Unit 10 Assignment

Outcomes addressed in this activity:

Unit Outcome:

- Investigate the integration of Microsoft Office applications.

Course Outcome:

IT133-5: Analyze appropriate software application(s) to address solutions within a specific discipline.

APA Style Formatting

Scenario: You are working for a publishing company and your job is to ensure articles are formatted in the APA style. Your boss has given you your first article and you decided to use the Reference tool in Word 2013.

Follow these steps:

1. Using the article entitled “The click through generation” complete the following steps. (found in Doc Sharing)
2. Add a heading formatted properly in APA style formatting.
3. Add a running head to the title page.
4. Add a title to the title page. The title should be “The click-through generation”.
5. Add an abstract briefly describing the content of the article.
6. On the “References” ribbon, ensure APA is set as the style for this article.
7. From the “References” ribbon add the following two sources.

Source: Journal Article
Author: J. Jopling
Title: Understanding Generations
Journal Name: Extension Service
Year: 2004
Pages: 36-41

Source: Journal Article
Author: M. Prensky
Title: Digital Natives Digital Immigrants
Journal Name: On the Horizon
Year: 2001
Pages: 12-16

8. Insert an in-text citation in the second paragraph at the end of the second sentence using Jopling.
9. Insert an in-text citation in the third paragraph after the quoted sentence using Prensky.
10. Insert a citation at the end of the indented quote after the fourth paragraph using Prensky.
11. From the “References” ribbon select Bibliography, choose the built in bibliography option. Insert the bibliography on the last page of the document.
Assignment Grading Rubric
Course: IT133  Unit: 10  Points: 65

Directions for Submitting Your Assignment

Save the final merged document as Unit_10_Lastname.docx and submit it to the Assignment Dropbox for Unit 10.

Review the grading rubric below before beginning this activity.

**Assignment 10 grading rubric = 65 points**

<table>
<thead>
<tr>
<th>Assignment Requirements</th>
<th>Points Possible</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Add a heading formatted properly in APA style formatting.</td>
<td>0–5</td>
<td></td>
</tr>
<tr>
<td>2. Add a running head to the title page.</td>
<td>0–5</td>
<td></td>
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<tr>
<td>3. Add a title to the title page. The title should be “The click-through generation”.</td>
<td>0–5</td>
<td></td>
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<tr>
<td>4. Add an abstract briefly describing the content of the article.</td>
<td>0–10</td>
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<tr>
<td>5. On the “References” ribbon, ensure APA is set as the style for this article.</td>
<td>0–5</td>
<td></td>
</tr>
<tr>
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<td>0–5</td>
<td></td>
</tr>
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<td>0–5</td>
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<tr>
<td>Task</td>
<td>Points</td>
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<td>----------------------------------------------------------------------</td>
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<tr>
<td>10. From the “References” ribbon select Bibliography, choose the built in bibliography option. Insert the bibliography on the last page of the document.</td>
<td>0–15</td>
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<td><strong>Total (Sum of all points)</strong></td>
<td>0–65</td>
<td></td>
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