

Microsoft Word 2010 Chapter 2 – Lab Test A

Creating a Research Paper

Purpose: To demonstrate the ability to create a research paper with reference.

Problem: You are in an operating system class and your assignment is to prepare a short paper about Windows Vista. The paper must be presented using the MLA documentation style. It must have three references, one of which is from the Internet, on the works cited page.

Instructions: Performing the following tasks:

1. Start Word. If necessary, display formatting marks on the screen.
2. Modify the Normal style to 12-point Times New Roman font.
3. Adjust line spacing to double.
4. Remove space below (after) paragraphs.
5. Update the Normal style to reflect the adjusted line and paragraph spacing.
6. Create a header to number pages. Use the name Tomson.
7. Type the name and course information from Figure WD2A-1 at the left margin. Center and type the title from Figure WD2A-1.
8. Set a first-line indent to one-half inch for paragraphs in the body of the research paper.
9. Type the research paper as shown in Figure WD2A-1. Change the bibliography style to MLA. As you insert citations, enter their source information (shown in Figure WD2A-1). Edit the citations so that they are displayed according to Figure WD2A-1.
10. At the end of the research paper text, press the enter key and then insert a manual page break so that the Works Cited page begins on a new page. Enter and format the works cited title (Figure WD2A-1). Use Word to insert the bibliographical list (bibliography). Convert the bibliography field to text. Change the underline format on the titles of the works to the italic format and insert the correct publication medium for each work (shown in Figure WD2A-1).
11. Check the spelling and grammar of the paper at once.
12. Change the document properties, as specified by your instructor. Save the document using YourNameWindows Vista Paper as the file name (where YourName is your last name).
13. Print the research paper. Above the title of your printed research paper, you should handwrite the number of words in the research paper.

JayceTomson
CIS 110 Operating Systems
Prof. Juan Alvarez
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Overview of Windows Vista

In the past few years there have been many changes in operating systems. With the introduction of Windows Vista, there have been changes in accessibility and improvements in security making it far easier to use and interact with our computers. Windows Vista opened up doorways that were never thought of before and user interface is far beyond the imagination.

Depending on your knowledge and use of your computer, the features in Windows Vista allows you to schedule maintenance according to your own personal schedule. Not only can you schedule your computer to perform disk cleaning or defragmentation but with the gadgets feature you can make use of the calendar, notepad, and clock. You can be aware of the weather in your area by using a weather gadget.

One interesting feature of Windows Vista is speech recognition. This allows you to say words and allows them to appear on the screen; or allows you to start or close programs with your voice. According to Thomas and Lewis (Basics of Windows Vista), speech recognition is a very useful tool to anyone and after taking a simple tutorial anyone can easily use this system. I personally believe that speech recognition to be one of the most useful tools offered to anyone who owns Windows Vista.

In the time we live and work, it makes more sense that our computer applications and technological gadgets be adaptable and compatible to keep up with all the changes we live in. Our computers should be fully customizable with our ever changing lifestyles.

For example, you can add the Slide Show gadget to display your recent vacation photos on your desktop (Walters, Customizing Windows Vista, 2010, pp. 55-60).

Technology is constantly changing in today's society. People are unaware of the technology in the computers, and even fewer know how to use it. The more people who understand their computers and the features available will be able to take advantage of what is offered allowing them to spend less time at their computers and more time doing other things in keeping up with their busy lifestyles.

One of the new features I appreciate the most has to be the device manager. Before I knew of this handy little tool I used to have to look up the various components of my computer and find their drivers online. Then I would have to update them one at a time to make sure there were no issues with individual drivers. But now, this beautiful tool allows you to see all of your computers components. You can right click a device, motherboard, or graphics card and easily check it for driver updates. If Windows finds a new driver, it will automatically install the new driver once you give your permission (Climber & Morton, Operating Systems: An Overview, 2010, pp. 74-85).

Most people today have access to these wonderful features, but simply do not know how to use them. Features and advances in technology as are available in Window Vista are so commonly forgotten about or unknown to those who need them most. Everyone with Windows Vista should be encouraged to take the time to explore or try out some of these amazing features. In taking advantage of these features one might be surprised at how much their life could be made easier.

Works Cited

Climber, John Q and Theresa R Morton. *Operating Systems: An Overview*. Sacramento:

Javelin Press, 2010. Print.

Thomas, Mary C. and Darrell Lewis. *Basics of Windows Vista*. n.d. Course Technology.

Web. 12 May 2011. <http://www.cengage.com/articles/vista>

Walters, Marianne L. "Customizing Windows Vista." *Computing for the Home* (2010):

50-81. Print.

Addendum

Citation 1: Web Site

Author - Thomas, Mary C. and Darrell Lewis

Web Page - *Basics of Windows Vista*. n.d.

Production Company - Course Technology

Year Accessed - 2011

Month Accessed - May

Day Accessed - 12

Citation 2 – Journal

Author - Thomas, Mary C. and Darrell Lewis

Title – Customizing Windows vista

Journal Name – Computing for the Home

Year – 2010

Month – March

Pages – 50 – 81

Citation 3 – Book

Author - Climber, John Q and Theresa R Morton

Title - Operating Systems: An Overview

Year - 2010

City - Sacramento

Publisher – Javelin Press