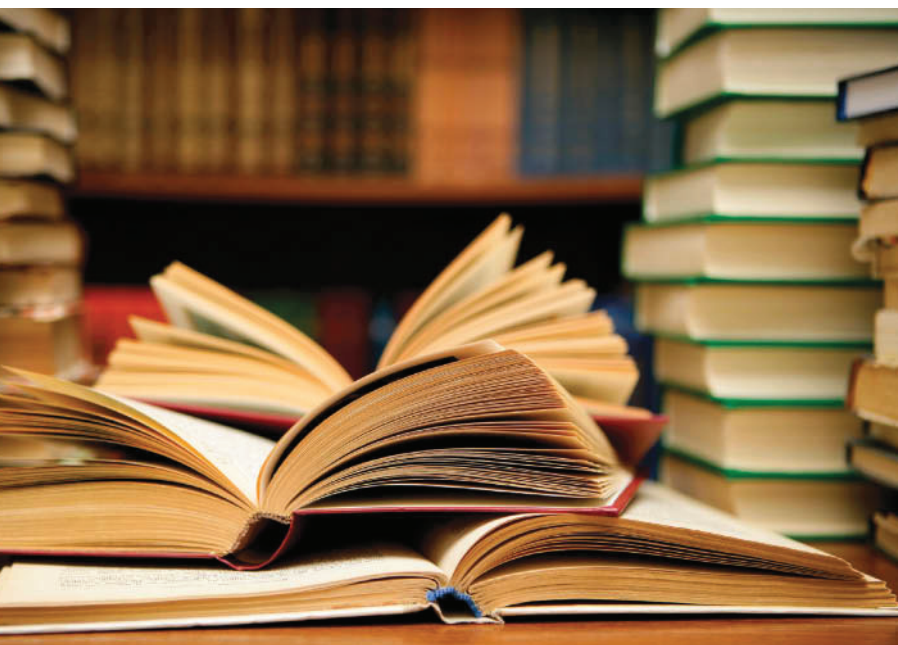


Formatting a Research Paper 10

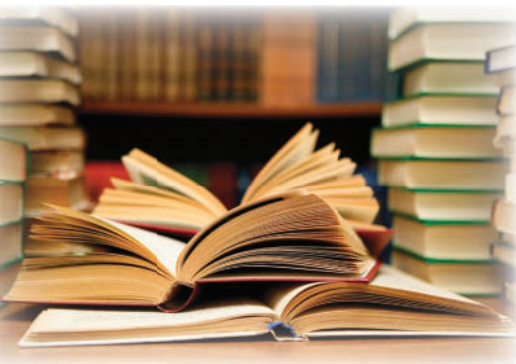
LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Formatting a Research Paper		
Creating Citations	Insert citations.	4.1.6
	Change citation styles.	4.1.8
	Insert citations placeholders.	4.1.5
Adding Captions	Add captions.	4.2.1
	Change caption formats.	4.2.3
	Change caption labels.	4.2.4
	Set caption positions.	4.2.2
	Exclude labels from captions.	4.2.5
Creating and Modifying Headers or Footers	Insert page numbers.	1.3.6
	Insert simple headers and footers.	1.3.4
Creating a Works Cited Page	Insert bibliography.	4.1.7
Inserting Footnotes and Endnotes	Manage footnote locations.	4.1.2
	Modify footnote numbering.	4.1.4
	Insert endnotes.	4.1.1
	Configure endnote formats.	4.1.3
Creating a Table of Contents		
Adding a Title Page		
Inserting Hyperlinks	Insert hyperlinks.	1.2.2
Creating Bookmarks	Create bookmarks.	1.2.3
	Demonstrate how to use Go To	1.2.4



KEY TERMS

- bibliography
- bookmark
- caption
- citation
- endnote
- footer
- footnote
- header
- hyperlink
- Hyper Text Transfer Protocol (HTTP)
- MLA style
- plagiarism
- source
- tab leader
- table of contents
- works cited



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You are working a full-time job at Northwind Traders and taking night courses at the local college to complete your degree. The courses you have registered for require that you submit a research paper. You will follow the Modern Language Association (MLA) style for your research paper, but it would be in your best interest to also learn about the other available styles. Your instructor will require that you learn how to insert hyperlinks and **bookmarks** and prepare the document for sharing. You have completed your paper and now you need to format your document. In this lesson, you will learn to format a research paper using the MLA style, apply a hyperlink to text and graphics, and apply bookmarks.

SOFTWARE ORIENTATION

References Tab

Commands on the References tab are used to create a table of contents, footnotes and endnotes, citations and bibliography, captions, index, and table of authorities.

Use this figure as a reference throughout this lesson as well as the rest of this book.

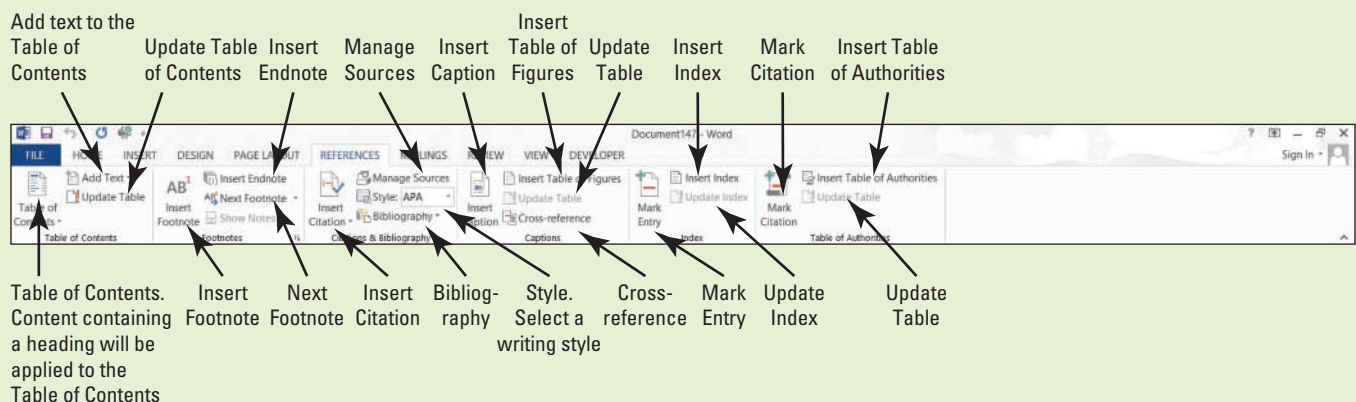


Figure 10-1
References tab

FORMATTING A RESEARCH PAPER

The Bottom Line

The Modern Language Association (MLA) style has been adopted as the style of choice by many colleges and universities. In this section we use MLA style to show how a research paper is formatted. The MLA style guidelines continue to be updated for standardization to accommodate documentation for websites, digital publications, interviews, electronic sources, and more. Later in this lesson we discuss alternative styles and show you how to format in one of those (APA style).

Formatting a Research Paper

As a college student, you most likely have to take a technical writing class for one of your humanities or liberal arts courses. As you begin working on your research paper, you will outline it to make it more manageable and help keep you organized. In a later lesson, you will learn more about

outlines then you can begin putting your skills all together. Formatting a document with heading styles will make it easier to create a table of contents. Recall that in Lesson 2, you learned to enable the Navigation Pane and browse through the document by headings—inserting a table of contents will allow you to jump to that heading quickly. *Word* has made it easy for you to format your research paper, add and manage your sources, select a style, insert a bibliography, insert **captions**, create a table of contents, and add footnotes and endnotes. You will learn to cite your **sources** to avoid plagiarism. Compromising your work by copying a majority of the content and taking credit for it is **plagiarism**. In this exercise, you learn how to apply skills that have been covered in previous lessons; learn how to format a research paper using the MLA style; and how to insert citations, captions, footnotes and endnotes, a table of contents, bibliography, hyperlinks, and bookmarks.

STEP BY STEP

Format a Research Paper



GET READY. Before you begin these steps, be sure to launch Microsoft Word.



1. **OPEN** the *First Ladies* document from the lesson folder. The document is unformatted.
2. Position the insertion point at the beginning of the document and create a couple of blank lines.

The MLA style requires information to be placed at the beginning of the document. On the first line, the student's name will appear, followed by the instructor, course, and date. Key the following information on the appropriate line.

First line: **Victoria DeLeon**
 Second line: **Professor Frank Smith**
 Third line: **History 101**
 Fourth line: **March 19, 20XX**

3. Select the whole document then change the font size to **12 pt**, font to **Arial**.
4. Change the margins to **1"** top, bottom, left and right then change the line spacing to **double**.
5. Apply a **first line indent** only to paragraphs—avoid the title and headings.
6. Under the heading, *Women in Politics*, position the insertion point in the second paragraph beginning with "The nation has always . . . in the background." Adjust the left indent to 1" without a first-line indent.

The rule of thumb for formatting quotations with less than four lines is considered a short quotation. These are enclosed with the double quotation marks, double-spaced, the author and specific page number is cited, and the punctuation mark should be placed after the parenthesis. This is also included in the bibliography page. Quotations longer than four lines should be double-spaced and one-inch from the left of the margin with no quotation marks. Do not indent the first line unless you are citing several paragraphs. The block format for short or long quotations should be used for citing two or more paragraphs that follow each other, and the first line is indented 1 ½" from the left margin.

7. Position the insertion point anywhere within the title, *The Evolving Role of the First Lady* then **center** the title.
8. Select the headings below, and apply a **Heading 1** style and make the headings **bold**.

The Heading 1 style keeps the titles left-aligned.

Introduction

Women in Politics

History of First Ladies

Role of First Ladies

Power of First Ladies

Conclusion



**Cross
Ref**

In Lesson 3, you learned to apply and modify styles to a document.

9. **SAVE** the document as *Research on First Ladies* in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

The Bottom Line

CREATING CITATIONS

Now that you formatted your research paper, citations should be placed in the document. Citing sources should be included in documents, such as research papers, articles, or reports that analyze or describe research you have completed on a topic. When you cite a source, you do so at the relevant location within the text. *Word* enables you to insert a citation and create a source at the same time. These can be managed, modified, or deleted when necessary.

Creating Citations

A **citation** is a note mentioning the source of information. There are many rules that can be applied to a specific citation. In this lesson, you will learn to use the basic in-text citation, which places parentheses after a quote that includes the author's name and page number. Note, you can also modify citations.

A **source** includes all the information about where specific information comes from so the reader can find the original work. It could be a book, report, journal article, or website.

When you add a new citation to a document, you also create a new source that will appear in the bibliography. A **bibliography** is a list of sources and is placed at the end of a document. This is also referred to as a **works cited** page.

Each time you create a new source in any document, the information is saved on your computer in a master list, so you can find and use any source previously used in other documents. *Word* also creates a current list, which contains all sources within your current document. This list can be modified at any time.

When you have not gathered all the data for a source, you can insert a placeholder that can be filled in at a later time. To add a placeholder, click *Add New Placeholder* on the Insert Citation menu. In this exercise you learn to create a citation.

STEP BY STEP

Create Citations

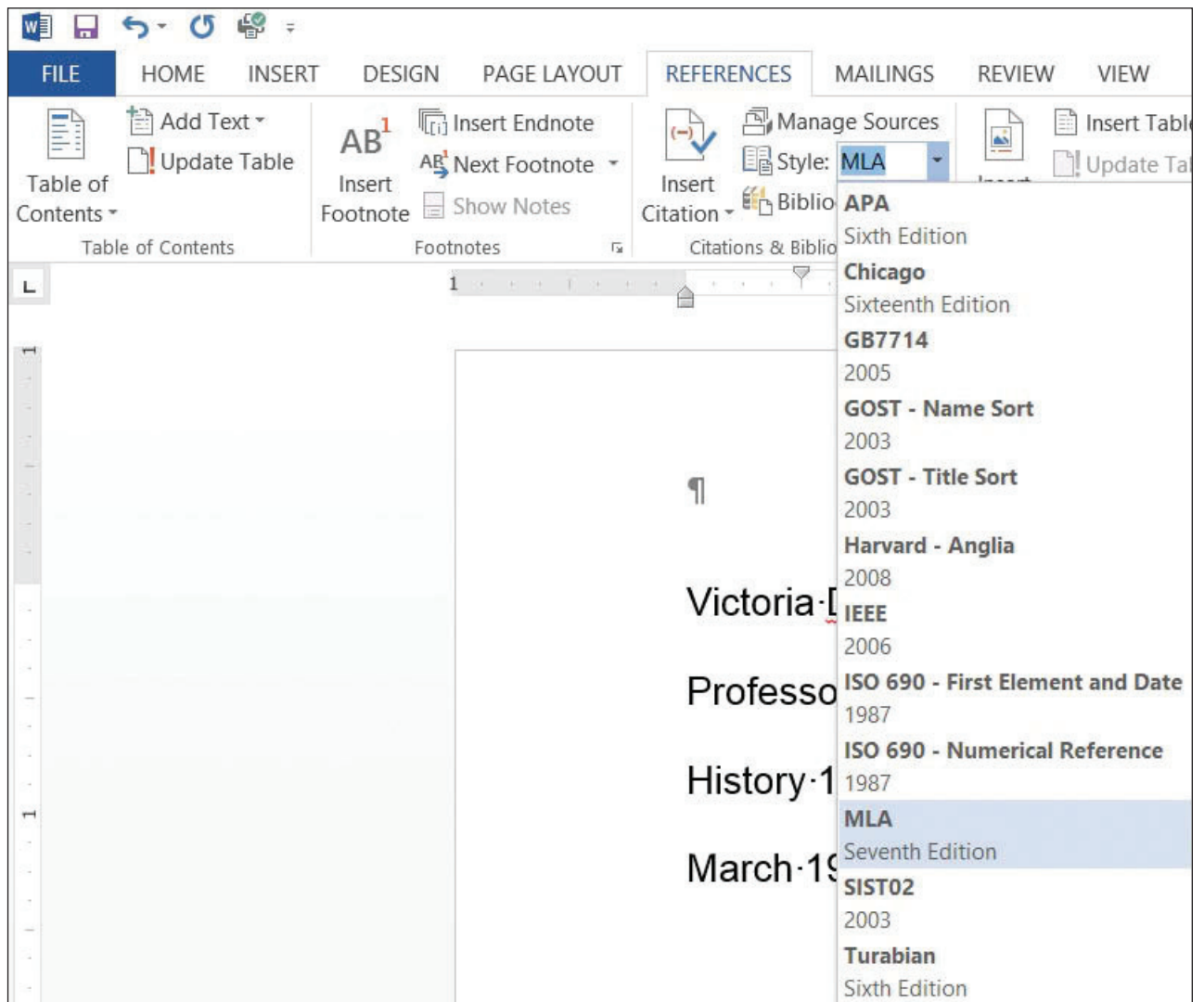
You can choose from many different reference styles when formatting your citations, sources, and bibliography. American Psychological Association (APA) and Modern Language Association (MLA) are the most common. Additional formats are also available so make sure you check with your instructor on the style. The selected format inserts the information in the correct layout.

USE the document that is open from the previous exercise.

1. On the References tab, in the Citations & Bibliography group, click the **drop down arrow** by *Style* then change the style to *MLA Seventh Edition* (see Figure 10-2).

Figure 10-2

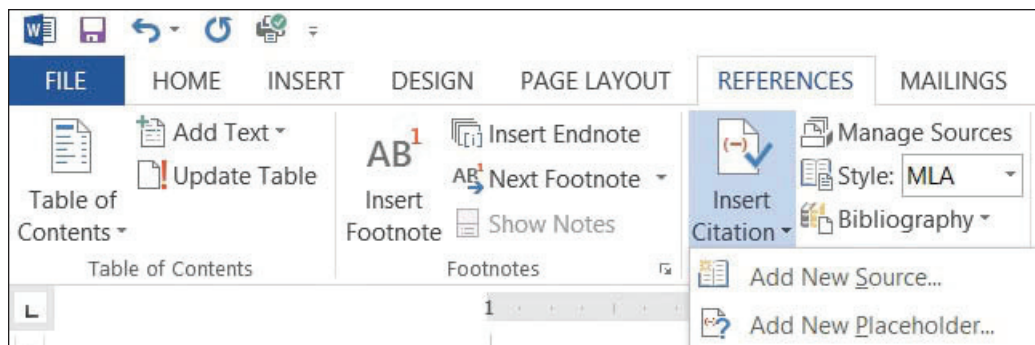
Style menu



2. Under the heading, *Women in Politics*, position the insertion point at the end of the first paragraph, after *Meringolo*.
3. Click the **Insert Citation** button in the *Citations & Bibliography* group. A menu appears (see Figure 10-3).

Figure 10-3

Citation menu



4. Select **Add New Source**. The *Create Source* dialog box appears.

The *Create Source* dialog box contains fields for the book source, including the author, title, year of copyright, city where publisher is located, and publisher. To add additional source information, click the **Show All Bibliography Fields** box to display additional fields.

5. The *Type of Source* menu displays **Book** as the default. Click the **drop down arrow** to review the additional source options. The fields will automatically be adjusted for you in the dialog box depending on the source type. Keep the source at the default.
6. Key the source information that is shown below and in Figure 10-4. Notice: You will need to check the box next to **Show All Bibliography Fields** to see all the fields.

Type of Source: **Book**

Author: **Mayo, Edith; Meringolo, Denise D.**

Title: **First Ladies Political Role and Public Image**

Year: **1990**

City: **Washington**

State/Province: **D.C.**

Publisher: **Smithsonian Institute**

Figure 10-4

Create Source dialog box

Style for bibliography

Additional options for type of sources

Source information is added in field box

Expand fields

Tag name

Asterisk indicates recommended field

7. Click **OK**. The citation is added to the text, and the source information is saved. The author names (*Mayo and Meringolo*) are in parentheses. When you use the MLA format, the author-page method is used and is placed in parentheses. The page number is not appearing, and later you will learn to modify the citation.
8. Under the heading, *History of First Ladies*, click to position the insertion point at the end of the second sentence following the word *speech* and before the period.
9. Click the **Insert Citation** button and select *Add New Source*.
Did you notice that the first source appeared when you clicked the Insert Citation button?
10. In the *Type of Source* menu, select **Book**.
11. Key the source information for MLA style in the dialog box, as shown below (see also Figure 10-5).

Type of Source: Book

Author: Anthony, Carl Sferrazza

Title: America's First Families: An Inside View of 200 Years of Private Life in the White House

Year: 2000

City: New York

Publisher: Simon & Schuster, Inc.

Figure 10-5

Create Source dialog box

**CERTIFICATION
READY?** 4.1.6

How do you create
a citation?

12. Click **OK**. The citation is inserted.
13. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Modifying a Citation and a Source

Word makes editing sources easy by providing menus on the citation placeholders, allowing you easy access to dialog boxes used to modify citations and sources.

STEP BY STEP

Modify a Citation and a Source

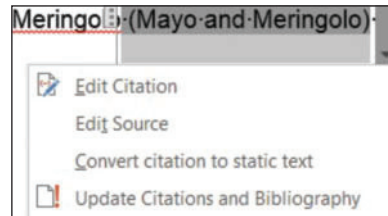
When you insert a citation, *Word* inserts it into your document inside a placeholder. When you hover your mouse over the citation it appears shaded. You can easily modify the text within the placeholder or the source or citation data that goes along with it.

USE the document that is open from the previous exercise.

1. At the end of the second paragraph, click on the first citation you inserted. Click the **drop down arrow** to display a menu (see Figure 10-6).

Figure 10-6

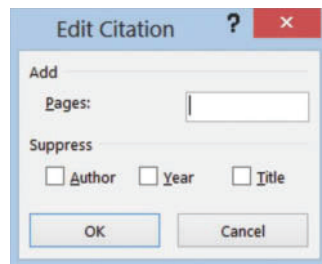
Citation placeholder and menu



2. Select **Edit Source** from the menu. The *Edit Source* dialog box appears, filled with the information you keyed earlier about the source.
3. In the *Year* field, change the year of publication to **1994**.
4. Click **OK**. Word displays a prompt asking: "This source exists in your master list and current document. Do you want to update both lists with these changes?"
5. Click **Yes**.
6. The citation is still selected. Click the downward-pointing arrow on the placeholder again, and this time select **Edit Citation**. The *Edit Citation* dialog box appears (see Figure 10-7).
The *Edit Citation* dialog box enables you to add page numbers specifying the source's page or pages to which you are referring. You can also make decisions about what to display within the citation text by clicking the check boxes under *Suppress*. You can suppress the author, year, or title.

Figure 10-7

Edit Citation dialog box



7. In the *Suppress* section, click the **Author** check box then click **OK**. The authors' names are replaced with the title.
8. Under the heading, *Women in Politics*, position the insertion point after the word *background*; located in the paragraph, "The nation has . . . background."
9. In the *Citations & Bibliography* group, click **Insert Citation**. The menu lists two sources that you have cited in the current document. This is your current list. Select the *Mayo, Edith, Meringolo, Denise D.* citation. The citation is inserted.
10. Click the citation. Click the **drop down arrow** to display the citation options and select **Edit Citation**.
11. In the *Add* section, key **8** in the *Pages* box, and in the *Suppress* section, click the check boxes by **Author** and **Title**. Click **OK**.
In the above steps, you have modified the citation styles for this document by suppressing one or more of the options.

12. **SAVE** the document in the lesson folder on your flash drive.
13. Under the heading, *Women in Politics*, click the **drop down arrow** to display the citation option and select **Edit Citation**. You want to edit the first citation in this section.
14. Remove the check mark by **Author** and click **OK**.
15. Select the second citation and remove the check marks by **Author** and **Title**. Click **OK**.
16. Under the heading, *History of First Ladies*, place the insertion point at the end of the paragraph after *shakers* and before the period.

**CERTIFICATION
READY? 4.1.8**

How do you change
citation styles?

In this next step, you will insert a citation placeholder. A citation placeholder is a tag name of the source. You can also use this as a reference for yourself as you continue working on your research paper. Tag names can also be edited in the Edit Source dialog box.

17. Click the **Insert Citation** button; select **Add New Placeholder**.

The Placeholder Name dialog box appears instructing you to “Type the tag name of the source. You can add more information to this source later by clicking *Edit in the Source Manager*.”

18. Key **Research_source**; then click **OK**.

In the Placeholder Name dialog box, spaces are not permitted.

19. **SAVE** the document as **Research on First Ladies Update** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY? 4.1.5**

How do you insert a citation
placeholder?

Manage Sources

The Source Manager displays all the sources you have created and provides options for their management. The Source Manager displays two lists: the master list, which contains all the sources for all documents you have created using *Word*, and the current list, which includes all sources you have created in the current document. The Source Manager enables you to manage these sources by sorting, moving, copying, deleting, or creating sources. In this exercise, you learn to manage your sources.

STEP BY STEP

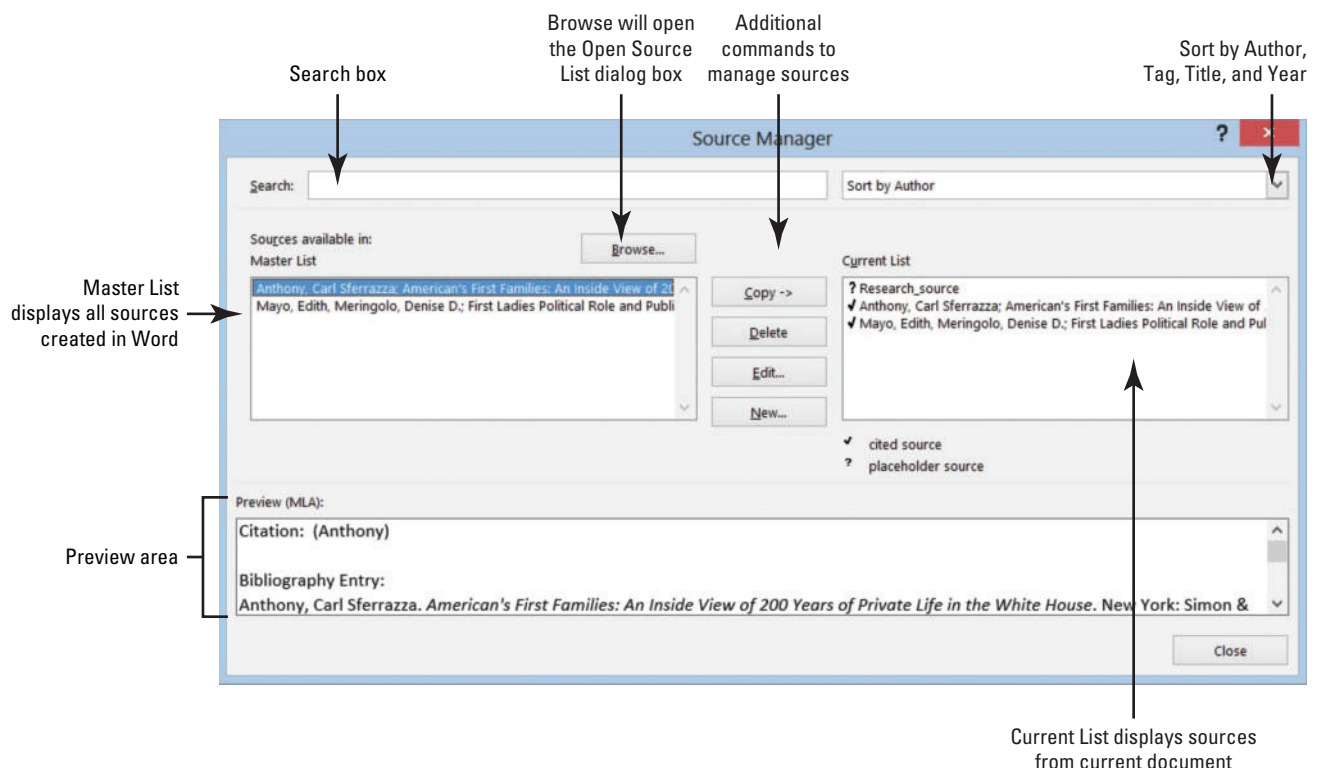
Manage Sources

USE the document that is open from the previous exercise.

1. Click the **Manage Sources** button in the *Citations & Bibliography* group. The *Source Manager* dialog box appears (see Figure 10-8).

Figure 10-8

Source Manager dialog box



2. In the *Master List* section, select the *Anthony* source.
3. Click the **Edit** button. The *Edit Source* dialog box appears. Using the *Source Manager* allows you to edit your sources.
4. Click the check box by *Show All Bibliography Fields*. The *Edit Source* dialog box expands to include additional fields.
5. Key **NY** in the *State/Province* field; and click **OK** to close the *Edit Source* dialog box.
6. Word displays a prompt asking: “*This source exists in your master list and current document. Do you want to update both lists with these changes?*”. Click **Yes**.
7. Click the **Close** button on the *Source Manager* dialog box.
8. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE Word open for the next exercise.

Removing a Citation

You can remove a citation from your document without removing the source data. The source data remains saved in the current document list and in the master list; therefore, if you decide you need to cite that source in another location, you can choose it from the *Insert Citation* menu. If you want to remove the citations permanently, you would complete this action by opening the *Source Manager* dialog box; then select the source; and then click the *Delete* button. In this exercise, you learn to remove a citation without removing the source.

STEP BY STEP

Remove a Citation

USE the document that is open from the previous exercise.

1. Under the heading, *History of First Ladies*, position the insertion point after *Anthony* in the second sentence.
2. Click the **citation placeholder** tab to select the entire citation. Hint, at the beginning of the placeholder, you will see a tab with three vertical dots—it makes it easier to select.
3. Press **Delete** to remove the citation from the document.
4. Open the *Source Manager* dialog box. Notice the source is still in both lists. When you are done, close the dialog box.
5. Click the **Undo** button on the *Quick Access Toolbar*.
6. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE Word open for the next exercise.



Another Way

You can remove a source from the master or current list and from the bibliography by selecting the source in *Source Manager* and clicking the *Delete* button.

SOFTWARE ORIENTATION

Caption Dialog Box

When working with captions in a document, you will use the Caption dialog box (see Figure 10-9). From here you can select various caption options, including labels and numbering.

Use this figure as a reference throughout this lesson as well as the rest of this book.

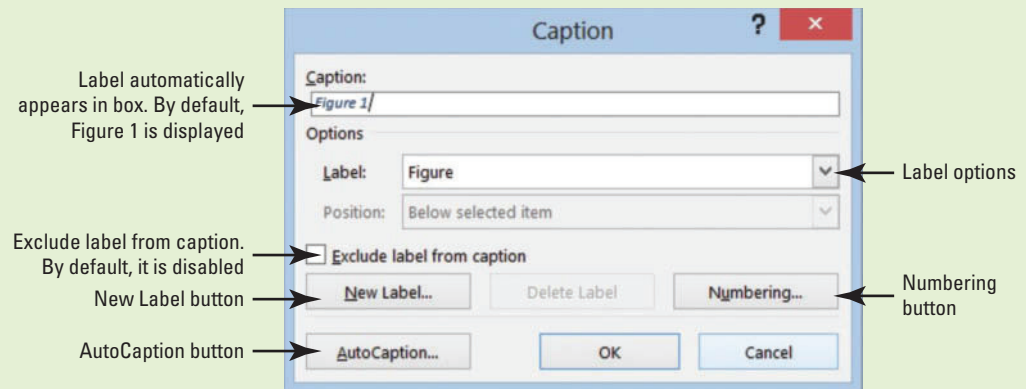


Figure 10-9

Caption dialog box

ADDING CAPTIONS

The Bottom Line

Word can automatically add captions in your document when you have tables, figures, or other objects or you can manually add captions.

Adding Captions

A **caption** is a line of text that describes an object and can appear above or below the object it describes. As you continue working on your paper, you decide to add a table and insert a picture. Adding a caption below or above the table would be informative to anyone who reads your report. As you continue working with captions, you also learn that captions can be used for figures and equations. For this exercise, you will be provided steps for creating one of these types of captions but will not actually use them in your paper. In this exercise, you learn to add a caption to a figure, table, and equation.

STEP BY STEP

Add Captions to a Table

USE the document that is open from the previous exercise.

1. On the View tab, enable the Navigation Pane.
2. Under the heading, *Power of First Ladies*, position the insertion point at the end of the last paragraph ending with *hurt her husband's career* and add a blank line.
3. Close the Navigation Pane.
4. Insert a **2x3 table** at the blank line. Key the following information in the table.

First column first row: **First Ladies**

Second column first row: **Year in White House**

Second column second row: **1981, January 20 – 1989, January 20**

Second column third row: **1993, January 20 – 2001, January 20**

**Another Way**

To insert a picture into the document, double-click the name of the file in the Insert Picture box.

**Cross Ref****CERTIFICATION READY? 4.2.1**

How would you add a caption to a table?

- From the lesson folder, insert the **Nancy Reagan** image in the *first column second row* from the lesson folder.
- From the lesson folder, insert the **Hillary Clinton** image in the *first column third row* from the lesson folder.
- The height for both images should be adjusted to **1.27"**.
- Apply the **AutoFit to Contents** command to the whole table.

In Lesson 8, you learned to insert pictures.

- Position the insertion point below the table at a blank line.
- On the *References* tab, in the *Captions* group, click the **Insert Caption** button to open the *Caption* dialog box.
- Click the **drop down arrow** by the *Label* box to display the various labels then select **Table**. This changes the label option in the *Caption* box. The *Caption* box now displays *Table 1*.
- Place the insertion point in the *Caption* box after *1* then press the **spacebar** once. Key **First Ladies** then click **OK**. The caption is inserted below the table.
- SAVE** the document as **Research on First Ladies Update1** in the lesson folder on your flash drive.

PAUSE. LEAVE Word open to use in the next exercise.

Adding Captions to a Figure

The same process you used to add captions to a table is used for figures and any other object. Your research paper contains two images, and you would like to insert a caption for each image. In this exercise, you will insert a caption for the images you inserted earlier.

STEP BY STEP

Add Captions to a Figure

USE the document that is open from the previous exercise.

- Select the first image, **Nancy Reagan**.
- Click the **Insert Caption** button then change the label to *Figure*.
- Add a check mark by *Exclude label from caption*. Did you notice that *Figure 1* was replaced with a *1*?
Adding a check by *Exclude label from caption* will allow you to customize your own label.
- Click the **New Label** button then key **Nancy Reagan**. Click **OK**. A *1* appears after her name. Click **OK**. Click the **drop down arrow** by *Position*; then select **Above selected item**. Click **OK**. The caption appears above her image.
- Select the second image, *Hillary Clinton*.
- Click the **Insert Caption** button. In the *Caption* box, you will see *Nancy Reagan's* name. If you were to use another picture of Mrs. Reagan, then you would select her label. *Word* automatically numbers each label.
- Change the label to **Figure**.
- Click the **New Label** button, then key **Hillary Clinton**. Click **OK**.
As mentioned in step 6, if you were to add another picture of Mrs. Clinton, then you would use her label. *Word* will automatically number each caption even for new labels.
- Click the **drop down arrow** by *Position*; then select **Above selected item**. Click **OK**.
- SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open for another exercise. You will return to this document later in the lesson.

CERTIFICATION READY? 4.2.1

How would you add a caption to a figure?

CERTIFICATION READY? 4.2.4

How would you change the label to a caption?

Adding Captions to an Equation

The same method for adding a caption to a table and figure is used for equations by simply selecting a different item in the *Label* list—or creating a new label. If you were writing a paper that contained equations, you would want to add a description for each equation. This document does not contain an equation, so a new document will be created. When you reopen the Caption dialog box, the previously selected label and numbering format will be displayed along with the next sequential number. For example, if you inserted the caption “*Figure 1*,” the next time you open the Caption dialog box in that document, “*Figure 2*” will be displayed. In this exercise, you learn to add a caption, reposition, and change the numbering format.

STEP BY STEP

Add Captions to an Equation

OPEN a blank Word document.

1. Press **Enter** to create a blank line.
2. On the *Insert* menu, in the *Symbols* group, click the **drop down arrow** next to the *Equation* button to display the menu.



In Lesson 7, you learned to insert equations from the Ribbon and from the Building Blocks Organizer.

CERTIFICATION READY? 4.2.1

How would you add a caption to an equation?

CERTIFICATION READY? 4.2.2

How would you change the position of a caption?

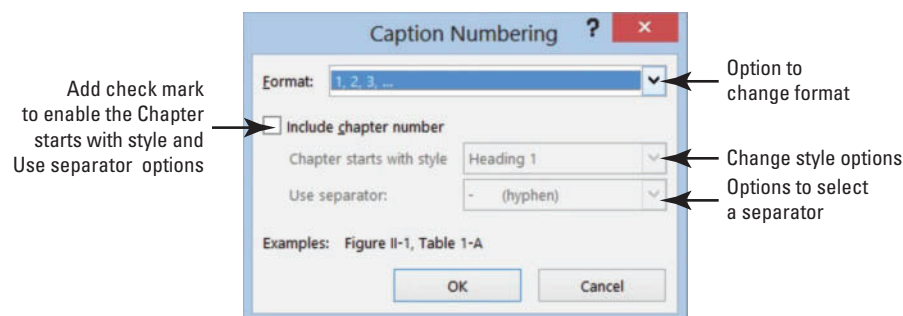
3. Click **Area of a Circle** to insert the equation into the document.
4. Click the shortcut **drop down arrow** by the equation, select *Justification* then click **Left**. The equation is placed at the left side of the document.
5. Move the insertion point to the blank line above the equation.
6. On the *References* tab, in the *Captions* group, click the **Insert Caption** button to display the *Caption* dialog box.
7. In the *Label* box, select **Equation** and in the *Position* box, the caption is already set to *Below selected item*.

The equation was not selected. Selecting the equation would provide you options to change to *Above* or *Below selected item*. The insertion point is above the equation; therefore, the caption will be placed on the blank line above the equation.

8. Click the check box by *Exclude label from caption* to add a check mark. The text, *Equation*, is removed from the *Caption* box.
9. Click the **Numbering** button to display the *Caption Numbering* dialog box (see Figure 10-10).

Figure 10-10

Caption Numbering dialog box



CERTIFICATION READY? 4.2.3

How would you change the caption format?

10. In the *Format* box, select **A, B, C . . .** then click the box by *Include chapter number* to view the options. Your research paper must contain heading styles to use this option as well as adding a separator.
11. Remove the check mark by *Include chapter number*. Click **OK**.

**CERTIFICATION
READY? 4.2.5**

How do you exclude labels
from captions?

**CERTIFICATION
READY? 4.2.4**

How would you change a
label in a caption?

12. A new numbering caption appears in the *Caption* box. Click the **check box** by *Exclude label from caption* to disable this feature. Did you notice that the text, *Equation A*, appears in the *Caption* box?
In step 10, you changed the number format to letters which will now be included in the caption.
13. In the *Caption* box, place the insertion point after *A* then key a colon, press the **Spacebar** once, and then key **Area of a Circle**.
14. Click **OK**.
15. Place the insertion point at the end of the equation and press **Enter** twice.
16. Insert the *Binomial Theorem* equation.
17. Select the equation then click the **Insert Caption** button to display the *Caption* dialog box. In the *Caption* box, *Equation B* is automatically added. Word tracks which caption you are using and rennumbers for you.
18. Position the insertion point after *B* then key a **colon** followed by a **space**; then key **Binomial Theorem Equation**.
19. Position the caption, *Above selected item*. Click **OK**.
20. **SAVE** the document as **Equations with Caption** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**Troubleshooting**

Word inserts captions as text, but the sequential caption number is inserted as a field. If your caption looks similar to {SEQ Figure * ALPHABETIC}, Word is displaying field codes instead of field results. To see the field results, press Alt+F9.

Editing and Deleting Captions

When a new caption is inserted, *Word* automatically updates all caption numbers. However, when a caption is moved or deleted, all captions will need to be manually updated. To update all captions after making changes, press **Ctrl+A** to select the entire document, right-click on a caption, and then click *Update Field* on the shortcut menu. To make changes to a caption, you could select a different label, such as changing “Equation 1” to “Figure 1”. In this exercise, you learn to edit and delete captions.

STEP BY STEP**Edit and Delete Captions**

USE the document that is open from the previous exercise.

1. Select the caption, *Equation A: Area of a Circle*; then open the *Caption* dialog box.
2. Change the label and select **Figure**.
3. In the *Caption* box, the text *Figure 1: Area of a Circle* now appears. Click **OK**.
4. Select the second equation along with the caption, then press **Delete**. The caption is removed from the document.
5. **SAVE** the document as **Equations Update** in the lesson folder on your flash drive then **CLOSE** the file.

PAUSE. LEAVE Word open to use in the next exercise.

CREATING AND MODIFYING HEADERS AND FOOTERS**The Bottom Line**

A **header** appears on the top of a document's page, and a **footer** appears at the bottom. The *Header & Footer* group is found on the *Insert* tab and contains commands for inserting built-in headers, footers, and page numbers into a *Word* document.

The *Page Number* button in the *Header & Footer* group has commands for inserting page numbers in the header, the footer, or the side margin of a page using the built-in gallery. In this exercise, you learn to insert page numbers in a document.

Adding a Header with a Page Number

You now need to add a header on every page, displaying your last name followed by a page number, according to the MLA style.

STEP BY STEP

Add a Header with a Page Number

USE the *Research on First Ladies Update1* document that is open from a previous exercise.

1. Place the insertion point anywhere on the first page.
2. Click the **Insert** tab.
3. In the *Header & Footer* group, click the **Page Number** button.
4. In the menu that appears, point to *Top of Page*.
5. In the pull-down menu select *Plain Number 3* (see Figure 10-11). Page numbers are inserted on all pages.

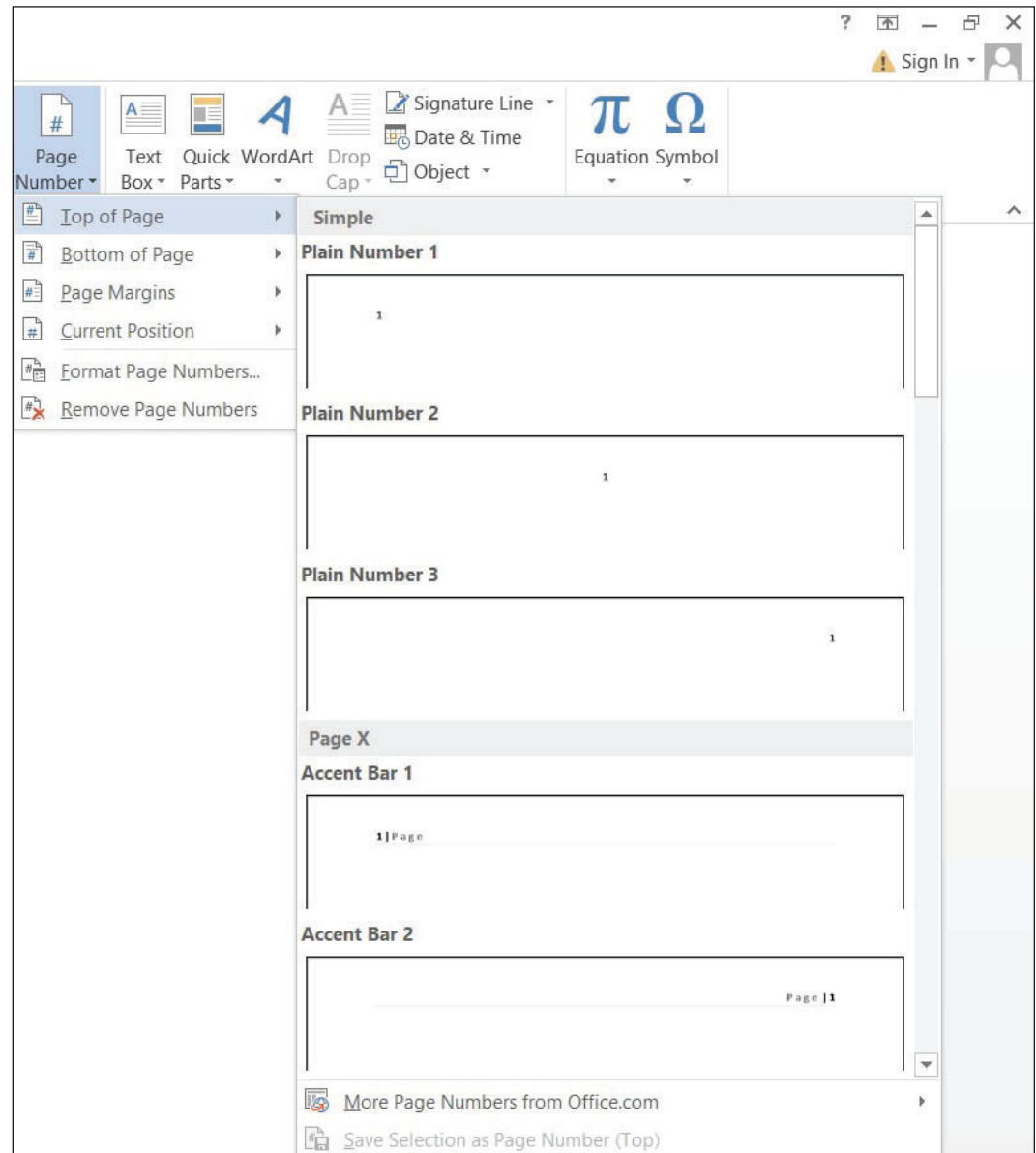
CERTIFICATION
READY? 1.3.6

How would you add a page number?

Notice that the *Header & Footer Tools* opens with the *Design* tab active. The page number is also positioned on the right side as stated in the MLA style guidelines.

Figure 10-11

Page Number menu



**CERTIFICATION
READY? 1.3.4**

How would you insert a header?

6. Make sure the insertion point is resting in front of the Page Number field. Key the last name: **DeLeon**; then press the **Spacebar** once. A page header will be inserted on every page in the document.
7. Click the **Close Header and Footer** button in the *Close* group.
8. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

CREATING A WORKS CITED PAGE

The Bottom Line

Word provides a gallery of bibliography formats from which to choose and enables you to automatically generate a bibliography from the sources in the *Current List* of the *Source Manager* dialog box. A **bibliography** is a page that lists all sources in your paper. Make sure you follow your instructor's instruction as to which format to use. You can choose to insert a bibliography at the end of the document or you can insert a page break to create a new page for the bibliography. After you insert the bibliography, Word allows you to update by adding and deleting sources or removing the bibliography. A bibliography is the same as creating a works cited page. In this exercise, you learn to insert a works cited page.

STEP BY STEP

Insert a Works Cited Page

USE the document that is open from the previous exercise.

1. Press **Ctrl+End** to get to the end of the document. The insertion point is positioned after the last sentence of the document.
2. Press **Ctrl+Enter** to insert a page break.
3. Remove the first line indent.
4. With the insertion point on the new blank page, click the **Bibliography** button in the *Citations & Bibliography* group. A menu of built-in bibliography styles appears (see Figure 10-12).

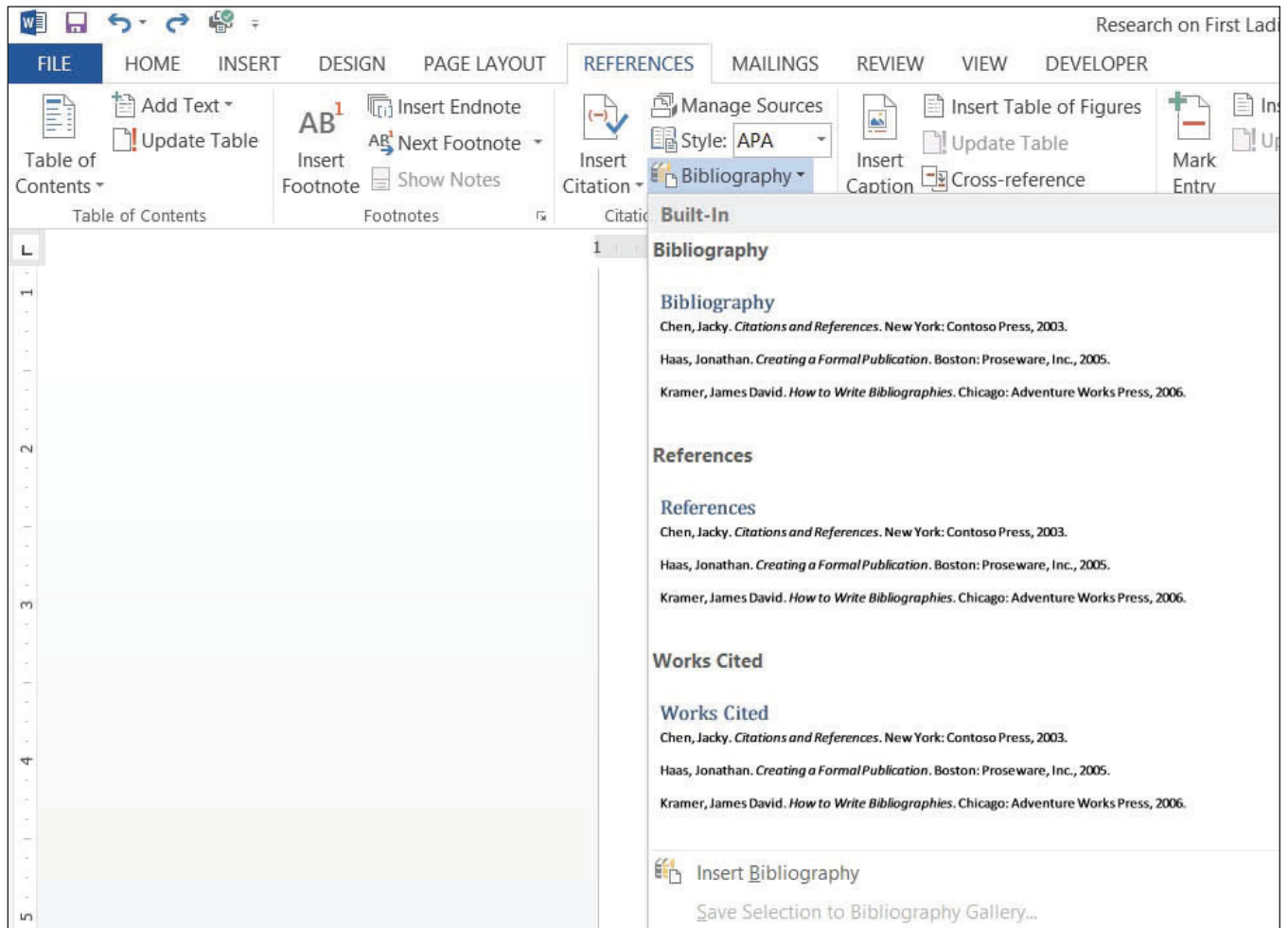
You can choose to insert an automatic bibliography at the end of the document or on a new page. The *Insert Bibliography* command inserts a bibliography without a title. For your research paper, your instructor has instructed you to use the *Works Cited* style.

**CERTIFICATION
READY? 4.1.7**

How do you insert a bibliography?

Figure 10-12

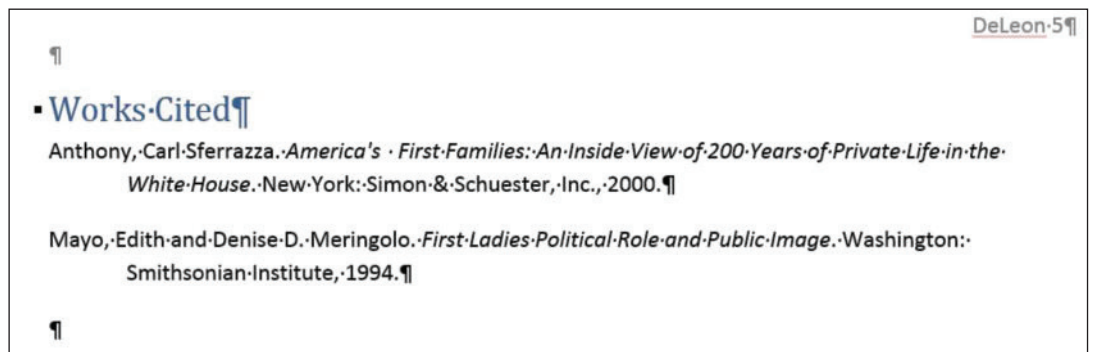
Bibliography menu



5. Select the **Works Cited style**. The works cited is inserted on the new page (see Figure 10-13). The title is also inserted for you and the header continues on the new page.

Figure 10-13

Works Cited page



6. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Updating a Works Cited Page

After adding new sources or modifying sources, you need to update the bibliography to reflect the changes or additions you have made. When you hover your insertion point over the bibliography, Word shows the placeholder, similar to the way it inserts citations. Thus, you can select the bibliography using the placeholder tab—to display the placeholder, place your insertion point by the bibliography heading and a solid arrow pointing down will appear; click the icon to display the placeholder tab. In this exercise, you learn to update your works cited page.

STEP BY STEP

Update a Works Cited Page

USE the document that is open from the previous exercise.

1. Under the heading, *Role of First Ladies*, position the insertion point in the first paragraph, at the beginning of the fifth sentence, after the word *Gutin*.
2. Click **Insert Citation** and select **Add New Source**. The *Create Source* dialog box appears.
3. Click the **Show All Bibliography Fields** box. The dialog box expands to include more fields.
4. Key the source information below as shown in Figure 10-14.

Type of Source: Book

Author: Gutin, Myra G.

Title: The President's Partner: The First Lady in the Twentieth Century

Year: 1989

City: Westport

State/Province: CT

Publisher: Greenwood Press

Figure 10-14

Create Source dialog box

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

- Type of Source: Book
- Author: Gutin, Myra G.
- Title: The President's Partner: The First Lady in the Twentieth Century
- Year: 1989
- City: Westport
- State/Province: CT
- Publisher: Greenwood Press
- Editor: (empty)
- Volume: (empty)
- Number of Volumes: (empty)
- Tag name: Gut89




5. Click **OK**. The citation is inserted.
6. Scroll to the works cited page to update with the new source.
7. Place your insertion point by the works cited heading and solid arrow pointing downward  will appear; click the icon to display the placeholder tab. The *Works Cited* heading collapses the content.
8. Click the **Update Citations and Bibliography**  button. The page is automatically updated. To view the changes, click the **solid arrow**  to expand the works cited page content. The new source is added to the page (see Figure 10-15).

Figure 10-15

Works Cited page updated

**Another Way**

You can also update a bibliography by pressing the shortcut key **F9**.

9. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE Word open for the next exercise.

Deleting a Works Cited Page

You can easily delete a bibliography. However, remember that the source information is still saved with the current document, as well as within *Word's* master list. When *Word* inserts a bibliography, a placeholder is inserted within another placeholder. To delete the entire bibliography, click the placeholder tab next to the title and press the *Delete* key.

STEP BY STEP

Delete a Works Cited Page

USE the document that is open from the previous exercise.

1. Click the placeholder tab (three vertical dots) to select the entire bibliography and source list.
2. Press the **Delete** key. The bibliography is deleted.
3. Click the **Undo** button on the *Quick Access Toolbar*.
4. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

The Bottom Line

INSERTING FOOTNOTES AND ENDNOTES

The exercises you completed above demonstrated how to format your research paper using MLA style. You will apply the skills that you have learned in the exercises below by inserting footnotes, endnotes, a table of contents, and a title page. A title page is created and if your instructor instructed you to insert a table of contents, *Word* easily inserts this into your document. A table of contents page follows the title page and should be separated with a *next page* section break so that headers, footers, and page numbers can be formatted correctly.

Inserting Footnotes in a Document

Both endnotes and footnotes are types of citations in a document where additional information is inserted, and they also serve as references to the source. A **footnote** is placed at the bottom of the page in the document on which the **citation** is located, while an **endnote** is placed at the end of the document. Footnotes and endnotes are automatically numbered. Editing a footnote or endnote is done within the text, and deleting a footnote or endnote will automatically renumber the remaining footnotes or endnotes. As a student, you will use these in your research papers. In this lesson, you learn to insert a footnote and endnote into a document.

STEP BY STEP

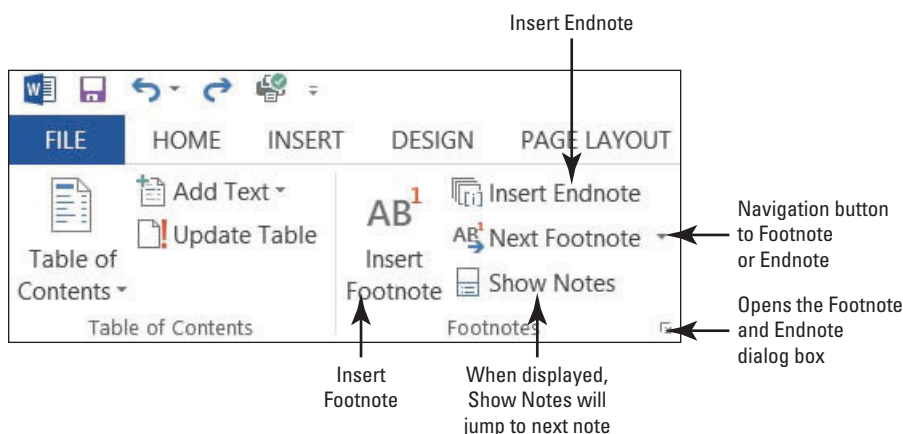
Create Footnotes and Endnotes



OPEN the *First Ladies Research* document from the lesson folder.

1. This document has already been formatted. Your instructions are to insert footnotes or endnotes in your document.
2. Under the heading, *Women in Politics*, position the insertion point at the end of the second paragraph.
3. Click the **Insert Footnote** button in the *Footnotes* group (see Figure 10-16). A superscript ¹ is placed after the paragraph and at the end of the page. You will be citing the source in the footnote area.

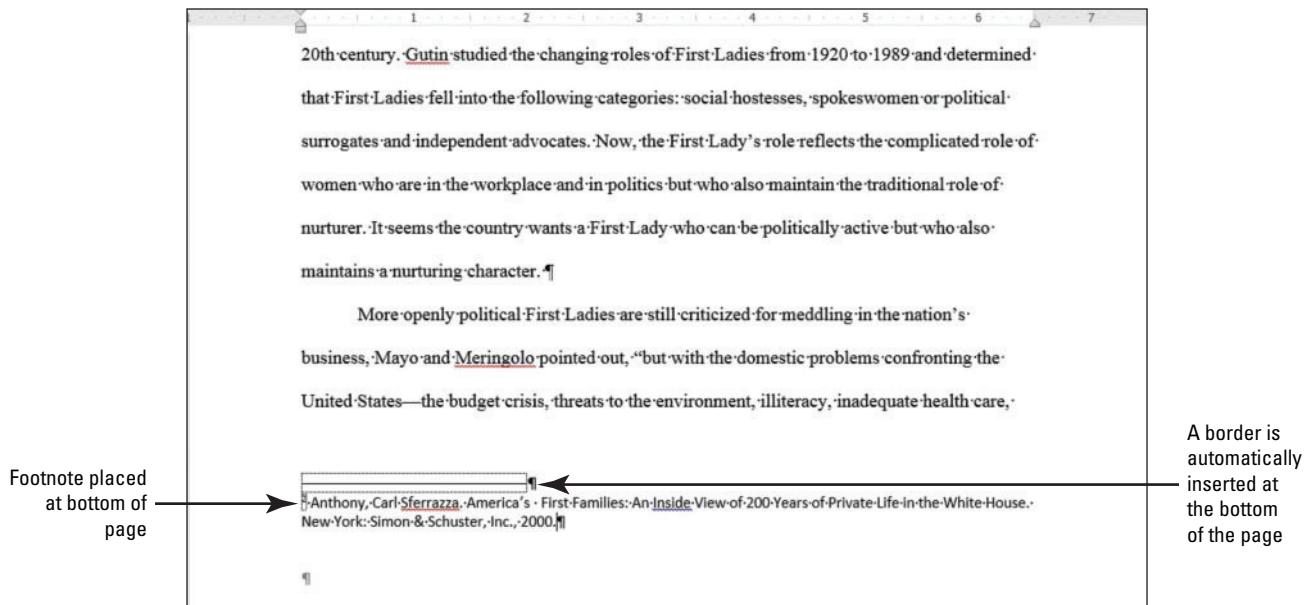
Figure 10-16
Footnotes group



4. Key **Mayo, Edith and Denise, Meringolo. *First Ladies: Political Role and Public Image*. Washington: Smithsonian Institute, 1994.** You have entered the book title source for the footnote.
5. Place the insertion point by the superscript at the end of the second paragraph, and a ScreenTip appears displaying the footnote text.
6. Under the heading, *History of First Ladies*, place the insertion point at the end of the second sentence (before *Anthony*). In the *Footnotes* group, click the **Insert Footnote** button. A superscript ² is placed at the bottom of page 2.
7. At the bottom of the document page, key **Anthony, Carl Sferrazza. *America's First Families: An Inside View of 200 Years of Private Life in the White House*. New York: Simon & Schuster, Inc., 2000.** The bottom of page 2 should resemble Figure 10-17.

Figure 10-17

Unformatted footnote



8. Position the insertion point under the heading, *Role of First Ladies*, at the end of third sentence. In the *Footnotes* group, click the **Insert Footnote** button. A superscript ³ is placed after the punctuation.
9. At the bottom of the document page, key **Gutin, Myra G. *The President's Partner: The First Lady in the Twentieth Century*. Westport: Greenwood Press, 1989.**
10. **SAVE** the document as **First Ladies Research Second Update** in the lesson folder on your flash drive.

**CERTIFICATION
READY?** 4.1.2

How do you place a
footnote in a document?

PAUSE. LEAVE the document open to use in the next exercise.

Formatting Footnotes and Endnotes

According to the **Modern Language Association (MLA)**, a bottom of the page footnote in **MLA Style** is single spaced with a hanging indent and double spacing between each footnote, while an endnote is double spaced with a first line indent. In this lesson, you learn to format and delete a footnote and endnote.

STEP BY STEP

Format Footnotes

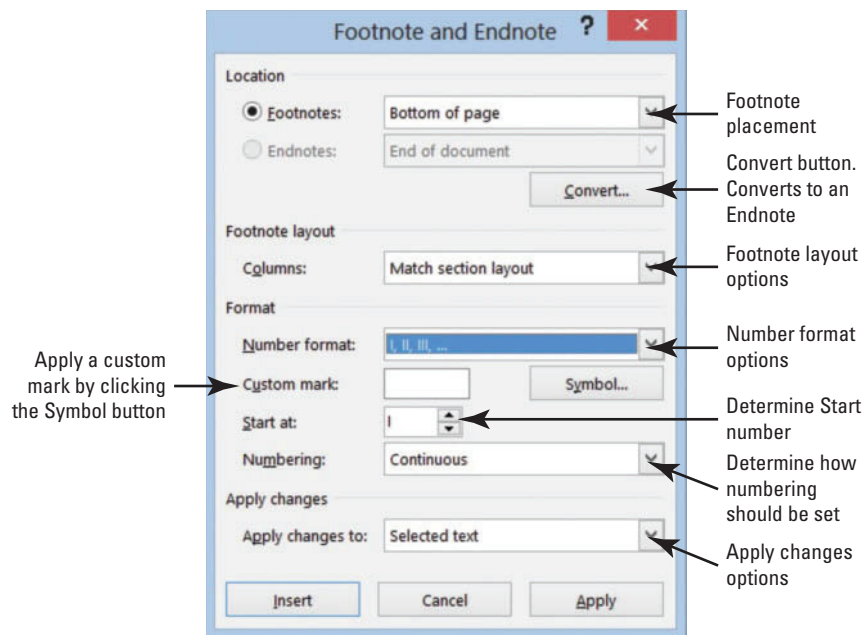
USE the document open from the previous exercise.

1. Press and hold the left mouse button to select the second and third footnote beginning with *Anthony . . . 1989*.
2. Change the indent to a *hanging indent*. The line spacing is already set to single space.
3. Click **OK**.
4. Place the insertion point after the second footnote (the first footnote on page 2) and increase the spacing after to **12 pt**. This action creates spacing between the footnotes.
5. Format the first footnote (on page 1) by changing the indent to a hanging indent, and set the spacing after to 12 pt.
6. Select the paragraph on page 1, beginning with "*The nation . . . background.*"¹
7. Format the paragraph with a *one-inch left indent*.
8. Change the line spacing to *single*.
9. Select the superscript ¹ in the footnote at the bottom of the document on page one.

10. On the *References* tab in the *Footnotes* group, launch the *Footnote and Endnote* dialog box.
11. The *Footnote and Endnote* dialog box opens. In the *Format* section by the *Number format* click the **drop down arrow** and select the *uppercase Roman numerals* (see Figure 10-18).

Figure 10-18

Footnote and Endnote dialog box



12. Click **Apply**. Notice the numbering format has changed for the footnotes in the document.
13. **SAVE** the document in the lesson folder on your flash drive.
14. Place the insertion point after the second footnote in the text under the heading, *History of First Ladies*. **Delete** the footnote.
Notice that the footnote disappeared from page two. When there are more footnotes in your document and you delete one, the rest of the footnotes are automatically renumbered.
15. Click **Undo**.
16. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

**CERTIFICATION
READY?** 4.1.4

How do you modify footnote numbering?

Converting Footnotes and Endnotes

It is easy to convert from a footnote to an endnote or from an endnote to a footnote. In this exercise, you learn to convert from footnotes to endnotes and to format the endnote.

STEP BY STEP

Convert Footnotes and Endnotes

**CERTIFICATION
READY?** 4.1.1

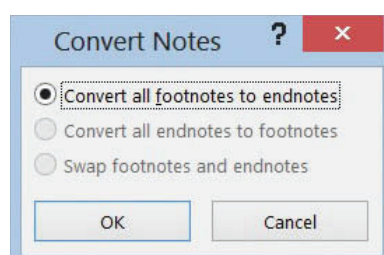
How would you insert an endnote?

USE the document open from the previous exercise.

1. Place the insertion point at the beginning of the first footnote below the horizontal line.
2. In the *Footnotes* group, click the **arrow** to launch the *Footnote and Endnote* dialog box.
3. Click the **Convert** button. The *Convert Notes* dialog box opens. The first option *Convert all footnotes to endnotes* is selected (see Figure 10-19).

Figure 10-19

Convert Notes dialog box



**CERTIFICATION
READY? 4.1.3**

How would you convert a footnote to an endnote?

4. Click **OK** to convert the notes and close the *Convert Notes* dialog box.
5. Click **Insert** OR **Apply** to close the *Footnote and Endnote* dialog box. Scroll through to the end of the document and notice the footnotes are no longer positioned at the end of the page. The endnotes display at the end of the document in lowercase roman numerals.
6. Place the insertion point after the last paragraph in the document and insert a page break to separate the Endnotes from the document and place on a new page.
7. Select the first endnote and change the format to *1, 2, 3...*—the endnotes are renumbered with the new format. Change the spacing to a *double space* and *first line indent* for the endnotes.
8. **SAVE** the document as **First Ladies Research with Endnotes** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

SOFTWARE ORIENTATION

Table of Figures Dialog Box

When working with your research paper, adding a table of contents would make it easy for the reader to locate a section of your paper quickly. The table of contents makes it easy to jump from one location in your document to another. Links are automatically created for you, and should you decide to present online, the links will be in your document.

Use this figure as a reference throughout this lesson as well as the rest of this book.

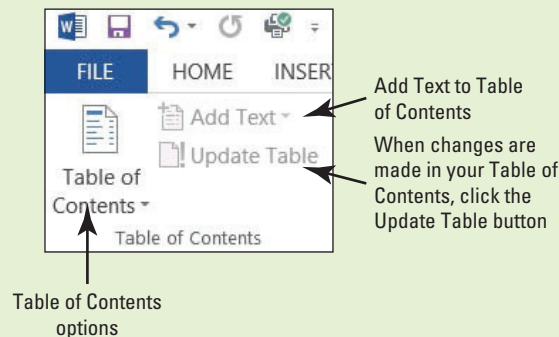


Figure 10-20

Table of Contents group

CREATING A TABLE OF CONTENTS

The Bottom Line

A table of contents is usually found at the beginning of a long document to help readers quickly locate topics of interest. A **table of contents** (TOC) is an ordered list of the headings in a document, along with the page numbers on which they are found. The table of contents follows the title page.

Creating a Table of Contents

Word makes inserting a table of contents easy when using the built-in gallery of styles on the Table of Contents menu. You can use one of the styles from the built-in gallery or manually format a table of contents. Your document must contain heading styles in order for Word to automatically build your Table of Contents. *Word* will construct your Table of Contents based on any heading style that is used in the document. For example, if you use *Heading 1*, *Heading 2*, and *Heading 3* styles in your document and then generate a table of contents, Word automatically knows which heading style you are using. In this exercise, you learn to create a table of contents.

STEP BY STEP**Create a Table of Contents**

USE the document open from the previous exercise.

1. Position the insertion point at the beginning of the document. Add a *next page* section break and then move the insertion point to the first page.

By inserting a section break, you separate the Table of Contents from the rest of the document because you may need to insert page numbers differently.

2. Press **Enter** twice to create a blank line above the section break.
3. Place the insertion point on line one.



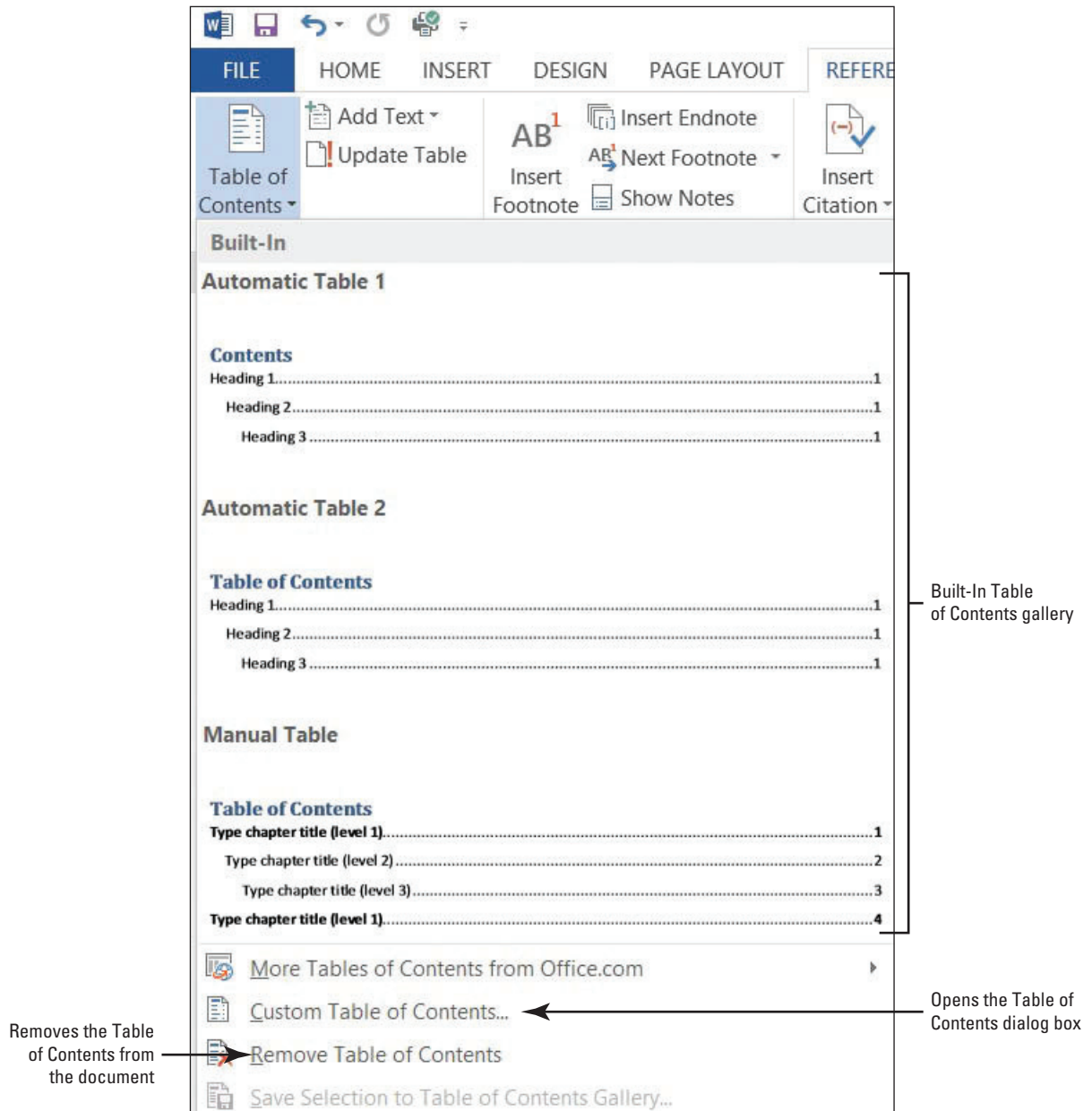
**Cross
Ref**

In Lesson 5, you learned to insert different types of breaks in a document.

4. On the *References* tab, in the *Table of Contents* group, click the **Table of Contents** button. A gallery of built-in styles and a menu appears (see Figure 10-21).

Figure 10-21

Table of Contents menu

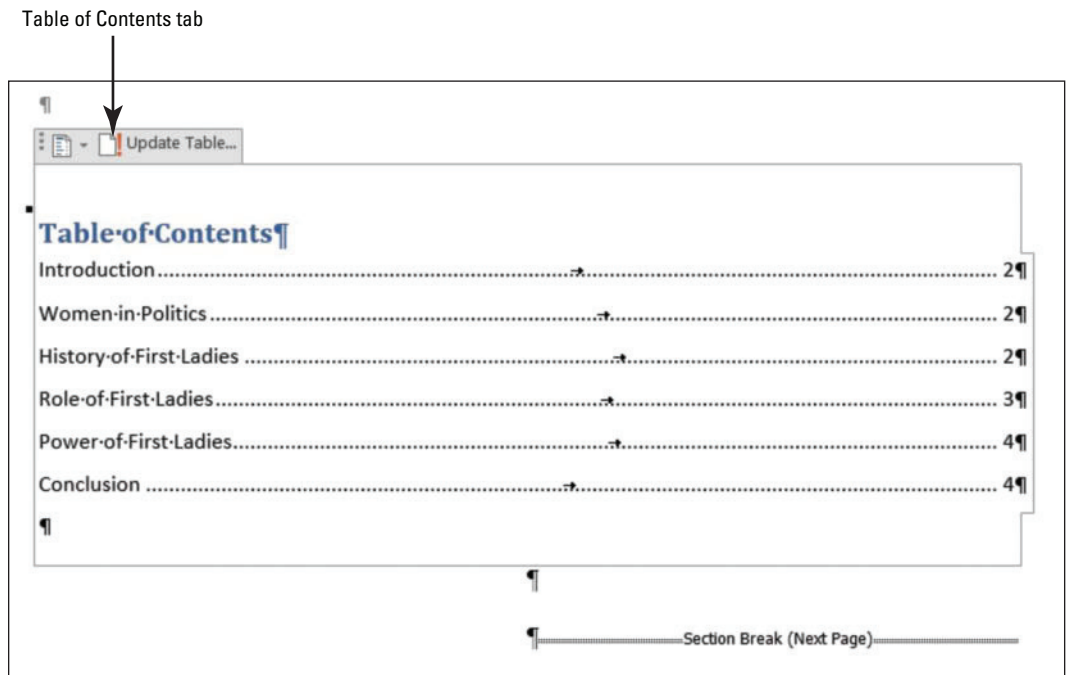


5. Select the **Automatic Table 2** style. The table of contents is inserted in the document (see Figure 10-22).

When you click inside the table of contents, it is shaded in gray. Each entry is linked to the heading in the document and has a ScreenTip that will appear. The Table of Contents style that was selected contains a heading for this page and right tab settings with dot leaders, and the page numbers are automatically positioned by each heading. When the table is selected, the *Table of Contents* tab appears at the top of the table to allow you to select the table, change the format, and update the table quickly.

Figure 10-22

Automatic Table 2 style applied to document



6. Press **Ctrl** then click the **mouse button** to follow the link for *Power of First Ladies*. Word jumps to that section of the document quickly. Press **Ctrl+Home** to go to the beginning of the document.
7. **SAVE** your document as **First Ladies Research with TOC** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Formatting a Table of Contents

The Table of Contents dialog box has other formatting options you can specify, including whether to show page numbers or right-align page numbers. You can also specify **tab leaders**, which are the symbols that appear between the table of contents topic and the corresponding page number. In this lesson, you learn to format a table of contents by changing the alignment tab leaders and levels.

STEP BY STEP

Format a Table of Contents

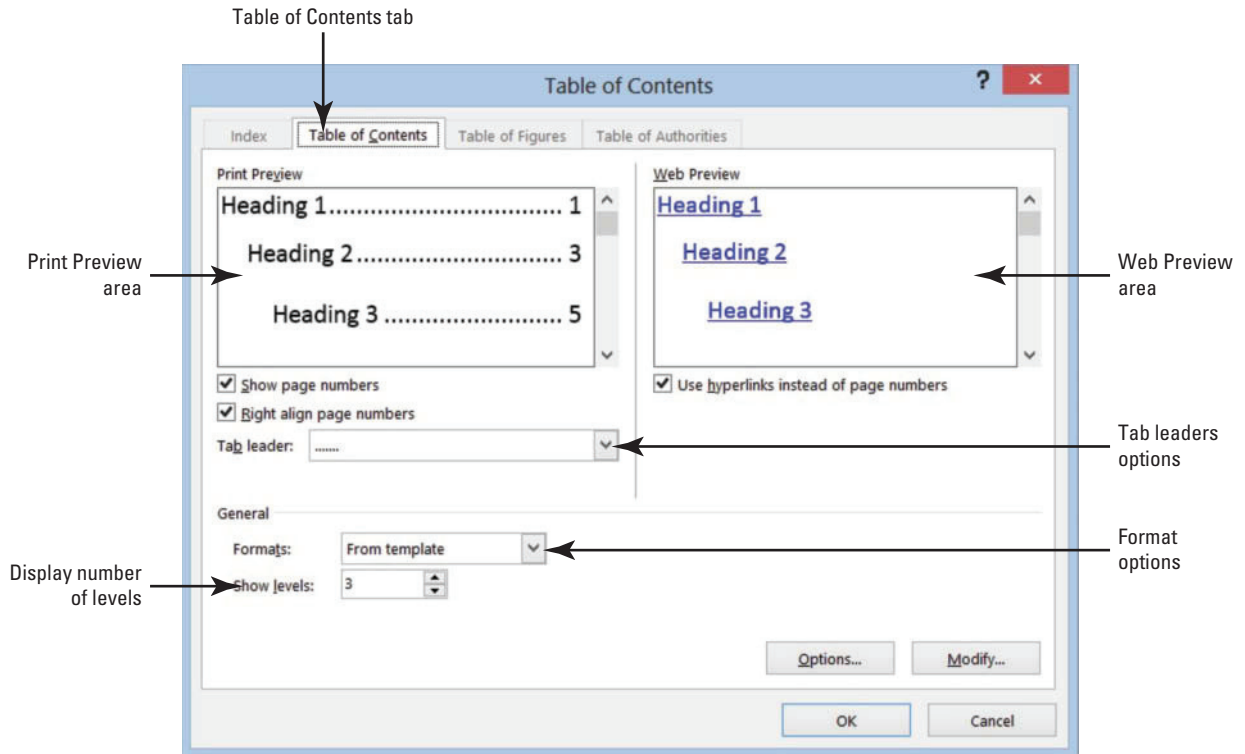
USE the document that is open from the previous exercise.

1. In the *Table of Contents* group, click the **Table of Contents** button.
2. Select **Custom Table of Contents** from the menu. The *Table of Contents* dialog box appears (see Figure 10-23).

The *Print Preview* box lists the styles used to create the table of contents while the *Web Preview* displays hyperlinks instead of page numbers. The *Table of Contents* dialog box offers options for you to specify whether to show page numbers and whether to right-align those page numbers. Tab leaders are symbols that serve as a visual guide from the headings to the page numbers. These can appear as periods, hyphens, lines, or none. The format for the *Table of Contents* can be changed to display different heading levels in the Table of Contents.

Figure 10-23

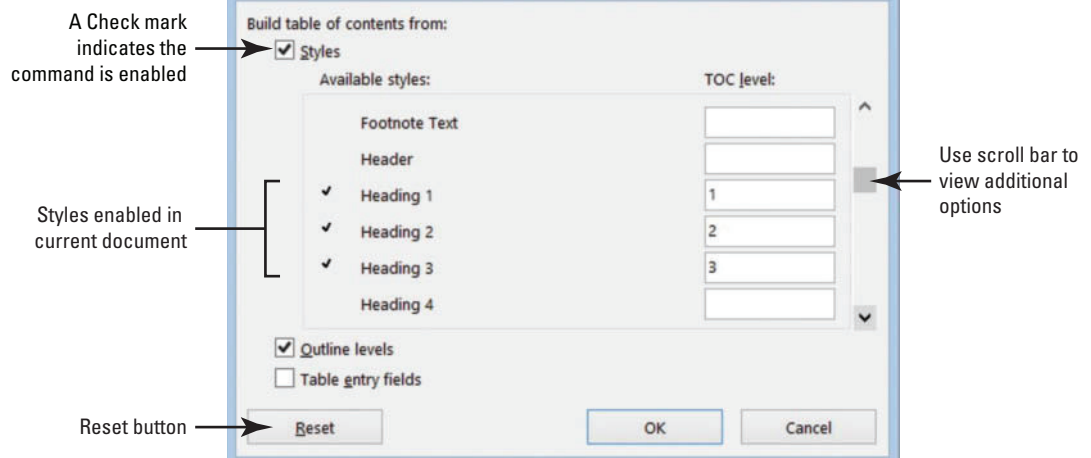
Table of Contents dialog box



3. Scroll through the options and view the table of contents in the preview area.
4. Click the **drop down arrow** by *Formats* and select the *Simple* format. You can see the differences in the format in the preview area.
5. Click the **Options** button to open the *Table of Contents Options* dialog box (see Figure 10-24).

Figure 10-24

Table of Contents Options dialog box



6. In the *Build table of contents from* section, scroll through the Table of Contents level list. Notice the styles and their levels marked for inclusion in the table of contents.
7. Add a *TOC level 4* by keying **4** in the box by *Heading 4*. A check mark is automatically placed by the heading.
8. Click **OK** to close the *Table of Contents Options* dialog box, and then click **OK** to close the *Table of Contents* dialog box.
9. If prompted to replace the selected table of contents, click **Yes**.
10. The table of contents contains the page number by the heading with no tab leader. If you had four levels in your document, you would see *Heading 4* in the *Styles* group of the *Home* tab.

Take Note To remove *Heading 4*, open the *Table of Contents* dialog box and delete the 4.

11. Remove the *Heading 4* in the *Table of Contents Options* dialog box.
12. Change the format to *Distinctive*. The Table of Contents now appears with a line as a leader followed by the page number. Click **OK** and then click **Yes**.
13. **SAVE** the document as **First Ladies Research with TOC1** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Adding Selected Text to a Table of Contents

Sometimes in a table of contents you might want to include text that has not been formatted with a heading style. The *Add Text* menu enables you to choose the level at which the new text will appear. The levels available in the *Add Text* drop down menu are *Do Not Show in Table of Contents*, *Level 1*, *Level 2*, and *Level 3*. When working with tables of contents in other documents that have more levels, additional options may be available on the styles in the *Table of Contents Options*.

STEP BY STEP

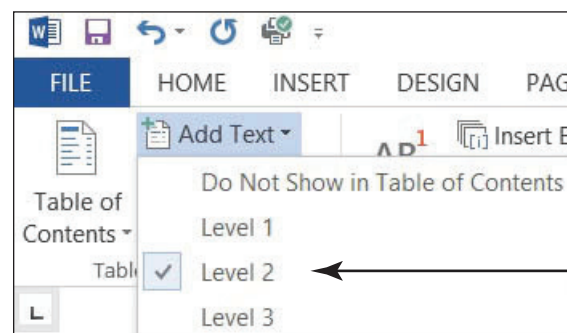
Add Selected Text to a Table of Contents

USE the document that is open from the previous exercise.

1. Scroll to page 2 of the document and position the insertion point before the W in *Women in Politics*. Even though this heading contains a style, you can still apply the *Add Text* command.
 2. On the *Insert* tab, in the *Pages* group, click the **Page Break** button to move that section to a new page.
 3. Select the *Women in Politics* text.
 4. In the *Table of Contents* group, click the **drop down arrow** by the *Add Text* button to display the menu.
 5. Select *Level 2* from the menu (see Figure 10-25). This changes the existing level to the new level.
- Text that is not formatted with a heading style can also be added as a level to include in a table of contents.

Figure 10-25

Add Text button and menu



Add Text will automatically change an existing level to a new select level. Text that is not already formatted as a style can be added

6. Select the heading "*The Evolving Role of the First Lady.*" Click the **Add Text** button and select *Level 1*. The heading moves to the left of the document.
7. **SAVE** the document as **First Ladies Research with TOC2** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Updating a Table of Contents

After adding new text, a new page, or modifying the table of contents; the next step is to update the table of contents. You can update the entire table or only the page numbers. In this exercise, you learn to update the table of contents.

STEP BY STEP

Update a Table of Contents

USE the document that is open from the previous exercise.

1. Scroll to the beginning of page 1 and click the **tab selector** in the **Table of Contents** tab to select. The *Update Table of Contents* dialog box appears. The default option button for *Update page numbers only* is selected (see Figure 10-26).

Figure 10-26

Update Table of Contents dialog box

You can update page numbers only or the entire table



Another Way

You can also use the shortcut key **F9** to open the Update Table of Contents dialog box.

2. Select the option button to *Update entire table* then click **OK**. The table of contents is updated, and notice the *Women in Politics* heading is indented 0.15" from the left margin. You also see the differences in the levels in the table of contents. You can also click the *Update Table* button on the tab or in the *Table of Contents* group.
3. **SAVE** the document in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Removing a Table of Contents

If you no longer need the Table of Contents in your document, you can remove it quickly from the document.

STEP BY STEP

Remove a Table of Contents

USE the document that is open from the previous exercise.

1. In the *Table of Contents* group, click **Table of Contents** and then click **Remove Table of Contents** or use the tab selector to select *Remove Table of Contents*.
2. **Delete** the section break and blank line from the document.
3. **SAVE** the document as **First Ladies Research Update2** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open for the next exercise.

The Bottom Line

ADDING A TITLE PAGE

A title page appears at the beginning of the document with the title of the document, followed by your name and school name.

Adding a Title Page

A title page should be separated from the rest of the document with a section break, so you can apply formatting that will not affect the whole document. Always check with your instructor as to which style you will be using for your report and whether a title page is required. A title page is placed before the table of contents. Always separate your title page with a section breaks to avoid formatting errors. In this exercise, you learn to add a title page.

STEP BY STEP

Add a Title Page

USE the document that is open from the previous exercise.

1. Position the insertion point at the beginning of the document, and then select the heading *The Evolving Role of the First Lady*.
2. Earlier in the lesson, you changed the heading to a Level 1 so that it would appear in the Table of Contents. In the *Table of Contents* group, select *Add Text* and then select *Do Not Show in Table of Contents*.
3. Position the insertion point at the end of the line and insert a *Next Page section break*. The heading is moved to the beginning of the document.
4. Press **Enter** three times to create blank lines after the heading and before the section break.



Cross
Ref

In Lesson 5, you learned to insert different types of breaks in a document.

5. On the blank line, key **Victoria DeLeon** and then press **Enter**.
6. Key **Local College** as your school's name. Make sure that the font and font size is the same. It should be *Times New Roman, 12 pt*.
7. *Center* the three lines and change the page layout to *center vertically* on the page. Change the *spacing after* the title to *162 pt*.
8. **SAVE** the document as **First Ladies Research Update3** in the lesson folder on your flash drive.
9. Position the insertion point on the blank line above *Introduction*.
10. Insert a page break and move the insertion point to where the page break appears and insert a blank line before the page break.
11. Insert the *Automatic Table 1* table of contents.
12. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

INSERTING HYPERLINKS

The Bottom Line

Hyperlinks can also be added to a research paper or any documents that require a link to help the reader quickly find the source you are referring to in your document. Your instructor may require you to share your document online with others; which will allow your readers to follow links in your document. In another lesson, you will learn to use the *Present Online* command which will automatically create a link to your document. A **hyperlink** is a way to jump from one location to another. It can be in the same document or to an external location. To follow the link, you would press the Ctrl key with left mouse button on the hyperlink. Hyperlinks can be applied to text or graphics. Hyperlinks can be external links to a web page on the Internet to a specific target location within the document as a bookmark or heading, to an email address, or to a different document.

Inserting a Hyperlink

A hyperlink quickly takes you to a location within the document, web page, a different document, or email address. In this exercise, you learn to insert a hyperlink in text and an image, add a ScreenTip, and remove a hyperlink and ScreenTip.

STEP BY STEP Insert a Hyperlink

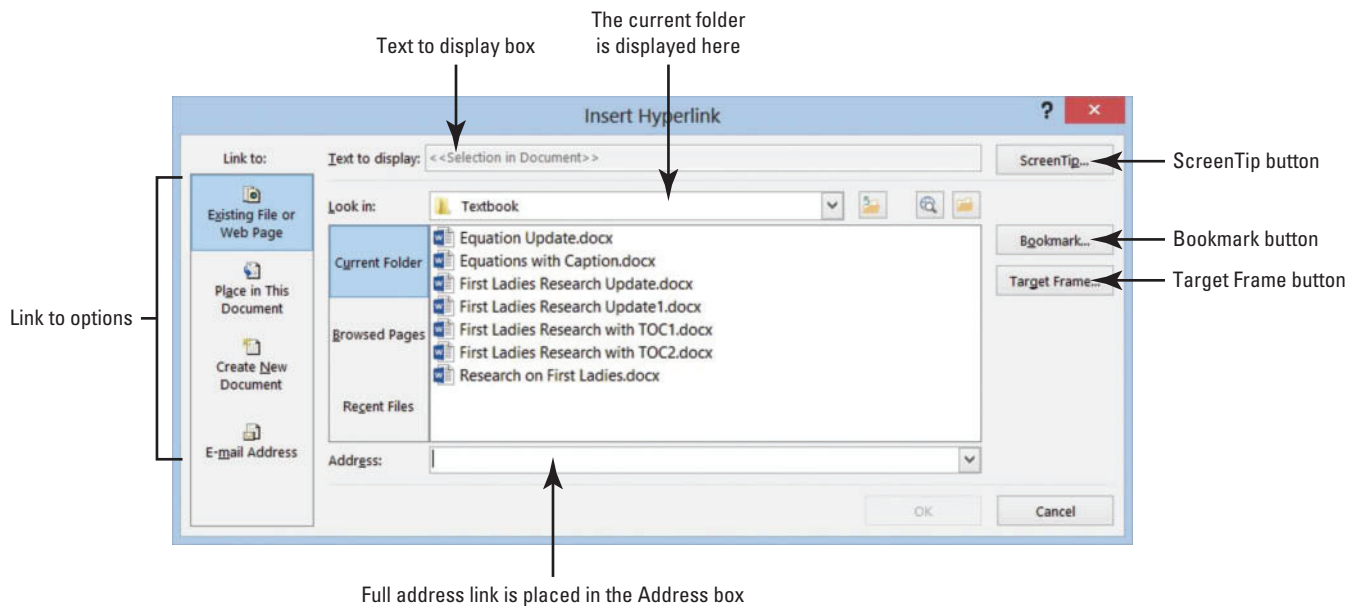


OPEN the *Research on First Ladies Update1* document from a previous exercise.

1. Go to page four and select the *Nancy Reagan* picture.
2. On the *Insert* tab, in the *Links* group, click the **Hyperlink** button to open the *Insert Hyperlink* dialog box (see Figure 10-27).

Figure 10-27

Insert Hyperlink dialog box



By default, the Existing File or Web Page is selected. There are additional options on where to place the link.

**CERTIFICATION
READY?** **1.2.2**

How do you insert a
hyperlink?

3. Key <http://www.firstladies.org/biographies/> in the *Address* box; then click **OK**.

Hypertext Transfer Protocol (HTTP) is how the data is transferred to the external site through the servers. The picture is now linked to the external site.

4. To test the link, press **Ctrl** then click the left mouse button. When you hover over the link, a ScreenTip automatically appears with instructions on what to do.
5. Select the *Hillary Clinton* picture and repeat steps 2 and 3. *Word* recalls the last address, and the full address will appear once you start typing. You have now linked two pictures to an external site.

It is recommended that you always test your links before posting or sharing. You can add links to text or phrases and use the same process that you just completed.

6. Insert hyperlinks with the same Web address to both First Ladies names. Both names are now underlined, showing that they are linked.
7. Hover over Nancy Reagan's picture and you should see the full address that you keyed. It would be better to change the ScreenTip with the First Lady's full name. Select *Nancy Reagan's* picture.
8. Press **Ctrl+K** to open the *Edit Hyperlink* dialog box.
9. Click the **ScreenTip** button. The *Set Hyperlink ScreenTip* dialog box appears.



Another Way

Right-click to open the Insert Hyperlink or Edit Hyperlink dialog box.

10. Key **First Lady Nancy Reagan**.
11. Click **OK** to close the dialog box. Click **OK** to close the *Edit Hyperlink* dialog box.
12. Place your insertion point over the image and notice the ScreenTip; it now appears as *First Lady Nancy Reagan*.
13. Repeat steps 7–11 for *First Lady Hillary Clinton* and review your ScreenTip.
14. **SAVE** the document as **Research on First Ladies with Links** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Removing a Hyperlink and ScreenTip

Once a hyperlink is removed, it will no longer be linked to a document or external web location. Hyperlinks are removed the same way for text and images. After a ScreenTip is deleted, it will no longer be displayed in the hyperlink; however, the link will remain active. In this exercise, you learn to remove a hyperlink and ScreenTip.

STEP BY STEP

Remove a Hyperlink and ScreenTip

USE the document open from the previous exercise.

1. Select the image of Hillary Clinton.
2. Use the shortcut method, **Ctrl+K**, to access the *Edit Hyperlink* dialog box.
3. Click **Remove Link** to remove the hyperlink.
4. Hover over the image and notice that the ScreenTip no longer appears and the hyperlink has been removed.
5. Select the image of Nancy Reagan, and on the *Links* group, click the **Hyperlink** button.
6. Click the **ScreenTip** button; then select and **delete** *First Lady Nancy Reagan*.
7. Click **OK** twice.
8. Hover over the image and the ScreenTip is no longer showing but the image is still linked to an external site.
9. Use the right mouse button to open the shortcut menu and remove the links on the two text hyperlinks and on the image.
10. **SAVE** the document as **Research on First Ladies with no Links** in the lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

Adding an Email as a Hyperlink

An email address link is used to provide contact information, elicit feedback, or request information. In this exercise, you learn to add an email as a hyperlink.

STEP BY STEP

Add an Email as a Hyperlink

USE the document open from the previous exercise.

1. Press **Ctrl+Home** to move to the beginning of the document.
2. Select *Victoria DeLeon*.

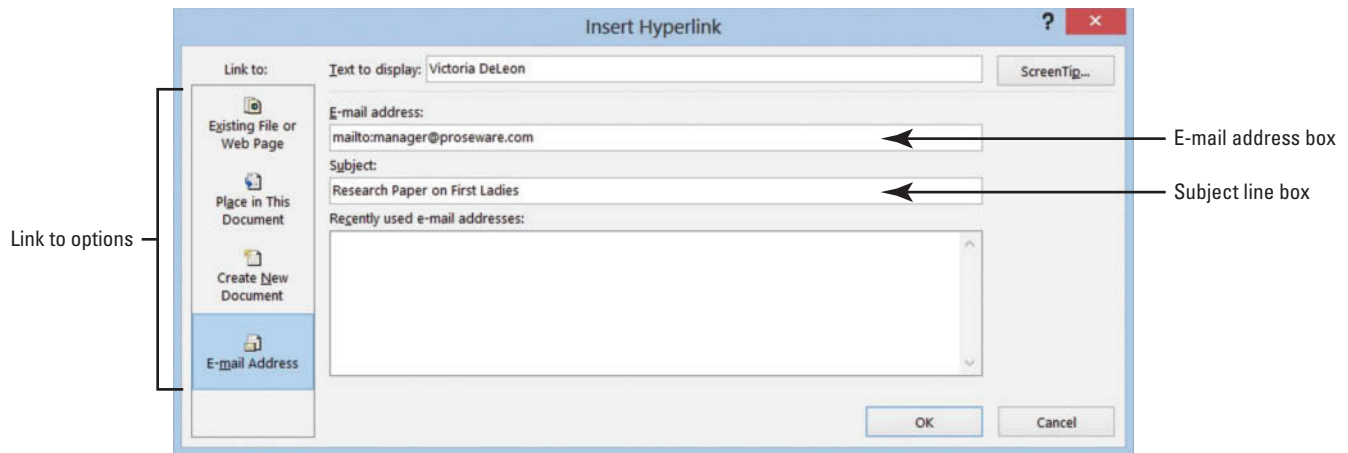
Take Note Email links can be applied to text or images.

3. Click the **Hyperlink** button or press **Ctrl+K**. The *Insert Hyperlink* dialog box opens. Victoria is the manager at Proseware and would prefer to receive her email notifications at work.

4. Under the *Link to* section, click **E-mail Address**. Notice the dialog box changes what information is to be filled in.
5. In the *E-mail address* box, key **manager@proseware.com**. The text *mailto;* automatically appears when you begin keying the email address.
6. For the *Subject* box, key **Research Paper on First Ladies** as displayed in Figure 10-28.

Figure 10-28

Insert Hyperlink dialog box
E-mail Address link



**CERTIFICATION
READY?** 1.2.2

How do you create an email
hyperlink?

7. Click the **ScreenTip** button to open the *Set Hyperlink ScreenTip* dialog box; then in the *ScreenTip* text box, key **Manager**.
8. Click **OK** twice.
An email link can also be inserted for an image.
9. Test your email link by pressing the **Ctrl** key and clicking the left mouse button once. The *mailto* link opens the Outlook messaging box with the email address and subject line already inserted.
If Outlook is not set up on your computer, you will be unable to use this feature.
10. **SAVE** the document as **Research on First Ladies1** in your lesson folder on your flash drive.

PAUSE. LEAVE the document open to use in the next exercise.

CREATING BOOKMARKS

The Bottom Line

A **bookmark** is a reference point, a location, or a selection of text that you name and identify for future reference. For instance, you may like to revisit a page in a document and locate text. You could create a bookmark; then use the Bookmark dialog box to get there quickly using the name of the bookmark you created.

Adding a Bookmark

For your research paper, you will be sharing your work online and inserting bookmarks in your document that will make it easier for your readers to navigate through the document. In this exercise, you learn to add a bookmark in a document. Bookmark names can contain numbers, but they must begin with a letter. Spaces are not valid when naming a bookmark; therefore, separate text with an underscore or keep text together with no space, for example, *Trade_Secrets* or *TradeSecrets*.

STEP BY STEP**Add Bookmark**

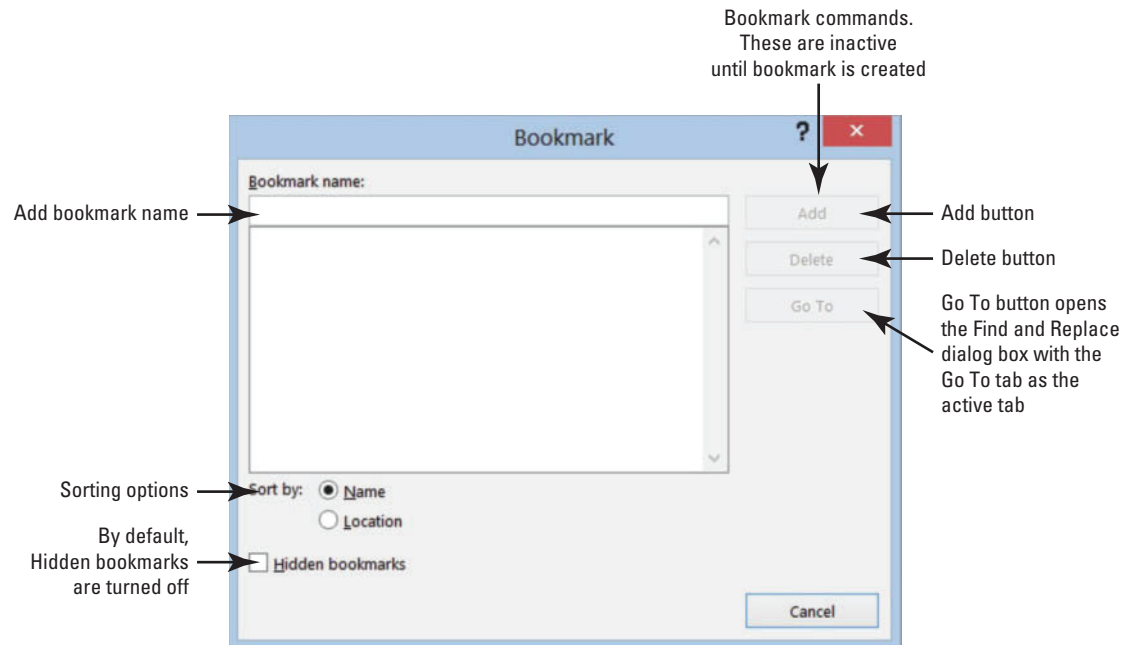
USE the document open from the previous exercise.

1. Select the *The Evolving Role of the First Lady* text.
2. In the *Links* group, click the **Bookmark** button. The *Bookmark* dialog box opens (see Figure 10-29).

Bookmark names can contain up to 40 characters and spaces are not allowed when using Bookmarks; therefore, you would use an underscore to separate words.

Figure 10-29

Bookmark dialog box



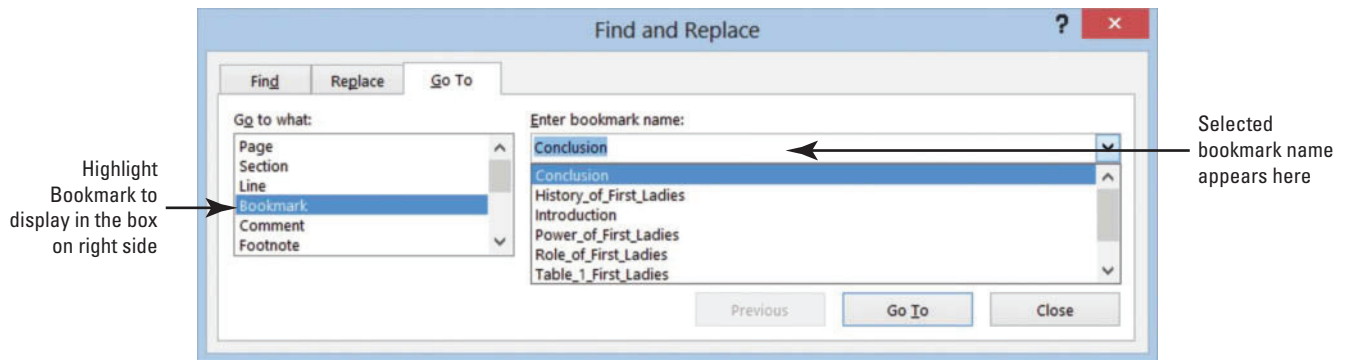
3. Key **Title** in the Bookmark name.
4. Click the **Add** button.
5. Open the *Bookmark* dialog box again to view the bookmark in the middle box; then close.
6. Select *Introduction*; then click the **Bookmark** button.
7. Key **Introduction** in the *Bookmark* name box.
8. Click **Add**.
9. Create a bookmark for each heading in the document. Remember to use underscores in place of spaces.
10. Select the caption, *Table 1 First Ladies* and create a bookmark for this table. Captions can also contain a bookmark. Now that you have finished creating the locations for the bookmark, it's time to test it. Use the *Go To* command to go directly to the bookmark.
11. On the *Home* tab, in the *Editing* group, click the **drop down arrow** next to *Find* and select **Go To**. The *Find and Replace* dialog box opens with the *Go To* tab open.
12. In the *Go to What* section, select **Bookmark** (see Figure 10-30). The right side of the box displays the bookmarks that you created in the previous steps.

**CERTIFICATION
READY? 1.2.3**

How do you create a bookmark?

Figure 10-30

Find and Replace dialog box

CERTIFICATION
READY?

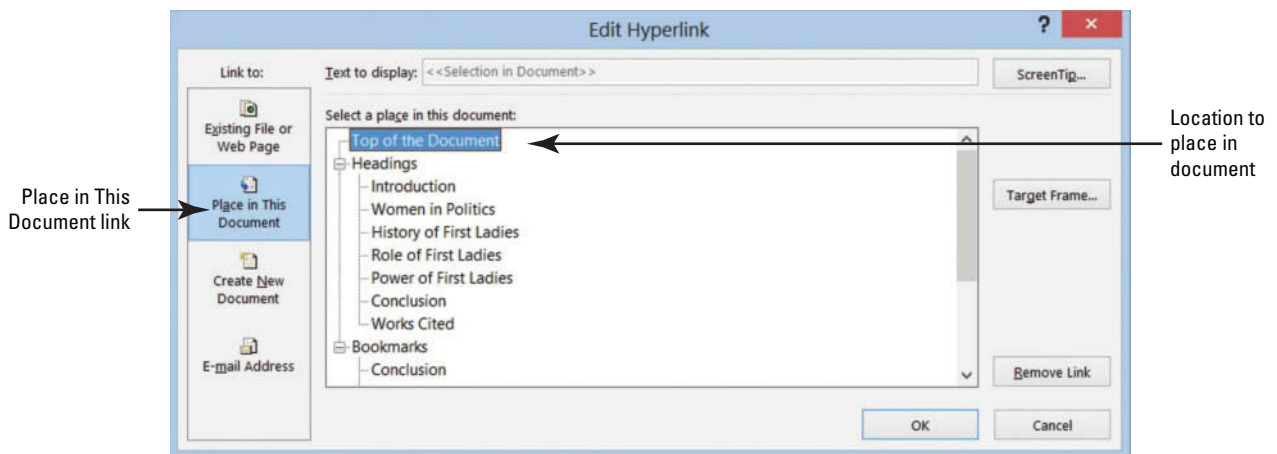
1.2.4

How would you use the Go
To command?

13. Select *Title*; then click the **Go To** button. It automatically jumps to the bookmark in the document.
14. Test all bookmarks.
15. Press **Ctrl+End** to move to the end of the document, and create one blank line below the *Work Cited* page. It should appear below the *Works Cited* box.
16. Key **Back to Top** and right-align.
You will create one more link to move to the beginning of the document.
17. Select **Back to Top**; then press **Ctrl+K** to open the *Insert Hyperlink* dialog box.
18. In the *Link to* section, select *Place in This Document* and notice the center section changes and displays the headings and bookmarks in the document.
19. Click **Top of the Document** then click **OK** (see Figure 10-31).

Figure 10-31

Edit Hyperlink dialog box



20. Press **Ctrl+Click** to test the link. It jumps to the beginning of the document. This document is ready to be shared online with others.
21. **SAVE** the document as **Research on First Ladies2** in the lesson folder on your flash drive then **CLOSE** the file.

CLOSE Word.**Cross
Ref**

You can access the *Go To* command in one of the following ways: (1) press the shortcut key **F5**; (2) in the Editing group, click the Find button arrow; (3) press **Ctrl+G**; or (4) open the Navigation Pane. Using any one of these commands will open the *Find and Replace* dialog box as you learned in Lesson 2.

**Troubleshooting**

If your bookmark does not run properly, delete the bookmark, select the text, the same name, and then click Add.

SKILL SUMMARY

In this lesson you learned to:	Exam Objective	Objective Number
Format a Research Paper		
Create Citations	Insert citations.	4.1.6
	Change citation styles.	4.1.8
	Insert citations placeholders.	4.1.5
Add Captions	Add captions.	4.2.1
	Change caption formats.	4.2.3
	Change caption labels.	4.2.4
	Set caption positions.	4.2.2
	Exclude labels from captions.	4.2.5
Create and Modify Headers or Footers	Insert page numbers.	1.3.6
	Insert simple headers and footers.	1.3.4
Create a Works Cited Page	Insert bibliography.	4.1.7
Insert Footnotes and Endnotes	Manage footnote locations.	4.1.2
	Modify footnote numbering.	4.1.4
	Insert endnotes.	4.1.1
	Configure endnote formats.	4.1.3
Create a Table of Contents		
Add a Title Page		
Insert Hyperlinks	Insert hyperlinks.	1.2.2
Create Bookmarks	Create bookmarks.	1.2.3
	Demonstrate how to use Go To.	1.2.4

Knowledge Assessment**Multiple Choice**

Select the best response for the following statements.

- A table of contents is located at the _____ of the document.
 - Middle
 - End
 - Beginning
 - None of the above
- Tab leaders can be changed into what types of symbols for use in a table of contents?
 - Periods
 - Hyphens
 - Lines
 - All of the above
- Which menu will allow you to add content to the table of contents?
 - Update Table
 - Add Text
 - Add Bookmark
 - None of the above

4. When adding a page or text to a table of contents, it is recommended that you
 - a. Click the Update Table button on the Ribbon
 - b. Press F9
 - c. Click the Update Table button above the table of contents
 - d. All of the above
5. By default, a footnote is placed
 - a. At the beginning of the document
 - b. At the end of the document
 - c. At the end of the page
 - d. Below text
6. Formatting a footnote in a document, per MLA style, should be
 - a. single spaced with a hanging indent and triple spaced between each footnote
 - b. single spaced with a hanging indent and doubled spaced between each footnote
 - c. doubled spaced with a hanging indent and single spaced between each footnote
 - d. No format is needed.
7. Hyperlinks can be linked
 - a. From one page to another page
 - b. To a website
 - c. To an email
 - d. All of the above
8. Reference points in a document are created using which command?
 - a. Bookmark
 - b. Hyperlink
 - c. Email
 - d. All of the above
9. The Footnote and Endnote dialog box contains an option to change the page number format to
 - a. Uppercase Roman numerals
 - b. A1, A2, A3, etc.
 - c. a and b
 - d. This is not an option.
10. Endnotes can be converted to which of the following?
 - a. Table of contents
 - b. Footnotes
 - c. Hyperlinks
 - d. They cannot be converted

True/False

Circle T if the statement is true or F if the statement is false.

- T F 1. A table of contents is usually found at the end of a document.
- T F 2. The Custom Table of Contents option allows you to create a table of contents on your own.
- T F 3. You can choose a hyphen as tab leaders for a table of contents.
- T F 4. Only text formatted with a heading style can be included in a table of contents.
- T F 5. You can choose to update only the page numbers in a table of contents.
- T F 6. Hyperlinks can be applied to text or graphics.
- T F 7. When you create an email link, the Outlook application will automatically open.
- T F 8. A bookmark is a reference point in a document.
- T F 9. An endnote is a citation that is placed at the end of the document.
- T F 10. Deleting a footnote or endnote will automatically renumber the remaining footnotes or endnotes.

Competency Assessment

Project 10-1: Mom's Favorite Recipes

You know that your mom will be sending you more recipes for her cookbook. You decide to create a table of contents using headings in the cookbook, making it easy to update as recipes are added.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *Moms Favorites Recipes* from the data files for this lesson.
2. On the *Home* tab, turn on your *Show/Hide* command.
3. **SAVE** the document as *10-1 Moms Recipes TOC* in the lesson folder on your flash drive.
4. Use the *Go To* command to go to page 3.
5. Select the *Breads* heading and apply the *Heading 1* style.
6. Select the *Banana Nut Bread/Chocolate Chip Muffins* heading and apply the *Heading 2* style.
7. Apply the *Heading 2* style to the remaining recipe headings under the *Breads* section.
8. Position the insertion point before the *M* in *Main Dishes* on the first page.
9. On the *References* tab, in the *Table of Contents* group, click the **Table of Contents** button.
10. Select *Automatic Table 1* from the menu.
11. Center the title, *Contents*, make it bold, and apply the *Title* style.
12. Select the table tab and click the **Update Table** button.
13. Update the page numbers only.
14. **SAVE** the document in the lesson folder on your flash drive, and then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Project 10-2: Margie's Travel

You will be updating the Family Vacation8 flyer created in an earlier lesson. Since this flyer will be shared by email, you want to insert hyperlinks and Margie's email address.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the *Family Vacation8* document from the lesson folder.
2. **SAVE** the document as *10-2 Vacation Flyer Update* in the lesson folder on your flash drive.
3. Select the text *Margie's Travel Agency*. On the *Insert* tab in the *Links* group, select *Hyperlink*.
4. In the Address box, key <http://www.margiestravel.com>. Click **OK**.
5. Place the insertion point at the end of the body paragraph, and press **Enter**.
6. Key **Contact: Margie** and *align right*.
7. Select *Margie* and in the *Links* group, click **Hyperlink**, then select *E-mail address*.
8. For the *E-mail address*, key **Margie@margiestravel.com**.
9. Key **More information on Travel Plans** in the Subject box.
10. Click **OK**.
11. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

LEAVE Word open for the next project.

Proficiency Assessment

Project 10-3: Real Estate

You will be updating one of the marketing flyers that you created. This flyer will be posted in the newspaper, school papers, and real estate brochures. A caption is needed.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the *Marketing Flyer* document from the lesson folder.
2. **SAVE** the document as *10-3 Marketing Flyer Update* in the lesson folder on your flash drive.
3. Apply a shadow page border and select *Green, Accent 6, Darker 50%*. Select the ninth option from the *Style* list.
4. Add a page color and select *Green, Accent 6, Lighter 80%*.
5. Insert a figure caption to the SmartArt graphic and key **Tech Terrace Real Estate helped the Loston's purchase their new home.**
6. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

LEAVE Word open for the next project.

Project 10-4: British Novel – Mothers and Daughters of Bleak House

You and your friend are taking a British Literature class. Elizabeth has finished her paper, but you noticed that formatting needs to be corrected, and you have agreed to format the document for her and insert a header with a page number.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *Mothers and Daughters of Bleak House* from the lesson folder.
2. **SAVE** the document as *10-4 Bleak House – British Novel* in the lesson folder on your flash drive.
3. Change the style to *MLA*.
4. Change the font to *Times New Roman* and font size to 12 pt for the entire document.
5. Change the line spacing to *double*.
6. *Center* the title.
7. *Indent* the first line for all paragraphs.
8. Key the following information on the appropriate line.
 First line: **Elizabeth Steele**
 Second line: **ENG 5306: British Novel**
 Third line: **Dr. P. Hartman**
 Fourth line: **May 6, 20XX**
9. Insert a *header* with her last name followed by the *page number*—apply the *Plain Number 3*.
10. Format the header to *Times New Roman* and change the font size to 12 pt.
11. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.

Mastery Assessment

Project 10-5: USA Proposal

You have completed a course at the local community college and learned how easy it is to add a table of contents in a document. However, this document was created without any heading styles. Use the *Add Text* command to create a table of contents.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** *USA Proposal* from the data files for this lesson.
2. **SAVE** the document as *10-5 USA Proposal Update* in your flash drive in the lesson folder.
3. Apply the **Add Text** command to create a table of contents with three levels. *Level 1 — Proposal Description*, *Level 2 — the three Options*, and *Level 3 — the cities* listed under each option.
4. Add a *Next Page* section break at the beginning of the document and remove the formatting.
5. Key **Table of Contents** and press **Enter** two times.
6. Change the font to *Arial*, font size *14 pt*, spacing after to *12 pt* and *center*.
7. Create a *Custom Table of Contents* using the *Formal* format.
8. Add a page break at the beginning of each option then update the entire table.
9. **SAVE** the document in the lesson folder on your flash drive then **CLOSE** the file.

PAUSE. LEAVE Word open for the next exercise.

Project 10-6: Bleak House – British Novel

You are continuing with Project 10-4. Elizabeth added her sources of references to the document manually. As you two were discussing your papers, you mentioned there was an easier way to insert footnotes. You will show her how to add a few footnotes and how easy it is to convert them to an endnotes page. Format the footnotes according to the MLA guidelines. Use the Line Numbers to assist you in finding the paragraphs.



GET READY. LAUNCH Word if it is not already running.

1. **OPEN** the *10-4 Bleak House – British Novel* document.
2. **SAVE** the document as *10-6 Bleak House – British Novel* in the lesson folder on your flash drive.
3. Follow the instruction in the table below and key the information (making sure to format the footnotes according to the MLA guidelines):

Place the insertion point at the end of the third paragraph and insert a footnote.	McCormick, Marjorie. <i>Mothers in the English Novel: From Stereotype to Archetype</i>. London: Garland, 1991. Print.
Indent the seventh paragraph one-inch from the left and right margin and remove the first line indent and quotation marks. Then at the end of the paragraph, insert a second footnote.	Stubbs, Patricia. <i>Women and Fiction: Feminism and the Novel 1880–1920</i>. Sussex: Harvester, 1979. Print.
At the end of paragraph nine, insert a footnote.	Nord, Deborah Epstein. <i>Walking the Victorian Streets: Women, Representations, and the City</i>. London: Cornell University, 1995. Print.
At the end of paragraph 14, insert a footnote.	Dever, Carolyn M. "Broken Mirror, Broken Words: Autobiography, Prosopopeia, and the Dead Mother in Bleak House." <i>Studies in the Novel</i> 17.1 (1995): 42–63. Web. 19 Apr. 2012.
At the end of paragraph 19, insert a footnote.	Vonyke. "Characters and Things in Bleak House which Seem Confusing." <i>Bleak House Connections</i>. Bleakhouseconnections.blogspot.com, 21 Oct. 2009. Web. 13 Apr. 2012.
Use the Go To command and locate line number 89 (paragraph 17); locate line number 168; then locate line number 242. (Complete these steps separately.)	
Indent the paragraphs one-inch from the left and right margin and remove the first line indent and quotation marks.	
Disable the Line Numbering feature.	

4. **SAVE** the document in the lesson folder on your flash drive.
5. Convert the footnotes to endnotes and separate with a page break. Key **Endnotes** and *center*.
6. **SAVE** the document as **10-6a Bleak House – British Novel** in the lesson folder on your flash drive.

CLOSE Word.
