

Research Paper Basics

The document does not have all of the appropriate reference citations. You are updating these with information you had recorded earlier.

1. Create and Search for a Source

- a. Open *exp2010_w03_script_encryption_solution1_LastnameFirstname*, and then save as **exp2010_w03_script_encryption_solution2_LastnameFirstname** (replace **LastName_Firstname** with your own).
- b. Click **References**. Click **Manage Sources**. Click **New**. From Type of Source, choose **Book**. Type the information below into the appropriate fields.

| | |
|-----------|-------------------------------|
| Author | Paul Garrett |
| Title | Making, Breaking Codes |
| Year | 2001 |
| City | Upper Saddle River, NJ |
| Publisher | Prentice Hall |

- d. Click **OK**.
- e. Click **Browse**. Navigate to *exp2010_w03_script_Sources*. Click **OK**. Click the source. Click **Copy**. Click **Close**. Click **Save**.

2. Select a Writing Style and Create a Bibliography

- a. Click the **Style arrow**. Select **MLA**.
- b. Press **Ctrl+End**. Press **Ctrl+Enter**. Type **Bibliography** at the top of the page. Click **Home**. Apply **Heading 1 Style**. Press **End**. Press **Enter**.
- c. Click the **References tab**, click **Bibliography**, and then click **Insert Bibliography**. Click the **Style arrow** again. Select **APA**. Note changes in format. Click **Save**.

3. Create and Modify Footnotes

- a. Scroll to the end of page 5 and find the paragraph that ends with *. . .the flexibility of public key encryption will increase*. Click **Insert Footnote**. Type **Garrett, Paul. Making, Breaking Codes. Upper Saddle River, NJ: Prentice Hall, 2001.**

- b. Scroll to footnote 3 on the bottom of page 3. Change the date retrieved to **April 2, 2010**. Click **Save**.

Research Paper Enhancements

Finding information in this large document is challenging, so you decide to add a table of contents, table of figures, and an index.

1. Apply Styles and Insert a Table of Contents

- a. Click to the left of the title *The Information Age* on the second page. Type **Table of Contents**. Press **Enter** twice. Press **Ctrl+Enter**.
- b. Select **Table of Contents**. Click the **Home tab**. Apply **Strong Style** and **Center**.
- c. Use the **Format Painter** to apply **Heading 1 Style** to each paragraph heading.
- d. Place the insertion point on the line below the table of contents. Click the **References tab**, and then click **Table of Contents**. Select **Insert Table of Contents**.
- e. Click the **Show page numbers check box** and the **Right align page numbers check box**.
- f. Click the **Formats arrow** in the *General* section. Select **Distinctive**. Click the **Tab leader arrow**, and then select **dot leader**. Click **OK**. Click **Save**.

2. Define an Index Entry

- a. Click **Ctrl+Home**. Press **Ctrl+F**. Type **Internet** in the box. Click **Find Next**. Click the second entry. On the Home tab, click **Show/Hide**. Find the XE markers in the text.
- b. Press **Ctrl+Home**. Type **security** in the **Find box**. Select the second entry. Click **Insert Index**. Click **Mark Entry**. Capitalized the *s* in *security*. Click **Mark All**. Click **Save**.

3. Create the Index and Add Page Numbers

- a. Press **Ctrl+End**. Press **Ctrl+Enter**.
- b. Type **Index** on the new page. Select **Index**. Format with **Heading 1 style**. Place the cursor in the line below *Index*.
- c. Click the **References tab**. Click **Insert Index**. Click the **Formats arrow**. Select **Modern**. Click **OK**.
- d. Click the **Insert tab**. Click **Page Number**. Select **Bottom of Page**. Select **Tildes**. Click **Close Header and Footer**. Click **Save**.

4. Add Captions and Create a Table of Figures

- a. Select the **Prime Numbers table** on page 10. On the References tab, click **Insert Caption**. Type **One Hundred Prime Numbers** after Table 2. Position the caption **Above selected item**. Center the text.
- b. Select the item below Table 2. Click **Insert Caption**. Type **The Sieve of Eratosthenes** after Table 3.
- c. Place the insertion point on the bottom of page 2 below the table of contents. Press **Ctrl+Enter**. Type **Table of Figures**. Format with **Heading 1 style**. With the cursor on the line below the heading, click **Insert Table of Figures**. Click **Options**. Click the **Style arrow**. Click **Caption**. Add a space before the paragraph if necessary.

5. Create a Cross-Reference

- a. Place the insertion point in the *Protecting Data* section on page 5 after Appendix A, and then type **on page**. Press **Spacebar**. (A nonbreaking space may be necessary.)
- b. Click **Cross Reference**. Click the **Reference type arrow**, and then select **Heading**. Click the **Insert reference to arrow**, and then select **Page number**. Select **Appendix A** from For which heading:.. Click **Insert**. Click **Close**. Click **Save**.

6. Update the Table of Contents and View the Completed Document

- a. Right-click in **Table of Contents**. Click **Update Field**, and then click **Update Entire Table**.
- b. Use **Zoom level** to display **2 x 2 Pages**. Click **Save**.