

Word 2010 – Citation & Bibliography Training

SECTION B - Bibliographies

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 #90795 - [Creating a bibliography](#)

Task: Create a bibliography in your document using the source examples created in Section A.

Question: Once you have created all of the sources and inserted citations into your document you can create an automatic bibliography by:

- A) Selecting the Manage Sources command and in the source manager dialog box select the New button.
- B) Selecting the Bibliography command and in the menu select Bibliography, Works Cited, or Insert Bibliography.
- C) Select the Insert Citation command and select Add New Source...
- D) Typing the bibliography manually.

Practice & Quiz Sets

Key #90796 - [Updating the citations and the bibliography](#)

Task: Make the following change to the William Trevor source and update the bibliography in your document.

Year: 1978

Question: To update the automatic bibliography in your document:

- A) Select the Insert Citation command and select Add New Source...
- B) Use the keyboard to type in the changes manually to the bibliography.
- C) Select the Manage Sources command and in the source manager dialog box select the Edit button.
- D) Select the bibliography in the document, then select the Update Citations and Bibliography command.

Key # 90797 - [Deleting a bibliography](#)

Task: Delete the bibliography in your document.

Question: To delete the bibliography in your document, you would:

- A) Select the Insert Citation command and in the menu select Add new source...
- B) Select the Manage Sources command, and in the source manager dialog box select all of the listed sources, then select the Delete button.
- C) Press the delete key on the keyboard.
- D) Click on the bibliography in the document, then click on the three dots at the top left to select the entire bibliography, then press the delete key on the keyboard.