

## STYLING A RESEARCH PAPER WITH TABLES

### PROJECT DESCRIPTION

For your Computer Literacy class, you wrote a research paper on the current and future role of robots in society. The school's alumni magazine would like to include the paper in its feature on student writers. To prepare the paper for the magazine, you need to fine-tune the document in Word to create columns, add citations, and format the content.

### GETTING STARTED

- Download the following file from the Blackboard website:
  - **WordD\_StartFile**
- Open the file you just downloaded and save it with the name:
  - **WordD\_StartFile\_FirstLastName**
  - *Hint:* If you do not see the **.docx** file extension in the Save file dialog box, do not type it. Word will add the file extension for you automatically.
  - With the file **WordD\_StartFile\_FirstLastName** still open, type your first and last name into the footer.

### PROJECT STEPS

1. Change the document margins to **Normal**.
2. Change the Citations & Bibliography Style to **MLA Seventh Edition**.
3. Add a header to the document using the **Blank** format. Insert the text **Robots in Society**, insert a space, then insert a page number using the **Plain Number** format (1<sup>st</sup> option in the Current Position gallery). Close the header.
4. Move the insertion point to the blank line after the title and before the paragraph that begins "Once the exclusive domain..." and insert a **continuous** section break.
5. Format the section from "Once the exclusive domain..." to "elderly or people with disabilities." into two columns.

- At the bottom of the first column of text, find the paragraph that begins "As the following table shows..." Move the insertion point to the end of that paragraph after the text "industries.", then insert the citation shown in Figure 1 below.

Figure 1: Web Citation

The screenshot shows a 'Create Source' dialog box with the following fields and values:

- Type of Source: Web site
- Author: (empty)
- Corporate Author:  IFR Statistical Department
- Name of Web Page: World Robotics
- Year: (empty)
- Month: (empty)
- Day: (empty)
- Year Accessed: 2015
- Month Accessed: April
- Day Accessed: 7
- Medium: Web
- Show All Bibliography Fields:
- Tag name: IFR15
- Example: Document

- Edit the citation to add the page number **2**.
- In the second column, move the insertion point after the heading "Robot Use by Field", then insert a footnote with the following text:

**The reported data covers robots in use within the United States.**
- Format the table at the top of the second column using the **Grid Table 4 – Accent 2** table style.
- Select the first column in the table and **left-align** the text.
- Select the table and resize it using the **AutoFit Contents** option.
- On page two, move the insertion point to the blank line below the heading "Timeline of Robotic Innovations". Insert a table with **2 columns** and **5 rows**.

- Type the data from Table 1 on the following page into the table you just created.

**Table 1: Timeline of Robotic Innovations**

Years	Innovation
2015-2016	Agricultural robots
2015-2017	Personal care robots
2017	Medical robots performing surgery
2017-2019	Household robots

- Format the table using the **Grid Table 4 - Accent 2** table style.
- Move the insertion point to the blank line below the table on page two and insert a page break to create a new page three.
- Move the insertion point to the top of the new page three and insert a Bibliography using the built-in **Works Cited** style in the Bibliography gallery.
- Check the Spelling & Grammar in the document to identify and correct any spelling errors. (*Hint: You should find and correct at least 1 spelling error.*)

Your document should look like the Final Figure on the following pages. Save your changes, close the document, and exit Word.

Log into Blackboard and submit your work.

Final Figure



Robots in Society 2

As robot technology continues to develop, experts in robotics expect advancements in robots for personal use. For example, very small robots can swarm together to handle a large, complex task such as cleaning up after an oil spill. Increasingly mobile robots can perform household chores and serve as guides in public settings. The following table provides a projected timeline for robotic innovations.

Timeline of Robotic Innovations

Years	Innovation
2015-2016	Agricultural robots
2015-2017	Personal care robots
2017	Medical robots performing surgery
2017-2019	Household robots

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EPB Statistical Department, n.d. Web. 7 April 2016.