

# Chapter 6

## Writing a Short 500 Word Report

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**In this chapter, we will learn the following to World Class standards:**

- **Setting the Margins**
- **Changing the Font and Font Size**
- **Adding Name, Date and Other Information**
- **Adding Paper Title**
- **Formatting and Typing the Paper**
- **Adding a Bibliography**
- **Creating Page Number Heading**

## Setting the Margins

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To set the margins, go to the Page Setup after selecting File on the Menu Bar. Select the Page Setup (Figure 6-1) and the Page Setup window will appear on the display. The traditional Word margins are 1-inch on the top and bottom and 1.25 inch on the left and right. We want to change the left and right margins to 1-inch (Figure 6-2).

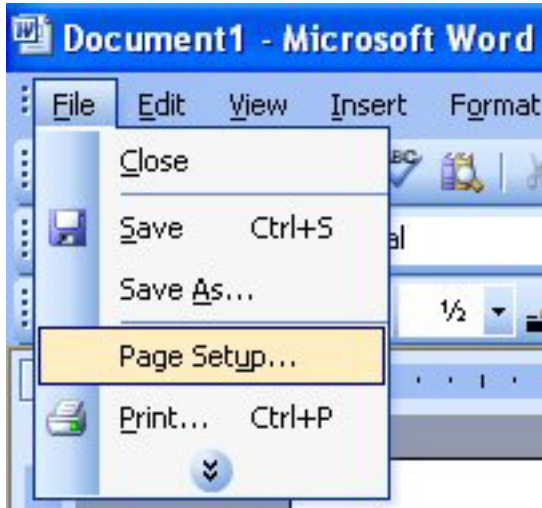


Figure 6-1 – Page Setup Panel

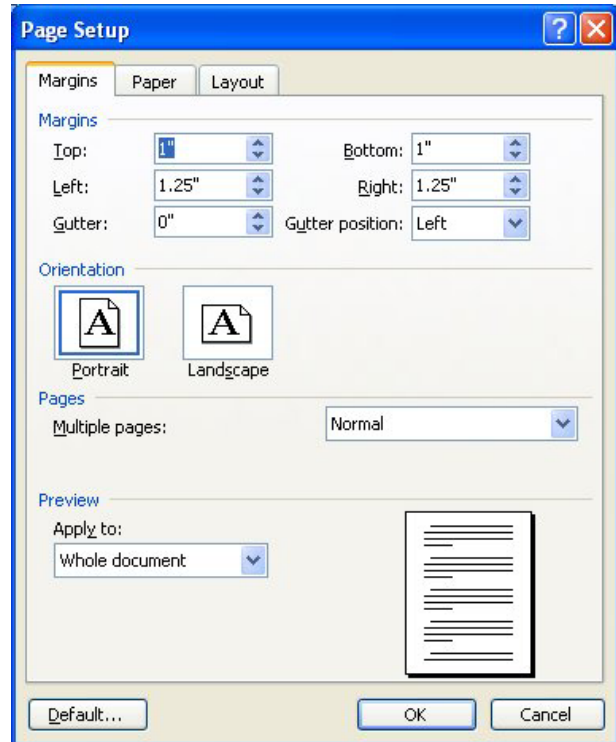


Figure 6-2 – Selecting Margin Setting

## Changing the Font and Font Size

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On the left side of the **Formatting** toolbar is the **Font** Listbox. The default font and size for Microsoft Word 2003 is **Times New Roman** with a font size of **12**. We are going to change the font to **Gautami** and the size to **11**. Begin by clicking the top left drop-down arrow of the font Listbox to select the font style. The font styles are in alphabetical order so scroll down until we see **Gautami** and select it (Figure 6-3). After picking the style, click the drop-down arrow to the right of the font style box and select a font size of **11** (Figure 6-4).

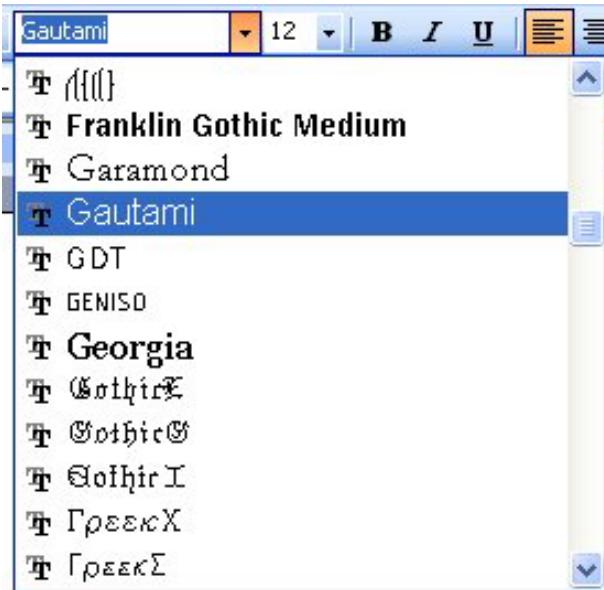


Figure 6-3 – Selecting “Gautami”

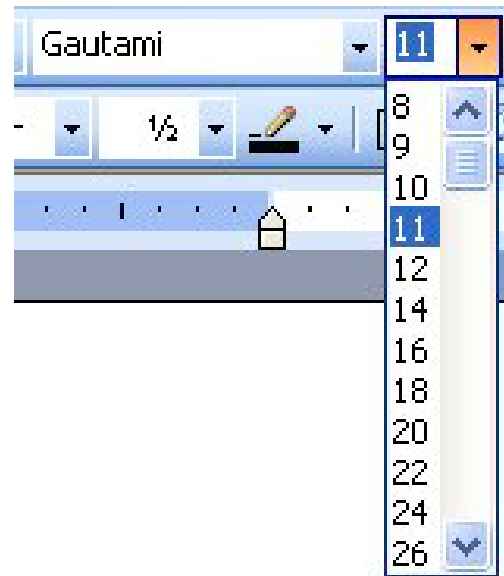


Figure 6-4 – Selecting Size “11” Font

## Adding Name, Date and Other Information

At the top left of our paper we are going to type in four pieces of information. The first is our name. The second is the name of the person, most likely a professor, or organization for which we are writing the paper. Third is the class in which the paper is due and fourth is the full date. We want to type each of these on its own separate line with no indent. We will begin with our name and then continue to add the rest of our information until the paper looks like Figure 6.5.

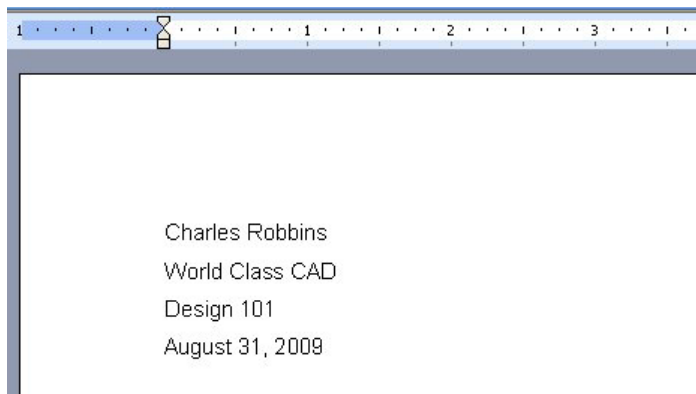


Figure 6.5 – Adding Name and Other Information

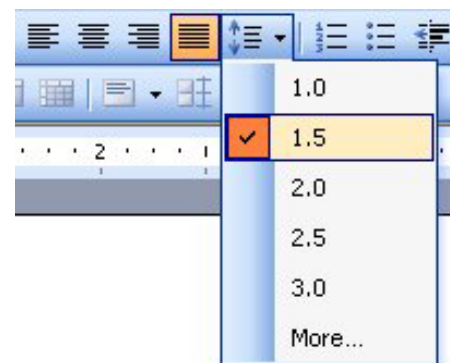


Figure 6.6 – Line Spacing

Highlight all four pieces of information and change the line spacing to 1.5. We do this task by selecting the **Line Spacing** tool on the **Formatting** toolbar as shown on figure 6.6.

## Adding Paper Title

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Below our name, we want to add the title of our paper. The title should be something relevant to the topic of our paper, yet thought provoking and interesting. For our paper, we are writing about time so our title will be “Modern Time Measurement.” This title indicates to the reader exactly what the paper is going to be about, measuring time. To format our title, we will keep both the font and font size the same, but we need to underline, bold and center align the text. We will start by typing our title, “Modern Time Measurement.” Next, we need to highlight it with our cursor, selecting the text by dragging with the left mouse button. With the text highlighted, we will first select the **Bold** and **Underline** tools on the **Formatting** toolbar (Figure 6.7). Then we will center the title using the **Center** tool on the same toolbar. When we are finished, our title should appear as in Figure 6.8.



Figure 6.7 – Bold and Underline Tools

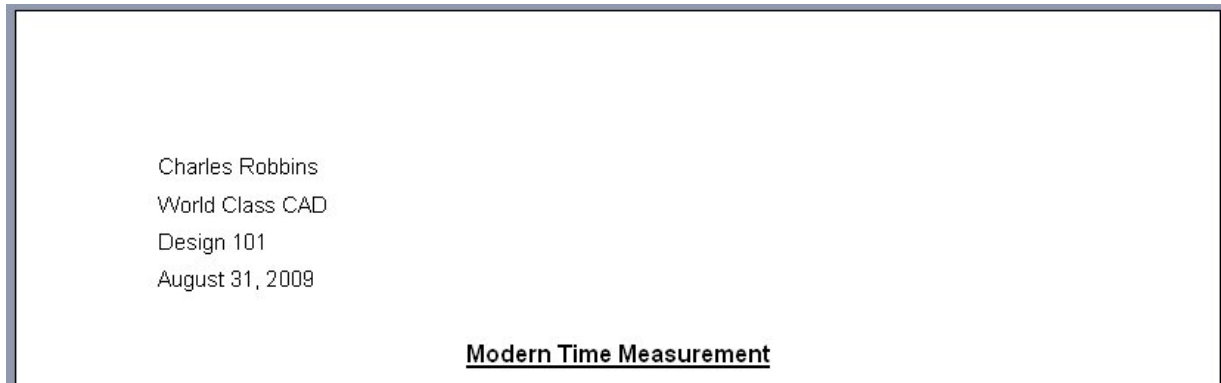


Figure 6.8 – Finished Title

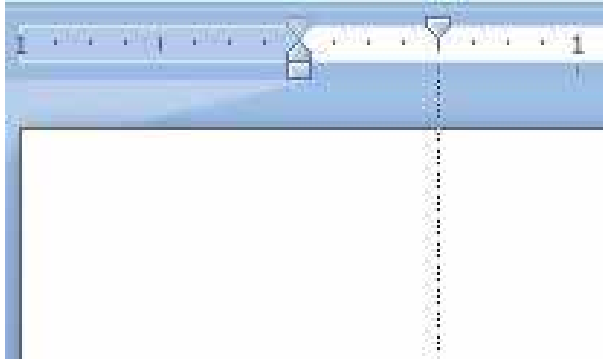
## Formatting and Typing the Paper

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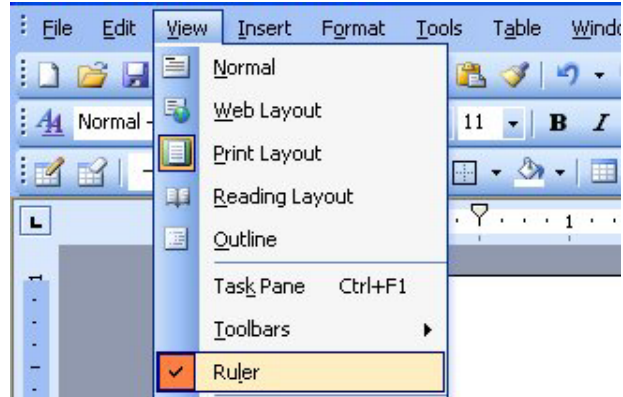
For the main body of our paper, we want to first unselect the **Bold** and **Underline** tools and then left align the text with the **Justify** tool (Figure 6.9). The Justify tool or full justification will align both the left and right margins in the paper. We also want to indent the first line of every paragraph. To do this we need to select the top left, upside down triangle on the ruler marking the margins. We will right click the triangle and then drag to the right ½ inch (Figure 6.10). If the ruler is not showing, all we need to do is select the **View Ruler** tool located at the top of the scroll bar on the right of the screen (Figure 6.11).



Figure 6.9 – Justify Tool



**Figure 6.10 – Moving Indent ½ Inch**



**Figure 6.11 – View Ruler Tool**

For our paper, we want to keep an organized, logical flow of thoughts and ideas. We also want to include information that will help to support our argument. Using examples and quotes from other sources are very effective ways to help prove our point. However, if we add information from other sources, we must give credit to the creator using a bibliography.

## Writing the Paragraphs

To write a college paper in Microsoft Word, we can follow a formula that will structure your ideas into a format that is symmetrical and easy to follow. Symmetry or predictable patterns create a pleasant arena for our words to reside within the sentences and paragraphs. Begin the first paragraph with a topic sentence, and think of three of the most important facts to support the idea in that first line of words. Without trying to add too many flourishes to the supporting statements, type them into the first paragraph, since in a word processing program we will be able to return to the document and change individual words with corresponding synonyms and place adverbs, adjectives and prepositional phrases into the sentences to produce a flowing description of ideas. End the first paragraph with your own conclusion that you can defend such as do you agree with the facts or what will the outcome be if we follow your thoughts.

When we start the second paragraph, take the first fact or statement and expound of that subject using three or more facts to explain yourself. We can add quotes, a graph or chart and a picture in the report to add clarity. If we use a graphic to illustrate our concept, utilize your own digital image or create your chart, so you maintain the originality of the report. If we wish to use a chart or image from the Internet, email the web site's author and ask for permission to utilize the copyrighted picture. In addition, if we employ data from a book or web page, we need to record the location of the information, so we can give that author or group credit for their work in the bibliography at the end of the paper. End the second paragraph with a good conclusion that hopefully lead the reader towards the third paragraph.

We will continue to build the short report by extracting the second fact from the first section and we construct the third paragraph. As we can see in the table below, we maintain the same pattern with the fourth paragraph. Whenever we construct reports professionally, we want to add quotes from key individuals who have critical input to attach credibility to our short document. If we are

designing a new kitchen, having statements from the head chef recommending the equipment and from the company controller establishing that the plan is within budget are excellent quotes for the research paper.

Close the report with a conclusion in the last paragraph that either recommends to the audience that more research is needed or that this is a final and thorough description of events. In the table below, there is a sample template that we can use to create the short report.

<b>Paragraph</b>	<b>Pos</b>	<b>Description</b>	<b>Support</b>
Paragraph 1	1A	Topic Sentence	
	1B	Primary Fact	
	1C	Secondary Fact	
	1D	Third Fact	
	1E	Conclusion and Lead In	
		+	Picture
Paragraph 2	2A	Restate Primary Fact	
	2B	Support First Fact 1	Quote
	2C	Support First Fact 2	
	2D	Support First Fact 3	
	2E	Conclusion and Lead In	
		+	
Paragraph 3	3A	Restate Secondary Fact	
	3B	Support Second Fact 1	
	3C	Support Second Fact 2	Quote
	3D	Support Second Fact 3	
	3E	Conclusion and Lead In	
		+	Graph or Chart
Paragraph 4	4A	Restate Third Fact	
	4B	Support Third Fact 1	
	4C	Support Third Fact 2	
	4D	Support Third Fact 3	Quote
	4E	Conclusion and Lead In	
		+	
Paragraph 5	5A	Restate Conclusion	
	5B	Restate Primary Fact Conclusion	
	5C	Restate Secondary Fact Conclusion	
	5D	Restate Third Fact Conclusion	
	5E	Close with Memorable Statement	

## Adding a Bibliography

A bibliography is the place in the document where we can type in all the other sources we used in our paper. Because we did not come up with the ideas on our own and used them in our paper, we have to cite the place where we got the information. Not to do so would be plagiarism and we could be severely punished in the academic world for taking credit for someone else's work.

Now, we will add a page break to place the bibliography on another sheet. To add the break, we will select Insert on the Menu bar. Next, we will pick **Break** on the menu list (Figure 6.12). The Break window will appear on the graphical display and we will select the **Next Page** option from the list (Figure 6.13).

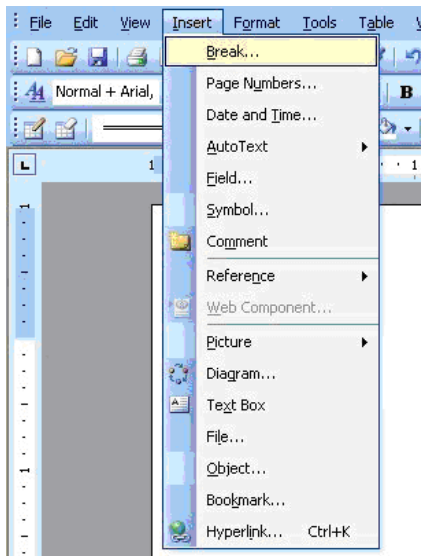


Figure 6.12 – Break Command

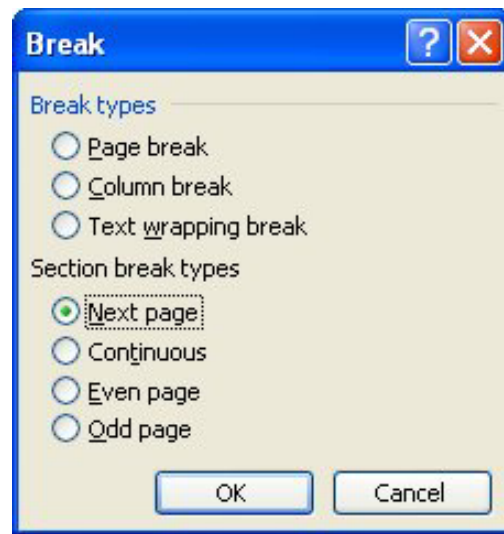


Figure 6.13 – Page Break

To type our bibliography, we first want to start at the top of a new page. Then we will type in the word “Bibliography.” Next, we will highlight the word using our cursor so that we can format it. We will center align the text using the **Center** tool (Figure 6.14). Then we will use the **Bold** and **Underline** tools to finish formatting the title (Figure 6.14). The title should appear as in Figure 6.15.

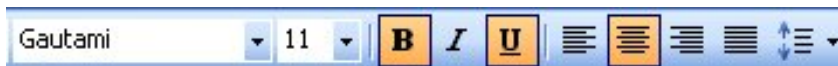


Figure 6.14 – Bold and Underline Tools

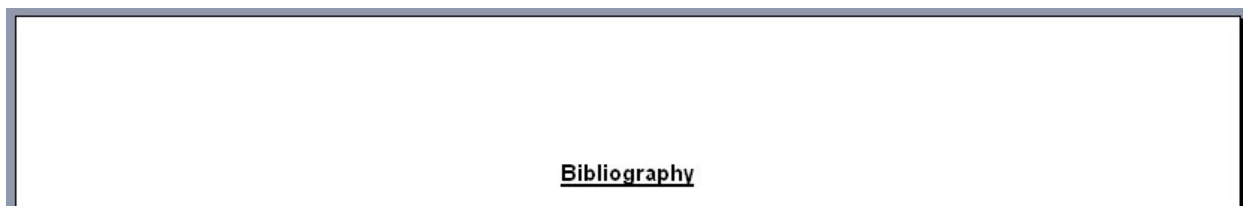
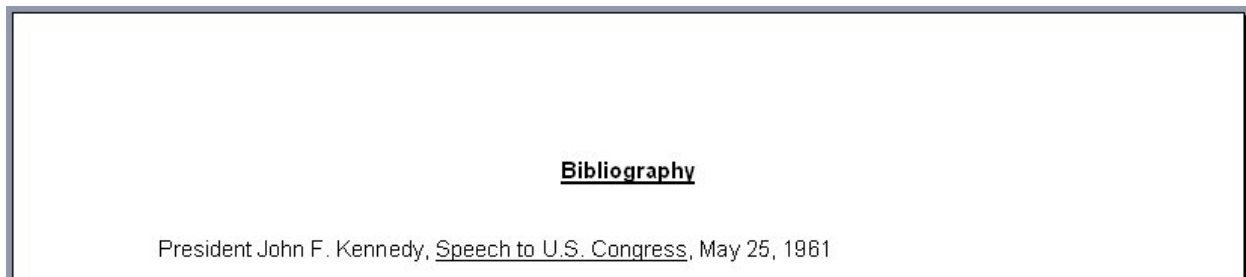


Figure 6.15 – Bibliography Title

To add our sources, we need to unselect the **Bold** and **Underline** tools. Then we need to left align the text using the **Align Text Left** tool (Figure 6.16). The typical information that we need to include in our citations is the author's name, the book from which we received the quote, the copyright date, the date the information was published and many other important pieces of information. The way we organize the information can depend on the format required of us. The way we will display our source can be seen in Figure 6.17.



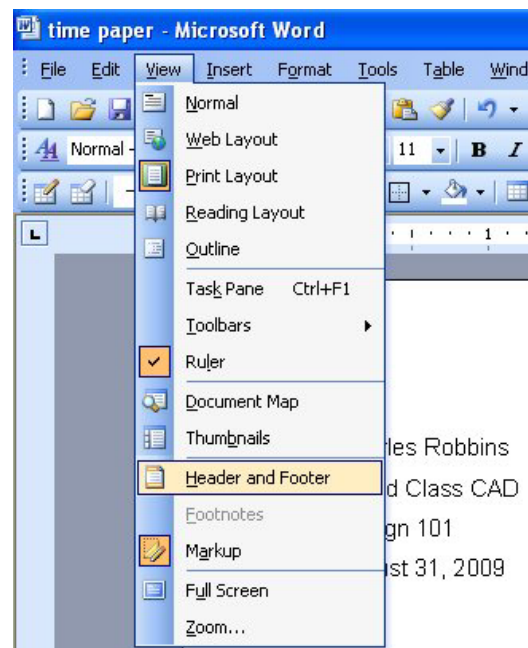
**Figure 6.16 – Align Left Tool**



**Figure 6.17 – Adding a Source**

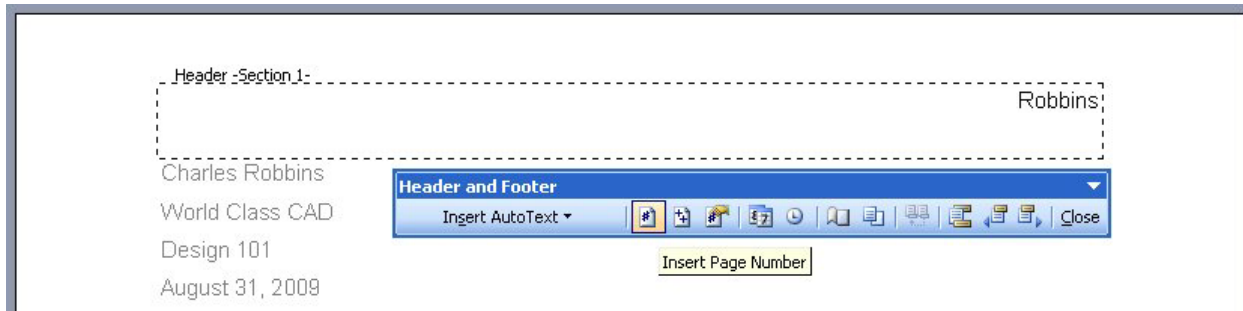
## Creating Page Number Heading

To add the header with the page number and our name in front of it is a very easy task. The first thing we will do is to select **Header and Footer** from the list after picking **View** on the Menu bar. Then the header and footer sections will appear along with the Header and Footer toolbar. On page one, place the cursor in the header section and choose the **Align Right** tool on the **Formatting** toolbar.



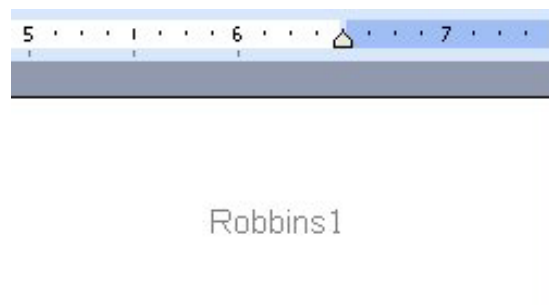
**Figure 6.18 – Header and Footer**





**Figure 6.19 – Inserting the Page Number after the Authors Last Name**

Now we should type our last name and then press the **Insert Page Number** on the **Header and Footer** toolbar. The page number will appear after the name as shown in figure 6.20. Lastly, we press the Close tool on the extreme right end of the **Header and Footer** toolbar and the header and footer sections will disappear.



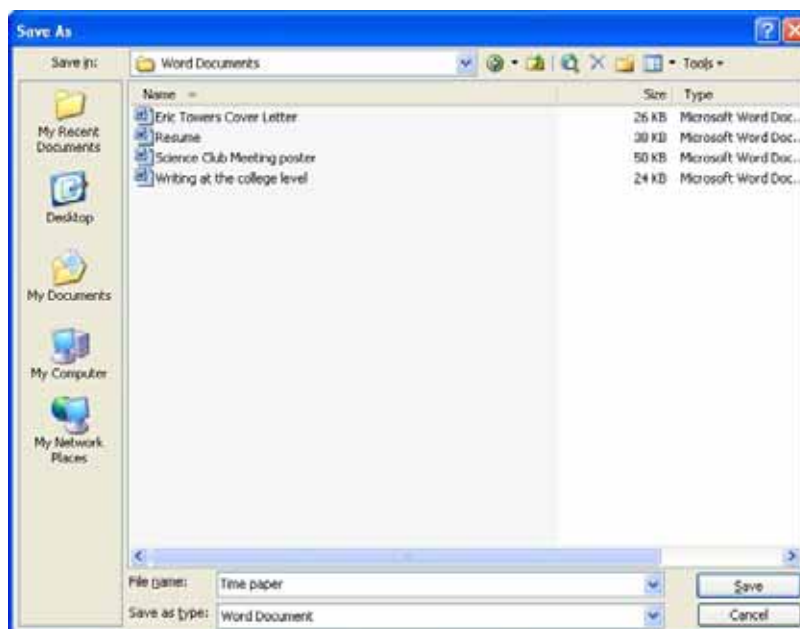
**Figure 6.20 – Page Number**

## **Saving the 500 Word Paper**

To save the document, click on the **Save** tool on the **Standard** toolbar which is located at the top left of the program. The Save As window will appear in the display. We can save the file into a folder we have already created.



Save the document with a description, that tells us what the document is about without having to open the file. Typing our name followed by the words “Time paper” is a good choice. Once we have typed in the file name, click on the Save button and our document will be saved (Figure 6-21).



**Figure 6.21 – Save the Document**

After the paper is complete, we check the document for spelling and grammar errors by pressing F7 on the keyboard. In figure 6.22, the Flesch-Kincaid Grade Level is 16. Your paper might be closer to 8<sup>th</sup> grade since our local community's newspapers and television scripts can be written at that grade level We want to continue to change smaller words until the grade level reaches at least tenth to twelfth grade level. Our paper will be two pages long and the bibliography will be on the third page. A normal five-paragraph paper will have more than 500 words and our example has 881 words.

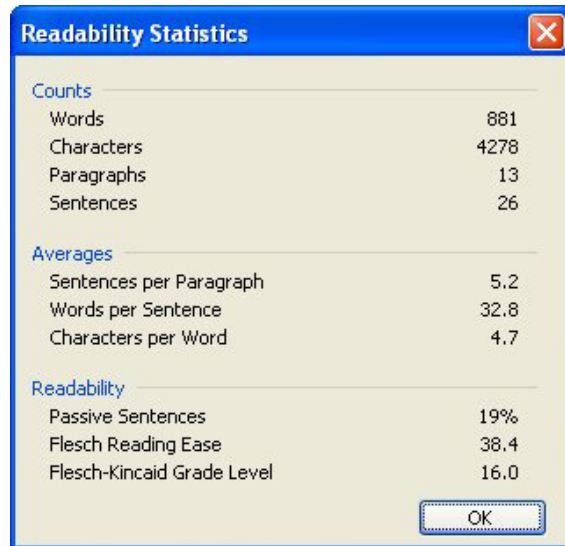


Figure 6.22 – Save the Document

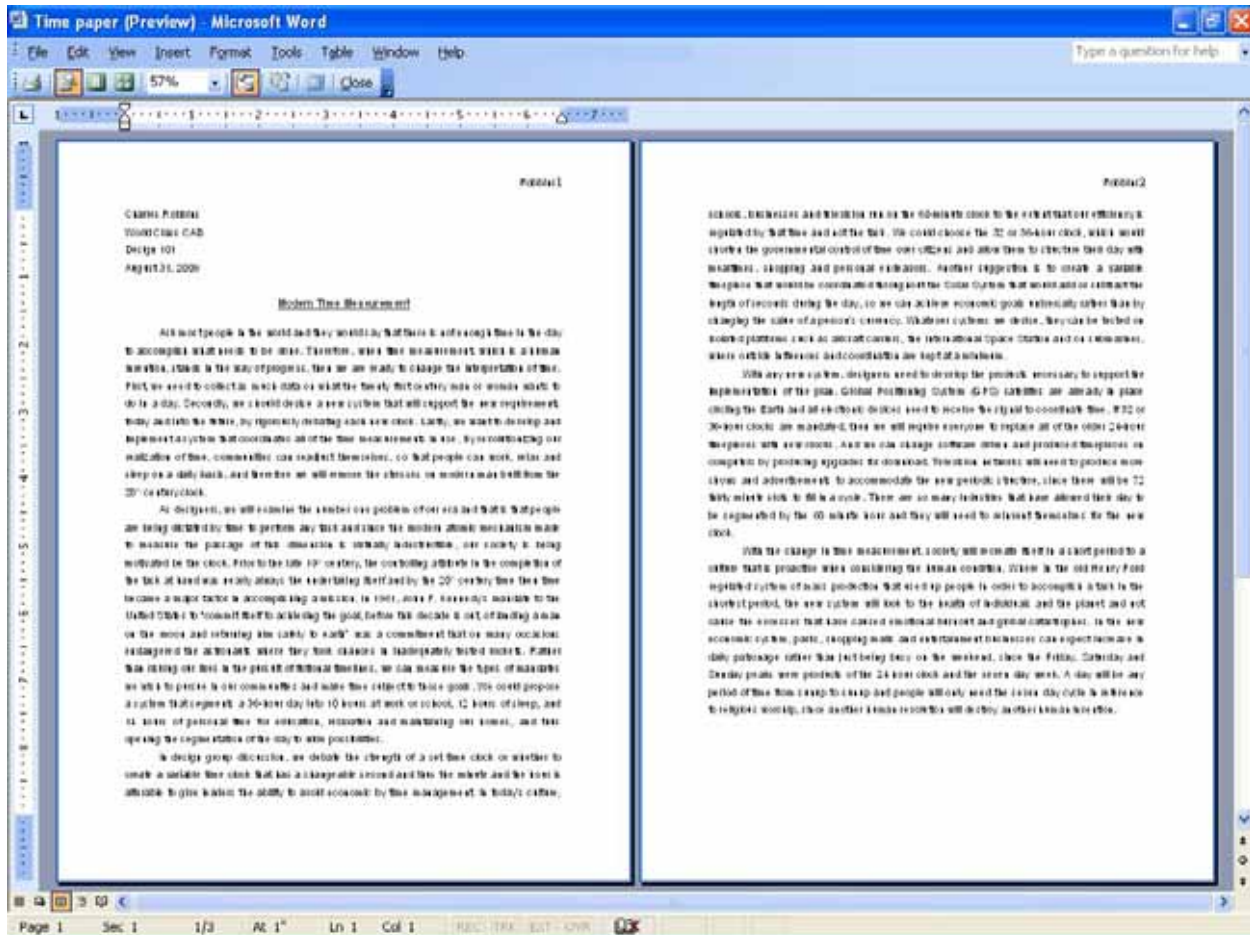


Figure 6.23 – Finished Document

**\* World Class CAD Challenge 30-05 \* - Write a short 500 report about any topic you choose. Type your name and other information with the proper formatting, create a title and type your paper. Use at least one source in your paper and correctly cite it in a bibliography. Last, add the page number header with your name. Repeat this exercise two more times to maintain your World Class ranking.**