

Highline College

Busn 216: Computer Applications for Business (Fun and Power with Computers)

Office 2016 Video #08: Create a Research Paper in Word

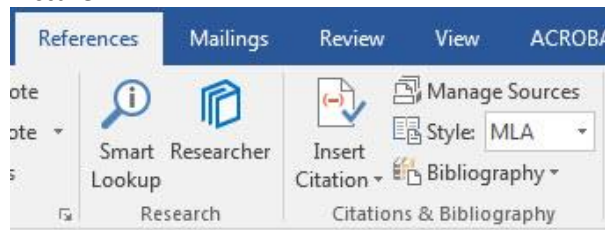
- 1) MLA: Modern Language Association of America documentation Style used in the humanities
 - i. Other documentation styles: APA (American Psychological Association) used in social sciences
- 2) Rules for MLA:
 - i. 12-point font size, Times New Roman or similar font.
 - ii. Double space all text
 - iii. Margins: 1" on all sides
 - iv. Indent first word of each paragraph ½" from left margin
 - v. Header:
 1. Last Name and then page number: ½" from top margin
 - vi. No cover page
 1. Name and course info. in block 1" from top of page (left margin)
 - vii. Title: centered below name block by one double-space
 - viii. Citations (Author references): Parenthetical with author name and page number
 - ix. Optional Notes (Footnotes/Endnotes):
 1. Not for citations
 2. Used for explanatory notes
 3. Use Superscript for notes in body of text directly after the period
 4. 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
 - x. Works Cited
 1. Bibliographical references at the end of the paper
 - i. Alphabetically lists original works referenced in your paper with the following structure:
 1. Web site:
 - i. Full name of author(s), title of Web site, date viewed, Web address.
 2. Magazine:
 - i. Full name of author(s), complete title of article, magazine title, date of magazine, page numbers.
 3. Book:
 - i. 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*
 2. 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"

3) Keyboard to open New File = Ctrl + N (works in almost every program in world)

4) Research Paper Word Tricks we learn in this video:

i. Set "MLA" Documentation Style

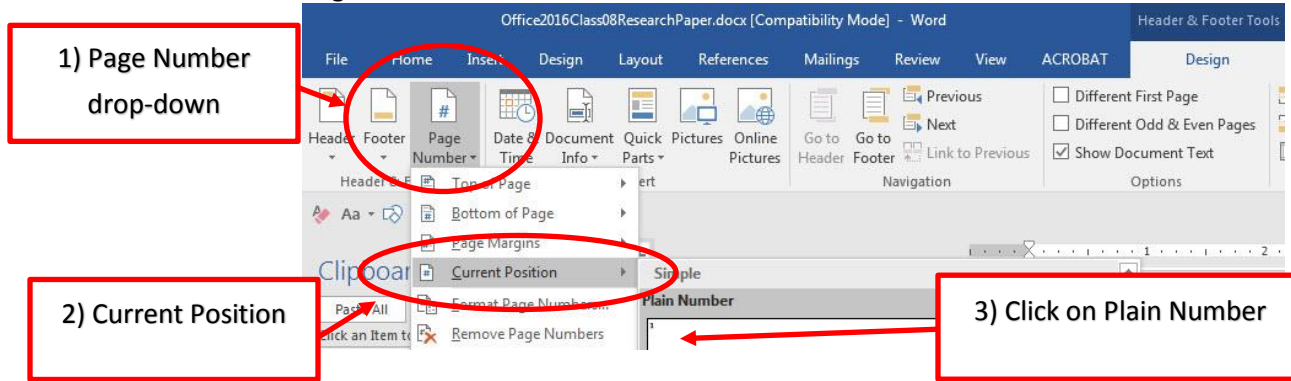
1. We set Documentation Style in the Reference Ribbon Tab, Citations & Bibliography group.
2. Picture:



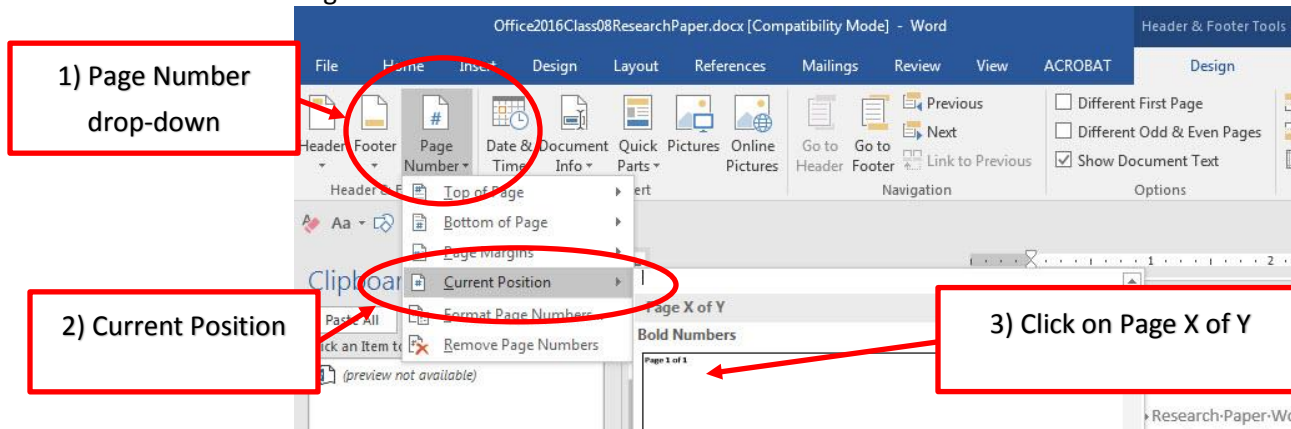
ii. Insert Header or Footer:

1. Double Click Margins at top of page (Header) or bottom of page (Footer)
2. Type what you want and add the formatting that you want.
3. You can add elements from the "Header Footer Tools Design" Ribbon Tab such as:

i. Page Number in Header:



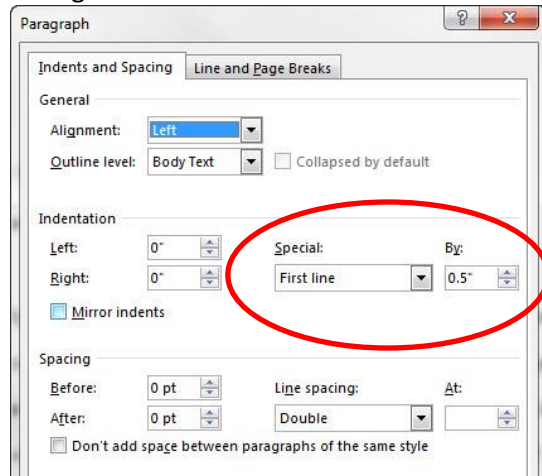
ii. Page Numbers in Footer:



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

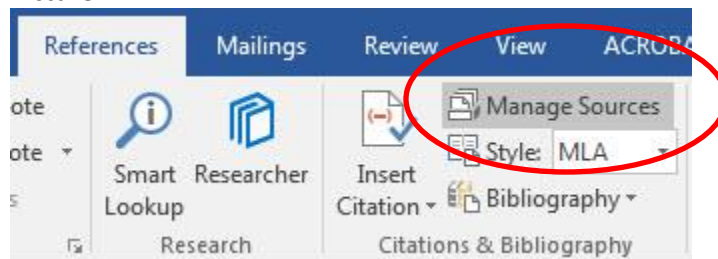
iii. New Paragraph Level Formatting for First Line Indent

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



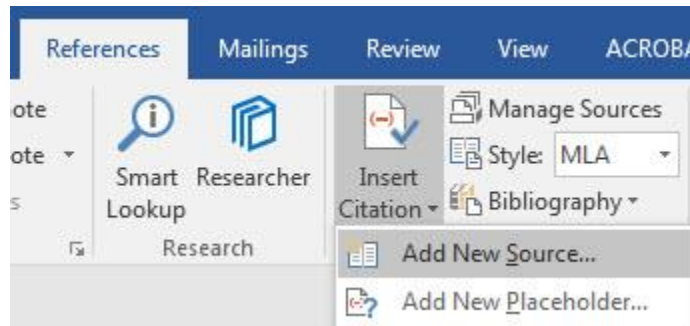
iv. Add Sources to our bibliography

1. We add Sources by clicking the Manage Sources button in the Reference Ribbon Tab, Citations & Bibliography group.
2. Picture:



v. Insert a Citation

1. Picture:



- 2.

3. Here are the Citations that we will add in our Video #8:

Edit Source

Type of Source: **Book** Language: Default

Bibliography Fields for MLA

Author: Siems, Michael Edit

Corporate Author

Title: The Ultimate Boomerang Book

Year: 1996

City: Portland

Publisher: Doug DuFresne

Medium:

Show All Bibliography Fields

Tag name: Sie96 OK Cancel

Edit Source

Type of Source: **Book** Language: Default

Bibliography Fields for MLA

Author: Mason, Bernard S. Edit

Corporate Author

Title: Boomerangs How To Make And Throw Them

Year: 1974

City: New York

Publisher: Dover Publications

Medium:

Show All Bibliography Fields

Tag name: Mas OK Cancel

Edit Source

Type of Source: **Web site** Language: Default

Bibliography Fields for MLA

Author: Kutek, Pierre Edit

Corporate Author

Name of Web Page: Boomerang Plans Page

Year: 2015

Month: September

Day: 28

Year Accessed: 2017

Month Accessed: January

Day Accessed: 23

Medium:

Show All Bibliography Fields

Tag name: Pie08 OK Cancel

Edit Source

Type of Source: **Book** Language: Default

Bibliography Fields for MLA

Author: Ruhe, Benjamin; Darnell, Eric Edit

Corporate Author

Title: Boomerang How To Throw, Catch Make It

Year: 1985

City: New York

Publisher: Workman Publishing

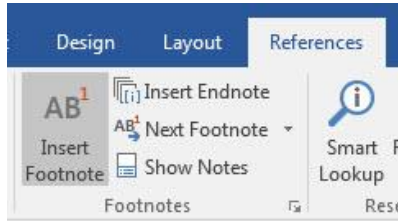
Medium:

Show All Bibliography Fields

Tag name: Ruh85 OK Cancel

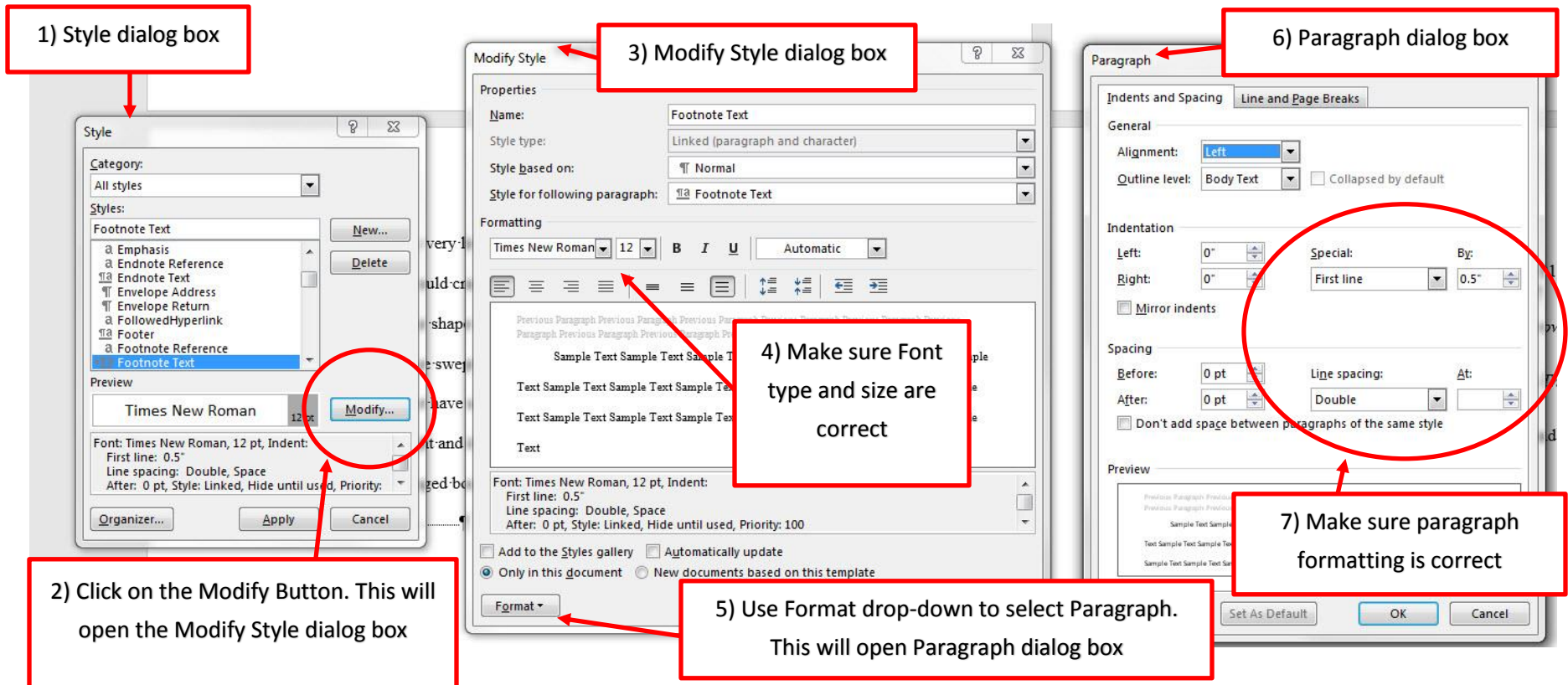
vi. Insert Footnote

1. Insert a Footnote with the Footnote button in the Footnote group in the Reference Ribbon Tab
2. Picture:



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

1. 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

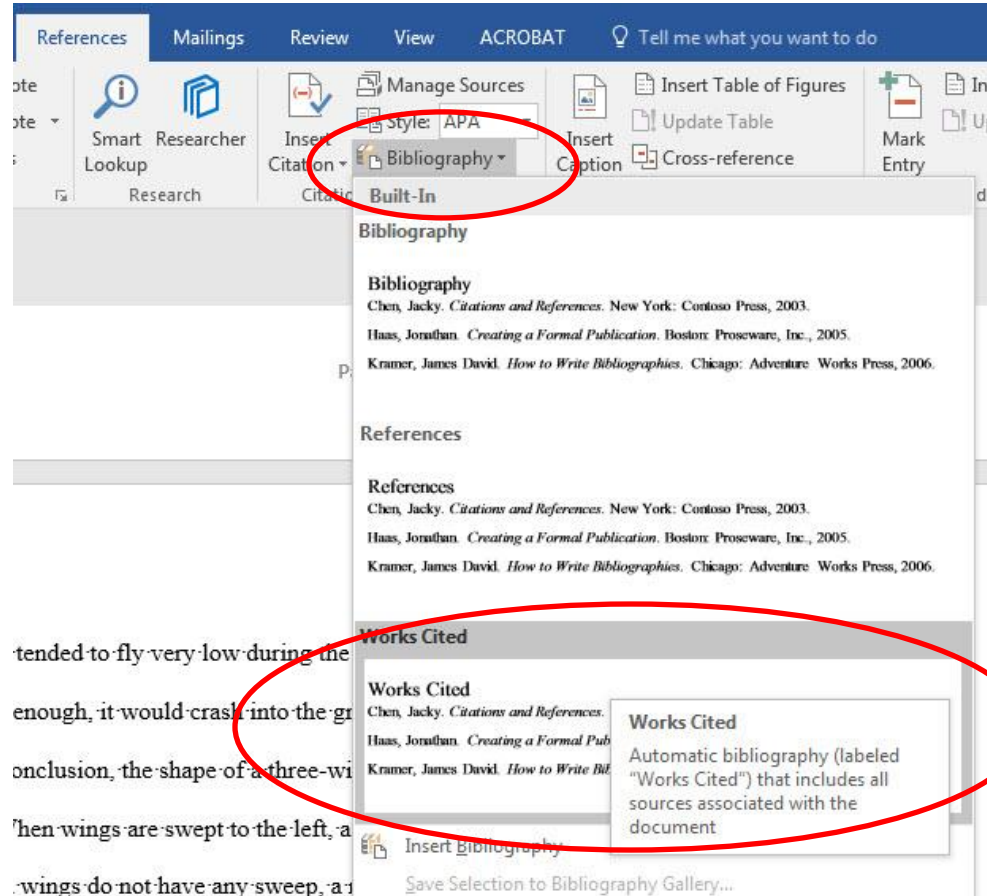
5) Use Format drop-down to select Paragraph. This will open Paragraph dialog box

6) Paragraph dialog box

7) Make sure paragraph formatting is correct

viii. Insert Works Cited

1. Use the Bibliography button in the Citations & Bibliography group in the Reference Ribbon Tab
2. Picture:



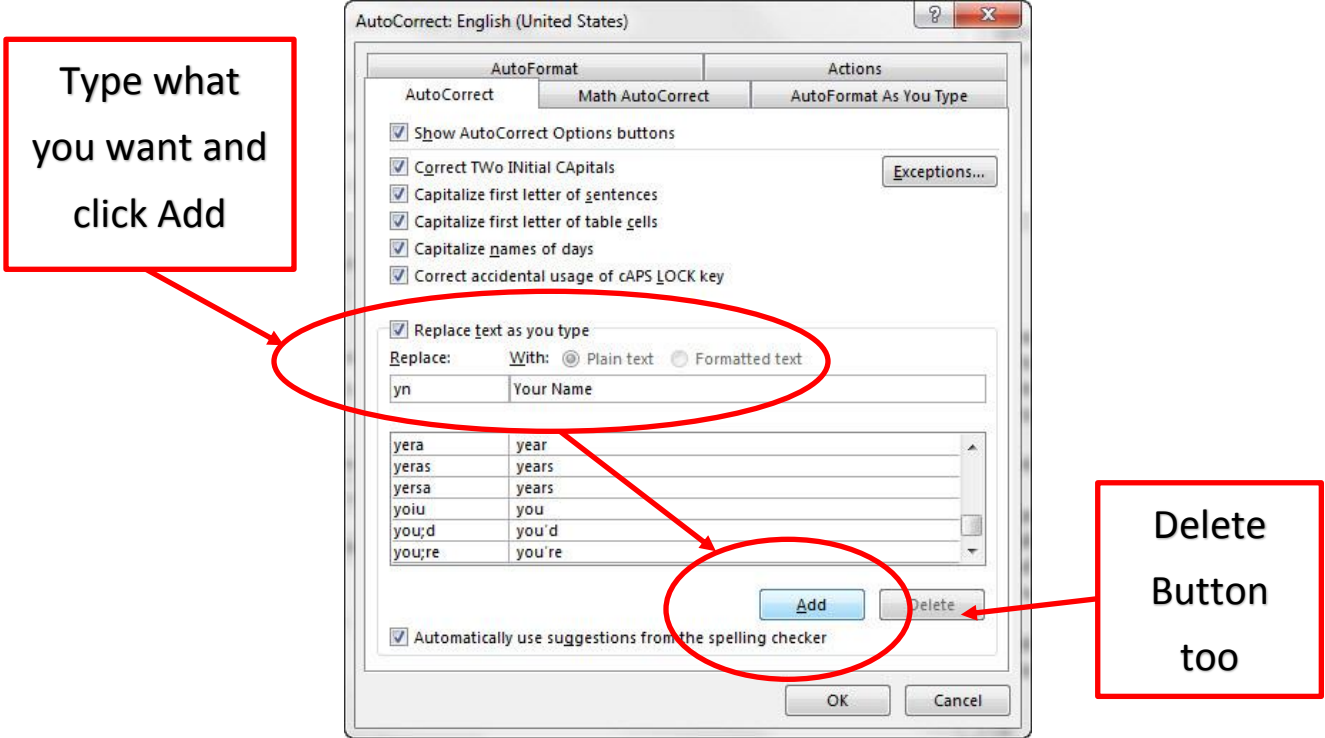
3. To show code behind the scenes for automatic features (called "fields") you can use the toggle keyboard = Alt + F9

5) Find & Replace

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

6) Auto Correct

- i. Auto Correct is a feature that corrects text as you type
 - 1. Example: if you type “teh”, it will automatically be replaced with “the”
- ii. Auto Correct can also be used for creating “shorthand” quick typing
 - 1. Example: if you type “yn”, it will be replaced with “Your Name”
- iii. To add elements to Auto Correct:
 - 1. 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 the particular computer until you Delete it. When you create or open other documents, the AutoCorrect item is still there.

1. New 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