

## Lab 3

### Preparing A Research Paper

Problem: Your assignment is to prepare a short research paper on virtual reality using the MLA documentation style as shown in these two sample files:

<http://faculty.lasierra.edu/~dlin/classes/cptg104/labs/lab03/part1sample.pdf>

<http://faculty.lasierra.edu/~dlin/classes/cptg104/labs/lab03/part2sample.pdf>

#### **Part 1 Instructions:**

1. Change all margin settings to one inch. Adjust line spacing to double. Create a header with your name and automatic page number right justified. Change the font size of all characters to 12 point. Type the name and course information at the left margin. Center and type the title. First-line indent all paragraphs to ½” in the paper.
2. Copy the text of the paper from the data file found in: <http://faculty.lasierra.edu/~dlin/classes/cptg104/labs/lab03/data.pdf>. Remove all paragraph marks (made by pressing Enter) at the end of each line within the same paragraph, but keep the last paragraph mark used to mark the end of the paragraph.
3. Create the works cited page starting at the very top of a new page at the end of the paper. Enter the works cited as shown in the sample as separate paragraphs.
4. Move the last sentence in the first paragraph, which begins, “In its simplest form...”, to be the second sentence in the paragraph.
  - a. Press and hold the CTRL key. While holding the CTRL key, click the last sentence.
  - b. Press and hold down the left mouse button on the highlighted sentence. Drag the dotted insertion point to the left of the letter F in the second sentence beginning, For example..., and then release the mouse button to move the sentence.
5. Insert the two footnotes.
  - a. Place the cursor after the word where you want to insert the footnote.
  - b. Select Insert | Reference | Footnote
  - c. Select Footnotes, Bottom of Page, and 1, 2, 3,...
  - d. Copy the footnote text to the footnote at the bottom of the page.
6. Check the spelling of the paper.
7. Test the hyperlink for the Shelley Cashman Series book by clicking it.
8. Save your document, and name it “Part 1.”
9. Print the research paper. Above the title of your printed research paper, handwrite the number of words, including the footnotes, in the research paper.

#### **Part 2 Instructions (Extra Credit):**

1. Make a copy of the document that you have saved from part 1. Rename this copy to “Part 2” and work with this second copy.
2. Use Word to find a synonym of your choice for the word “eventually” in the second paragraph.
  - a. Select Tools | Language | Thesaurus...
3. Change all occurrences of the word “artificial” to the word “simulated.”
4. In the second footnote, change the word “link” to the word “connect.”

5. Convert the footnotes to endnotes. Remember that most operations are available in a drop-down menu when you right-click on it. Or you can use Help to learn about converting footnotes to endnotes.
6. 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.
7. Change the format of the note reference marks from Arabic numbers (1., 2., etc.) to capital letters (A., B., etc.). Use Help to learn about changing the number format of note reference marks.
8. Automatically generate an index on a new page inserted between the Works Cited page and the Endnotes page with the following words:
  - a. Virtual reality
  - b. VR – with a reference that says to “see Virtual reality”
  - c. Future
  - d. Computer
  - e. Software
  - f. System
  - g. Feedback

Consider both upper and lower case for all of the words. However, in the index all of the words should start with an upper case. Detailed instructions for creating an index are at: <http://faculty.lasierra.edu/~dlin/classes/cptg104/labs/lab03/indexing.pdf>

9. Save your document.
10. Print the revised research paper.
11. Email both documents (Part 1 and Part 2) to me. Put in the subject area “CPTG 104 Lab 3”