



CS214 Assignment #3 Instructions

Name: **Business Applications Using Microcomputers as a Tool I**
Instructor: Mr. Julio Velasco, <mailto:teacher1@njcu.edu>

Assignment Info	Page	Email Subject	Attachment Filename
Creating an Announcement in Word	WD132	Cxxx Assignment #3	owner-03.doc

where:

xxxx = The course section number

owner = your first initial, last name (no spaces, lower case)

after entering your last name, use the dash character ("-"), followed by the assignment number (02)

example filename: jvelasco-03.doc

Assignment Notes

- Download the Assignment #3 Datapak from the CS214 Course Material web page. This Zip file contains the appropriate data file for the assignment plus all the tutorial materials for sections the second in class Word project.

Assignment Instructions:

The following instructions are from the book with revisions. You must use these instructions to get the highest possible grade.

Preparing a Research Report with Endnotes

Problem: You are a college student currently enrolled in an introductory computer class. Your assignment is to prepare a short research paper in any area of interest to you. The requirements are that the paper be presented according to the MLA documentation style, contain at least one explanatory note positioned as a footnote, and have three references. One of the three references must be from the Internet and formatted as a -hyperlink on the works cited page. You decide to prepare a paper about wireless input (Figure 2-81).

Instructions Part 1: Perform the following tasks to create the research paper:

1. If necessary, display formatting marks on the screen. Change all margin settings to one inch. Adjust line spacing to double. Create a header to number pages. Type *your* name and course information at the left margin. Include the date. Import the body of the paper shown in Figures 2-81a and 2-81b from the file "Assignment 3a.txt" in the Datapak). Center the paper title. Set first-line indent for paragraphs in the body of the research paper.
2. Add the footnote as shown in Figure 2-81a (or, copy this from the file Assignment 3b.txt in the Datapak). Change the Footnote Text style to the format specified for the MLA style. At the end of the body of the research paper, press the ENTER key once and insert a manual page break.

3. Create the works cited page. Copy the references from the file “Assignment 3c.txt” in the Datapak as separate paragraphs. Format the works according to the MLA documentation style and then sort the works cited paragraphs. Add the registered trademark to Shelly Cashman Series reference.
4. Check the spelling of the paper.
5. If you have access to the Web, CTRL+Click the hyperlink to test it. Instructions
6. Save the document according to *the specifications noted at the top of this instruction sheet*.

Part 2: Perform the following tasks to modify the research paper:

1. Use Word to find a synonym of your choice for the word, transmit, in the first sentence of the third paragraph.
2. Change all occurrences of the word, cordless, to the word, wireless.
3. Insert a second footnote at the end of the last sentence in the last paragraph of the research paper. Use the text from “Assignment 3d.txt” in the Datapak.
4. In the first footnote, find the word, located, and change it to the word, placed.

Instructions Part 3: Perform the following tasks to modify the research paper created in Part 2:

1. Convert the footnotes to endnotes. Recall that endnotes display at the end of a document. Switch to print layout view to see the endnotes. Hint: Use Help to learn about print layout view and converting footnotes to endnotes,
2. Modify the Endnote text style to 12-point font, double-spaced text -with a first-line indent. Insert a page break so the endnotes are placed on a separate, numbered page. Center the title, Endnotes, double-spaced above the notes.
3. Change the format of the note reference marks to capital letters (A, B, etc.). Hint. Use Help to learn about changing the number format of note reference marks.
4. Note the number of words, including the footnotes, in the research paper and include this information in the cover Email.

Instructions Part 4: Send the document as an attachment

1. DO NOT PRINT THE RESEARCH PAPER. Instead, be sure the document file is named according to the specifications for this assignment and send it as an attachment. Use the same Email system that you sent previous Emails from.
2. Enter the subject according to the specifications at the top of this instruction sheet.
3. Enter appropriate introductory text in the message body. Include feedback on what you found most difficult to do.
4. Include a sentence that provides the total number of words, as noted from Part 3..
5. Be sure to include a closing and your name. There is no need to add your student ID or ClassID. I have this information. However, signing the Email is important.