

## Key Concepts

- Format an academic report
- Insert page numbers
- Create headers and footers
- Insert and delete page and section breaks
- Insert footnotes and endnotes
- Create a table of contents
- Use Word Count
- Modify Document Properties
- Use different views

## Standards

The following standards are covered in this lesson. Refer to pages xxv and 715 for a description of the standards listed here.

## ISTE Standards Correlation

## NETS•S

1a, 1b, 2a, 2b, 2d, 3a, 3b, 3c, 3d, 4b, 4c, 4d, 5a, 5b, 5c, 5d, 6a, 6b, 6c, 6d

Microsoft Certified  
Application Specialist

## Word

1.2, 1.3, 2.1, 2.3, 4.2,  
4.4, 5.1



In school, you are often asked to take a point of view and support it with facts. In the business world, you will be asked to create reports that make recommendations and explain how you reached your conclusions. Organizing information and communicating with others are important lifelong skills. In this lesson, you will learn about Word tools that you can use to format and manage lengthy documents such as reports.

## 21st CENTURY SKILLS

**Make Informed Decisions** The first step in making informed decisions is to research, or gather information. Data used to make decisions should be as current as possible and should directly relate to your needs. Too many facts may confuse the situation. For example, if you are trying to decide what type of computer system to buy, you need to know about the newest products on the market and the costs. You can ignore information on computer systems that are more powerful than you need or that are out of your price range. *What strategy did you use to make an important decision recently?*





## Before You Read

**Create an Outline** Use the lesson's exercise titles to create an outline. Make the titles into Level 1 main ideas. Add supporting information to create Level 2 and 3 details. Use the outline to predict what you are about to learn.

### Read To Learn

- Explore how you can use page numbers, headers, and footers to make your reports easier to read.
- Format citations correctly.
- Understand how you can use page breaks and section breaks to organize your message.
- Consider how navigational tools in long documents improve the quality of your work.

### Main Idea

Organize information and communicate your knowledge by learning how to create and manage lengthy documents.

### Vocabulary

#### Key Terms

bibliography	Outline View	table of
endnote	page break	contents
footer	report	Word Count
footnote	section	
header	section break	

### Academic Vocabulary

These words appear in your reading and on your tests. Make sure you know their meanings.

describe

log

navigate

### Quick Write Activity



**Describe** On a separate sheet of paper, describe the essays and reports you have written for your English, history, and science classes. What elements are common among all papers? How are titles, page numbers, and citations used differently in a short essay as opposed to a longer report?

### Study Skills

**Improve Concentration Skills** Increase your concentration by dividing your study time or task into short-term goals. Assign a deadline for each goal or task. Determine a few specific objectives and stick to your time schedule. Complete your goals one at a time.

## Academic Standards

### English Language Arts

**NCTE 4** Use written language to communicate effectively.

**NCTE 5** Use different writing process elements to communicate effectively.

**NCTE 7** Conduct research and gather, evaluate, and synthesize data to communicate discoveries.

**NCTE 8** Use information resources to gather information and create and communicate knowledge.

**NCTE 12** Use language to accomplish individual purposes.

### Math

**NCTM Measurement** Apply appropriate techniques, tools, and formulas to determine measurements.

# Writing MATTERS

## Writing an Academic Report

**W**hat interests you? The history of the Underground Railroad? Recycling? You have probably written many interesting reports!

### Information, Please

In a research report, you are asked to present information to your reader. The main components of an academic research report are the title and introduction, the body, and the conclusion.

An academic report should also include a Works Cited page, which lists the information for every source used to create the report (see **Citing Sources in an Academic Report** on page 105 for more information on this topic).

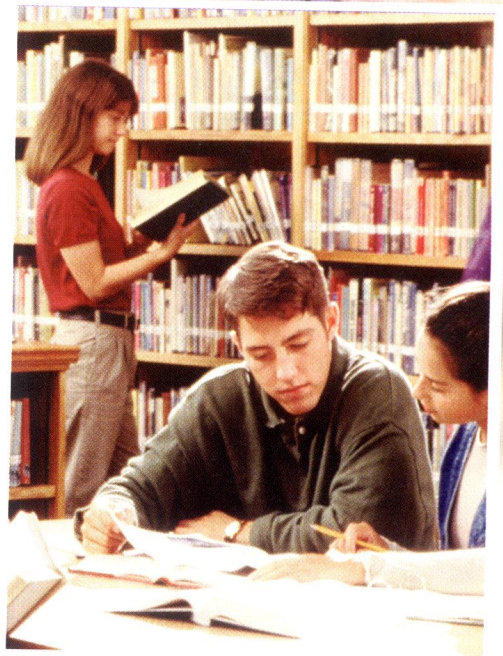
### Formatting an Academic Report

The **Modern Language Association (MLA)** publishes guidelines on how to format a research report. Here are some important guidelines:

- Set all margins 1 inch from the edge of the page.
- Double-space your entire report, including the Works Cited page.
- Indent the first line of each paragraph 0.5 inch.
- Include only one space between end punctuation and a new sentence.
- Create a heading, including your name, the name of the class and teacher, and the date, at the top left of the page.
- Center the title, but do not make it bold.
- Right-align your last name and the page number in the report's header.

### SKILLBUILDER

- 1. Identify** What information should be displayed in an academic report's header?
- 2. Evaluate** Why do you think the MLA recommends double-spacing an academic report?
- 3. Connect** Think about a research report you have written recently. What were its main components? How might you have organized the report differently knowing what you now know about formatting reports?



In a research report, you gather information from different sources and bring it together in one organized paper.

## Step-By-Step

1 Start **Word**. Save a new document as: **Academic-[your first initial and last name]** (for example, *Academic-sbryant*).

2 Click **Customize Quick Access Toolbar** (see Figure 4.2). Choose **More Commands**.

3 In the **Word Options** dialog box, select **All Commands** (see Figure 4.1). Select **Reveal Formatting**. Click **Add**. Click **OK**.

4 In the **QAT**, click **Reveal Formatting**. In the **Reveal Formatting** task pane, click **Font**. Change to **Times New Roman**, **12 pt**. Click **Default**. Click **No**. In **Paragraph**, click **Alignment**. In **Indentation**, confirm that **Right** is set to **0"**.

5 Under **Spacing**, change **Line spacing** to **Double**. Click **Default**. Click **No**.

6 Click the **plus sign** next to **Section**. Confirm all four **Margins** are **1"**.

7 **CHECK** Your task pane should look like Figure 4.2. Close the pane. Save your file.

Continue to the next exercise.

## EXERCISE 4-1

### Use Reveal Formatting to Format an Academic Report

A **report** is a formal document that **describes**, or represents in words, facts and information. To help the reader understand the report, specific formatting guidelines are followed. For instance, MLA reports should have 1-inch margins and be double spaced. Use the Reveal Formatting task pane to make sure your document is formatted correctly. (Note: Reveal Formatting must be added to the QAT using the Customize Quick Access Toolbar command.)

FIGURE 4.1 Reveal Formatting added to the QAT

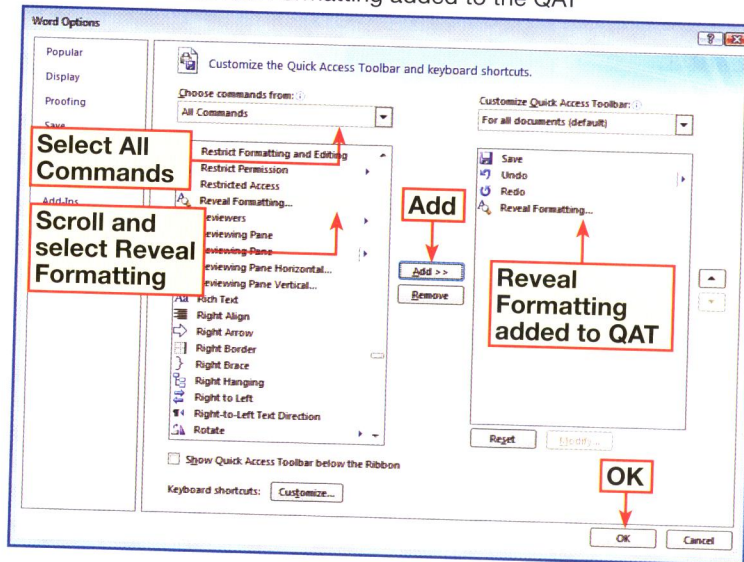
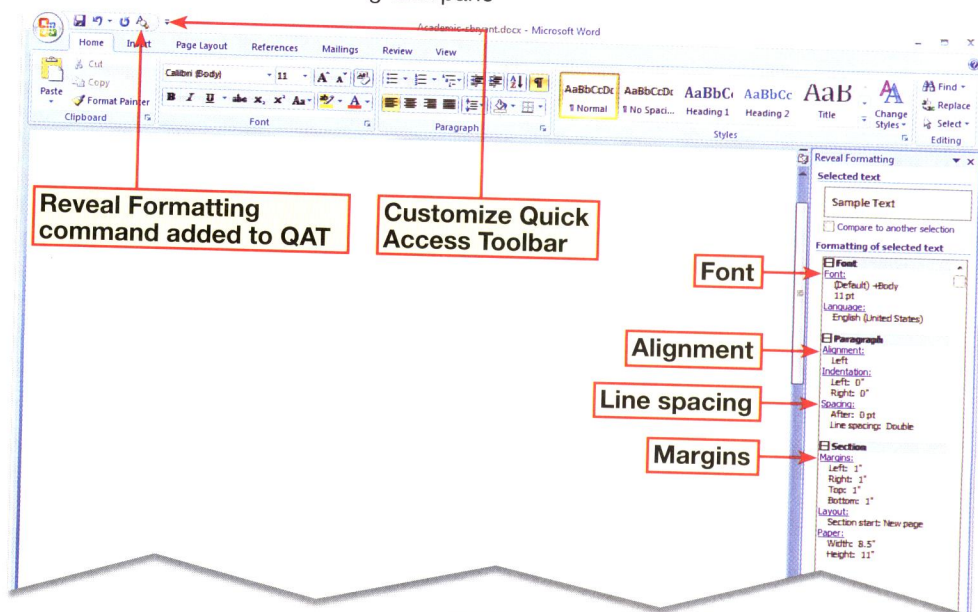


FIGURE 4.2 Reveal Formatting task pane



## Step-By-Step

- 1 In your **Academic** file, make sure that **Show/Hide ¶** is activated. Move the insertion point to the top left corner.
- 2 Key the heading shown in Figure 4.3. Press **ENTER** after each line. When you have keyed the final line, press **ENTER**.
- 3 Key the title: **Earthquakes**. Press **ENTER** once. Select the text **Earthquakes**. Click **Center**.
- 4 Click before the paragraph mark under the title. Press **TAB**. Key the report's first paragraph as shown in Figure 4.3. Press **ENTER**.

- 5 Choose **Insert>Text>Object>Text from File**. In the **Insert File** dialog box, browse to and select **Earthquakes.docx**. Click **Insert**. Click **OK**. Scroll to the top of the first page.

- 6 **CHECK** Your screen should look like Figure 4.4. Save your file.

➔ Continue to the next exercise.

### Academic Skills

The report on earthquakes used in this lesson is a research report that includes academic citations.

Lesson 4: Exercise 4-2

## EXERCISE 4-2

### Create the First Page of a Report



When creating a report in MLA format, place a heading at the top of the report's first page. This heading includes your name, your teacher's name, the class name and period, and the date. You then key the report's title, followed by the first paragraph of your report.

FIGURE 4.3 Report with heading, title, and first paragraph

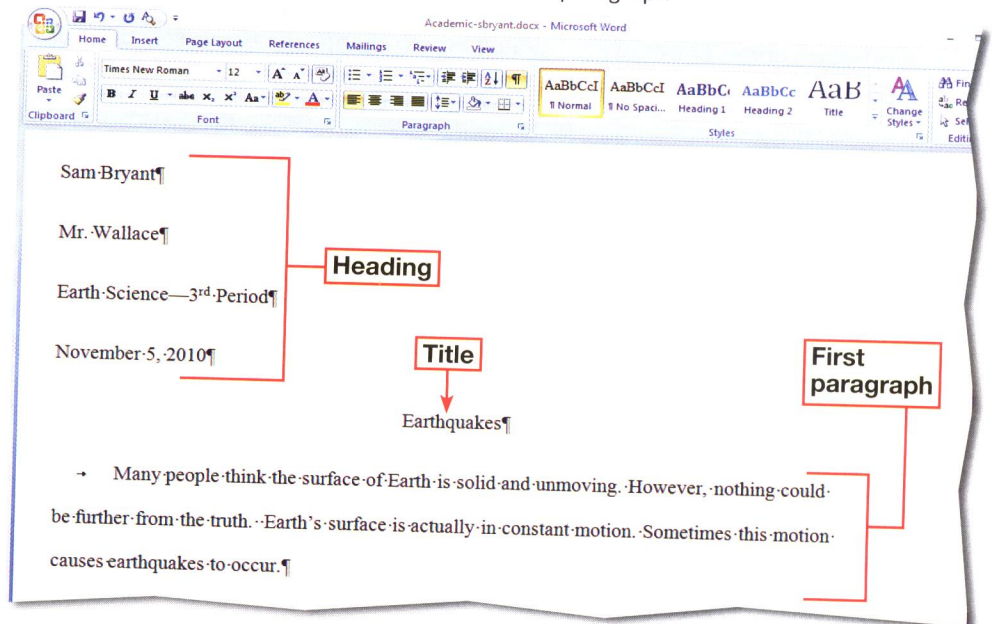
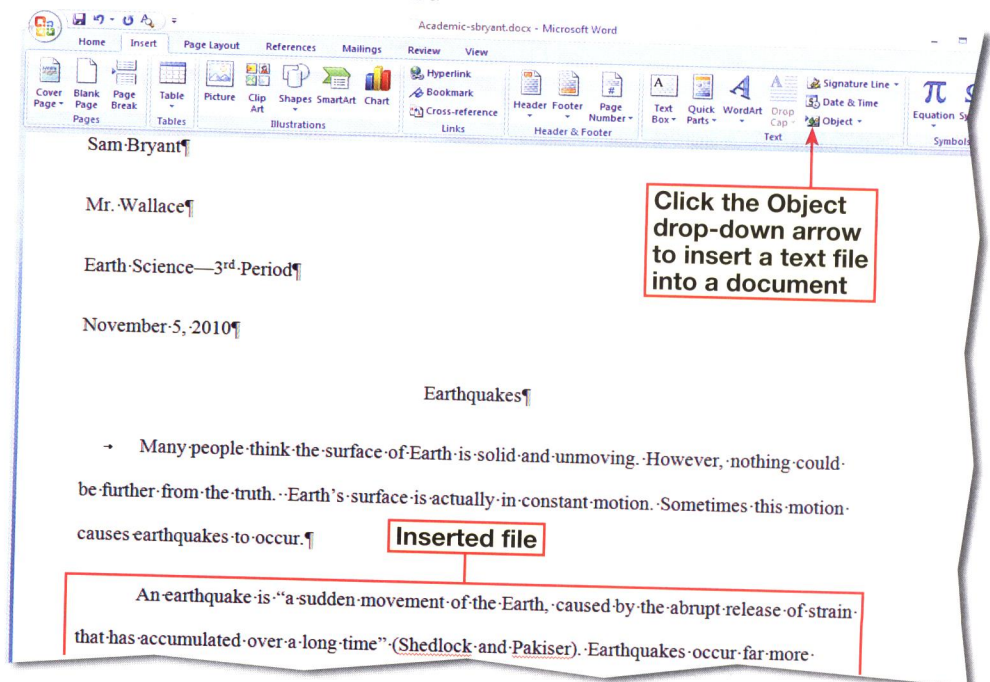


FIGURE 4.4 Report with file inserted



## Step-By-Step

- 1 In your **Academic** file, choose **Insert>Header & Footer>Page Number**.
- 2 In the **Page Number** menu, select **Top of Page**.
- 3 Click **Plain Number 1** (see Figure 4.5).
- 4 In your document, at the top of the first page, select and right-click the page number **1**.
- 5 In the menu, click **Paragraph**. In the **Paragraph** dialog box, under **General**, change **Alignment** to **Right**. Click **OK**.
- 6 **CHECK** Your screen should look like Figure 4.6. In the **Header & Footer Tools** contextual tab, click **Close Header and Footer**. Save your file.

### You Should Know

Although an MLA report should have a page number on the first page, a business report should not. To remove it, select the first page number. In the **Header & Footer Tools** contextual tab, choose **Design>Options>Different First Page**.

Lesson 4: Exercise 4-3

## EXERCISE 4-3 Insert and Modify Page Numbers

Page numbers help readers to locate information quickly in a document. When you insert a page number, a number prints on every page unless you specify otherwise. In an MLA report, the page number should be aligned with the right margin on every page and be positioned .5" from the top margin (the default in Word). Use the Page Number menu to position numbers in the top right corner of every page.

FIGURE 4.5 Page Numbers options

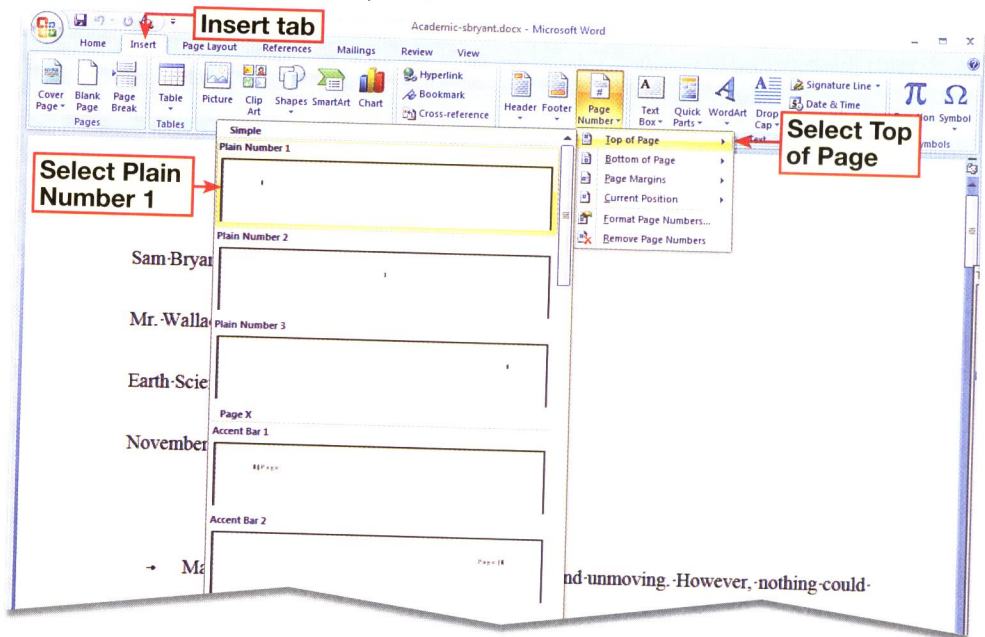
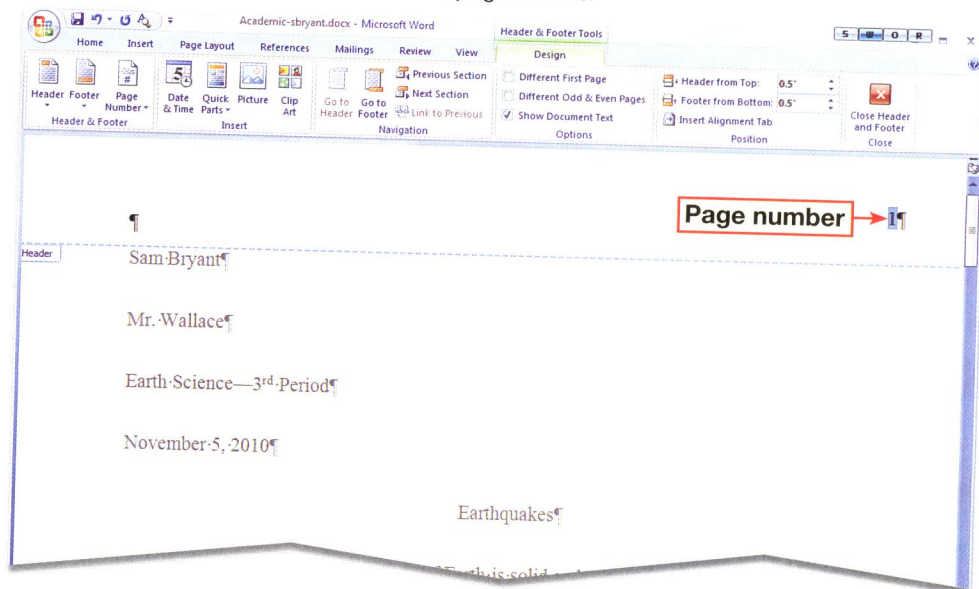




FIGURE 4.6 Document with modified page number



## Step-By-Step

- 1** In your **Academic** file, choose **Insert>Header & Footer>Header>Edit Header** .
- 2** In the first page's header, click before the page number **1**. Key: **Sam Bryant**. Press the **spacebar**.
- 3** **iCHECK** Your screen should look like Figure 4.7. Select the text **Sam**. Press **DELETE**.
- 4** **iCHECK** Your screen should look like Figure 4.8.
- 5** In the **Header & Footer Tools** contextual tab, click **Close Header and Footer** . Save your file.

 Continue to the next exercise.

### Academic Skills

Although Word has many fonts, MLA requirements are very specific. Follow your teacher's guidelines. When in doubt, use the MLA-accepted **Times New Roman 12 pt.** font.

### Microsoft Office 2007

The **Header & Footer Tools** contextual tab appears in the Ribbon only when you work in the **Header & Footer** group.

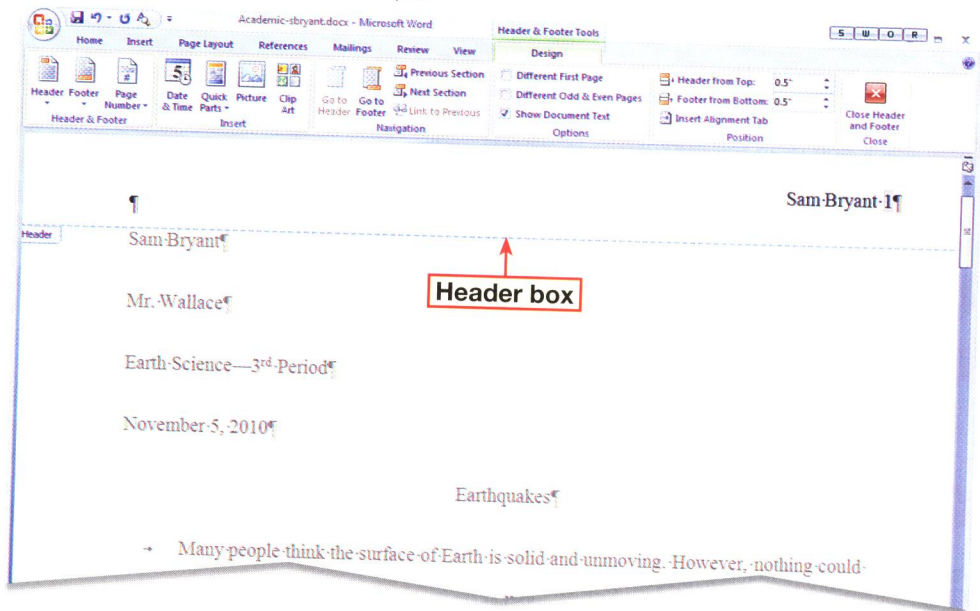
## EXERCISE 4-4

### Create and Modify a Header and Footer

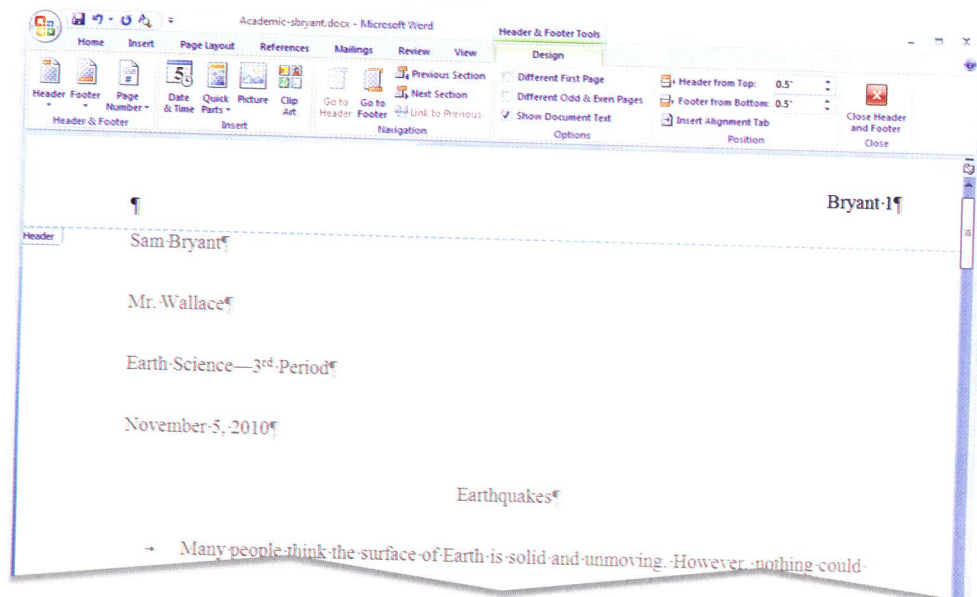


A **header** contains text that appears at the top of every page. A header in an MLA report displays the student's last name followed by the page number. Both items should be right aligned. A **footer** contains text that appears at the bottom of every page. MLA reports generally do not display any information in footers, but footers are used in business reports and other documents. You can edit and format the text in a header or footer just as you would any other text in a document.

**FIGURE 4.7** Header added to report



**FIGURE 4.8** Report with modified header



## Step-By-Step

1 In your **Academic** file, scroll down to the end of the document. Select **CTRL** + **HOME**. You are at the beginning of the document.

2 On the scroll bar, click **Next Page** (see Figure 4.9). You are on Page 2.

3 Click **Next Page** again.

4 Click **Previous Page** (see Figure 4.9).

5 **CHECK** Your screen should look like Figure 4.9.

6 On the keyboard, press **PAGE UP**. You have moved up to the previous screen.

7 Press **PAGE UP** again.

8 Press **PAGE DOWN**.

9 **CHECK** Your screen should look like Figure 4.10.

10 Save your file.

➔ *Continue to the next exercise.*

## EXERCISE 4-5 Navigate a Document

Word provides different options to help you **navigate**, or move through, a multiple-page document such as a report. On the scroll bar, the Previous Page and Next Page buttons can help you move from page to page. Use the Page Up and Page Down keys to change your view of a document one full screen at a time.

FIGURE 4.9 Page 2 of the report

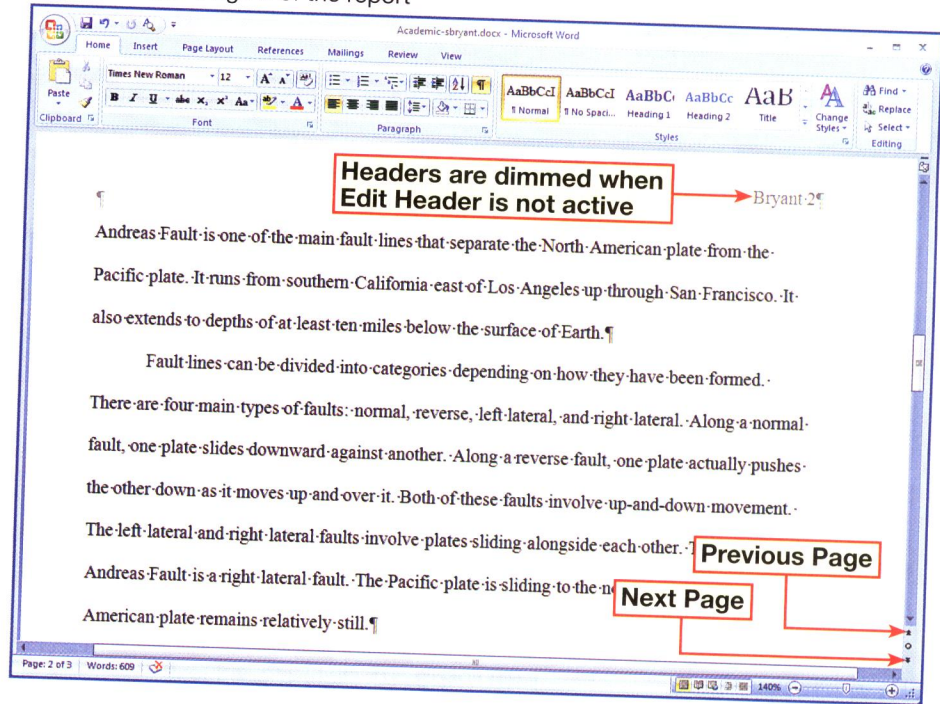
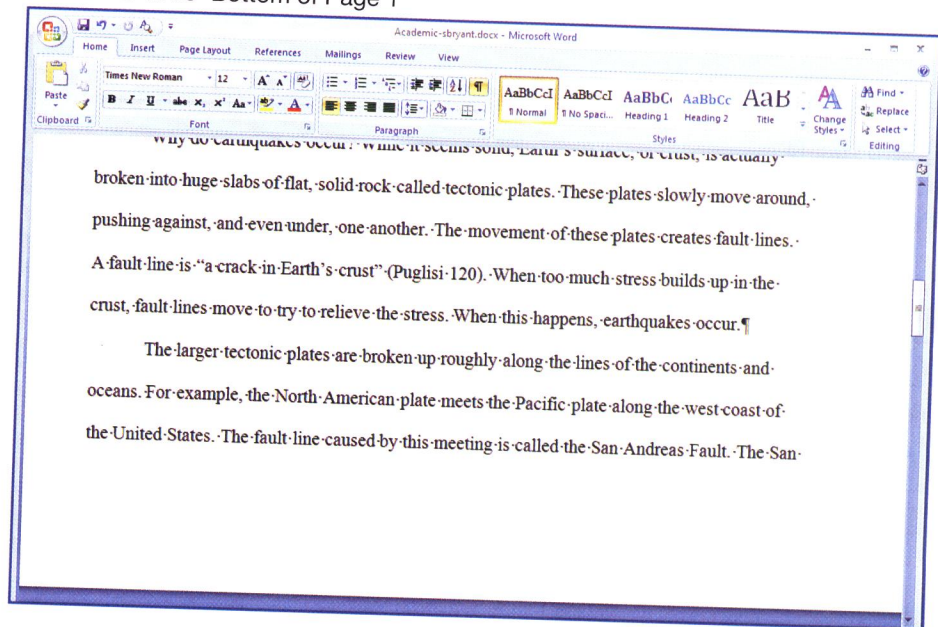



FIGURE 4.10 Bottom of Page 1





## Step-By-Step

- 1 In your **Academic** file, click before the text **Works Cited** on Page 3.
- 2 Choose **Insert>Pages>Page Break** .
- 3 **iCHECK** Your screen should look like Figure 4.11.
- 4 Click **Page Break** on Page 3 once. When the cursor appears to the left of the break, press **DELETE** twice.
- 5 **iCHECK** Your screen should look like Figure 4.12.
- 6 Press **CTRL** + **ENTER**.
- 7 **iCHECK** Your screen should again look like Figure 4.11. Save your file.

Continue to the next exercise.

### Tech Tip

To see the hard page breaks in a document, choose **Home>Paragraph>Show/Hide ¶**.

## EXERCISE 4-6 Insert and Delete Page Breaks

A **page break** is the point at which one page ends and another begins. When you key text and reach the end of a page, Word automatically moves text to a new page. This is known as a soft page break. You can control where a new page begins by inserting a hard page break. In documents such as formal reports, you should make sure that certain parts, such as a Works Cited page, do not begin or end on the same page as others. A hard page break lets you control where parts of a report begin and end.

FIGURE 4.11 Page break inserted into a document

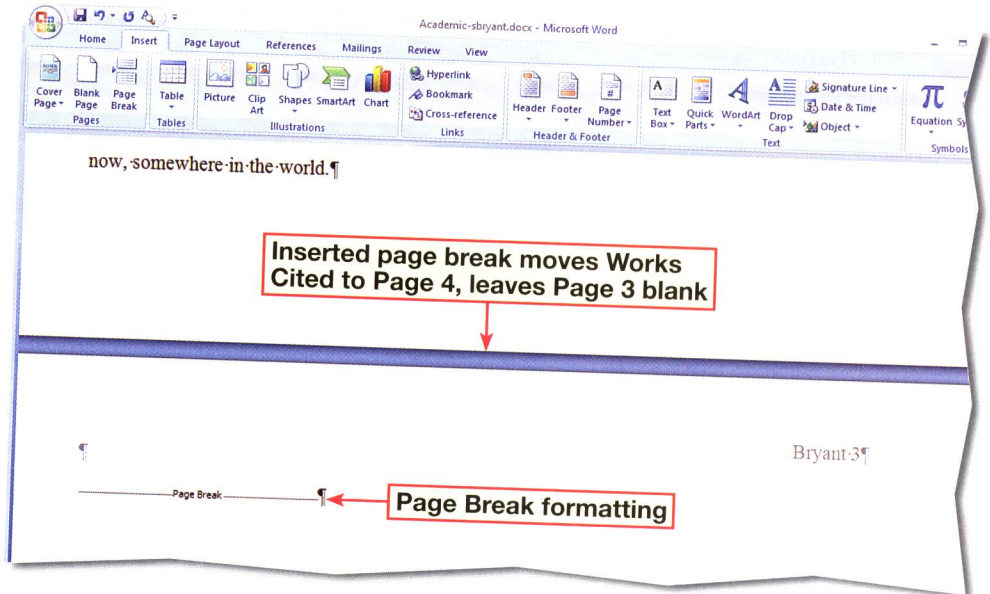
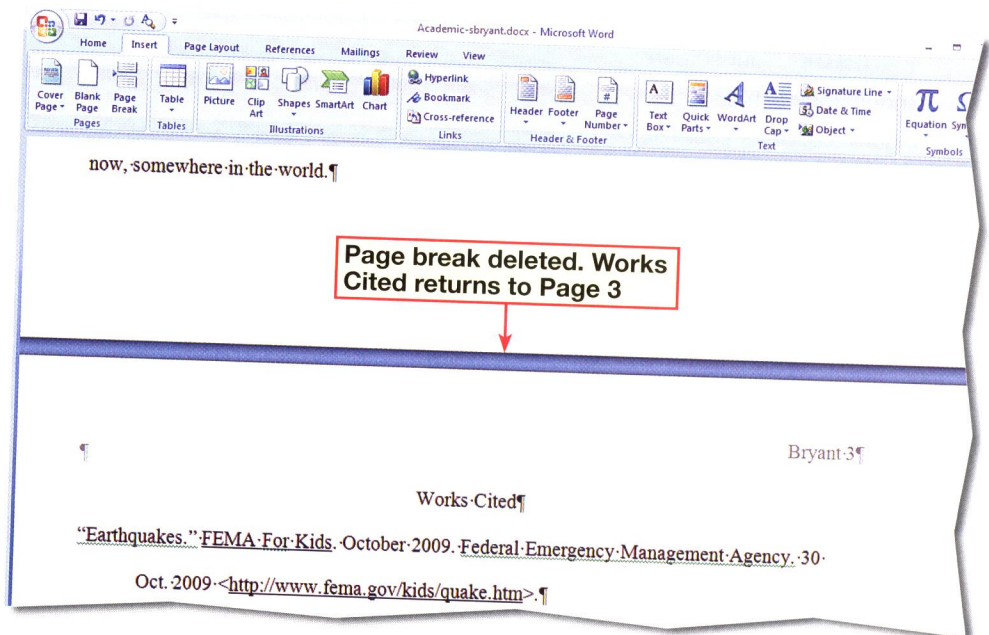



FIGURE 4.12 Page break deleted



## Step-By-Step

- 1 In your **Academic** file, choose **Review>Proofing>Word Count** .
- 2 In the **Word Count** dialog box, notice that the document contains 609 words (see Figure 4.13). Click **Close**.
- 3 On Page 1, click after the last sentence in the second paragraph (ends with **ocean floor.**).
- 4 Press the **spacebar** once. Key: **Earthquakes can also occur well beneath Earth's surface.**
- 5 On the **status bar**, click the text **Words: 617** to open the **Word Count** dialog box.
- 6 **!CHECK** Your screen should look like Figure 4.14. Save your file.

Continue to the next exercise.

### Academic Skills

The **Word Count** feature gives you a general sense of a document's length. Avoid cutting text to reach an exact target. Most teachers will not mind if your report is a little long if you support your ideas.

## EXERCISE 4-7 Use Word Count

When creating documents such as reports, you may be asked to have a minimum or maximum number of words. **Word Count** tracks the number of words in a document or selection of text. You can also use this command to count the number of characters, paragraphs, and lines in a document. As you add or delete text, use this feature to recount the number of words in the document.

FIGURE 4.13 Word Count dialog box

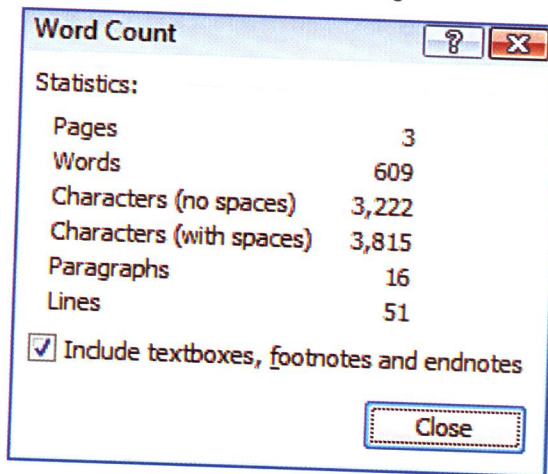
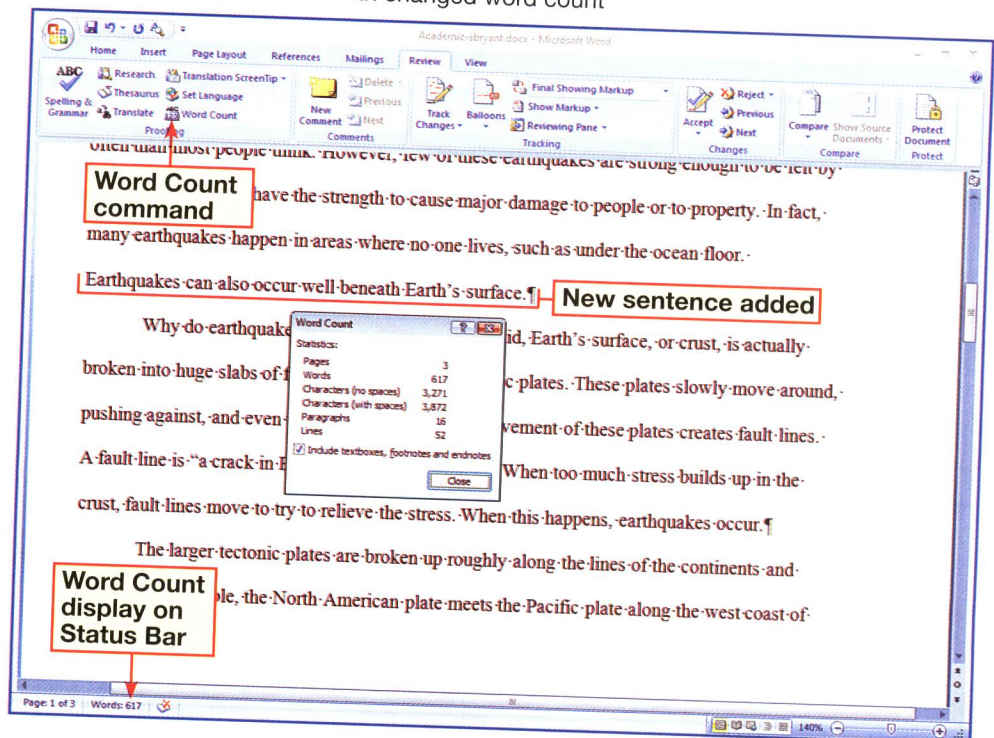


FIGURE 4.14 Document with changed word count



## Citing Sources in an Academic Report

**W**hen writing a research paper, give proper credit to the sources of your ideas. Presenting someone else's ideas or expressions as your own is plagiarism, which is a form of cheating.

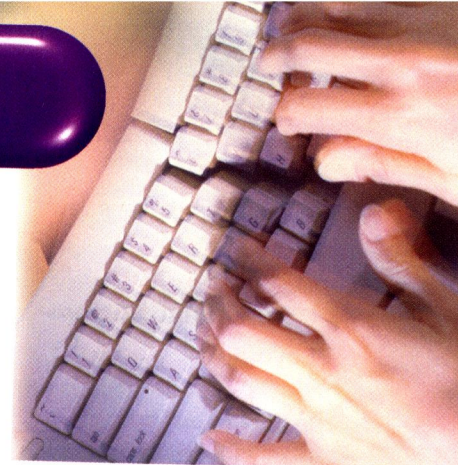
### Documenting Sources

The **Modern Language Association (MLA)** publishes guidelines on what information you should provide for all types of sources, including books, articles, and online sources. In general, you need to include the author's name, title of the work, and publication information, such as when and where the source was published. For Web sites, you also need to cite the date on which you accessed the page. Model citations are shown to the right.

### Formatting Sources

Some general MLA formatting guidelines include:

- Entries in a Works Cited list should use hanging indentation with the first line of each entry flush left and subsequent lines indented.
- Titles in a Works Cited list should be underlined and not italic.
- URLs (Internet addresses) should be surrounded by angle brackets <like this> in a Works Cited list.



**Article Citation**  
Belanger, Ryan. "Hands-On Repairs."  
Bicycling Magazine July 2009: 38–39.

**Book Citation**  
Cole, Steve, and Sarah Rakitin.  
Kids' Easy Bike Care: Tune-Ups, Tools, and Quick Fixes.  
Charlotte, Vermont: Williamson, 2009.

**Web Site Citation**  
Langley, Jim. "Fixing Flats Is Fun."  
Bicycle Repair Page. Dec. 2009. Wrench Online.  
9 Jan. 2010 <<http://www.jimlangley.net/wrench/flattire.html>>.

Different sources require different citations.

### SKILLBUILDER

- 1. Identify** What sources could you use to research a paper on how to repair a bicycle tire?
- 2. Evaluate** Why do you think the MLA recommends using angle brackets to surround a URL in a Works Cited list?
- 3. Analyze** Explain why you would or would not need to cite the source of the following information in a research paper: Driving over a sharp object will most likely cause a bicycle tire to puncture.

## Step-By-Step

- 1 In your **Academic** file, on Page 2, in the second paragraph, click after the quotation mark that follows **factors** in the fourth line.
  - 2 Press the **spacebar** once. Key: **(Hernandez 33)**. Do not forget the period.
  - 3 **CHECK** Your screen should look like Figure 4.15.
  - 4 Move to the **Works Cited** list on Page 3. Click at the end of the first citation. Press **ENTER** once.
  - 5 Key: **Hernandez, Jaime**. **"The Role of the Seismologist."** *Understanding Earthquakes*. Ed. Lynn Walters. Chicago: Earth Science Press, 2010. 32-40.
  - 6 Select **Understanding Earthquakes**. Choose **Home>Font>Underline**.
  - 7 Select the citation. Choose **Paragraph>Dialog Box Launcher**. In the dialog box, under **Indentation**, in the **Special** box, make sure **Hanging** is selected. Click **OK**. Deselect the text.
  - 8 **CHECK** Your screen should look like Figure 4.16. Save and close your file.
- ➔ Continue to the next exercise.

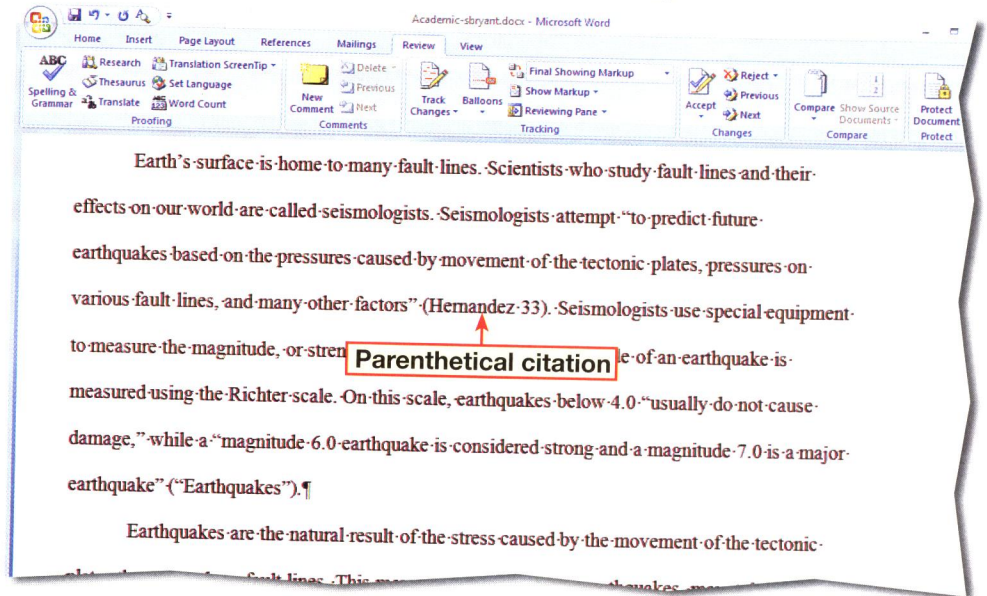
## EXERCISE 4-8

### Insert and Format a Citation

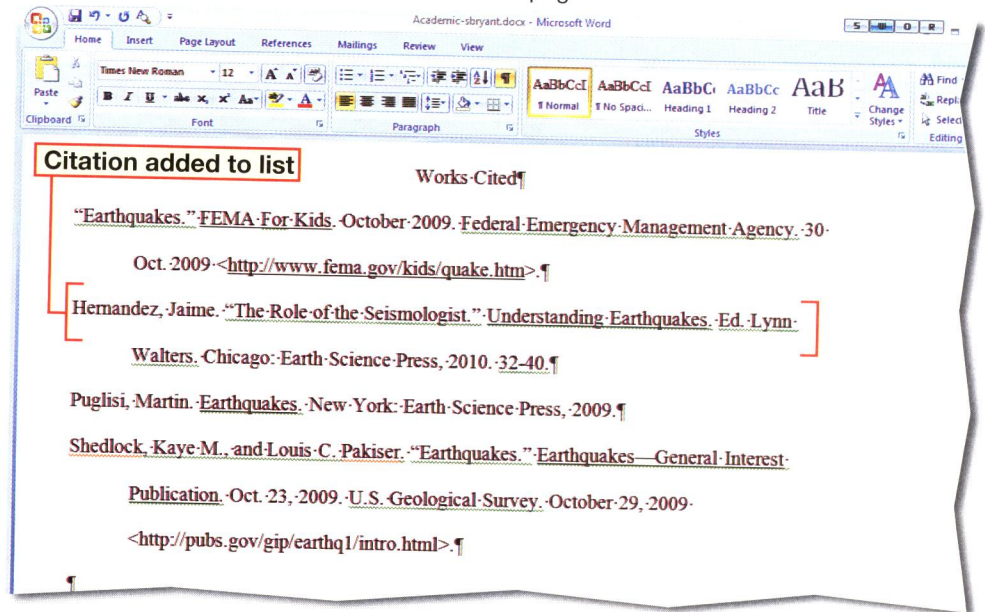


MLA reports usually use parenthetical citations in the report body. These citations note the author's name and the page where the cited information is located. Every parenthetical citation has a corresponding citation in the Works Cited list. A complete citation includes such information as the author's name, the book or journal's title, and publication information. In MLA style, citations on the Works Cited page use a hanging indent.

**FIGURE 4.15** Parenthetical citation added to academic report



**FIGURE 4.16** Citation added to Works Cited page



## EXERCISE 4-9 Insert and Format an Endnote

An **endnote** is used to cite references or to give more detail about something in the text. Endnotes appear at the end of the document or at the end of a section. Although endnotes are not generally used in MLA style, they can be used in place of parenthetical citations to provide source information. If you use endnotes, they should appear at the end of the document on a separate page titled Notes.

- 1 Locate and open the data file **Endnotes.docx**. Save as: **Endnotes-[your first initial and last name]**.
- 2 On Page 2, click after the quotation mark after **factors** in the fourth line of the second paragraph.
- 3 Choose **References>Footnotes>Dialog Box Launcher**.
- 4 In the dialog box, under **Location**, click **Endnotes**. Make sure **End of document** is selected. In the **Number format** box, make sure **1, 2, 3** is selected (see Figure 4.17). Click **Insert**.
- 5 On the **Notes** page, select **3**. Format the font **Times New Roman, 12 pt**.
- 6 Click after the **3**. Key the endnote text shown in Figure 4.18. Press **ENTER**.
- 7 Select the citation. Choose **Home>Paragraph>Dialog Box Launcher**. In the **Special** box, select **First line**. In the **Line spacing** box, select **Double**. Click **OK**. Deselect the text.
- 8 **CHECK** Your screen should look like Figure 4.18. Save and close your file.

Continue to the next exercise.

FIGURE 4.17 Footnote and Endnote dialog box

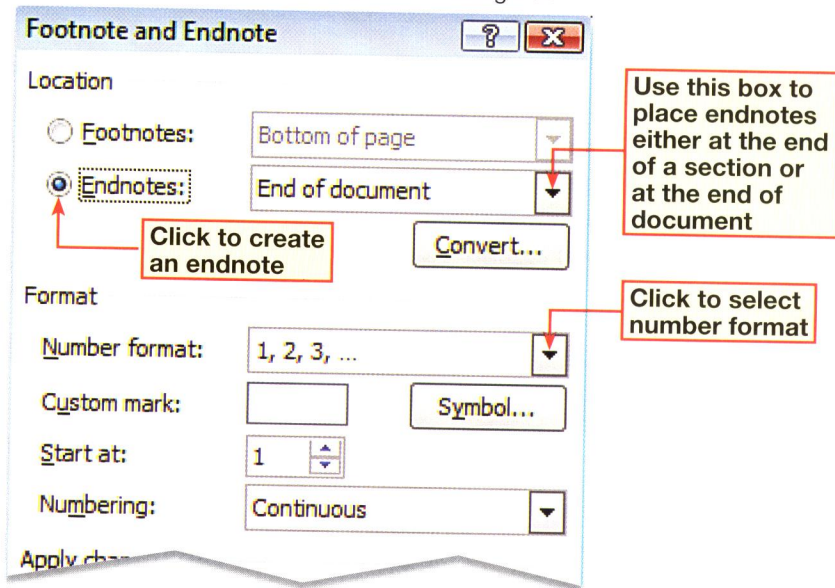
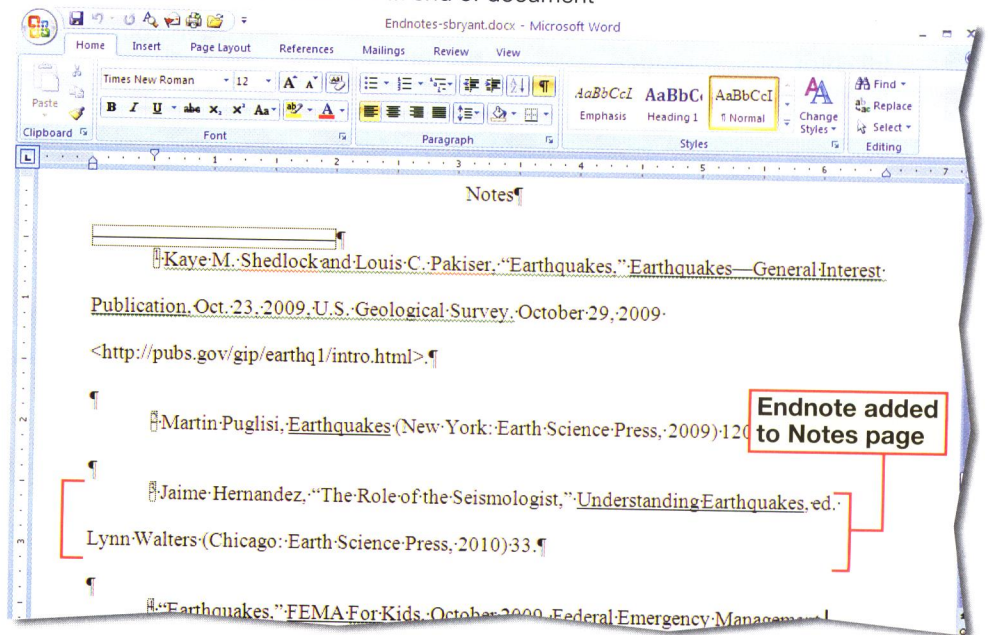


FIGURE 4.18 Endnote inserted at end of document

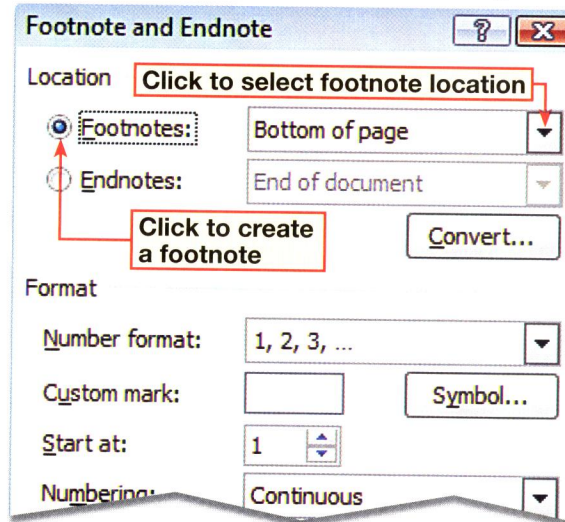


## EXERCISE 4-10 Insert and Format a Footnote

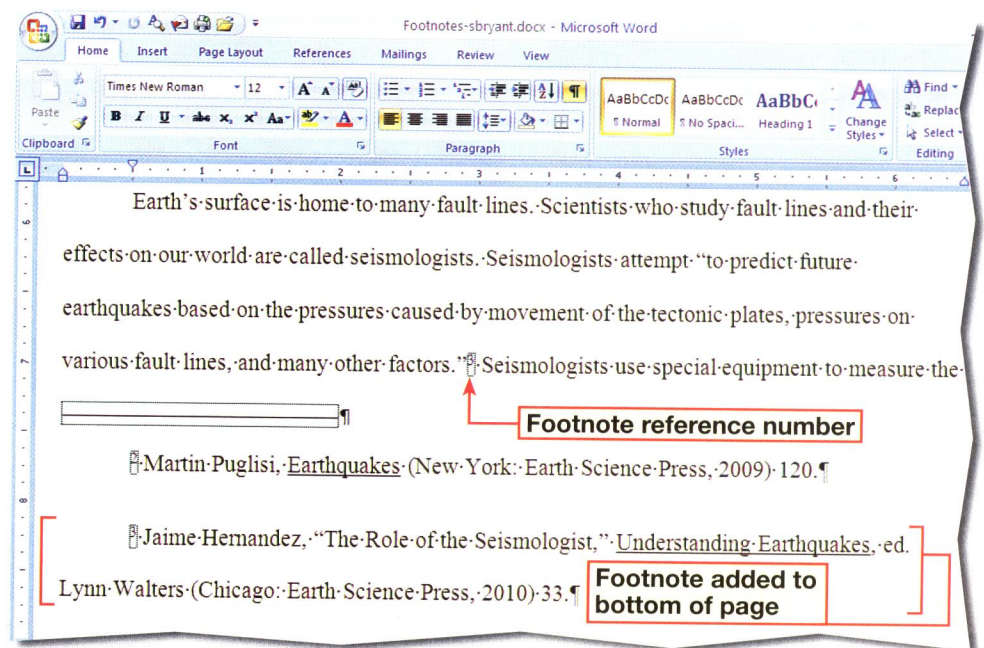
- 1 Locate and open the data file **Footnotes.docx**. Save as: **Footnotes-[your first initial and last name]**.
- 2 On Page 2, click after the quotation mark after **factors** in the fourth line of the third paragraph.
- 3 Choose **References>Footnotes>Dialog Box Launcher**.
- 4 In the dialog box, under **Location**, select **Footnotes** and **Bottom of page** (see Figure 4.19).
- 5 Under **Format**, for **Number format**, make sure **1, 2, 3** is selected. Click **Insert**.
- 6 At the bottom of the page, select the **3** that was just inserted. Format the font **Times New Roman, 12 pt**.
- 7 Click after the **3**. Key the footnote text in Figure 4.20.
- 8 Select the citation. Choose **Home>Paragraph>Dialog Box Launcher**. In the **Special** box, select **First line**. In the **Line spacing** box, select **Double**. Click **OK**. Deselect the text.
- 9 **iCHECK** Your screen should look like Figure 4.20. Save and close your file.

Like an endnote, a **footnote** is used to cite sources or to give more detail about something in the text. While endnotes appear at the end of a document, footnotes appear at the bottom, or the foot, of the page. Although footnotes, like endnotes, are not generally used in MLA style, they can be used in place of parenthetical citations to provide source information.

**FIGURE 4.19** Footnote and Endnote dialog box



**FIGURE 4.20** Report with footnote inserted



➔ Continue to the next exercise.