

## Paper on a Changing Industry for Business 101 Class

An assignment in your Business 101 course is to write a short, one-to-two page, paper on a changing industry. You have chosen the airlines industry.

### Hands-On Exercise 1: Research Paper Basics

Your instructor wants the research paper formatted to MLA style including citations and a bibliography. Your instructor has previewed your paper and would like you to submit it as a sample paper for the English writing class. For this submission, you have to use footnotes instead of citations, attach a cover page, include a table of contents, and add an index.

#### Steps:

##### 1. Select a Writing Style and Create a Source

- a. Start Word. Open *w04\_script\_data* and save it as **w04\_YOUR\_NAME\_script\_solution**.
- b. Click the **REFERENCES** tab and click the **Style arrow** in the Citations & Bibliography group. Select **MLA Seventh Edition**. Ensure that the following MLA settings are set in the document: double-spacing; font is Times New Roman 12 pt.; no paragraph spacing before or after any paragraphs; margins are 1" at the top, bottom, left, and right; all body paragraphs are indented 0.5"; and the report title is centered.
- c. Insert a right-aligned header that includes your last name followed by a space and a plain page number. The page number should be a field and the header formatted as Times New Roman 12 pt.
- d. Place the insertion point after the year *2013* in the first paragraph but before the ending period. Click the **REFERENCES** tab and then click **Insert Citations** in the Citations & Bibliography group. Click **Add New Source**. Click the **Type of Source arrow** and click **Web site**. Complete the citation as follows, but do not click OK.

Author: **Diane Bartz**

Name of Web Page: **Fox Business**

Year: **2013**

Month: **March**

Day: **19**

Year Accessed: **2013**

Month Accessed: **April**

Day Accessed: **17**

Medium: **Document**

- e. Click **Show All Bibliography Fields**. Click in the **Editor box** and type **Reese, Chris**. Click **OK**.
- f. Click after the word *market* and before the ending period in the sentence that ends in *80 percent of the U.S. market* in the second paragraph. Click **Insert Citation** in the Citations & Bibliography group and click **Bartz, Diane** to insert a citation to the source created previously.
- g. Click after *2008* but before the ending period in the last sentence of the second paragraph. Add a new source, selecting **Web site** as the source type.

Author: **Sheryl Jean**

Name of Web Page: **The Dallas Morning News**

Year: **2013**

Month: **February**

Day: **16**

Year Accessed: **2013**

Month Accessed: **April**

Day Accessed: **17**

Medium: **Document**

- h. Click **OK**.
- i. Click the parenthetical citation at the end of the second paragraph. Click the **Citation Options** arrow and click **Edit Citation**. Under *Suppress*, click the check box to the left of *Author* and click **OK**.

## 2. Share and Search for a Source and Create a Bibliography

- a. Click **Manage Sources** in the Citations & Bibliography group. Point out that the sources just created appear in both the Master List and the Current List—this means that they can be used in other documents as well as the current document. Click **Close**.
- b. Press **Ctrl+End**. Press **Ctrl+Enter** to insert a new page. Click **Bibliography** in the Citations & Bibliography group and click **Works Cited**.
- c. Drag to select all text on the Works Cited page, including the heading *Works Cited*. Change the line spacing to **2.0**, the paragraph spacing before and after to **0**, and the font to **Times New Roman 12 pt**. Select the heading, *Works Cited*, remove the bold, change the font color to black, and center the line. This conforms this content to MLA standards.
- d. Save and close the **w04\_YOUR\_NAME\_script\_solution** document.

## 3. Create and Update Footnotes

- a. Open *w04\_script\_data2* and save it as **w04\_YOUR\_NAME\_script\_solution2**.
- b. Select the entire document. Verify the following formatting: line spacing 2.0, paragraph spacing before and after 0, font Times New Roman 12 pt., all body paragraphs are indented 0.5", and set alignment left.
- c. Deselect the text.
- d. Click after the period of the second sentence in the first paragraph ending with *American Airlines*. Click the **REFERENCES** tab and click **Insert Footnote** in the Footnotes group. Type **This consolidation worth about \$11 billion**.
- e. Click after the period of the second sentence in the second paragraph ending with *80 percent of the U.S. market*. Insert a footnote. Type **Senator Amy Klobuchar is the current chairman of the Senate Judiciary Committee's antitrust subcommittee**.
- f. Right-click one of the footnotes at the bottom of page 1 and select **Style**. Click **Modify**, and change the font to **Times New Roman 12 pt**. Click **OK**. Click **Apply**. This modification has been applied to all footnotes in the document.

## 4. Create a Table of Contents and an Index

- a. Remove the tab from the first line of the document and delete the text, *The Real Cost*.

- b. After the first paragraph, ending with *consolidation in this industry*, press **Enter** and type **Pros and Cons of Consolidation**. After the second paragraph, ending in *2008*, press **Enter** and type **Other Considerations**. After the third paragraph, ending in *East Coast*, press **Enter** and type **Conclusion**. Apply the **Heading 2** style to these four lines. Then apply bold and change the font color to black.
- c. Press **Ctrl+Home**. Press **Ctrl+Enter** to insert a page. Move to the beginning of the new page and press **Enter** twice. Click the **REFERENCES** tab and click **Table of Contents** in the Table of Contents group. Select **Automatic Table 2**.
- d. Change the heading *Other Considerations* to **Additional Considerations**. Select the Table of Contents. Click **Update Table** at the top-left corner of the table. Click **Update entire table**. Click **OK**.
- e. Click outside the table to deselect it. Click the **REFERENCES** tab. Select **American Airlines** at the end of the second sentence of the first paragraph. Click **Mark Entry** in the Index group, click **Mark All** in the Mark Index Entry dialog box, and then click **Close**. Repeat this process for the word *Delta* at the beginning of the second sentence of the first paragraph.
- f. Press **Ctrl+End**. Press **Ctrl+Enter**. Click **Insert Index** in the Index group. Click **OK** to accept all settings and insert an index.

## 5. Create a Cover Page

- a. Insert a new page at the top of the document. Place the insertion point at the top of this new blank page. Apply the following formatting: **center alignment, font size 16 pt., and font color Black, Text 1**.
- b. Type **AIRLINE MERGERS**. Press **Enter** three times. Type your first and last name. Press **Enter** three times. Type **Business 101**. Press **Enter** three times. Type the current date.
- c. Click **PAGE LAYOUT** tab and click the **Page Setup Dialog Box Launcher**. Click the **Layout** tab. Click the **Vertical Alignment** arrow and click **Center**. Click **OK**.
- d. Save **w04\_YOUR\_NAME\_script\_solution2**.