

## Assignment #5: Practice Citing on your Own

1. Choose a magazine from the back row of computers.
2. Read an article that you will summarize. Find a specific fact that you will want to cite.
3. Start Word.
4. Modify the Normal Style to 12 point Times New Roman, Double space, remove space below (after) paragraphs.
5. Create a header with student last name, page number.
6. Type the name block at the left margin. Center and type the title.
7. Change the bibliography style to MLA seventh edition.
8. **Type a summary about your article.** Cite specific facts that important.
9. **Find an online resource** that relates to the article you found from the magazine. Add information from your online article and cite important facts from your online source.
10. Find a word in your summary that could use a definition. Add a footnote at the end of the sentence that contains that word. Add the definition from the **SMART LOOK UP** on the **REVIEW** tab. Cite the definition and make sure the text is in **MLA FORMAT**.
11. At the end of the summary insert a Page Break so the Works Cited Page begins on a new page.
  - a. Insert in a Works Cited title (centered)
  - b. Insert bibliography
12. Check Spelling and grammar.
13. Save. Upload to Google Classroom.
14. Study from Quizlet.
15. Choices after quizlet: Work on something from another class to help your grades. Quietly read. Practice Typing.