# Instructor’s Manual Exploring Microsoft Word 2019, Chapter 4

## Available Instructor Resources

|  |  |  |
| --- | --- | --- |
| **Resource** | **File Name** | **Found** |
| **Student Data Files** | [Various](#_PROJECTS_AND_EXERCISES), click link to see file list | Online Instructor Resource Center |
| **Solution Files** | [Various](#_PROJECTS_AND_EXERCISES), click link to see file list | Online Instructor Resource Center |
| **Answer Keys** |  | Online Instructor Resource Center |
| Matching | w04\_answerkey\_match.docx |
| Multiple Choice | w04\_answerkey\_mc.docx |  |
| Concepts Checks | w04\_answerkey\_concepts.docx |  |
| **Scorecards** | Various, example:  w04h2StockData\_scorecard.xlsx | Online Instructor Resource Center |
| **Scoring Rubrics** | w04\_rubric.docx | Online Instructor Resource Center |
| **Annotated Solution Files** | Various, example:  w04h2StockData\_annsolution.pdf | Online Instructor Resource Center |
| **Scripted Lecture (Script)** | w04\_script.docx | Online Instructor Resource Center |
| Scripted Lecture Data | w04\_script\_data.xlsx |
| Scripted Lecture Solution | w04\_script\_solution.xlsx |  |
| **PowerPoint Presentation** | w04\_powerpoint\_accessible.pptx | Online Instructor Resource Center |
| **Testbank** | w04\_testbank.docx | Online Instructor Resource Center |
| **Instructor's Manual (lesson plans incl.)** | w04\_instructormanual.docx | Online Instructor Resource Center |
| **Assignment Sheet** | w04\_assignsheet.docx | Online Instructor Resource Center |
| **Prepared Exam (Chapter & App)** |  | Online Instructor Resource Center |
| Prepared Exam-Chap instruction | w04\_exam\_chap\_instruction.docx |
| Prepared Exam-Chap Data | w04\_exam\_chap\_data.xlsx |
| Prepared Exam-Chap Solution | w04\_exam\_chap\_solution.xlsx |
| Prepared Exam-Chap Annotated Sol. | w04\_exam\_chap\_annsolution.pdf |
| Prepared Exam-Chap Scorecard | w04\_exam\_chap\_scorecard.xlsx |
| Prepared Exam-App instruction | w04\_cumexam\_instruction.docx |  |
| Prepared Exam-App Data | w04\_cumexam\_data.xlsx |  |
| Prepared Exam-App Solution | w04\_cumexam\_solution.xlsx |  |
| Prepared Exam-App Annotated Sol. | w04\_cumexam\_annsolution.pdf |  |
| Prepared Exam-App scorecard | w04\_cumexam\_scorecard.xlsx |  |
| **File Guide** | w04\_fileguide.xlsx | Online Instructor Resource Center |
| **Objective Map** | w04\_objectivesmap.xlsx | Online Instructor Resource Center |
| **Grader Project** |  |  |
| Grader Instruction | w04\_grader\_instruction.docx | Online Instructor Resource Center |
| Grader Data | w04\_grader\_data.xlsx |
| Grader Solution | w04\_grader\_solution.xlsx |
| Grader Annotated Solution | w04\_grader\_annsolution.pdf |  |
| Grader Scorecard | w04\_grader\_scorecard.xlsx |  |

## CHAPTER OBJECTIVES

### When students have finished reading this chapter, they will be able to:

* Use a Writing Style and Acknowledge Sources
* Create and Modify Footnotes and Endnotes
* Explore Special Features
* Track Changes
* Review a Document
* Use OneDrive
* Share Documents
* Collaborate with Word and Word Online

## CHAPTER OVERVIEW

Students will be asked to create, format, and modify a research paper using Microsoft Word. Students will learn how to make edits in a document traceable, manage OneDrive content, and work jointly on shared documents in real time.

### The major sections in this chapter are:

1. **Research Paper Basics.** In this section, students will learn to use a writing style, acknowledge sources, create and modify footnotes and endnotes, and explore special features that can be included in documents.
2. **Document Tracking.** In this section, students will learn how to review a document containing edits and comments as well as control how tracked changes are displayed.
3. **Online Document Collaboration.** In this section, students will learn how to use OneDrive and Word Online, and share a document for online editing and collaboration.

## CLASS RUN-DOWN

1. Have students turn in homework assignments.
2. Talk about the chapter using the discussion questions listed below.
3. Use a PowerPoint presentation to help students understand the chapter content.
4. Demonstrate Word 2019 research paper creation.
5. [Run through the Scripted Lecture for the chapter. Give special attention to areas in which students might be challenged.](#_WHEN_USING_SCRIPTED)
6. Have students complete the Capstone Exercise for Word Chapter 4.
7. Use MyITLab for in-class work or to go over homework.
8. Give students the homework handout for the next class period.

## LEARNING OBJECTIVES

### At the end of this lesson students should be able to:

* Select a Writing Style
* Format a Research Paper
* Create a Source and Include a Citation
* Share and Search for a Source
* Create a Bibliography
* Create Footnotes and Endnotes
* Modify Footnotes and Endnotes
* Create a Table of Contents
* Create an Index
* Create a Cover Page
* Use Track Changes
* Accept and Reject Changes
* Use Markup
* Add a Comment
* View Comments
* Reply to Comments
* Work with a PDF Document
* Use OneDrive with File Explorer
* Invite Others to Share
* Share a Document Link
* Send as an Attachment
* Use Word Online

## KEY TERMS

**All Markup–**A markup view that shows the document with all the revisions, markups, and comments using the formats predefined in Track Changes options.

**APA (American Psychological Association)–**A writing style established by the American Psychological Association with rules and conventions for documenting sources and organizing a research paper (used primarily in business and the social sciences).

**Bibliography–**A list of sources consulted by an author during research for a paper.

**Chicago Manual of Style–**A writing style established by the University of Chicago with rules and conventions for preparing an academic paper for publication.

**Citation–**A brief, parenthetical reference placed at the end of a sentence or paragraph that directs a reader to a source of information you used.

**Comment–**A note, annotation, or additional information to the author or another reader about the content of a document.

**Comment balloon–**A feature that displays as a boxed note in the margin and, when selected, highlights the text to which the comment is applied.

**Cover page–**The first page of a report, including the report title, author, and other identifying information.

**Current List–**A list that includes all citation sources you use in the current document.

**Endnote–**A citation that appears at the end of a document.

**Footnote–**A citation that appears at the bottom of a page.

**Immersive Reader–**A document view that is an add-in learning tool designed to help readers pronounce words correctly, read quickly and accurately, and to understand what is read.

**Index–**Used to locate a topic of interest in a book.

**Markup–**A feature to help customize how tracked changes are displayed in a document.

**Master List–**A database of all citation sources created in Word on a particular computer.

**MLA (Modern Language Association)–**A writing style established by the Modern Language Association, with rules and conventions for preparing research papers (used primarily in the area of humanities).

**No Markup–**A markup view that provides a completely clean view of a document, temporarily hiding all comments and revisions, and displays the document as it would if all changes were applied and does not show any of the markups or comments.

**OneDrive–**Microsoft’s cloud storage system. Saving files to OneDrive enables them to sync across all Windows devices and to be accessible from any Internet-connected device.

**Original Markup–**A markup view that displays the document in its original form, as it was before any changes were applied.

**PDF Reflow–**A Word feature that converts a PDF document into an editable Word document.

**Plagiarizing–**The act of using and documenting the works of another as one’s own.

**Portable Document Format (PDF)–**A file type that was created for exchanging documents independent of software applications and operating system environment.

**Real-time co-authoring–**A Word feature that shows several authors simultaneously editing the document in Word or Word Online.

**Real Time Typing–**A Word feature that shows where co-authors are working, and what their contributions are as they type.

**Revision mark–**Markings that indicate where text is added, deleted, or formatted while the Track Changes feature is active.

**Simple Markup–**A Word feature that simplifies the display of comments and revision marks, resulting in a clean, uncluttered look.

**Source–**A publication, person, or media item that is consulted in the preparation of a paper and given credit.

**Style manual–**A guide to a particular writing style outlining required rules and conventions related to the preparation of papers.

**Table of contents–**A page that lists headings in the order in which they appear in a document and the page numbers on which the entries begin.

**Track Changes–**A Word feature that monitors all additions, deletions, and formatting changes you make in a document.

**Word Online–**An online component of Office Online consisting of a Web-based version of Word with sufficient capabilities to enable you to edit and format a document online.

**Works Cited–**A list of sources cited by an author in his or her work.

**Writing style–**Provides a set of rules that results in standardized documents that present citations in the same manner and that include the same general page characteristics.

## DISCUSSION QUESTIONS

* What is the difference between a parenthetical citation, a footnote, and an endnote?
* What are some common formatting features of research papers regardless of the writing style used?
* How can you review track changes made by a specific person?
* What are the advantages and disadvantages to saving your files on OneDrive?

## WHEN USING SCRIPTED LECTURE IN CLASS, DEMONSTRATE HOW TO:

* Select a Writing Style, Format a Research Paper, Create a Source, and Include a Citation
* Share and Search for a Source and Create a Bibliography
* Create and Modify Footnotes
* Create a Table of Contents and an Index
* Create a Cover Page
* Use Track Changes, Use Markup, and Accept Changes
* Add, View, and Reply to Comments
* Work with a PDF Document
* Use OneDrive with File Explorer and Invite Others to Share
* Use Word Online

## CONNECTIONS PRACTICAL PROJECTS AND APPLICATIONS

* Share a Word Online document with students and ask them to edit it simultaneously to experience real-time typing firsthand.
* Experiment with creating the same citation in different writing styles.
* Search online for a citation generator and compare one citation created in Word with one generated by the site chosen.
* Save a document to OneDrive. Make changes to your document and save it offline in File Explorer. Check that the document on the computer and OneDrive eventually get synched.

## TEACHING NOTES

### Research Paper Basics

In this section, students will learn to use a writing style for their research paper.

#### Using a Writing Style and Acknowledging Sources

* Before starting your research paper, determine whether you will use the MLA, APA, or Chicago writing style.
* To avoid plagiarizing, give credit to the work or thoughts of others.
* Even though Word formats citations and a bibliography for you, you should still consult the style manual for accuracy.
* **Teaching Tips:** Point out the Citations & Bibliography group on the References tab.
* **Teaching Tips:** Demonstrate inserting a citation and adding a reference source.

#### Creating and Modifying Footnotes and Endnotes

* Explain the difference between footnotes and endnotes and the type of information typically included in them.
* **Teaching Tips:** Point out that the References tab contains the Insert Footnote and Insert Endnote commands.
* **Teaching Tips:** Demonstrate how to modify footnotes and endnotes.

#### Exploring Special Features

* Apply heading styles to enable Word to generate an accurate table of contents.
* A table of contents is a field that can be easily updated.
* **Teaching Tips:** Point out the table of contents commands on the References tab.
* **Teaching Tips:** Demonstrate how to mark items to include in an index and then how to generate the index.
* **Teaching Tips:** Show the variety of cover pages available from the Pages group on the Insert tab.

### Document Tracking

When collaborating with others or just making notes to yourself, the Track Changes feature helps you review a document.

#### Tracking Changes

* Track changes keeps track of all additions, deletions, and formatting changes made to the document.
* **Teaching Tips:** Point out the Comments, Tracking, and Changes groups on the Review tab.
* **Teaching Tips:** Demonstrate making revisions to a document when Track Changes is active.
* **Teaching Tips:** Show how to navigate through the document and accept or reject changes.

#### Reviewing a Document

* There are four markup views that can be toggled on or off.
* No Markup temporarily hides all comments and revisions, but changes should really be accepted or rejected and track changes turned off before finalizing a document.
* **Teaching Tips:** Point out revision marks.
* **Teaching Tips:** Demonstrate how to add, delete, and reply to comments.
* **Teaching Tips:** Show how to convert a PDF document into a Word document.

### Online Document Collaboration

By saving a document to OneDrive, it can be easily shared with others.

#### Using OneDrive

* OneDrive is cloud storage but is also available offline through File Explorer.
* You can set files to sync when Internet access becomes available.
* **Teaching Tips:** Demonstrate how to save using OneDrive.

#### Sharing Documents

* Sharing a document through OneDrive is collaborative and interactive with changes synched in real-time.
* As the owner of the document, you can control editing privileges.
* **Teaching Tips:** Demonstrate how to share a document saved in OneDrive.
* **Teaching Tips:** Show how to share a file using a link or email.

#### Collaborating with Word and Word Online

* Word Online is a free, scaled down, Web-based version of Word.
* You can choose to open a document in the full featured version of Word.
* **Teaching Tips:** Show how to share a file through Word or Word Online.

## OBJECTIVE TESTS IN MYITLAB

To find an objective test to help your students practice for tests, have them sign in to MyITLab:   
[www.myitlab.com](http://www.myitlab.com).

## ADDITIONAL WEB RESOURCES

1. Add citations in a Word document: <https://support.office.com/en-us/article/Add-citations-in-a-Word-document-ab9322bb-a8d3-47f4-80c8-63c06779f127>
2. APA, MLA, Chicago – automatically format bibliographies: <https://support.office.com/en-us/article/APA-MLA-Chicago-%E2%80%93-automatically-format-bibliographies-405c207c-7070-42fa-91e7-eaf064b14dbb>
3. Insert or delete a comment: <https://support.office.com/en-us/article/insert-or-delete-a-comment-8d3f868a-867e-4df2-8c68-bf96671641e2?ocmsassetID=8d3f868a-867e-4df2-8c68-bf96671641e2&ui=en-US&rs=en-US&ad=US>
4. Track changes in Word: <https://support.office.com/en-us/article/Track-changes-in-Word-197ba630-0f5f-4a8e-9a77-3712475e806a>
5. Collaborate on Word documents with real-time co-authoring: <https://support.office.com/en-us/article/collaborate-on-word-documents-with-real-time-co-authoring-7dd3040c-3f30-4fdd-bab0-8586492a1f1d?ui=en-US&rs=en-US&ad=US>

## PROJECTS AND EXERCISES

|  |  |  |
| --- | --- | --- |
|  | **Data file** | **Save As** |
| Hands-On Exercise 1 | w04h1Analysis.docx  w04h1Airlines.docx | w04h1Analysis\_LastFirst.docx  w04h1Airlines\_LastFirst.docx |
| Hands-On Exercise 2 | w04h2WhiteHeron.docx  w04h2Entry.pdf | w04h2WhiteHeron\_LastFirst.docx  w04h2Entry\_LastFirst.pdf |
| Hands-On Exercise 3 | w04h1Analysis\_LastFirst.docx | w04h3Analysis\_GroupName.docx |
| Practice Exercise 1 | w04p1Live.docx  w04p1Invite.pdf | w04p1Live\_LastFirst.docx  w04p1Live\_LastFirst.pdf |
| Practice Exercise 2 | w04p2Law.docx | w04p2Law\_LastFirst.docx  w04p2Law\_LastFirst.pdf |
| Mid-Level Exercise 1 | w04m1Web.docx | w04m1Web\_LastFirst.docx  w04m1Web\_LastFirst.pdf |
| Mid-Level Exercise 2 | w04m2StudyAbroad.docx | w04m2StudyAbroad\_LastFirst.docx  w04m2StudyAbroad\_LastFirst.pdf |
| Running Case | w04r1NewCastle.docx | w04r1NewCastle\_LastFirst.docx  w04r1NewCastle\_LastFirst.pdf |
| Disaster Recovery | w04d1Computers.docx | w04d1Computers\_LastFirst.docx |
| Capstone | w04c1College.docx | w04c1College\_LastFirst.docx  w04c1College\_LastFirst.pdf |

## CHAPTER REVIEW/ANSWERS TO END OF CHAPTER MATERIAL

### Key Terms Matching Answer Key

1. A database of all sources created in Word on a computer.

**I. Master List**

1. A list of sources cited by an author in his or her work.

**T. Works Cited**

1. A note recognizing a source of information or a quoted passage.

**B. Citation**

1. A Web-based storage site and sharing utility.

**K. OneDrive**

1. An alphabetical listing of topics covered in a document along with the page numbers where the topic is discussed.

**H. Index**

1. A Word feature that monitors all additions, deletions, and formatting changes you make in a document.

**S. Track Changes**

1. A citation that appears at the end of a document.

**F. Endnote**

1. A Word feature that simplifies the display of comments and revision marks, resulting in a clean, uncluttered look.

**O. Simple Markup**

1. A page that lists headings in the order they appear in a document and the page numbers where the entries begin.

**R. Table of contents**

1. A note, annotation, or additional information to the author or another reader about the content of a document.

**C. Comment**

1. A list of sources consulted by an author in his or her work.

**A. Bibliography**

1. A shape that displays on the right side of a paragraph in which a comment has been made and provides access to the comment.

**D. Comment balloon**

1. A guide to a particular writing style outlining required rules and conventions related to the preparation of papers.

**Q. Style manual**

1. The act of using and documenting the works of another as one’s own.

**L. Plagiarizing**

1. A citation that appears at the bottom of a page.

**G. Footnote**

1. A writing style established by the Modern Language Association with rules and conventions for preparing research papers (used primarily in the area of humanities).

**J. MLA**

1. A Word feature that shows several authors simultaneously editing the document in Word or Word Online.

**M. Real-time co-authoring**

1. Indicates where text is added, deleted, or formatted.

**N. Revision mark**

1. The first page of a report, including the report title, author or student, and other identifying information.

**E. Cover page**

1. A publication, person, or media item that is consulted in the preparation of a paper and given credit.

**P. Source**

### Multiple Choice Answer Key

1. When you are working on a group paper with your classmates, members can take turns to write and edit the content of the paper. Which feature must the group use so that members can see the changes made to the same document?

**b. Track Changes**

1. What Word Online view is required when you want to access commands on the tab?

**a. Editing**

1. Which of the following statement about sharing a document through Word Online is *true*?

**d. It is available for simultaneous editing and collaboration.**

1. The choice of whether to title a list of sources such as Bibliography, Works Cited, or Referencesis dependent upon:

**a. the writing style in use.**

1. When working with Word Online, how can you tell that someone is editing a shared document at the same time that you are?

**c. A note displays at the top right corner of the window.**

1. Which of the following is *not* an option on Word’s References tab?

**a. Insert a New Comment**

1. The writing style you are most likely to use in a business class is:

**a. APA.**

1. To ensure that documents you save in OneDrive are synchronized with copies of the same documents saved on your hard drive, you could use:

**c. File Explorer.**

1. Whichfeature provides a simple, uncluttered, view of comments and tracked changes made to a document?

**c. Simple Markup**

1. After you create and insert a table of contents into a document:

**d. you can select a table of contents and click Update Table to bring the table of contents up to date.**

### Quick Concept Check Answer Key

1. **Describe the type of writing style you would be expected to use for a writing assignment in a business class.**  
   The business discipline would most likely use the APA writing style because the APA attempts to simplify the expression of scientific ideas and experiment reports in a consistent manner. Its focus is on the communication of experiments, literature reviews, and statistics.
2. **Explain why you need to cite sources in your work**.

A citation directs the reader to the source of information that you used and also gives credit to the owner of the work that you cite.

1. **Describe the purpose of creating a table of contents.**  
   A table of contents is helpful in a long document because it displays the major headings in the document and their corresponding page numbers so that readers can quickly go to the topic of interest.
2. **Explain a situation where it would be appropriate to use a footnote.**   
   A footnote is appropriate when you want to further describe a statistic used in your text without having to incorporate it into the written paragraph.
3. **Describe** **why you want to use track changes in your document.**

You want to use track changes in your document when you want to monitor any revisions that you make in a document.

1. **When using Track Changes, explain why you want to filter the changes by reviewers.**  
   It will allow you to review, accept, or reject individual or all changes recommended by a specific person.
2. **Explain under what situation would you want to use Simple Markup.**

You will use Simple Markup if you want a clutter-free way to display tracked changes. However, the hidden revisions are indicated by a vertical red bar displayed on the left side of the paragraph.

1. **Explain why you would want to save a Word document in the PDF format.**

You want to save a Word document in the PDF format when you want to preserve the layout, format fonts, and images of the original Word document. Further, it is portable and can be read using many applications and on several platforms, including apps on mobile devices.

1. **As you save a document to OneDrive, you will most likely want to also have a copy on your computer for backup purposes. Explain how you can make sure that as you modify one copy, the other is also updated.**  
   The OneDrive for Windows synchronizes files saved on OneDrive with a copy on your computer so that both are always up to date.
2. **Both Word and Word Online enable you to create and edit a document. Explain when one might be preferred over the other.**  
   Word Online has more limited features than a full installation of Word. In some cases, you might need to use features that are not available in Word Online, such as a spelling checker or a references tool. In that case, you would need to edit a document in Word instead of Word Online.
3. **Describe the advantages of online collaboration.**  
   Online collaboration allow co-authors to work on the same document at the same time from different locations.
4. **Editing View and the Reading View of Word Online serve different purposes. Describe some extra features of Editing View.**  
   The Editing View is quite similar to Word, with several tabs such as File, Home, Insert, Page Layout, Review, and View. There are also several groups of commands in each tab.