

This project combines the skills that you have learned about using Microsoft Word 2010 and the Internet Explorer web browser to produce a report about a topic of your choosing that is related to the Treasure Coast area. In your Internet project, you used Internet Explorer to research your topic and gather source text (for quotes) and source graphics. Next, you will use Word 2010 (or version 2007) to write the report.

If you want to gather any more background data, try using one of the search engines listed on the web page at

<http://www.gibsonr.com/classes/internet/search.html>

Project Constraints:

- ◆ Length: 400-500 words as counted by the statistics features in Word (see the Status Bar).
If you can't think of 400 words about the topic, then write about the process of producing this article.
- ◆ Margins: 1.1" (*top, bottom, left and right*).
- ◆ Line Spacing: 1.15 lines and 9 points of space *following* each paragraph.
- ◆ Font: Times New Roman, 11 points, regular, with enhancements (eg. boldfacing) as necessary.
- ◆ Additional contents: at least 2 small graphic images, *and* at least 2 quotes (text) from a web site. Your article must contain more of your own words than it does quoted material.
- All inserted graphics and quotes must have their URL's (web addresses such as "http://www...") cited at the end of the article using separate *endnotes* (use the Help feature in Word for instructions if needed).
- Include a cover page (see following example) *stored in the same document as the report*, without any page number, and containing the following information: the words "Word Project", your name *and* student number, the course number *and* meeting time for our class, and the project due date.
- The article must contain a footer with automatic page numbering on each page except the cover page. (See instructions about page numbering on the example pages that follow.)
- Spell check your document and correct any errors before submitting it.
- Name your document "wordproj.docx" (Word 2010 should attach the .docx automatically).

Tips:

- Be sure that the Windows® view properties under "folder options" are set so that the software does not hide the extensions such as `.txt` at the ends of filenames. To check this, click on the Windows Start button and open the Control Panel. Then select Appearance and Personalization and then Folder Options. Then click on the View tab and be sure that there is no check mark in the box entitled "Hide file extensions for known file types". Then click the OK button at the bottom of that dialog box and close the Control Panel.
- Use the buttons on the Windows Taskbar (at the bottom of the screen) when you want to toggle back and forth between folders, files, or programs.
- Remember that you can undo anything that was done automatically by unwanted program features by using the Undo button on the Quick Access toolbar immediately after it happens.
- To capture *text* while viewing it in MSIE, drag through it and select "Copy" from the Edit menu. Then open or toggle (Alt+Tab) to the Word program window and paste the text into a document. Use the Unformatted Text option of the Paste Special command (under Home, Paste) to avoid copying web page formatting.
- To capture a *graphic* while viewing it in MSIE, right-click on it and then select (left-click) "Copy" from the menu. Then toggle to the Word program window and paste the image into your document.
- To insert a graphic from a file into a Word document, position your insertion point where you want the picture and choose: Insert, Picture, and then select your filename from your disk, and press Insert.
- To create an endnote, position your insertion point where you want to insert the endnote reference mark; then select menu choices: References, Endnote, then type or insert your reference (see your citations file) and click on the Show Notes button (under References) to return to your selected text.
- Save your work frequently and be sure that you save it on your own storage media, not the college disk.
- **Do not remove or swap storage media while editing a document in Word!**

Submission:

[Login](#) to the IRSC Online (Angel) Server and use the "Word 2010 Project" drop box under the "Lessons" tab to attach your document file "wordproj.docx" as described on the step-by-step directions at:

<http://www.gibsonr.com/classes/howto/onlineubm.html>

(Sample Cover Page)

Word Project

Joe Student – J12-00-3456

CGS 1100 – Thursday 5:30-8:00 PM

9/29/2010

Notes to Students:

*These italicized words should not appear on the cover page, but are included here simply as notes to students. An easy way to produce a cover page is to insert a hard page break by pressing the **Ctrl+Enter** keystroke at the end of the text above. This will move you to the top of a new page to start your report. An alternative is to use the Cover Page button on the Insert tab and then select one of the preformatted cover pages (removing any unwanted elements by deleting them).*

Be sure that your cover page does not contain the page number. This can be achieved by selecting the proper options on the Page Number dialog box used to insert page numbering into a document. To insert page numbering:

- 1. Start with your insertion point positioned on the first page that you want numbered (NOT the cover page).*
- 2. From the Office Ribbon, select: Insert, Page Number. A drop-menu should appear.*
- 3. Select Bottom of Page from the drop-list, then choose layout: Plain Number 2.*
- 4. Under the Page Number button (on the Ribbon), select Format Page Numbers. A dialog box should appear.*
- 5. At the bottom of the dialog box, click in the textbox to the right of Start at and type a zero (0). This tells the software to start numbering at zero, but the zero will not show up, since it would be on the cover page. Thus, the first real page of text will receive the page number 1 and all successive pages will be numbered automatically.*
- 6. Press the OK button to finish.*

Note that this example of the cover page does not contain a page number in the empty footer below. If you still see a number on the cover page of your project, then:

- 1. Double-click in the header or footer area of the cover page. A new ribbon entitled "Design" should appear under the heading "Header & Footer Tools". Be sure that the new Design tab is selected.*
- 2. On the Design ribbon in the Options group, be sure that the checkbox entitled "Different First Page" has a check mark in it.*
- 3. Click on the "Close Header and Footer" button at the right side of the ribbon..*

(An Example of a) Report about Performing Arts on the Treasure Coast

This report is about performing arts on the Treasure Coast of Florida. Quotes and graphic objects were captured from web pages and have been inserted into the text below with citations regarding their origins noted as "endnotes" at the end of this report. The primary starting point for the research was the web page entitled "Treasure Coast Web Sites"ⁱ on the instructor's web site.

Performing Arts Defined

Note the "i" reference mark inserted here to mark the first endnote.

The performing arts include such artistic forms as music, dance, opera, and live theatre. Basically these are art forms that involve live activity by the artist at the time that the artistic object is being experienced by the audience.

Through my Internet research, I discovered that there is a Cultural Council of Indian River County and similar organizations in the other counties on the Treasure Coast. Continuing my investigation of Indian River County, I found that it supports two active theatre groups: Riverside Theatre and the Vero Beach Theatre Guild. Riverside is a professional theatre that that grew out of the original Theatre Guild.



Note the "ii" reference mark inserted here to mark the second endnote.

"Riverside Theatre and the Riverside Children's Theatre is sponsored in part by the Florida Department of State, Division of Cultural Affairs and the Florida Arts Council."ⁱⁱⁱ



This picture was inserted with "Text Wrapping" set to "In Line with Text". This setting allows easy insertion of the endnote reference next to the picture on the same line. Simply position the insertion point to the right of the picture, and insert the endnote. Then press the Enter key to start following text on a new line.

"The Guild Theatre has been equipped in part with a grant from the Florida Department of State, Division of Cultural Affairs, Florida Arts Council. The Guild adheres to the Americans with Disabilities Act. Wheelchair seating and hearing enhancement equipment are available for all performances."^v

(The text above comprises approx. 250 words, so it should be easy to complete the required 400 to 500 words in about 2 pages. The last page should contain all of the numbered references as below.)

URL References

ⁱ <http://www.gibson.vero-beach.fl.us/classes/internet/treascst.html>

ⁱⁱ http://riversidetheatre.com/images/rt_logo1_red.gif

ⁱⁱⁱ <http://riversidetheatre.com/main.html>

^{iv} <http://vero-beach.fl.us/vbtg/images/index.jpg>

^v <http://vero-beach.fl.us/vbtg/past.htm>

Note the page number appearing in the footer area of this example of the narrative pages of the document. The first page following the cover page should be numbered 1. Each successive page should increase by 1 automatically.