

Some Words About Microsoft Word

Although in many respects word processing programs are easier to use than a typewriter, you need to know how to use the program to be successful. Below are some shortcuts and general information you will need to properly format your paper in Microsoft Word 2007.

Margins	Go to "Page Layout" tab Click on "Margins" button Set all four margins to 1"
Running Head	Go to "Insert" tab Click on "Page Number" button Go to "Top of Page" Menu Select "Plain Number 3" Type your last name & a space before the number Hold " <i>Ctrl</i> " + Press " <i>A</i> " (<i>select all</i>) Change the font to 12 pt. Times New Roman Click on "Close Header and Footer" button
Double Space, Alignment (and a little more)	Hold " <i>Ctrl</i> " + Press " <i>A</i> " (<i>select all</i>) Right click on text of paper Select "Paragraph" option Select "Left" at "Alignment" Change both "Spacing" options to "0 pt" Select "Double" at "Line Spacing" Click on "Line and Page Breaks" tab Deselect "Widow/Orphan control" Click "OK" button
Font Type & Size	" <i>Ctrl</i> " + " <i>A</i> " (<i>select all</i>) Right click on text of paper Select "Font" option Change "Font" to "Times New Roman" Change "Size" to "12" Click "OK" button
Hanging Indent (for Works Cited entries)	" <i>Ctrl</i> " + " <i>A</i> " (<i>select all</i>) Right click on text of paper Select "Paragraph" option Select "Hanging" in the "Indentation" section Set "By" option to read ".5 inches"
Save	" <i>Ctrl</i> " + " <i>S</i> "

★ Shortcut Keys ★

" <i>Ctrl</i> " + " <i>A</i> " (<i>select all</i>)	" <i>Ctrl</i> " + " <i>L</i> " (left alignment)
" <i>Ctrl</i> " + " <i>E</i> " (centering)	" <i>Ctrl</i> " + " <i>R</i> " (right alignment)
" <i>Ctrl</i> " + " <i>Z</i> " (use to und, including hyperlinks)	" <i>Ctrl</i> " + " <i>F</i> " (use "find" and "replace" tools)
" <i>Ctrl</i> " + " <i>U</i> " (underline-repeat to turn off)	" <i>Ctrl</i> " + " <i>I</i> " (italics-repeat to turn off)



Step by Step Instructions for Formatting an MLA Style Paper in Microsoft Word

Main Document:

- Create a new blank document
- Go to the “Page Layout” tab
- Click on “Margins” button
- Select “Normal” 1" margins setting
- Go to the “Insert” tab
- Click on “Page Number” button
- Select “Plain Number 3” in “Top of Page” menu
- Type your last name and a space before the page number
- Hold “Ctrl” and press “A” (select all)
- Right click on “Font”
- Change the font to “Times New Roman” & change the font size to “12”
- Click “OK”
- Click on “Close Header and Footer” button
- Type your name
- Hit “Enter”
- Type the instructor’s name (Ms. L. Lopez)
- Hit “Enter”
- Type the course name (ENG 9-1)
- Hit “Enter”
- Type the due date (26 March 2010)
- Hit “Enter”
- Hold “Ctrl” and press “E” (center)
- Type your title
- Hit “Enter”
- Hold “Ctrl” and press “L” (left align)
- Hold “Ctrl” and press “A” (select all)
- Hold “Ctrl” and press “2” (double space)
- Right click and select “Font”
- Change the font to “Times New Roman” & change the font size to “12”
- Click “OK”
- Click the right mouse button
- Select “Paragraph”
- In the “Spacing” section, change the “Before” option to “0 pt”
- Click on the “Line and Page Breaks” tab
- Unselect the “Widow/Orphan control” option by clicking the box and removing the check mark
- Click “OK”
- Hit the “↓” (down arrow) key (unselects all)
- Hit “Tab” once (indent for first word of a paragraph)
- Hold “Ctrl” and press “S” (save)—Name your document

Works Cited Page:

- Move to the first line of a blank page
- Hold “Ctrl” and press “E” (center)
- Type the following two words: Works Cited
- Hit “Enter”
- Hold “Ctrl” and press “L” (left align)
- Hold “Ctrl” and press “A” (select all)
- Hold “Ctrl” and press “2” (double space)
- Click the right mouse button
- Select “Paragraph”
- Change “Before” “Spacing” option to “0 pt”
- In the “Indentation” section, find the “Special” box
- Select “hanging”
- Set “By” option to .5”
- Click on the “Line and Page Breaks” tab
- Unselect the “Widow/Orphan control” option by clicking the box and removing the check mark
- Click “OK” *and then* Hit the “↓” (down arrow) key (unselects all)
- Carefully type each entry. Do not hit “Enter” until you’ve typed the *entire* entry.

Word often prints an incorrect margin. Use the “Show/Hide” function (the ¶ button) to see if you have any extra spaces or other added formatting. Often, you need to trick the program into giving you the correct margin. If Word says it is printing a 1” margin but it is larger, slowly decrease the margin size to trick the program into printing a true 1” margin. ★24 lines of text per page. ★

Save often, and always print a copy after each writing session.

