

# Assignment 3 –MS Word Research Paper

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*Word Processing*

*100 Points*

Using the topic and research material you submitted for Assignment #2 to write a research paper of no less than **1000** words using MS Word 2010 or later. If you wish to change your topic or use a new set of research references you are free to do so. We are giving you a great deal of flexibility in picking the topic and the type of paper you wish to write. The important part of this assignment is using MS Word to format and prepare your paper.

## **Basic Requirements:**

All of the following requirements must be met in order to receive any grade on the paper. If the paper does not satisfy any of the following, **it will receive the grade of zero.**

- **The paper must be at least 1000 words as displayed in Microsoft Office word count. Papers with less than 1000 words will receive additional substantial deduction.**
- **You must write an actual paper and it must be an original research paper written on a technology related subject.**
- **The sources for the paper must comply with the requirements listed in Assignment #2.**
- **The document submitted must be in MS Word 2010 format or later and have a valid .docx extension.**
- **The file must be submitted through the Assignment Portal on Blackboard.**

This is a three part assignment.

## **Part 1. Research (25 Points)**

The assignment will require that you use the library to do most of your research.

The sources **must** comply with the following criteria:

1. (5 points) One source must be from one of the following web sites published within the last 12 months. To validate this we must see the URL used in the bibliography.
  - a. <http://www.wired.com>
  - b. <http://www.arstechnica.com>
  - c. <http://news.cnet.com/>
  - d. <http://www.computerworld.com>
2. (5 points) One source must be from another Web site other than those listed in Step #1 above and not from Wikipedia. The source must be an article that has a title, date and an author. There is no time limit on this source.
3. (10 points) There must be at least two recent database articles (published within the last year) from databases provided at the FSU Library's database index (<http://www.lib.fsu.edu/>).

4. (5 points) You must find a book from the FSU Library Database that was published within the last 6 years. (we will only look at the year of publication).

## Part 2. Word Processing (75 Points)

Open a new document in MS Word 2010 or later, using your FSU username as some part of the file name. This is the portion of your email address to the left of the "@" sign. For example, if your email address is **kjb04c@fsu.edu**, you would save your file as **kjb04c-Assgn1**. Make sure in the "Save As Type" box, you select "Word Document ( \*.docx)". In the above example, the full filename would be "**kjb04c-Assgn1.docx**".

**NOTE: Make sure to save in the latest format that you can. The document must be saved in MS Word version 2010 or later!**

### Grading Criteria:

1. **[25 points] Bibliography:**
  - a. Enter the Bibliography information from your Research for all of your sources
  - b. Use the **References->Manage Sources ribbon** on a PC or the **Tools->Citations menu** on a MAC to enter the information.
  - c. Every source entered in the Reference section is worth 5 points up to a maximum of 25.
2. **[2 points] Paper Style:**
  - a. Select a style of your paper.
  - b. In MS Word this will be under a menu item called **Change Styles**
  - c. On the MAC it is called **Themes**.
  - d. Select one that is not the default style or theme for your installation of Word.
  - e. You may modify the style or theme as you choose.
3. **[2 points] Reference Style:**
  - a. In the reference section of the PC or Tools->Citation portion of the MAC select the MLA bibliography style.
4. **[2 Points] Paper Size:**
  - a. The document must be no less than 1000 words. Papers of less than 1000 words will receive the following ADDITIONAL deductions:
    - i. 950-999 Words [- 10 points]
    - ii. 900 -949 Words [- 20 points]
    - iii. 850-899 Words [ - 30 points]
    - iv. < 850 Words [-100 points] .
  - b. The word count will include everything.
5. **[2 Points] Organization:**
  - a. Organize your paper under at least three headings.
  - b. Format the headings using the **styles Heading1, Heading2, or Heading 3**. This is so they will show up in the Updateable Table of Contents.
6. **[2 point] Quote:**

- a. Somewhere in your paper, include a direct quote from one of your sources.
  - b. Enclose the quote with quotation "marks".
  - c. Format the text of the quotes in *italics*.
- 7. [2 points] Format quote**
- a. Put the quote in its own paragraph.
  - b. Indent the left and right margins by ½ inch (0.5").
- 8. [2 points] Footnotes:**
- a. Cite the source of **all** your quotations with a footnote using the following format:  
*Author's First and Last Name, Title of the Book, Journal, Article or Webpage,  
(Place of Publication: Publisher or URL, Date of Publication) Page  
Number(s) if applicable*
  - b. Use the default numbering for footnotes provided by MS Word.
- 9. [2 points] Cover Page:**
- a. Insert a cover page at the front of your document selecting one of the predefined themes.
  - b. In the PC it is under **Insert->Pages->Cover**
  - c. In the MAC it is under **Document Elements->Insert Pages->Cover**
- 10. [2 Points] Cover page modification:**
- a. Replace the document title with the title of your paper
  - b. Replace the subtitle with your name
  - c. Add the date the document was last modified using the format mm/dd/yyyy somewhere on the cover page
  - d. If there is a place for an abstract you may fill it in or delete it
  - e. You may make any other modifications to the cover page that you wish.
- 11. [2 points] Table of Contents:**
- a. Insert an updateable Table of Contents after the cover page
  - b. Use the **References ->Table of Contents ribbon** on a PC
  - c. **Insert->Document Elements->Table of Contents ribbon** on a MAC.
  - d. The Table of contents must list only the major headings and may include the bibliography but not the Table of Contents or anything on the cover page.
  - e. The Table of Contents should list correct page numbers for the major headings.
- 12. [2 points]Line Spacing:**
- a. Change the line spacing to 1.5 on all pages except the cover page, Table of Contents, and Bibliography pages.
  - b. Change the line spacing for the quote to 1 (single spacing).
- 13. [2 points] Insert an object: Insert at least one of the following objects:**
- a. Insert a table with at least 3 columns and 3 rows. Change the Background of the first row to some agreeable color. The Text of the first row should be bold and centered.
  - b. OR, Place a Watermark on your document. You can use one of the defaults or create one. The watermark can be text, graphics, or picture

- c. OR, Insert a portion an excel spreadsheet with at least 5 columns and 5 rows. Change the Background of the first row to some agreeable color. The Text of the first row should be bold and centered.

**14. [2 points] Citations:**

- a. Use **Insert ->Citation** to credit parts of your paper taken directly from your sources.
- b. On the PC it is References->Insert Citation
- c. On the MAC it is View->Toolbox->Citations
- d. It is required that your paper contain citation references to all of your sources and the citation tool.

**15. [2 points] Bibliography:**

- a. Insert an updateable Bibliography at the end of your document
- b. On the PC it is the **References->Bibliography** ribbon
- c. On the MAC it is **Insert->Document Elements->Bibliography** Ribbon on a MAC.

**16. [2 points] Text Format:**

- a. The body of your paper (excluding Table of Contents, cover page, Bibliography), should be set to style ->**Normal**
- b. Change the font in the body of your paper to something other than Calibri
- c. Change the font size on the body of your paper to 12
- d. You may accept the default format settings for the Bibliography and Table of Contents

**17. [2 points] Text Highlighting Do one of the following:**

- a. **Select a sentence and use the highlight function to change it to a shade of yellow**
- b. Select a paragraph and change the background to some shade of blue.

**18. [2 points] Page Breaks**

- a. There must be page breaks before and after the table of contents
- b. There must be one page break before the bibliography.

**19. [2 points] Insert a photograph:**

- a. Insert a picture or photograph in between two paragraphs.
- b. Shrink the picture if necessary so that it does not take up more than half the width of the page. The picture should display completely on one page and not break over a page.
- c. Modify the format of the picture such that the text wraps around to the right of the picture

**20. [2 points] Header:**

- a. In the Header of the document add your name to the right side
- b. Place the title of your paper on the left side.
- c. Set the header so the information does not show on the cover page.

**21. [2 points] Footer:**

- a. Insert page numbers in the center of the Footer for all pages EXCEPT the cover page.
- b. Use the format **"Page X of Y"** where X is the current page and Y is the total number of pages.

**22. [2 points] Hyperlink:**

- a. Insert at least one valid hyperlink somewhere in your document.

**23. [2 points] Captions:**

- a. Add captions to all pictures/photographs.
- b. You must use the caption tool.

**24. [2 points] Plagiarism Statement:**

- a. At the end of your document directly after the bibliography, type (or copy and paste) the following text:

I certify that I started this assignment as a new blank document, and the work herein is all my own. I understand that if it is discovered that I copied another student's work, or made my work available to another student (knowingly or unknowingly), I will be charged with cheating and subject to the consequences as put forth in the class syllabus.

**25. [2 points] Verification:**

- a. Type your name below the paragraph as your signature, certifying the validity of the statement.

**26. [2 points] Spell Check:**

- a. Check your paper for spelling and grammatical errors and correct or accept any errors that are indicated. Obvious spelling errors will be considered errors.

### **Part 3: Submitting**

- Save your document and close MS Word
- Submit your work for grading through the Assignment Portal.
- Check your Assignment.
  - Go onto Blackboard and download the document you just submitted
  - Download it to a different name and try to open it.
  - If you are not able to open the document or you are not able to submit your assignment, email [2060@cs.fsu.edu](mailto:2060@cs.fsu.edu) and notify them of the problem.

**Assignment Submission**

From our course Web site, click **Assignments**, then click the link for [Instructions for Submitting and Storing Assignment Files](#).

Assignments will take approximately two weeks to grade. You will be able to view your assignment grade, along with comments from your recitation instructor, by clicking **View Grades** on the Course menu, then clicking on the assignment. Once graded, assignments cannot be re-submitted.

**Late Submission Policy**

Assignments are due by 11:59:59 PM on the given date (always a Friday). Any assignment submitted after the deadline will be subject to penalties as described in the chart below:

Days past deadline	Penalty
<b>1 Day</b>	-10 Points
<b>2 Days</b>	-20 Points
<b>3 Days</b>	-30 Points
<b>4 Days</b>	-40 Points
<b>5 Days</b>	-50 Points
<b>6 Days</b>	-60 Points
<b>7 Days</b>	-70 Points
<b>8 Days</b>	-80 Points
<b>9 Days</b>	-90 Points
<b>10 Days</b>	-100 Points

*All Assignments must be turned in to satisfy course requirements.*