ATOMIC LEARNING
Practice Sets

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**

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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 curser 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:

Type of Source:	Book
Author:	William Trevor
Title:	The Collected Stories
Year:	1993
City:	New York
Publisher:	Penguin

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:

Type of Source:	Book
Author:	Stephen King
Title:	Gramma
Year:	1984
City:	New York
Publisher:	Weirdbook

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.

You must first be logged in to view the tutorials in this set. Please log in using your organization's method of authentication (log in method) prior to clicking on any links.

Atomic Learning

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