



SIMnet® Word - Chapter 3 - Collaborating with Others and Working with Reports

Independent Project 3-4

For this project, you modify the *Tips for Better Heart Rate Monitor Training* document from the American River Cycling Club. You use *Track Changes* and comments, insert and modify endnotes, insert placeholders, create sources, insert a bibliography page, insert a table of contents and cover page, and use custom headers and footers.

[Student Learning Outcomes 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7]

File Needed: **HeartRateMonitorTraining-03.docx** (Student data files are available in the Library of your SIMnet account.)

Completed Project File Name: **[your initials] Word 3-4.docx**

Skills Covered in This Project

- Use comments and *Track Changes*.
- Insert endnotes.
- Insert a placeholder for a citation.
- Use the *Source Manager* to edit placeholders and create a new source.
- Change the bibliography style.
- Insert a bibliography page.
- Convert endnotes to footnotes.
- Insert a table of contents.
- Insert and modify a cover page.
- Insert custom headers and footers.
- Insert a document property field.
- Insert page breaks.
- Change footnote number format.
- Resolve a comment.
- Accept tracked changes.

1. Open the **HeartRateMonitorTraining-03** document from your student data files.
2. Save this document as **[your initials] Word 3-4**.
3. Change user name and initials.
 - a. Open the *Track Changes Options* dialog box (**Tracking** launcher) and click the **Change User Name** button to open the *Word Options* dialog box.
 - b. Type your first and last name in the *User name* text box and your first and last initials in lowercase letters in the *Initials* text box.
 - c. Check the **Always use these values regardless of sign in to Office** box, click **OK** to close the *Word Options* dialog box, and click **OK** to close the *Track Changes Options* dialog box.
4. Turn on *Track Changes* and insert a comment.
 - a. Turn on **Track Changes** and change the *Display for Review* view to **Simple Markup**.
 - b. Select the title, insert a **New Comment**, and type **Insert endnotes, citations, a references page, a table of contents, and a cover page** in the new comment.
 - c. Click the **Show Comments** button (if necessary) to close the *Markup* area on the right and display only the comment balloon and not the comment text.
5. Insert endnotes.
 - a. Insert an endnote at the end of the first body paragraph on the first page (after the period after “your training rides.”).
 - b. Type **See the References page for related book and articles** in the endnote area.
 - c. Go to the “Analyze Your Heart Rate Data” section on page 1 and insert an endnote at the end of the body paragraph (after the period after “and duration.”).
 - d. Type **See the ARCC web site (arcc.org) for information about specific heart rate monitors** in the

- endnote area.
- e. Go to the "Comparing Heart Rate Values with Others" section on page 2 and insert an endnote at the end of the second body paragraph (after the period after "predict performance.").
 - f. Type **220-age is an estimate of maximum heart rate.** in the endnote area.
6. Insert placeholders for citations.
- a. Go to the "Know Your Resting Heart Rate" section on page 1, place the insertion point at the end of the second body paragraph and before the period ("psychological stress"), and insert a placeholder named **RoadCycling**.
 - b. Go to the "Perform a Threshold Test" section on page 1, place the insertion point at the end of the second body paragraph and before the period ("threshold test"), and insert a placeholder named **Segura**.
 - c. Go to the "Not Analyzing Heart Rate Data" section on page 2, place the insertion point at the end of the body paragraph and before the period ("cycling training"), and insert a placeholder named **Wallace**.
7. Use the *Source Manager* dialog box to provide source information for the three placeholders. Check the **Show All Bibliography Fields** box, if necessary to display additional fields.
- a. **Edit** the **RoadCycling** placeholder to include the following information.
Type of Source: **Document from Web site**
Corporate Author: **Road Cycling**
Name of Web Page: **Training with a Heart Rate Monitor**
Name of Web Site: **RoadCycling.com**
Year: **2018**
Year Accessed: **2020**
Month Accessed: **January**
Day Accessed: **25**
URL: **http://www.roadcycling.com/heart_rate.html**
 - b. **Edit** the **Segura** placeholder to include the following information.
Type of Source: **Article in a Periodical**
Author: **Manuel A. Segura**
Title: **Maximizing Threshold Training**
Periodical Title: **Cycling Weekly**
Year: **2019**
Month: **March**
Day: **1**
Pages: **35-41**
 - c. **Edit** the **Wallace** placeholder to include the following information.
Type of Source: **Book**
Author: **Ingrid L. Wallace**
Title: **Understanding Heart Rate**
Year: **2017**
City: **Chicago**
Publisher: **Penguin Books**
8. Convert all endnotes to footnotes.
9. Change the bibliography style and insert a references page at the end of the document.
- a. Change the bibliography style of the report to **APA**.
 - b. Place your insertion point on the blank line at the end of the document and insert a **page break**.
 - c. Insert a **References** bibliography on the last page.
 - d. **Center** the *References* heading and apply **10 pt After** paragraph spacing.
10. Insert a table of contents.
- a. Place the insertion point at the top of the document and insert a **page break**.
 - b. Place the insertion point in front of the page break at the top of the new first page.
 - c. Type **Table of Contents** and press **Enter** two times.
 - d. Select text you just typed, change the font size to **14 pt**, apply **bold** and **small caps**
 - e. Place your insertion point on the blank line below "Table of Contents."
 - f. Insert a **Custom Table of Contents** and use **Simple** format, show **2** levels of headings, show page numbers, right align page numbers, and use a dot tab leader.
11. Insert a cover page.

- a. Insert the **Ion (Dark)** built-in cover page.
 - b. Select the **Year** field and choose the current date.
 - c. Select the **Title** field, change the font size to **44 pt**, apply **bold** formatting, and align **center**.
 - d. Delete the **Subtitle** and **Author** fields. Be sure to delete the entire fields, not just the text.
 - e. Select the **Company** field, change the font size to **12 pt**, and apply **bold**.
 - f. Select the **Company Address** field and type **www.arcc.org**.
12. Insert a header and footer.
 - a. Place the insertion point in the table of contents on the second page.
 - b. Edit the header, type **Page**, **space** once, and insert a plain page number in the current position.
 - c. **Align Right** the header information (use **Align Right**, not a tab).
 - d. Go to the footer on the second page and insert the **Company** document property field.
 - e. Press the right arrow key to deselect the field and press **Tab** two times.
 - f. Type **www.arcc.org** on the right.
 - g. Use the **Borders and Shading** dialog box to apply a **solid line**, **Automatic** color, **¾ pt** width, **top** and **bottom border** to the information in the footer.
 - h. Change the font size of the information in the header and footer to **10 pt**.
 - i. Close the header and footer. No header or footer should appear on the cover page.
 13. Insert a **page break** before the “Analyze Your Heart Rate Data” and “Not Being Aware of Factors Affecting Heart Rate” headings.
 14. Change the footnote number format to **A, B, C**.
 15. Resolve a comment and accept all tracked changes.
 - a. Click the **Show Comments** button to display comments.
 - b. **Resolve** the comment near the top of the third page.
 - c. Accept all changes in the document and stop tracking changes.
 - d. Click the **Show Comments** button again so the text of the comment does not display.
 16. **Update** the entire table of contents.
 17. Save and close the document (Figure 3-131).

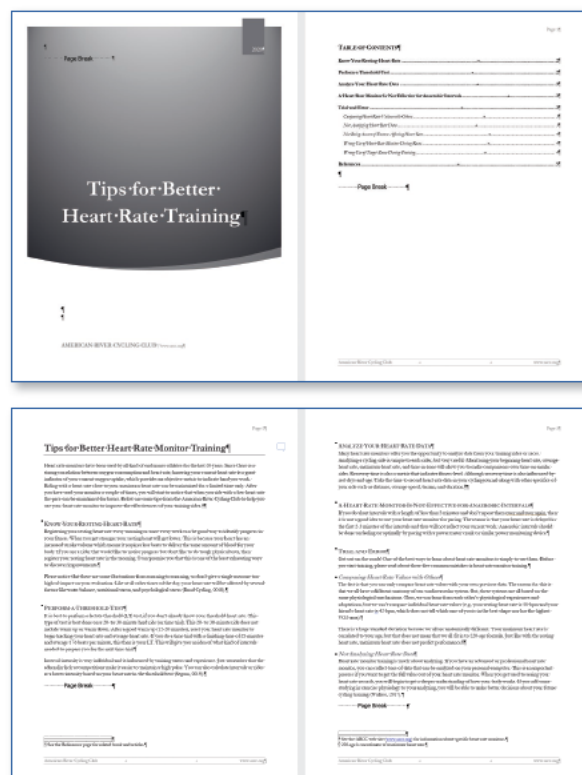


Figure 3-131 Word 3-4 completed (first four of six pages)

Page(s)
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