*Microsoft Word 2016***Lesson 5**

Reports & References

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| **Objectives:** | |
| Reference Ribbon | Reports |
| * Footnotes and Endnotes * Citations * Table of Contents * Bibliography * Entering and modifying sources * Update Table of Contents | * Insert Cover page * Figure captions * Double Spacing * Styles * Modify Styles * Outlines |

As you do this assignment, check the boxes when you complete each step. Save these instructions so you know where to begin the next day.

**PRACTICE**

Open the Word 5 Practice Page and take the Pre-Assessment.

1. Open the Word 5 Practice Page and take the Pre-Assessment.

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|  | **Spacing** - Change the spacing in the first paragraph to double, and the second paragraph to single. | |
|  | Add a header with your name, period, and filename. | |
|  | Add page numbering in the bottom middle of the page. | |
|  | **Figure Captions** - Go to the internet and find a picture of an excel graph. Insert it into this page under the Figure Captions title. Resize it to fit so it does not go onto the next page. | |
|  | At a caption below it that says “this is a graph” or something like that. Remove the figure label. | |
|  | Go to the internet and get a random picture, pasting it into your document. | |
|  | Change the wrap to tight, and move the picture to the right of your graph. | |
|  | Caption this is as figure 2 with the caption of your choice. | |
|  | Add a page break so that “Styles” is at the top of page 3 and you have all of page 2 for your outline. | |
|  | If necessary, use the clear formatting button so that you can type below the Outlines title without any special formatting. | |
|  | \**Before doing outlines—make sure you follow along with the video, as it will take you through this part step by step.* | |
|  | **Outlines** - Go to Wikipedia and choose a vague subject that can be divided into two. Example: French Queens, Catherine De’Medici and Marie Antoinette. | |
|  | Using the outline provided in Wikipedia, create a multi-level outline that includes at least three levels and has at least 10 items. Make sure you choose a subject in Wikipedia that will accommodate that requirement. |  |
|  | \*KEEP IT SIMPLE! You do not need to include everything—just a few points in each area to get the point across. |
|  | **Styles** – In the styles section, use Styles to change each of the labeled headings. |
|  | Add a table of contents and make sure the headings are correct. |
|  | Press enter a few times. Copy your outline you created and paste it here again. |
|  | With it highlighted, go to the pull-down menu on the numbering button (in home) and choose None. |
|  | Then clear all formatting from the list. |
|  | Copy and paste a nonsense sentence between each word. |
|  | Do this for all of your titles, pasting the same nonsense sentence after it. (Remember, this is all explained in the video step by step—so if you get confused, watch the video!) |
|  | Once you have entered your whole outline, change the headings to levels 1, 2, and 3. | |
|  | Add a Table of Contents. | |
|  | You will note that it just added your new information to the other table of contents you already created. You cannot have more than one table of contents. But you may leave it that way. | |
|  | Update your table so they are no longer included. | |
|  | **Modify Styles** – In your styles section, right click on Heading 1 and modify it so that it’s size 16, black, and centered. | |
|  | Modify Heading 2 so that it’s bolded and on the left. | |
|  | Modify heading 3 so that it’s italicized, size 12, on the left. | |
|  | **Cover Page** – Insert a Title Page, naming the assignment “Word 4 Practice Page,” and add your name and period and anything else it requires. If it asks for an abstract, just delete that section. | |
|  | **Citations, Footnotes, and Bibliography**  – Watch the video instruction on how to add footnotes, citations, and a bibliography. You will not practice that here—but will do it in the application assignment. | |

**APPLICATION**

Open the Lesson 4 Starter Assignment.

**APPLICATION**

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|  | Add a header with your name, period, and filename |  |
|  | Add a page number on the bottom left |
|  | Double space the entire document and add a tab at the beginning of each paragraph. |
|  | Select “Absence of an Heir” and format it to Heading 1. |
|  | Modify Heading 1 so that is centered, size 16, and the color of your choice. |
|  | Select “Birth of a King” and format it to Heading 2 |
|  | Modify Heading 2 so that it is Bold, size 14, and the same color you chose for heading 1. |
|  | Modify Heading 3 so that it is size 12, italicized, and in the color you’ve chosen. |
|  | Using the outline provided, add the correct style to each of the headings in the document. |
|  | Delete the title “The Succession Of King George” and delete until “In the Absence of an Heir” is at the top of the page. |
|  | Add a cover page of your choice. |
|  | Add the title “The Succession of King George lll” on your cover page. |
|  | Add your name, period, and any other needed information. Delete prompts that do not apply. | |
|  | Change any fonts or color options on your cover page as you desire. | |
|  | If you chose a cover page with an image, right click on the image and choose “Change Picture” and then “From Online Sources.” Do a quick Bing search for King George 3. | |
|  | Go through the entire document and press tab at the beginning of each paragraph | |
|  | Add a table of contents | |
|  | Use a page break after the Table of Contents so that “In Absence of an Heir” is at the top of the page. | |
|  | Check your Table of Contents to be sure that it looks like the outline above—did you do your styles right? If not, fix them and then update your table. | |
|  | Go to the bottom of the final page and press enter. | |
|  | Enter the citations lists below by using Add New Source. As you add them, the reference will show up where your cursor is (Uglow, 2014). Delete those references at the bottom.  \*When entering the website for Rachel Knowles, it’s much easier to ctrl+Click on the website to go to it, then copy and paste the URL, rather than type the whole thing in!  \*\*Make sure when entering the name, you capitalize first and last name, and do last name first. Uglow, Jenny. | |

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| **Citation 1** | | |
| **Source** | **Author** | **Name of Web Page** |
| Web Page | Rachel Knowles | Prince Ernest, Duke of Cumberland and King of Hanover |
| **Name of Website** | **Date** | **URL** |
| Regency History | March 25, 2013 | [www.regencyhistory.net/2013/03/prince-ernest-duke-of-cumberland-and.html](http://www.regencyhistory.net/2013/03/prince-ernest-duke-of-cumberland-and.html) |
| **Citation 2** | | |
| **Source** | **Author** | **Name of Web Page** |
| Book | Flora Fraser | Princesses: The Six Daughters of George lll |
| **# Pages** | **Date** | **Publisher Info** |
| 496 | 2006 | Anchor Books, London |
| **Citation 3** | | |
| **Source** | **Author** | **Title** |
| Journal Article | Jenny Uglow | The Strangest Family: The Private Lives of George lll, Queen Charlotte and the Hanoverians |
| **Journal Name** | **Date** | **Page Number** |
| The Guardian | 2014 | 25 |
| **Citation 4** | | |
| **Source** | **Author** | **Title** |
| Book | Christopher Hibbert | George lll: A Personal History |
| **# Pages** | **Date** | **Publisher Info** |
| 464 | 2000 | Basic Books, New York |

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|  | **Footnote** – In the unmarried daughters section, by Sophia’s name, add a footnote and then a citation like this: |
|  | **Inside Citations** – Add the following citations.  *Vegetating* - Do a search for the word “vegetating” (Ctrl+F). After the word “vegetating” add a citation for Jenny Uglow |
|  | *Unmarried Daughters* – At the end of the “Unmarried daughters” paragraph, add a citation for Flora Fraser. |
|  | *Canadian* – Do a search for “Canadian” and add a citation for Christopher Hibbert. |
|  | Add a horizontal line after the Legacy paragraph. |
|  | **References/Bibiliography** - Add a bibliography or Reference (either is fine) at the bottom of the page to include all four citations you entered. |
|  | **Insert Picture** - In the Progeny section, insert the Hanover Family Tree image, provided. |
|  | Change the wrap to Top and Bottom, and place it at the bottom of the Progeny section. |
|  | Add a caption that reads “Hanover Family Tree” |
|  | **Document Themes** - Go to Design, themes and choose a theme and then a color scheme from the colors pull down menu. This will apply to your entire document. |
|  | Print: If you are required to print, please print 6 pages to a sheet and staple the two pages together. |