**Word Lesson 10 Guided Notes – Formatting a Research Paper**

**Part 1: Key Terms:**

|  |  |
| --- | --- |
| Bibliography  |  |
| Bookmark |  |
| Caption |  |
| Endnote |  |
| Footer |  |
| Footnote |  |
| Header |  |
| Hyperlink |  |
| Hyper Text Transfer Protocol |  |
| MLA Style  |  |
| Plagiarism |  |
| Source |  |
| Tab Leader  |  |
| Table of Contents  |  |
| Works Cited |  |

**Part 2: Certification Skills:**

1. How do you create a citation?
2. How do you change citation styles?
3. How do you add a caption to a table?
4. How would you add a page number?
5. How would you insert a header?
6. How do you insert a bibliography?
7. How do you place a footnote in a document?
8. How do you insert a hyperlink?

**Part 3: Multiple Choice**

1. The MLA style, adopted as a style of choice by many colleges and universities, shows how to do which of the following to a research paper?

a) save c) print

b) format d) write

2. In order to avoid plagiarism, you must create a \_\_\_\_\_\_\_\_\_\_ to give credit to an original source.

a) bookmark c) citation

b) table of contents d) reference

3. The Insert Citation command is located on which tab on the Ribbon?

a) Review c) Insert

b) References d) Page Layout