

Independent Project 3-5

Sierra Pacific Community College District gives incoming college students a Student Success Tips document. For this project, you review comments and tracked changes, apply heading styles, and insert footnotes, placeholders, and a works cited page, table of contents, and cover page. ***This project has been modified for use in SIMnet.***

Skills Covered in This Project

- Review and delete a comment.
- Reject and accept tracked changes.
- Apply title and heading styles.
- Insert and modify footnotes.
- Insert a placeholder.
- Use the Source Manager to update a reference.
- Change the bibliography style.
- Insert a works cited page.
- Insert a table of contents.
- Use different odd and even page footers.
- Insert page numbers and a document property field into the footer.
- Insert and customize a cover page.
- Insert a page break.
- Update a table of contents.
- Share a document.

Step 1: Download start file

1. Open the **StudentSuccess-03.docx** start file. If the document opens in *Protected View*, click the **Enable Editing** button so you can modify it.
2. The file will be renamed automatically to include your name. Change the *project file name* if directed to do so by your instructor, and **save** it.
3. Review and delete selected comments and tracked changes.
 - a. Change the *Display for Review* view to **All Markup**.
 - b. Read the comment at top of the document and then **delete** the comment.
 - c. Find the first tracked change in the document (left, right, and top margin changed) and **Reject Format Change**.
 - d. Review the changes in the document and then **Accept All Changes** in the document. Turn off **Track Changes**.

IMPORTANT: Be sure to complete instruction **3.d.** before you continue. If you do not **Accept All Changes** and turn off **Track Changes**, the *track changes* will remain in the document and your file **WILL NOT** grade correctly.

4. Apply styles to the title and headings.
 - a. Apply the **Title** style to the title on the first page.
 - b. Apply the **Heading 1** style to all the bold headings
 - c. Apply the **Heading 2** style to all the underlined headings.
5. Insert footnotes and apply text formatting.
 - a. On the first page, insert a footnote after "Weekly Schedules" in the "Schedule Your Time" section.
 - b. Type **Weekly Schedules are available from your counselor or in the college bookstore.** as the footnote text.
 - c. Insert a footnote at the end of "Be sure to schedule your time for all these in your 119 hours." (after the period) in the "Schedule Your Time" section.
 - d. Type **Be sure to schedule recreational time in your 119 hours.** as the footnote text.
6. Move a footnote and modify footnote number format.
 - a. Select the first footnote reference marker (in the body) and move it so it appears after "Weekly Schedule" in the "Track Your Time" section (use drag and drop or cut and paste).
 - b. Deselect the moved footnote and change the footnote number format to **a, b, c**.

7. Insert placeholders in the body of the document.
 - a. In the "Introduction" section on the first page, insert a new placeholder named **Navarro** at the end of the body paragraph (and before the period).
 - b. In the "Test Anxiety" section on the second page, insert a new placeholder named **Sierra** at the end of the body paragraph (and before the period).
 - c. In the "Goal Setting" section on the fourth page, insert the **Navarro** placeholder (not a new placeholder) at the end of the intro paragraph (and before the period).
8. Use the *Source Manager* to update placeholder reference information.
 - a. Open the *Source Manager* and edit the **Navarro** placeholder to include the following information. Check the **Show All Bibliography Fields** box, if necessary.

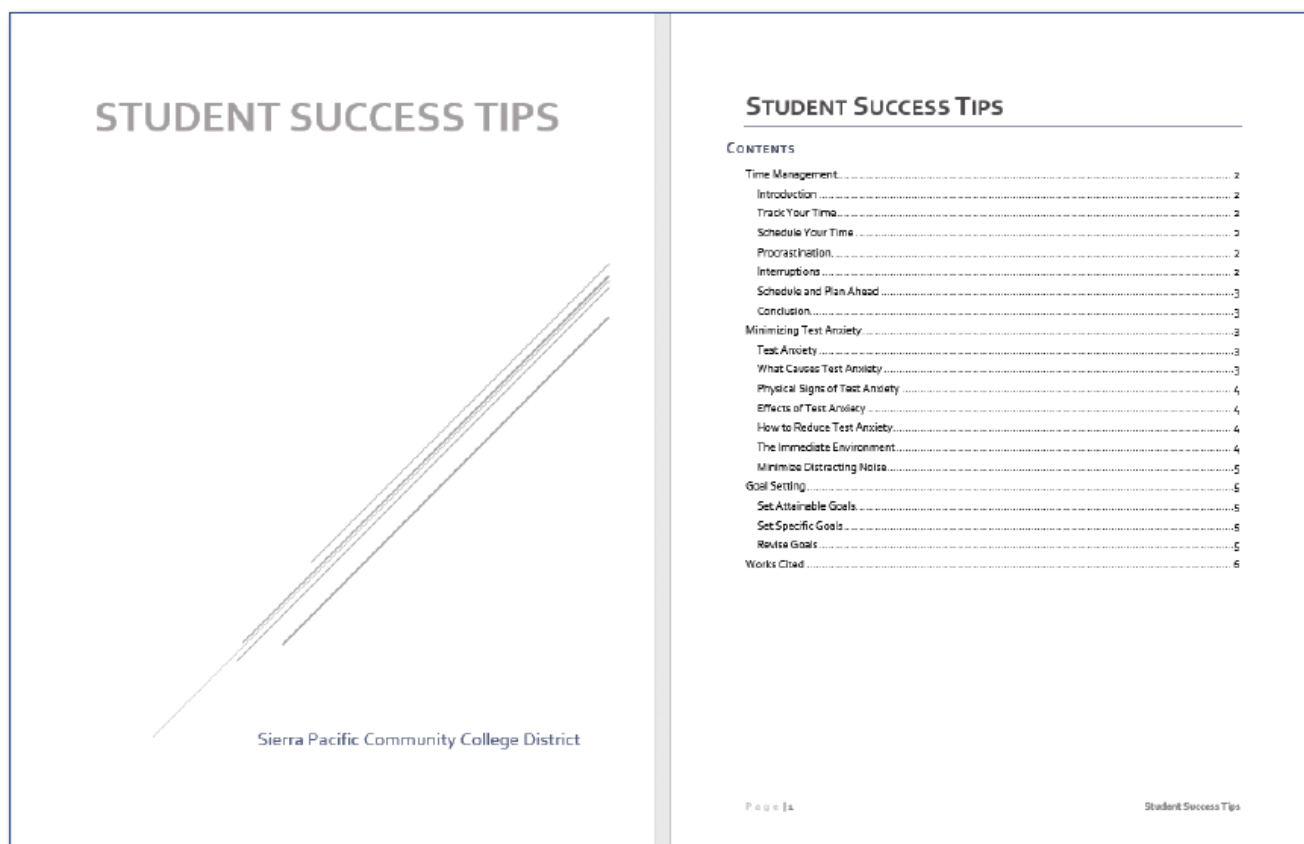
Type of Source: **Book**
 Author: **Tessa C. Navarro**
 Title: **Study Skills for College Students**
 Year: **2017**
 City: **Chicago**
 Publisher: **McGraw-Hill**
 - b. Edit the **Sierra** placeholder to include the following information. (**Note:** Be sure to click the "Show All Bibliography Fields" check box to display all the fields.)

Type of Source: **Document from Web site**
 Corporate Author: **Sierra Pacific Community College District**
 Name of Web Page: **Tips for Student Success**
 Name of Web Site: **spccd.edu**
 Year: **2016**
 Year Accessed: **2016**
 Month Accessed: **September**
 Day Accessed: **2**
 URL: **<http://www.spccd.edu/tips4success.pdf>**
9. Change bibliography style and insert a works cited page.
 - a. Change the bibliography style to **MLA**.
 - b. Place your insertion point on the blank line at the end of the document and insert a **page break**.
 - c. Insert a **Works Cited** page.
10. Insert a table of contents.
 - a. Place your insertion point at the beginning of the document and insert a page break.
 - b. Type **Student Success Tips** on the first line on the new first page (before the page break) and press **Enter**.
 - c. On the blank line below "Student Success Tips," insert the **Automatic Table 1** table of contents.
 - d. Apply the **Title** style to "Student Success Tips" on the new first page.
11. Insert a footer and add custom content.
 - a. Edit the footer on the first page of the document (table of contents).
 - b. Check the **Different Odd & Even Pages** box.
 - c. Insert the **Accent Bar 2** from the *Page Number, Current Position* drop-down list.
 - d. Press **Tab** two times and insert the **Document Title** (or **Title**) document property field.
 - e. Go to the even page footer and insert the **Accent Bar 2** from the *Page Number, Current Position* drop-down list.

- f. Press **Tab** two times and insert the **Company** document property field.
 - g. Change the font size to **10 pt.** and apply **bold** formatting to the footer content in both the even and odd page footers.
 - h. Close the footer.
12. Insert and customize a cover page.
 - a. Insert the **Slice (Light)** cover page.
 - b. Delete the **Subtitle** ("Document subtitle") and **Course** ("Course title") document property fields.
 - c. Change the font size of the title on the cover page to **40 pt.** and apply **bold** formatting.
 13. Insert a **page break** before the "Physical Signs of Test Anxiety" heading.
 14. Update the entire table of contents.
 15. Save and close the document (Figure 3-119).
 16. Upload and save your project file.
 17. Submit project for grading.

Step 3
Grade my
Project

Step 2
Upload &
Save



STUDENT SUCCESS TIPS

TIME MANAGEMENT

Introduction

There's no such thing as time management! So why should you read the rest of this handout? Because there is such a thing as self-management and that's the key to making time your ally rather than your enemy. There are only 24 hours in your day, just the same as everybody else's. So how do you end up frustrated, angry, behind in your work, and dead on your feet? Maybe because you don't know how to use those 24 hours to your advantage. (Neverrrr).

Track Your Time

If using your time wisely is a problem for you, you probably don't have a very good idea of where it all goes. It just seems to go! A good place to start, then, is to keep track of how you use your time. Get a 'Weekly Schedule' and faithfully keep track of how you use your waking hours for one week. The results will probably surprise you.

Schedule Your Time

The next step is to pick up several more of these Weekly Schedules and do some planning. You'll discover, among other things, that if you get seven hours sleep a night, you have 29 hours per week to do everything you need to do. That, of course, includes going to class, eating, athletic events, social activities, personal hygiene, time-in-transit, studying, student organizations, telephone and TV time, etc. Be sure to schedule time for all these in your 24 hours.¹ Then try sticking to your schedule for a week. This should give you a good idea of where your real priorities are!

Procrastination

If you have trouble, chances are there's a culprit lurking somewhere, dodging your every move. Chances are this culprit's name is "Procrastination." Procrastination masquerades in a million disguises. Among the more common of these are:

- "One more day won't make any difference; I'll put that off until tomorrow."
- "It won't matter if I'm a few minutes late; no one else will be on time."
- "I work best under pressure."
- "I'll watch just 25 more minutes of TV."

Interruptions

Learn to say NO once your priorities are set. Turning down an invitation doesn't mean you'll never be asked to do something again. Weigh the consequences. Making a decision based on what you know is best for you at the time, leads to greater respect from your friends, not to a reputation as a party-pooper.

- Stay away from the telephone when you're trying to get work done.
- Turn off your cell phone or pager. If it's really important, they'll call back.
- Stay away from email and instant messaging. Limit how often you check these things.

¹ Weekly Schedules are available from your counselor or in the college bookstore.

² Be sure to schedule recreational time in your 29 hours.

Schedule and Plan Ahead

- Use a monthly calendar to help you allocate your study time on the Weekly Schedule. At the beginning of each quarter, spend an hour with your calendar to enter all important dates. As you receive course syllabi, enter the dates for quizzes, papers, etc., on your calendar. Then estimate the time needed to prepare for each of these. The rule-of-thumb is "Plan ahead by working backwards."
- By counting backwards like this, you'll be surprised how well you're using your time and how much better your grade will be when you're not under pressure. And, by being really honest with yourself and taking account of all your priorities, you'll be able to go to the football game and not feel guilty.
- At the start of each week, transfer important items from your calendar to your Weekly Schedule. This helps you to avoid things that might otherwise sneak up on you.
- An alternative to a paper calendar is to use an electronic calendar. You could use the one on your desktop computer (e.g., Microsoft Outlook) or smart phone.
- Be sure to schedule time for your fitness routine and for study breaks. Your brain works best when it has sufficient oxygen. Your concentration is enhanced when you go hard at a task until you feel yourself tiring. Then Break! A good rule-of-thumb is to work for 45 minutes and then break for 15. But watch yourself! More than 15 minutes is more than a break!

Conclusion

Suggestions such as these don't lead to enslavement by a calendar. But it actually leads to a greater sense of freedom and accomplishment because you're in control. That's all self-management — managing your life more effectively. By following these suggestions, you'll be happier, more satisfied, and more productive.

MINIMIZING TEST ANXIETY

Test Anxiety

Most students experience some level of anxiety during an exam. However, when anxiety begins to affect exam performance it has become a problem (Sierra Pacific Community College District).

What Causes Test Anxiety

- Lack of preparation as indicated by:
 - ✓ Cramming the night before the exam
 - ✓ Poor time management
 - ✓ Failure to organize test information
 - ✓ Poor study habits
- Worrying about the following:
 - ✓ Past performance on exams
 - ✓ How friends and other students are doing
 - ✓ The negative consequences of failure

3-119 Word 3-5 completed (pages 1-4 of 7)