

Apply the skills
you learned
to create an
MLA-style
research paper.

APPLY

Case Problem 2

Data File needed for this Case Problem: **Armstrong.docx**

Franklin College of the Arts Gabe Saydoff is a student at Franklin College of the Arts. He's working on a research paper about Louis Armstrong, the great jazz trumpet player. The research paper is only partly finished, with notes in brackets indicating the material Gabe still plans to write. He also inserted the uppercase word "CITATION" wherever he needs to insert a citation. Gabe asks you to help him format this early draft to match the MLA style. He also asks you to help him create some citations and a first attempt at a bibliography. He will update the bibliography later, after he finishes writing the research paper.

1. Open the file **Armstrong** located in the Word2\Case2 folder included with your Data Files, and then save the document as **Armstrong Paper** in the same folder.
2. In the first paragraph, replace "Gabe Saydoff" with your name, adjust the font size, line spacing, paragraph spacing, and paragraph indents to match the MLA style.
3. Insert your last name and a page number in the upper-right corner of every page except the first page in the document.
4. If necessary, select MLA Sixth Edition as the citations and bibliography style.
5. Use the Navigation Pane to find three instances of the uppercase word "CITATION."
6. Delete the first instance of "CITATION" and the space before it, and then create a new source with the following information:
 Type of Source: **Book**
 Author: **Phillip James Robins**
 Title: **Louis Armstrong, Man of Music: His Early Years in New Orleans and Chicago**
 Year: **2000**
 City: **New York**
 Publisher: **Blue Note Press**
7. Edit the citation to add "23" as the page number.
8. Delete the second instance of "CITATION" and the space before it, and then create a new source with the following information:
 Type of Source: **Sound Recording**
 Performer: **Louis Armstrong**
 Album Title: **The Complete Hot Five and Hot Seven Recordings, Remastered**
 Production Company: **Columbia**
 Year: **2000**
 Medium: **CD**
9. Edit the citation to suppress only the Author and the Year, so that it displays only the title.
10. Delete the third instance of "CITATION" and the space before it, and then insert a second reference to the book by Phillip Robins.
11. Edit the citation to add "35" as the page number.
12. At the end of the document, start a new page, and insert a bibliography with the pre-formatted heading "Works Cited."
13. Edit the source you created, changing the last name from "Robins" to "Robbins."
14. Update the bibliography so that it shows the new spelling of "Robbins."
15. Finalize the bibliography so that it matches the MLA style. The Robbins book is a print publication, and the recording is on CD. (Note that, although you entered the medium for the recording, you still need to add it to the bibliography.)

16. Use the Spelling and Grammar Checker to correct any errors in the document.
17. Save the **Armstrong Paper** document and close it. Submit the finished document to your instructor, either in printed or electronic form, as requested.

Apply the skills you learned to create a flyer about an entomology program.

CHALLENGE

Case Problem 3

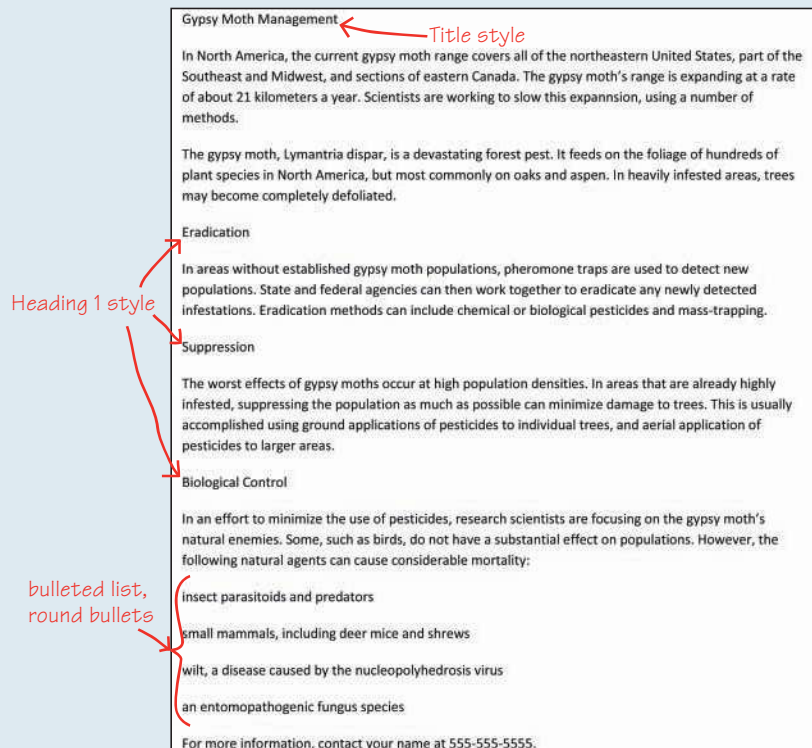
Data File needed for this Case Problem: Management.docx

Hamilton Polytechnic Institute Finn Hansen is an associate researcher in the Department of Entomology at Hamilton Polytechnic Institute. He is working on a nation-wide program that aims to slow the spread of a devastating forest pest, the gypsy moth. He has created a one-page flyer that will be used as part of a campaign to inform the public about current efforts to manage gypsy moths in North America. Format the document by completing the following steps.

1. Open the file **Management** located in the Word2\Case3 folder included with your Data Files, and then check your screen to make sure your settings match those in the tutorial.
2. Save the file as **Moth Management** in the same folder.
3. Format the document as shown in 2-37.

Figure 2-37

Edits for Gypsy Moth Management handout



EXPLORE

4. Open the Quick Styles gallery, and then use the Apply Styles command to open the Apply Styles window. In the second paragraph below the document title, select the Latin name for the gypsy moth, type **Quote** in the Style name box in the Apply Styles window, and then click the Apply button to apply the style to the selected text. Close the Apply Styles window.

5. Indent the paragraph below the “Eradication” heading .5 inches. Do the same for the paragraph below the “Suppression” heading, the paragraph below the “Biological Control” heading, and the last paragraph in the document. (*Hint:* To indent the paragraph above and below the bulleted list, you have to click the Indent Paragraph button twice.) Select the entire bulleted list and indent it so that the bullets align with the other indented paragraphs.

6. Use the Navigation Pane to find the text “your name” and replace it with your first and last name.

EXPLORE

7. In the last line of the document, delete the phone number, but not the space before it, type the email address **MothProgram@course.com**, and then press the spacebar. (Note that after you type an email address or a Web address and then press the spacebar or the Enter key, Word formats the address as a link.) Press and hold the Ctrl key and then click the email link. Your default email program opens, displaying a window where you could type an email message to MothProgram@course.com, if it were in fact an active email address. (If your computer is not set up for email, close any error messages or wizard dialog boxes that open.) Close the email window without saving any changes. The email link is now formatted in a color other than blue, indicating that the link has been clicked.

8. Delete the space after the email address, and then use the Spelling and Grammar checker to make corrections as needed, and proofread for additional errors. Assume the Latin name for the gypsy moth, the virus name, and the fungus name are correct.

9. Change the document theme to the Austin theme. Review the new fonts and colors applied to the various parts of the document, including the email address.

EXPLORE

10. Right-click the email address and then click Remove Hyperlink on the Shortcut menu to format the email address as regular text.
11. Save the document, and then close it. Submit the finished document to your instructor, either in printed or electronic form, as requested.

Apply the skills you learned to format a resume and a fund-raising document.

CHALLENGE

Case Problem 4

Data Files needed for this Case Problem: Elena.docx, Goals.docx

Educational Publishing Elena Pelliterri has over a decade of experience in education. She worked as a writing teacher and then as a college supervisor of student teachers. Now she would like to pursue a career as a sales representative for a company that publishes textbooks and other educational materials. She has asked you to edit and format her resume. She also needs help formatting a document she created for a literacy organization for which she volunteers. Complete the documents by completing the following steps.

1. Open the file **Elena** located in the Word2\Case4 folder included with your Data Files, and then save the file as **Elena Resume** in the same folder.
2. Search for the text “your name”, and replace it with your first and last name.
3. Replace all occurrences of “Aroyo” with “Arroyo.”
4. Format the resume as described in Figure 2-38. Use the Format Painter to copy formatting as necessary.

Figure 2-38 **Formatting for Pelliteri Resume**

Resume Element	Format
Name "Elena Pelliterri"	Title style
Address, phone number, and email address	Subtitle style
OBJECTIVE EXPERIENCE EDUCATIONAL HISTORY COMPUTER SKILLS VOLUNTEER EXPERIENCE REFERENCES	Heading 1 style
Rio Mesa College, Phonix Arizona, College Supervisor, 2006-2010 Middleton Public Schools writing teacher, Middleton, Arizona, 2000-2006	Heading 2 style
Lists of teaching experience, educational history, computer skills, and volunteer experience.	Bulleted lists with square bullets

5. Change the document theme to Executive.

6. Reorder the two items under the "COMPUTER SKILLS" heading so that the item about Microsoft Office becomes the first in the list.

EXPLORE

7. Use the Spelling and Grammar checker to check for spelling errors, but not grammar errors in the document. Note that this document contains lines that the Spelling and Grammar checker might consider sentence fragments but that are acceptable in a resume.

EXPLORE

8. Open a new, blank document, type some text, and experiment with the Change Case button in the Font group on the Home tab. Close the document without saving it, and then change the name "Elena Pelliterri" at the top of the resume to all uppercase.

9. Save the document.

EXPLORE

10. Use Word Help to learn how to save a Word document as a PDF file, and then save Elena's resume as a PDF file in the Word2\Case4 folder as **Elena Resume PDF**. If the new PDF file opens automatically in Adobe Acrobat, review it in Adobe Acrobat and then close it. If it does not open automatically, open the Word2\Case3 folder in Windows Explorer, and then double-click the **Elena Resume PDF** file to open it in Adobe Acrobat. Review the file, close Adobe Acrobat, and then close the Elena Resume document.

11. Open the file **Goals** located in the Word2\Case4 folder included with your Data Files, and then save the file as **Goals List** in the same folder. Search for the text "your name", and replace it with your first and last name.

12. Select the three paragraphs below your name, and then decrease the indent for the selected paragraphs so that they align at the left margin. Create a .5 inch hanging indent for the selected paragraphs instead.

13. Save and close the document. Submit the finished documents to your instructor, either in printed or electronic form, as requested.