

Creating a Research Paper

Word Unit

Click and Type - MLA Format

Marino · 1st

Annalisa · Marino ¶

Mr. · Winters ¶

English · 101 ¶

April · 4, · 2012 ¶

¶

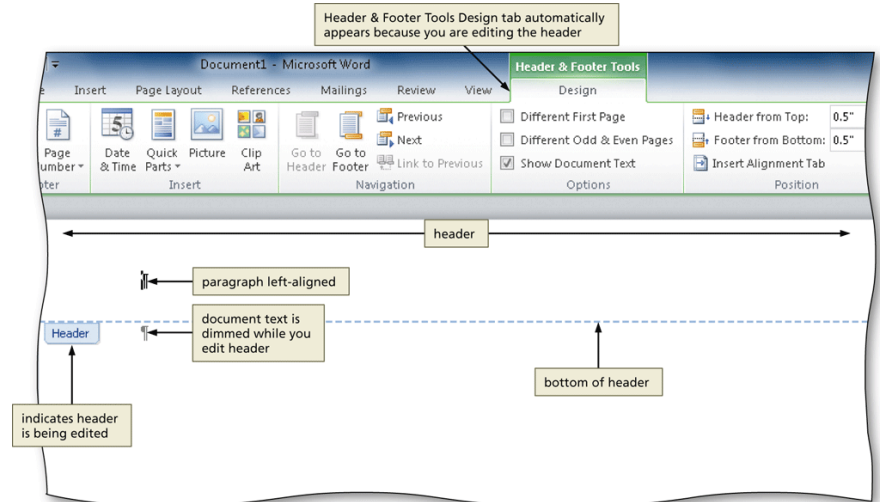
center icon → ¶

as you move Click and Type pointer around document below the entered name and course information, the icon below the I-beam changes to represent formatting that will be applied if you double-click at that location

The diagram shows a document page with a header 'Marino · 1st' in the top right. The main text is left-aligned and consists of five lines: 'Annalisa · Marino ¶', 'Mr. · Winters ¶', 'English · 101 ¶', 'April · 4, · 2012 ¶', and '¶'. Below the text, there is a yellow box labeled 'center icon' with an arrow pointing to a centering icon (an I-beam with three horizontal lines below it). A red callout box with a red border points to this icon, containing the text: 'as you move Click and Type pointer around document below the entered name and course information, the icon below the I-beam changes to represent formatting that will be applied if you double-click at that location'.

Switching to the Header

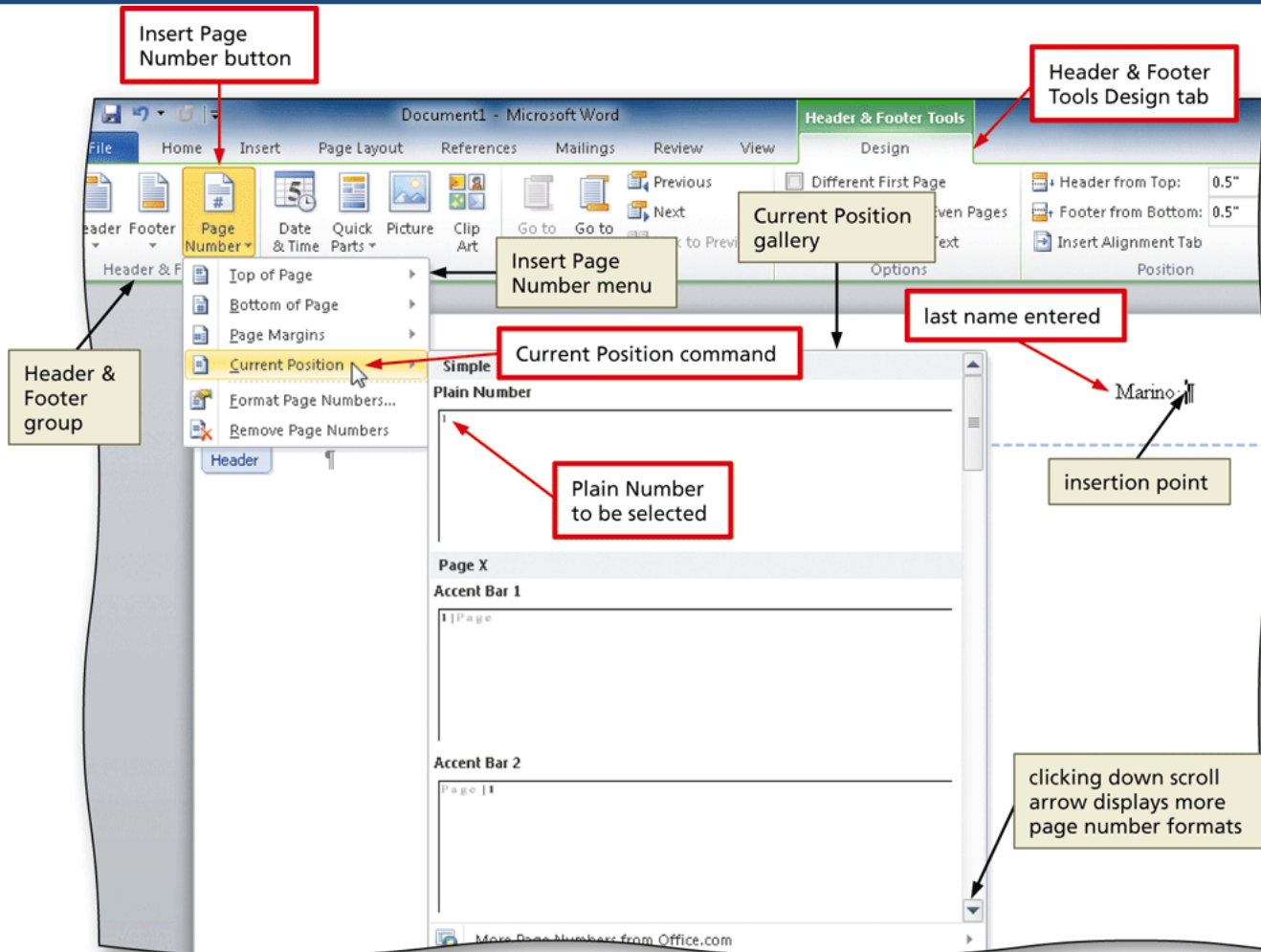
- Click Insert on the Ribbon to display the Insert tab
- Click the Header button (Insert tab | Header & Footer group) to display the Header gallery
- Click Edit Header in the Header gallery to switch from the document text to the header, which allows you to edit the contents of the header



Inserting a Page Number

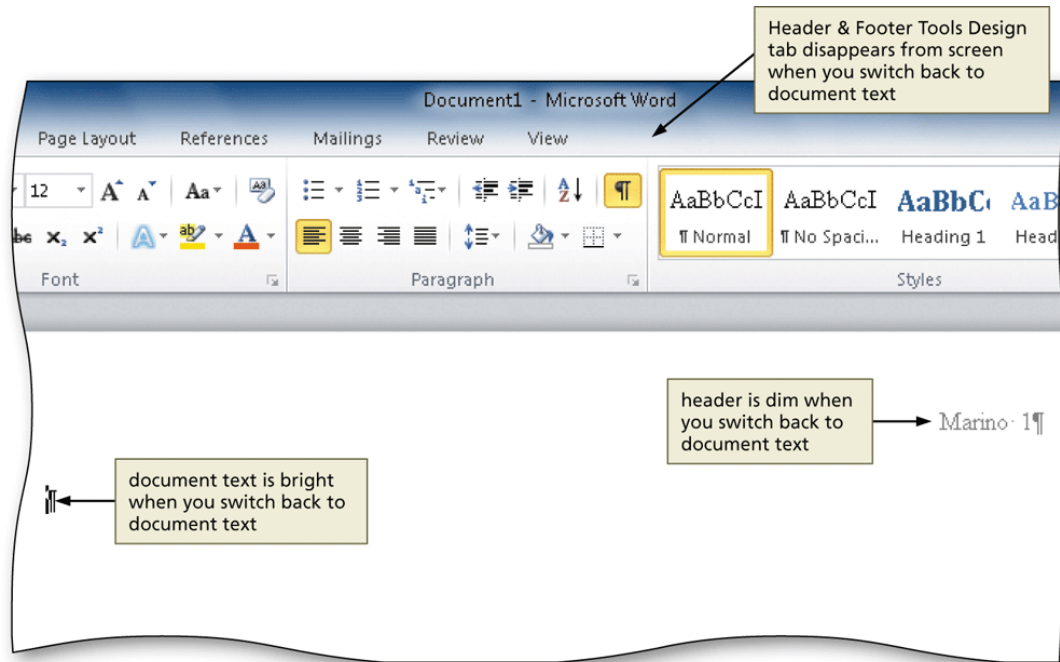
- Click the Insert Page Number button (Header & Footer Tools Design tab | Header & Footer group) to display the Insert Page Number
- Point to the position at which you want to insert the page number, and then select the desired style in the gallery

Inserting a Page Number



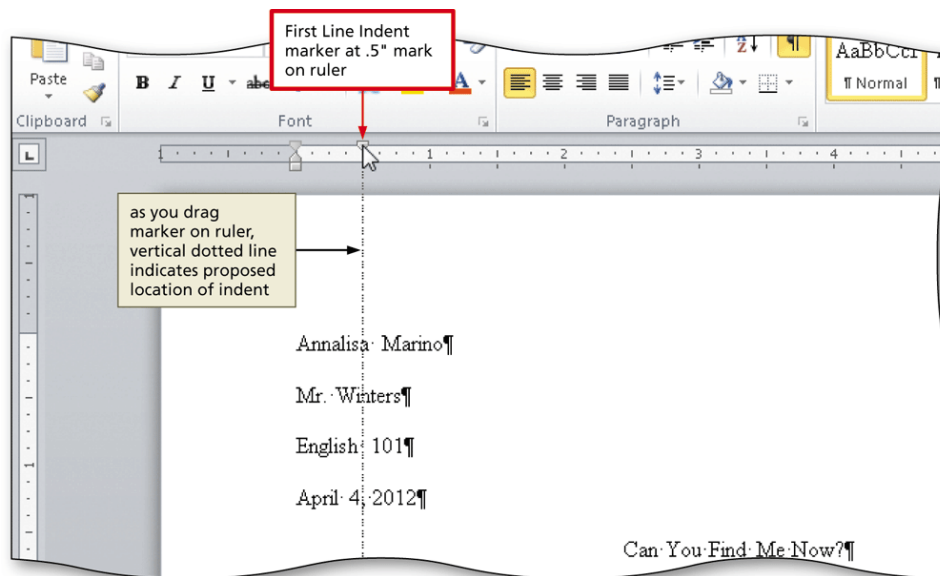
Closing the Header

- Click the Close Header and Footer button (Header & Footer Tools Design tab | Close group) to close the header and switch back to the document text



First-Line Indenting Paragraphs

- With the insertion point in the paragraph to be indented, drag the First Line Indent marker to the desired location on the ruler to set the location for the first-line indent



Inserting the Current Date in a Document

- Display the Insert tab
- Click the Insert Date and Time button to display the Date and Time dialog box
- Select the desired format
- If desired, click the Update automatically check box
- Click the OK button to insert the current date at the location of the insertion point

Inserting the Current Date in a Document

The image shows a Microsoft Word document titled "Heartland Advertisement Letter" with the "Date and Time" dialog box open. The dialog box displays a list of available date and time formats. The format "April 27, 2012" is highlighted with a blue selection bar and a red box labeled "selected date format". A red box labeled "insertion point" points to the cursor location in the document text. A red box labeled "OK button" points to the "OK" button in the dialog box. A red box labeled "Insert Date and Time button" points to the "Date & Time" button in the "Insert" tab of the ribbon. A red box labeled "Insert tab" points to the "Insert" tab on the ribbon. A yellow box labeled "Date and Time dialog box" points to the dialog box itself. A yellow box labeled "list of date and time formats — your list will show current system date and time stored on your computer" points to the list of formats. A yellow box labeled "check box not selected" points to the "Update automatically" checkbox, which is unchecked. A yellow box labeled "Text group" points to a group of text in the document. A yellow box labeled "formatting mark indicates TAB key pressed" points to a small square mark in the document text. A yellow box labeled "insertion point" points to the cursor location in the document text.

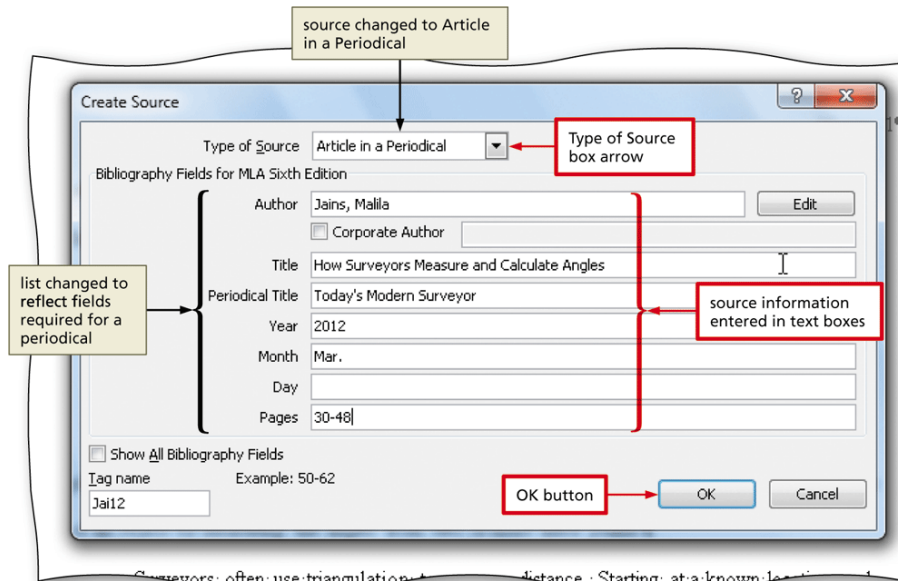
Annotations in the image include:

- Insert tab
- Date and Time dialog box
- Insert Date and Time button
- selected date format
- list of date and time formats — your list will show current system date and time stored on your computer
- check box not selected
- OK button
- Text group
- formatting mark indicates TAB key pressed
- insertion point

Inserting a Citation and Creating Its Source

- Click the Insert Citation button (References tab | Citations & Bibliography group) to display the Insert Citation menu
- Click Add New Source on the Insert Citation menu to display the Create Source dialog box
- Click the Type of Source box arrow, and then click the type of source you are adding
- Type the source information in the appropriate text boxes, and then click the OK button to insert the citation in the document at the location of the insertion point

Inserting a Citation and Creating Its Source



Surveyors often use triangulation to measure distance. Starting at a known location and elevation, surveyors measure a length to create a base line and then use a theodolite to measure an angle to an unknown point from each side of the base line (Jains)

insertion point

citation inserted in text

Editing a Citation

- Click somewhere in the citation to be edited, which selects the citation and displays the Citation Options box arrow
- Click the Citation Options box arrow to display the Citation Options menu
- Click Edit Citation on the Citation Options menu to display the Edit Citation dialog box
- Change the information as necessary in the Edit Citation dialog box, and then click the OK button

Editing a Citation

Annalisa Ma

Edit Citation dialog box

Mr. Winters

English 101

April 4, 2012

Edit Citation

Add

Pages: 30-48

Suppress

Author Year Title

OK Cancel

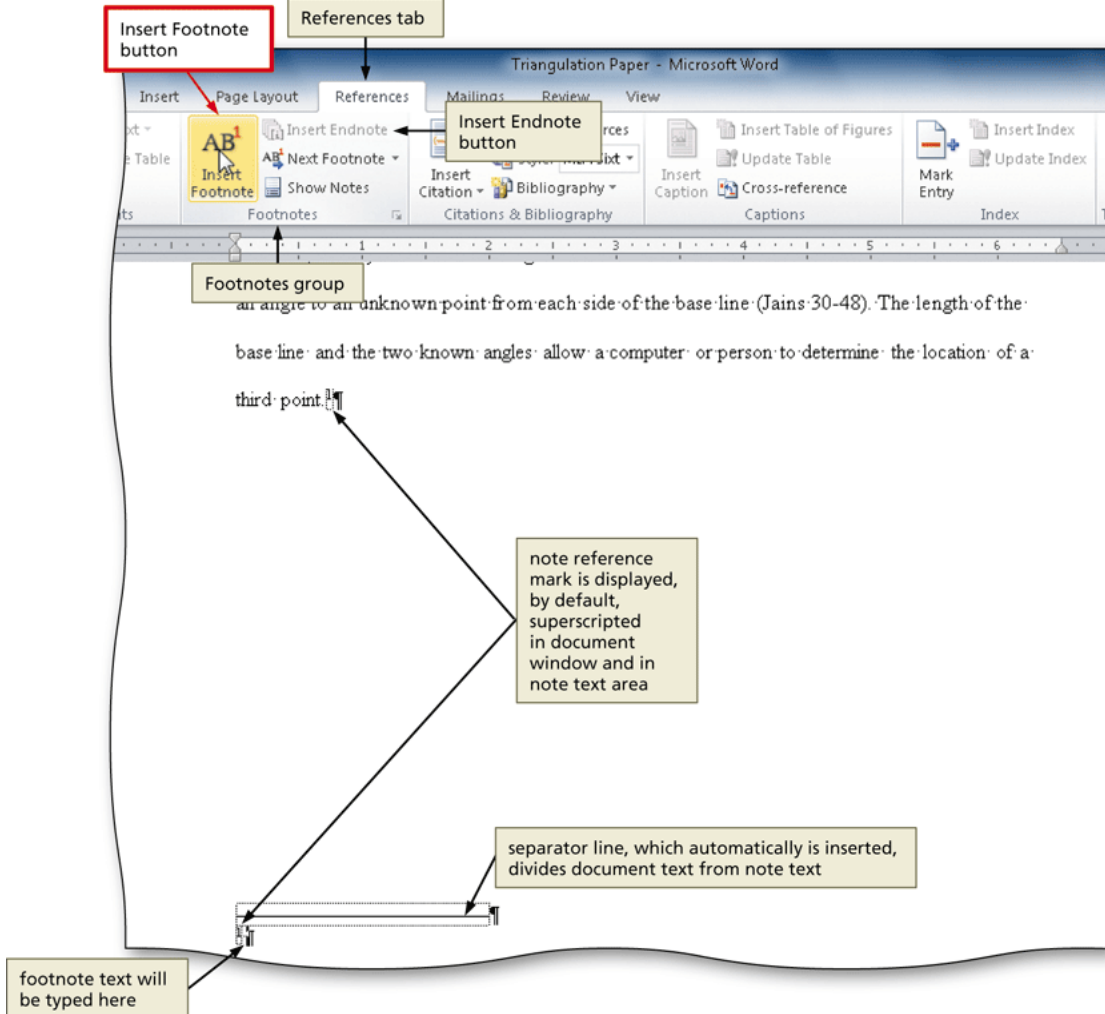
page numbers entered in text box

OK button

Inserting a Footnote Reference Mark

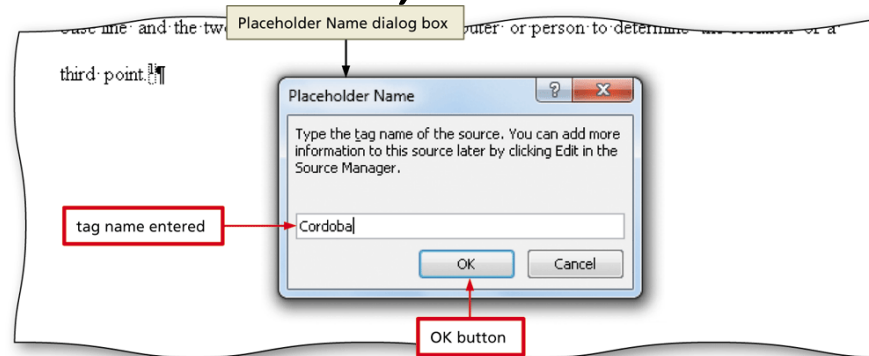
- Click the Insert Footnote button (References tab | Footnotes group) to display a note reference mark (a superscripted 1) in two places: (1) in the document window at the location of the insertion point and (2) at the bottom of the page where the footnote will be positioned, just below a separator line
- Type the footnote text

Inserting a Footnote Reference Mark



Inserting a Citation Placeholder

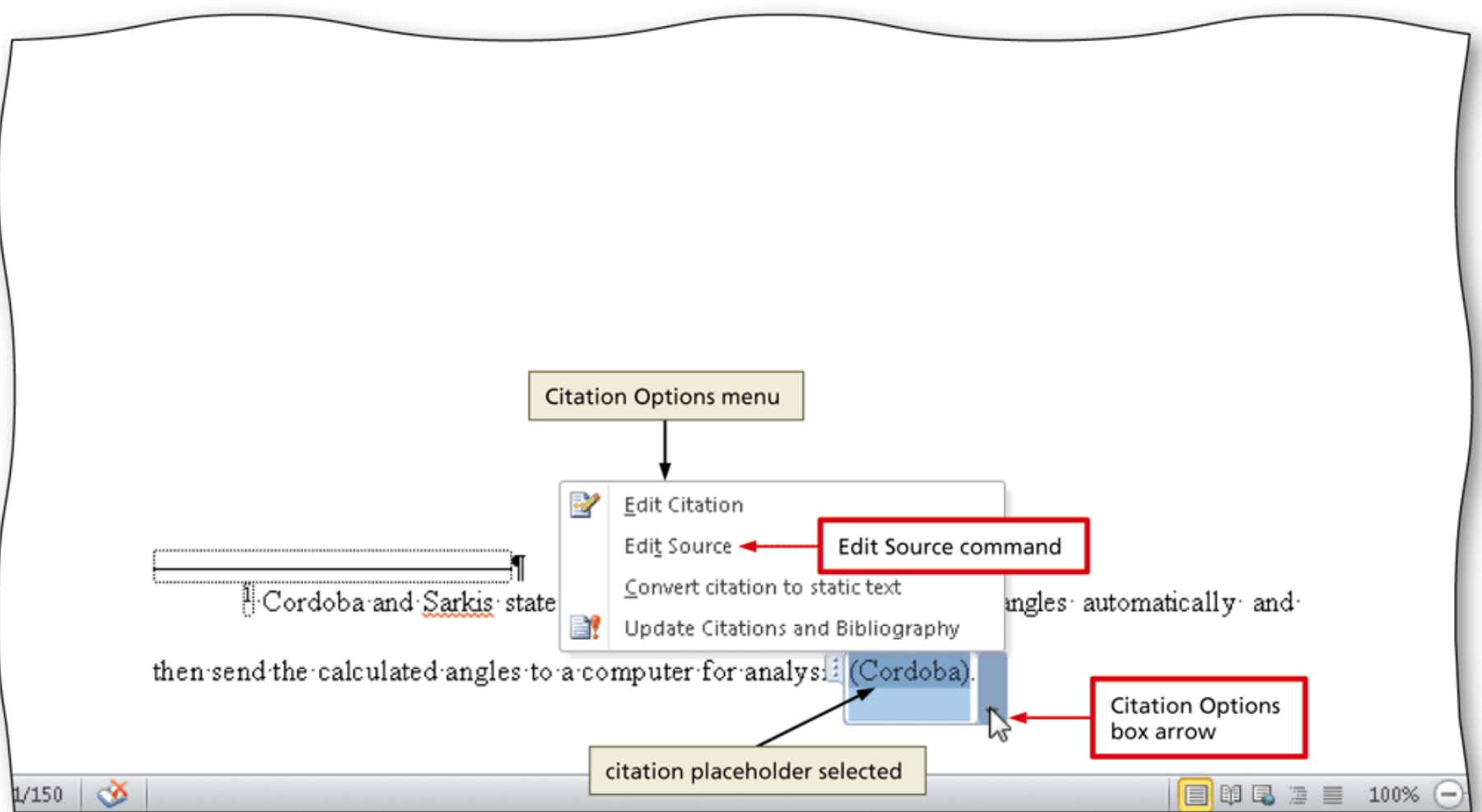
- Click the Insert Citation button (References tab | Citations & Bibliography group) to display the Insert Citation menu
- Click Add New Placeholder on the Insert Citation menu to display the Placeholder Name dialog box
- Click the placeholder name, and then click the OK button



Editing a Source

- Click somewhere in the citation placeholder to be edited to select the citation placeholder
- Click the Citation Options box arrow to display the Citation Options menu
- Click Edit Source on the Citation Options menu to display the Edit Source dialog box
- If necessary, click the Type of Source box arrow and then select the type of source
- Enter the source information, and then click the OK button

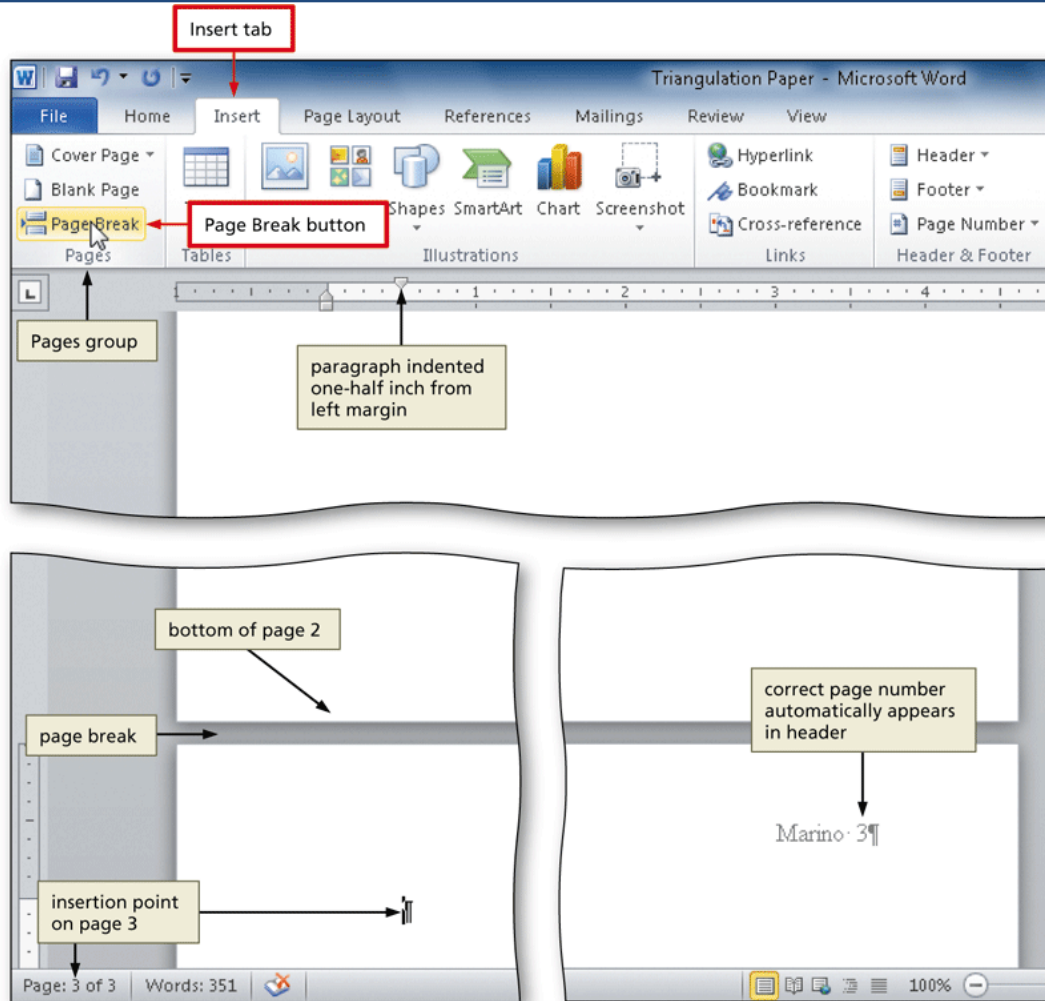
Editing a Source



Page Breaking Manually

- Position the insertion point where you wish to insert the page break
- Click Insert on the Ribbon to display the Insert tab
- Click the Page Break button (Insert tab | Pages group) to insert a manual page break immediately to the left of the insertion point and position the insertion point immediately below the manual page break

Page Breaking Manually



Creating a Bibliographical List

- Click References on the Ribbon to display the References tab
- With the insertion point positioned where the bibliographical list is to be inserted, click the Bibliography button to display the Bibliography gallery
- Click Insert Bibliography in the Bibliography gallery to insert a list of sources at the location of the insertion point

Creating a Bibliographical List

The screenshot shows the Microsoft Word interface with the 'Citations & Bibliography' tab selected. A ruler at the top indicates a hanging indent marker set at 0.5 inches. The document content includes a 'Table of Contents' at the top right, followed by 'Footnotes', 'Citations & Bibliography', 'Captions', 'Index', and 'Table of Authority'. The main text area contains the following text:

Marino 3¶

Works Cited¶

Cordoba, Nicolas E., and Kara A. Sarkis. The Surveyor's Theodolite Formula. Orlando: Orange County Press, 2012.¶

Jains, Malila. "How Surveyors Measure and Calculate Angles." Today's Modern Surveyor. Mar. 2012: 30-48.¶

Sanders, Gregory B. Understanding Satellites and Global Positioning Systems. n.d. Course Technology. 27 Feb. 2012.¶

Annotations include:

- A box on the left pointing to the second line of each entry: "second line in paragraphs indented one-half inch from left margin".
- A box on the right pointing to the list: "alphabetical list of sources automatically generated by Word".
- A box at the bottom pointing to "n.d.": "stands for no date".

Modifying a Source and Updating the Bibliographical List

- Click the Manage Sources button (References tab | Citations & Bibliography group) to display the Source Manager dialog box
- Click the source you wish to edit in the Current List
- Click the Edit button to display the Edit Source dialog box
- Make the desired changes to the source, and then click the OK button
- If necessary, click Yes to update all occurrences of the source
- Click the Close button to update the list of sources in the document and close the dialog box

Modifying a Source and Updating the Bibliographical List

The image shows a Microsoft Word window titled "Triangulation Paper - Microsoft Word" with the "References" tab selected. The "Source Manager" task pane is open, displaying two lists: "Master List" and "Current List". The "Master List" contains one source: "Jains, Malla; How Surveyors Measure and Calculate Angles (2012)". The "Current List" contains three sources, with the second one selected: "Jains, Malla; How Surveyors Measure and Calculate Angles (2012)".

Annotations in the Source Manager pane include:

- Source Manager dialog box**: Points to the task pane title bar.
- References tab**: Points to the "References" tab in the ribbon.
- Manage Sources button**: Points to the "Manage Sources" button in the ribbon.
- Master List displays all available sources — your list may differ**: Points to the "Master List" section.
- source selected**: Points to the selected source in the "Current List".
- Current List displays sources in document**: Points to the "Current List" section.
- Edit Source dialog box**: Points to the "Edit Source" dialog box.
- Edit button**: Points to the "Edit..." button in the Source Manager pane.
- Close button**: Points to the "Close" button in the Source Manager pane.

The "Edit Source" dialog box is open, showing the following fields:

- Type of Source**: Article in a Periodical
- Bibliography Fields for MLA Sixth Edition**:
 - Author**: Jains, Malla
 - Corporate Author**:
 - Title**: How Surveyors Measure Distance and Calculate Angles
 - Periodical Title**: Today's Modern Surveyor
 - Year**: 2012
 - Month**:
 - Day**:
 - Pages**: 30-48
- Preview (MLA S)**: Citation: (Jains, Malla; How Surveyors Measure and Calculate Angles (2012))
- Bibliography**: Jains, Malli
- word inserted**: Points to the word "Distance" in the Title field.
- Title text box**: Points to the Title field.
- OK button**: Points to the "OK" button.
- Close button**: Points to the "Close" button.