

**WORD 2013**

# Creating a Research Paper



## LESSON OUTLINE

**Using Research Paper Styles**

**Working with Footnotes, Endnotes, and Citations**

**Working with Bibliographies**

**Inserting Captions and a Table of Figures**

**Working with Templates**

**Concepts Review**

**Reinforce Your Skills**

**Apply Your Skills**

**Extend Your Skills**

**Transfer Your Skills**

## LEARNING OBJECTIVES

After studying this lesson, you will be able to:

- Insert footnotes, endnotes, and citations
- Generate a bibliography
- Insert captions and a table of figures
- Create templates

In this lesson, you will learn about research papers, a requirement for nearly every undergraduate and graduate student, and for many professionally employed individuals. You will use Word to develop a research paper using widely accepted style conventions. Your paper will include footnotes, citations, and a table of figures. Then you will create a research paper template to simplify writing future research papers.

## CASE STUDY

# Researching Internet Commerce

Green Clean is a successful environmentally conscious janitorial service company. You are the administrative assistant at Green Clean while continuing with your undergraduate work in marketing. You were assigned the task of writing a research paper. The main topic must be on Internet commerce, and since you are also interested in the environment, you put your own spin on the paper to include what effect ecommerce has had on the environment.

You use Word to set up the research paper. Following Modern Language Association (MLA) guidelines, you use footnotes, citations, and captions. You find that the Bibliography and Table of Figures features make it easy to organize reference information in your paper.



Simpson 2

Brian Simpson  
Professor Williams  
Marketing 222  
May 10, 2013

Internet Commerce and Its Effect on the Environment

The Internet had its origins in the 1960s when the Department of Defense developed a communications network to connect the computers of various military installations. The Department of Defense removed its computers from this network in the 1980s and turned over the control to the National Science Foundation (NSF). In 1992, the U.S. government withdrew funding from the NSF and encouraged private companies to administer and control the "Internet." It was at this point that Internet commerce was born. Companies both large and small suddenly realized the enormous marketing potential of this global computer network. In fact, by 2007 the Internet had no doubt become the largest global marketplace.<sup>1</sup>

The commercial potential of the Internet stems from the fact that it is a global network with inexpensive access.<sup>2</sup> The Internet is also available 24x7. The multimedia capability to the Internet is important for marketing and advertising. Quick product delivery, automated order-taking, and low overhead are several more factors that are driving Internet commerce.<sup>3</sup>

---

<sup>1</sup> This is the opinion of many business leaders and economists.

<sup>2</sup> This is true in the United States, but some nations still have high rates due to limited competition among Internet service providers.

<sup>3</sup> These factors depend upon the capabilities of individual companies.

# Using Research Paper Styles

**Video Library** <http://labyrinthlab.com/videos> Video Number: WD13-V0601

There are several documentation styles, each with their own specific formatting requirements. The **MLA style** has been the standard for undergraduate and graduate research papers for many years.

## Understanding the MLA Documentation Style

The MLA publishes the *Modern Language Association Handbook for Writers of Research Papers*. The MLA style has very specific formatting requirements, *some* of which are already defaults within Microsoft Word. For example, Word's default margins are one inch, which complies with the MLA requirement. However, Word does not comply with *all* MLA guidelines by default.



This lesson does not presume to be a resource for MLA guidelines. Refer to the MLA handbook or MLA website (<http://mla.org>) for guidance in complying with MLA requirements.

Following is an overview of *some* of the MLA style guidelines.

Student name and the page number on every page at one-half inch from the top.

The student name, professor, course, and date lines are positioned here.

The title of the paper follows the date line.

The document is double-spaced and paragraphs are indented one-half inch.

A superscript number indicates a footnote or endnote.

Note that the seventh edition of the MLA handbook does not use superscript numbers in the footnote area.

Simpson 2

Brian Simpson  
 Professor Williams  
 Marketing 222  
 May 10, 2013

Internet Commerce and Its Effect on the Environment

The Internet had its origins in the 1960s when the Department of Defense developed a communications network to connect the computers of various military installations. The Department of Defense removed its computers from this network in the 1980s and turned over the control to the National Science Foundation (NSF). In 1992, the U.S. government withdrew funding from the NSF and encouraged private companies to administer and control the "Internet." It was at this point that Internet commerce was born. Companies both large and small suddenly realized the enormous marketing potential of this global computer network. In fact, by 2007 the Internet had no doubt become the largest global marketplace.<sup>1</sup>

The commercial potential of the Internet stems from the fact that it is a global network with inexpensive access.<sup>2</sup> The Internet is also available 24x7. The multimedia capability to the Internet is important for marketing and advertising. Quick product delivery, automated order-taking, and low overhead are several more factors that are driving Internet commerce.<sup>3</sup>

---

<sup>1</sup> This is the opinion of many business leaders and economists.

<sup>2</sup> This is true in the United States, but some nations still have high rates due to limited competition among Internet service providers.

<sup>3</sup> These factors depend upon the capabilities of individual companies.



You can select the superscripted number in the footnote area and remove the checkmark from the superscript checkbox in the Font dialog box, if necessary.

# Working with Footnotes, Endnotes, and Citations

**Video Library** <http://labyrinthlab.com/videos> Video Number: WD13-V0602

Footnotes, endnotes, and citations are important parts of most research papers. You use them to comment on, or cite a reference to, a designated part of the text. **Footnotes** appear at the bottom of pages; **endnotes**, as the name implies, appear at the end of a document or section; and **citations** appear on a separate Works Cited page at the end of the document. The Works Cited page is another name for a bibliography.



For simplicity, the following topics use the term *footnote* only. All details described for footnotes apply equally to endnotes.

## Inserting Footnotes

When you insert a footnote, Word inserts a footnote reference mark in the document and a corresponding mark at the bottom of the page. Word automatically numbers footnotes and renumbers them if you add or delete one. The Footnote and Endnote dialog box offers features for formatting and controlling various aspects of notes.

**FROM THE RIBBON**

References→Footnotes  
→Insert Footnote

**FROM THE KEYBOARD**

[Alt]+[Ctrl]+[F] to insert a footnote

**Indicate if you are dealing with footnotes or endnotes.**

**Indicate the footnote location: Bottom of Page or Below Text.**

**You can convert footnotes to endnotes and vice versa.**

**You can choose a number format or create a custom mark.**

**You can specify a starting number for each section or page.**

**Specify if numbering should be continuous or restarted at each section or page.**

## Inserting Citations

You use a citation to refer to material you obtained from an outside source that you are using in the paper. You can enter the source information when you create the citation or insert a placeholder and add the source data later. The citation appears inside parentheses at the end of the cited material; this notation takes the place of the superscript number that is placed for a footnote.

**FROM THE RIBBON**

References → Citations & Bibliography → Insert Citation

There are a number of citation systems in addition to the MLA documentation style. Examples include the American Psychological Association (APA) style and the *Chicago Manual of Style* (CMS). The source information relating to the citation appears in a bibliography (or Works Cited page, depending on the citation system), usually at the end of the document. You choose the documentation style when you create the citation. The Create Source dialog box contains different fields depending on the documentation style you select.

**Choose the type of source (book, website, etc.)**

**The source information goes here.**

**If you need additional fields, check this box.**

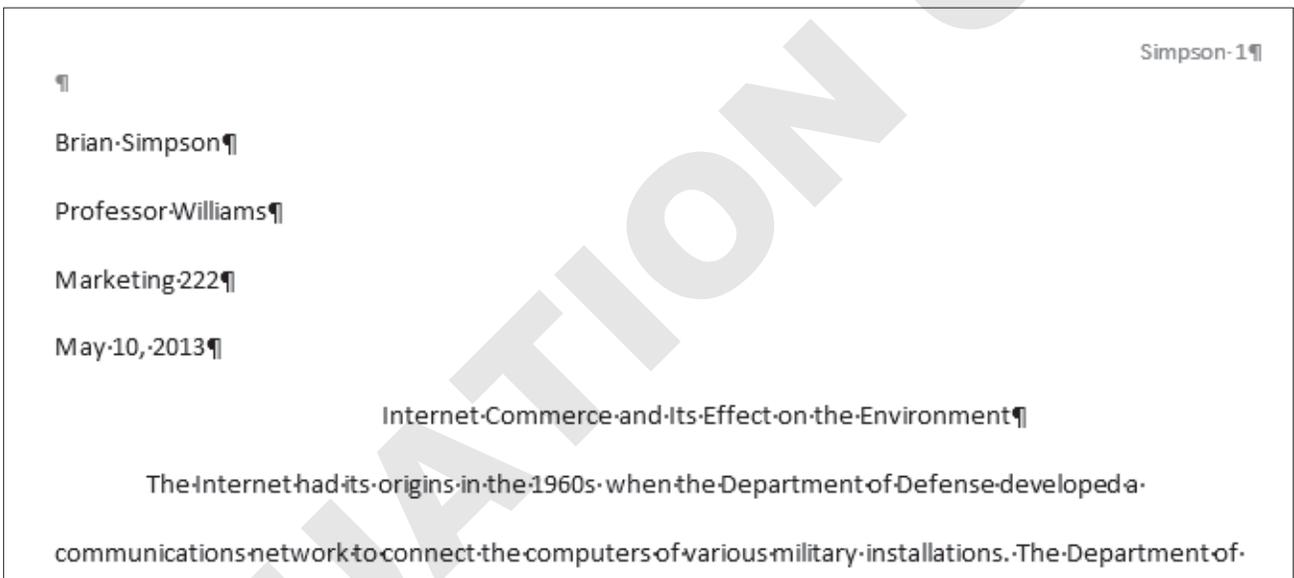
**Word uses tags internally to reference bibliography entries.**

## DEVELOP YOUR SKILLS WD06-D01

### Insert Footnotes and Citations

In this exercise, you will create a research paper and insert footnotes and citations, and you will convert footnotes to endnotes.

1. Start **Word**. Open **WD06-D01-Internet** from your **WD2013 Lesson 06** folder and save it as **WD06-D01-Internet- [FirstInitialLastName]**.  
Replace the bracketed text with your first initial and last name. For example, if your name is Bethany Smith, your filename would look like this: *WD06-D01-Internet-BSmith*.
2. If necessary, choose **View**→**Views**→**Print Layout** .  
Footnotes may differ in appearance depending on the view you are using.
3. Position the insertion point at the top of the document and type the four lines of text above the title, tapping **Enter** once after each line, except the last line.



Notice that the paragraph text is double-spaced and the extra space after the paragraphs has been removed per MLA requirements.

### Insert Footnotes

4. Position the insertion point to the right of the period at the end of the first paragraph.
5. Choose **References**→**Footnotes**→**Insert Footnote** .  
Word places the footnote reference mark at the insertion point location, and a corresponding footnote appears at the bottom of the page.

6. Follow these steps to complete the footnote:

- A Note that Word inserts both a separator line and the correct number.

<sup>1</sup> This is the opinion of many business leaders.

- B Type this text in the footnote area.

7. Use the same process to insert the footnote reference marks and associated footnotes shown here.

The commercial potential of the Internet stems from the fact that it is a global network with inexpensive access.<sup>1</sup> The Internet is also available 24x7. The multimedia capability to the Internet is important for marketing and advertising. Quick product delivery, automated order-taking, and low overhead are several more factors that are driving Internet commerce.<sup>2</sup>

Internet commerce will be a driving force in the global economy of the twenty-first century. There are still obstacles to overcome, but technology and market forces will propel this new commercial medium forward at a rapid pace.

---

<sup>1</sup> This is the opinion of many business leaders.

<sup>2</sup> This is true in the United States, but some nations still have high rates due to limited competition among Internet service providers.

<sup>3</sup> These factors depend upon the capabilities of individual companies.

*The formatting of the footnotes does not adhere to MLA requirements. The text should use the same formatting as the body of the document (double-spaced, first line indented). You will format the footnotes later.*

8. Type these paragraphs after the last paragraph.

The environmental outlook is indeed bright: According to the latest study by Carnegie Mellon University, more than half (about 65%) of total emissions was produced by consumers driving to and from retail stores as opposed to buying online.

Geoffrey Fowler, in his March 3, 2009 article on the Wall Street Journal website cited the following environmental benefits to e-commerce shopping:

- Uses about one-third less energy than conventional retail shopping
- Uses a one-third smaller carbon footprint than a standard building
- A truck delivering numerous packages along its way is the largest environmental savings, as it uses less energy per package than if the consumers had driven to the shops themselves.

### Convert Footnotes to Endnotes

9. Choose **References**→**Footnotes**→**dialog box launcher**  and click **Convert**.
10. When the Convert Notes box opens, click **OK** and then close the **Footnote and Endnote** dialog box.
11. Scroll through the document and notice that the footnotes are no longer at the bottom of page 1; they now appear as endnotes on the last page.
12. Click **Undo**  to reinstate the footnotes at the bottom of page 1.

### Select the MLA Style and Insert a Citation

13. Choose **References**→**Citations & Bibliography**→**Style menu** ▼→**MLA Seventh Edition**.
14. Position the insertion point between the word *online* and the period at the end of the first paragraph on page 2; tap .
15. Choose **References**→**Citations & Bibliography**→**Insert Citation** , and then choose **Add New Source**.

16. Follow these steps to create the new source to insert as the citation:

A If necessary, choose **Web Site** here.

B Type the author's name as shown. Example text appears at the bottom of the window for each field.

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

- Type of Source: Web site
- Author: Swaney, Chriss
- Corporate Author: (unchecked)
- Name of Web Page: Carnegie Mellon Study Finds Shopping Online Results in Less Environmental Impact
- Year: 2009
- Month: March
- Day: 3
- Year Accessed: 2013
- Month Accessed: March
- Day Accessed: 10
- Medium: http://www.cit.cmu.edu/media/press/2009/03\_03\_online\_shopping.html
- Show All Bibliography Fields: (unchecked)
- Tag name: Swa091

C Enter the remaining information.

D Note that Word uses tags internally to uniquely identify a source. The Tag Name you see may vary from this one.

E Click **OK**.

*Notice the author's last name is inserted as the name of the citation.*



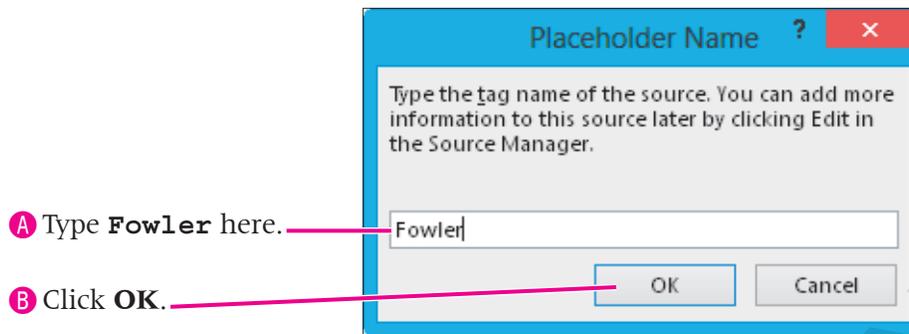
Remember, Word does not follow all MLA guidelines. Refer to the MLA handbook or website when writing academic papers.

### Insert a Citation Placeholder

17. Position the insertion point at the end of the document between *themselves* and the period and tap `[Spacebar]`.

18. Choose **Reference**→**Citations & Bibliography**→**Insert Citation** , and then choose **Add New Placeholder**.

19. Follow these steps to create a placeholder for a citation named Fowler:



20. Save the file.

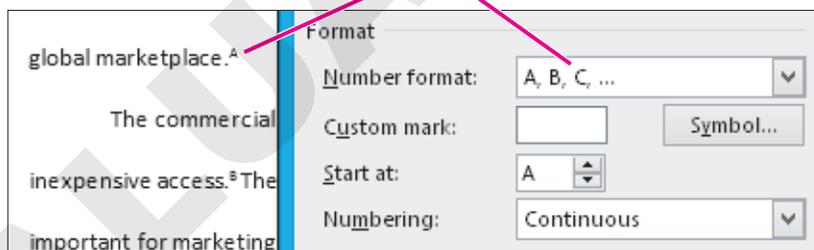
## Editing and Formatting Footnotes

**Video Library** <http://labyrinthlab.com/videos> Video Number: WD13-V0603

You can edit footnote text directly in the footnote area. In addition to editing the text of a footnote, you can also:

- **Reposition:** You can change the position of a footnote reference mark by dragging it to another location in the document.
- **Format:** You can change various formatting features of footnotes using the Footnote and Endnote dialog box. For example, you can change the numbering scheme, change the starting number, or even replace a footnote number with a special symbol.

In this example, uppercase letters replace the normal numbering for footnotes.

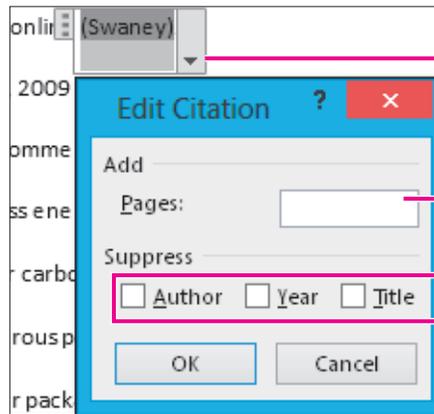


### Editing a Footnote

Word's default style for footnote text does not meet MLA documentation style requirements. You must change the formatting if you want to be in compliance with MLA. MLA requirements state the text should be the same formatting as the text in the document; that is, double-spaced with the first line indented. You make those types of formatting changes, as well as editing changes, directly in the footnote area of the document.

## Editing a Citation

Once you insert a citation or a citation placeholder you can edit the information in the Edit Source dialog box, which contains the same fields as the Create Source dialog box. The default citation in the body of the document is the author's last name; however, you can choose to suppress it and instead show the name of the web page.



The drop-down menu button contains the Edit Citation command.

Set a page range, if desired.

You can suppress various items.

QUICK REFERENCE	WORKING WITH FOOTNOTES AND CITATIONS
Task	Procedure
Insert a footnote	Choose References→Footnotes→Insert Footnote.
Navigate to footnotes	Choose References→Footnotes→Next/Previous Footnote.
Edit/format footnotes in Print Layout view	Edit in the footnote area at the bottom of the page.
Format a footnote	Choose References→Footnotes, click the dialog box launcher, and then make the desired changes.
Delete a footnote	Select the footnote reference mark and tap <b>Delete</b> to delete the reference mark and the note.
Insert a citation	Choose References→Citations & Bibliography→Insert Citation, choose Add New Source, and enter data in the dialog box.
Edit a citation source	Click the citation in the document, click the arrow on the right, choose Edit Source, and make the desired changes.
Edit a citation	Click the citation in the document, click the arrow on the right, choose Edit Citation, and make the desired changes.
Delete a citation	Click the citation in the document, click the handle on the left to select the citation, and tap <b>Delete</b> .

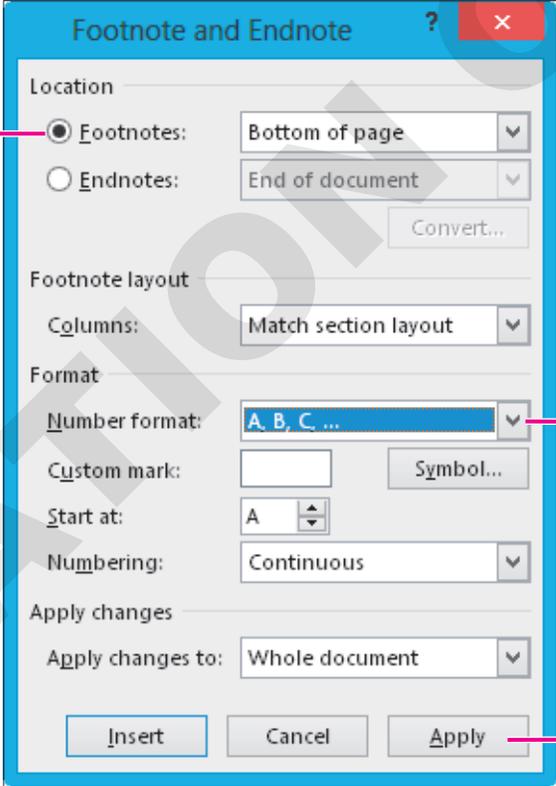
## DEVELOP YOUR SKILLS WD06-D02

**Work with Footnotes and Citations**

In this exercise, you will format, edit, and delete footnotes and edit a citation placeholder and source.

1. Save your file as **WD06-D02-Internet-[FirstInitialLastName]**.
2. Position the insertion point at the beginning of the second paragraph on page 1 and scroll, if necessary, to see the three footnote reference marks and the footnotes at the bottom of the page.
3. Choose **References**→**Footnotes**→**dialog box launcher**  to display the Footnote and Endnote dialog box.
4. Follow these steps to change the numbering format:

**A** If necessary, choose **Footnotes**.



**B** Click the drop-down arrow and choose **A, B, C...**

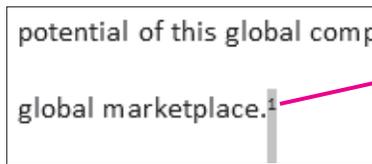
**C** Click **Apply**.

The footnote numbers change to alphabetic characters. You use the same technique to change the format of endnotes.

5. Click **Undo**  to return to number formatting.
6. If necessary, choose **View**→**Show**→**Ruler** to display the ruler.
7. Select the three footnotes, and then follow these steps to format the footnotes:
  - Change line spacing to **double-space**.
  - Change the font size to **11 points**.
  - On the ruler, drag the **First Line Indent** marker (top triangle) to the **half-inch** mark.

## Delete and Edit Footnotes

8. Follow these steps to delete a footnote:



**A** Select the reference mark following *marketplace* in the body of the document.

**B** Tap **Delete**.

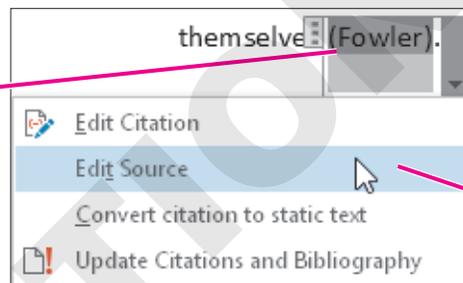
*The reference mark and the footnote are removed, and the remaining footnotes renumber.*

9. Click **Undo**  to replace the footnote.
10. Position the insertion point between the last word and the period of the first footnote, tap **Spacebar**, and type **and economists**.

## Edit a Citation Placeholder

11. Scroll to the end of page 2 and locate the **Fowler** citation.
12. Follow these steps to open the Edit Source dialog box:

**A** Click the **Fowler** citation placeholder.



**B** Click the **drop-down arrow**.

**C** Choose **Edit Source**.

13. Follow these steps to add the source information to the Fowler citation:

A If necessary, choose **Web Site**.

B Enter the author's name as shown.

C Enter the remaining data.

D Click **OK**.

14. Click **Yes** if a message appears asking if you want to update the master list and current document.

*The citation may have picked up the name of the web page (title).*

15. If necessary, click the drop-down arrow to the right of the Fowler citation and choose **Edit Citation**, check the **Title** box, and click **OK**.

16. Save the file.

## Working with Bibliographies

**Video Library** <http://labyrinthlab.com/videos> Video Number: WD13-V0604

A bibliography is a list of the sources cited in the preparation of the document. Word automatically generates a bibliography based on the source information that you provide in the Create Source dialog box. The bibliography picks up the correct punctuation; however, certain formatting requirements are not Microsoft defaults and must be addressed separately.

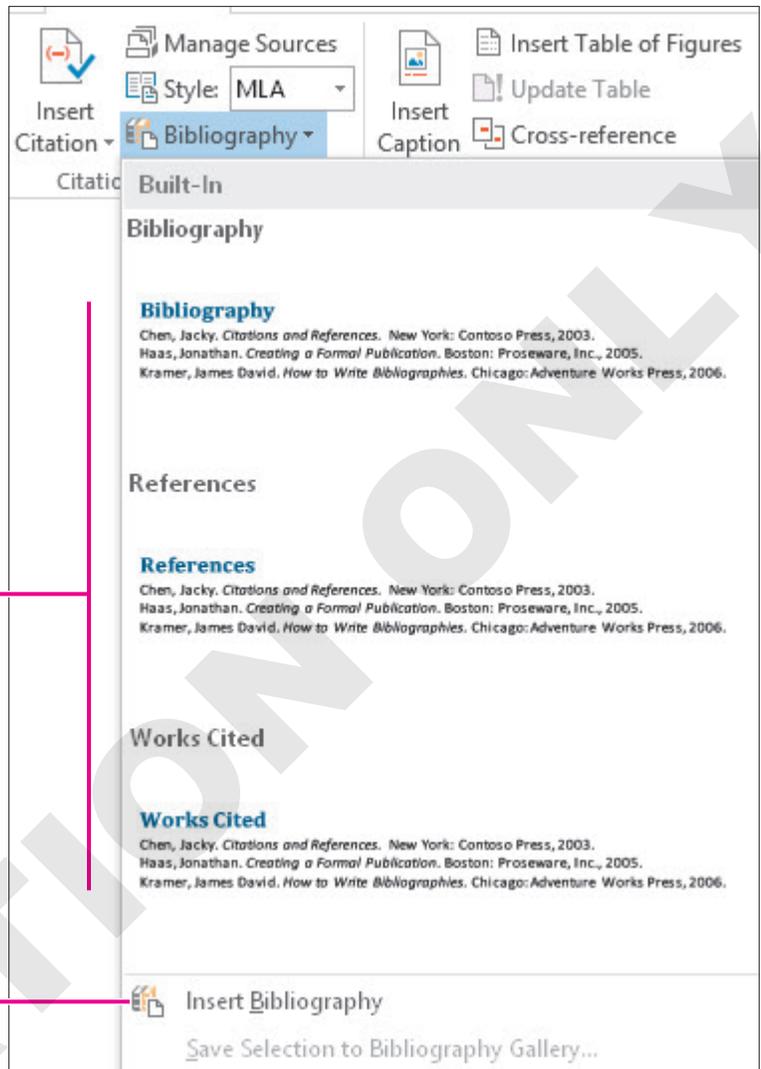
The Bibliography button in the Citations & Bibliography group on the References tab contains three built-in options: Bibliography, References, and Works Cited. You can choose any of these; however, the formatting may or may not meet the requirements of the document style you chose. For example, the Works Cited option for the MLA style does not format the title, the paragraph spacing, or the line spacing correctly.



The Bibliography options may not format references as needed. Use the Insert Bibliography command to create citations more precisely.

These sample options are formatted with MLA punctuation because MLA was chosen; however, the title and spacing are not correct.

Insert Bibliography does not insert the title, and you may need to adjust paragraph and line spacing.



## Updating a Bibliography

When you edit the citation source or add a new one, you can easily update the bibliography list using the Update Field command on the menu when you right-click on the list. The Update Field command reformats the list to single-spacing again; thus, you must remember to change back to double-spacing.

## DEVELOP YOUR SKILLS WD06-D03

### Create a Bibliography

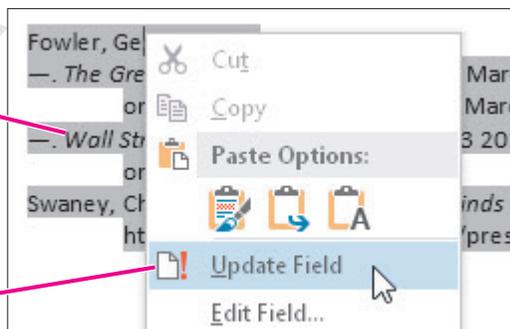
In this exercise, you will create a bibliography for the citations in the document. You will title the page as *Works Cited*, since the lesson is following the MLA documentation style. Finally, you will edit an existing citation, update the bibliography, and format the paragraphs with double-spacing.

1. Save your file as **WD06-D03-Internet-[FirstInitialLastName]**.
2. Position the insertion point at the end of the document.
3. Tap **[Enter]** twice; then, press **[Ctrl]+[Enter]** to insert a new page for the bibliography.
4. Choose **Home**→**Paragraph**→**Center** , and then type **Works Cited** and tap **[Enter]**.

### Insert and Update the Bibliography

5. Choose **References**→**Citations & Bibliography**→**Bibliography** .
6. Choose **Insert Bibliography** at the bottom of the menu.
7. Scroll up to the bottom of the second page and click the **Fowler** citation, and then click the arrow on the right.
8. Choose **Edit Source** to open the dialog box.
9. Change the **Day Accessed** to **10** and click **OK**.
10. If the citation picked up the name of the web page, click the drop-down arrow, choose **Edit Citation**, check the **Title** box, and click **OK**.
11. Scroll down the **Works Cited** page and notice nothing has changed yet in the list.
12. Follow these steps to update the bibliography:

- A** Right-click anywhere in the list.



- B** Choose **Update Field**.

Notice the date accessed for the Fowler citation changed to 10 March 2013.

### Format the List

13. Select the bibliography list, but not the Works Cited title.

If you click the list, it highlights in light gray. You must *drag* to select the list, which then highlights in a darker gray.



14. Choose **Home**→**Paragraph**→**Line and Paragraph Spacing** , and then choose **2.0**.
15. Save the file.

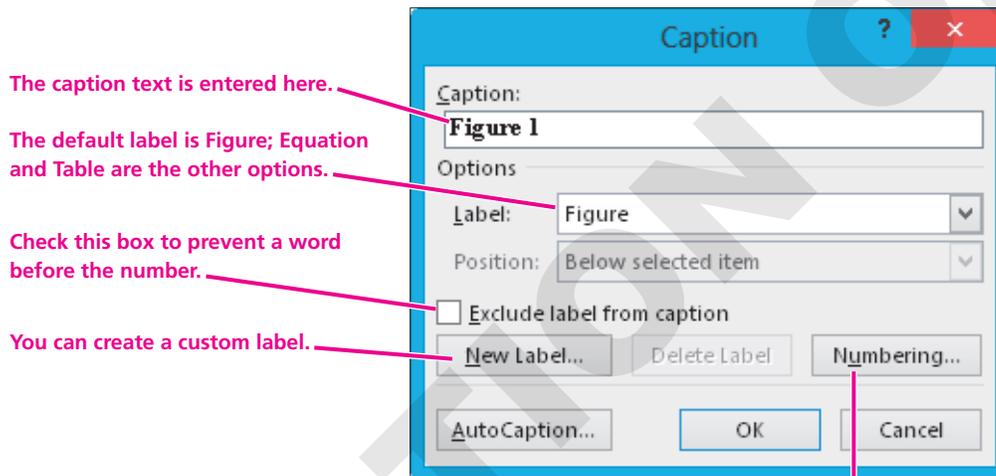
# Inserting Captions and a Table of Figures

**Video Library** <http://labyrinthlab.com/videos> Video Number: WD13-V0605

You use **captions** to insert text associated with figures in a paper. Word then uses the captions as entries in the table of figures. Later, if you alter some of the captions, Word updates these when you regenerate the table of figures.

## Inserting Captions

Word can automate the creation of captions for certain types of objects. Click AutoCaption and choose the file types you want Word to automatically assign captions to.



You can choose the numbering format, including Arabic numbers, Roman numerals, and alphabetic characters.

## DEVELOP YOUR SKILLS WD06-D04

### Add Captions to Figures

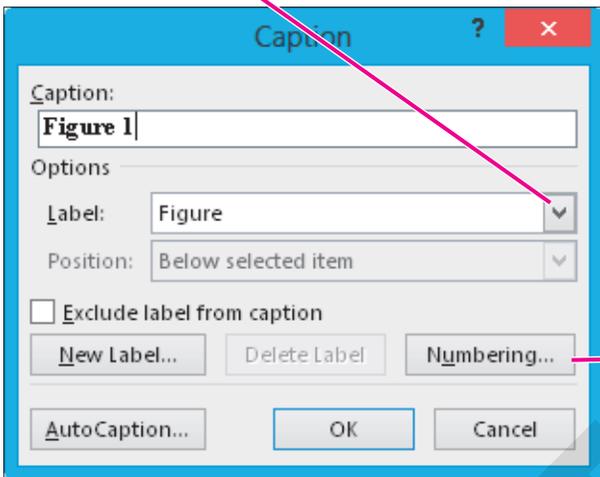
*In this exercise, you will insert a file between pages 1 and 2 that contains five PowerPoint slides from a presentation. You will add captions to the slides in preparation for creating a table of figures.*

1. Save your file as **WD06-D04-Internet-[FirstInitialLastName]**.
2. Position the insertion point after the third footnote reference mark in the body of the document (not the footnote area) at the bottom of the first page.
3. Press **Ctrl+Enter** to insert a page break.
4. Choose **Insert**→**Text**→**Object**  **menu** ▼→**Text from File**.
5. In the Insert File dialog box, navigate to your **WD2013 Lesson 06** folder, choose **WD06-D04-Slides**, and click **Insert**.

### Add and Edit Captions

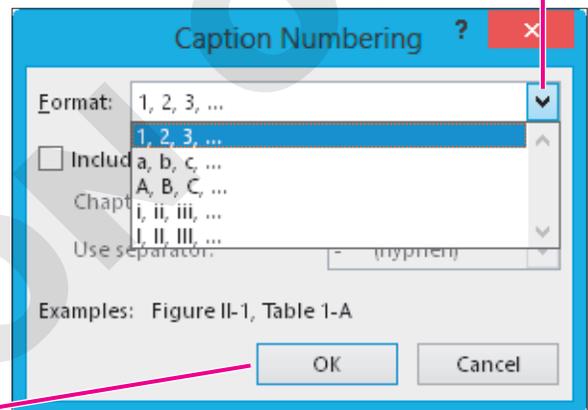
6. If necessary, choose **Home**→**Paragraph**→**Show/Hide ¶** to display formatting marks.
7. Position the insertion point on the first blank line below the first slide.
8. Choose **References**→**Captions**→**Insert Caption** .
9. The Caption dialog box should match the following illustration. If *Figure 1* does not appear in the Caption text box, follow these steps. Otherwise, go to step 10.

**A** Click the **Label menu** button and choose **Figure**.



**B** Click **Numbering** to open the **Caption Numbering** dialog box.

**C** Click the **Format menu** button, and then choose the **1, 2, 3, ...** format.



**D** Click **OK**.

10. If necessary, position the insertion point to the right of *Figure 1* in the Caption text box.
11. Tap the **Spacebar**, type **DOD and ARPANET**, and click **OK** to insert the caption.  
*The caption is placed at the left margin.*
12. Choose **Home**→**Paragraph**→**Center** .
13. Position the insertion point in the first blank line below the second slide.
14. Choose **References**→**Captions**→**Insert Caption** .
15. Tap the **Spacebar**, type **NSF**, and click **OK**.
16. **Center**  the caption.
17. Add these captions and center them:

Slide Number	Caption Text
3	MILNET and TCP/IP
4	First Graphical Browser
5	Netscape

### Edit a Caption

18. Return to slide 2, select *NSF*, and type **National Science Foundation** in its place.
19. Save the file.

## Inserting a Table of Figures

**Video Library** <http://labyrinthlab.com/videos> Video Number: WD13-V0606

Academic papers often include a table of figures at the front, which guides the reader to illustrations, charts, tables, and other figures. This is particularly helpful in long documents. The table entries conveniently function as hyperlinks if you are reading the document online.

Figure 1 DOD and ARPANET	3
Figure 2 National Science Foundation	3
Figure 3 MILNET and TCP/IP	3
Figure 4 First Graphical Browser	4
Figure 5 Netscape	4

QUICK REFERENCE	CREATING CAPTIONS AND TABLES OF FIGURES
Task	Procedure
Insert a caption	<ul style="list-style-type: none"> <li>■ Choose References→Captions→Insert Caption, and then type the caption text.</li> </ul>
Insert a table of figures	<ul style="list-style-type: none"> <li>■ Choose References→Captions→Insert Table of Figures, and then make the formatting choices.</li> </ul>
Update a table of figures	<ul style="list-style-type: none"> <li>■ Right-click the table and choose Update Field.</li> </ul>

### DEVELOP YOUR SKILLS WD06-D05

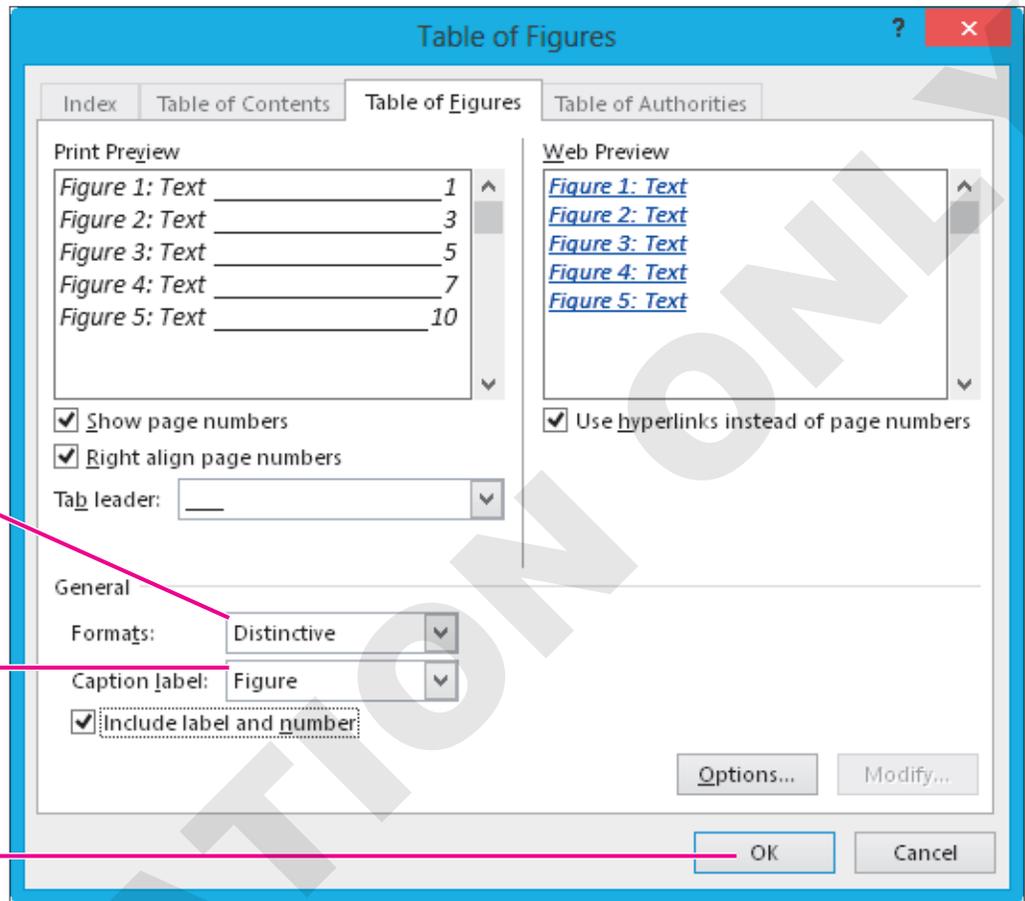
## Generate a Table of Figures

*In this exercise, you will generate a table of figures from the captions you inserted earlier. You will change the numbering format of your captions, and then you will update the table to reflect the change.*

### Insert the Table of Figures

1. Save your file as **WWD06-D05-Internet-[FirstInitialLastName]**.
2. Move the insertion point to the top of the document and insert a page break.
3. Press **[Ctrl]+[Home]** to position the insertion point at the top of the new page, and then type **Table of Figures** and tap **[Enter]** twice.
4. Format the heading you just typed with **center, bold 16 point**.
5. Place the insertion point in the blank line below the heading.

6. Choose **References**→**Captions**→**Insert Table of Figures** .
7. Follow these steps to set up the table:



A Choose **Distinctive**.

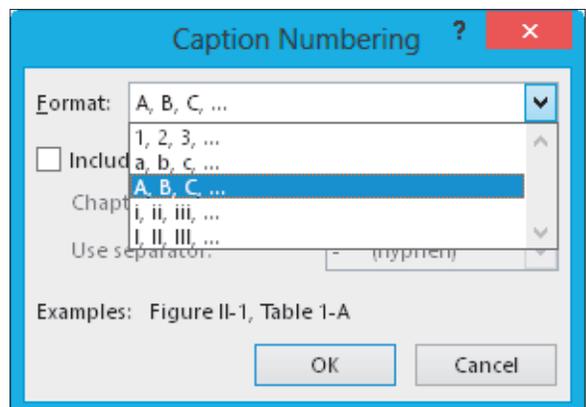
B If necessary, choose **Figure** as the caption label.

C Click **OK**.

8. Position the insertion point on page 3 so you will be able to see the effect of the next change.

### Change the Numbering Format of the Captions

9. Choose **References**→**Captions**→**Insert Caption** .
10. Click **Numbering** to display the Caption Numbering dialog box.
11. Choose the **A, B, C, ...** format and click **OK**.
12. Click **Close** in the Caption dialog box, and then scroll through the slides.  
*Notice that the figure numbers changed to alphabetic characters.*



## Update the Table of Figures

13. Scroll up to view the **Table of Figures** on page 1.  
*Notice that the table is still showing the numeric figure numbers.*
14. Follow these steps to update the Table of Figures:

A Right-click the table and choose **Update Field**.

B Choose this option.

C Click **OK**.

The table should match the following illustration.

<b>Table of Figures</b>	
Figure A DOD and ARPANET	3
Figure B National Science Foundation	3
Figure C MILNET and TCP/IP	3
Figure D First Graphical Browser	4
Figure E Netscape	4

The text switched from Figures 1–5 to Figures A–E.

15. Save and then close the file.

## Working with Templates

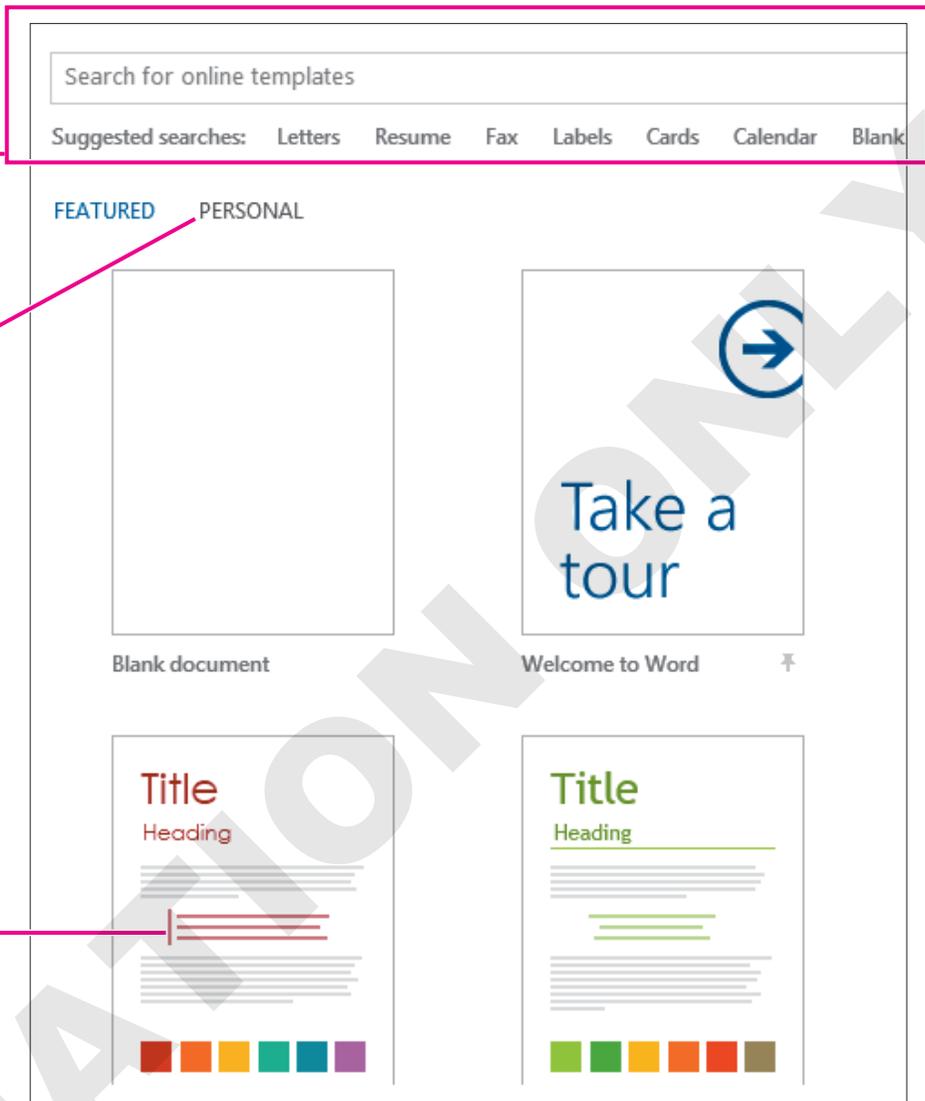
**Video Library** <http://labyrinthlab.com/videos> Video Number: WD13-V0607

All Word documents are based on templates, which can include text, formatting, graphics, and any other objects or formats available in Word. The default Word template is Blank Document. The benefit of templates is that they do not change when documents *based on them* change. When you start a new document, Word opens a *copy* of the template. This lets you use templates repeatedly as the basis for new documents. Word provides a variety of ready-to-use templates, or you can also create your own personal templates.

### Creating a Document from a Template

Templates are located in the Word Start screen or in Backstage view when you choose the New screen. Basing a new document on a template can save you a lot of time since much of the formatting is already included in the template for you.

If you don't find a template you want in the Featured templates, you can search online by entering your own search term or by choosing a suggested search.

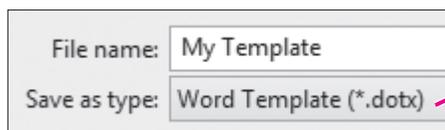


If you create personal templates, click here to view them.

Clicking a template displays a window that describes the template; double-clicking a template immediately opens it in the Word window.

## Saving Personal Templates

When you create a document containing specific formatting, you can save it to use later as a template. You should save the template in the Custom Office Templates folder unless instructed to do otherwise. The Custom Office Templates folder is the default in the Save As window when a template is chosen in the Save As Type field. This is what causes your templates to appear when you click the Personal link on the templates screen. You can save a template as a Word Template or as a Word Macro-Enabled Template. A macro-enabled template is one that contains a special series of instructions called a macro.



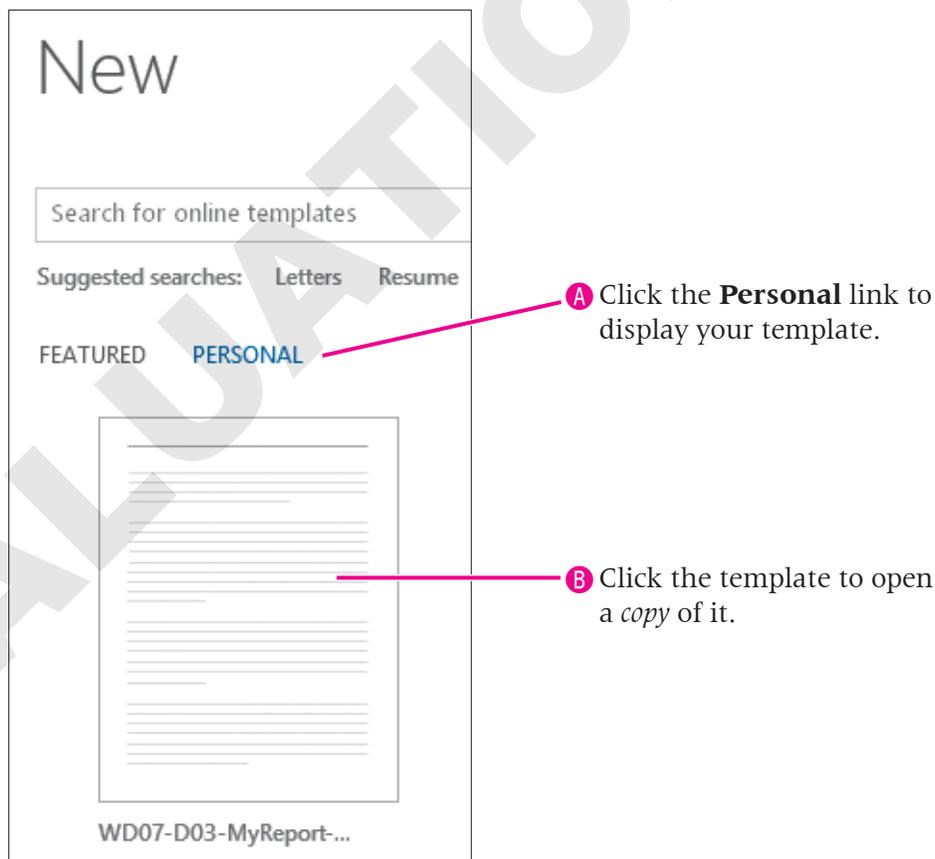
Choose the template type from the Save As Type list in the Save As window.

## DEVELOP YOUR SKILLS WD06-D06

### Create a Template from an Existing Document

In this exercise, you will open a copy of a report and save it as a template. The body text of the report has been removed; however, other elements are still in place, including the cover page, the table of figures, and the double-spacing. You will then save time by starting a new report based on the template.

1. Open **WD06-D06-MyReport** from your **WD2013 Lesson 06** folder.
2. Scroll through the document and notice the elements that are still in place and that will be useful when you create a new report.
3. Choose **File**→**Save As**, navigate to any file storage location, and choose **Word Template** from the **Save As Type** list at the bottom of the dialog box.  
*Notice the file path that appears at the top of the Save As dialog box. Word defaults to the Custom Office Templates folder in the My Documents folder as the file storage location.*
4. Save the file as **WD06-D06-MyReport- [FirstInitialLastName]**.
5. Choose **File**→**Close** to close the template file.
6. Choose **File**→**New**.
7. Follow these steps to open a copy of your template:



*Notice the generic Documentx filename in the title bar at the top of the Word window. This indicates you are working on a copy of the template rather than the template itself.*

8. Scroll to page 3 and replace *[DOCUMENT TITLE]* with **Green Life**.
9. Save the document as **WD06-D06-GreenLife- [FirstInitialLastName]** in your **WD2013 Lesson 06** folder.
10. Close the file and exit **Word**.

## Deleting a Template

**Video Library** <http://labyrinthlab.com/videos> Video Number: WD13-V0608

When a template is no longer useful, you may wish to delete it. Templates are easily removed from the Custom Office Templates folder.

QUICK REFERENCE	CREATING AND DELETING TEMPLATES
<b>Task</b>	<b>Procedure</b>
Save an existing document as a template	<ul style="list-style-type: none"> <li>■ Choose File→Save As and navigate to the desired file storage location.</li> <li>■ Choose Word Template from the Save as Type list, enter the template name, and click Save.</li> </ul>
Delete a template	<ul style="list-style-type: none"> <li>■ Click File Explorer on the taskbar, navigate to the Documents folder, and double-click the Custom Office Templates folder.</li> <li>■ Choose the desired template and tap <input type="button" value="Delete"/>.</li> </ul>

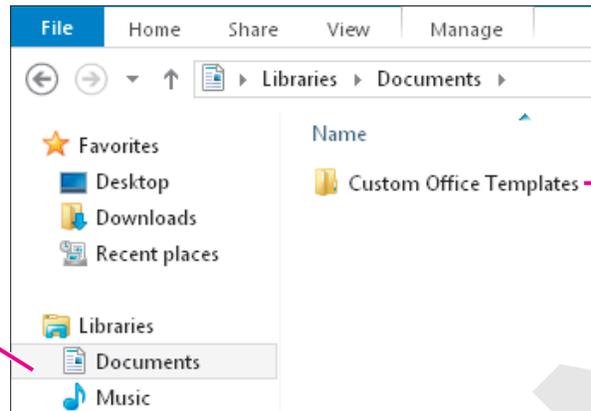
## DEVELOP YOUR SKILLS WD06-D07

### Delete a Template

In this exercise, you will delete the template you created.

1. Click **File Explorer**  on the taskbar at the bottom of the screen.
2. Follow these steps to delete the My Report template:

**A** Navigate to the **Documents** folder.



**B** Double-click the **Custom Office Templates** folder.

**C** Select **WD06-D06-MyReport-[FirstInitialLastName]** and tap **Delete**.

3. Close the **File Explorer** window.

## Concepts Review

To check your knowledge of the key concepts introduced in this lesson, complete the Concepts Review quiz by choosing the appropriate access option below.

If you are...	Then access the quiz by...
Using the Labyrinth Video Library	Going to <a href="http://labyrinthelab.com/videos">http://labyrinthelab.com/videos</a>
Using eLab	Logging in, choosing Content, and navigating to the Concepts Review quiz for this lesson
Not using the Labyrinth Video Library or eLab	Going to the student resource center for this book

# Reinforce Your Skills



## REINFORCE YOUR SKILLS WD06-R01

### Create Footnotes, Endnotes, Citations, and a Bibliography

In this exercise, you will work with endnotes, footnotes, and citations. Then you will generate a bibliography. Although you will select the MLA style in the Citations & Bibliography group, because this research paper is not for academic purposes, you will not follow strict MLA formatting guidelines.

#### Work with Footnotes and Endnotes

1. Start **Word**. Open **WD06-R01-GlobalLocal** from your **WD2013 Lesson 06** folder and save it as **WD06-R01-GlobalLocal- [FirstInitialLastName]**.
2. Position the insertion point after the period following *sales* in the second paragraph.

Kids for Change is a non-profit organization that helps minors in their social/community service within the mindset of "Think Globally, Act Locally." fundraisers, such as car washes, bake sales, and rain barrel sales. The kids are

3. Choose **References**→**Footnotes**→**Insert Endnote** .
4. Type this endnote text.

Proceeds go to organizations, such as the local pantry.

5. Position the insertion point after the comma following *construction* in the second to last line of the second paragraph.

fundraisers, such as car washes, bake sales, and rain barrel sales. community recycling drives, researching green construction, and garden program.

6. Choose **References**→**Footnotes**→**Insert Endnote** .

7. Type the endnote text as shown in the following illustration.

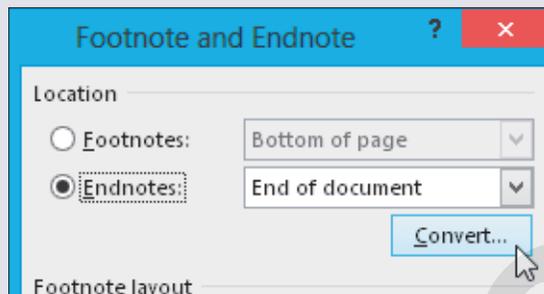
■ Kids for Change successfully encouraged a local businessman to use green construction in a building addition.

*You noticed a word is missing in the first endnote, so you will make that change now.*

8. In the first endnote, position the insertion point to the left of *pantry*, type **food**, and tap .

*You've decided to convert the endnotes to footnotes so they will appear on the same page as the text they refer to.*

9. Choose **References**→**Footnotes**→dialog box launcher .
10. Click **Convert**.



11. When the Convert Notes message appears, click **OK**; close the **Footnote and Endnote** dialog box.

### Insert Citations

12. Choose **References**→**Citations & Bibliography**, and then choose **MLA Seventh Edition** from the Styles drop-down list.

13. Position the insertion point at the end of the fourth bullet point in the **Juniper Russo** citation.

• Supporting local businesses and agriculture|

14. Tap .

15. Choose **References**→**Citations & Bibliography**→**Insert Citation** , and then choose **Add New Source**.

16. If necessary, choose **Web Site** in the Type of Source drop-down list.

17. Enter the following information in the Create Source dialog box:
- Author: **Russo, Juniper**
  - Name of Web Page: **What Does "Think Globally, Act Locally" Mean?**
  - Year: **2011**
  - Month: **August**
  - Day: **3**
  - Year Accessed: **2013**
  - Month Accessed: **December**
  - Day Accessed: **15**
  - Medium: **<http://voices.yahoo.com/what-does-think-globally-act-locally-mean-8908513.html?cat=57>**
18. Click **OK**.
19. Position the insertion point following *Fluids* at the end of the fourth bullet point in the **Jennifer King** citation. 
20. Tap **Spacebar**.
21. Choose **References**→**Citations & Bibliography**→**Insert Citation** , and then choose **Add New Source**.
22. Make sure **Web Site** is chosen as the Type of Source.
23. Enter the following information in the Create Source dialog box:
- Author: **King, Jennifer**
  - Name of Web Page: **How Does Car Pollution Affect the Environment & Ozone Layer?**
  - Year Accessed: **2011**
  - Month Accessed: **December**
  - Day Accessed: **15**
  - Medium: **<http://greenliving.nationalgeographic.com/car-pollution-affect-environment-ozone-layer-20133.html>**
24. Click **OK**.
25. Position the insertion point at the end of the document between the period and *Nations*.
26. Tap **Spacebar**.
27. Choose **References**→**Citations & Bibliography**→**Insert Citation** , and then choose **Add New Source**.
28. Make sure **Web Site** is chosen as the Type of Source.

29. Enter the following information in the Create Source dialog box:

- Author: **Trex, Ethan**
- Name of Web Page: **Whatever Happened to the Hole in the Ozone Layer?**
- Year: **2012**
- Month: **May**
- Day: **23**
- Year Accessed: **2013**
- Month Accessed: **December**
- Day Accessed: **15**
- Medium: **<http://www.mentalfloss.com/blogs/archives/127568>**

30. Click **OK**.

### Generate and Update a Bibliography

31. Position the insertion point at the end of the document, tap **Enter** twice, and press **Ctrl** + **Enter** to insert a new page for the bibliography.

32. Choose **Home**→**Paragraph**→**Center** , type **Works Cited**, and tap **Enter**.

33. Choose **References**→**Citations & Bibliography**→**Bibliography** .

34. Choose **Insert Bibliography** at the bottom of the menu.

*Now you'll make a change to a citation.*

35. Scroll to and click the **King** citation at the bottom of page 1.

36. Click the arrow on the right and choose **Edit Source**.

37. Change the **Year Accessed** to **2013** and click **OK**.

38. If you are prompted to update the master list, click **Yes**.

39. Scroll to the **Works Cited** page, right-click the list, and choose **Update Field**.

*The year accessed changes to 2013.*

40. Save and close the file; exit from **Word**.

41. Submit your final file based on the guidelines provided by your instructor.

*To view examples of how your file or files should look at the end of this exercise, go to the student resource center.*

**REINFORCE YOUR SKILLS WD06-R02****Insert Captions and a Table of Figures, and Create a Template**

*In this exercise, you will add captions to figures and create a table of figures. Then you will create a letter template.*

**Insert Captions**

1. Start **Word**. Open **WD06-R02-Sustainable** from your **WD2013 Lesson 06** folder and save it as **WD06-R02-Sustainable- [FirstInitialLastName]**.
2. If necessary, choose **Home**→**Paragraph**→**Show/Hide**  to turn on formatting marks.
3. Position the insertion point on the first blank line following the **Healthy, Safe Home** slide.
4. Choose **References**→**Captions**→**Insert Caption** .
5. If necessary, change the Label field to **Figure**, click the Numbering button, and change the format to **1, 2, 3, ...**; click **OK**.
6. Choose **Home**→**Paragraph**→**Center** .
7. Tap **[Spacebar]** and type **Healthy, Safe Home**.
8. Use the same procedure to type the following captions for the remaining slides:
  - **Transportation**
  - **Reduce and Reuse**
  - **Recycle**

**Insert a Table of Figures**

9. Position the insertion point at the top of the document and press **[Ctrl] + [Enter]** to insert a page break.
10. Press **[Ctrl] + [Home]** to position the insertion point at the top of the document.
11. Type **Table of Figures** and tap **[Enter]** twice.
12. **Center**  the heading you just typed, and then position the insertion point on the blank line below the heading.
13. Choose **References**→**Captions**→**Insert Table of Figures** .
14. If necessary, choose **Formal** as the format and make sure the caption label is **Figure**; click **OK**.
15. Save and then close the file.

## Create a Template from an Existing Document

16. Open **WD06-R02-Letter** from your **WD2013 Lesson 06** folder.  
*Notice that the letter is already set up with placeholders for the variables.*
17. Choose **File**→**Save As**, navigate to any file storage location, and choose **Word Template** from the Save As Type list.  
*The Custom Office Templates folder appears at the top of the Save As dialog box.*
18. Save the file as **WD06-R02-Letter- [FirstInitialLastName]**.
19. Choose **File**→**Close** to close the **Template file**.
20. Choose **File**→**New**, and then click the **Personal** link toward the top of the New screen.
21. Click your template thumbnail to open a copy of it.
22. Enter the current date, and then replace the inside address and greeting placeholders with information of your choice.
23. Save the file as **WD06-R02-FormLtr- [FirstInitialLastName]** in the **WD2013 Lesson 06** folder; close the file.

## Delete a Template

24. Click **File Explorer**  on the taskbar at the bottom of the screen.
25. Navigate to the **Documents** folder in the left panel.
26. Double-click the **Custom Office Templates** folder on the right.
27. Select **WD06-R02-Letter-[FirstInitialLastName]** and tap .
28. Close **File Explorer**, and then, if necessary, exit from **Word**.
29. Submit your final file based on the guidelines provided by your instructor.  
*To view examples of how your file or files should look at the end of this exercise, go to the student resource center.*

## REINFORCE YOUR SKILLS WD06-R03

### Format and Distribute a Research Paper

*In this exercise, you will insert a footnote and citations in an organic food research paper. You will choose the MLA style; however, since this is not an academic paper, you will not follow strict MLA formatting guidelines. Then you will insert captions, generate a table of figures, and create a template.*

#### Work with Footnotes and Citations

1. Start **Word**. Open **WD06-R03-OrganicFood** from your **WD2013 Lesson 06** folder, and save it as **WD06-R03-OrganicFood- [FirstInitialLastName]**.
2. If necessary, choose **Home**→**Paragraph**→**Show/Hide**  to turn on formatting marks.
3. Position the insertion point to the right of the period at the end of the first paragraph.
4. Choose **References**→**Footnotes**→**Insert Footnote** .

5. Type this text in the footnote area.

<sup>1</sup> See Sustainable Animal Agriculture for details on raising animals with care.

Now you will choose the style for citations.

6. Choose **Reference**→**Citations & Bibliography**, click the **Style menu button** ▼, and choose **MLA Seventh Edition**.
7. Position the insertion point between the period and the word *bay* at the end of the second paragraph below the *Plant Production* heading, and tap **[Spacebar]**.
8. Choose **References**→**Citations & Bibliography**→**Insert Citation** , and then choose **Add New Source**.
9. Make sure **Web Site** is chosen as the Type of Source.
10. Enter the following information:
- Author: **Mayo Clinic, Staff**
  - Name of Web Page: **Nutrition and healthy eating**
  - Year Accessed: **2013**
  - Month Accessed: **December**
  - Day Accessed: **15**
  - Medium: **<http://www.mayoclinic.com/health/organic-food/NU00255>**
11. Click **OK**.  
*The citation may have picked up the name of the web page (title).*
12. If necessary, click the drop-down arrow to the right of the citation and choose **Edit Citation**, check the **Title** box, and click **OK**.
13. Position the insertion point at the end of the fourth bullet point below the *Benefits of Organic Food* heading and tap **[Spacebar]**.
14. Choose **References**→**Citations & Bibliography**→**Insert Citation** , and then choose **Add New Source**.
15. Ensure that **Web Site** is the Type of Source.
16. Enter the following information:
- Author: **Blake, Daniel**
  - Name of Web Page: **13 Benefits of Organic Food**
  - Year: **2012**
  - Month: **December**
  - Day: **10**
  - Year Accessed: **2013**
  - Month Accessed: **December**
  - Day Accessed: **13**
  - Medium: **<http://ecoscraps.com/13-benefits-organic-food/>**
17. Click **OK**.

## Work with a Bibliography

18. Position the insertion point at the end of the document and press **Ctrl** + **Enter** to insert a page break.
19. Choose **Home**→**Paragraph**→**Center** , and then type **Works Cited** and tap **Enter**.
20. Choose **References**→**Citations & Bibliography**→**Bibliography** , and then choose **Insert Bibliography** at the bottom of the menu.  
*Next you will edit the footnote and a citation, and update the bibliography.*
21. Click the **Blake** citation on page one, click the arrow, and choose **Edit Source**.
22. Change the Month Accessed to **November** and click **OK**.
23. Click **Yes** if you are prompted to update both lists.
24. Scroll to the bibliography, right-click the list, and choose **Update Field**.  
*The month accessed changes to November.*

## Inserting Captions and a Table of Figures

25. Position the insertion point on the first blank line below the first picture.
26. Choose **References**→**Captions**→**Insert Caption** .
27. If necessary, choose **Figure** in the Label field and make sure the numbering format is **1, 2, 3, ...**.
28. If necessary, position the insertion point to the right of **Figure 1** in the Caption text box.
29. Tap **Spacebar**, type **Better for the Soil**, and click **OK**.
30. Position the insertion point in the first blank line below the second picture.
31. Choose **References**→**Captions**→**Insert Caption** .
32. Tap **Spacebar**, type **Better for the Water**, and click **OK**.
33. Follow the same process to place a caption titled **Increases Consumer Choices** below the third picture and **Fresher, Better Tasting** below the fourth picture.
34. Press **Ctrl** + **Home** to position the insertion point at the top of the document.
35. Press **Ctrl** + **Enter** to insert a page break; position the insertion point at the top of the first page.
36. Type **Table of Figures** and tap **Enter** twice.
37. Select the heading and apply **center, bold 16 points** formatting.
38. Position the insertion point on the blank line below the heading.
39. Choose **References**→**Captions**→**Insert Table of Figures** .
40. In the dialog box, choose **Distinctive** as the format style, ensure that the caption label is **Figure**, and click **OK**.  
*Now you'll change the number format style for the captions and update the Table of Figures.*
41. Choose **References**→**Captions**→**Insert Caption** →**Numbering**.
42. Choose the **i, ii, iii, ...** format and click **OK**.

43. Close the **Caption** dialog box, and then scroll through the pictures and notice the change to lowercase Roman numerals.
44. Scroll to the **Table of Figures** on page 1, right-click the table, and choose **Update Field**.
45. If necessary, choose **Update Entire Table** and click **OK**.  
*Notice the figure numbers updated in the table.*
46. Save and then close the file.

### Create and Delete a Template

*Kids for Change will use this document as a handout when giving organic food presentations at community schools. They will send a letter, along with the document, to the school principals for their approval. They will create a template they can use repeatedly for this task.*

47. Open the **WD06-R03-PrincipalLtr** from your **WD2013 Lesson 06** folder.
48. Choose **File**→**Save As**, navigate to any file storage location, and choose **Word Template** from the Save As Type list.  
*Notice that Word switches to the Custom Office Templates folder as the file storage location.*
49. Save the file as **WD06-R03-PrincipalLtr- [FirstInitialLastName]**, and then choose **File**→**Close** to close the template file.  
*Now you'll open a copy of the template.*
50. Choose **File**→**New**, and then click the **Personal** link to display your template.
51. Click the template thumbnail to open a copy of the template.
52. Save the file as **WD06-R03-PrinLtrFinal- [FirstInitialLastName]** in the **WD2013 Lesson 06** folder.
53. Delete the placeholder text for the date; enter the current date.
54. Replace the placeholder text for the inside address with the following inside address:  
**Ms. Eleanor Roberts**  
**Bascom High School**  
**951 Elm Street**  
**Annapolis, MD 21405**
55. Replace the salutation placeholder name with **Ms. Roberts**.
56. Replace the member name with your name.
57. Save and then close the file.  
*Now you will delete the template.*
58. Click **File Explorer**  on the taskbar at the bottom of the screen.
59. Navigate to the **Documents** folder in the left-hand panel.
60. Double-click the **Custom Office Templates** folder on the right.
61. Select the **WD06-R03-PrincipalLtr-[FirstInitialLastName]** file and tap .
62. Close **File Explorer**; exit from **Word**.
63. Submit your final files based on the guidelines provided by your instructor.

# Apply Your Skills



## APPLY YOUR SKILLS WD06-A01

### Work with Footnotes, Citations, and a Bibliography

In this exercise, you will create a report detailing some Italian tourist sites and providing tips on train travel in Italy. You will insert footnotes and citations, generate a bibliography, edit a citation, and update the bibliography. Since this is not an academic report, you will not hold to strict MLA guidelines.

#### Insert Footnotes

1. Start **Word**. Open **WD06-A01-Italy** from your **WD2013 Lesson 06** folder and save it as **WD06-A01-Italy- [FirstInitialLastName]**.
2. Position the insertion point at the end of the first paragraph in the document.
3. Insert this footnote: **Other major attractions are listed on this website.**
4. Position the insertion point after the period following the word *choices* in the paragraph beginning, *In the article, "Italy Train Travel...."*
5. Insert this footnote: **This article also offers advice on train schedules, buying tickets, and boarding your train.**

#### Enter Citations and Create a Bibliography

6. Choose **MLA Seventh Edition** as the style in the Citations & Bibliography group on the References tab.
7. Position the insertion point after the **Colosseum** bullet point near the top of the document.
8. Tap , ensure that **Web Site** is the Type of Source, and enter the following citation information:
  - Author: **Rome Travel, Guide**
  - Name of Web Page: **Rome travel guide**
  - Year Accessed: **2013**
  - Month Accessed: **May**
  - Day Accessed: **23**
  - Medium: **http://www.rome.info/**
9. Click **OK**.
10. Position the insertion point after *Trastevere* at the end of the third bullet point below the *Off the Beaten Path* heading.

11. Tap , ensure that **Web Site** is the Type of Source, and enter the following information:
  - Author: **Casura, Lily**
  - Name of Web Page: **Rome off the beaten path**
  - Year Accessed: **2013**
  - Month Accessed: **May**
  - Day Accessed: **23**
  - Medium: **[http://www.tripadvisor.com/Guide-g187791-1295-Rome\\_Lazio.html](http://www.tripadvisor.com/Guide-g187791-1295-Rome_Lazio.html)**
12. Click **OK**.
13. Position the insertion point between *more* and the period at the end of the last paragraph.
14. Tap , ensure that **Web Site** is the Type of Source, and enter the following information:
  - Author: **Bakerjian, Martha**
  - Name of Web Page: **Italy Train Travel - Tips on Riding Italian Trains**
  - Year Accessed: **2013**
  - Month Accessed: **May**
  - Day Accessed: **23**
  - Medium: **<http://goitaly.about.com/od/italytransportation/a/trains.htm>**
15. Click **OK**.
16. Position the insertion point at the end of the document, tap  twice, and insert a page break.
17. Type **Works Cited** as the heading and tap .
18. **Center**  the heading; position the insertion point on the blank line below the heading.
19. Insert a bibliography on the new page using the **Insert Bibliography** command.  
*Now you will edit a citation and then update the bibliography.*
20. Edit the **Casura** citation source on page 1 by changing the month accessed to **September**. If you are prompted to update the source, click Yes.
21. Update the bibliography and check that the change to the Casura citation is there.
22. Save and then close the file; exit from **Word**.
23. Submit your final file based on the guidelines provided by your instructor.  
*To view examples of how your file or files should look at the end of this exercise, go to the student resource center.*

## APPLY YOUR SKILLS WD06-A02

# Insert Captions and a Table of Figures, and Create a Template

*One of Universal Corporate Events' clients plans to send their high sales achievers on an African safari as a reward for their hard work. They are preparing a handout to use in conjunction with their presentation. In this exercise, you will add captions to pictures and generate a table of figures. Then you will create a template from an existing letter.*

## Insert Captions and Create a Table of Figures

1. Start **Word**. Open **WD06-A02-Safari** from your **WD2013 Lesson 06** folder and save it as **WD06-A02-Safari - [FirstInitialLastName]**.
2. Insert and **center**  the following captions for the pictures in your Safari document; use the **1, 2, 3, ...** number format and the **Figure** label.
  - Picture 1 caption: **Wildebeest**
  - Picture 2 caption: **Elephants**
  - Picture 3 caption: **Rhinos**
  - Picture 4 caption: **Leopard**
  - Picture 5 caption: **Lion**
  - Picture 6 caption: **Buffalo**
3. Position the insertion point at the top of the document and insert a page break.
4. Position the insertion point at the top of the new page, type **Table of Figures**, and tap  twice.
5. Format your heading with **center, bold 16 points**.
6. Position the insertion point on the blank line below the heading and generate the table of figures using the **Distinctive** format and **Figure** as the caption label.  
*Next you will edit two captions and then regenerate the table of figures.*
7. The Leopard and Lion captions should be plural, so add an **s** to the end of each of the captions.
8. Update the entire table of figures and check to make sure the changes took place.
9. Save and then close the file.

## Work with a Template

*Universal Corporate Events needs to send travel information to the people going on safari, so they will create a template letter that they can use for all the participants.*

10. Open **WD06-A02-SafariLtr** from your **WD2013 Lesson 06** folder.  
*Notice the variables in uppercase.*
11. Save the file as a **Word Template** in the default **Custom Office Templates** folder; choose **File**→**Close** to close the template.
12. Choose **File**→**New** and access your **personal templates**.

13. Open a copy of the template, replace the variable text with the current date, inside address, and salutation of your choice. Enter you own name as the travel agent.
14. Save the file as **WD06-A02-SafariLtrFinal- [FirstInitialLastName]** in your **WD2013 Lesson 06** folder; close the file and exit from **Word**.  
*Now you will delete the template.*
15. Open **File Explorer**  from the taskbar, navigate to the **Documents** folder, open the **Custom Office Templates** folder, and delete your template.
16. Close **File Explorer**.
17. Submit your final files based on the guidelines provided by your instructor.  
*To view examples of how your file or files should look at the end of this exercise, go to the student resource center.*

### APPLY YOUR SKILLS WD06-A03

## Work with Footnotes, Citations, Captions, and Templates

*The intern at Universal Corporate Events has been asked to research travel in Thailand for one of the corporate clients. In this exercise, you will use some of your report-writing skills to help her create her report. Since this is not academic research, you will not conform to strict MLA guidelines.*

### Work with Footnotes

1. Start **Word**. Open **WD06-A03-Bangkok** from your **WD2013 Lesson 06** folder and save it as **WD06-A03-Bangkok- [FirstInitialLastName]**.
2. Position the insertion point to the right of *markets* in the first line and insert this footnote.

<sup>1</sup> Floating markets piled high with tropical fruits and vegetables provide an easy day trip from Bangkok.

3. Position the insertion point to the right of *temples* in the first line and insert this footnote.

<sup>2</sup> Don't miss Wat Traimit's Golden Buddha or Wat Pho's famous Reclining Buddha.

*Now you will edit the second footnote.*

4. Insert the word **renowned** before *Golden*.

## Use Citations and Generate a Bibliography

5. Choose the **MLA Seventh Edition** style for citations.

*Now you will insert a citation at the end of the first bullet point.*

6. Ensure that **Web Site** is the Type of Source and enter the following information:

- Author: **Thyberg, David**
- Name of Web Page: **Bangkok Travel Tips**
- Year Accessed: **2013**
- Month Accessed: **September**
- Day Accessed: **22**
- Medium: **<http://getawaytips.azcentral.com/bangkok-travel-tips-1945.html>**

*Now you will insert a citation at the end of the last bullet point on page 1.*

7. Ensure that **Web Site** is the Type of Source and enter the following information:

- Author: **Doman, Gaby**
- Name of Web Page: **Off the Beaten Track**
- Year Accessed: **2013**
- Month Accessed: **September**
- Day Accessed: **22**
- Medium: **<http://www.tripadvisor.com/Guide-g293916-1104-Bangkok.html>**

*Next you will insert a citation at the end of the last bullet point on page 2.*

8. Ensure that **Web Site** is the Type of Source and enter the following information:

- Author: **Rowthorn, Chris**
- Name of Web Page: **Take the boat out of Bangkok**
- Year: **2012**
- Month: **April**
- Day: **13**
- Year Accessed: **2013**
- Month Accessed: **September**
- Day Accessed: **22**
- Medium: **<http://www.lonelyplanet.com/thailand/bangkok/travel-tips-and-articles/77110>**

9. Add a new page at the end of the document for the bibliography, title the page **Works Cited**, and tap **Enter**.

10. **Center**  the heading; generate the bibliography on a blank line below the title using the **Insert Bibliography** command.

*Now you'll modify a citation and regenerate the bibliography.*

11. Change the date accessed for the **Doman** citation to **August 27**.

12. If a message appears asking if you want to update both lists, click **Yes**.
13. Regenerate the bibliography and check that the change was made.
14. Save and close the **Bangkok** file.

### Insert Captions and Create a Table of Figures

*The Universal Corporate Events art department has created several logo images for the company to use in its pre-travel seminar announcements. The head of the department is asking for input from the stakeholders.*

15. Open **WD06-A03-Logo** from your **WD2013 Lesson 06** folder and save it as **WD06-A03-Logo- [FirstInitialLastName]**.
16. If necessary, display formatting marks.
17. Position the insertion point on the first blank line below the first logo image.
18. Open the **Caption dialog box** and ensure that the label is **Figure** and the numbering choice is **1, 2, 3, ...**.
19. Enter and **Center**  the following captions for all of the logos in the order indicated here.
  - Picture 1 caption: **Option 1**
  - Picture 2 caption: **Option 2**
  - Picture 3 caption: **Option 3**
  - Picture 4 caption: **Option 4**
  - Picture 5 caption: **Option 5**
20. Position the insertion point at the end of the document and insert a **page break**.
21. Type **Table of Figures** at the top of the new page and tap .
22. If necessary, **center**  the heading; apply **bold** .
23. Generate the table on the blank line below the heading using the **Formal** format and **Figure** as the caption label.
24. Save and close the file.

## Create a Template

*Universal Corporate Events wants to standardize the branding for their pre-travel seminar announcements and save it as a template they can use repeatedly.*

25. Open **WD06-A03-Seminar** from your **WD2013 Lesson 06** folder.  
*Notice the elements of the announcement that will work for any travel seminar.*
26. Save the file as a template in the **Custom Office Templates** folder, naming it **WD06-A03-Seminar- [FirstInitialLastName]**.
27. Close the template.
28. Open a copy of the template and replace the *[DESTINATION]* placeholder with **Central America**.
29. Save the file as **WD06-A03-SeminarFinal- [FirstInitialLastName]** in your **WD2013 Lesson 06** folder; close the file.  
*Next you will delete the template.*
30. Open **File Explorer**; navigate to the **Documents** folder and then to the **Custom Office Template** folder.
31. Delete **WD06-A03-Seminar-[FirstInitialLastName]**.
32. Close **File Explorer**; if necessary, exit from **Word**.
33. Submit your final files based on the guidelines provided by your instructor.

# Extend Your Skills



*In the course of working through the Extend Your Skills exercises, you will think critically as you use the skills taught in the lesson to complete the assigned projects. To evaluate your mastery and completion of the exercises, your instructor may use a rubric, with which more points are allotted according to performance characteristics. (The more you do, the more you earn!) Ask your instructor how your work will be evaluated.*

## WD06-E01 That's the Way I See It

You are an intern working for a major grocery store chain. Your manager has asked you to research the pros and cons of reusable shopping bags compared to plastic bags. You have decided to follow MLA conventions in your research paper. Start a new Word document named **WD06-E01-ShopBags-[FirstInitialLastName]** and saved to your **WD2013 Lesson 06** folder.

Type an original introductory paragraph for the paper, and include two footnote comments in the paragraph.

Using the search engine of your choice, find two sources who favor reusable shopping bags and two sources who do not. Pull information from these sources into your research paper, compare the two sides of the issue, and present your opinion. Insert citations at the end of each source and generate a bibliography for the citations.

Open **WD06-E01-ShopBags** from your **WD2013 Lesson 06** folder. Copy and paste the pictures into your research paper, add creative captions to the figures, and create a table of figures.

You will be evaluated based on the inclusion of all elements specified, your ability to follow directions, your ability to apply newly learned skills to a real-world situation, your creativity, and the relevance of your topic and/or data choice(s). Submit your final file based on the guidelines provided by your instructor.

## WD06-E02 Be Your Own Boss

As the owner of Blue Jean Landscaping, you plan to hold a rose-pruning seminar for your customers. You will research correct pruning techniques and create a report of your research results to hand out to customers at the event. Write an original introductory paragraph of at least five sentences, and cite three different sources in your report using the MLA Seventh Edition style. Then generate a bibliography of your citations. Because this is not an academic paper, you will not follow strict MLA guidelines. Save your file as **WD06-E02-RoseSeminar-[FirstInitialLastName]** in your **WD2013 Lesson 06** folder.

Create a letter template with variable placeholders that will be used to notify customers of the seminar. Save the template as **WD06-E02-Template-[FirstInitialLastName]**. Use a copy of the template to generate a sample customer letter named **WD06-E02-SampleLetter-[FirstInitialLastName]**. Store the files in your **WD2013 Lesson 06** folder.

You will be evaluated based on the inclusion of all elements specified, your ability to follow directions, your ability to apply newly learned skills to a real-world situation, your creativity, and your demonstration of an entrepreneurial spirit. Submit your final files based on the guidelines provided by your instructor.

# Transfer Your Skills



*In the course of working through the Transfer Your Skills exercises, you will use critical-thinking and creativity skills to complete the assigned projects using skills taught in the lesson. To evaluate your mastery and completion of the exercises, your instructor may use a rubric, with which more points are allotted according to performance characteristics. (The more you do, the more you earn!) Ask your instructor how your work will be evaluated.*

## WD06-T01 **WebQuest: Use the Web as a Learning Tool**

Throughout this book, you will be provided with an opportunity to use the Internet as a learning tool by completing WebQuests. According to the original creators of WebQuests, as described on their website (WebQuest.org), a WebQuest is “an inquiry-oriented activity in which most or all of the information used by learners is drawn from the web.” To complete the WebQuest projects in this book, navigate to the student resource center and choose the WebQuest for the lesson on which you are currently working. The subject of each WebQuest will be relevant to the material found in the lesson.

**WebQuest Subject:** Elements of a research paper based on the MLA Seventh Edition documentation style.

Submit your final file(s) based on the guidelines provided by your instructor.

## WD06-T02 **Demonstrate Proficiency**

The owner of Stormy BBQ is proud to use free-range cattle. He wants his employees to understand the benefits of using natural, grass-fed beef so they can discuss the idea with customers. He has asked you to prepare a report that he can distribute to all employees. Start a new Word document named **WD06-T02-GrassFed- [FirstInitialLastName]** and saved to your **WD2013 Lesson 06** folder. Conduct online research on the benefits of using free-range, natural beef. Write an original introductory paragraph of at least five sentences that includes two commentary footnotes. Cite three sources who favor free-range beef. Generate a bibliography for the citations using the MLA Seventh Edition style, but because this is not an academic paper, you don't need to follow strict MLA guidelines.

Open **WD06-T02-Cattle** from your **WD2013 Lesson 06** folder. Copy and paste the pictures into your report, insert creative captions for the pictures, and generate a table of figures.

Submit your final file based on the guidelines provided by your instructor.