

Word Assignment – Biology Report

Overview: In this assignment, you will create the first several paragraphs of a report for a Biology class. For the report, it is required that you cite your sources and include a Works Cited page. BEFORE BEGINNING, BE SURE TO WATCH THE VIDEO FOR THIS ASSIGNMENT.

Assignment. Using the References tab in Word, you are to create the document shown on the next page. It should contain the citations shown and a Works Cited page as shown. You are to create the document exactly as it appears (you are not making up your own report). The idea is that you are simply creating the first few paragraphs of a longer report.

NOTES:

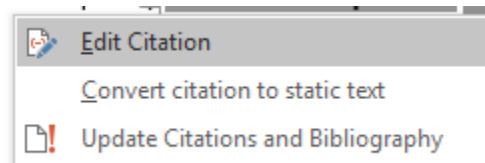
1. You are to put the Works Cited info on a **separate page** at end of the document. To get a separate page, go to the end of your document and press Ctrl-Enter.
2. When finished, change the style of your document to MLA style and set it so the entire document will be double-spaced and have zero spacing after paragraphs.
3. Name your document **Biology Report–yourname**.
4. After creating the citations, you will need to edit the citations to have the page numbers display with the citation. See the info below:

Editing the Citations

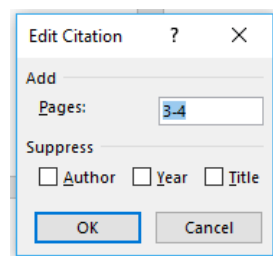
After creating the citations, you will need to edit the citations to have the page numbers display with the citation. When you are done, they will appear something like this:

rams (Cammaack 3-4). I
d capabilities.

To accomplish this, after inserting the citations, click the citation and then click the arrow to the right of the citation. Then click Edit Citation, as shown here:



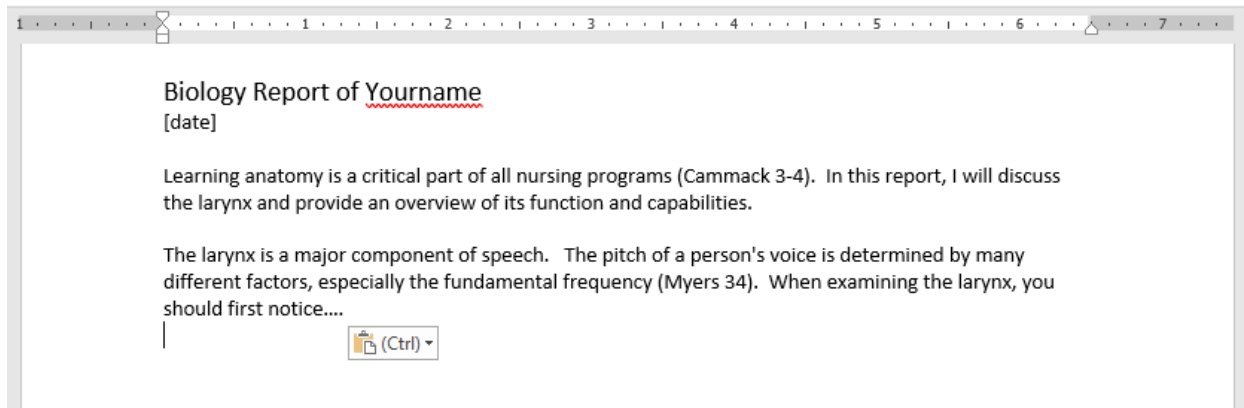
Next, type the appropriate page numbers and click OK, as shown here:



Submitting the Assignment:

Upload the document **Biology Report–yourname** to Blackboard for the assignment Biology Report-Word Assignment.

Finished Report -- this is how the report will look (but before you have changed it to be double-spaced)




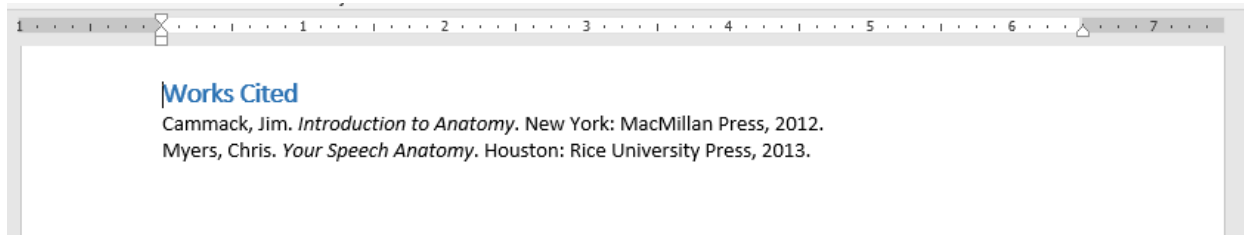
1 1 2 3 4 5 6 7

Biology Report of Yourname
[date]

Learning anatomy is a critical part of all nursing programs (Cammack 3-4). In this report, I will discuss the larynx and provide an overview of its function and capabilities.

The larynx is a major component of speech. The pitch of a person's voice is determined by many different factors, especially the fundamental frequency (Myers 34). When examining the larynx, you should first notice....

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1 1 2 3 4 5 6 7

Works Cited

Cammack, Jim. *Introduction to Anatomy*. New York: MacMillan Press, 2012.

Myers, Chris. *Your Speech Anatomy*. Houston: Rice University Press, 2013.