

Word Processing Basics
Using APA & MLA Format
and
Microsoft Word *2007*



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I. Getting Started

A. Purpose

This document is designed to help people at Ivy Tech Community College format papers using Microsoft Word in APA and MLA format. Note that if you go to <http://www.ivytech.edu/library/lafayette/librarynews/Citations.htm> you can view sample papers in APA and MLA that are formatted according to the most recent documenting guidelines. This document will “walk people through” how to manipulate Microsoft Word 2007, so they may format their papers correctly.

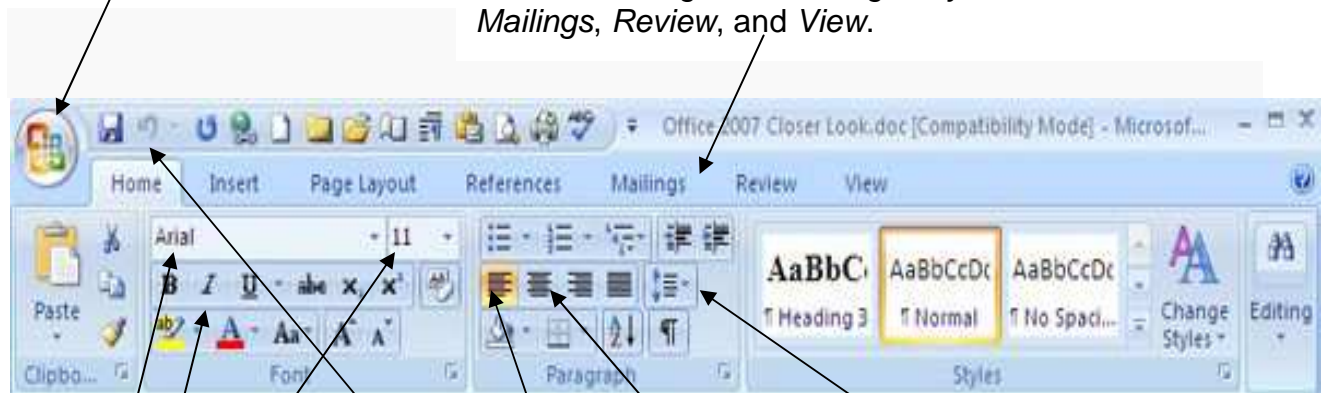
B. Word Processing Basics

- Click on the **Start** button in the lower left corner of the computer screen
- Slide your pointer up to **All Programs**
- Slide your pointer over to **Microsoft Office 2007**
- Slide your pointer over to **Microsoft Office Word 2007** and left click on it
- **Microsoft Office Word 2007** should open
- If a user name box appears, left click **OK**

C. Identifying the Home Menu Bar in Microsoft Word 2007

Office Button
Open, Save and Print

*Other toolbar options are available on each of the toolbar headings: *Insert, Page Layout, References, Mailings, Review, and View.*



Font Name

Font Size

Left Align

Center Align

Line Spacing

Italics

Undo previous typed or clicked command

D. Saving your work

- You will need either a flash drive or a floppy disk to save your work on an Ivy Tech Community College computer. If you need to purchase one, you may do so at the campus bookstore.

- Put your flash drive into the drive of the computer you are using. (If you need help, ask for assistance at the counter in the LRC, the computer lab monitor or the person at the library's information station.)
- Click on the **Office Button** (on the home menu bar at the top of the screen)
- Select **Save As**
- Then you will usually select the default option, which is to save it as a Word document.
- When the dialog box opens, click on the drop down arrow in the "Save in" box (at the top of the "Save As" dialog box) and either select (E:) or (F:) for the removable drive, flash drive, or select "3 ½" Floppy (A:).
- In the File name box at the bottom of the "Save As" dialog box type in a name for your paper.
- Click the **save** button.
- **Note that it is a great idea to save your work twice (i.e. on two flash drives or disks)!**



E. Opening a saved file

- Start Microsoft Word 2007.
- Insert your drive or disk into the computer.
- Click on the **Office Button** (on the home menu bar at the top of the screen).
- Click **Open**.
- In the "Look in" box, click the drop down arrow and select either the flash drive (E:) or (F:) or 3½" Floppy (A:).
- Click on the file you want to open.
- Click on the **open** button.
- You can now edit or print your document.
 - If you edit your document, you click on the **Office Button**. Then select **Save** to *replace* the original document, or **Office Button** then **Save As** to save the file with a new name and *keep* the original document.
 - When using Save As, a good filename would be to add the number 2 to the original filename.



Example: Original filename
Turning Point.doc

New filename
Turning Point2.doc

F. Printing

- Click on the **Office Button** (on the home menu bar at the top of the screen).
 - Click **Print**.
 - A dialog box will appear – click **OK** to print one copy of your document.
 - If you are in the Campus Library, you'll get a prompt asking you to give your print job and name and password.
 - **Note that you will need to pay for copies in the LRC and computer labs. You will also need to pay to print at the library. At the library, use your student ID to get your free Debitex card**



at the circulation desk, add money to the card upstairs, and then print.

G. Quitting

- To leave the program after printing & saving your document, click on the **Office Button** (on the home menu bar at the top of the screen).
- Select **Exit Word** at the bottom right.
- Wait until the green or red light by the drive goes out and remove your drive or disk and take it with you!



II. Default Settings

A. Understanding Default Settings

Default settings are automatic.

B. Font type and size

- Times New Roman, Arial, Calibri are some of the more common font types, and 10,11, or 12 are usually the default font sizes.
- The words Times New Roman, Arial, Calibri or some other font type will be displayed. Most instructors prefer font types that are normal print type not scrip or something fancy.
- If you need to change the font type, be sure that you are on the **Home** tab, click on the drop down arrow for **Font** (This is identified on the example toolbar on page 3 of this document.) and select your font preference from the list of fonts available.
- Next to the font name is the box for **Font Size**. Ten to twelve should be the default size for type. You can change this to a larger number for bigger type or a smaller number for smaller type. This document is written using Arial 12 point font.

C. Margins

- The default setting is
 - Top 1 inch
 - Bottom 1 inch
 - Left 1 inch
 - Right 1 inch
- To change your margins,
 - Click the **Page Layout** tab (on the menu bar at the top of the screen). This will open a different tab; there are seven in Microsoft Word 2007.
 - Under the group **Page Setup**, click on **Margins**.
 - The **Normal** option should be selected for most documents with an academic purpose; however, at the bottom of that screen you may select **Custom Margins**. Then click **OK**.

III. Variable Settings

A. Double Spacing

- Under the **Home** tab, go to the **Paragraph** group.
- Click on the **Line Spacing**. (This is identified on the example toolbar on page 3 of this document.)
- Click on the drop down area and select the desired line spacing. Note that most academic papers are double spaced, which is **2.0**.

B. Title Page

- Set your paper to double space.
 - Go to the **Home** tab and under the **Paragraph** group there is a **Center Align** icon. (This is identified on the example toolbar on page 3 of this document.) Select that icon.
 - *Check your assignment's guidelines to see which format your instructor wants you to use—APA or MLA (or something else).*
- 1. Directions for APA—due to recent revisions in APA formatting, there are two formatting versions here. Please check with your instructor for his or her preference.**

This is in accord with Muriel Harris' *Prentice Hall Reference Guide* sample on page 436.

- Line one – Running head (title typed in capital letters at top left and is usually used for publication purposes)
- Press the <Enter> key 8 times
- Type the following:
 - First line – Title
 - Second line – Author's name (i.e. the person who is authoring the paper)
 - Third line – Affiliation (writer's college)
- Press the <Enter> key

This is the traditional format—see note on page 437 in Harris' text.

- Press the <Enter> key 9 times
- Type the following:
 - First line – Title
 - Second line – Author's name (i.e. the person who is authoring the paper)
 - Third line – Instructor's name
 - Fourth line – Course that the paper is for (ENG 025-01, BUS 101-51 etc)
 - Fifth line – Date that assignment is due
- Press the <Enter> key

2. Directions for MLA—see page 401 in Harris' text.

- Press the <Enter> key 6 times
- Type the following:
 - First line—Title
 - Press the <Enter> key 3 times
 - Second line—Author's name (i.e. the person who is authoring the paper)
 - Press the <Enter> key 3 times
 - Third line—Instructor's name
 - Fourth line-- Course that the paper is for (ENG 025-01, BUS 101-51 etc)
 - Fifth line – Date
- Press the <Enter> key
- To start a new page and begin typing your paper, hold down the <Ctrl> key and press the <Enter> key one time. (This forces the computer to start a new page.)

C. Typing your paper

- If you did a title page, you need to turn off center alignment. To do this, click on the **left alignment** button. (This is identified on the example toolbar on page 3 of this document.)
- To indent your paragraph, press the Tab key one time (on the left side of the keyboard next to the letter **Q**).
- Press the <Enter> key when you want to begin a new paragraph. **DO NOT press the <Enter> key at the end of each line.** The program's word wrap feature will send your text to the next line when you run out of room.

D. Headers & Page numbers

- To add automatic page numbers,
 - Go to the **Inset** tab and under the **Header & Footer** group, click on **Page Number**.
 - Click on either **Top of Page** or **Bottom of Page** depending on your instructor's preference. (*Note that in both APA and MLA, page numbers should be in the upper right hand side. In APA they start on the title page, which is page one. In MLA page numbers start on page two.*)
 - Three boxes should appear on a drop down menu. Select where you wish the page number to appear— left margin, center, or right margin. (*Note that in both APA and MLA, page numbers should be in the right margin.*)
- If you DO NOT want a page number on your title page,
 - Go to the **Inset** tab and under the **Header & Footer** group, click on **Page Number**.
 - On the list that opens, select **Format Page Numbers**
 - Under **Page Numbering** click **Start At** and type in **2**
 - Select **OK** at the bottom of the list

- To set up your header,
 - Go to the **Inset** tab and under the **Header & Footer** group, click on **Header**.
 - Select **Edit Header**.
 - **If you are using APA**, there will be a header on the title page. Therefore, once the header box opens at the top of your paper, push the **Tab** button (on the left side of the keyboard next to the letter **Q**) two (2) times to move the cursor to the right hand margin.
 - Type in your desired header, which is usually an abbreviated form of the title of the paper.
 - Next you will need to highlight the header you just typed and right-click on the mouse. A mini-toolbar should open just above your cursor. Select the font type and size that fits with the body of your paper.
 - **If you are using MLA**, there will not be a header on the title page, so first of all follow the directions for APA with the exception that *in MLA you should type your last name* instead of the abbreviated title.
 - Then you will need to note that upon selecting Edit Header, a new tab opened—the **Design** tab.
 - Under the **Design** tab, go to the **Options** group.
 - Select the box for **Different First Page**—this will put a check in the box. Selecting this box will make page one header's blank, and that is correct for MLA format.
- Hit **ESC** (upper left hand side of the keyboard) to get out of Headers & Footers

E. Reference page

It is our advice here at the library that you consult NoodleTools, which is an online citation generator. It may be found at www.noodletools.com.lafayette.libproxy.ivytech.edu/login.php Also there is a HELP guide to go along with NoodleTools that may be found at <http://www.elms.edu/departments/library/prmaterials/NoodleToolsPamphlet.htm#Directions>

(The second line of a reference is indented—this is called hanging indentation.)

- On a new page, click on the **center alignment** button. (This is identified on the example toolbar on page 3 of this document.)
- Type the word **References** for APA format and type **Works Cited** for MLA format at the top of the page (do not bold or underline References), press <Enter>.
- Click on the **left alignment** button.
- Select the **Page Layout** tab and go to the **Paragraph** group.
- In the lower right hand corner click on the arrow to open the dialog box for the paragraph group.
- Go to the **Indentation** section.
- Under **Special** select **Hanging**.
- Click the <OK> button.

- Type your first reference using MLA / APA format. Press the <Enter> key when you are ready to begin your second reference.
- NOTE: If you have a long internet address as part of your reference, the computer may move it down to the next line and leave a large empty space on the first or second line of your reference. **This is OK.**
- For additional information on referencing sources check out the MLA / APA Citation Document on the Ivy Tech Virtual Library Writing & Research page. <http://www.ivytech.edu/library/lafayette/librarynews/Citations.htm>, Muriel Harris' text *The Prentice Hall Reference Guide* and/or Purdue's Online Writing Lab, OWL.

F. Spell Check

Note that Word 2007 automatically checks for grammar and spelling errors. A grammar error is indicated by a **green** wavy line and spelling is indicated with a **red** wavy line.

- To make changes to the spelling or grammar error, **right-click** the underlined text and select from a list of corrections.
- To check spelling and grammar all at once, click on the **Review** tab and under the **Proofing** group select **Spelling and Grammar** or press **F7**.

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