# Prepared Exam Exploring Microsoft Word 2019, Chapter 4



Online Learning

Together with your information systems instructor, you are finishing a paper on the topic of Online Learning. The paper is to be submitted for your institution’s undergraduate research paper competition. The deadline is within the next few days and your instructor has provided some feedback and suggestions. Your task is to review the feedback and make corrections to the paper where needed. You will also need to document the sources of the information used for the paper.

**Work with Revisions**

1. Open *w04\_exam\_chap\_data* and save it as **w04\_exam\_chap\_LastFirst**.
2. Ensure that the markup view is All Markup. Stop tracking changes. On the first page, reject the replacement of the word *evolved*.
3. Keep all comments while accepting all other changes in the document.
4. Modify the Title style to reflect the first comment left by your instructor. Reply to the first comment by typing **Adjusted Title Style**.
5. Find the second comment which is in the *Disadvantages of Online Learning* section and follow the instructions in the comment by italicizing the word and mark the comment done.
6. Create a new paragraph before the word *Responding* indicated by the comment on the second page. Delete the comment.

**Credit Sources**

1. Insert a footnote after the word tactile in the first paragraph, third sentence of the second page. Type the text **Tactile is learning through touching or feeling using hands-on activities.** Use the footnote numbering style that begins with **\*** (asterisk).
2. Change the Bibliography Style to **APA Sixth Edition**.
3. Insert the following Article in a Periodical citation before the last period in the second paragraph under the heading *Disadvantages of Online Learning* – you will need to check **Show All Bibliography Fields**:

Author: **Martin, Florence; Bolliger, Doris**  
Title: **Engagement Matters: Student Perceptions on the Importance of Engagement Strategies in the Online Learning Environment**Periodical Title: **Online Learning**   
Year: **2018**  
Month: **March**  
Day: **20**  
URL: <https://olj.onlinelearningconsortium.org/index.php/olj/article/view/1092/371>

1. Click before the period at the end of the third paragraph under the heading *Disadvantages of Online Learning*. Insert the following web site citation:   
   Author: **PHEAA**  
   Name of Web Page: **What’s your Learning Style**  
   Name of Web Site: **Education Planner**  
   Year: **2011**  
   URL: <http://www.educationplanner.org/students/self-assessments/learning-styles.shtml>
2. Insert a blank page at the end of the report and insert a bibliography in APA style on the blank page with the title **References**.

**Add a Cover Page and Table of Contents, and Create an Index**

1. Add a cover page using the built-in **Ion (Light)** design. Change the Year to the current calendar year. Type **Online Learning** as the Document title. Type your first and last name as the Author. Delete the Document subtitle placeholder.
2. Insert a page break before the paper title on page 2. Insert a Table of Contents on the blank page using the **Distinctive** format. Modify the TOC 1 Style to remove the first line indent.
3. Mark the following words as index entries, selecting Mark All for each: **eLearning**, **distance** **learning**, **hybrid**, and **blended**.
4. Click before the second paragraph mark below the bibliography on the last page. Insert an index using the format from the template and two columns.
5. Save and close the file. Based on your instructor’s directions, submit w04\_exam\_chap\_LastFirst.