

Extend Your Knowledge

Working with References and Proofing Tools

Extend the skills you learned and experiment with new skills. You may need to use [Help](#) to complete the assignment.

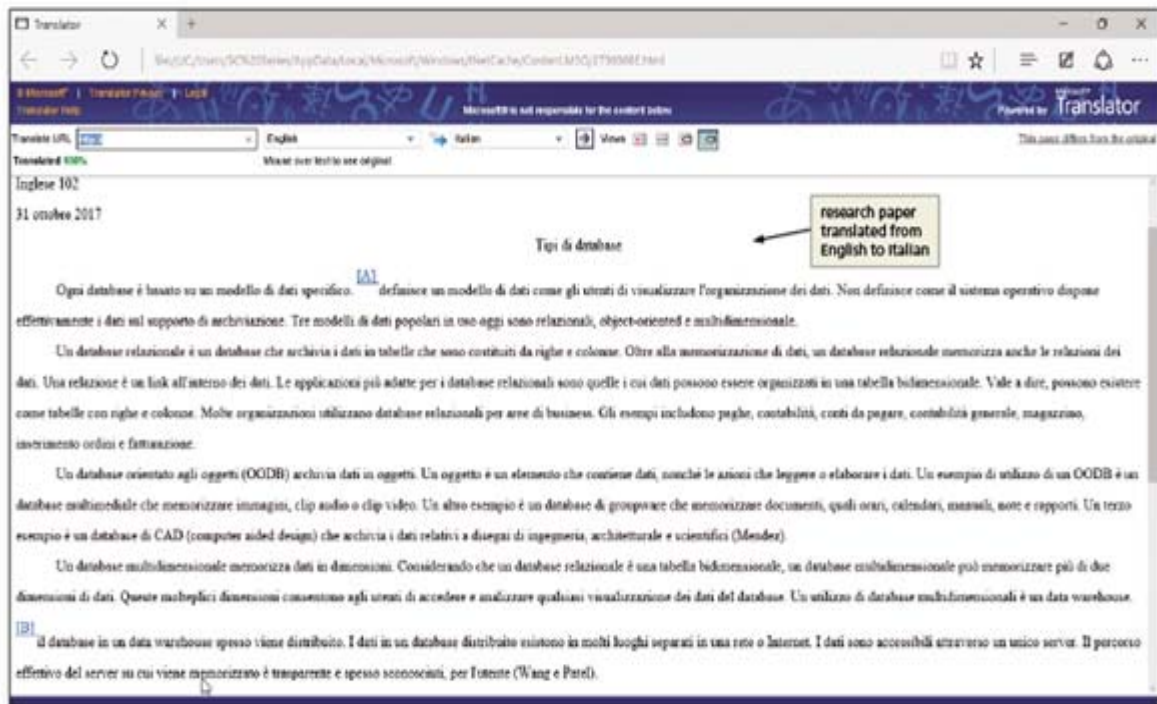
Note: To complete this assignment, you will be required to use the Data Files which are located rm108shared | Classes | Computer Applications | Word | Chapter 2

Instructions:




1. Run Word.
2. Open the document, Extend 2-1 Databases Paper Draft, from the Data Files.
(View|Edit Document, if needed)

You will add another footnote to the paper, convert the footnotes to endnotes, modify the Endnote Text style, change the format of the note reference marks, use Word's readability statistics, translate the document to another language (Figure 2–80), and convert the document from MLA to APA documentation style.

Figure 2–80



Perform the tasks on the next page!

1. Use Help to learn more about footers, footnotes and endnotes, readability statistics, bibliography styles, AutoCorrect, and Word's translation features.
2. Delete the **footer** from the document.
3. Insert a second footnote at an appropriate place in the research paper. Use the following footnote text: **A data warehouse is a huge database that stores and manages the data required to analyze past and current transactions.**
4. Change the location of the footnotes from bottom of page to below text. **How did the placement of the footnotes change?**
5. Convert the footnotes to endnotes. **Where are the endnotes positioned?**
6. Modify the Endnote Text style to 12-point Times New Roman font, double-spaced text with a hanging-line indent.
7. Change the format of the note reference marks to capital letters (A, B, etc.).
8. Add an AutoCorrect entry that replaces the word, bu~~z~~iness, with the word, business. Type the following sentence as the first sentence in the last paragraph of the paper, misspelling the word, business, as bu~~z~~iness to test the AutoCorrect entry: **Organizations often use a database to manage bu~~z~~iness or other functions.**
9. Display the Word Count dialog box. **How many words, characters without spaces, characters with spaces, paragraphs, and lines are in the document?** Be sure to include footnote and endnote text in the statistics.
10. Check spelling of the document, displaying readability statistics. **What are the Flesch-Kincaid Grade Level and the Flesch Reading Ease score?** Modify the paper to increase the reading ease score. **How did you modify the paper? What are the new statistics?** 
11. Change the student name at the top of the paper to your name, **including the last name in the header.**
12. Save the revised document with the file name, **LastName Databases Paper Modified**, into your rm108users Word folder.
13. Translate the research paper into French, Spanish or German using the Translate button (Review tab | Language group), as shown in Figure 2–80. Submit the translated document in the format specified by your instructor. Use the Mini Translator to hear how to pronounce three words in your paper. Save the revised document with the file name, **LastName Databases Translated**, into your rm108users Word folder. 
14. Select the entire document and then change the documentation style from MLA to APA. Save the APA version of the document with a new file name, **LastName Databases APA**, into your rm108users Word folder. Compare the APA version to the MLA version. **Print a hard copy of each and circle the differences between the two documents.**
15. Answer the questions posed in **#4, #5, #9, and #10** on a separate document **LastName Extended Questions** into your rm108users Word folder. Where did you insert the second footnote and why? 
16. Drop all 4 files into the Extended Assignment DropBox and complete the rubric.