

Highline College

Busn 216: Computer Applications for Business

M365 Video #08: Create a Research Paper in Word

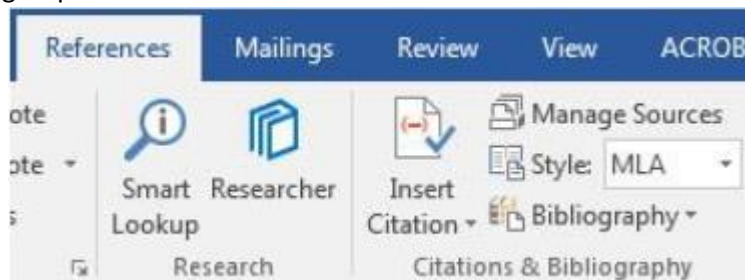
1. MLA: Modern Language Association of America documentation Style used in the humanities
2. APA: (American Psychological Association) used in social sciences
 - i. OWL at Purdue gives excellent guidance for writing resources and citations:
https://owl.purdue.edu/owl/purdue_owl.html
3. **Rules for MLA:**
 - i. 12-point font size, Times New Roman or similar font.
 - ii. Double space all text
 - iii. Margins: 1" on all sides
 - iv. Indent first word of each paragraph ½" from left margin
 - v. Header:
 - a) Last Name and then page number: ½" from top margin
 - vi. No cover page.
 - a) Name and course info. in block 1" from top of page (left margin)
 - vii. Title: centered below name block by one double-space
 - viii. Headings: Not required by MLA style but can help the overall structure and organization of a paper.
 - a. When using headings, have the heading in a different style font than the paper's title.
 - b. The paragraph after the level 2 headers starts at the left margin
 - c. If you have level 3 headers, be sure to differentiate this from level 2 headers.
 - i. The paragraph that is part of the level 3 header will continue directly after the level 3 header.
 - ix. Citations (Author references): Parenthetical with author name and page number
 - x. Optional Notes (Footnotes/Endnotes):
 - a. Not for citations
 - b. Used for explanatory notes
 - c. Use Superscript for notes in body of text directly after the period
 - d. Place notes as either:
 - i. Footnotes (bottom of page)
 - ii. Endnotes (end of paper)
 1. Indent first line of notes ½" from left margin, then place superscript number, space, and then the explanatory note. This is called: "First Line Indent"
 - iii. Note must be double spaced
 - iv. Further references can be placed at the end of the note
 - xi. Works Cited

- a. Bibliographical references at the end of the paper
 - i. Alphabetically lists original works referenced in your paper with the following structure:
 - 1. Web site:
 - a. Full name of author(s), title of Web site, date viewed, Web address.
 - 2. Magazine:
 - a. Full name of author(s), complete title of article, magazine title, date of magazine, page numbers.
 - 3. Book:
 - a. Full name of author(s), complete title of book, edition (if available), volume (if available), publication city, publication year.
 - ii. *Italicized* or underlined name of work or title
 - 1. Hyperlinks: underlined
 - iii. Titles of books/periodicals: *Italicized*
- b. Place the title “Works Cited” on a separate numbered page
 - i. “Works Cited” title centered 1” from top margin
 - ii. Double spaced
 - iii. First line not indented; subsequent lines indented ½”
 - 1. This is called: “Hanging Indent”

4. **Keyboard to open New File: Ctrl + N** (works in almost every program in world)

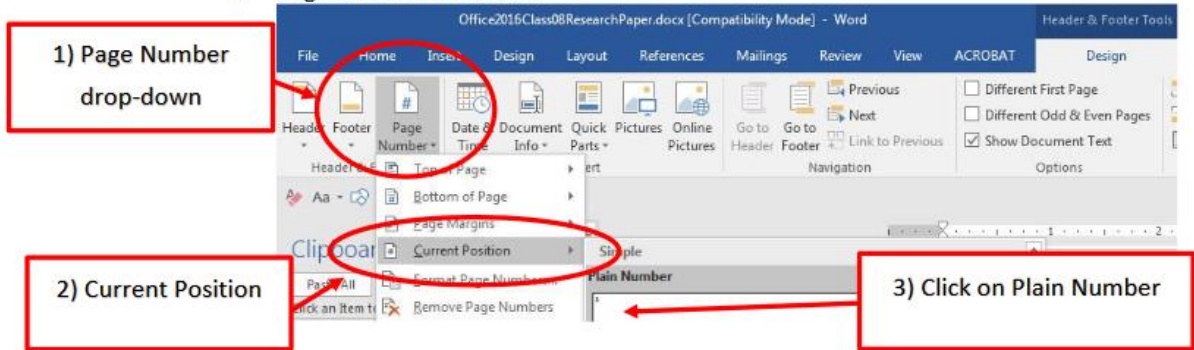
Research Paper Word Tricks we learn in this video:

- i. Set “MLA” Documentation Style
 - a. We set Documentation Style in the Reference Ribbon Tab, Citations & Bibliography group.

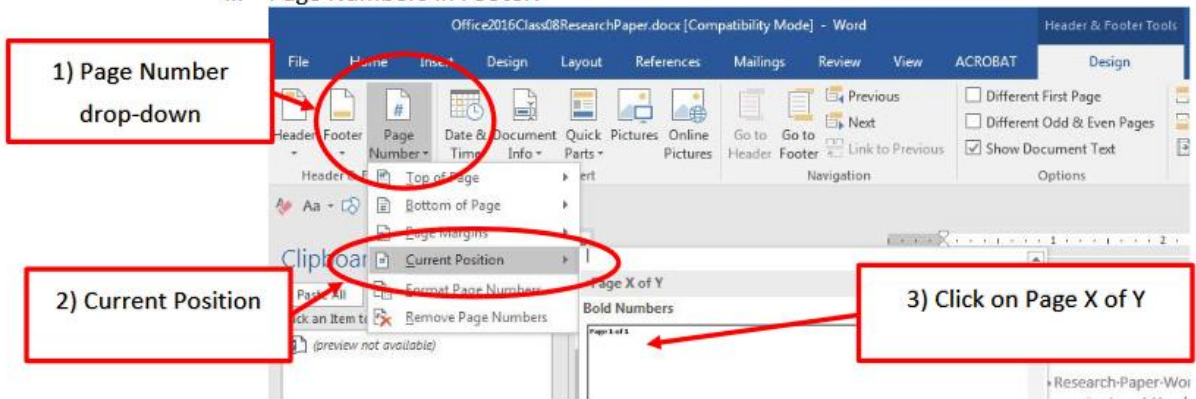


- ii. Insert Header or Footer:
 - a. Double Click Margins at top of page (Header) or bottom of page (Footer)
 - b. Type what you want and add the formatting that you want.
 - c. You can add elements from the “Header Footer Tools Design” Ribbon Tab such as: (see picture below)
 - i. Page Number in Header:
 - ii. Page Numbers in Footer:

i. Page Number in Header:



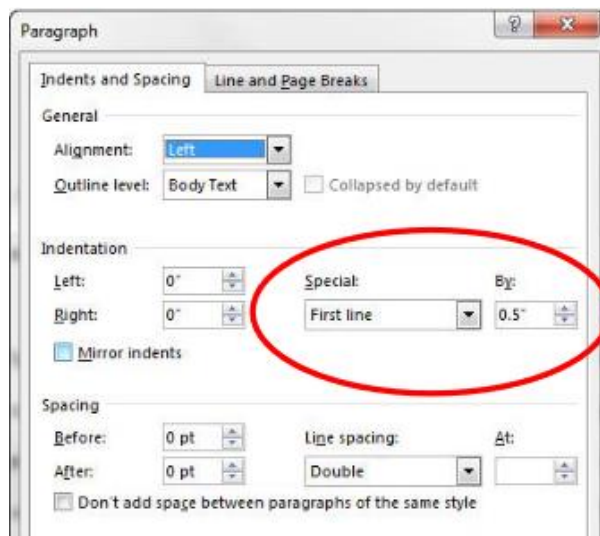
ii. Page Numbers in Footer:



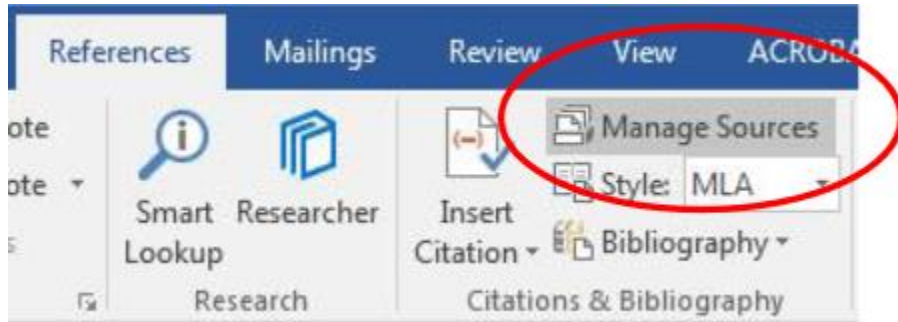
d. To show code behind the scenes for automatic features (called “fields”) you can use the toggle Keyboard: Alt + F9

iii. New Paragraph Level Formatting for First Line Indent

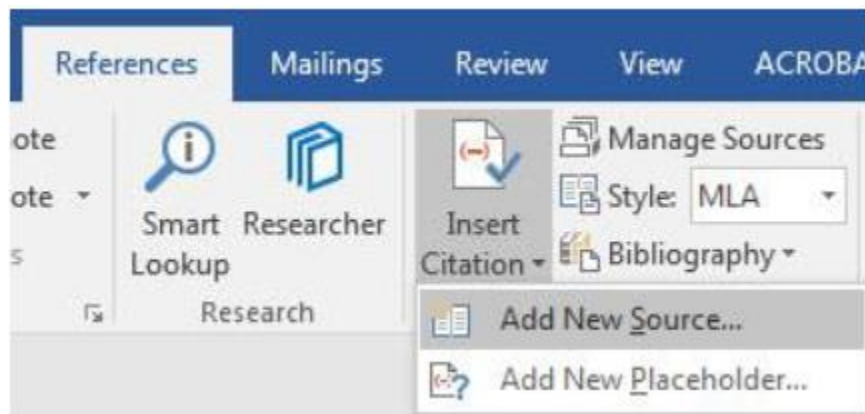
- a. First Line Indent will automatically add a Tab to the first line of each paragraph
- b. Dialog Box looks like this:



- iv. Add Sources to our bibliography
 - a. We add Sources by clicking the Manage Sources button in the Reference Ribbon Tab, Citations & Bibliography group.



- v. Insert a Citation



Citations that we will add in our Video #8: are included as a different page. See the last pages of this handout notes - Pages 8 - 12.

vi. Insert Footnote

- a. Insert a Footnote with the Footnote button in the footnote group in the Reference Ribbon Tab



vii. Change the Style of the Footnote Style with these steps:

- a. Right-click the text in footnote and click on Styles. This will open the Style dialog box.

1) Style dialog box

2) Click on the Modify Button. This will open the Modify Style dialog box

3) Modify Style dialog box

4) Make sure Font type and size are correct

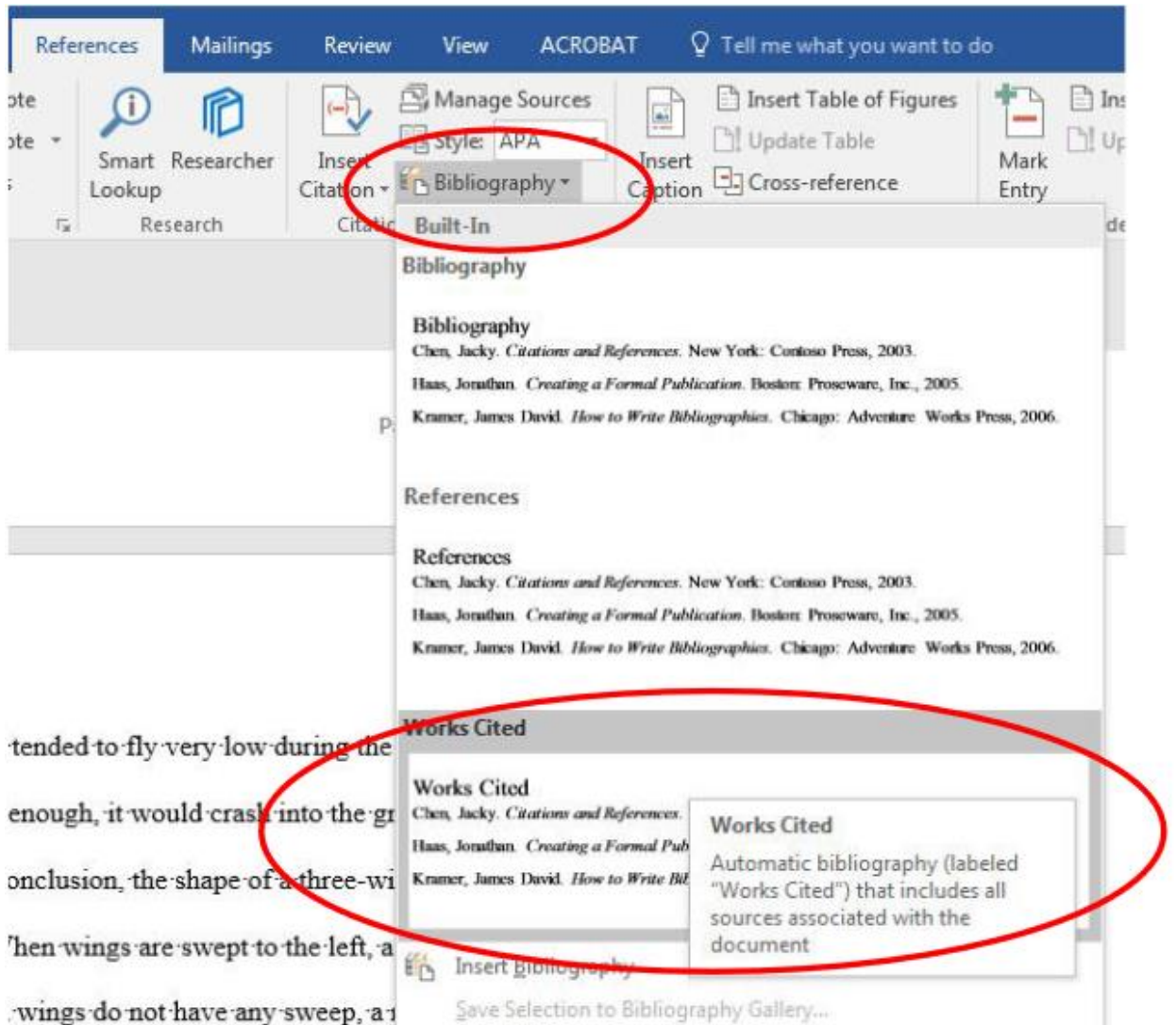
5) Use Format drop-down to select Paragraph. This will open Paragraph dialog box

6) Paragraph dialog box

7) Make sure paragraph formatting is correct

viii. Insert Works Cited

- a. Use the Bibliography button in the Citations & Bibliography group in the Reference Ribbon Tab



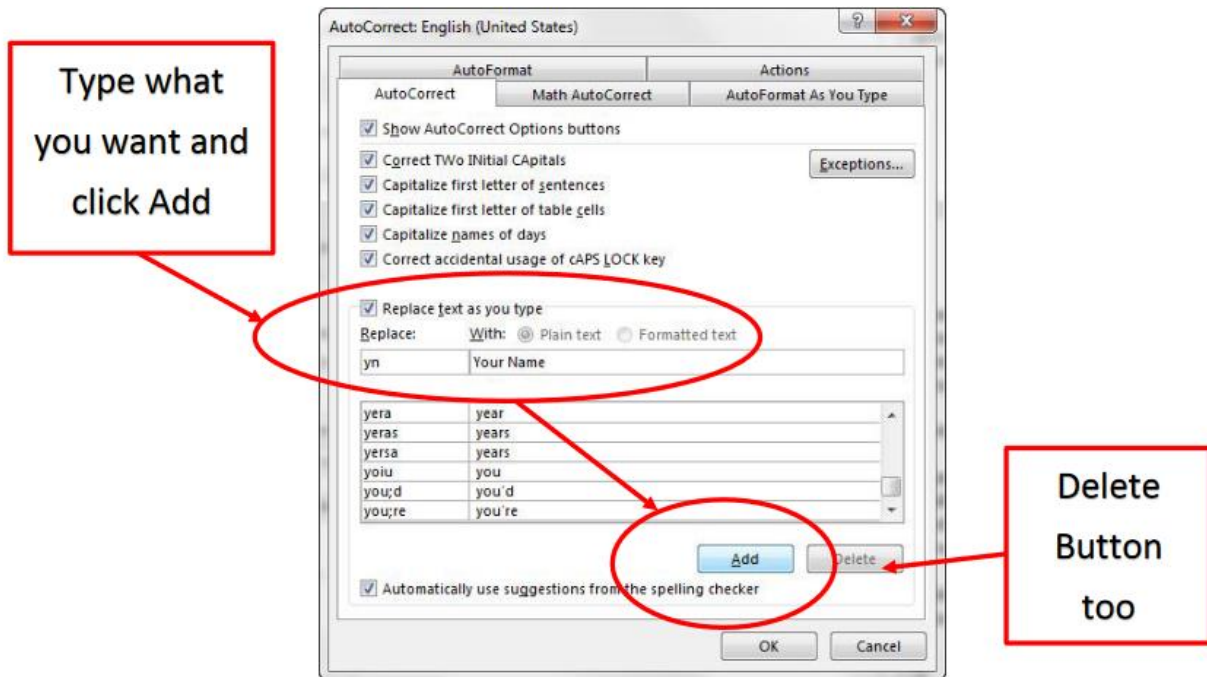
- b. To show code behind the scenes for automatic features (called "fields") you can use the toggle keyboard: Alt + F9

5. Find & Replace

- i. Find allows you to quickly search through the document and find specified text
 - a. Find works the same in Word, Excel, PowerPoint and most web sites (like Google)
 - b. Keyboard: Ctrl + F (works in all programs, including most browsers and websites)
- ii. Replace allows you to quickly search through the document and find specified text and replace it with something different.
 - a. Keyboard: Ctrl + H (Same in Word, Excel and PowerPoint)

6. Auto Correct

- i. Auto Correct is a feature that corrects text as you type
 - a. Example: if you type “teh”, it will automatically be replaced with “the”
- ii. Auto Correct can also be used for creating “shorthand” quick typing
 - a. Example: if you type “yn”, it will be replaced with “Your Name”
- iii. To add elements to Auto Correct:
 - a. File, Options, Proofing, click Auto Correct Options.
 - i. Auto Correct dialog box looks like this:



- iv. When you add an item to AutoCorrect, it remains on that particular computer until you Delete it. When you create or open other documents, the AutoCorrect item is still there.

Keyboard Shortcut:

- a) Keyboard to open New File = Ctrl + N (works in almost every program in world)
- b) Toggle between Field Code and Result of Field Code = Alt + F9
- c) Convert Field To Text = Ctrl + Shift + F9.
- d) Insert Date or Time keyboard

Citations Pictures:

I have this pictures as an APA citation and the reason is because I wanted to show the URL in the picture to make this easy for you to follow which citation to add as you watch the video and as you create this research paper, note that for MLA style you will need to check the box 'Show All Bibliography Fields' to show the URL field.

The screenshot shows the 'Edit Source' dialog box with the following fields and values:

- Type of Source: Web site
- Author: U.S. Department of Energy
- Corporate Author:
- Name of Web Page: Alternative Fuel Vehicles: Department of Energy
- Name of Web Site: Energy.gov
- Year: (empty)
- Month: (empty)
- Day: (empty)
- URL: <https://www.energy.gov/eere/electricvehicles/reducing-pollution-electric-vehicles>
- Show All Bibliography Fields:
- Tag name: USD

The screenshot shows the 'Edit Source' dialog box with the following fields and values:

- Type of Source: Web site
- Author: U.S. Department of Energy
- Corporate Author:
- Name of Web Page: fueleconomy.gov
- Name of Web Site: fueleconomy.gov
- Year: 2021
- Month: April
- Day: (empty)
- URL: <https://www.fueleconomy.gov/feg/hybridtech.shtml>
- Show All Bibliography Fields:
- Tag name: USD21

Edit Source ? X

Type of Source **Book Section**

Bibliography Fields for APA

Author Edit
 Corporate Author

Title

Book Author Edit

Book Title

Year

Pages

City

Publisher

Show All Bibliography Fields

Tag name
OK Cancel

Edit Source ? X

Type of Source **Web site**

Bibliography Fields for APA

Author Edit
 Corporate Author

Name of Web Page

Name of Web Site

Year

Month

Day

URL

Show All Bibliography Fields

Tag name
Example: A. Datum Corporation Web site
OK Cancel

Edit Source ? X

Type of Source Web site

Bibliography Fields for APA

Author Conserve Energy Future Edit
 Corporate Author

Name of Web Page Conserve Energy Future

Name of Web Site Conserve Energy Future

Year 2021

Month

Day

URL https://www.conserve-energy-future.com/advantages-and-disadvantages-of-hybrid-cars.php

Show All Bibliography Fields

Tag name Con21
OK
Cancel

Edit Source ? X

Type of Source Web site

Bibliography Fields for APA

Author Hill, Joshua S. Edit
 Corporate Author

Name of Web Page The Driven

Name of Web Site Washington State moves to ban sales of new fossil fuel cars by 2030

Year 2021

Month April

Day 20

URL https://thedriven.io/2021/04/20/washington-state-moves-to-ban-sales-of-new-fossil-fuel-cars-by-2030/

Show All Bibliography Fields

Tag name Hil21
OK
Cancel

Edit Source ? X

Type of Source: **Book Section**

Bibliography Fields for APA

Author: Datar, Srikant M; Rajan, Madhav V Edit

Corporate Author

Title: Horngren's Cost Accounting

Book Author: Datar, Srikant M; Rajan, Madhav V Edit

Book Title: Horngren's Cost Accounting

Year: 2021

Pages: 29

City:

Publisher: Pearson Education Inc.

Show All Bibliography Fields

Tag name: Dat21 OK Cancel

Edit Source ? X

Type of Source: **Web site**

Bibliography Fields for APA

Author: MarketAndMarkets Edit

Corporate Author

Name of Web Page: Hybrid Vehicle Market

Name of Web Site: Markets and Markets

Year: 2021

Month:

Day:

URL: <https://www.marketsandmarkets.com/Market-Reports/hybrid-vehicle-market-159441728.html>

Show All Bibliography Fields

Tag name: Mar21 OK Cancel

Type of Source **Web site**

Bibliography Fields for APA

Author Linkov, Jon Edit

Corporate Author

Name of Web Page Consumer Reports

Name of Web Site Special Report: The Electric Car Comes of Age

Year 2019

Month August

Day 08

URL <https://www.consumerreports.org/hybrids-evs/electric-car-comes-of-age/>

Show All Bibliography Fields

Tag name
Lin19

OK Cancel