

Word 2013 Capstone Project WD-3

Writing a Research Paper (Mac 2011 version)

In this project, you will modify a research paper. You will add and format text and format the document using themes and paragraph formatting. You will use the *Find* and *Replace* command to correct errors in the document. You will add and format a table, as well as insert, resize, and move an image from an online search. A table of contents based on the headings in the document will be added to the beginning of the document. You will insert a footnote. Adding citations is an important part of writing a research paper. You will add a citation using an existing source, add a new source, and create bibliography for the paper. Finally, you will check the research paper for spelling and grammar errors and confirm the paper has the correct number of words for the assignment.

Skills needed to complete this project:

- Enter and delete text
- Apply document themes
- Apply style sets
- Select text
- Use quick styles
- Use character formatting (bold and italics)
- Change fonts
- Change font sizes
- Change paragraph alignment
- Change line spacing
- Find text
- Replace text
- Use AutoCorrect
- Create a numbered list
- Create a bulleted list
- Use the Thesaurus
- Creating a table
- Enter text in a table
- Delete a row
- Apply a Quick Style to a table
- Cut and paste a paragraph of text
- Insert a picture
- Resize a picture
- Change the layout for a picture
- Move a picture
- Change the file properties
- Add a header
- Display a different header on the first page of the document
- Insert page numbers
- Insert a table of contents
- Reveal formatting marks
- Insert a footnote
- Add citations to a document
- Select a reference style
- Insert a page breaks
- Creating a bibliography
- Check for spelling errors
- Check for grammar errors
- Use word count to verify the number of words in a document

IMPORTANT: Download the resource file needed for this project from the **Resources** link. Make sure to extract the file after downloading the resources zipped folder. For step-by-step instructions, visit *SIMnet Instant Help*.

Step 1 Download start file

1. Open the start file **WD2013-Capstone-Level3-start** document.

NOTE: If the document opens in Protected View, click the Enable Editing button in the Message Bar at the top of the document so you can modify it.

2. The file will be renamed automatically to include your name. Change the **project file** name if directed to do so by your instructor, and **save** it.
3. Place the cursor at the beginning of the document.
 - a. Type **Antisocial Personality Disorder** and press **Enter**.
 - b. Type **Introduction** and press **Enter**.

4. Apply the **Elemental** theme to the document.
5. Change the font set to **Austin**.

Hint: The font and color sets can be found on the *Layout* tab, in the *Themes* group.

If the sets are not displayed, select **Preferences...** from the *Word* menu. Under the *Personal Settings* heading, click **Ribbon**. Under the *Customize* heading, check that the **Layout** group and **Themes** subgroup have a check mark next to them. If they do not, click the boxes to add a check mark. Click **OK**.

6. Select **Antisocial Personality Disorder** on the first line of the document and apply the **Title** style to the text.
7. Select **Introduction** on the second line of the document and apply the **Heading 1** style to the text.
8. Apply the **Heading 1** style to each of the main headings in the document:
 - Psychopathy & Sociopathy
 - Subtypes
 - Differentials
 - Etiology
 - Gender Disparity
 - Theoretical Conceptualization
 - Conclusions
9. Apply the **Heading 2** style to following subheading:
 - Psychodynamic
 - Cognitive-Behavioral
 - Biological
10. In the fourth paragraph of the document, italicize the text **three other criteria**.
11. Navigate to the **Subtypes** section of the document. You will be applying bold formatting to each of the subtypes listed. Be sure not to bold the dash following each word. When you are done, you will have bolded five words.
 - a. Select **Coveteus** at the beginning of the second paragraph under *Subtypes* and bold the word.
 - b. Apply bold formatting to **Nomadic** at the beginning of the third paragraph.
 - c. Apply bold formatting to **Malevolent** at the beginning of the fourth paragraph.
 - d. Apply bold formatting to **Risk-taking** at the beginning of the fifth paragraph.
 - e. Apply bold formatting to **Reputation-defending** at the beginning of the sixth paragraph.
12. Navigate to the beginning of the document and select the title. Change the font to **Verdana, Regular** and the font size to **26 pt**.
13. Right-align the title of the document.
14. Press **Command + A** to select the entire document. Change the line spacing in the document to **1.15**.
15. Use the **Find** command to highlight all instances of **ASDD** in the document.
16. Use the **Replace** command to replace all instances of **ASDD** with **ASPD**. You will have 10 replacements when you are done.

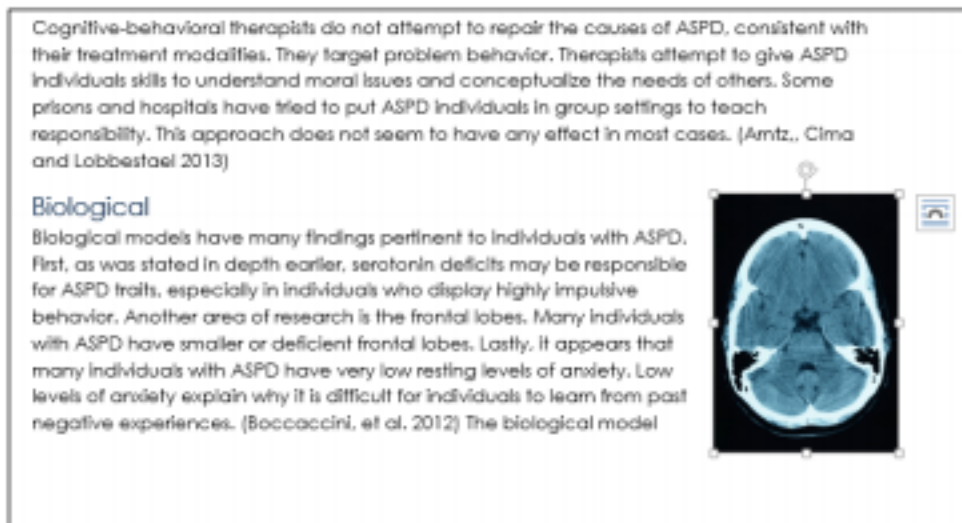
17. Open the **AutoCorrect** dialog (Word Preferences) and create a new entry that will replace **ASDD** with **ASPD** when the incorrect acronym is typed.
18. Navigate to the first paragraph in the document. After *Antisocial Personality Disorder* in the first sentence, type a space followed by **(ASDD)** to see Word correct the mistake. Be sure to type the text before the comma.
19. Select the three paragraphs below the text *In order to qualify for the diagnosis three other criteria must be met:* at the bottom of page 1. Apply the **1), 2), 3)** numbered list style to the text.
20. Navigate to the *Subtypes* section of the document. Select the five paragraphs listing the subtypes. Apply the **open bullet** list style to the text.
21. Find the word **configuration** in the first paragraph of the document. Use the *Thesaurus* to replace the word with **pattern**.
22. Find the word **difficult** in the first paragraph under the *Conclusions* section. Use the *Thesaurus* to replace the word with **challenging**.
23. Place the cursor in the blank line above the *Etiology* heading. Insert a table with **four rows** and **three columns**.
24. Enter the following text in the table. When you are done, the last row of the table will be empty.

a.	Antisocial PD	Narcissistic PD	Histrionic PD
b.	Lack of remorse	Lacks empathy	Displays rapidly shifting and shallow expression of emotion
c.	Deceitfulness	Is exploitative of others	

IMPORTANT: You must complete step 24 in order to receive points for completing the following steps. Check your work carefully.

25. Delete the blank row at the bottom of the table.
26. Filter the *Table Styles* gallery to only show Quick Styles with **Header Rows**. Apply the **Light List - Accent 1** Quick Style to the table.
27. Navigate to the *Biological* section of the document. Select the first paragraph under *Biological*. Cut the paragraph. Place the cursor at the end of the remaining paragraph in the section. Press **Enter** and paste the cut paragraph. If necessary, delete any extra blank lines in the *Biological* section.
28. Place the cursor at the beginning of the first paragraph under *Biological*. Insert the picture **CATScan.jpg**, downloaded from the **Resources** link.
29. Change the size of the image to be **2 inches** tall by **1.43 inches** wide.
30. Change the layout options for the picture to use the **Square** wrapping option.

31. The image now appears near the top of page. Move the picture so it appears to the right of the first paragraph under *Biological*. The top of the image should align with the *Biological* heading. See the figure below for how the picture should appear in the document.



32. Navigate to *File Properties* and add **Antisocial Personality Disorder** as the title for the document.
33. Insert a header using the **Conservative (All Pages)** style.
34. Add a page number to the bottom of the page.
35. Change the document so the header text and page number do not appear on the first page, but still appear on all other pages.
36. Navigate to the beginning of the document. Place the cursor at the end of the title (after *Disorder*). Insert an **Automatic Table of Contents in Classic** format.
37. Turn on paragraph marks and delete the extra blank line with the *Title* format style. Turn off paragraph marks.
38. Place the cursor at the end of the third sentence in the second paragraph under the *Psychodynamic* heading (after the words *is in treatment voluntarily*). Insert a footnote that reads **Individuals receiving counseling by the order of the legal system have little reason to change**.
39. Now you will be adding citations to the research paper. First you will insert a citation to a source that has already been entered. Navigate to the last paragraph in the *Gender Disparity* section. Place the cursor after the period after the second occurrence of ASPD (at the end of the second to last sentence in the paragraph) and press the spacebar one time. Insert a citation for the **Duggan, Howard, and Khalifa** source.

Hint: To open the *Citations* window, click the **Manage** button in the *References* group of the *Document Elements* tab.

40. Now you will create and insert a source yourself. Navigate to the *Psychodynamic* section. Place the cursor after the period at the end of the first sentence in the second paragraph of the section (after **largely ineffective**). Press the spacebar one time.

- a. Open the *Create New Source* dialog and add the following source:

Hint: To open the *Create New Source* window, click the + button at the bottom-left of the *Citations* window.

Type of Source: **Article in a Journal**

Author: **M. Pickersgill**

Title: **'Promising' Therapies: Neuroscience, Clinical Practice, and the Treatment of Psychopathy**

Journal Name: **Sociology of Health & Illness**

Year: **2011**

Pages: **448-464**

41. Change the reference style for the document to use the **APA** style, if it is not already selected.
42. Navigate to the end of the document and place the cursor at the end of the last paragraph. Insert a **page break**.
43. Add a bibliography using the **Bibliography** style.
44. Now you will check the document for spelling and grammar errors. Navigate to the beginning of the document and start the **Spelling and Grammar** checker. **Note:** The following instructions are based on the default Word Option settings for Spelling and Grammar check. If you have custom settings for Spelling and Grammar check, the errors found may be different.

Important: In the **Mac** version of this project, you may find more, or less spelling and grammar errors than indicated here:

- If the error is **not** listed below, click **Ignore All** to move to the next error.
- If a spelling error listed below is **not** flagged, use the **Find** command and manually correct the word.

Do the following:

- Change the misspelling **several** to **several**.
- Change the grammar error from **met** to **meet**.
- Ignore all instances of **Sociopathy** as a misspelling.
- Ignore all instances of **manipulativeness** as a misspelling.
- Ignore all instances of **Millon** as a misspelling.
- Ignore **coveteus** as a misspelling.
- Change the grammar error of **they** to **They**.
- Ignore the capitalization error on the word **Between**.

- i. Ignore all instances of **PD** as a misspelling.
- j. Change the grammar error from **affect** to **effect**.
- k. Ignore **Alegria** as a misspelling.
- l. Change the misspelling **disoder** to **disorder**.
- m. Change the misspelling **porton** to **portion**.

45. The research paper needs to be a minimum of **2500 words**. Use the *Word Count* dialog to confirm the paper meets this requirement.

46. Save and close the document.

Step 3
Grade my
Project

47. Upload and save your **project file**.

Step 2
Upload &
Save

48. Submit project for grading.