

1 Odom Law Firm

You work as a clerk in the Odom Law Firm and are responsible for preparing documentation used in all phases of the judicial process. A senior partner in the firm asks you to work on a document by inserting a table of authorities based on the cases cited in the document. As you work you notice it also needs another footnote and a caption on a graphic. So that the partner can double-check your work, you track the changes you make to the document. This exercise follows the same set of skills as used in Hands-On Exercises 1, 2, and 3 in the chapter. Refer to Figure 3.29 as you complete this exercise.

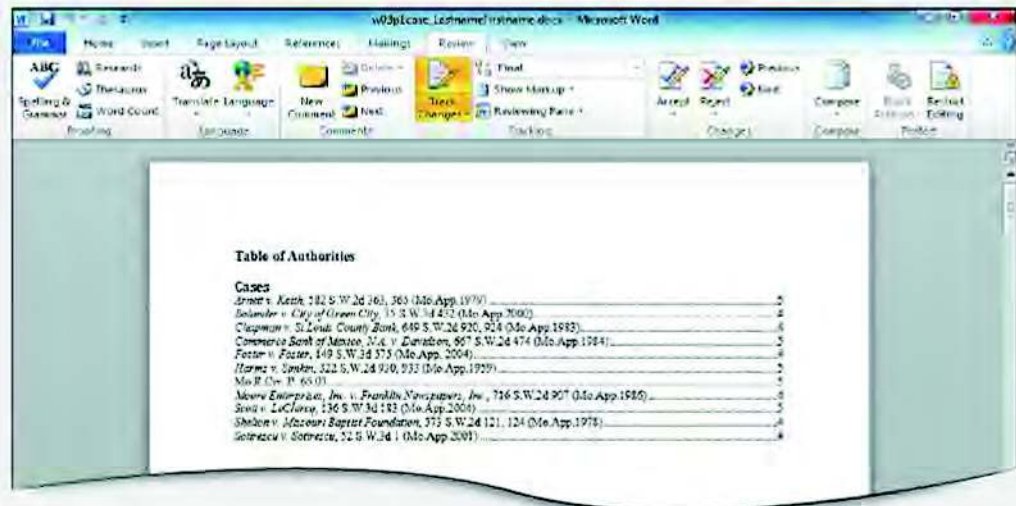


FIGURE 3.29 Table of Authorities ►

- Open *w03p1case* and save it as *w03p1case_LastnameFirstname*.
- Press **Ctrl+Home** to move the insertion point to the beginning of the document.
- Click the **Review** tab, click the **Track Changes** arrow in the Tracking group, and click **Change User Name**. Verify that your name displays as the *User Name* on this PC, and that your initials display in the Initials box; if necessary, type your name and initials in the appropriate text box, and then click **OK** to close the Word Options dialog box.
- Click **Track Changes** in the Tracking group so the feature displays in orange and your edits are marked as you work.
- Click **New Comment** in the Comments group, and then type **Second edit by your name on date**.
- Click **Next** in the Comments group two times to select the balloon containing the comment about a change you need to make to the footer. Read the comment.
- Place the insertion point at the end of the footer on the bottom of the first page. Replace the year *2008* with **2012**.
- Click **Previous** in the Comments group to select the comment balloon you previously read. Move the insertion point to the end of the comment inside the balloon, and then type the sentence **Completed by your name** after the existing text. Remember to use your name.
- Scroll to the bottom of page 2. Position your cursor at the end of the last sentence in the first paragraph under the heading *Attorney Blanchard's withdrawal*. When your cursor is on the right side of the period after the words *anything on the case*, click the **References** tab, and then click **Insert Footnote** in the Footnotes group. Type **See Exhibit 9, attached in the footnote area** where your cursor is blinking at the bottom of the page.
- Press **Ctrl+End** to move to the end of the document. Select the picture of the bicycle, and then click **Insert Caption** in the Captions group. If necessary, click the **Label** arrow, and then select **Figure** so that *Figure 1* displays as the caption. Place the insertion point at the end of the caption, press **colon (:)**, press **Spacebar** one time, and then type **Assembled Bicycle**. Click **OK** to close the Caption dialog box.
- Go to page 3 in the document. Locate the *Shelton v. Missouri Baptist Foundation* case, and then select the case information from *Shelton* through and including the date (1978). Select the closing parenthesis but not the comma after it. Click **Mark Citation** in the Table of Authorities group. Click **Mark All**, and then click **Close**.

- l. Scan the remainder of that page, and then mark all citations for the following cases: *Foster*, *Sotirescu*, *Moore Enterprises*, *Scott*, *Chapman*, *Bolander*, and *Arnett*. After you mark the final citation on that page, click **Cancel** to close the dialog box. Click the **Home** tab, and then click **Show/Hide (¶)** in the Paragraph group to turn off display of formatting marks.
- m. Press **Ctrl+Home** to position the insertion point at the beginning of the document, and then press **Ctrl+Enter** to add a blank page. Press **Ctrl+Home** to place the insertion point at the top of the new page, type **Table of Authorities**, and then press **Enter** one time. Click the **References** tab, and then click **Insert Table of Authorities** in the Table of Authorities group. Click **OK**.
- n. Right-click the comment by William Kincaid on page 2 that says *Please add the Table of Authorities to this document*, and then click **Delete Comment**.
- o. Press **Ctrl+F**, and then type **bike** in the **text box**. Place the insertion point after the first occurrence of the word *bike* that displays in the first sentence of the *Background* paragraph. Press **Spacebar** one time, and then type **(See picture on page**. Be sure to add a blank space after you type the word *page*. Click the **References** Tab, and then click **Cross-reference** in the Captions group.
- p. Click the **Reference type arrow**, and then select **Figure**. Click **Figure 1 Assembled Bicycle** in the **For which caption list**, click the **Insert reference to arrow**, select **Page Number**, and then click **Insert** to complete the cross-reference. Click **Close** to close the Cross-reference dialog box. Type **)** to complete the parentheses that hold the cross-reference.
- q. Click the **Review** tab, click the **Display for Review arrow**, and then click **Final** to display the document without markup. Press **Ctrl+Home** to view the table of authorities, and then compare to Figure 3.29.
- r. Save and close the file, and submit based on your instructor's directions.

2 Social Networking Web Sites

In your business communications class, you have to write a three-page research paper about social communications. You decide to discuss the impacts of popular social networking Web sites on our society. Besides enhancing your description of each site with the company's trademark logo, you want to impress your instructor with your word processing skills by using features such as citations, endnotes, a table of contents, and a table of figures. This exercise follows the same set of skills as used in Hands-On Exercises 1–3 in the chapter. Refer to Figure 3.30 as you complete this exercise.

Endnote displays at the end of the last page

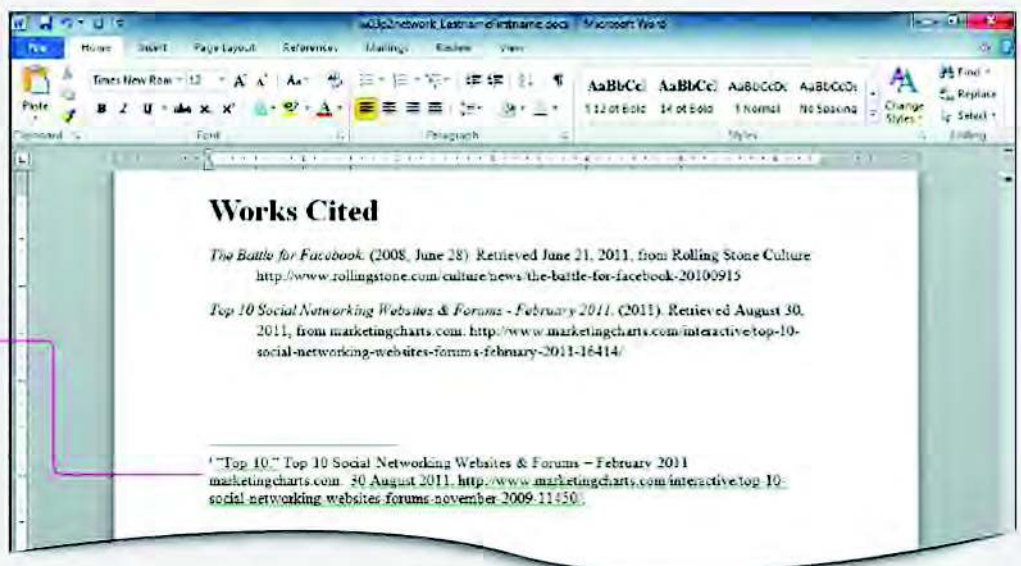


FIGURE 3.30 Report About Social Networking Web Sites ➤

- a. Open *w03p2network* and save it as *w03p2network_LastnameFirstname*.
- b. Click the **Insert** tab, and then click **Cover Page** in the Pages group. Update the cover page by completing the following steps:
 - Choose the **Conservative style**, click the **company name placeholder**, and then press **Delete**.

- Click the **document title placeholder**, and then type **Social Networking Web Sites:** as the document title.
 - Click the **document subtitle placeholder**, and then type **Impacts on Our Society**.
 - Select the text in the **author placeholder** that displays *Exploring Series*, and type your name.
 - Click **Pick the date**, click the **date arrow**, and then select **Today**.
 - Click the **Abstract placeholder**, and then type **This research paper will introduce several popular social networking Web sites and will also briefly discuss the positive and negative impacts of these Web sites on our society.**
- c. Press **Ctrl+Home** to move the insertion point to the beginning of the document. Click the **Review** tab, and then click **Next** in the Changes group. Click the **Accept arrow**, and then click **Accept All Changes in Document**. Click **Track Changes** in the Tracking group to turn off track changes.
 - d. Place the insertion point on the left side of the heading *Introduction* at the top of page 2. Press **Ctrl+Enter** to create a page break. Select the **Introduction** heading at the top of page 3, click the **Home** tab, and then apply the **Heading 1** style from the Styles gallery. Apply the **Heading 1** style to the remaining boldfaced paragraph headings in the document using the Format Painter.
 - e. Scroll to the top of page 2, and place the insertion point on the first line. Click the **References** tab, click **Table of Contents**, and then click **Automatic Table 2**.
 - f. Scroll down to the third page, and then select the graphic. Click **Insert Caption** in the Captions group. Press **Spacebar** twice, and then type **Top 10 Social Networking Web Sites**. Click the **Position arrow**, and then click **Below selected item**, if necessary. Click **OK** to close the Caption dialog box.
 - g. Use the instructions from step f to apply the following captions to the remaining pictures in the document:
 - **Facebook Logo**
 - **YouTube Logo**
 - **Myspace Logo**
 - **Twitter Logo**
 - h. Insert a table of figures and update the table of contents by completing the following steps:
 - Place the insertion point at the end of the table of contents on page 2. Press **Ctrl+Enter** to insert a page break.
 - With the insertion point on the first line, type **Table of Figures**, and then press **Enter** two times.
 - Click **Insert Table of Figures** in the Captions group, and then click **OK**.
 - Select the **Table of Figures** heading, click the **Home** tab, and then click **Heading 1** from the Styles gallery, if necessary.
 - Scroll up to page 2 and right-click the table of contents. Click **Update Field**, and then click **Update entire table**.
 - i. Click the **References** tab, and then click **Manage Sources** in the Citations & Bibliography group. Click **New**, and then select **Document From Web site**, if necessary, from the Type of Source menu. Use the following table to enter information for the two sources used in this paper. After both sources are created, click **Close** to close the Source Manager dialog box.

Field in Create Source Dialog box	Source # 1
Name of Web Page	Top 10 Social Networking Websites & Forums - February 2011
Name of Web Site	Marketingcharts.com
Year	2011
Year Accessed	2011
Month Accessed	August
Day Accessed	30
URL	http://www.marketingcharts.com/interactive/top-10-social-networking-websites-forums-february-2011-16414/

Field in Create Source Dialog box	Source # 2
Name of Web Page	The Battle for Facebook
Name of Web Site	Rolling Stone Culture
Year	2008
Month	June
Day	28
Year Accessed	2011
Month Accessed	June
Day Accessed	21
URL	http://www.rollingstone.com/culture/news/the-battle-for-facebook-20100915

- j. Press **Ctrl+End** to move the insertion point to the end of the document, and then press **Ctrl+Enter** to insert a hard page break. Click the **Style arrow** in the Citations & Bibliography group, and then click **APA Fifth Edition**, if necessary. Click **Bibliography**, and then click **Works Cited**. Use the mini toolbar to change the font type and size of the references to **Times New Roman, 12 point**.
- k. Place the insertion point after the period at the end of the first sentence on page 4 in the first paragraph under the *Social Networking Sites* paragraph heading, which starts with *Figure 1 shows*. Click **Insert Endnote** in the Footnotes group on the Home tab. Type the following: **"Top 10." Top 10 Social Networking Websites & Forums–February 2011 Marketingcharts.com. 30 August 2011, <http://www.marketingcharts.com/interactive/top-10-social-networking-websites-forums-november-2009-11450/>.** Change the font type and size of the endnote to **Times New Roman, 12 point**. Compare your work to Figure 3.30.
- l. Scroll to the page that contains the table of contents. Click one time anywhere in the table of contents, and then press **F9**. Click **Update entire table**, and then click **OK**.
- m. Save and close the file, and submit based on your instructor's directions.