

**OBJECTIVE 4**  
**PRACTICE TASKS**  
**“Create and Manage References”**

**Task 1 (10%)**

<b>Open the Word_4-1 document. In the About the Brothers Grimm section, do the following:</b>
<ul style="list-style-type: none"><li>Immediately after the name Jacob , insert an endnote that says Jacob Grimm lived from 1785-1863</li><li>Immediately after the name Wilhelm , insert an endnote that says Wilhelm Grimm lived from 1786-1859</li></ul>
<ul style="list-style-type: none"><li>After the name Hanau , insert a footnote that says Hanau is located near Frankfurt, in the German state of Hesse .</li></ul>
<b>a. Maksud Soal:</b>
<b>b. Langkah-langkah:</b>
<b>c. Hasil:</b>

**Task 2 (10%)**

<b>Return to the beginning of the document and do the following:</b>
<ul style="list-style-type: none"><li><b>Modify the footnote</b> location so that it appears immediately below the text on page 1</li><li><b>Convert the two endnotes to footnotes</b>, either individually or at the same time.</li><li>Change the footnote numbering format to the range of symbols that includes the asterisk, dagger, double dagger, and section symbols (*, †, ‡, §).</li></ul>
<b>a. Maksud Soal:</b>
<b>b. Langkah-langkah:</b>
<b>c. Hasil:</b>

**Task 3 (20%)**

<b>Return to the beginning of the document and do the following:</b>
<ul style="list-style-type: none"><li>Position the cursor at the end of the first paragraph after the heading About the Brothers Grimm</li><li>Create a bibliography source placeholder with the name GrimmData</li><li>Edit the placeholder source to reference the online article at <a href="https://en.wikipedia.org/wiki/Brothers_Grimm">https://en.wikipedia.org/wiki/Brothers_Grimm</a> . Use the Web Site source type. Leave the author blank but complete the remaining required fields, using the current date.</li><li>In the Source Manager, verify that the GrimmData source appears in the Current List as a cited source, not a placeholder source. Close the Source Manager and verify that the updated information appears at the end of the paragraph.</li></ul>
<b>a. Maksud Soal:</b>
<b>b. Langkah-langkah:</b>
<b>c. Hasil:</b>

**Task 4 (15%)**

<b>Open the Word_4-2a document, and do the following</b>
<ul style="list-style-type: none"><li>In the blank paragraph after the title (Office Procedures ), insert a table of contents that has the heading Contents . Take the necessary steps to ensure that the page numbers in the table of contents are correct after the TOC is inserted.</li><li>In the table of contents, note the page number of the last heading (Shipping Quick Reference ). Ctrl+click the heading to move to that location in the document. Verify that the page number of the heading matches the page number in the table of contents.</li></ul>
<b>a. Maksud Soal:</b>
<b>b. Langkah-langkah:</b>
<b>c. Hasil:</b>

Task 5 (10%)

Open the Word_4-2b document, and perform the following tasks to modify aspects of the document that affect the table of contents:
<ul style="list-style-type: none"><li>Change the page size of the document to 5" x 8" (inch) . If this page size doesn't appear in your Size list, you can create it as a custom page size. Change the page margins to Narrow</li></ul>
<ul style="list-style-type: none"><li>Go to the Shipping Quick Reference section at the end of the document and delete the word Shipping from the heading.</li></ul>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Task 6 – (20%)

Go to the table of contents at the beginning of the document, and then do the following:
<ul style="list-style-type: none"><li>Update the table of contents to change only the page numbers.</li></ul>
<ul style="list-style-type: none"><li>Note the page number of the Shipping Quick Reference heading.</li></ul>
<ul style="list-style-type: none"><li>In the table of contents, Ctrl+click the Shipping Quick Reference entry. Note that the heading doesn't match the entry. Verify that the page number matches that shown in the updated table of contents.</li></ul>
<ul style="list-style-type: none"><li>Return to the table of contents and update the entire table. Notice that the Quick Reference entry now matches the heading.</li></ul>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil:

Task 7 – (15%)

Open the Word_4-2c document, and do the following:
<ul style="list-style-type: none"><li>In the blank paragraph on the last page of the document, insert a bibliography that uses the MLA writing style and has the heading References .</li></ul>
<ul style="list-style-type: none"><li>Edit the Grimms' Fairy Tales source and change the date to today's date.</li></ul>
<ul style="list-style-type: none"><li>Update the bibliography.</li></ul>
<ul style="list-style-type: none"><li>Change the writing style of the bibliography to Chicago and notice the changes in the bibliography content.</li></ul>
<ul style="list-style-type: none"><li>Convert the bibliography content to static text.</li></ul>
a. Maksud Soal:
b. Langkah-langkah:
c. Hasil: