INSTRUCTIONS

Copy and paste the example text below into a blank Word 2010 document. Use this example text as you put into practice the concepts outlined in Section A of the Word 2010 – Citation & Bibliography Training course. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use “Save As” to save a copy of this practice set on your computer.

Example Text:

Lines such as "... like gorged boa-constrictors, we only noticed things that glittered..." exemplified short-story artistic ambitions, which have influenced the evolution of the modern short story.

William Trevor, an Irish born author who has earned five nominations for the Booker Prize, has also penned many short stories including A Meeting in Middle Age.

Lastly, Stephen King, mostly known for his suspense novels, has also written many short stories, including one about an eleven-year-old boy named George Bruckner.

My favorite short story is Ariadne.

TUTORIAL TASKS AND QUESTIONS

Key #90785 - Setting the bibliography style

Task: Set the bibliography style in your Word document as APA Fifth Edition.

Question: MLA Sixth Edition is a bibliography style.  ☐ True or ☐ False
Key #90786 - Adding new sources from scratch

**Task:** Create and cite a new source next to the line “...like gorged boa-constrictors, we only noticed things that glittered...” using the following information:

- **Type of Source:** Book
- **Author:** Anton Checkhov
- **Title:** Ward Six & Other Stories
- **Year:** 1988
- **City:** New York
- **Publisher:** Signet

**Question:** To create and cite a new source in your document, select the:

- A) Manage Sources command.
- B) Insert Citation, Add New Source command.
- C) Copy and Paste commands.
- D) Insert Caption command.

Key #90787 - Using existing citations

**Task:** Insert the existing source you created for key 90786 after the Ariadne in the document.

**Question:** Existing sources can be inserted into your document by selecting the:

- A) Insert Footnote command.
- B) Copy and Paste commands.
- C) Insert Citation command.
- D) Bibliography command.

Key #90788 - Using citation placeholders in a document

**Task:** Create a citation placeholder in your document using the following information:

- **Placeholder name:** King

**Question:** Citation placeholders allow you to mark positions in your document for citations without stopping to create and insert a new citation.

- True or False
Key #90789 - Using the source manager

**Task**: Use the source manager to organize your sources.

**Question**: To copy a source from the master source list into your current document source list, which steps should you follow?

- **A)** Open the Source Manager. Select a source in the master list, then use the copy command on the keyboard, place your cursor in the current list, and use the paste command on the keyboard.
- **B)** Open an existing document, copy the source that you need, then paste it into the bibliography of your current document.
- **C)** Open the Source Manager. Select the New button, then retype all of the existing source information so that it appears in the current list.
- **D)** Open the Source Manager. Select a source in the master list, then select the Copy button in the middle of the dialog box to copy the source to the current list.

Key #90790 - Adding new sources using the source manager

**Task**: Create the following source within the Source Manager:

<table>
<thead>
<tr>
<th>Type of Source:</th>
<th>Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>William Trevor</td>
</tr>
<tr>
<td>Title:</td>
<td>The Collected Stories</td>
</tr>
<tr>
<td>Year:</td>
<td>1993</td>
</tr>
<tr>
<td>City:</td>
<td>New York</td>
</tr>
<tr>
<td>Publisher:</td>
<td>Penguin</td>
</tr>
</tbody>
</table>

**Question**: To add a new source using the source manager dialog box, which steps should you follow?

- **A)** Insert Citation, Add New Source...
- **B)** Open the Source Manager. Select the New button, then type in all of the source information and select OK at the bottom of the dialog box. The new source appears in the current list in the Source Manager.
- **C)** File, New...
- **D)** Open the Source Manager. Select a source in the master list, and then select the Copy button in the middle of the dialog box to copy the source to the current list.
Key #90791 - Converting a placeholder to a source

**Task:** Convert the placeholder you created in key #90788 to:

<table>
<thead>
<tr>
<th>Type of Source:</th>
<th>Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author:</td>
<td>Stephen King</td>
</tr>
<tr>
<td>Title:</td>
<td>Gramma</td>
</tr>
<tr>
<td>Year:</td>
<td>1984</td>
</tr>
<tr>
<td>City:</td>
<td>New York</td>
</tr>
<tr>
<td>Publisher:</td>
<td>Weirdbook</td>
</tr>
</tbody>
</table>

**Question:** In the source manager dialog box, a placeholder in the current source list is identified by what?

- A) A question mark
- B) An exclamation point
- C) A checkmark
- D) An asterisk

Key #90792 - Editing a source

**Task:** The source type in the source you created in key #90791 source type need to change from “Book” to “Periodical. Make this adjustment.

**Question:** There are several methods for editing a source in your document. Which answer below is not one of those methods?

- A) Click on a citation in the document with the right mouse button and in the shortcut menu select Edit Source.
- B) Select the Bibliography command and in the menu select Insert Bibliography.
- C) Click on the pull-down arrow next to a selected citation in the document and in the menu select Edit Source.
- D) Select the Manage Sources command and with a source selected in the source manager dialog box, click on the Edit button.
Key #90793 - Editing a citation

**Task:** Suppress the King citation so that only the author’s name appears.

**Question:** The edit citation command allows you to define the citation information displayed in the document. You can display:

- A) Author, Date, Time, Year
- B) Year, Title, Date, Time
- C) Pages, Date, Author, Year
- D) Pages, Author, Year, Title

Key #90794 - Deleting a source

**Task:** Delete the Trevor source by deleting it from the Source Manager.

**Question:** The source manager dialog box allows you to permanently delete sources, however you cannot delete what type of source from the current source list?

- A) A cited source
- B) A copied source
- C) A placeholder
- D) A consulted source