Microsoft Word, 2016

Assignment #2

In this assignment will be using Word to take a document and turn it into a finished research paper. You will be adding some citations and a bibliography, and format the paper to meet MLA style guidelines,

Set-up

1) Open up the document titled "Word_Generator_start" and save it as "Word_Generator_LastName_FirstName" replacing the words LastName and FirstName with your name.
2) Replace the words "FirstName" and "LastName" on the first line of the paper with your name.
3) Update the "Instructor Name" and "[today's date]" with the correct information.

Apply MLA Formatting

4) Select the style "Normal" and change it to 12 pt. Times Roman, double spaced with no extra space between paragraphs, and the first line indented a half inch. Once applied this will also indent the first four lines of text in the paper, select those lines and remove the first line indent.
5) Modify the styles "Heading 1" and Heading 2" to match the "Normal" style, but without the half-inch indenting on the first line. "Heading 1" styles should be center justified and small-caps. "Heading 2" styles should be in bold-face.
6) Add a header which is right justified and includes your last name, a dash, and the current page number.

Add Citations and Remove Hyperlinks

7) Locate each of the five hyperlinks and complete the following tasks
   a. Add a citation to the page being referenced immediately after the hyperlink. You may have to visit the page and look around to find the author (it is not present on many of the pages, but at least two do include an author).
   b. When creating the citation be sure to include the URL of the website by selecting the "Show All Bibliography Fields" option and scrolling down to the URL.
   c. Remove the hyperlink from the page, but leave the text that identifies where to find the page on the web.
8) Go to the end of the document and add a new blank page. As the first line of that page type "Works Cited" (without the quotation marks), center the text, and hit [ENTER]. Left align the following paragraph and insert a bibliography with no title

Finish the document

9) Title the document "Text Generator Research Paper" and add a comment in the document properties with your name and today's date.
10) Save your document and submit it following the instructions given to you by your instructor.