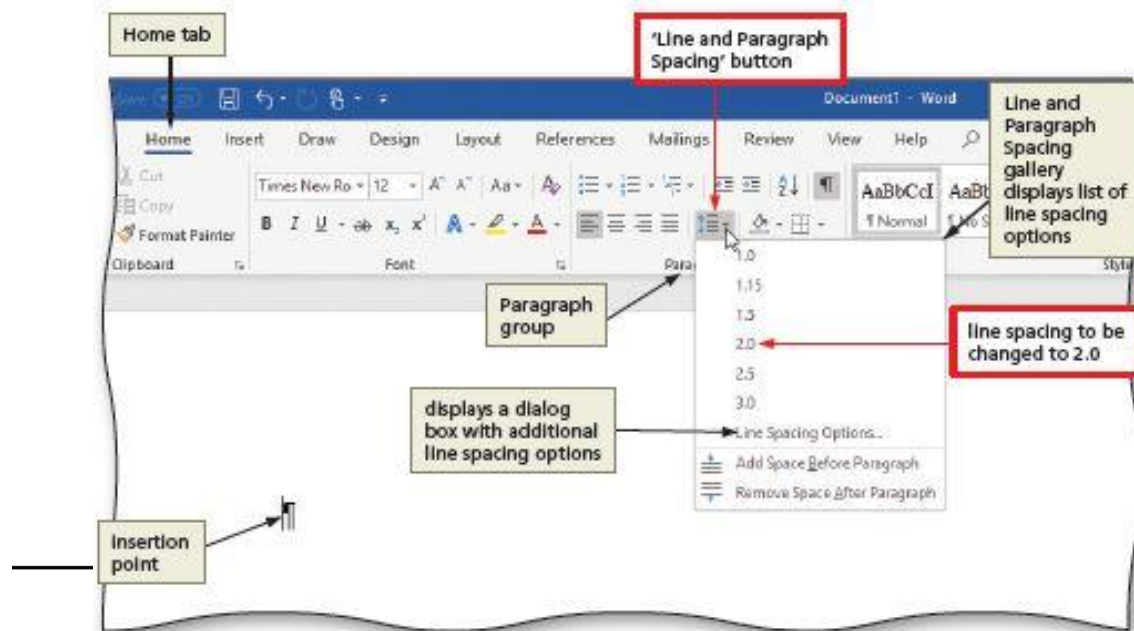
- **Start Word and Create a Blank Document**
 - Set page width & show formatting marks
 - **To Modify a Style**
 - Right-click the (*normal, @ Home tab | Style group*) to modify in the Styles gallery to display a shortcut menu related to styles
 - Click **Modify** on the shortcut menu to display the 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 (*Font & Size -> Times New Roman, 12, 'Only in this document'*)
-



Changing Document Settings (2 of 4)

- **To Change Line Spacing**

- Click the “**Line and Paragraph Spacing, [Home | Paragraph]**” button to display the Line and Paragraph Spacing gallery
- Click the desired setting (**2.0**) in the Line and Paragraph Spacing gallery to change the line spacing at the location of the insertion point

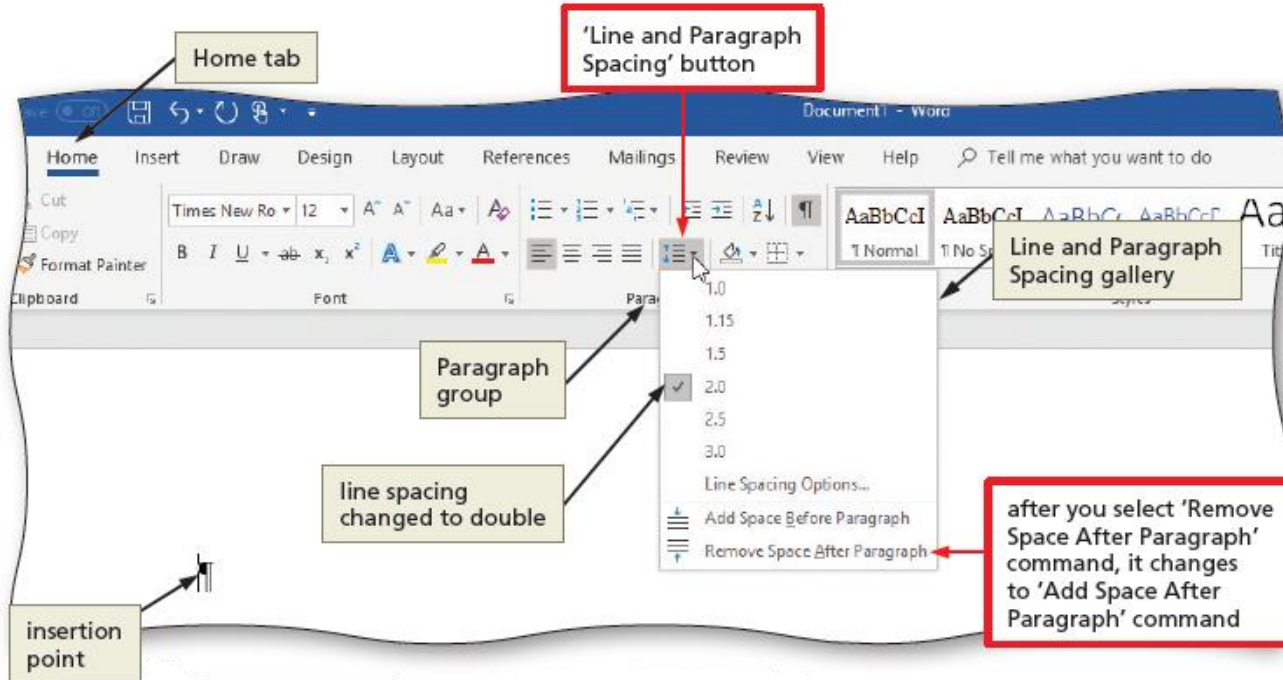




Changing Document Settings (3 of 4)

- **To Remove a Space after a Paragraph**

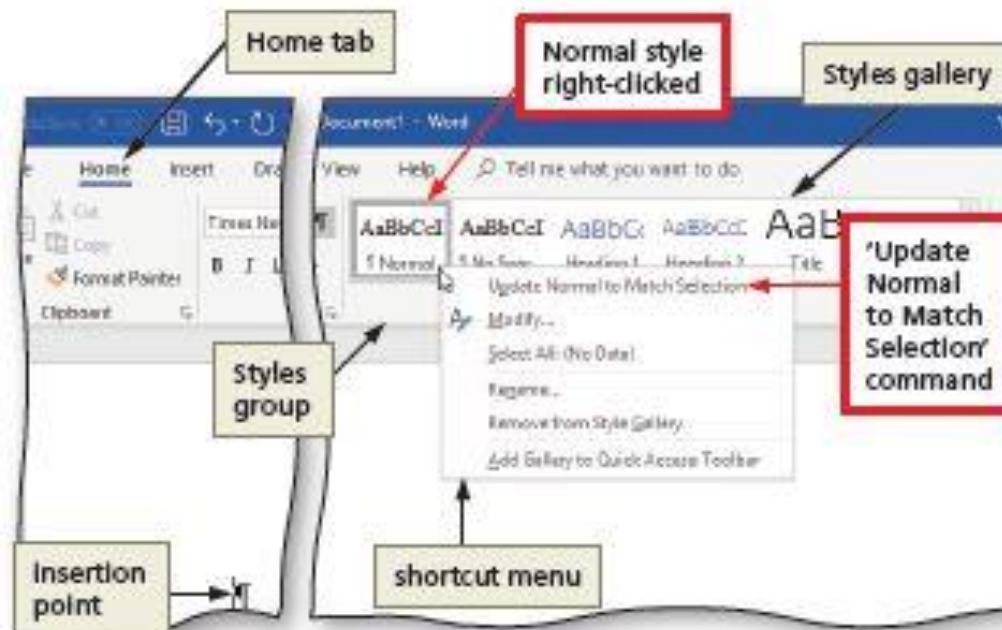
- Click the “**Line and Paragraph Spacing**” button to display the Line and Paragraph Spacing gallery
- Click “**Remove Space After Paragraph**” in the Line and Paragraph Spacing gallery so that no blank space appears after paragraphs





Changing Document Settings (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

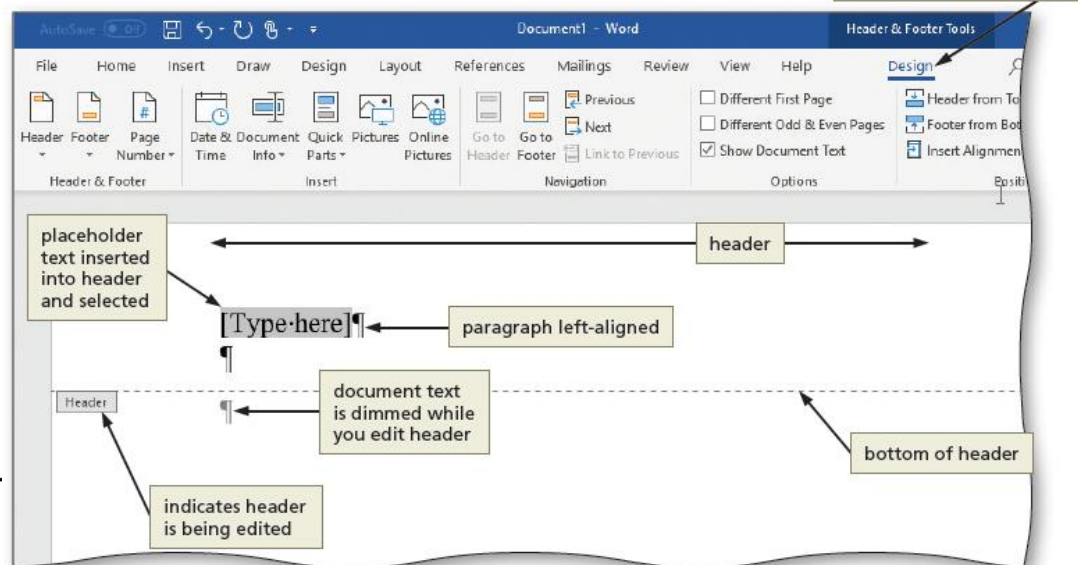




Creating a Header (1 of 2)

- **To Insert a Header**

- Click INSERT in the ribbon to display the **INSERT** tab
- Click the **HEADER** button to display the **Header gallery**
- Click the down scroll arrow in the Header gallery to see the built-in headers
- Click **Blank** in the Header gallery





Creating a Header (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 (header)

- **To Insert Text and Page Numbers**

- Click Header & Footer Tools Design on the ribbon to display the Header & Footer Tools Design tab
- Type your last name and press SPACEBAR (**“Yassie ”**)
- Click the Page Number button to display the **Page Number menu**
- Point to the desired location (**Current Position**) on the Page Number menu to display the Current Position gallery
- Click the desired style (**Plain Number**)

- **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 (1 of 16)

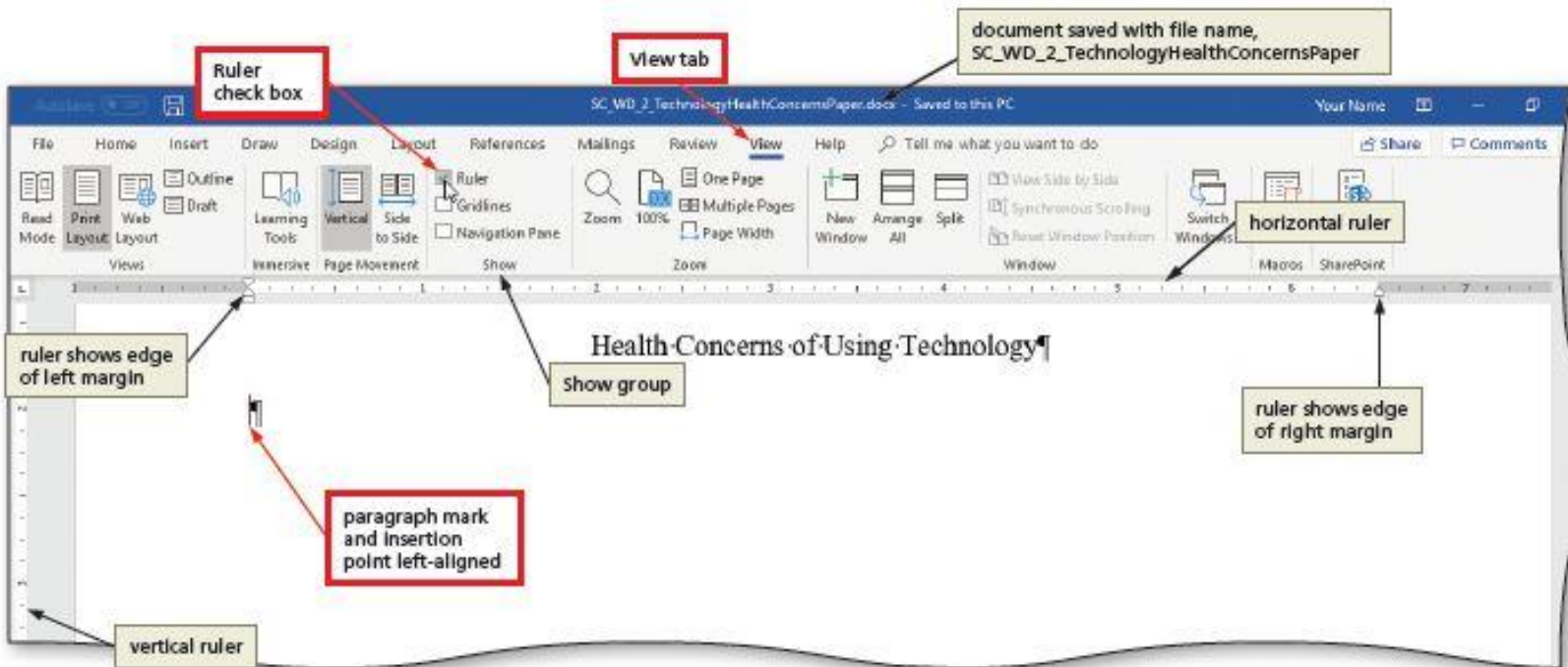
- **To Enter Name and Course Information**
 - **To Click and Type**
 - Position the mouse pointer in the location where you want to type, in the center of the document window until a center icon appears below the I-beam
 - Double-click to ***center*** the paragraph and mark the insertion point between the left and right margins
 - Type the desired text (*paper title*) and then press the ENTER key to position the insertion point on the next line
 - **To Format the Text Using a Keyboard Shortcut**
 - Press CTRL-L to left-align the current paragraph
-



Typing the Research Paper Text (2 of 16)

- **To Display the Rulers**

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

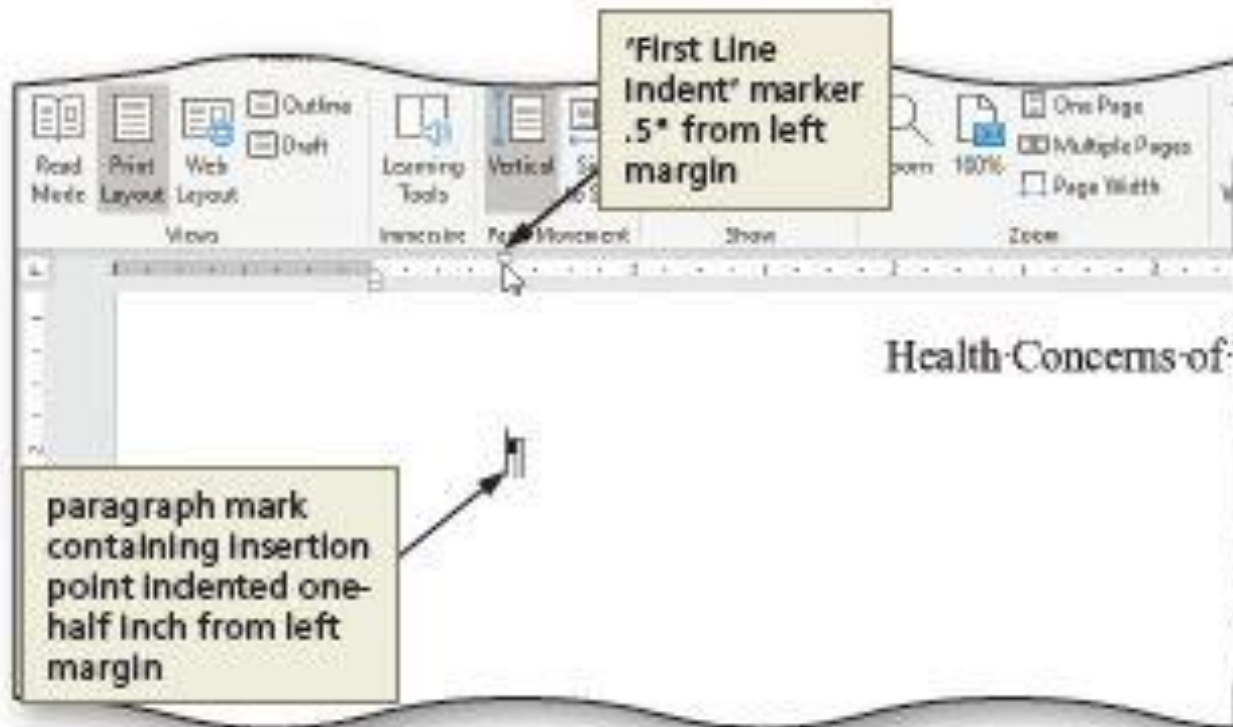




Typing the Research Paper Text (3 of 16)

- **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 (.5") on the ruler to set the location for the first-line indent
- Type *text* and the first line is automatically indented





Typing the Research Paper Text (4 of 16)

- **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

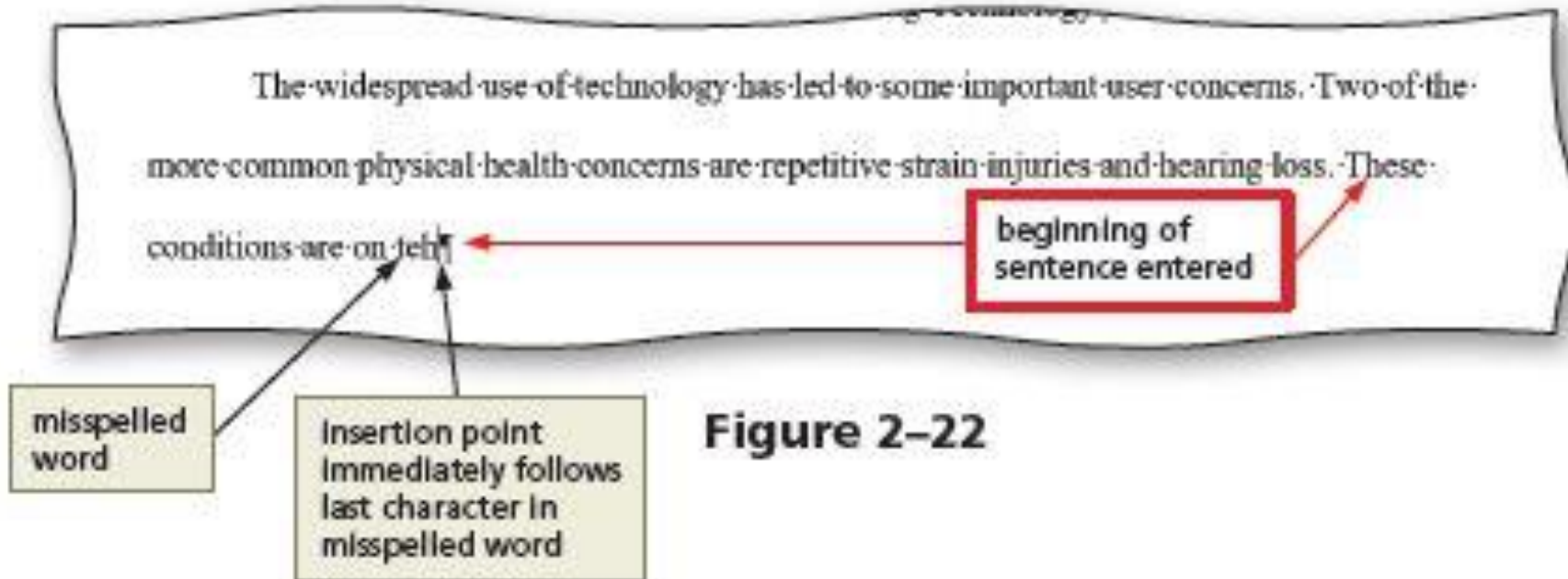


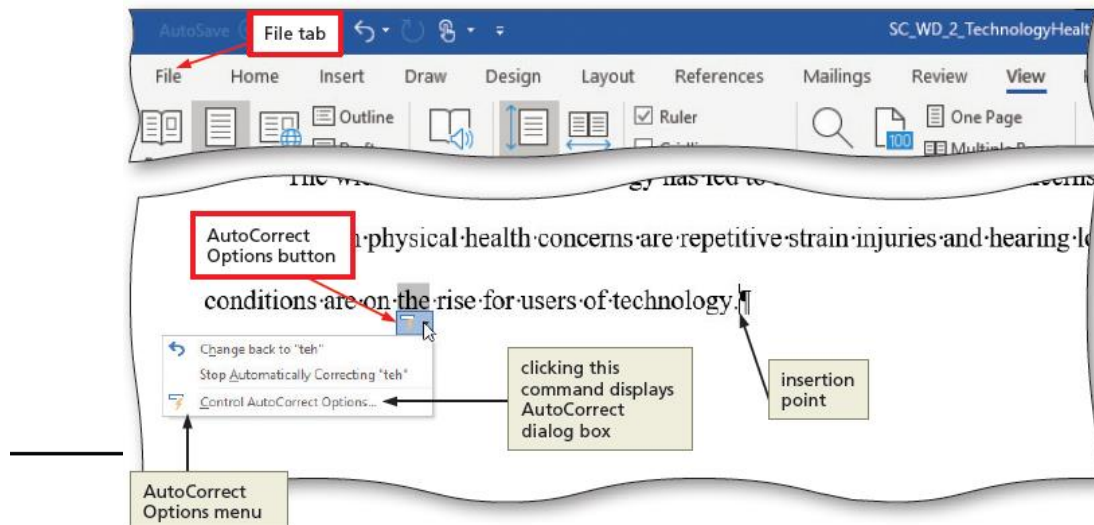
Figure 2-22



Typing the Research Paper Text (5 of 16)

- **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 ESC to remove the AutoCorrect Options menu from the screen





Typing the Research Paper Text (6 of 16)

- **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 (7 of 16)

- **To Change the Bibliography Style**

- Click REFERENCES on the ribbon to display the **REFERENCES** tab
- Click the **Style arrow** to display a Style gallery of predefined documentation styles
- Click the desired style **(MLA)** in the Bibliography Style gallery to change the documentation style



Typing the Research Paper Text (8 of 16)

- **To Insert a Citation for a New Source**

- Click the Insert Citation button to display the Insert Citation menu **(with the insertion point placed after “first two fingers”, 2nd par.)**
- 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 **(Article in Periodical)**
- 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 **(Zhao, Shen Li; Technology Aches and Pains; Monthly Medical and Review; 2021; July; ; n. pag. ;Web)**
- Enter a period after “fingers” to end the sentence



Typing the Research Paper Text (9 of 16)

- **To Insert a Footnote**

- Enter more text and place the insertion point after “injuries.” (end of 2nd par.)
 - Click the **Insert Footnote** button [References | Footnotes grp] 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
 - Enter the footnote text
-



Typing the Research Paper Text (10 of 16)

- **To Insert a Citation Placeholder**

- Used to insert a citation without entering the source information, which will be entered later
 - Click the **Insert Citation button** to display the Insert Citation menu (with insertion point placed **after** “*untreated*” at the end of footnote.)
 - Click “Add New Placeholder” on the Insert Citation menu to display the Placeholder Name dialog box
 - Type the placeholder name **(Clark)**, and then click the OK button
 - Press the PERIOD key to end the sentence
-



Typing the Research Paper Text (11 of 16)

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

- Footnote text style need to be modified to meet **MLA style**
 - Right-click the text to display a **shortcut menu**
 - **Click Style** on the shortcut menu to display the Style dialog box
 - **Select -> (Category: All style; Style: Footnote Text)**
 - Click **Modify button** to display Modify Style dialog box
 - Select **font size = 12 & line spacing = double space**
 - Click the Format button to display the Format menu
 - Click Paragraph on the Format menu to display the Paragraph dialog box
 - Click the Special arrow (Indentation area) to select **First line**
 - Click OK (**Paragraph dialog box**)
 - Click OK (**Modify Style dialog box**)
 - Click Apply (**Style dialog box**)
-



Typing the Research Paper Text (12 of 16)

- **To Edit a Source**

- Assume you now have the source information for the citation
- Click somewhere in the citation placeholder to be edited
(Clark) 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 **(Book)**
- Enter the source information, and then click the OK button
(Author: Clark, Addison Lee ; Nadeer, Aisha Sati; Title: Repetitive Strain Injuries; Year: 2021; City: Boston; Publisher: Lighthouse Publishing; Medium: Print)



Typing the Research Paper Text (13 of 16)

- **To Edit a Citation**

- Click somewhere in the citation to be edited (**Clark and Nadeer**), 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 (**Pages: 65-66**)
 - Click **Author** and **Title** check boxes
 - Click OK to close the dialog box
-



Typing the Research Paper Text (14 of 16)

- **To Count Words** (*Enter More Text First*)
 - 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 Insert a Citation Placeholder**
 - Place insertion point after “**hearing loss** ” (**end of 3rd par.**)
 - Click the Insert Citation button (Reference tab)
 - Click ‘Add New Placeholder’ on the Insert Citation menu
 - Type **Sanchez** as the name tag on Placeholder Name box
 - Click OK to close the dialog box.
 - Enter a PERIOD to end the sentence



Typing the Research Paper Text (15 of 16)

- **To Hide and Show White Space**

- To see the entire third paragraph, do the following:
 - Position the pointer in the document window in the **space between pages** so that the pointer changes to a “Hide White Space” button
 - Double click to hide the white space
 - Position the pointer in the document window on the page break between pages so that the pointer changes to a “Show White Space” button
 - Double click to show the white space
-



Typing the Research Paper Text (16 of 16)

- **To Edit a Source** *(for placeholder Sanchez)*
 - Click somewhere in the citation to be edited (**Sanchez**) to select the citation
 - 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
 - Change the information in the Edit Source dialog box (**Type of Source: Web site; Author: Sanchez, Jorge Mario; Name of Web Page: Technology and Your Hearing; Year/Month/Day Accessed: 2021/Oct./1; Medium: Web**)
 - Click OK to close the dialog box and create the source
-



Creating an Alphabetical Works Cited Page (1 of 3)

- **What is a Works Cited Page**

- According to MLA format, the works cited page is a separate numbered page with the title, **“Works Cited”**, centered one inch from the top margin.

- **To Insert a Page Break**

- Position the insertion point where you wish to insert the page break **(end of the text of research paper)**
 - Click INSERT on the ribbon to display the **INSERT** tab
 - Click the **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
-

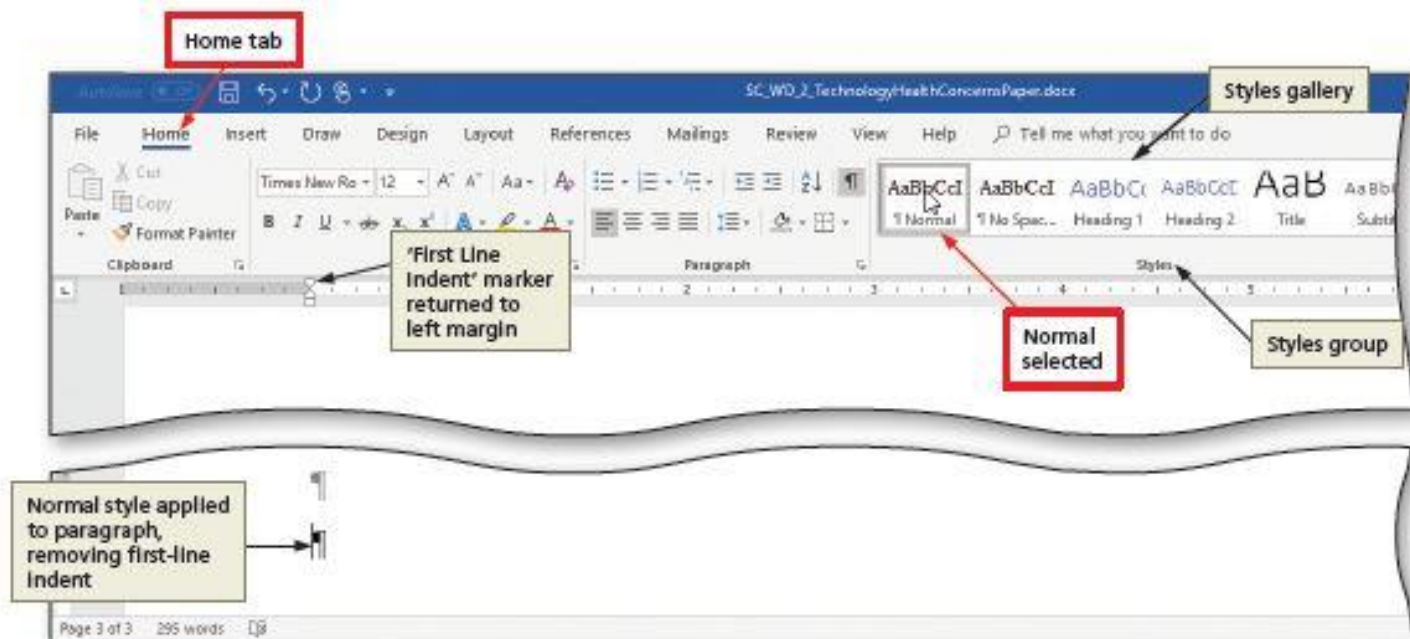


Creating an Alphabetical Works Cited Page (2 of 3)

- **To Apply a Style**

To bring “First Line Indent” marker back to the left margin:

- 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 (**Normal**)
- Enter “**Works Cited**” as the title at the **center** (CTRL-E)





Creating an Alphabetical Works Cited Page (3 of 3)

- **To Create a bibliographical Reference List**
 - Press **ENTER** to move insertion point to the beginning of the next line and **left aligned (CTRL+L)**
 - Click **References tab**
 - Click the Bibliography button to display the **Bibliography gallery** (with insertion point placed in the beginning of the line below the title)
 - Click **Insert Bibliography**



Proofreading and Revising the Research Paper (1 of 14)

• To Edit a Source Using the Source Manager Dialog Box

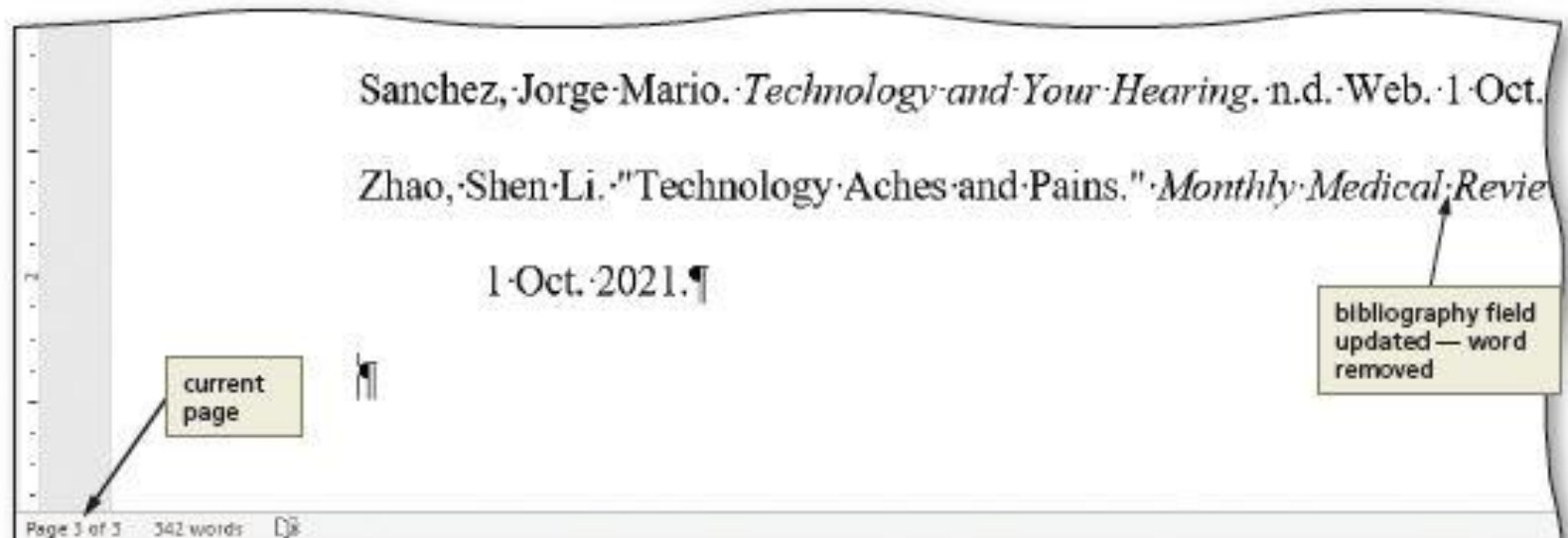
- Click the **Manage Sources** button (Reference tab | Citation Bibliography group) to display the Source Manager dialog box
 - Click the source you wish to edit in the **Current List (Zhao)**
 - Click the Edit button to display the Edit Source dialog box
 - Make the desired changes to the source (**delete 'and' from Periodical Title**), and then click the OK button
 - If a dialog box appears, 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 (2 of 14)

• 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 (3 of 14)

- **To Open the Navigation Pane**

- Click VIEW on the ribbon to display the **VIEW tab**
- Place a check mark in the **Navigation Pane check box** [**Show group**] 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

- **To Go to a Page**

- Open the Navigation Pane
 - Scroll to and then click the thumbnail of the desired page (**page 1**)
-



Proofreading and Revising the Research Paper (4 of 14)

- **To Insert a Citation Using an Existing Source**

- Position the insertion point at the location **(end of 5th sentence 'keyboard' of 2nd paragraph)** for the citation
- Click REFERENCES on the ribbon to display the **REFERENCES** tab
- Click **Insert Citation** button to display the Insert Citation menu
- Click the first source listed **(Clark and Nadeer)** on the Insert Citation menu to insert a citation for the existing source at the location of the insertion point



Proofreading and Revising the Research Paper (5 of 14)

- The citation just entered is not in the correct location and needs to be moved to the end of the next sentence (**‘repetitive strain injuries’**)
 - **To Move a Citation**
 - Click **somewhere in the citation** to be moved to select it
 - Position the pointer on the **citation tab (3 dots on the left)** until the pointer changes to a left-pointing block arrow
 - Drag the citation tab to the location where the selection citation is to be moved (**after “repetitive strain injuries”**)
 - Release the mouse and the citation is moved
 - Delete any **extra spaces**
-



Proofreading and Revising the Research Paper (6 of 14)

- **To Find Text**

- Click Home tab
- Click the Find button [Editing group] to display the Navigation Pane
- If necessary, click the Results tab in the Navigation Pane
- Type the text to find (**'auditory'**) in the Navigation Pane Search 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 (7 of 14)

- **To Replace Text**

- Click the **Replace button** [Home tab | Editing group] to display the Replace sheet in the Find and Replace dialog box
 - Type the text to find **(auditory)** in the Find what box
 - Type the text to replace **(listening)** in the Replace with 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 (8 of 14)

- **To Use the Thesaurus**

- Right-click the word for which you want to find a synonym to display a shortcut menu **(2nd occurrence of 'continual' in the 2nd paragraph)**
- Point to **Synonyms** on the shortcut menu to display a list of synonyms for the word you right-clicked
- Click the synonym you want **(frequent)** on the Synonyms submenu to replace the selected word in the document with the selected synonym



Proofreading and Revising the Research Paper (9 of 14)

- **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
- Click to close the dialog box



Proofreading and Revising the Research Paper (10 of 14)

- **To Look Up Information**

- Select the word you want to look up – search the web for information **(headphones or earbuds – 3rd par / 1st line)**
- Click References on the ribbon to display the **References tab**
- Click the **Search button** [Research group]
- Search results will be displayed on the search pane.
- Click the Close button to close the pane



Proofreading and Revising the Research Paper (11 of 14)

- **To Use Researcher**

- Click the **Researcher** button [References tab | Research group] to open the Researcher pane – *search web for reference and source information*
 - With the Find Sources tab selected in the Researcher pane, scroll through the information and images that appear in the pane
 - Type the words **(carpal tunnel syndrome)** in the search box in the Researcher pane and press ENTER to display topics and sources related to the search text
 - Point to the + symbols to read the topics and their functions
 - Click the Close button in the Researcher pane
-



Proofreading and Revising the Research Paper (12 of 14)

- **To Change the Zoom to 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 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 (13 of 14)

- **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
- When finished, click the **Print Layout button** on the status bar to return to the Print Layout view



Proofreading and Revising the Research Paper (14 of 14)

The screenshot displays the Microsoft Word interface with the 'View' menu open. The menu options are: Edit Document, Navigation Pane, Show Comments, Column Width, Page Color, Layout, A-Z Syllables, A-Z Text Spacing, and Read Aloud. The 'Page Color' option is highlighted, and its submenu is also open, showing 'None', 'Sepia', and 'Inverse'. The 'Sepia' option is highlighted. The 'Read Mode' button and 'Print Layout' button are visible in the bottom right corner of the ribbon. The document text is visible in the background, showing a research paper about technology and health concerns.

View tab

View menu

Page Color command

Page Color submenu

Sepia command

preview of first page in document

Read Mode button

Print Layout button



Working with Comments in a Document (1 of 6)

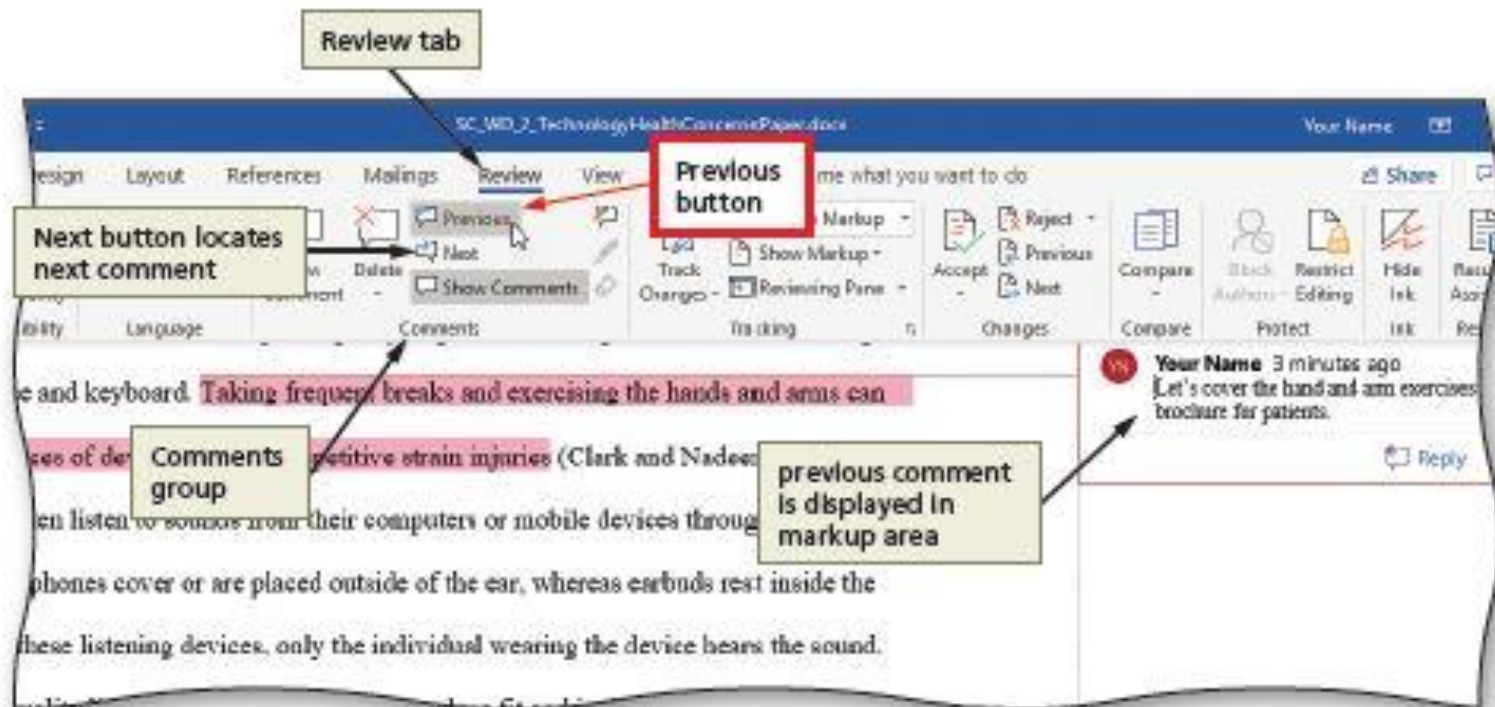
- **To Insert a Comment**

- Select the text to which the comment applies (**last sentence of second paragraph**)
- Click **Review Tab**
- If the Display for Review box (Tracking group) does not **show Simple Markup**, click the Display for Review arrow and then click Simple Markup on the Display for Review menu to instruct Word to display a simple markup
- If the **Show Comments** button (Comments group) is not selected, click it to select it
- Click the **New Comment** button to display a comment balloon in the markup area in the document window
- Type the comment (**‘Let’s cover the hand and arm exercise in our brochure for patients.’**)

Working with Comments in a Document (2 of 6)

- **To Go To a Comment**

- Click the **Previous** button which causes Word to locate and select the previous comment in the document

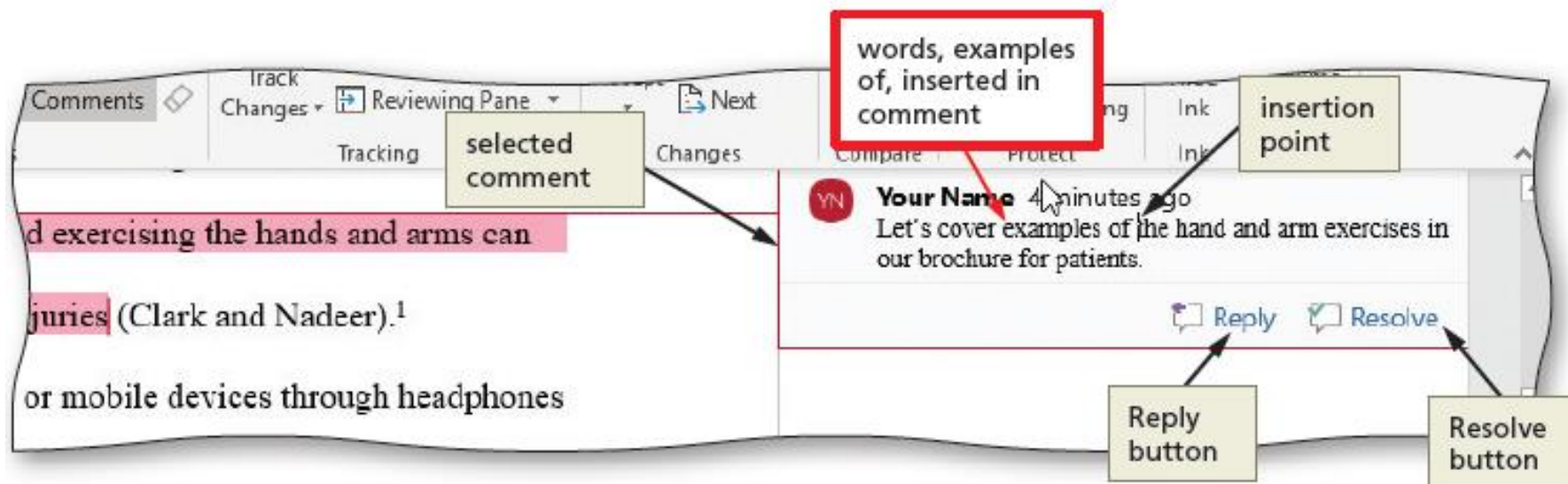




Working with Comments in a Document (3 of 6)

- **To Edit a Comment in a Comment Balloon**

- Click the comment to select it
- Click **Edit comment** (pencil icon)
- Position the insertion point in the comment at the location of the text to edit it (**add 'examples of' after 'Let's cover'**)
- Post the new text





Working with Comments in a Document (4 of 6)

- **To Reply to a Comment**

- Click the comment to which you wish to reply so that the comment is selected
- Click the **Reply** button in the selected comment to display a reply comment for the selected comment
- Type an indented reply comment (**‘Excellent idea!’**)

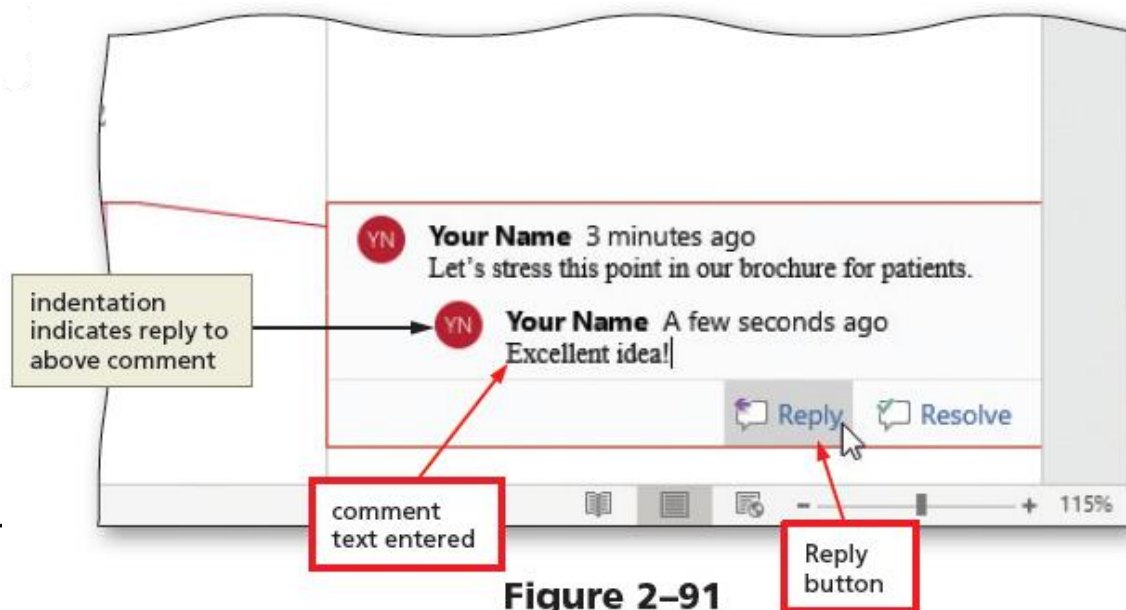


Figure 2-91



Working with Comments in a Document (5 of 6)

- **To Hide and Show Comments**

- If the **Show Comments** button is selected, click it to deselect it, which hides comments in the document
- Click Show Comments button again to show comments in the document or
- Click the **comment icon** to display associated comment
- Click the Show Comments button to hide comments again



Working with Comments in a Document (6 of 6)

- **To Delete a Comment**

- Position the insertion point in the comment to delete
- Click the **Delete button** (Review tab | Comments group) to remove the comment containing the insertion point from the markup area

- **To Delete All Comments**

- Click the Delete arrow to display the **Delete menu**
- Click **Delete All Comments** in Document on the Delete menu to remove all comments from the document