1. Format an Academic Report

Follow the steps to complete the activity.

Step-By-Step

1 Open a new document. Click **Reveal Formatting**. Change the **Font** to **Times New Roman**, **12 pt**. Click **Default**. Click **No**.

2 Click **Alignment**. Choose **Alignment>Left**. Under **Indentation**, confirm **Right** is **0″**. Change **Line Spacing** to **Double** and **Spacing After** to **0 pt**. Click **Default**. Click **No**.

3 Click the **plus sign** next to **Section**. Confirm all four **Margins** are **1″**.

4 **CHECK** Your screen should look like Figure 4.46.

5 Close the **Reveal Formatting** pane. Key the report heading shown in Figure 4.47. Press **ENTER**.

6 Choose **Insert>Text> Object>Text from File**. Insert the data file **Washington.docx**. Scroll to the top of the page.

7 **CHECK** Your screen should look like Figure 4.47. Save as Washington-[your first initial and last name]1. Close the file.

FIGURE 4.46 Formatting for an academic report
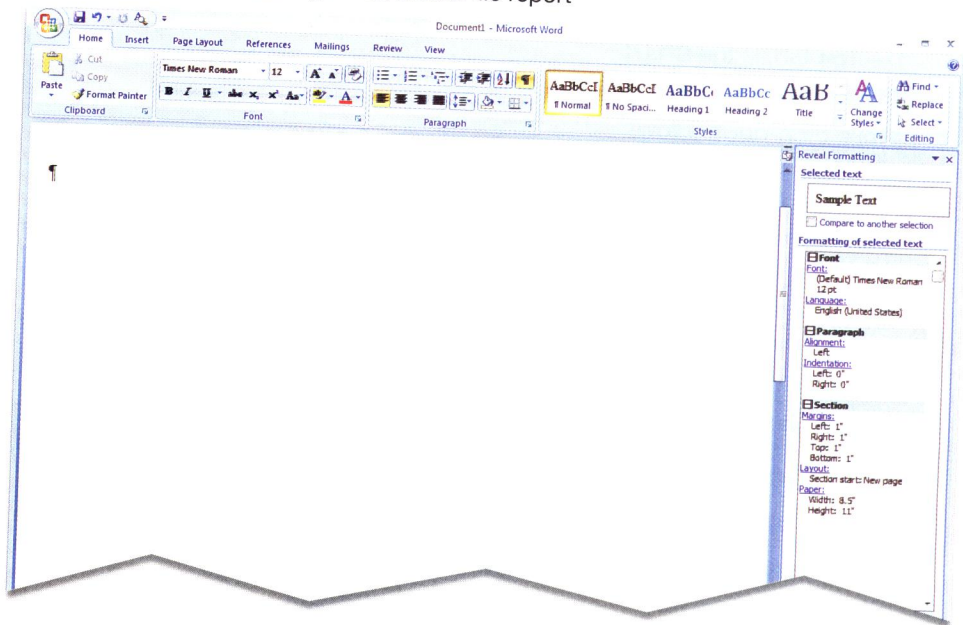
FIGURE 4.47 Academic report with heading and text inserted

Sam Bryant¶

Mrs. Taylor¶

Social Studies — 2nd Period¶

September 30, 2010¶

Report heading

George Washington and the Office of President¶

George Washington was the first president of the United States. He served from 1789 to 1797. As the first president, Washington began many of the traditions that presidents still follow today. However, Washington also did many things that make him unique among all presidents.¶

The Constitutional Convention met in Philadelphia in 1787. The purpose of the convention was to create a plan for the new American government. Members chose George Washington to lead the convention. They chose Washington because he "was respected and was

LESSON 4 Practice It Activities

2. Add a Header and Navigate a Report

Follow the steps to complete the activity. You must complete Practice It Activity 1 before doing this activity.

Step-By-Step

1 Open your **Washington-1** file. Save as: Washington-[your first initial and last name]2.

2 Choose **Insert>Header & Footer>Header>Edit Header**.

3 Click in the **Header** box. Key: Bryant. Press the spacebar once.

4 Click **Insert>Header & Footer>Page Number> Current Position>Plain Number**.

5 Select the name and page number. Click **Home> Paragraph>Align Right**. Deselect the text.

6 ⓘ**CHECK** Your screen should look like Figure 4.48.

7 Press ⌨CTRL + ⌨HOME. Click **Browse by Page** 🗋.

8 Click **Next Page**. Click **Previous Page**.

9 ⓘ**CHECK** Your screen should look like Figure 4.49. Save and close your file.

FIGURE 4.48 Header added to report

FIGURE 4.49 Use Browse by Page to move to Page 2

3. Modify a Works Cited List

Follow the steps to complete the activity. You must complete Practice It Activity 2 before doing this activity.
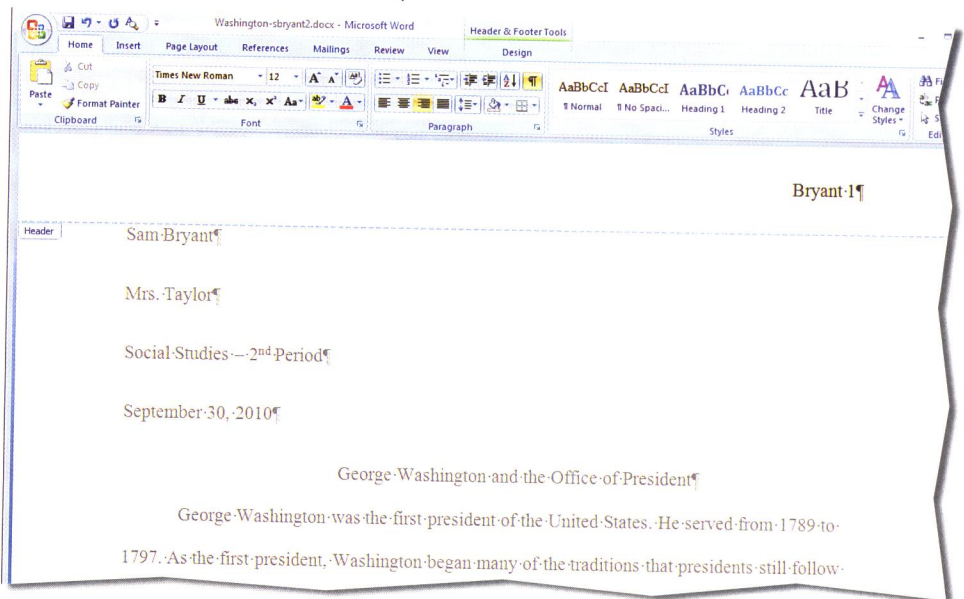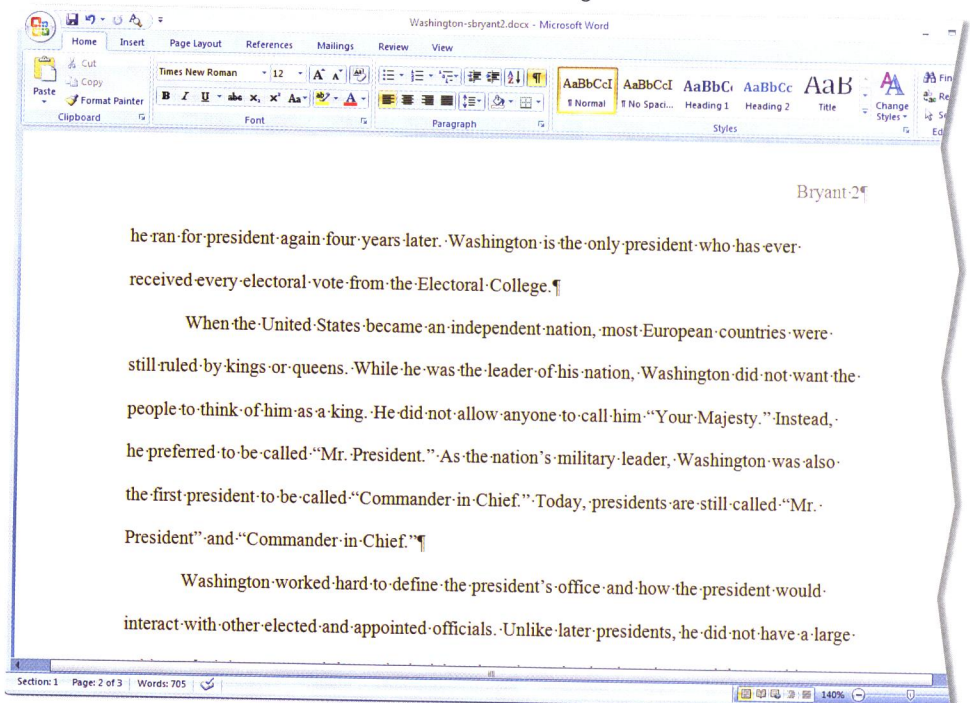
1 Open your **Washington-2** file. Save as: Washington-[your first initial and last name]3.

2 On Page 1, click after **disagreed** at the end of the second paragraph. Place the cursor before the period. Press the spacebar once. Key: (Lee 50).

3 (i)**CHECK** Your screen should look like Figure 4.50.

4 On Page 3, click before **Works Cited**. Choose **Insert>Pages>Page Break**.

5 Click after the last citation on Page 4. Press ENTER.

6 Key: Lee, Jane. "George Washington." The First Presidents. Ed. Marcus Taylor. New York: Presidential Press, 2009. 45-66.

7 Select **The First Presidents**. Click **Underline**.

8 (i)**CHECK** Your screen should look like Figure 4.51. Save and close the file.

FIGURE 4.50 Parenthetical citation added to report

George Washington was the first president of the United States. He served from 1789 to 1797. As the first president, Washington began many of the traditions that presidents still follow today. However, Washington also did many things that make him unique among all presidents.¶

The Constitutional Convention met in Philadelphia in 1787. The purpose of the convention was to create a plan for the new American government. Members chose George Washington to lead the convention. They chose Washington because he "was respected and was able to bring people together when they disagreed" (Lee 50).¶ ← **Citation**

Washington and the other members of the convention helped to create the American Constitution. This document outlines the basic structure of the United States' government.¶

FIGURE 4.51 Works Cited page with citation added

Bryant 4¶

Works Cited¶

Canady, Robert. Washington and the Nation. New York: Presidential Press, 2009.¶

"Independence and the Presidency." Meet Amazing Americans. September 2010. The Library of Congress. 19 September 2010 <http://americaslibrary.gov/presidents/wash/ind_3>.¶

Lee, Jane. "George Washington." The First Presidents. Ed. Marcus Taylor. New York: Presidential Press, 2009. 45-66.¶

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4. Insert Headers and Page Breaks

You have written a report about the country of New Zealand. Before you submit the report to your teacher, you need to change the report's margins, add a header, and add a title. You also need to finish formatting your Works Cited page.
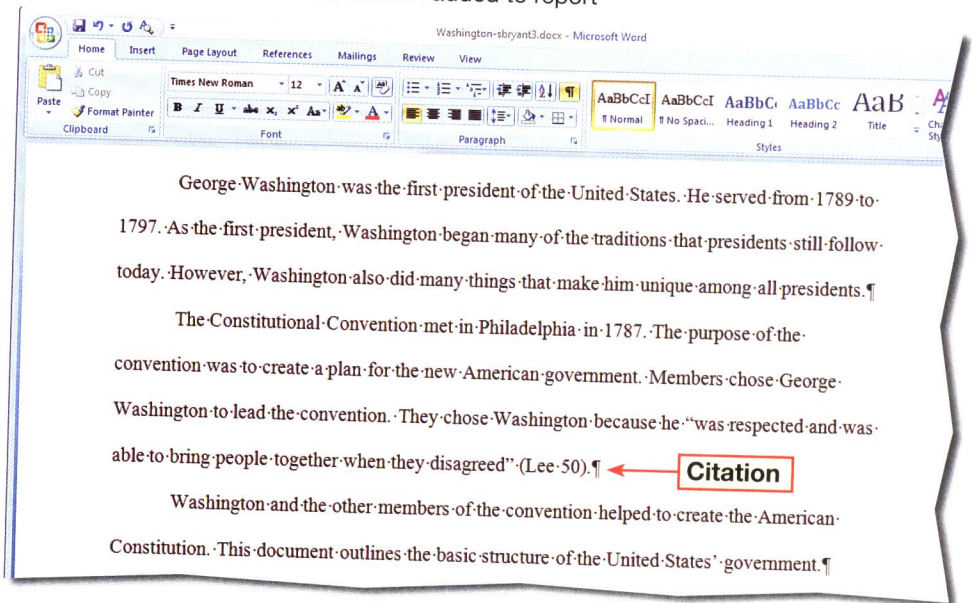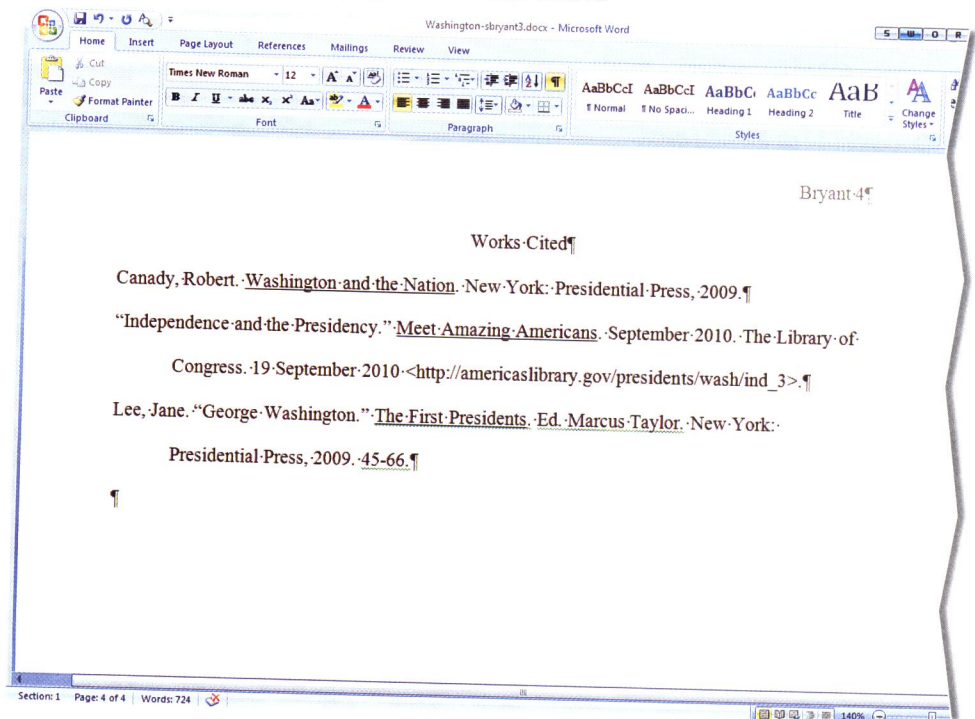
Step-By-Step

1. Open the data file **New Zealand.docx**. Save as: New Zealand-[your first initial and last name]4.

2. Choose **Reveal Formatting**. Change all the margins to **1˝**. Change the default font to **Times New Roman 12 pt**. Close the task pane.

3. Choose **Insert>Header & Footer>Header>Edit Header**. In the **Header** box, key: Bryant. Add a space.

4. Insert a page number. Right-align the name and page number.

5. Just below the date, on a new line, key: New Zealand's Riches. Center the title.

6. **(i)CHECK** Your screen should look like Figure 4.52.

7. On Page 2, insert a page break so the Works Cited list starts on Page 3.

8. **(i)CHECK** Your screen should look like Figure 4.53. Save and close the file.

FIGURE 4.52 Report with header, title, and correct margins
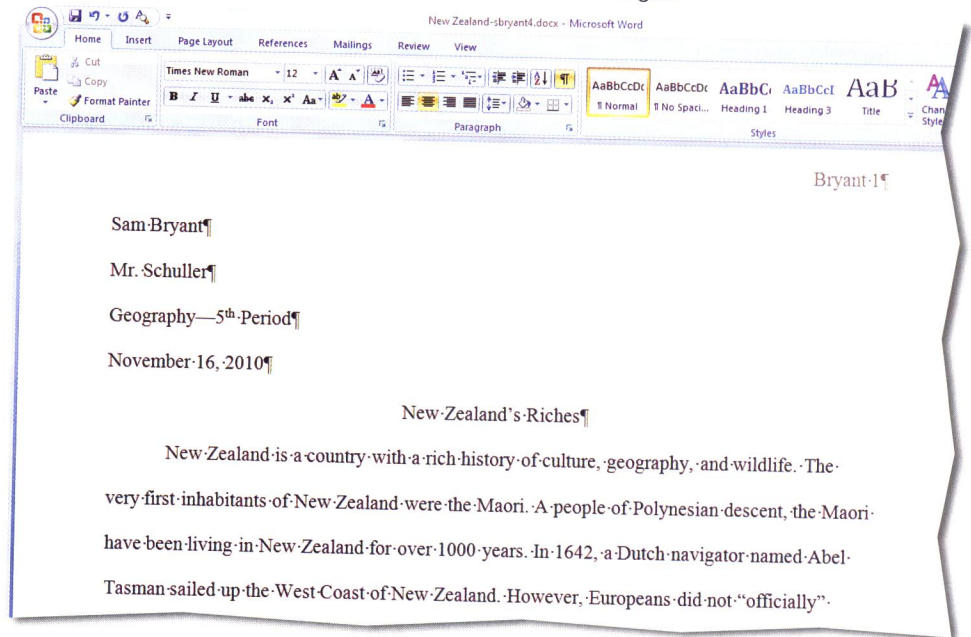
FIGURE 4.53 Page break inserted before Works Cited

5. Review a Report
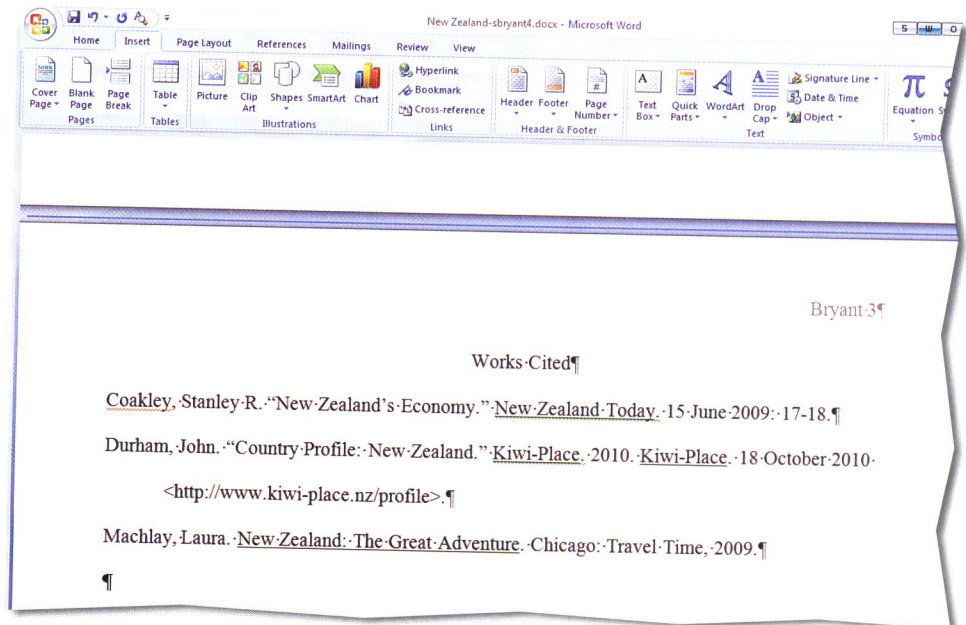
1 Open your **New Zealand-4** file. Save as: New Zealand-[your first initial and last name]5.

2 Open the **Word Count** dialog box. Review the word count and close the dialog box.

3 On Page 2, in the third paragraph, delete the text **a bird with nostrils at the end of its beak,**. Recount the report's word count.

4 **ⓘCHECK** Your screen should look like Figure 4.54.

5 Open the **Document Properties** dialog box. On the **Summary** tab, add the report's **Title** and **Author**. Delete extra information contained on the tab. Click **OK**.

6 Go to Page 1. View the report in **Outline** view.

7 **ⓘCHECK** Your screen should look similar to Figure 4.55. Save and close the file.

Your teacher has requested that your geography report be no longer than 600 words. You decide to use the Word tools to make sure your report meets your teacher's requirement. You also decide to modify your report's Document Properties. You must complete You Try It Activity 4 before doing this activity.
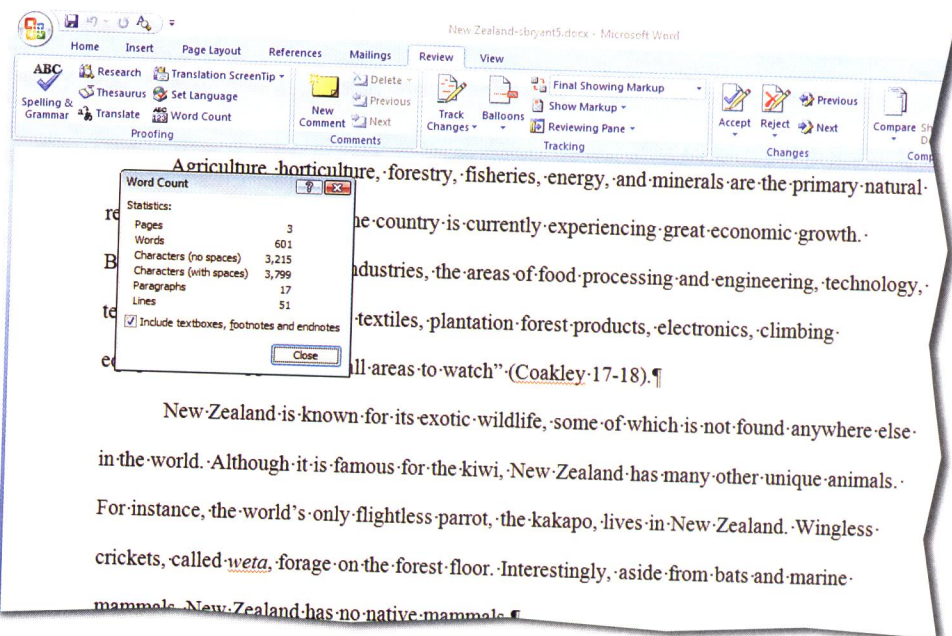
FIGURE 4.54 Recounted Word Count

FIGURE 4.55 Report in Outline view