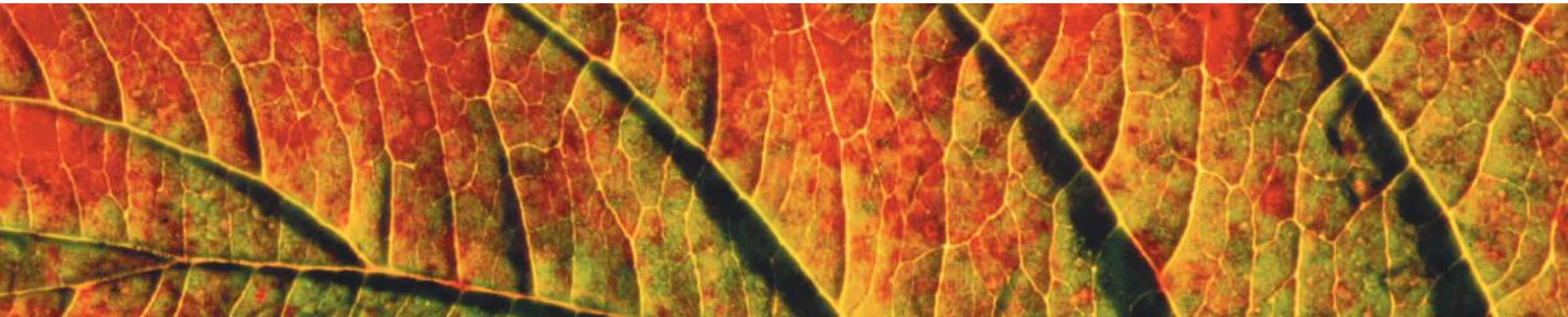


Word Tutorial 2: Editing and Formatting a Document

Microsoft[®] Office 2010



Objectives

- Create bulleted and numbered lists
- Move text within a document
- Find and replace text
- Check spelling and grammar
- Format documents with themes and styles

Objectives

- Review the MLA style for research papers
- Indent paragraphs
- Insert and modify page numbers
- Create citations and a bibliography

Overview of Formatting a Document

The screenshot displays the Microsoft Word 2010 interface with the 'Home' tab selected. The ribbon shows the 'Paragraph' group, which includes buttons for bulleted and numbered lists. The 'Navigation' pane on the left shows a search for 'elements' with two matches highlighted in yellow. The main document area shows a sample text with various formatting styles, including a title, a list, and a section header. Green callout boxes provide instructions and explanations for the features shown.

To create a bulleted list, select paragraphs and click the Bullets button.

To create a numbered list, select paragraphs and click the Numbering button.

The Navigation Pane allows you to search for text in the document, with the results highlighted in yellow in the document.

You can enter a search term in the Navigation pane.

This text is formatted with the Title style for the Office theme.

Getting the

Are you intimidated by the prospect of deciding on endless choices available to today's consumer? At Pembroke Community College design studio, we ask ourselves the following questions about

Ask Yourself Some Questions

Think about places you've been where you instance, or a stylish restaurant. How did it Ask yourself the following questions about

- What was the color scheme?
- Was the room cluttered or spare?
- Was the furniture made of wood or
- Would you describe the room as formal

For the next few weeks, continue to analyze and bolstered by this new awareness of your life incorporate into your own home. It's also helpful

Pick a Style

Now that you know what you like and don't Having an official name for your style will help for you. People who are seriously interested in French country, English country, cottage style possibilities. However, if your goal is simply

Page: 1 of 2 Words: 1/548

This document has two pages.

Overview of Formatting a Document

The screenshot displays the Microsoft Word 2010 interface. The ribbon is set to the 'Design' tab, showing the 'Styles' group with various text styles like 'Normal', 'No Spacing', 'Heading 1', and 'Heading 2'. The 'More' button (a small arrow) is highlighted in the 'Styles' group. The document text includes a title 'etting the Look You Want', a paragraph about decorating a home, and a section titled 'ome Questions'. The word 'elements' is highlighted in the text. The right side of the interface shows the 'Find' button in the 'Editing' group. The bottom status bar shows the zoom level is 90%.

Styles allow you to apply a set of formatting options with one click in the Quick Style Gallery.

To open the Navigation Pane, click the Find button.

You can click the More button to expand the Style Gallery to see more style options.

This text is formatted with the Heading 1 style for the Office theme.

The search term you enter in the Navigation pane appears highlighted wherever it appears in the document.

Revising a Document

- Before revising a document, familiarize yourself with the entire document and the edits to be made
- Open and save the document with a new name before you begin your edits so that the original is maintained should you make an irreversible mistake

Creating Bulleted and Numbered Lists

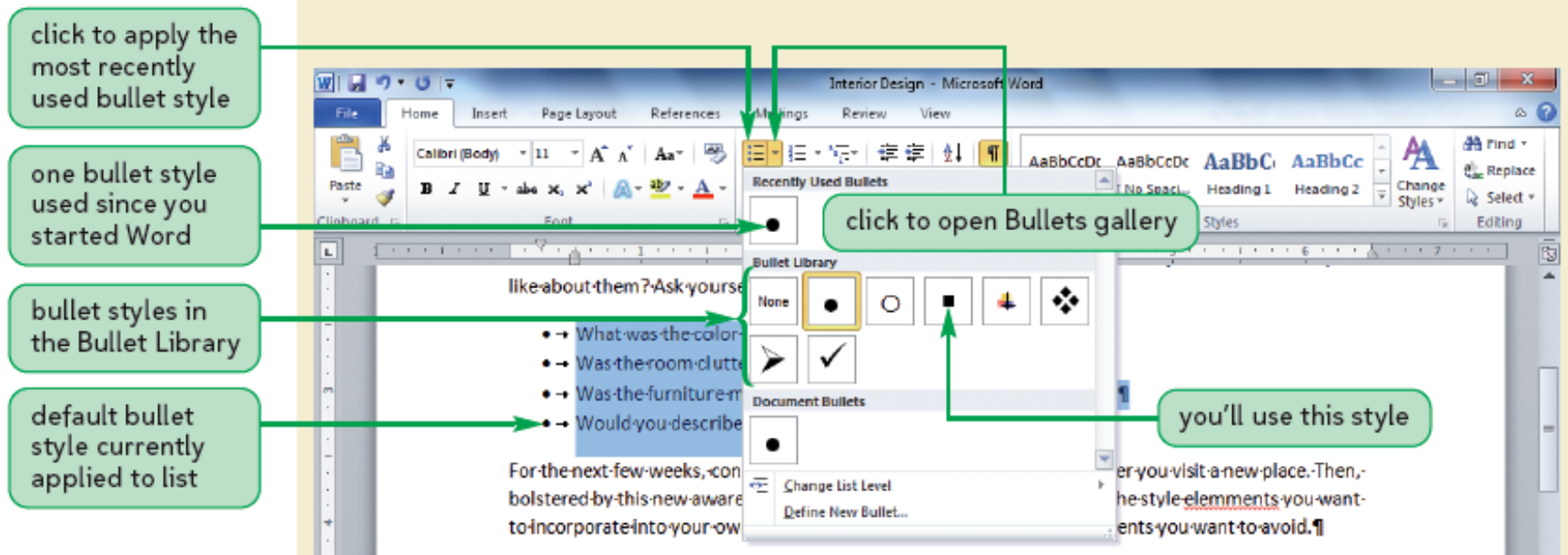
- You can emphasize a list of items by adding a heavy dot, or bullet, before each item in the list
 - **Bulleted lists** are much easier to read and follow than lists that do not have bullets
- For a list of items that have a particular order, a **numbered list** should be used
- The Bullets button and the Numbering buttons are both toggle buttons used to turn on or turn off bullets or numbering

Creating Bulleted and Numbered Lists

- To add bullets to a series of paragraphs, you use the Bullets button in the Paragraph group on the Home tab
- If you select the Bullets button arrow, you can select from a gallery of bullet styles

Figure 2-3

Bullets gallery

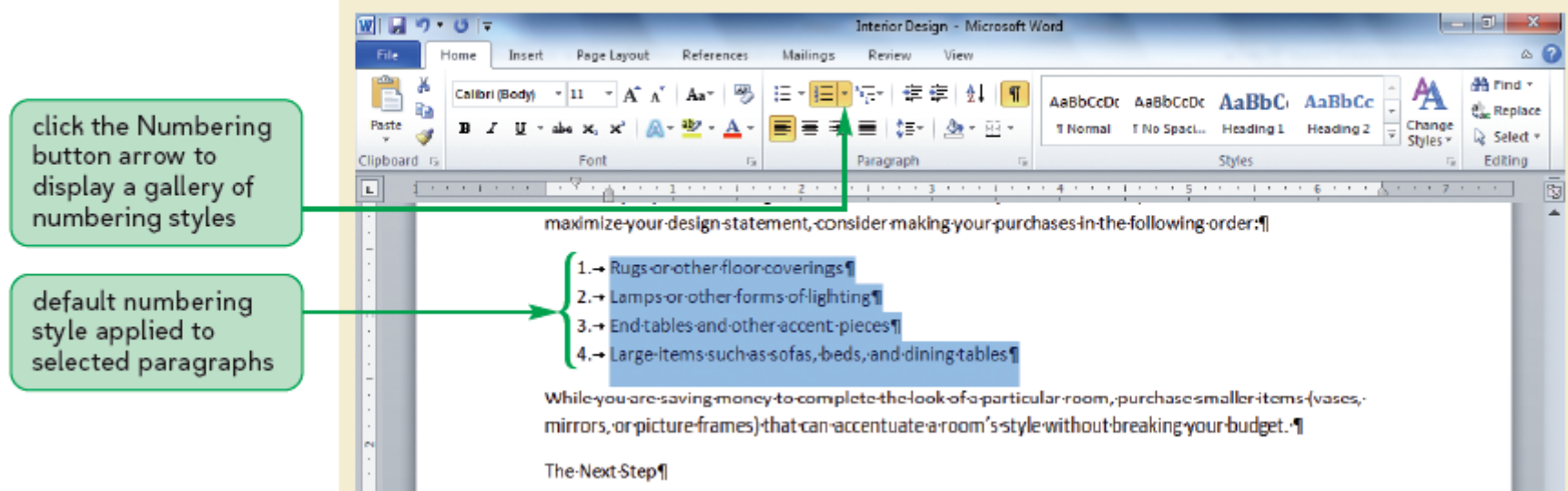


Creating Bulleted and Numbered Lists

- To create a numbered list, use the Numbering button in the Paragraph group of the Home tab

Figure 2-4

Numbered List



Moving Text in a Document

- Select the text you want to move
- Dragging and Dropping
 - Press and hold down the mouse button until the drag-and-drop pointer appears, and then drag the selected text to its new location
 - Use the dotted insertion point as a guide to determine exactly where the text should be inserted
 - Release the mouse button to “drop” the text at the insertion point

Moving Text in a Document

- Cutting or Copying and Pasting Text
 - The key to cutting and pasting is the **Clipboard**, a temporary storage area on your computer that holds text or graphics until you need them
 - Select the text or graphics you want to cut or copy
 - To **cut** means to remove the selected content from the document and place it on the Clipboard
 - To **copy** means to copy the selected content to the Clipboard, while also leaving it in its original location
 - To **paste** means to insert (at the insertion point) the cut or copied content from the Clipboard into the document text

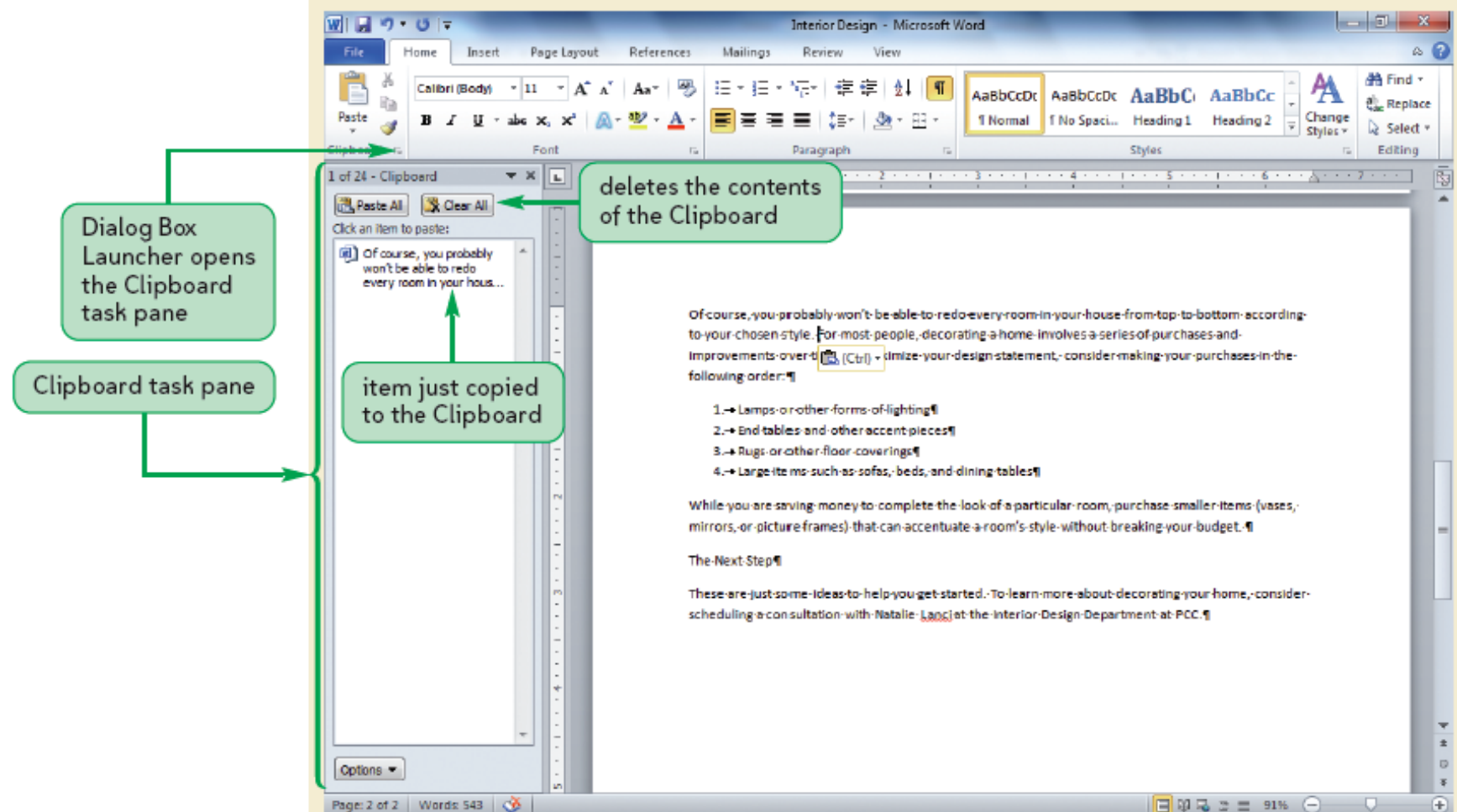
Moving Text in a Document

- The **Clipboard task pane** allows you to cut or copy multiple items at one time
- The Clipboard task pane is opened by clicking the Dialog Box Launcher in the Clipboard group on the Home tab
- When the Clipboard task pane is not opened, the Clipboard only stores the last item cut or copied
- When the Clipboard task pane is open, the Clipboard can store up to 24 items
- The last item cut or copied can be found at the top of the Clipboard task pane
- When you exceed 24 items, the oldest item will be deleted from the Clipboard to make room for the newest item

Moving Text in a Document

Figure 2-8

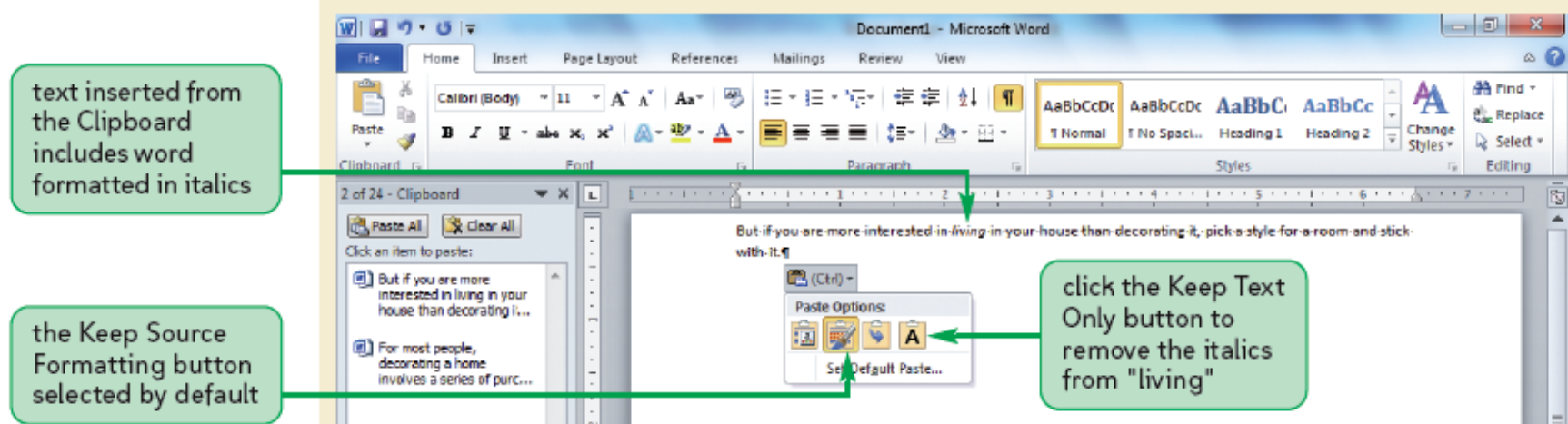
Clipboard task pane



Moving Text in a Document

- To paste content from the Clipboard, click the Paste Options button in the document to open the Paste Options menu
- The Keep Source Formatting button is selected by default; it keeps the original formatting of the item you are pasting
- To paste only the text, without the formatting, you can click the Keep Text Only button

Figure 2-10 Paste Options menu

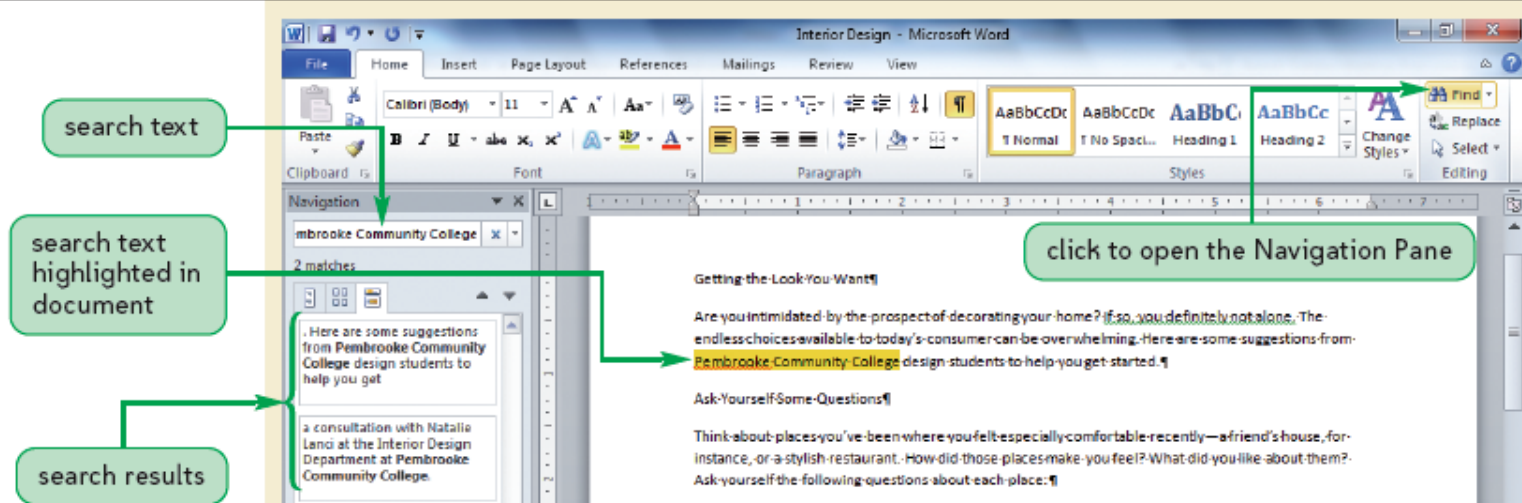


Finding and Replacing Text

- When you're working with a longer document, the quickest and easiest way to locate a particular character, word, or phrase is to use the **Navigation Pane**
- When you type a word or set of characters in the Navigation Pane, every instance of that word gets highlighted in the document and appears in the **search results** list in the Pane
- Click the Find button in the Editing group on the Home tab to open the Navigation Pane

Figure 2-12

Navigation Pane with search results for "Pembroke Community College"



Finding and Replacing Text

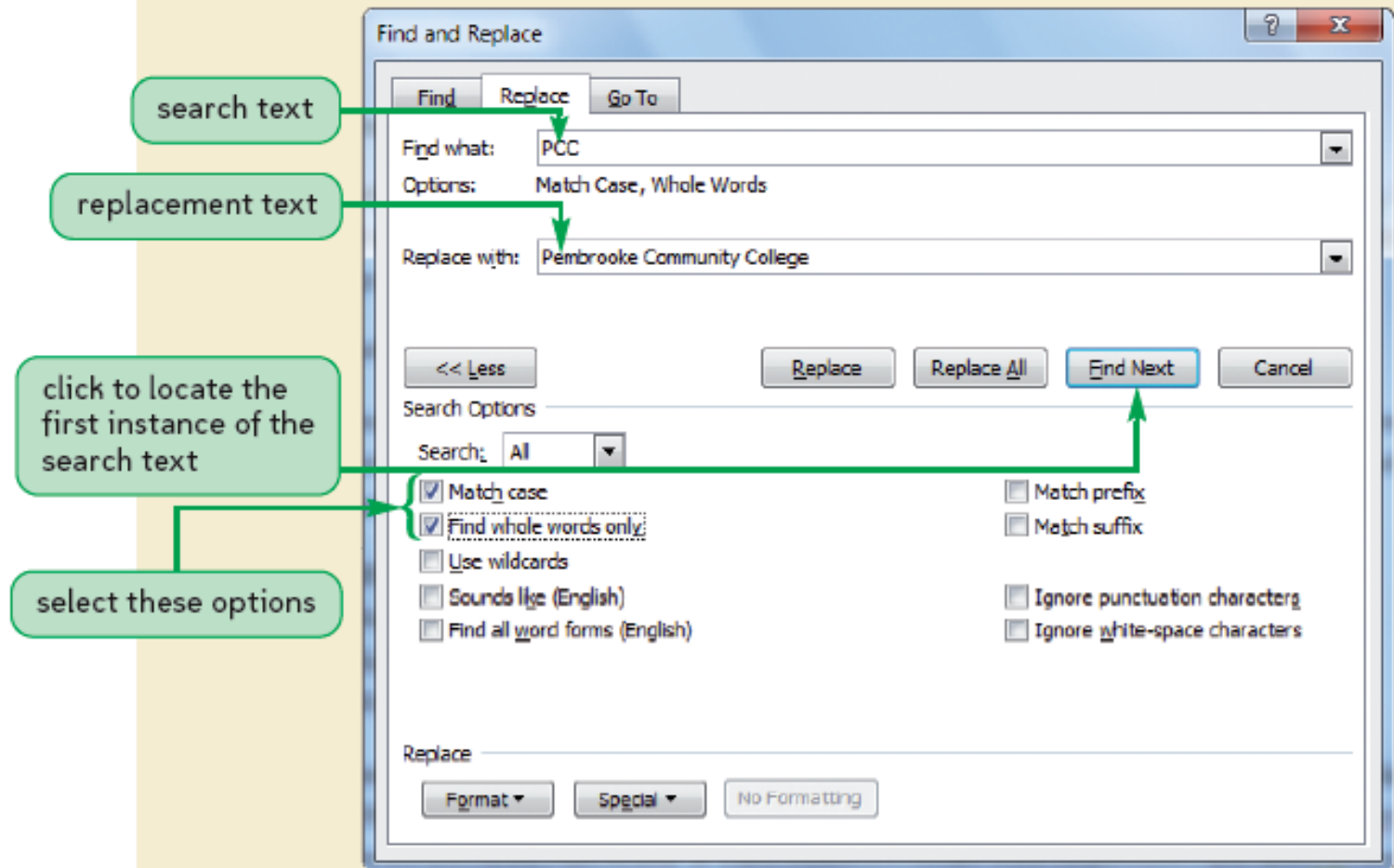
- Replacing Text
 - To replace text, click the Replace button in the Editing group of the Home tab
 - In the Find and Replace dialog box, click the More button to expand the dialog box to display additional options (if you see the Less button, the additional options are already displayed)
 - In the Search list box, select Down if you want to search from the insertion point to the end of the document, select Up if you want to search from the insertion point to the beginning of the document, or select All to search the entire document
 - Type the characters you want to find in the *Find what* text box
 - Type the replacement text in the *Replace with* text box

Finding and Replacing Text

- Replacing Text (continued)
 - Click the *Find whole words only* check box to search for complete words
 - Click the *Match case* check box to insert the replacement text with the same case (upper or lower) as in the *Replace with* text box.
 - Click the Find Next button
 - Click the Replace button to substitute the found text with the replacement text and find the next occurrence
 - Click the Replace All button to substitute all occurrences of the found text with the replacement text, without reviewing each occurrence

Finding and Replacing Text

Figure 2-11 Find and Replace dialog box



Using the Spelling and Grammar Checker

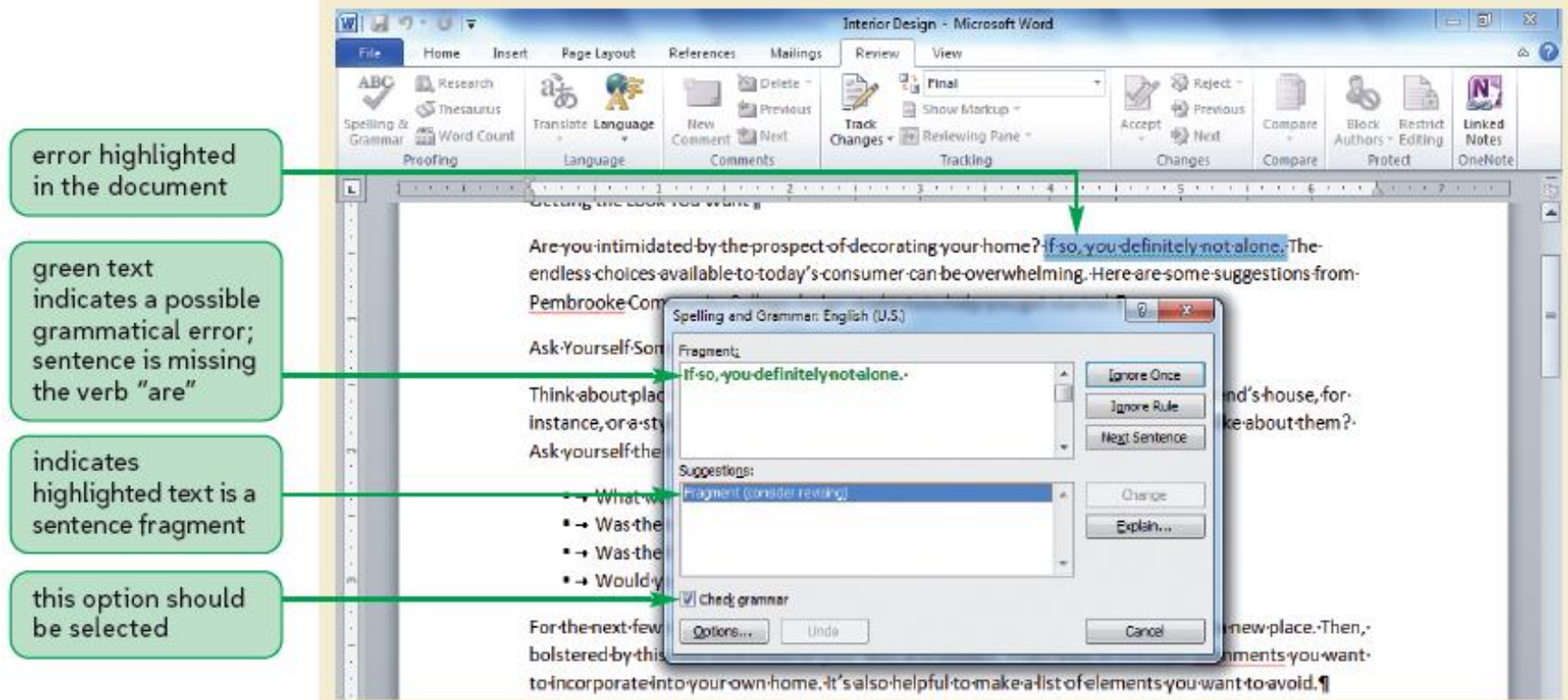
- Use the **Spelling and Grammar Checker** to thoroughly check a document, word by word
- Move the insertion point to the beginning of the document, click the Review tab on the Ribbon, and then, in the Proofing group, click the Spelling & Grammar button
- In the Spelling and Grammar dialog box, review any items highlighted in color. Possible grammatical errors appear in green; possible spelling errors appear in red. Review the suggested corrections in the Suggestions list box
- To accept a suggested correction, click on it in the Suggestions list box, click the Change button to make the correction, and then continue searching the document for errors
- To skip the current instance of the highlighted text and continue searching the document for errors, click the Ignore Once button

Using the Spelling and Grammar Checker

- Click the Ignore All button to skip all instances of the highlighted text and continue searching the document for errors. Click the Ignore Rule button to skip all instances of a highlighted grammatical error
- To type your correction directly in the document, click outside the Spelling and Grammar dialog box, make the correction, and then click the Resume button in the Spelling and Grammar dialog box
- To add an unrecognized word to the dictionary, click the Add to Dictionary button
- When you see a dialog box informing you that the spelling and grammar check is complete, click the OK button

Using the Spelling and Grammar Checker

Figure 2-13 Spelling and Grammar dialog box



Working with Styles

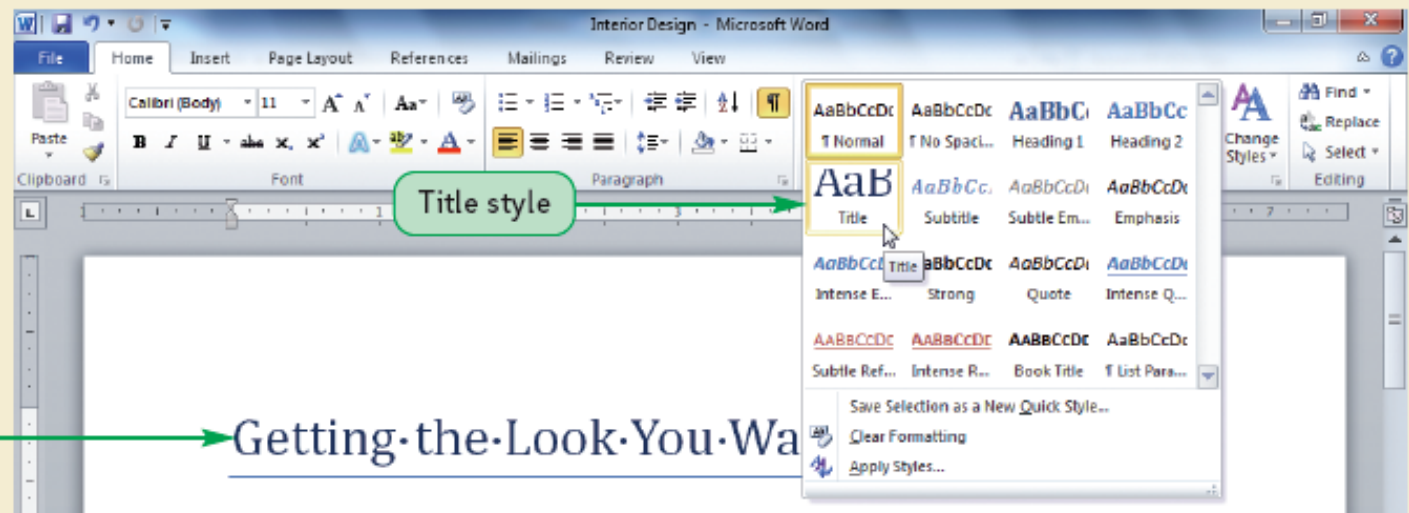
- A **style**, also known as a **Quick Style**, is a set of formatting options that you can apply by clicking its icon in the Quick Style gallery on the Home tab.
- All the text you type in a document has some style applied
- Some styles apply **paragraph-level formatting**—they are set up to format an entire paragraph, including changing the paragraph and line spacing
- Some styles apply **character-level formatting**—they are set up to format only a few characters or words
- One row of the Quick Styles gallery is always visible on the Home tab; to access more styles, click the More button in the Styles group to display the entire Quick Styles gallery

Working with Styles

Figure 2-14 Locating the More button



Figure 2-15 Title style in the Quick Styles gallery

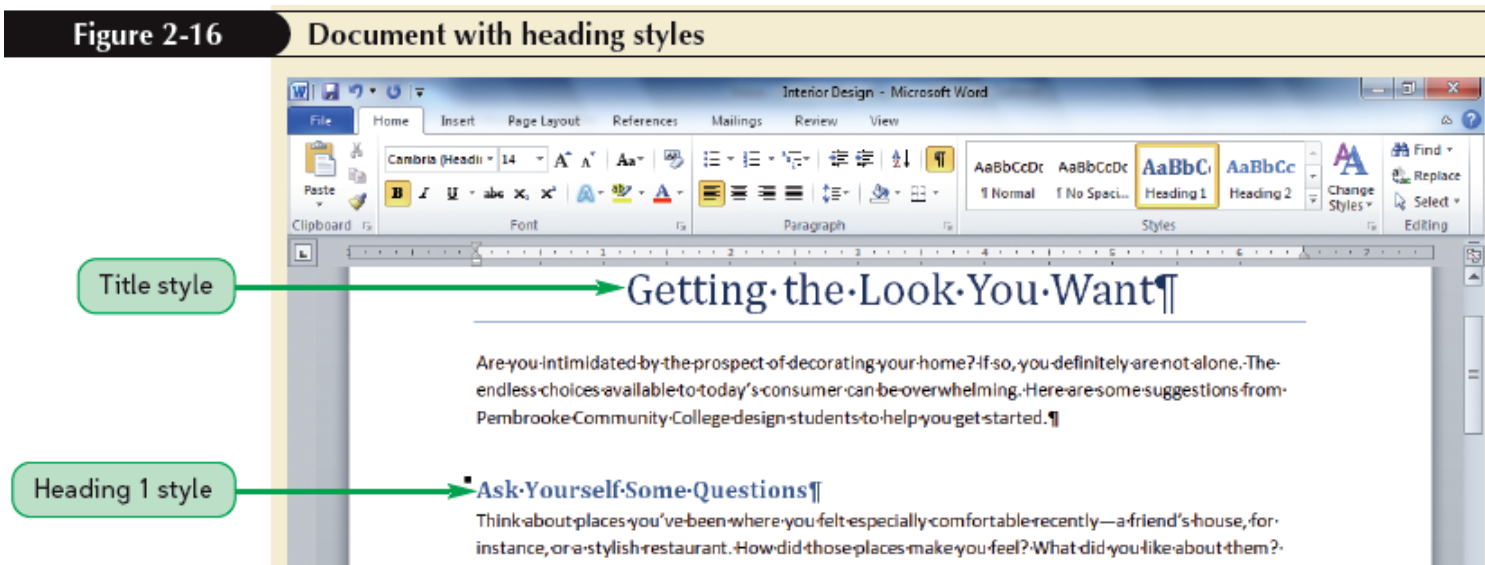


Working with Styles

- Working with Heading Levels
 - Heading styles have different levels
 - Heading 1 style is the highest level, is used for the major headings, and applies the most noticeable formatting
 - Heading 2 style is used for headings that are under Heading 1; it applies slightly less dramatic formatting

Figure 2-16

Document with heading styles



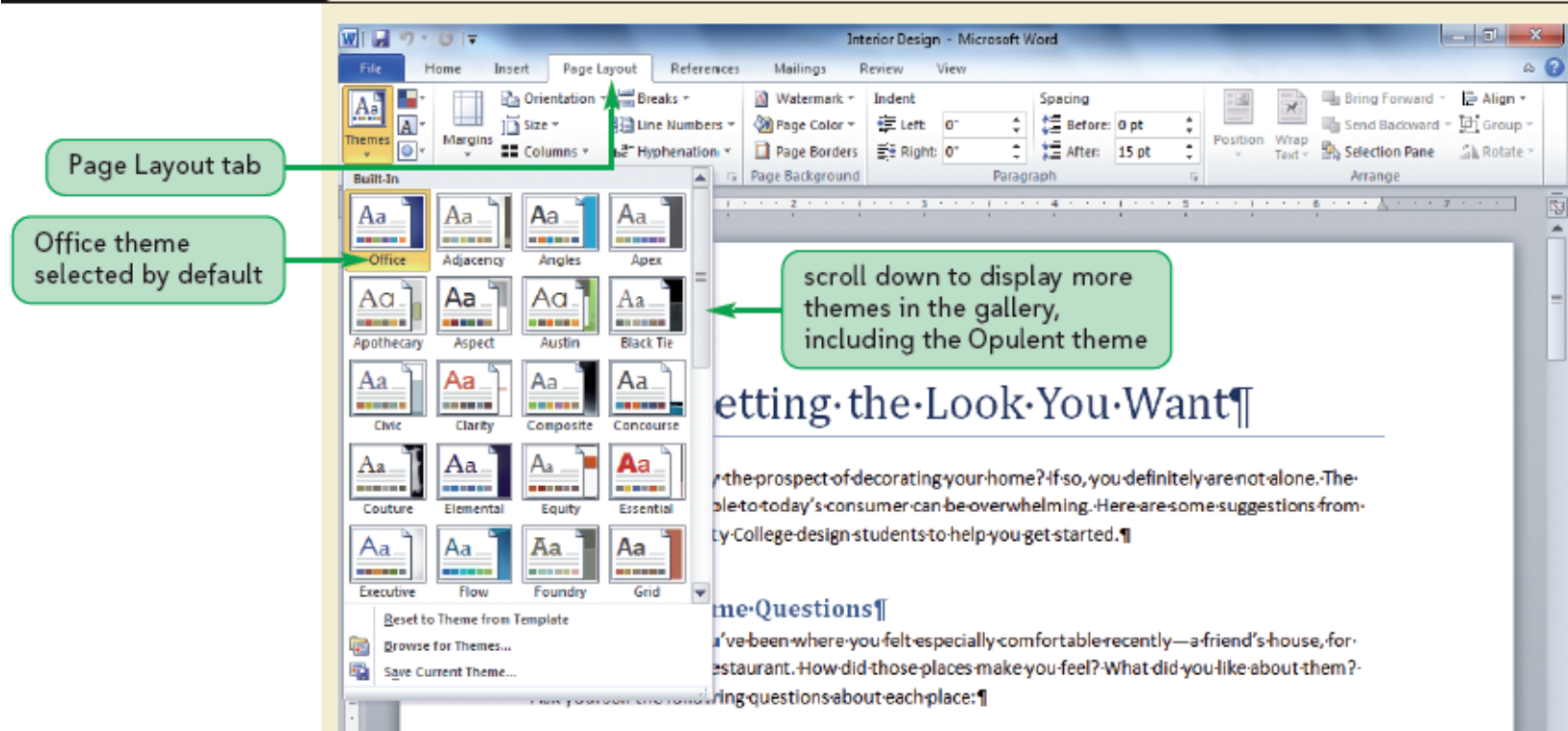
Working with Themes

- The document **theme** controls the fonts, colors, and other visual effects available to you as you format a document
- Word has 44 different themes available, created by professional designers, to ensure that a document has a polished, coherent look
- Along with the theme, there are also coordinated color schemes
- The Office theme is applied to all new documents by default
- To ensure that your documents have a harmonious look, each theme assigns one font or font style for headings and one for body text; in some themes, the same font is assigned to each use

Working with Themes

- To change the document's theme, click the Themes button, located in the Themes group on the Page Layout tab, and select the theme you want.

Figure 2-18 Themes gallery



Overview of MLA Formatting Guidelines

An MLA-style research paper requires 1-inch margins.

Use an easy-to-read font, such as the default Calibri, set to 12 point.

An MLA-style research paper does not need a separate title page; instead, type your name, your instructor's name, the course number, and the date in the upper-left corner of the first page.

The entire document is double-spaced, with no extra space between paragraphs.

Center the title, and do not add any other special formatting unless your title includes the title of another work, in which case you should italicize the title of the other work.

Indent the first line of each paragraph, except for the headings.

The text is left-justified, with a ragged right margin.

Include only one space between sentences and the beginning of the next.

You include citations to tell readers that you are referring to information from a book, journal, or some other source. The citation includes the author's last name and the page number.

Disaster Paper - Microsoft Word

Calibri (Body) 12

File Home Insert Page Layout References Mailings Review View

Clipboard Font Paragraph Styles Editing

Natalie-Lanci¶
Professor-Scott-McClintock¶
Film-Studies-104¶
February-23, 2013¶

The-Lure-of-Disaster-*The-Iliad*-to-Modern-Blockbusters¶

Humans-have-always-been-fascinated-by-stories-about-terrible-things-happening-to-other-
humans-;One-of-the-oldest-stories-in-Western-civilization,*The-Iliad*,describes-the-destruction-of-
Troy-by-its-enemies-the-Greeks(Kinsela-134).But-of-course,before-Troy-is-destroyed,the-story-
introduces-us-to-the-people-inside-the-city-Thus,when-we-fin
are-swept-up-in-the-personal-cost-of-the-Trojan-War-¶

Page: 1 of 5 Words: 849

Overview of MLA Formatting Guidelines

Word inserts a bibliography, or works cited list, in a content control. You can use the buttons at the top of the content control to make changes to material inside the content control.

The References tab includes options that help you create a research paper.

In the Style box, specify the style of research paper you are creating. For college research papers, the MLA style is commonly used.

After you create all the citations, click the Bibliography button to create a list of all the sources mentioned in your citations. This list is known as a bibliography or, in the MLA style, a works cited list.

Include your last name followed by the page number in the upper-right corner of each page except the first.

Update Citations and Bibliography

Works-Cited

Kinsela, Lee. "Love in the Midst of Disaster: A Study of Romance in Modern Horror Films." *Journal of Cinema Studies International* 30.5 (2008): 122-145. Print.

Sobel, Alexander. *Five Essential Silent Films for Modern Students of Cinema*. New York: Silverton Academy Press, 2005. Print.

In an MLA-style works cited list, entries should have a hanging indent, with the entire list formatted like the rest of the research paper, in the same font type and size. Paragraphs should have a 2.0 line spacing with no extra spacing between paragraphs.

Reviewing the MLA Style

- A **style guide** is a set of rules that describe the preferred format and style for a certain type of writing
- Style guides emphasize the proper way to create **citations**, which are formal references to the work of others
- Researchers in the social and behavioral sciences use the **American Psychological Association (APA)** style guide
- In the humanities, the **Modern Language Association (MLA)** style is widely used
- The *MLA Handbook for Writers of Research Papers* is published by The Modern Language Association of America

Reviewing the MLA Style

- The MLA guidelines focus on specifications for formatting a research document and citing the sources used in research conducted for a paper
- The MLA style is very flexible, making it easy to include citations without disrupting the natural flow of the writing
- In MLA style, citations take the form of a brief parenthetical entry, with a complete reference to each item included in the alphabetized bibliography at the end of the research paper
- MLA guidelines were also designed to ensure consistency in documents, so that all research papers look alike; there should be no special formatting applied to the text in an MLA style research paper

Reviewing the MLA Style

- Checklist for formatting a default Word document to match the MLA style:
 - Double-space the entire document
 - Remove paragraph spacing from the entire document
 - Increase the font size for the entire document to 12 points
 - Indent the first line of each body paragraph .5 inch from the left margin.
 - Add the page number (preceded by your last name) in the upper-right corner of each page (you can omit this from the first page)

Indenting a Paragraph

- In a **Hanging indent**, all lines except the first line of the paragraph are indented from the left margin
- Indent markers show the paragraph's current indent settings
 - The **First Line Indent marker** looks like the top half of an hour glass
 - The **Hanging Indent marker** looks like the bottom half of an hour glass
 - The square below the Hanging Indent marker is the **Left Indent marker**
 - The **Right Indent Marker** looks just like the Hanging Indent marker, except that it is located on the far right side of the horizontal ruler.

Indenting a Paragraph

Figure 2-21 Common paragraph indents

The screenshot displays the Microsoft Word interface with the 'Paragraph' group on the 'Home' tab. The document contains five paragraphs illustrating different indent types. Green callout boxes with arrows point to specific features:

- click the Decrease Indent button to move a paragraph .5 inches to the left**: Points to the 'Decrease Indent' button (left arrow) in the Paragraph group.
- click the Increase Indent button to move a paragraph .5 inches to the right**: Points to the 'Increase Indent' button (right arrow) in the Paragraph group.
- drag the First Line Indent marker to indent the first line of a paragraph**: Points to the First Line Indent marker on the horizontal ruler.
- drag the Hanging Indent marker to indent every line except the first line of a paragraph**: Points to the Hanging Indent marker on the horizontal ruler.
- drag the Left Indent marker to indent an entire paragraph**: Points to the Left Indent marker on the horizontal ruler.
- drag the Right Indent marker to indent a paragraph from the right margin**: Points to the Right Indent marker on the horizontal ruler.

The document text includes the following examples:

First Line: In an MLA research paper, the first line of each paragraph is indented from the left margin. In an MLA research paper, the first line of each paragraph is indented from the left margin. In an MLA research paper, the first line of each paragraph is indented from the left margin.

Hanging: In a hanging indent, all the lines of the paragraph except the first are indented from the left margin. In a hanging indent, all the lines of the paragraph except the first are indented from the left margin.

.5 Inch Indent: This entire paragraph is indented .5 inch from the left margin. This entire paragraph is indented .5 inch from the left margin. This entire paragraph is indented .5 inch from the left margin.

1 Inch Indent: This entire paragraph is indented 1 inch from the left margin. This entire paragraph is indented 1 inch from the left margin. This entire paragraph is indented 1 inch from the left margin.

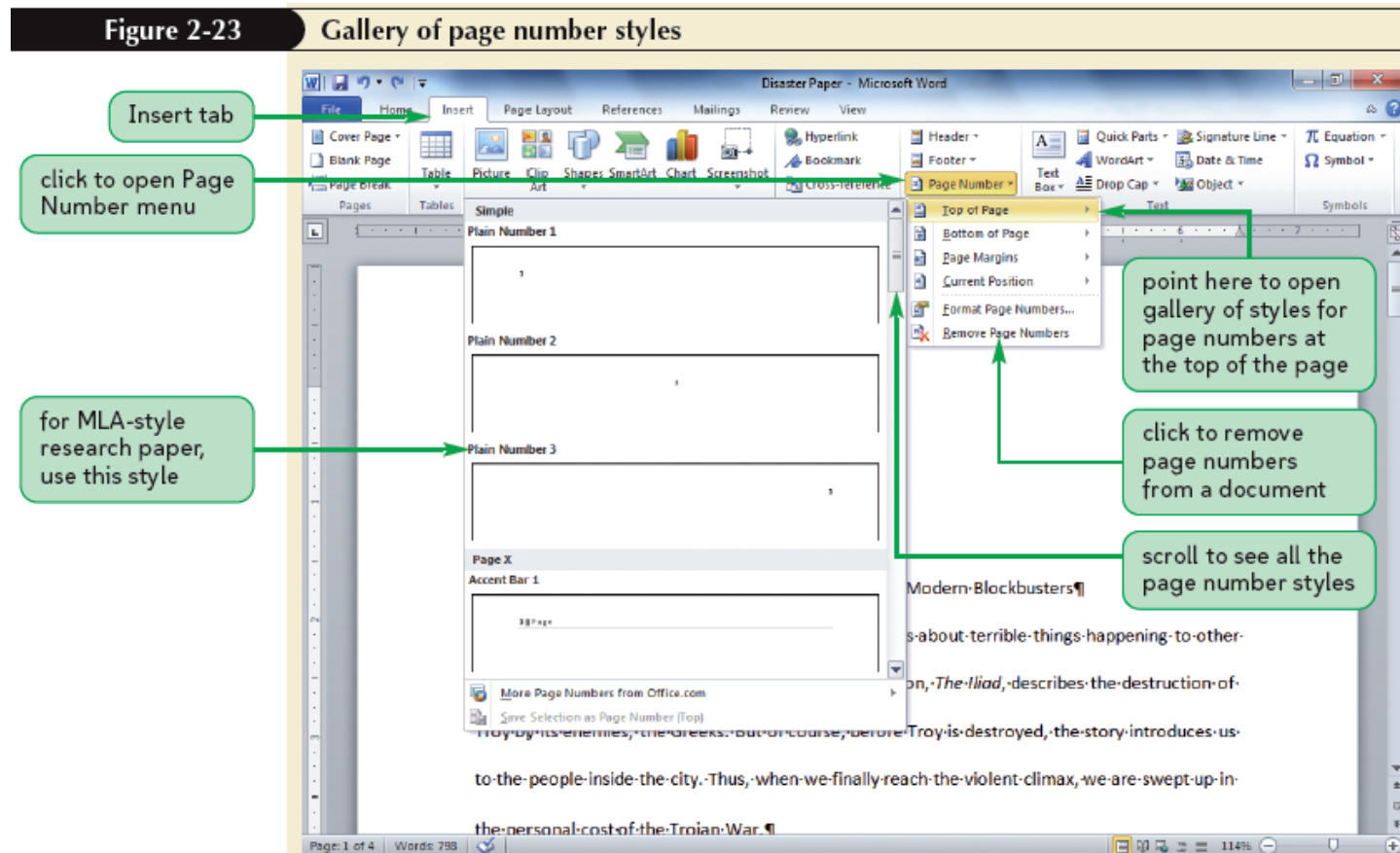
Right Indent: This entire paragraph is indented 1.5 inches from the right margin. This entire paragraph is indented 1.5 inches from the right margin. This entire paragraph is indented 1.5 inches from the right margin.

Inserting and Modifying Page Numbers

- When inserting page numbers in a document, use a **page number field** – an instruction that tells Word to insert a page number on each page
- Word inserts page number fields in the **header** (the blank area above the top margin) or in the **footer** (below the bottom margin)
- Page numbers can also be inserted in the side margins, although for business or academic documents, it's customary to place them in the header or footer
- The Page Number button is in the Header & Footer group on the Insert tab
- The MLA style requires a page number preceded by the student's last name in the upper-right corner of each page

Inserting and Modifying Page Numbers

- When you select the Page Number location for insertion, a gallery of page styles appears



Creating Citations and a Bibliography

- A **bibliography** (or **list of works cited**) is an alphabetical list of all the books, magazines, Web sites, movies, and other works that you refer to in your research paper
- The items listed in a bibliography are known as **sources**
- Every source included in your citations then has a corresponding entry in the works-cited list
- Within the research paper, you include a parenthetical reference, or **citation**, every time you quote or refer to a source
- A citation should include enough information to easily identify the quote or referenced material, so that the reader can locate the source in the accompanying works-cited list

Creating Citations and a Bibliography

- Creating Citations
 - Click the References tab, click the Bibliography Style button arrow in the Citations & Bibliography group, and then select the style you want
 - Enter information in the Create Source dialog box

Figure 2-27

Create Source dialog box with information for first source

Create Source

Type of Source: Book

Bibliography Fields for MLA Sixth Edition

Author: Alexander Sobel [Edit]

☐ Corporate Author

Title: Five Essential Silent Films for Modern Students of Cinema

Year: 2005

City: New York

Publisher: Silverton Academy Press

☐ Show All Bibliography Fields

Tag name: Ale052

Example: Adventure Works Press

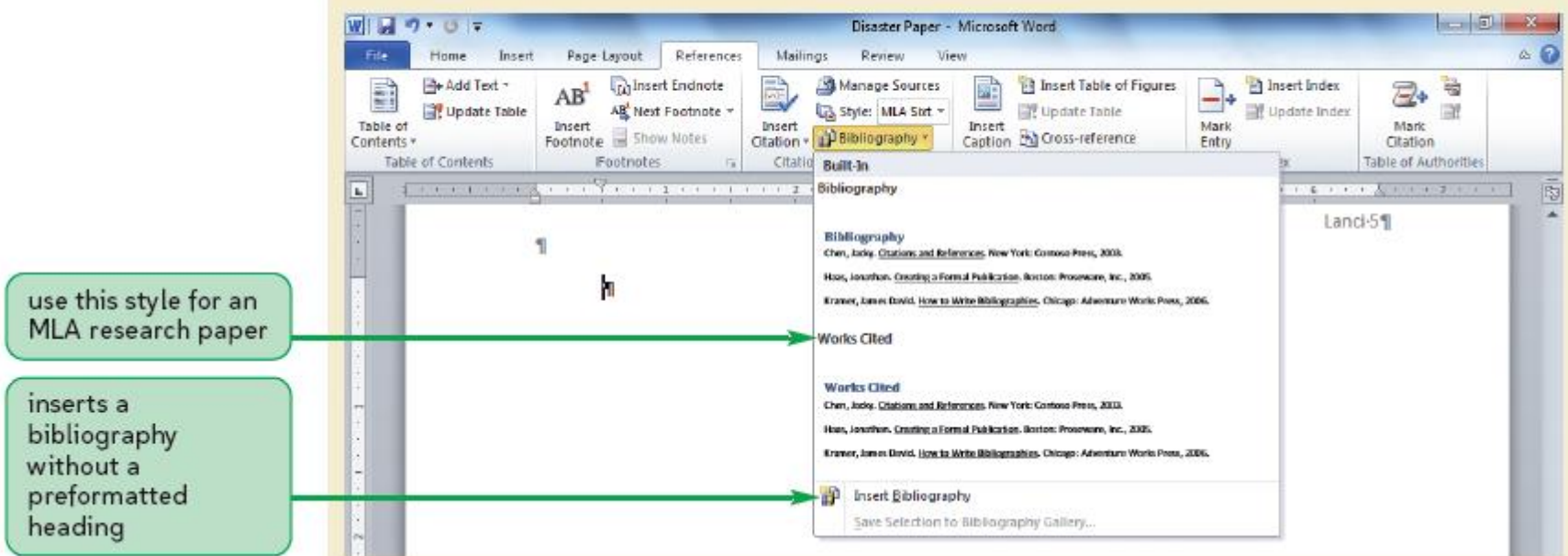
OK Cancel

Creating Citations and a Bibliography

- Generating a Bibliography
 - On the References tab, in the Citations & Bibliography group, click the Bibliography button
 - Select Bibliography or Works Cited style

Figure 2-32

Bibliography menu



Creating Citations and a Bibliography

- Modifying an Existing Source
 - Click a citation to that source in the document, click the Citations Options button on the content control, and then click Edit Source
- Updating a Bibliography
 - To update a bibliography created with a bibliography style, click the bibliography, and then, in the content control tab, click Update Citations and Bibliography
 - To update a bibliography that was created without a style, right-click the bibliography, and then click Update Field on the Shortcut menu

Finalizing an MLA Works Cited Page

- Adapting a Word bibliography to match MLA guidelines :
 1. Format the “Works Cited” heading to match the formatting of the rest of the text in the document.
 2. Center the title of the Works Cited list.
 3. Change the formatting of the titles in the entries from underlined to italics.
 4. For each item in the list that is a print publication, type “Print.” at the end of the entry. Other types of media require similar notations.
 5. Double-space the entire works cited list, including the heading, with no extra space after the paragraphs.
 6. Change the font size for the entire works cited list to 12 point.