Step by Step 1: Format a Research Paper

* **GET READY.** Before you begin these steps, be sure to launch Microsoft Word.
  1. **OPEN** the First Ladies document from the lesson folder. The document is unformatted.
  2. Position the insertion point at the beginning of the document and create a couple of blank lines. The MLA style requires information to be placed at the beginning of the document. On the first line, the student’s name will appear, followed by the instructor, course, and date. Key the following information on the appropriate line.

First line: Victoria DeLeon

Second line: Professor Frank Smith

Third line: **History 101**

Fourth line: March 19, 20XX

* 1. Select the whole document then change the font size to **12 pt**, font to **Arial.**
  2. Change the margins to **1”** top, bottom, left and right then change the line spacing to **double.**
  3. Apply a **first line indent** only to paragraphs—avoid the title and headings.
  4. Under the heading, *Women in Politics*, position the insertion point in the second paragraph beginning with “The nation has always….in the background*.”*
  5. Position the insertion point anywhere within the title, *The Evolving Role of the First Lady* then **center**.
  6. Select the headings below, and apply **Heading 1**. The Heading 1 style is applied to the left margin and should be *bolded*.

Introduction

Women in Politics

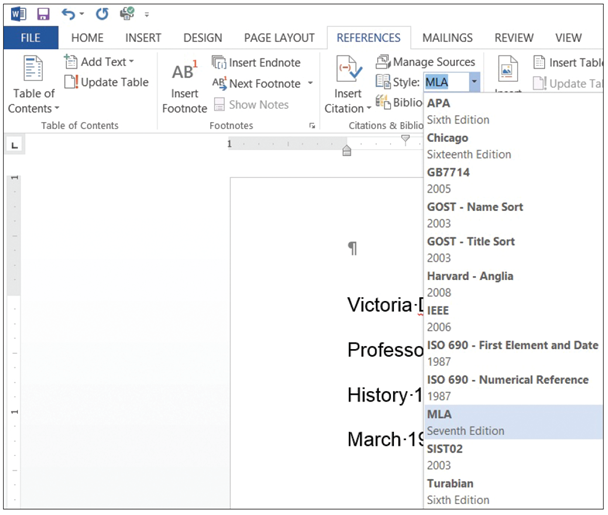
History of First Ladies

Role of First Ladies

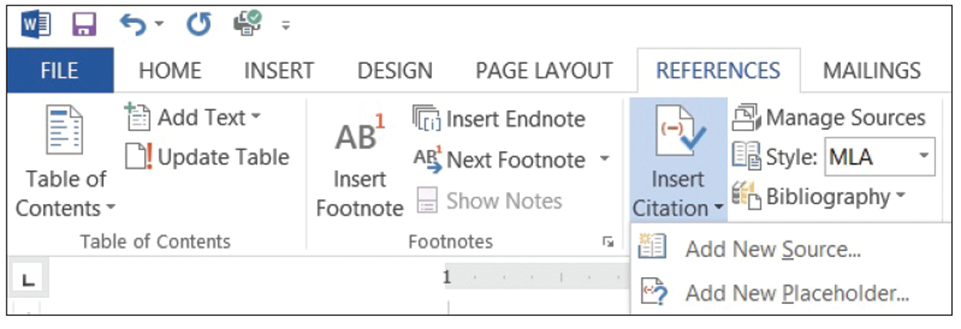
Power of First Ladies

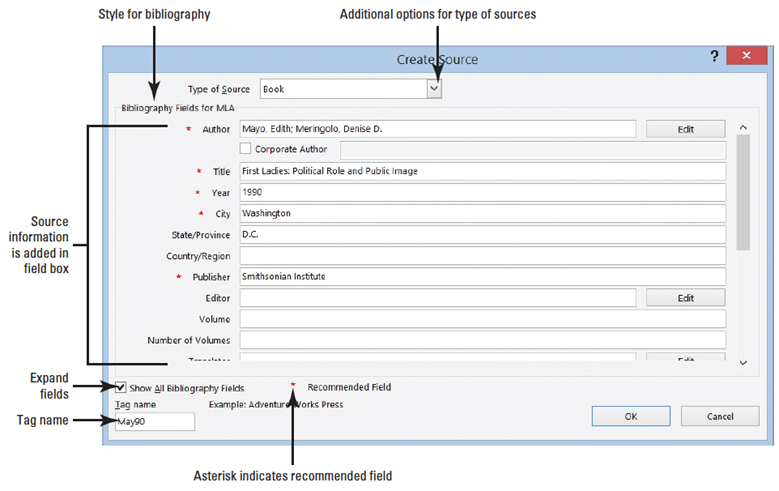
Conclusion

* 1. **SAVE** the document as ***Research on First Ladies*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 2: Create Citations

* 1. On the References tab, in the Citations & Bibliography group, click the **drop down arrow** by *Style* then change the style to *MLA Seventh Edition* (right).
  2. Under the heading, *Women in Politics*, position the insertion point, at the end of the first paragraph, after *Meringolo.*
  3. Click the **Insert Citation** button in the *Citations & Bibliography* group. A menu appears (below).



* 1. Select *Add New Source*. The *Create Source* dialog box appears. The *Create Source* dialog box contains fields for the book source, including the author, title, year of copyright, city where publisher is located, and publisher. To add additional source information, click the **Show All Bibliography Fields** box to display additional fields.
  2. The *Type of Source* menu displays Book as the default. Click the **drop down arrow** to review the additional source options. The fields will automatically be adjusted for you in the dialog box depending on the source type. Keep the source at the default.
  3. Key the source information that is shown the figure and on the next slide. Notice:   
     You will need to check the box next to Show All Bibliography Fields to see all the fields.

Type of Source: Book

Author: Mayo, Edith; Meringolo, Denise D.

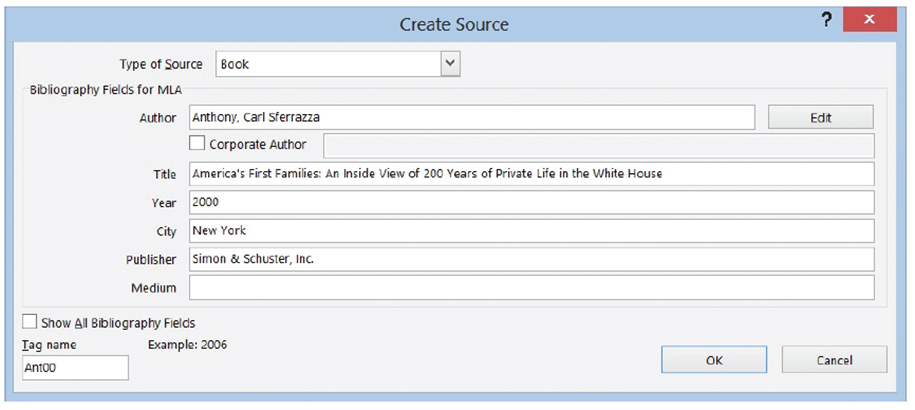
Title: First Ladies Political Role and Public Image

Year: 1990

City: Washington

State/Province: D.C.

Publisher: Smithsonian Institute

* 1. Click **OK**. The citation is added to the text, and the source information is saved. The authors name *(Mayo and Meringolo)* are in parentheses. When you use the MLA format, the author-page method is used and is placed in parenthesis. The page number is not appearing, and later you will learn to modify the citation.
  2. Under the heading, *History of First Ladies*, click to position the insertion point at the end of the second sentence following the word *speech*.
  3. Click the **Insert Citation** button and select *Add New Source*. Did you notice that the first source appeared when you clicked the Insert Citation button?
  4. In the *Type of Source* menu, select **Book.**
  5. Key the source information for MLA style in the dialog box, as shown below.

Type of Source: Book

Author: Anthony, Carl Sferrazza

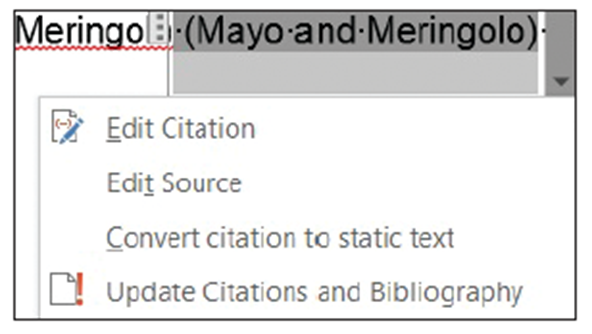
Title: American’s First Families: An Inside View of 200 Years  
 of Private Life in the White House

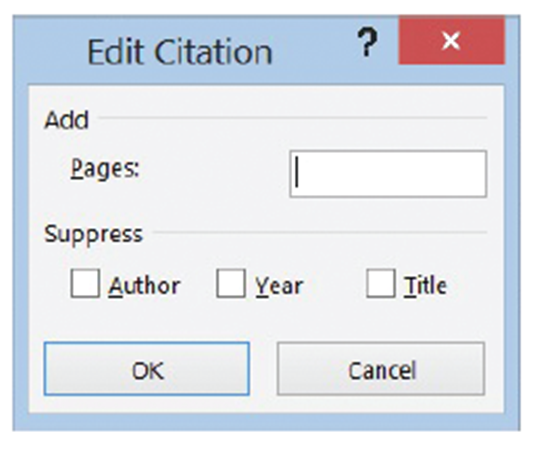
Year: 2000

City: New York

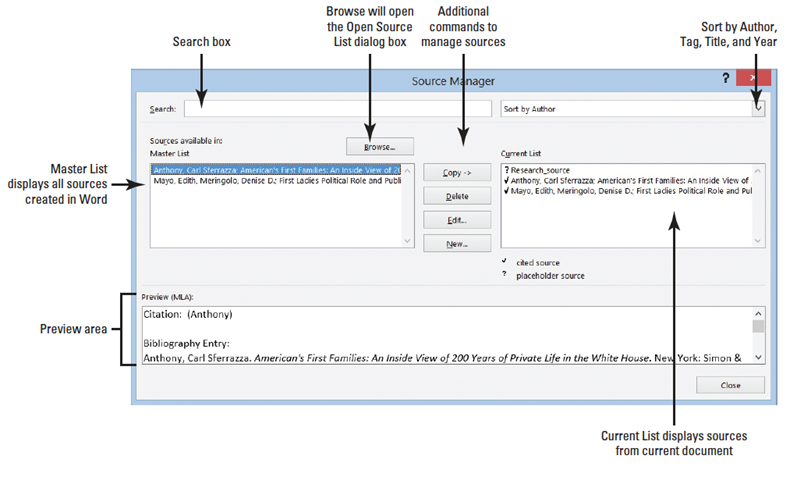
Publisher: Simon & Schuester, Inc.

* 1. Click **OK**. The citation is inserted.
  2. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. Leave** the document open to use in the next exercise.

Step by Step 3: Modify a Citation and a Source

* 1. Click the **drop down arrow** to display a menu (right).
  2. Select **Edit Source** from the menu. The *Edit Source* dialog box appears, filled with the   
     information you keyed earlier about the source.
  3. In the *Year* field, change the year of publication to **1994**.
  4. Click **OK**. Word displays a prompt asking: This source exists in your master list and current document. Do you want to update both lists with these changes?”
  5. Click **Yes**.
  6. The citation is still selected. Click the downward-pointing arrow on the placeholder again, and this time select *Edit Citation*. The *Edit Citation* dialog box appears (right). The *Edit Citation* dialog box lets you add   
     page numbers specifying the source’s page or pages to which you are referring. You can also make decisions about what to display within the citation text by clicking the check box under *Suppress*. You can suppress the author, year, or title.
  7. In the *Suppress* section, click the **Author** check box then click **OK**. The authors’ names are replaced with the title.
  8. Under the heading, *Women in Politics*, position the insertion point after the word *background*; located in the paragraph, *“The nation has …background.”*
  9. In the *Citations & Bibliography* group, click **Insert Citation**. The menu lists two sources that you have cited in the current document. This is your current list. Select the *Mayo, Edith, Meringolo, Denise D.* citation. The citation is inserted.
  10. Click the citation. Click the **drop down arrow** to display the citation options and select **Edit Citation**.
  11. In the *Add* section, key **8** in the *Pages* box, and in the *Suppress* section, click the check boxes by **Author** and **Title**. Click **OK**.
  12. In the above steps, you have modified the citation styles for this document by suppressing one or more of the options.
  13. **SAVE** the document in the lesson folder on your desktop.
  14. Under the heading, *Women in Politics*, click the **drop down arrow** to display the citation option and select **Edit Citation**.
  15. Remove the check mark by Author and click **OK**.
  16. Select the second citation and remove the check marks by Author and Title. Click **OK**.
  17. Under the heading, *History of First Ladies*, place the insertion point at the end of the paragraph after *shakers*.
* In this next step, you will insert a citation placeholder. A citation placeholder is a tag name of the source. You can also use this as a reference for yourself as you continue working on your research paper. Tag names can also be edited in Edit Source dialog box.
  1. Click the Insert Citation button; select Add New Placeholder.
  2. The Placeholder Name dialog box appears instructing you to “Type the tag name of the source. You can add more information to this source later by clicking Edit in the Source Manager.
  3. Key Research source; then click OK.
  4. In the Placeholder Name dialog box, spaces are not permitted.
  5. **SAVE** the document as ***Research on First Ladies Update*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 4: Manage Sources

* **USE** the document that is open from the previous exercise.
  1. Click the **Manage Sources** button in the *Citations & Bibliography* group. The *Source Manager* dialog box appears (right).
  2. In the *Master List* section, select the *Anthony* source.
  3. Click the **Edit** button. The *Edit Source* dialog box appears. Using the *Source Manager* allows you to edit your sources.
  4. Click the check box by *Show All Bibliography Fields* box. The *Edit Source* dialog box expands to include additional fields.
  5. Key **NY** in the *State/Province* field; and click **OK** to close the Edit Source dialog box.
  6. Word displays a prompt asking: “This source exists in your master list and current document. Do you want to update both lists with these changes?” Click **Yes**.
  7. Click the **Close** button on the Source Manager dialog box.
  8. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. LEAVE** Word open for the next exercise.

Step by Step 5: Remove a Citation

* **USE** the document that is open from the previous exercise.
  1. Under the heading, *History of First Ladies*, position the insertion point after Anthony in the second sentence.
  2. Click the **citation placeholder** tab to select the entire citation. Hint, at the beginning of the placeholder, you will see a tab with three vertical dots—it makes it easier to select.
  3. Press **Delete** to remove the citation from the document.
  4. Open the Source Manager dialog box, Notice the source is still in both lists. When you are done, close the dialog box.
  5. Click the **Undo** button on the *Quick Access Toolbar*.
  6. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. LEAVE** Word open for the next exercise.

Step by Step 6: Add Captions to a Table

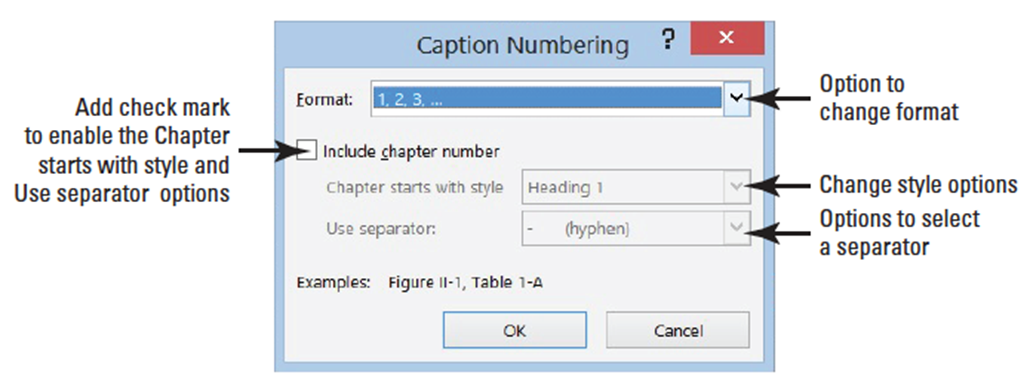
* **USE** the document that is open from the previous exercise.
  1. On the View tab, enable the Navigation Pane.
  2. Under the heading, *Power of First Ladies,* position the insertion point at the end of the last paragraph ending with *hurt her husband’s career* and add a blank line.
  3. Close the Navigation Pane.
  4. Insert a **2x3 table** at the blank line. Key the following information in the table.

First column first row: First Ladies

Second column first row: Year in White House

Second column second row:   
 1981, January 20 - 1989, January 20

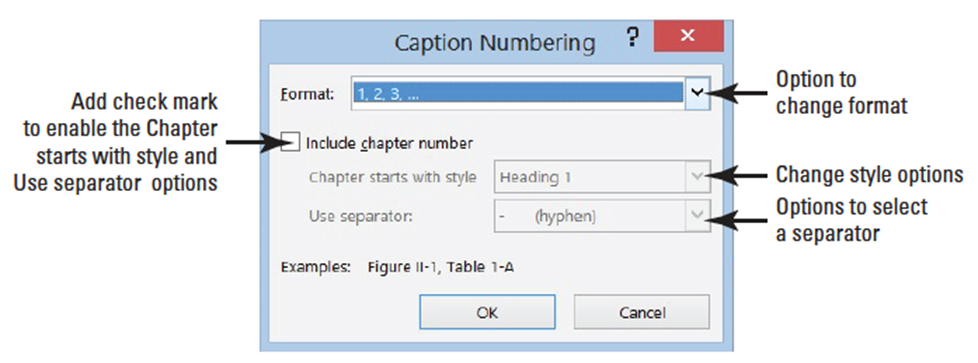
Second column third row:   
 1993, January 20 - 2001, January 20

* 1. From the lesson folder, insert ***Nancy Reagon*** image in the *first column second row* from the lesson folder.
  2. From the lesson folder, insert ***Hilary Clinton*** image in the *first column third row* from the lesson folder.
  3. The height for both images should be adjusted to **1.27”** with a width of **0.99”**.
  4. Apply the **AutoFit to Contents** command to the whole table.
  5. Position the insertion point below the table at a blank line.
  6. On the *References* tab, in the *Captions* group, click the **Insert Caption button** to open the *Caption* dialog box (below).
  7. Click the **drop down arrow** by the *Label* box to display the various labels then select **Table.** This changes the label option in the *Caption* box. The *Caption* box now displays *Table 1*.
  8. Place the insertion point in the *Caption* box after *1* then press the **spacebar** once. Key **First Ladies** then click **OK**. The caption is inserted below the table.
  9. **SAVE** the document as ***Research on First Ladies Update1*** in the lesson folder on your desktop.
* **PAUSE**. **LEAVE** Word open to use in the next exercise.

Step by Step 7: Add Captions to a Figure

* **USE** the document that is open from the previous exercise.
  1. Select the first image, **Nancy Reagan**.
  2. Click the **Insert Caption** button then change the label to *Figure*.
  3. Add a check mark by *Exclude label from Caption*. Did you notice that *Figure 1* was replaced with a *1*? Adding a check by Exclude label will allow you to customize your own label.
  4. Click the **New Label** button then key **Nancy Reagan**. A *1* appears after her name. Click **OK**. The caption appears above her image.
  5. Select the second image, *Hilary Clinton*.
  6. Click the **Insert Caption** button. In the Caption box, you will see *Nancy Reagan’s* name. If you were to use another picture of Mrs. Reagan, then you would select her label. *Word* automatically numbers each label.
  7. Change the label to **Figure**.
  8. Click the **New Label** button, then key **Hilary Clinton**. As mentioned in step 6, if you were to add another picture of Mrs. Clinton, then you would use her label. *Word* will automatically number each caption even for new labels.
  9. Click the drop down arrow by position; then select Above selected item. Click OK.
  10. **SAVE** the document in the lesson folder on your desktop then **CLOSE** the file.
* **PAUSE. LEAVE** the document open for another exercise. You will return to this document later in the lesson.

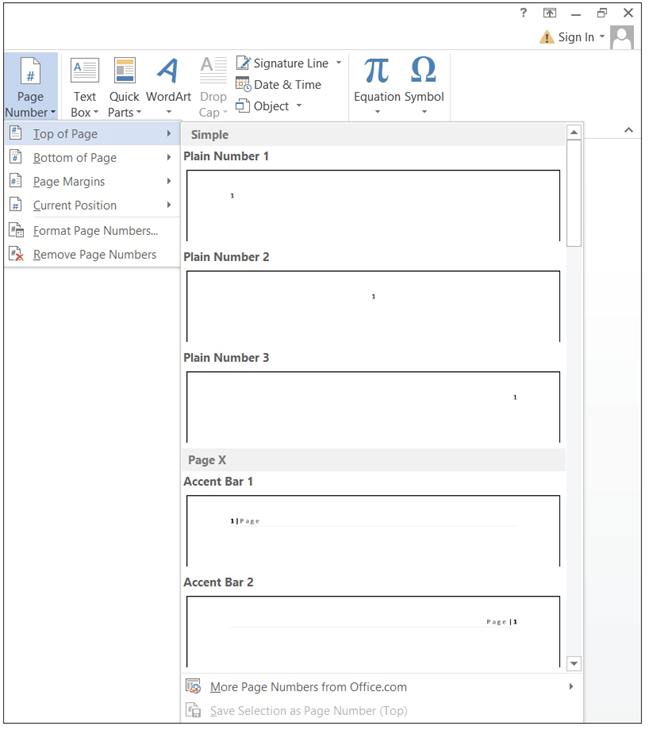
Step by Step 8: Add Captions to an Equation

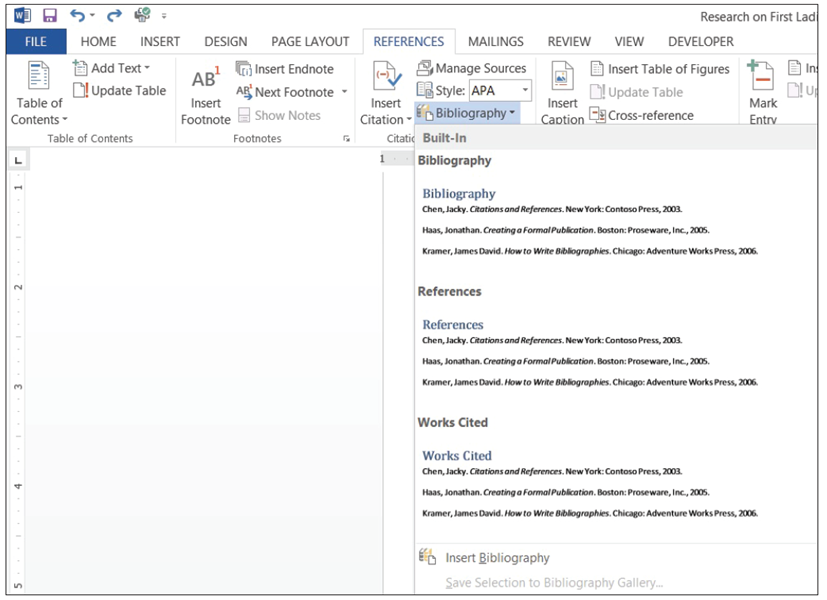
* **OPEN** a blank Word document.
  1. Create a blank line.
  2. On the *Insert* menu, in the *Symbols* group, click the **drop down arrow** next to the *Equation* button to display the menu.
  3. Click **Area of a Circle** to insert the equation into the document.
  4. Click the shortcut **drop down arrow** by the equation, select *Justification* then click **Left**. The equation is placed at the left side of the margin.
  5. Move the insertion point to the blank line above the equation.
  6. On the *References* tab, in the *Captions* group, click the **Insert Caption** button to display the *Caption* dialog box.
  7. In the *Label* box, select **Equation** and in the *Position* box, the caption is already set to *Below* *selected item*. The equation was not selected; therefore, the option was automatically set to *Below selected item*. Selecting the equation would provide you options to change to *Above* or *Below selected item*. The insertion point is above the equation; therefore, the caption will be placed on the blank line above the equation.
  8. Click the check box by *Exclude label from caption* to add a check mark. The text, *Equation*, is removed from the *Caption* box.
  9. Click the **Numbering** button to display the *Caption Numbering* dialog box (below).
  10. In the *Format* box, select **A, B, C…**then click the box by *Include Chapter Number* to view the options. Your research paper must contain heading styles to use this option as well as adding a separator.
  11. Remove the check mark by *Include Chapter Number*. Click **OK**.
  12. A new numbering caption appears in the *Caption* box. Click the check box by *Exclude label from caption* to disable this feature. Did you notice that the text, *Equation* *A,* appear in the *Caption* box?
* In step 10, you changed the number format to letters which will now be included in the caption.
  1. In the *Captions* box, place the insertion point after *A* then key a colon, press the **Spacebar** once, and then key **Area of a Circle**.
  2. Click **OK**.
  3. Place the insertion point at the end of the equation and press **Enter** twice.
  4. Insert the *Binomial Theorem* equation.
  5. Select the equation then click the **Insert Caption** button to display the *Caption* dialog box. In the *Caption* box, *Equation B* is automatically added. Word tracks which caption you are using and renumbers for you.
  6. Position the insertion point after *B* then key a **colon** followed by a **space**; then key **Binomial** **Theorem Equation**.
  7. Position the caption, *Above selected item*.
  8. **SAVE** the document as ***Equations with Caption*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

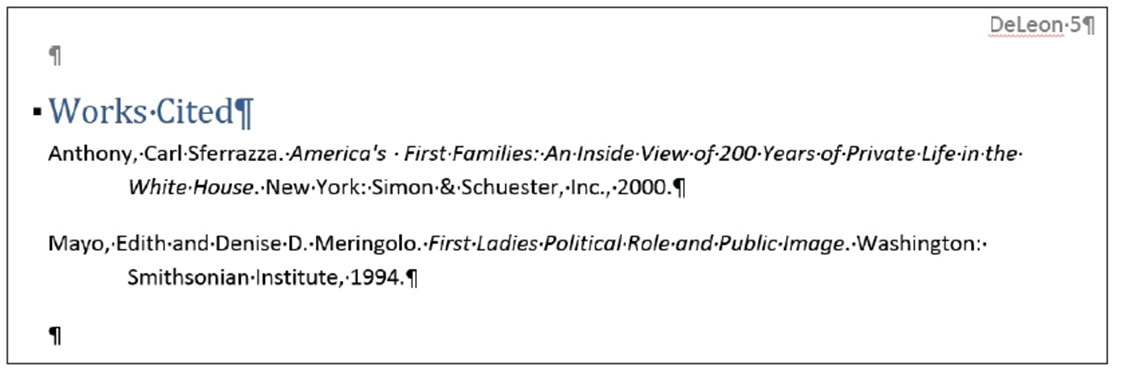
Step by Step 9: Edit and Delete Captions

* **USE** the document that is open from the previous exercise.
  1. Select the caption, *Equation A: Area of a Circle*; then open the *Caption* dialog box.
  2. Change the label and select **Figure.**
  3. In the *Caption* box, the text *Figure* *1: Area of a Circle* now appears. Click **OK**.
  4. Select the second equation along with the caption, then press **Delete**. The caption is removed from the document.
  5. **SAVE** the document as ***Equation Update*** in the lesson folder on your desktop then **CLOSE** the file.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 10: Add a Header with a Page Number

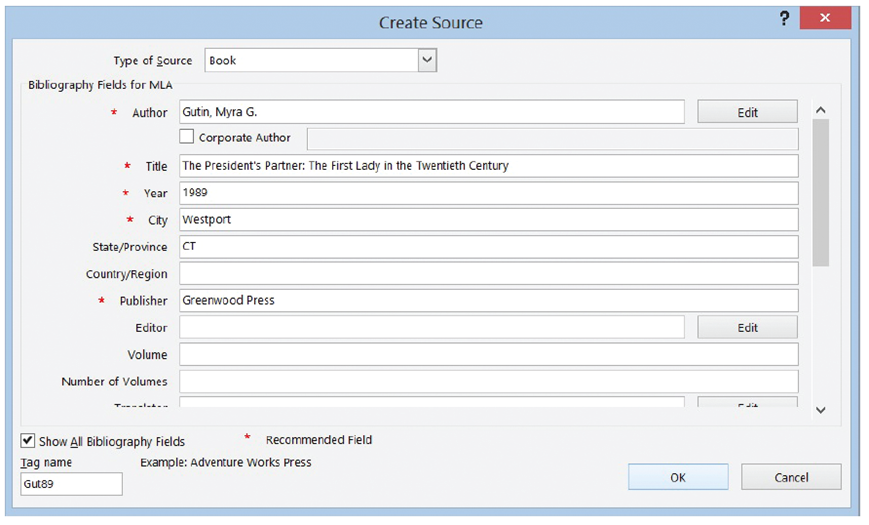
* **USE** the document that is open from the previous exercise.
  1. Place the insertion point anywhere on the first page.
  2. Click the **Insert** tab.
  3. In the *Header & Footer* group, click the **Page Number** button.
  4. In the menu that appears, point to *Top of Page*.
  5. In the pull-down menu select *Plain Number 3* (right). Page numbers are inserted on all pages. Notice that the *Headers & Footer Tools* opens with the *Design* tab active. The page number is also positioned on the right side as stated in the MLA style guidelines.
  6. Make sure the insertion point is resting in front of the Page Number field. Key the last name: ***DeLeon***; then press the **Spacebar** once. A page header will be inserted on every page in the document.
  7. Click **Close Header and Footer** button in the *Close* group.
  8. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 11: Insert a Works Cited Page

* **USE** the document that is open from the previous exercise.
  1. Press **Ctrl+End** to get to the end of the document. The insertion point is positioned after the last sentence of the document.
  2. Press **Ctrl+Enter** to insert a page break.
  3. Remove the first line indent.
  4. With the insertion point on the new blank page, click the **Bibliography** button in the   
     *Citations & Bibliography* group. A menu of built-in bibliography styles appears (right). You can choose to insert an automatic bibliography at the end of the document or on a new page. The *Insert Bibliography* command inserts a bibliography without a title.
  5. Select the *Works Cited* style. The works cited is inserted on the new page (below). The title is also inserted for you and the header continues on the new page.
  6. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE.** Leave the document open to use in the next exercise.

Step by Step 12: Update a Works Cited Page

* **USE** the document that is open from the previous exercise.
  1. Under the heading, *Role of the First Ladies*, position the insertion point in the fifth paragraph, at the beginning of the fifth sentence, after the word *Gutin.*
  2. Click **Insert Citation** and select **Add New Source**. The *Create Source* dialog box appears.
  3. Click the **Show All Bibliography Fields** box. The dialog box expands to include more fields.
  4. Key the source information below as shown below.

Type of Source: Book

Author: Gutin, Myra G.

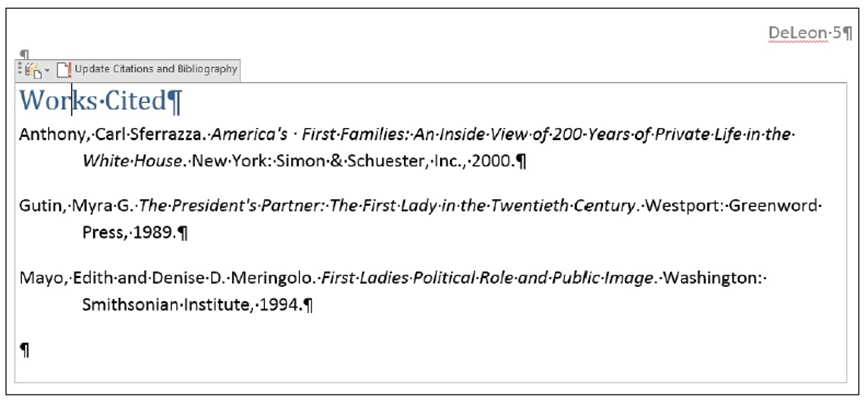
Title: The President’s   
Partner: The First Lady   
in the Twentieth   
Century

Year: 1989

City: Westport

State/Province: CT

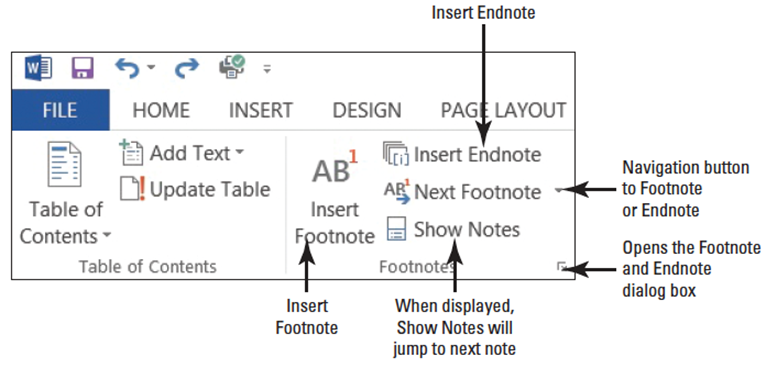
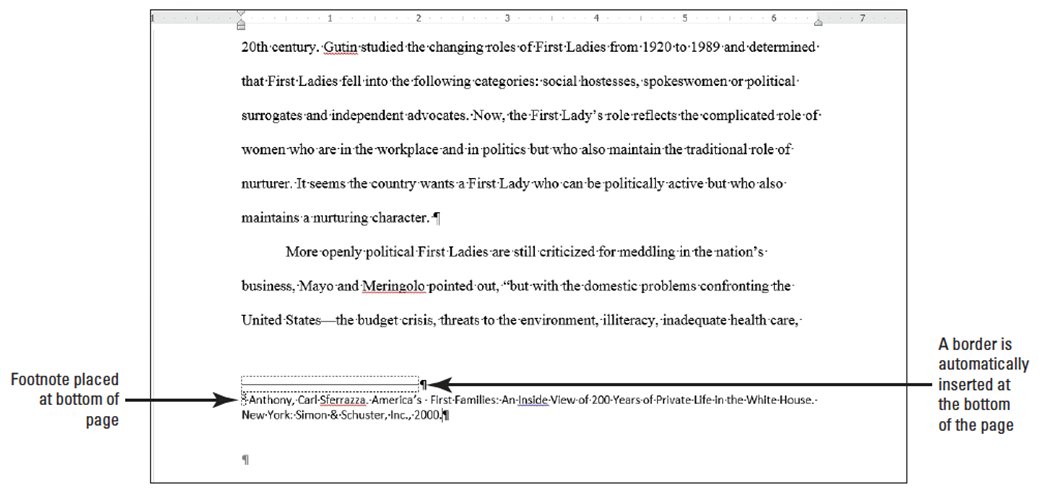
Publisher: Greenwood Press

* 1. Click **OK**. The citation is inserted.
  2. Scroll to the works cited page to update with the new source.
  3. Place your insertion point by the works cited heading and solid arrow pointing downward  will appear; click the icon to display the placeholder tab. The *Works Cited* heading collapses the content.
  4. Click the **Update Citations and Bibliography**  button. The page is automatically updated. To view the changes, click the solid arrow arrow.png to expand the works cited page content. The new source is added to the page (below).
  5. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. LEAVE** Word open for the next exercise. 

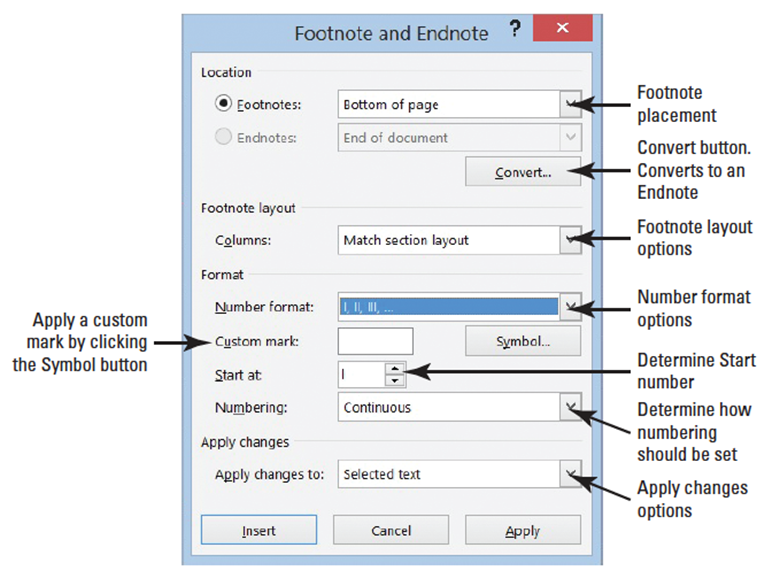
Step by Step 13: Delete a Works Cited Page

* **USE** the document that is open from the previous exercise.
  1. Click the placeholder tab (three vertical dots) to select the entire bibliography and source list.
  2. Press the **Delete** key. The bibliography is deleted.
  3. Click the **Undo** button on the *Quick Access Toolbar*.
  4. **SAVE** the document in the lesson folder on your desktop then **CLOSE** the file.
* **PAUSE. LEAVE** Word open for the next exercise.

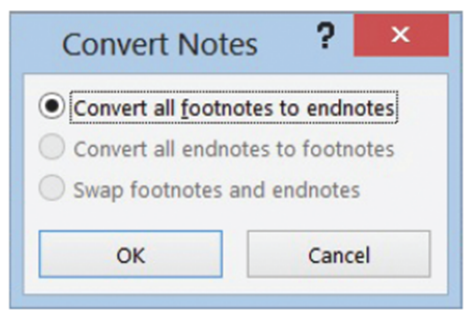
Step by Step 14: Create Footnotes and Endnotes

* **OPEN** the ***First Ladies Research*** document from the lesson folder.
  1. This document has already been formatted. Your instructions are to insert footnotes or endnotes in your document.
  2. Under the heading, *Women in Politics*, position the insertion point at the end of the second paragraph.
  3. Click the Insert Footnote button in the *Footnotes* group (below). A superscript 1 is placed after the paragraph and at the end of the document. You will be citing the source in the footnote area.
  4. Key Mayo, Edith and Denise, Meringolo. First Ladies: Political Role and Public Image. Washington: Smithsonian Institute, 1994. You have entered book title source for the footnote.
  5. Place the insertion point by the superscript at the end of the second paragraph, and a screen tip appears displaying the footnote text.
  6. Under the heading, *History of First Ladies*, place the insertion point at the end of the second sentence (before *Anthony*). In the *Footnotes* group, click the Insert Footnote button. A superscript 2 is placed at the bottom of the page 2.
  7. At the bottom of the document page, key Anthony, Carl Sferrazza. American’s First Families: An Inside View of 200 Years of Private Life in the White House. New York: Simon & Schuster, Inc., 2000. The bottom of page one should resemble the figure below.
  8. Under the heading, *Role of First Ladies*, at the end of third sentence. In the *Footnotes* group, click the Insert Footnote button. A superscript 3 is placed after the punctuation.
  9. At the bottom of the document page, key Gutin, Mayra G. The President’s Partner: The First Lady in the Twentieth Century. Westport: Greenwood Press, 1989.
  10. **SAVE** the document as *First Ladies Research Second Update* in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

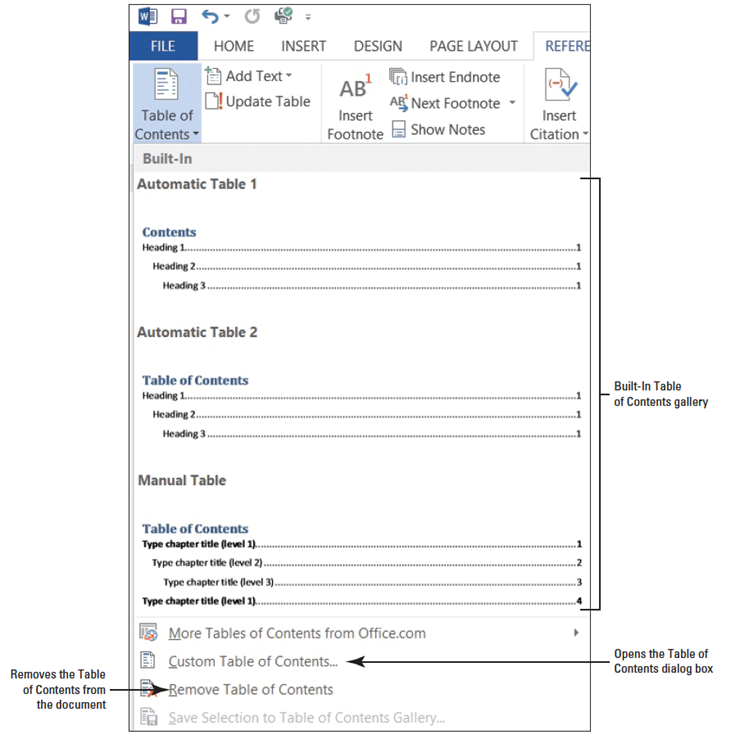
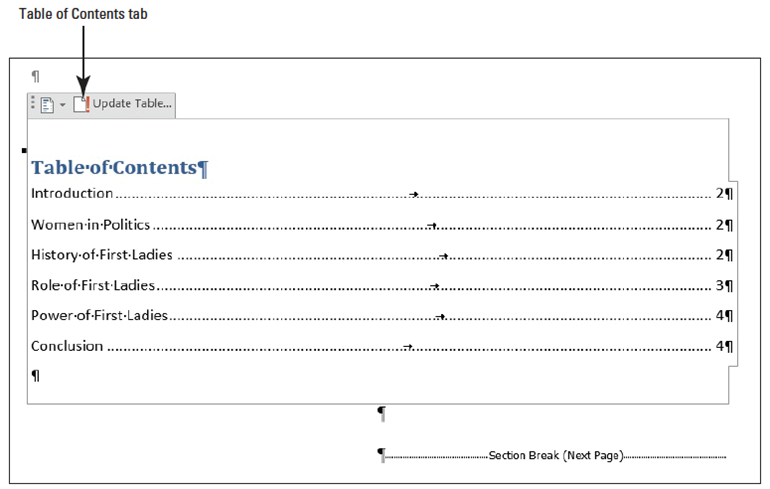
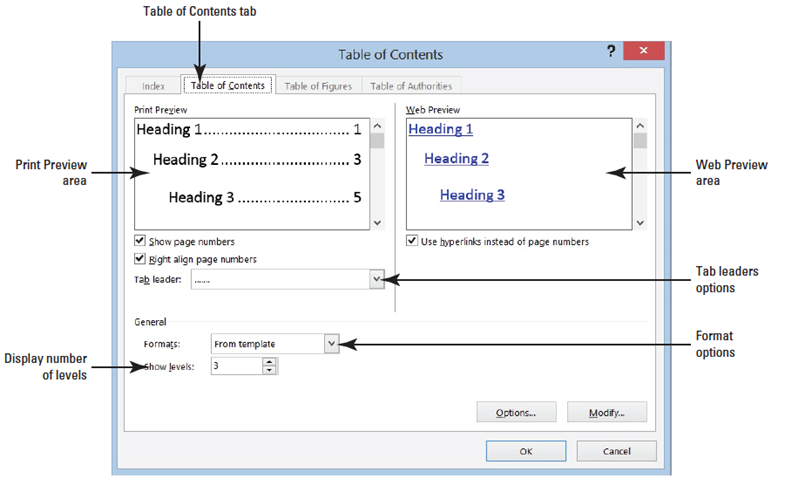
Step by Step 15: Format Footnotes

* **USE** the document open from the previous exercise.
  1. Press and hold the left mouse button to select the second and third footnote beginning with *Anthony . . .1989*.
  2. Change the indent to a *hanging indent.*The line spacing is already set to single space.
  3. Click **OK**.
  4. Place the insertion point after the second footnote and increase the spacing after to **12 pt**. This action creates spacing between the footnotes.
  5. Format the first footnote by changing the indent to a hanging indent, and set the spacing after to 12 pt.
  6. Select the text, beginning with “*The nation …background*.1
  7. Format the paragraph with a *one-inch left indent*.
  8. Change the line spacing to *single*.
  9. Select the superscript 1 in the footnote at the bottom of the document on page one.
  10. On the *References* tab in the *Footnotes* group, launch the *Footnote and Endnote* dialog box.
  11. **The *Footnote and Endnote* dialog box opens. In the *Format* section by the *Number Format* click the **drop down arrow** and select the *uppercase Roman numerals* (right).
  12. Click **Apply***.* Noticethe numbering format has changed for the footnotes in the document. Click **OK**.
  13. **SAVE** the document in the lesson folder on your desktop.
  14. Place the insertion point behind the second footnote located under the heading, *History of First Ladies*. **Delete** the footnote. Notice that the footnote disappeared from page two. When there are more footnotes in your document and you delete one, the rest of the footnotes are automatically renumbered.
  15. Click **Undo**.
  16. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

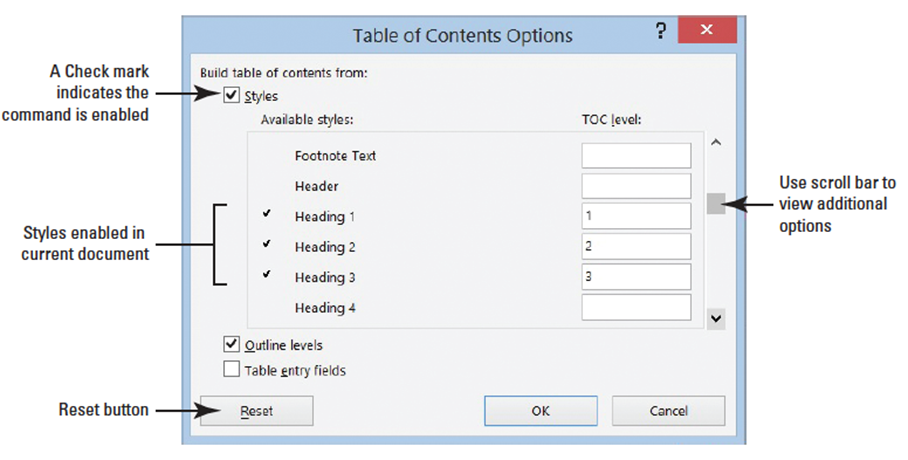
Step by Step 16: Converting Footnotes and Endnotes

* **USE** the document open from the previous exercise.
  1. Place the insertion point at the beginning of the first footnote below the horizontal line.
  2. In the *Footnotes* group, click the arrow to launch the *Footnote and Endnote* dialog box.
  3. Click the **Convert** button. The *Convert Notes* dialog box opens. The first option *Convert all footnotes to endnotes* is selected (right).
  4. Click **OK** to convert the notes and close the *Convert* *Notes* dialog box.
  5. Click **Insert** OR **Apply** to close the *Footnote and Endnotes* dialog box. Scroll through to the end of the document and notice the footnotes are no longer positioned at the end of the page. The endnotes display at the end of the document in lowercase roman numerals.
  6. Place the insertion point after the last paragraph in the document and insert a page break to separate the Endnotes from the document and place in a new document.
  7. Select the first endnote and change the format to *1, 2, 3…*— the endnotes are renumbered with the new format. Change the spacing to a *single space* and *first line indent* for the endnotes.
  8. **SAVE** the document as ***First Ladies Research with Endnotes*** in the lesson folder on your flash.
* **PAUSE. LEAVE** the document open to use in the next exercise.

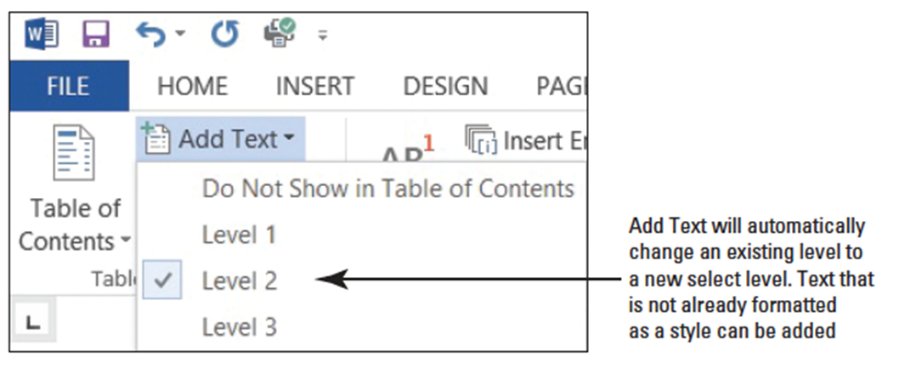
Step by Step 17: Create a Table of Contents

* **USE** the document open from the previous exercise.
  1. Position the insertion point at the beginning of the document. Add a *next page* section break and then move the insertion point to the first page. By inserting a section break, you separate the Table of Contents from the rest of the document because you may need to insert page numbers differently.
  2. Press **Enter** twice to create a blank line above the section break.
  3. Place the insertion point on line one.
  4. On the *References* tab, in the *Table of Contents* group, click the **Table of Contents** button. A gallery of built-in styles and a menu appears (right).
  5. Select the **Automatic Table 2** style. The table of contents is inserted in the document (right). When you click inside the table of contents, it is shaded in gray. Each entry is linked to the heading in the document and has a screen tip that will appear. The Table of Contents style that was selected contains a heading for this page and right tab settings with dot leaders, and the page numbers are automatically positioned by each heading.
  6. Press **Ctrl** then click the mouse button to follow the link for *Power of First Ladies*. *Word* jumps to that section of the document quickly. Press **Ctrl+Home** to go to the beginning of the document.
  7. **SAVE** your document as ***First Ladies Research with TOC*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

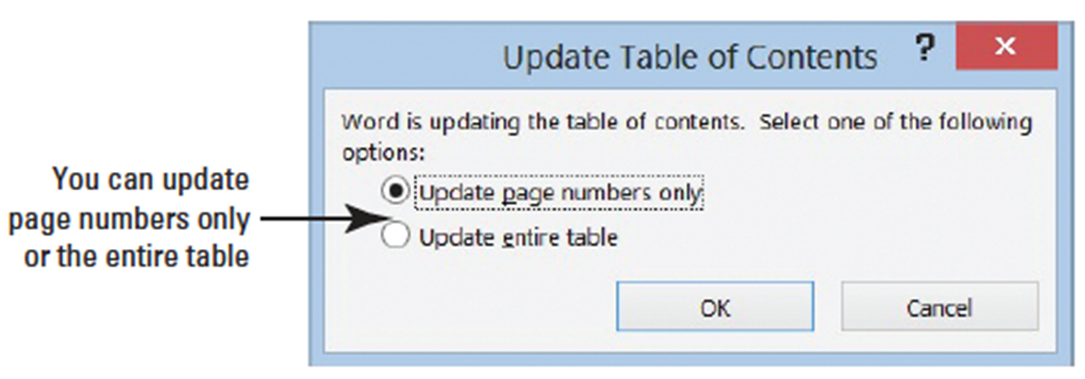
Step by Step 18: Format a Table of Contents

* **USE** the document that is open from the previous exercise.
  1. In the *Table of Contents* group, click the **Table of Contents** button.
  2. Select **Custom Table of Contents** from the menu. The *Table of Contents* dialog box appears (right).
  3. Scroll through the options and view the table of contents in the preview area.
  4. Click the drop down area by *Format* and select the *Simple* format. You can see   
     the differences in the format in the preview area.
  5. Click the **Options** button to open the *Table of Contents Options* dialog box appears (above).
  6. In the *Build table of contents from* section, scroll through the Table of Contents level list. Notice the styles and their levels marked for inclusion in the table of contents.
  7. Add a *TOC level 4* by keying **4** in the box by *Heading 4*. A check mark is automatically placed by the heading.
  8. Click **OK** to close the *Table of Contents Options* dialog box, and then click **OK** to close the *Table of Contents* dialog box.
  9. If prompted to replace the selected table of contents, click **Yes**.
  10. The table of contents contains the page number by the heading with no leader. If you had four levels in your document, you would see *Heading 4* in the *Style* group of the *Home* tab.
  11. Remove the *Heading 4* in the *Table of Contents Options* dialog box.
  12. Change the format to *Distinctive*. The Table of Contents now appears with a line as a leader followed by the page number.
  13. **SAVE** the document as ***First Ladies Research with TOC1*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 19: Add Selected Text to a Table of Contents

* **USE** the document that is open from the previous exercise.
  1. Scroll to page 2 of the document and position the insertion point before the W in *Women in Politics*. Even though this heading contains a style, you can still apply the *Add Text* command.
  2. On the *Insert* tab, in the *Pages* group, click the **Page** **Break** button to move that section to a new page.
  3. Select the *Women in Politics* text.
  4. In the *Table of Contents* group, click the **drop down arrow** by the *Add Text* button to display the menu.
  5. Select *Level 2* from the menu (below). This changes the existing level to the new level.
  6. Text that is not formatted with a heading style can also be added as a level to include in a table of contents.
  7. Select the heading “*The Evolving Role of the First Lady.*” Click the *Add Text* button and select *Level 1*. The heading moves to the left of the margin.
  8. **SAVE** the document as ***First Ladies Research with TOC2*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 20: Update a Table of Contents

* **USE** the document that is open from the previous exercise.
  1. Scroll to the beginning of page 1 and click the tab selector in the **Table of Contents** tab to select. The *Update Table of Contents* dialog box appears. The default radio button for *Update page numbers only* is selected, (below).
  2. Select the radio button to *Update entire table* then click **OK**. The table of contents is updated, and notice the *Women in Politics* heading is indented 0.15” from the left margin. You also see the differences in the levels in the table of contents. You can also click *Update Table* button on the tab or in *Table of Contents* group.
  3. **SAVE** the document in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

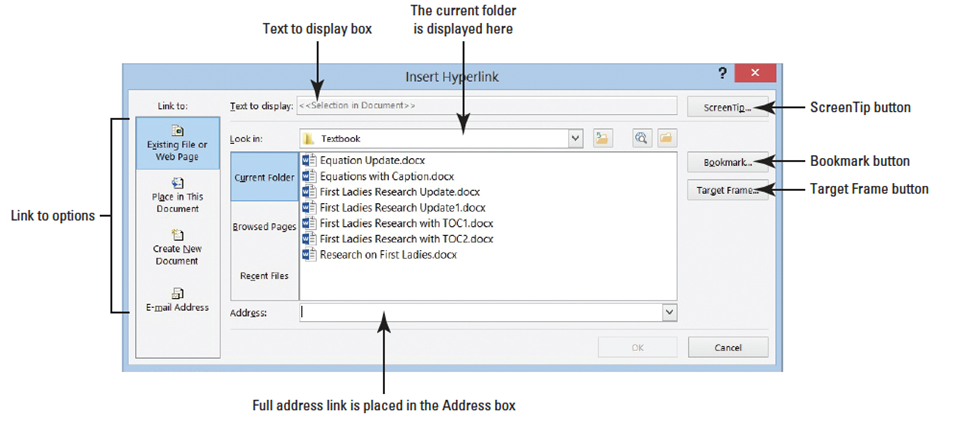
Step by Step 21: Remove a Table of Contents

* **USE** the document that is open from the previous exercise.
  1. In the *Table of Contents* group, click **Remove Table of Contents** or use the tab select to *Remove Table of Contents*.
  2. **Delete** the section breaks and blank line from the document.
  3. Click **Undo** or press **Ctrl+Z** to undo your last action.
  4. SAVE the document as ***First Ladies Research Update2*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** Word open for the next exercise.

Step by Step 22: Add a Title Page

* **USE** the document that is open from the previous exercise.
  1. Position the insertion point at the beginning of the document, and then select the heading beginning with *The Evolving Role of the First Lady*.
  2. Earlier in the lesson, you changed the heading to a Level 1 so that it would appear in the Table of Contents. In the *Table of Contents* group, select *Do Not Show in Table of Contents.*
  3. Position the insertion at the end of the line and insert a *Next Page section break*. The heading is moved to the beginning of the document.
  4. Press **Enter** three times to create blank lines before the section break.
  5. On the blank line, key **Victoria DeLeon** and then press **Enter**.
  6. Key **Local College** as your school’s name. Make sure that the font and font size is the same. It should be *Times New Roman, 12* pt.
  7. *Center* the three lines and change the page layout to *center vertically* on the page. Change the *spacing after* the title to *162* pt.
  8. **SAVE** the document as ***First Ladies Research Update3*** in the lesson folder on your desktop.
  9. Position the insertion point on the blank line above *Introduction*.
  10. Insert a page break and move the insertion point to where the page break appears and a blank line.
  11. Insert the *Automatic Table 1* table of contents.
  12. **SAVE** the document in the lesson folder on your desktop then **CLOSE** the file.
* **PAUSE. LEAVE** Word open for the next exercise.

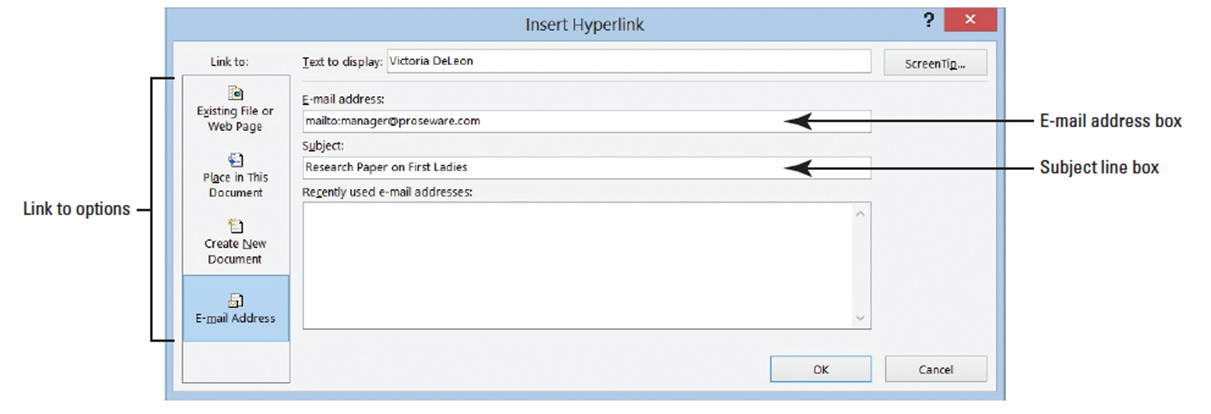
Step by Step 23: Insert a Hyperlink

* OPEN the ***Research on First Ladies Update1*** document from the lesson folder.
  1. Go to page four and select the *Nancy Reagan* picture.
  2. On the *Insert* tab, in the *Links* group, click the **Hyperlink** button to open the *Insert Hyperlink* dialog box (above). The Insert Hyperlink dialog box opens. By default, the Existing File or Web Page is selected. There are additional options on where to place the link.
  3. Key http://www.firstladies.org/biographies/ in the *Address* box; then click OK. ***Hypertext Transfer Protocol (HTTP)*** is how the data is transfer to the external site through the servers. The picture is now linked to the external site.
  4. To test the link, press **Ctrl** then click the left mouse button. When you hover over the link, a screen tip automatically appears with instructions on what to do.
  5. Select *Hilary Clinton* and repeat steps 2 and 3. *Word* recalls the last address, and the full address will appear once you start typing. You have now linked two pictures to an external site.
  6. It is recommended that you always test your links before posting or sharing. You can add links to text or phrases and use the same process that you just completed.
  7. Insert hyperlinks with the same Web address to both First Ladies names. Both names are now underlined, showing that they are linked.
  8. Hover over Nancy Reagan’s picture and you should see the full address that you keyed. It would be better to change the screen tip with the First Lady’s full name. Select *Nancy Reagan’s* picture.
  9. Press **Ctrl+K** to open the *Edit Hyperlink* dialog box.
  10. Click the **Screen Tip** button. The *Set Hyperlink Screen Tip* dialog box appears.
  11. Key First Lady Nancy Reagan.
  12. Click **OK** to close the dialog box. Click **OK** to close the *Edit Hyperlink* dialog box.
  13. Place your insertion point over the image and notice the screen tip; it now appears as *First Lady Nancy Reagan.*
  14. Repeat steps 7–8 for *First Lady Hilary Clinton* and review your screen tip.
  15. **SAVE** the document as ***Research on First Ladies with Links*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

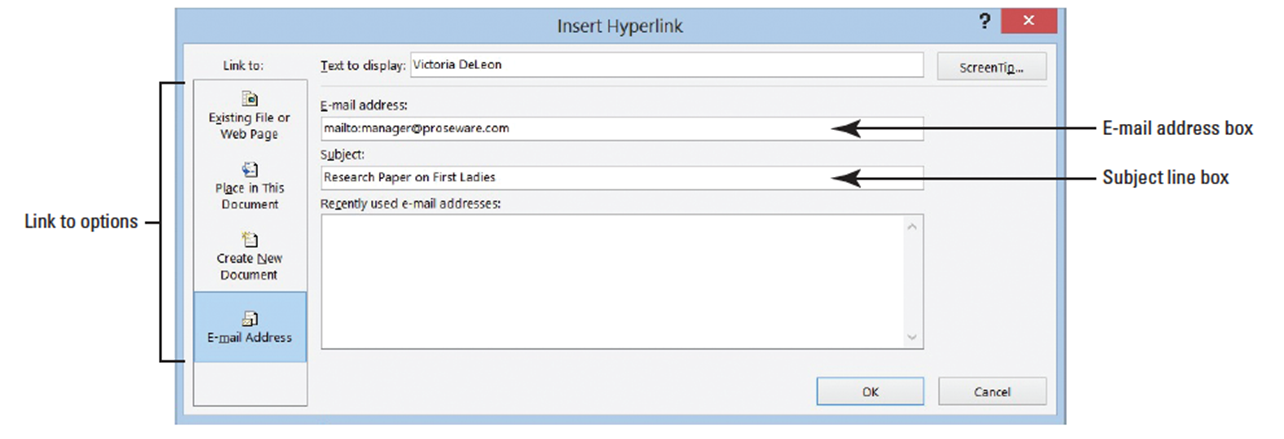
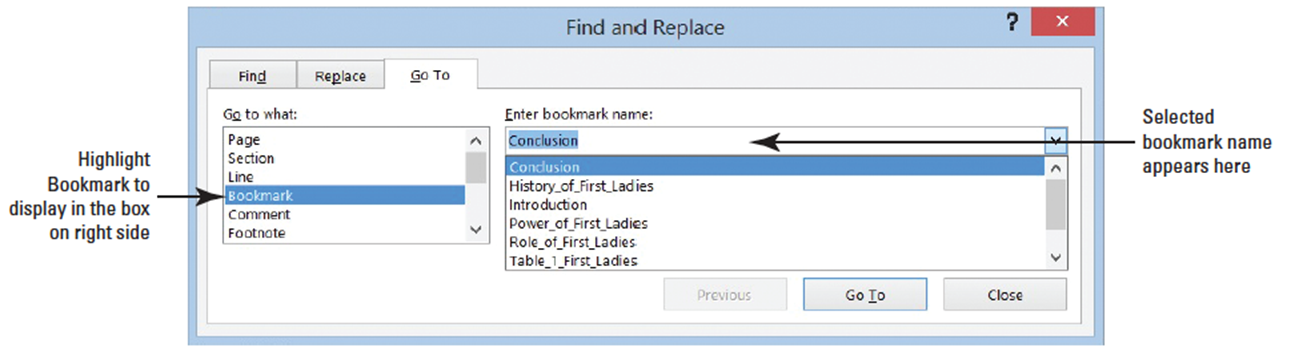
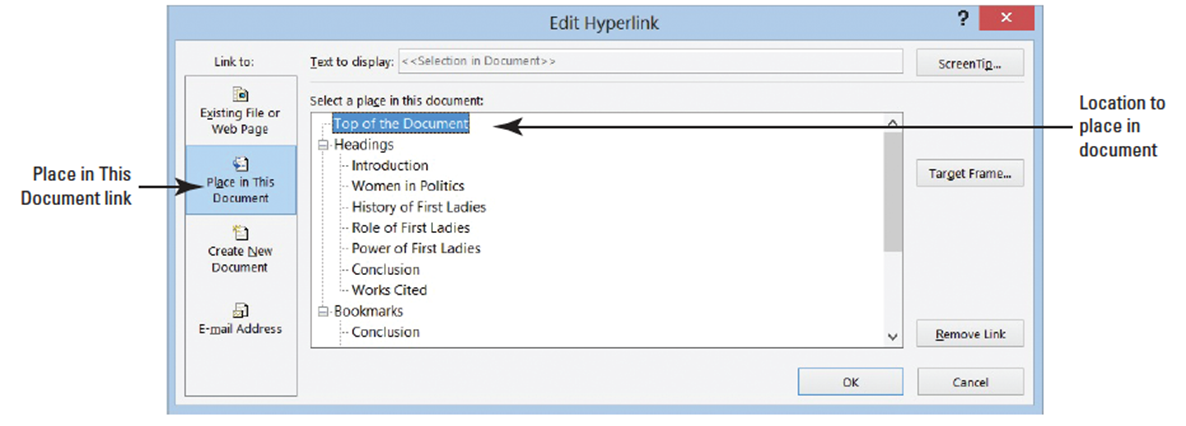
Step by Step 24: Remove a Hyperlink and ScreenTip

* **USE** the document open from the previous exercise.
  1. Select the second image of Hilary Clinton.
  2. Use the shortcut method, **Ctrl+K,** to access the *Edit Hyperlink* dialog box.
  3. Click **Remove** **Link** to remove the hyperlink.
  4. Hover over the image and notice that the screen tip no longer appears and the hyperlink has been removed.
  5. Select the first image of Nancy Reagan, and on the *Links* group, click the **Hyperlink** button.
  6. Click the **ScreenTip** button; then select and **delete** *First Lady Nancy Reagan*.
  7. Click **OK**.
  8. Hover over the image and the screen tip is no longer showing but the image is still linked to an external site.
  9. Use the right mouse key to open the shortcut menu and remove the links on the text below and on the image.
  10. **SAVE** the document as ***Research on First Ladies with no Links*** in the lesson folder on your desktop.
* **PAUSE. LEAVE** the document open to use in the next exercise.

Step by Step 25: Add an Email as a Hyperlink

* **USE** the document open from the previous exercise.
  1. Press **Ctrl+Home** to move to the beginning of the document.
  2. Select Victoria DeLeon.
  3. Click the **Hyperlink** button or press **Ctrl+K**. The *Insert Hyperlink* dialog box opens. Victoria is the manager at Prosware and would prefer to receive her email notifications at work.
  4. Under the *Link* *to* section, click **E-mail Address**. Notice the dialog box changes what information is to be filled in.
  5. In the *E-mail address* box, key **manager@proseware.com**. *Mail to* automatically appears when you begin keying the email address.
  6. For the *Subject* box, key **Research Paper on First Ladies** as shown below.
  7. Click the **ScreenTip** button to open the *Set Hyperlink Screen Tip* dialog box; then in the *Screen Tip* text box, key **Manager**.
  8. Click **OK** twice.
  9. An e-mail link can also be inserted for an image.
  10. Test your email link by pressing the **Ctrl** key and clicking the left mouse button once. The *mailto* link opens the Outlook messaging box with the e-mail address and subject line already inserted.
  11. If Outlook is not set up on your computer, you will be unable to use this feature.
  12. **SAVE** the document as ***Research on First Ladies1*** in your lesson folder on your desktop.
* **PAUSE. LEAVE** Word open to use in the next exercise.

Step by Step 26: Add Bookmark

* **USE** the document open from the previous exercise.
  1. Select the The Evolving Role of the First Lady text.
  2. In the *Links* group, click the **Bookmark** button. The *Bookmark* dialog box opens (below). Bookmark names can contain up to 40 characters and spaces are not allowed when using Book-marks; therefore, you use an underscore to separate words.
  3. Key **Title** in the Bookmark name.
  4. Click the **Add** button.
  5. Open the *Bookmark* dialog box again to view the bookmark in the middle box; then close.
  6. Select *Introduction;* then click the **Bookmark** button.
  7. Key **Introduction** in the *Bookmark* name box.
  8. Click **Add**.
  9. Create a bookmark for each heading in the document.
  10. Select the caption, *Table 1 First Ladies* and create a bookmark.
  11. Captions can also contain a bookmark.
  12. Now that you have finished creating the locations for the bookmark, it’s time to test it. Use the *Go To* command to go directly to the bookmark.
  13. On the *Home* tab, in the *Editing* group, click the **drop down arrow** next to *Find* and select **Go To**. The *Find and Replace* dialog box opens with the *Go To* tab open.
  14. In the *Go to What* section, select *Bookmark* (below).
  15. The right side of the box displays the bookmarks that you created in the previous steps.
  16. Select *Title;* then click the **Go To** button. It automatically jumps to the bookmark in the document.
  17. Test all bookmarks.
  18. Press **Ctrl+End** to move to the end of the document, and create one blank line below the *Work Cited* page. It should appear below the *Works Cited* box.
  19. Key **Back to Top** and right- align. You will create one more link to move to the beginning of the document.
  20. Select **Back to Top;** then press **Ctrl+K** to open the *Insert Hyperlink* dialog box.
  21. Create a bookmark for this location.
  22. In the *Link to* section, select *Place in This Document* and notice the center section changes and displays the headings and bookmarks in the document.
  23. Click **Top of the Document** then click **OK** (below).
  24. Press **Ctrl+Click** to test the link. It jumps to the beginning of the document. This document is ready to be shared online with others.
  25. **SAVE** the document as ***Research on First Ladies2*** in the lesson folder on your desktop then **CLOSE** the file.
* **CLOSE** Word.