

Formatting in word

The ability to format documents is extremely important not only for school but also for working in the workforce.

Everyone needs to be able transpose text that is copy down text that is given to you in a hard copy into a digital format

Titles:

- Provide information about the content of the document
- Centered (press command and E)
- Underlined (press command and U)
- Bold (press command and B)
- A larger font than the rest of the text (font size 20+)

Introduction:

- Details the content
- Describes the direction the document will take
- Describes what details to focus on

Content:

Lists:

- Used to categorize items
- Some types of bullets can be misinterpreted (avoid dashes)
- Numbered lists distinguish levels (most to least, smallest to largest, etc.)

Graphs:

- Will be generated using a program like Excel.
- Provide a visual representation of data.
- Colorful
- The type needs to be the best fit for the data.
- Need to compare sets of data
- Graphs require some form of text that describes the data.
- Write a conclusion about the data provided.
- Sources of error need to be considered.

Conclusion(s):

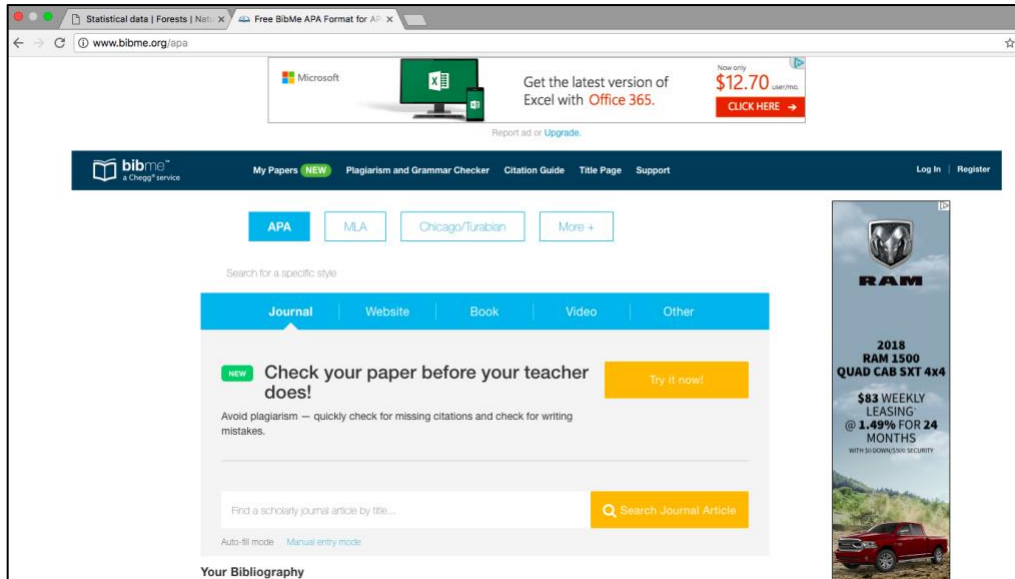
- Need to write at least 1 paragraph to discuss the data as well as possible conclusions that can be made from this data.

Citations:

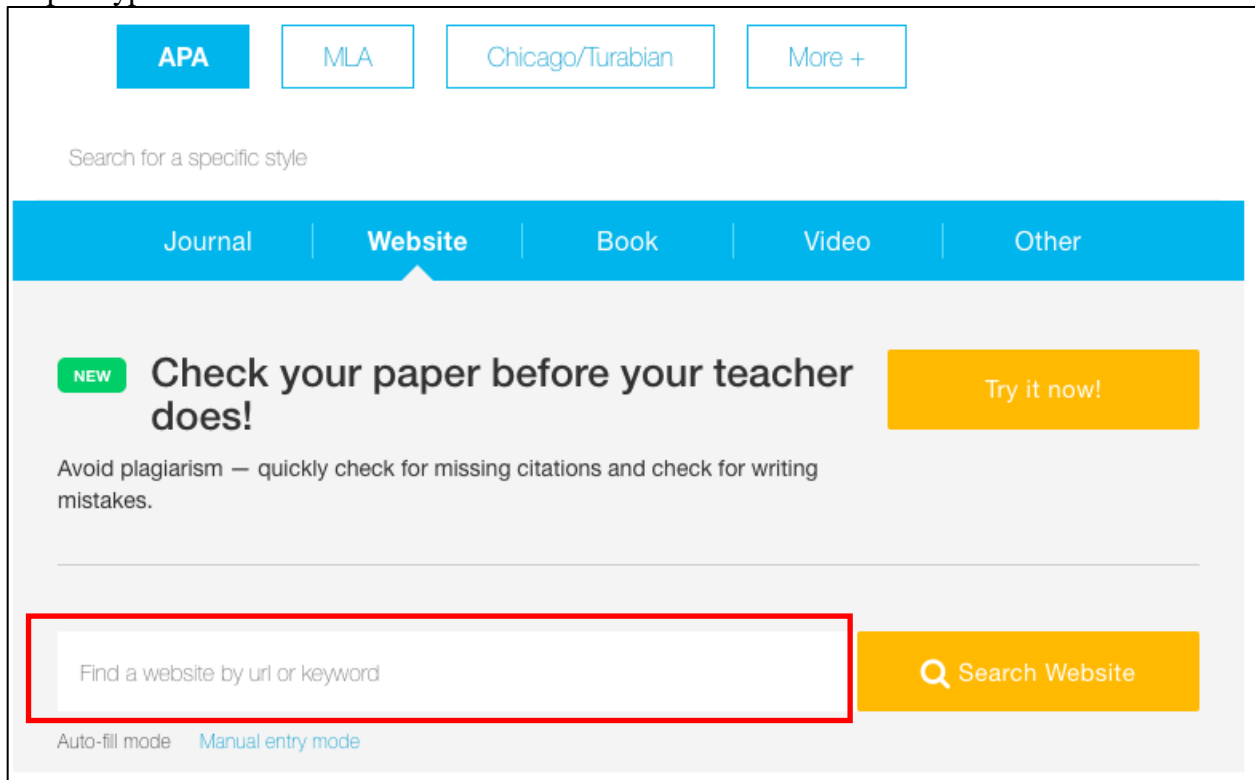
- Need to not only provide the website address but need to use a referencing program
- Bibme.org is one of the best

Steps in creating a citation

Step 1: open www.bibme.org/apa (it should look like the image below)



Step 2: type in the website into the box shown below

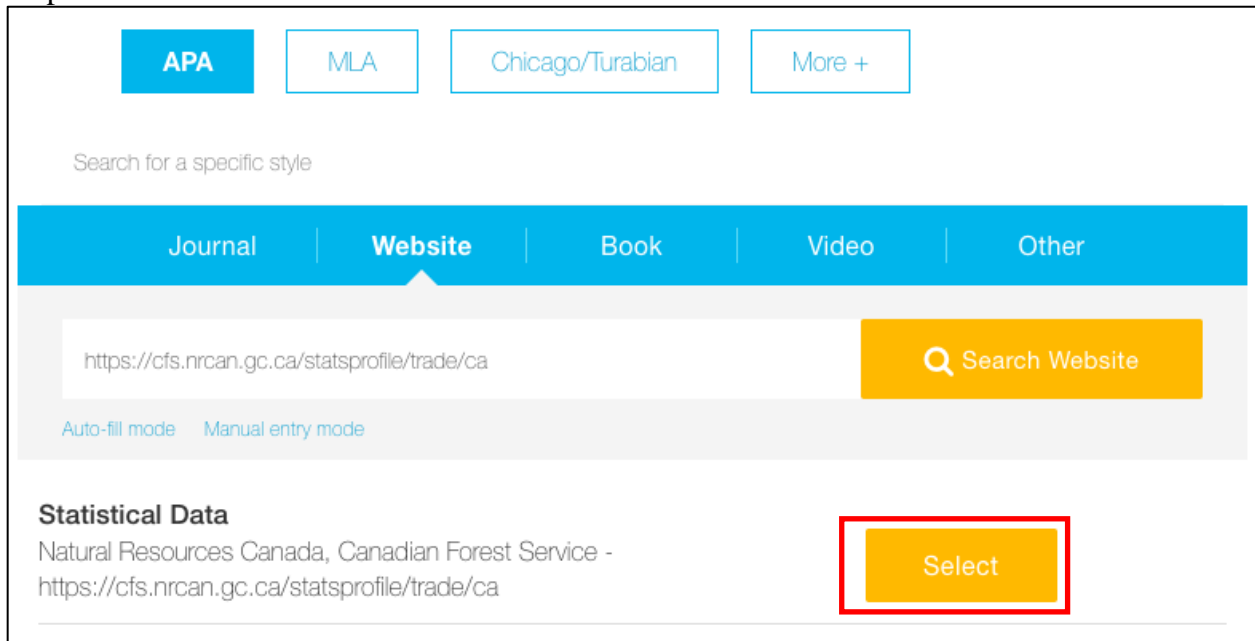


Step 3: click the Search Website button



A screenshot of a search interface. On the left, there is a text input field containing the URL "https://cfs.nrcan.gc.ca/statsprofile/trade/ca". To the right of the input field is a yellow button with a magnifying glass icon and the text "Search Website". This button is highlighted with a red rectangular border.

Step 4: click the Select button



A screenshot of a citation style selection interface. At the top, there are four buttons: "APA" (highlighted in blue), "MLA", "Chicago/Turabian", and "More +". Below these is a search prompt "Search for a specific style". A horizontal menu below the search prompt has five options: "Journal", "Website" (highlighted with a white arrow), "Book", "Video", and "Other". Below the menu is a search bar with the same URL as in Step 3 and a "Search Website" button. At the bottom, under the heading "Statistical Data", there is a list item: "Natural Resources Canada, Canadian Forest Service - https://cfs.nrcan.gc.ca/statsprofile/trade/ca". To the right of this list item is a yellow "Select" button, which is highlighted with a red rectangular border.

Step 5: Click the Final Step button

Here's what we found!

We found citation data for

- | | |
|-------------------------|---|
| • URL | https://cfs.nrcan.gc.ca/statsprofile/trade/ca |
| • Website Title | Government of Canada, Natural Resources Canada, Canadian Forest Service |
| • Article Title | Statistical data |
| • Date Published | September 27, 2017 |
| • Date Accessed | March 25, 2018 |

We could not find

- **Publisher/Sponsor**

We may not have all the information we need to create the citation. Please use the next page to fill in any empty fields.

Final Step

Step 6: Click the Create Citation button

Generate APA citations for Websites

Online

Article title
If no article title is provided, use the website title instead.

Contributors [Remove](#)
First MI / Middle Last / corp. Suffix
[+ Add another contributor](#)

Online publication info

URL

Electronically published
Day Month Year

Date accessed [Today](#)
Day Month Year



Note: Required only if the source may change over time.

Add Annotation

[Create Citation](#)

Step 7: Copy the citation into your document

Natural Resources Canada, Canadian Forest Service. (2017, September 27). Statistical data. Retrieved March 25, 2018, from <https://cfs.nrcan.gc.ca/statsprofile/trade/ca>

 Copy & Paste  Parenthetical  Check paper for grammar errors

 Edit  Delete

Example:**Comparison of Revenue for Dr. Seuss Movies**

Three films were selected, “Doctor Seuss’ The Lorax,” “How the Grinch Stole Christmas” and “Horton Hears a Who.” The data below indicates that “How the Grinch Stole Christmas” was the most expensive of the three films to produce. Additional patterns can be seen from the data below. The additional categories that will be considered are Production Budget, Theatrical Engagements, Domestic Box Office and Worldwide Box Office.

Production Budget (Most to Least)

1. “How the Grinch Stole Christmas” \$123,000,000
2. “Horton Hears a Who” \$85,000,000
3. “Doctor Seuss’ The Lorax” \$67, 500,000

Theatrical Engagements

- “How the Grinch Stole Christmas” 27,579
- “Horton Hears a Who” 28,853
- “Doctor Seuss’ The Lorax” 29,339

Domestic Box Office (Most to Least)

1. “How the Grinch Stole Christmas” \$260,044,825
2. “Doctor Seuss’ The Lorax” \$214,030,500
3. “Horton Hears a Who” \$154,529,439

Worldwide Box Office (Most to Least)

1. “Doctor Seuss’ The Lorax” \$350,976,753
2. “How the Grinch Stole Christmas” \$345,141,403
3. “Horton Hears a Who” \$299,477,887

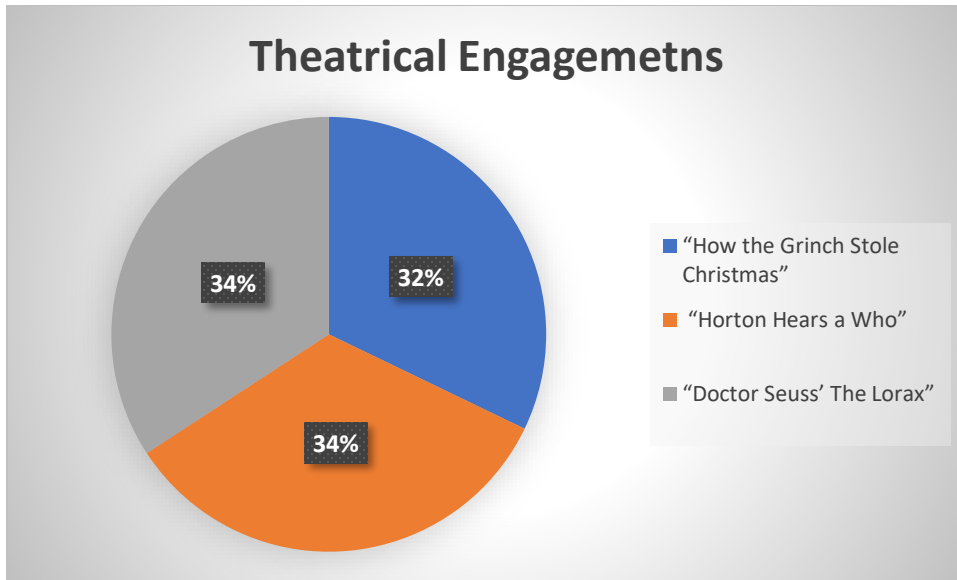


Figure 1: Data analyzed using excel. The conclusion that can be made from this is that there were more showings of "Horton Hears a Who" and "Doctor Seuss' The Lorax." This is not the expectation as "How the Grinch Stole Christmas" was exceptionally popular when it first came out. The sources of error can be the transcription of the data from the source into Word then into Excel.

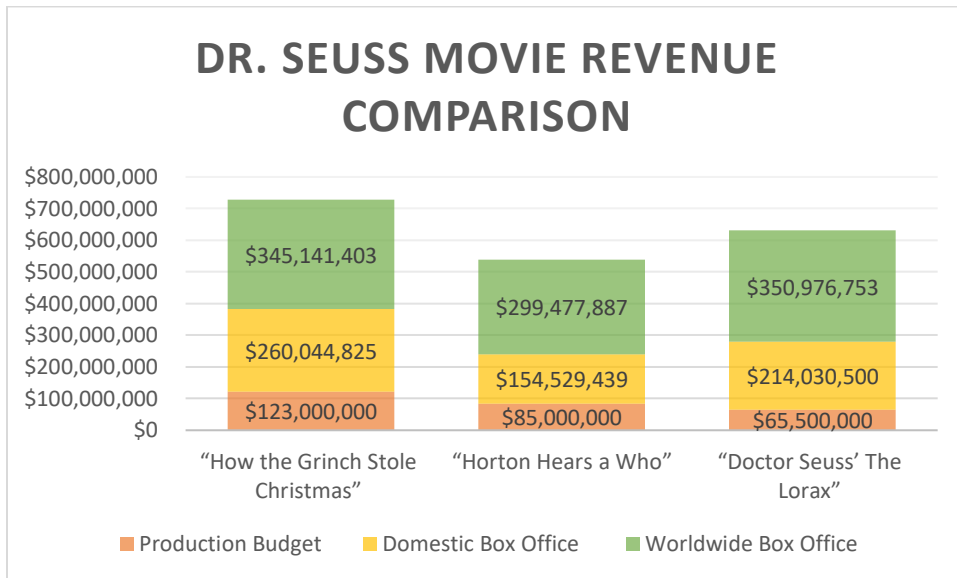


Figure 2: Data analyzed using excel. A stacked bar graph is the best as the bars represent the movies as a whole. It is important to notice that the production budget was less than the amount of money earned. This means that these productions produced more money than it took to create them. "How the Grinch Stole Christmas" was the most expensive to produce which is expected as it is a live action movie whereas the other two movies are cartoons. The sources of error can be the transcription of the data from the source into Word then into Excel.

The major conclusions that can be made is that the website has a lot of ads and various features that make the validity appear less than satisfactory. Also, it is clear that Dr. Seuss movies are

quite popular, and the data lends itself to a pattern that more Dr. Seuss movies may be produced as they earned well over \$50,000,000 each.

Citation:

Movie Comparison: Doctor Seuss' The Lorax (2012) vs. How the Grinch Stole Christmas (2000) vs. Horton Hears a Who (2008). (n.d.). Retrieved March 25, 2018, from [https://www.the-numbers.com/movies/custom-comparisons-extended/Lorax-The/How-the-Grinch-Stole-Christmas-\(2000\)/Horton-Hears-a-Who](https://www.the-numbers.com/movies/custom-comparisons-extended/Lorax-The/How-the-Grinch-Stole-Christmas-(2000)/Horton-Hears-a-Who)

Assignment:

Forestry

<https://cfs.nrcan.gc.ca/statsprofile/trade/ca>

Using the link above incorporate all the steps indicate above.

Choose 2 additional topics of your own that are school appropriate.