Microsoft Word 2013

Chapter 2

Creating a Research Paper with References and Sources
Objectives

• Describe the MLA documentation style for research papers
• Modify a style
• Change line and paragraph spacing in a document
• Use a header to number pages of a document
• Apply formatting using keyboard shortcuts
• Modify paragraph indentation
• Insert and edit citations and their sources
Objectives

• Add a footnote to a document
• Insert a manual page break
• Create a bibliographical list of sources
• Cut, copy, and paste text
• Find text and replace text
• Find a synonym
• Check spelling and grammar at once
• Look up information
Creating a Research Paper with References and Sources

Project – Research Paper
Roadmap

- Change the document settings
- Create the header for each page of the research paper
- Type the research paper text with citations
- Create an alphabetical works cited page
- Proofread and revise the research paper.
Modifying a Style

• Press and hold or right-click the style to modify in the Styles gallery (HOME tab | Styles group) to display a shortcut menu related to styles

• Tap or click Modify on the shortcut menu to display the Modify Style dialog box

• Make the desired changes to the style in the Modify Style dialog box, and then tap or click the OK button to update the style
Modifying a Style

Modifying a Style

Creating a Research Paper with References and Sources
Changing Line Spacing

• Tap or click the ‘Line and Paragraph Spacing’ button (HOME tab | Paragraph group) to display the Line and Paragraph Spacing gallery

• Tap or click the desired setting in the Line and Paragraph Spacing gallery to change the line spacing at the location of the insertion point
Changing Line Spacing

- HOME tab
- ‘Line and Paragraph Spacing’ button
- Line and Paragraph Spacing gallery displays list of line spacing options
- displays a dialog box with additional line spacing options
- insertion point
- line spacing to be changed to 2.0
Removing Space after a Paragraph

• Tap or click the ‘Line and Paragraph Spacing’ button (HOME tab | Paragraph group) to display the Line and Paragraph Spacing gallery

• Tap or click ‘Remove Space After Paragraph’ in the Line and Paragraph Spacing gallery so that no blank space appears after paragraphs
Updating a Style to Match a Selection

- Press and hold or right-click Normal in the Styles gallery (HOME tab | Styles group) to display a shortcut menu.
- Tap or click ‘Update Normal to Match Selection’ on the shortcut menu to update the selected (or current) style to reflect the settings at the location of the insertion point.
Switching to the Header

- Tap or click INSERT in the ribbon to display the INSERT tab
- Tap or click the ‘Add a header’ button to display the Add a Header gallery
- Tap or click Edit Header in the Add a Header gallery to switch from the document text to the header, which allows you to edit the contents of the header
Switching to the Header

HEADER & FOOTER TOOLS DESIGN tab automatically appears because you are editing header.
Right-Aligning a Paragraph

- Tap or click HOME on the ribbon to display the HOME tab.
- Tap or click the Align Right button (HOME tab | Paragraph group) to right-align the current paragraph.
Inserting a Page Number

• Tap or click HEADER & FOOTER TOOLS DESIGN on the ribbon to display the HEADER & FOOTER TOOLS DESIGN tab

• Tap or click the ‘Add Page Numbers’ button (HEADER & FOOTER TOOLS DESIGN tab | Header & Footer group) to display the Add Page Numbers menu

• Tap or point to the desired location on the Add Page Numbers menu to display the gallery

• Tap or click the desired style
Inserting a Page Number

1. Click on the 'Insert' tab in the ribbon.
2. Click on the 'Header & Footer' button.
3. Choose 'Page Numbers' from the drop-down menu.
4. Select the 'Position' option to place the page number at the top, bottom, left, or right of the page.
5. To format the page number, click on the down arrow next to 'Plain Number' to display more page number formats.
6. Type the last name entered at the insertion point.
Closing the Header

- Tap or click the ‘Close Header and Footer’ button to close the header and switch back to the document text.
Click and Type

• If you are using a mouse, position the mouse pointer in the location where you want to type, in the center of the document window until a center icon appears below the I-beam

• Double-click to center the paragraph and mark the insertion point between the left and right margins

• Type the desired text and then press the ENTER key to position the insertion point on the next line
Click and Type

HOME tab

Center button

Paragraph group

Teddy Bailey
Ms. Pedro
English 101
October 15, 2014

as you move Click and Type pointer around document below entered name and course information, icon changes to represent formatting that will be applied if you double-click at that location

center icon
## Keyboard Shortcuts

### Table 2–1 Keyboard Shortcuts for Formatting Characters

<table>
<thead>
<tr>
<th>Character Formatting Task</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>All capital letters</td>
<td>CTRL+SHIFT+A</td>
</tr>
<tr>
<td>Bold</td>
<td>CTRL+B</td>
</tr>
<tr>
<td>Case of letters</td>
<td>SHIFT+F3</td>
</tr>
<tr>
<td>Decrease font size</td>
<td>CTRL+SHIFT+&lt;</td>
</tr>
<tr>
<td>Decrease font size 1 point</td>
<td>CTRL+[</td>
</tr>
<tr>
<td>Double-underline</td>
<td>CTRL+SHIFT+D</td>
</tr>
<tr>
<td>Increase font size</td>
<td>CTRL+SHIFT+&gt;</td>
</tr>
<tr>
<td>Increase font size 1 point</td>
<td>CTRL+]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Character Formatting Task</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Italic</td>
<td>CTRL+I</td>
</tr>
<tr>
<td>Remove character formatting (plain text)</td>
<td>CTRL+SPACEBAR</td>
</tr>
<tr>
<td>Small uppercase letters</td>
<td>CTRL+SHIFT+K</td>
</tr>
<tr>
<td>Subscript</td>
<td>CTRL+EQUAL SIGN</td>
</tr>
<tr>
<td>Superscript</td>
<td>CTRL+SHIFT+PLUS SIGN</td>
</tr>
<tr>
<td>Underline</td>
<td>CTRL+U</td>
</tr>
<tr>
<td>Underline words, not spaces</td>
<td>CTRL+SHIFT+W</td>
</tr>
</tbody>
</table>

### Table 2–2 Keyboard Shortcuts for Formatting Paragraphs

<table>
<thead>
<tr>
<th>Paragraph Formatting</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5 line spacing</td>
<td>CTRL+5</td>
</tr>
<tr>
<td>Add/remove one line above paragraph</td>
<td>CTRL+0 (ZERO)</td>
</tr>
<tr>
<td>Center paragraph</td>
<td>CTRL+E</td>
</tr>
<tr>
<td>Decrease paragraph indent</td>
<td>CTRL+SHIFT+M</td>
</tr>
<tr>
<td>Double-space lines</td>
<td>CTRL+2</td>
</tr>
<tr>
<td>Hanging indent</td>
<td>CTRL+T</td>
</tr>
<tr>
<td>Increase paragraph indent</td>
<td>CTRL+M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Paragraph Formatting</th>
<th>Keyboard Shortcut</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justify paragraph</td>
<td>CTRL+J</td>
</tr>
<tr>
<td>Left-align paragraph</td>
<td>CTRL+L</td>
</tr>
<tr>
<td>Remove hanging indent</td>
<td>CTRL+SHIFT+T</td>
</tr>
<tr>
<td>Remove paragraph formatting</td>
<td>CTRL+Q</td>
</tr>
<tr>
<td>Right-align paragraph</td>
<td>CTRL+R</td>
</tr>
<tr>
<td>Single-space lines</td>
<td>CTRL+1</td>
</tr>
</tbody>
</table>
Displaying the Rulers

• Tap or click VIEW on the ribbon to display the VIEW tab
• If the rulers are not displayed, tap or click the View Ruler check box (VIEW tab | Show group) to place a check mark in the check box and display the horizontal and vertical rulers on the screen
Displaying the Rulers

- View Ruler check box
- horizontal ruler
- Show group
- vertical ruler
- document saved with file name, Biometric Devices Paper
- ruler shows edge of left margin
- paragraph mark and insertion point left-aligned
- ruler shows edge of right margin
First-Line Indenting Paragraphs

• With the insertion point in the paragraph to be indented, if you are using a mouse, drag the First Line Indent marker to the desired location on the ruler to set the location for the first-line indent.
AutoCorrecting as You Type

- Word provides an **AutoCorrect** feature that automatically corrects certain typing, spelling, capitalization, or grammar errors as you type a document.

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Biometric devices authenticate a person’s identity by verifying unique personal characteristics. These devices translate a biometric element, such as a fingerprint, into a code that is compared with a digital code stored in a computer.

As soon as you press SPACEBAR, Word detects misspelling and corrects misspelled words.

Rest of sentence entered
Using the AutoCorrect Options Button

- If you are using a mouse, position the mouse pointer in the text automatically corrected by Word to display a small blue box below the automatically corrected word
- Point to the small blue box to display the AutoCorrect Options button
- Click the AutoCorrect Options button to display the AutoCorrect Options menu
- Press the ESCAPE key to remove the AutoCorrect Options menu from the screen
Using the AutoCorrect Options Button

Access Granted

Biometric devices translate a person’s identity by characteristics. These devices translate a biometric element, such as a digital code stored in a computer.

FILE tab

AutoCorrect Options menu

Change back to ‘taht’
Stop Automatically Correcting ‘taht’
Control AutoCorrect Options...

AutoCorrect Options button

clicking this command displays AutoCorrect dialog box

insertion point
Creating an AutoCorrect Entry

- Tap or click FILE on the ribbon to open the Backstage view
- Tap or click Options in the Backstage view to display the Word Options dialog box
- Tap or click Proofing in the left pane to display proofing options in the right pane
- Tap or click the AutoCorrect Options button in the right pane to display the AutoCorrect dialog box
- When Word displays the AutoCorrect dialog box, type the word you want to replace in the Replace text box, and the word to replace with in the With text box
- Tap or click the Add button
- Tap or click the OK button
- Tap or click the OK button
Creating an AutoCorrect Entry

- Proofing command
- Word Options dialog box
- AutoCorrect dialog box
- AutoCorrect Options button
- Exceptions button
- Left pane
- Right pane displays options related to command selected in left pane
- Misspelled word entered in Replace text box
- ‘Replace text as you type’ check box
- Correct spelling entered in With text box
- Alphabetical list of currently defined AutoCorrect entries
- Add button
- Delete button
- OK button

Creating a Research Paper with References and Sources
Changing the Bibliography Style

• Tap or click REFERENCES on the ribbon to display the REFERENCES tab
• Tap or click the Bibliography Style arrow to display a gallery of predefined documentation styles
• Tap or click the desired style in the Bibliography Style gallery to change the documentation style
Changing the Bibliography Style

REFERENCE tab

Bibliography Style arrow

Citations & Bibliography group

Bibliography Style gallery lists predefined documentation styles

‘MLA Seventh Edition’ to be selected
Inserting a Citation and Creating Its Source

- Tap or click the Insert Citation button (REFERENCES tab | Citations & Bibliography group) to display the Insert Citation menu
- Tap or click ‘Add New Source’ on the Insert Citation menu to display the Create Source dialog box
- Tap or click the ‘Type of Source’ arrow, and then tap or click the type of source you are adding
- Type the source information in the appropriate text boxes, and then tap or click the OK button to insert the citation in the document at the location of the insertion point
Inserting a Citation and Creating Its Source

- Source changed to Article in a Periodical
- Type of Source arrow
- Source information entered in text boxes
- Indicates that source has no page references
- List changed to reflect fields required for a periodical
Inserting a Footnote Reference Mark

- Tap or click the Insert Footnote button (REFERENCES tab | Footnotes group) to display a note reference mark (a superscripted 1) in two places: (1) in the document window at the location of the insertion point and (2) at the bottom of the page where the footnote will be positioned, just below a separator line.
Inserting a Footnote Reference Mark

- **Insert Footnote button**
- **Insert Endnote button**
- **REFERENCES tab**

- Footnote group
- Note reference mark is displayed, by default, superscripted in document window and in note text area
- Separator line, which automatically is inserted, divides document text from note text
- Footnote text will be typed here

**Creating a Research Paper with References and Sources**
Inserting a Citation Placeholder

• Tap or click the Insert Citation button (REFERENCES tab | Citations & Bibliography group) to display the Insert Citation menu.

• Tap or click ‘Add New Placeholder’ on the Insert Citation menu to display the Placeholder Name dialog box.

• Type the placeholder name, and then tap or click the OK button.
Inserting a Citation Placeholder

Placeholder Name dialog box

Tag name entered

OK button
Modifying a Style Using a Shortcut Menu

• If you are using a touch screen, press and hold the text and then tap the ‘Show Context Menu’ button on the mini toolbar; if you are using a mouse, right-click the text to display a shortcut menu

• Tap or click Style on the shortcut menu to display the Style dialog box
Modifying a Style Using a Shortcut Menu

footnote paragraphs should be formatted the same as other paragraphs in research paper

Nadeer and White state that fingerprint readers can perform distinct functions for different fingers; for one finger runs a program and another finger shuts down the computer (Nadeer).

citation placeholder inserted
Editing a Source

• Tap or click somewhere in the citation placeholder to be edited to select the citation placeholder
• Tap or click the Citation Options arrow to display the Citation Options menu
• Tap or click Edit Source on the Citation Options menu to display the Edit Source dialog box
• If necessary, tap or click the ‘Type of Source’ box arrow and then select the type of source
• Enter the source information, and then tap or click the OK button
Editing a Source

Nadeer and White state that fingerprint readers can perform different functions for a computer, one finger runs a program and another finger shuts down the...
Editing a Citation

• Tap or click somewhere in the citation to be edited, which selects the citation and displays the Citation Options arrow
• Tap or click the Citation Options arrow to display the Citation Options menu
• Tap or click Edit Citation on the Citation Options menu to display the Edit Citation dialog box
• Change the information as necessary in the Edit Citation dialog box, and then tap or click the OK button
Editing a Citation
Counting Words

• Tap or click the Word Count indicator on the status bar to display the Word Count dialog box
• If necessary, place a check mark in the ‘Include textboxes, footnotes and endnotes’ check box
• Tap or click the Close button to close the dialog box
Counting Words

A face recognition system captures a live face image and compares it with a stored image to determine if the person is a legitimate user. Some buildings use face recognition systems to secure access to rooms. Law enforcement, surveillance systems, and airports use face recognition systems to protect the public.

Nadeer and White state that fingerprint recognition systems identify functions for different fingers; for example, one finger runs a program and the other finger shuts down the computer (62-63).
Hiding and Showing White Space

- If you are using a mouse, position the pointer in the document window in the space between pages so that the pointer changes to a ‘Hide White Space’ button.
- If you are using a touch screen, double-tap in the space between pages; if you are using a mouse, double-click while the pointer is a ‘Hide White Space’ button to hide white space.
- If you are using a mouse, position the pointer in the document window on the page break between pages so that the pointer changes to a ‘Show White Space’ button.
- If you are using a touch screen, double-tap the page break; if you are using a mouse, double-click while the pointer is a ‘Show White Space’ button to show white space.
Hiding and Showing White Space

- Footnote remains at bottom of first page
- Page break
- ‘Hide White Space’ button
- Correct page number automatically appears in header

Device. Face recognition systems are becoming more sophisticated and can recognize people with or without glasses, hats, facial hair, makeup, or jewelry, and with new hairstyles.

(Allensmith)
Page Breaking Manually

• Position the insertion point where you wish to insert the page break

• Tap or click INSERT on the ribbon to display the INSERT tab

• Tap or click the ‘Insert a Page Break’ button to insert a manual page break immediately to the left of the insertion point and position the insertion point immediately below the manual page break
Page Breaking Manually

- Click on the `INSERT` tab
- Use the `Insert a Page Break` button
- Adjust paragraph indentation to one-half inch
- Place the insertion point on page 3
- Add a page break
- Ensure page numbers appear automatically in the header

Creating a Research Paper with References and Sources
Applying a Style

- Tap or click HOME on the ribbon to display the HOME tab.
- With the insertion point in the paragraph to be modified, tap or click the desired style in the Styles gallery.
Creating a Bibliographical List

- Tap or click REFERENCES on the ribbon to display the REFERENCES tab
- With the insertion point positioned where the bibliographical list is to be inserted, tap or click the Bibliography button to display the Bibliography gallery
- Tap or click Insert Bibliography in the Bibliography gallery to insert a list of sources at the location of the insertion point
Creating a Bibliographical List

1. Click on the REFERENCES tab.
2. In the Citations & Bibliography group, click on the Bibliography button.
3. Click on the Insert Bibliography command.
4. Type the title of the bibliography centered and typed.
5. Insert the Works Cited section.

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Creating a Research Paper with References and Sources
Modifying a Source

• Tap or click the Manage Sources button (REFERENCES tab | Citations & Bibliography group) to display the Source Manager dialog box
• Tap or click the source you wish to edit in the Current List
• Tap or click the Edit button to display the Edit Source dialog box
• Make the desired changes to the source, and then tap or click the OK button
• If necessary, tap or click Yes to update all occurrences of the source
• Tap or click the Close button to update the list of sources in the document and close the dialog box
Modifying a Source

- Manage Sources button
- REFERENCES tab
- Source Manager dialog box
- Master List displays all available sources — your list may differ
- Current List displays sources in document
- Source selected
- Edit Source dialog box
- Edit button
- Word deleted
- Close button
- OK button
Updating a Field

- If you are using a touch screen, press and hold anywhere in the bibliography text and then tap the ‘Show Context Menu’ button on the mini toolbar; if you are using a mouse, right-click anywhere in the bibliography text to display a shortcut menu related to fields
- Tap or click Update Field on the shortcut menu to update the selected field
Updating a Field

Works Cited


Going to a Page

• Tap or click VIEW on the ribbon to display the VIEW tab
• Place a check mark in the ‘Open the Navigation Pane’ check box (VIEW tab | Show group) to open the Navigation Pane on the left side of the Word window
• If necessary, tap or click the PAGES tab in the Navigation Pane to display thumbnails of the pages in the document
• Scroll to and then tap or click the thumbnail of the desired page
Creating a Research Paper with References and Sources
Copying and Pasting

• Select the item to be copied
• Tap or click the Copy button (HOME tab | Clipboard group) to copy the selected item in the document to the Office Clipboard
• Position the insertion point at the location where the item should be pasted
• Tap or click the Paste button (HOME tab | Clipboard group) to paste the copied item in the document at the location of the insertion point
Copying and Pasting

HOME tab

Paste button

Clipboard group

clicking Paste arrow displays a variety of options for pasting the item

Paste Options button

copied word remains in document

pasted word

device. Facial recognition systems are becoming more sophisticated and can recognize people with or without hats, facial hair, makeup, or jewelry, and with new hairstyles.

(Allensmith)

How national users alike are using biometric security. Through a biometric element, biometric devices can deny or grant access to programs, devices, and computer locations. Biometric devices are an effective security technology.
Displaying the Paste Options Menu

- Immediately after pasting text, tap or click the Paste Options button to display the Paste Options menu.
- Tap or click anywhere to remove the Paste Options menu from the window.

Home and occupational users alike are using biometric security. Through a biometric mechanism, such as a fingerprint, biometric devices can deny or grant access to programs, devices, computers, rooms, and other locations. Biometric devices are an emerging security technology.
Finding Text

• Tap or click the Find button (HOME tab | Editing group) to display the Navigation Pane

• Type the text to find in the Navigation Pane text box to display all occurrences of the typed text, called the search text, in the Navigation Pane and to highlight the occurrences of the search text in the document window
Finding Text

Two occurrences of search text located

Search text entered

Use arrows to scroll through results

Occurrences of search text listed in Navigation Pane and highlighted in document
Replacing Text

• Tap or click the Replace button (HOME tab | Editing group) to display the Replace sheet in the Find and Replace dialog box
• Type the text to find in the Find what text box
• Type the text to replace within the Replace with text box
• Tap or click the Replace All button to instruct Word to replace all occurrences of the Find what text with the Replace with text. If Word displays a dialog box asking if you want to continue searching from the beginning of the document, tap or click the Yes button
• Tap or click the OK button
• Tap or click the Close button
Replacing Text

Find and Replace dialog box
Replace tab
Replace button
Editing group
Find what: element
text to be replaced
Replace with: identified
More button
new text to replace current text

Creating a Research Paper with References and Sources
Finding and Inserting a Synonym

• If you are using a touch screen, press and hold the word for which you want a synonym and then tap the ‘Show Context Menu’ button on the mini toolbar; if you are using a mouse, right-click the word for which you want to find a synonym to display a shortcut menu

• Tap or point to Synonyms on the shortcut menu to display a list of synonyms for the word you right-clicked

• Tap or click the synonym you want on the Synonyms submenu to replace the selected word in the document with the selected synonym
Finding and Inserting a Synonym

1. Select the word to be looked up.
2. Right-click to access the shortcut menu.
3. Click on "Synonyms" to open the Synonyms submenu.
4. Select the synonym to be selected.
5. The Thesaurus command displays the Thesaurus task pane.
Checking Spelling and Grammar at Once

• Press CTRL+HOME because you want the spelling and grammar check to begin from the top of the document
• Tap or click REVIEW on the ribbon to display the REVIEW tab
• Tap or click the Spelling & Grammar button to begin the spelling and grammar check at the location of the insertion point, which in this case, is at the beginning of the document
• Tap or click the desired spelling in the list of suggestions
• If items are found, tap or click the desired selection
Checking Spelling and Grammar at Once

Spelling & Grammar button

REVIEWS tab

Spelling task pane appears when spelling or grammar error is detected

Proofing group

word, raders, not found in dictionary

list of suggestions for flagged word

misspelled word

readers selected

Change button

Creating a Research Paper with References and Sources
Locating Information

• Locate the word you want to look up
• While holding down the ALT key, tap or click the word you want to look up to open the Research task pane and display a dictionary entry for the ALT+clicked word. Release the ALT key
• Tap or click the Source arrow in the Research task pane to display a list of search locations and then tap or click ‘All Research Sites’ in the list
• Click the Close button in the Research task pane
Looking Up Information

Creating a Research Paper with References and Sources
Zooming Multiple Pages

- Tap or click HOME on the ribbon to display the HOME tab
- If the ‘Show/Hide ¶’ button (HOME tab | Paragraph group) is selected, tap or click it to hide formatting marks
- Tap or click VIEW on the ribbon to display the VIEW tab
- If the rulers are displayed, tap or click the View Ruler check box (VIEW tab | Show group) to remove the check mark from the check box and remove the horizontal and vertical rulers from the screen
- Tap or click the Multiple Pages button (VIEW tab | Zoom group) to display the all three pages at once in the document window
- When finished, tap or click the Page Width button (VIEW tab | Zoom group) to return to the page width zoom
Zooming Multiple Pages

- **View Ruler check box**
- **Multiple Pages button**
- **VIEW tab**
- **Zoom group**
- **Page Width button**

All three pages appear on screen at once in reduced size — your pages may be arranged differently, depending on settings.
Changing Read Mode Color

• Tap or click the Read Mode button on the status bar to switch to Read mode
• Tap or click the VIEW tab to display the VIEW menu
• Tap or point to Page Color on the VIEW menu to display the Page Color menu
• Tap or click the desired color on the Page Color submenu to change the color of the Read mode screen
Changing Read Mode Color

Biometric devices are used to verify a person's identity by verifying unique personal characteristics. These devices translate a biometric identifier, such as a fingerprint, into a digital code that is compared with a digital code stored in a computer. If the digital code in the computer matches the personal characteristic code, the computer grants access. Examples of biometric devices include fingerprint...
Chapter Summary

- Describe the MLA documentation style for research papers
- Modify a style
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Chapter Summary

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Chapter 2 Complete