

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

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I. Getting Started

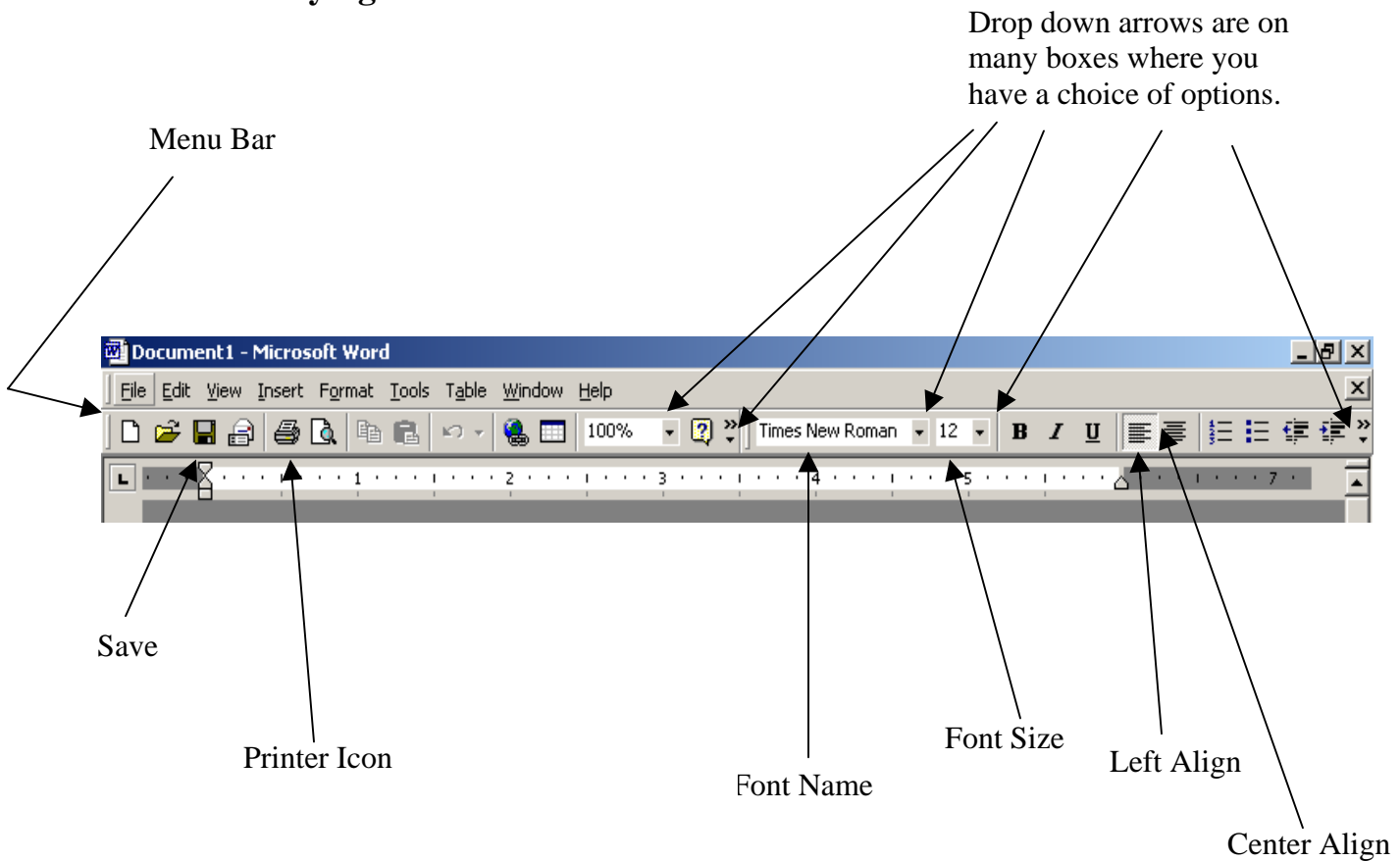
A. Purpose

This document is designed to help people at Ivy Tech State 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 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 Programs
 - Slide your pointer over to Office 2k or Office XP
 - Slide your pointer over to 
 - Click on the W
- Wait

C. Identifying the Menu Bar in Microsoft Word



D. Saving your work

- You will need a 3½ inch “floppy” disk to save your work. Your teacher may have given one to you at the beginning of the semester.
- Put your computer disk into the drive of the computer you are using. (If you need help ask for assistance at the counter in the LRC).
- Click File (on the menu bar at the top of the screen)
- Click Save As
- 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 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 <OK> button.
- **Note that it is a great idea to save your work twice (i.e. on two disks)**

E. Opening a saved file

- Start Microsoft Word
- Insert your computer disk into the floppy drive of your computer
- Click File (on the menu bar at the top of the screen)
- Click Open
- In the “Look in” box, click the drop down arrow and select 3½” Floppy (A:)
- Click on the file you want to open
- Click on the <OK> button
- You can now edit or print your document.
 - If you edit your document you can use File, Save to replace the original document or File, 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	New filename
	Turning Point.doc	Turning Point2.doc

F. Printing

- Click the printer button on the toolbar at the top of the page. The computer will send one copy of your document to the printer OR
 - Click File (on the menu bar at the top of the screen)
 - Click Print
 - A dialog box appears – Click <OK> to print one copy of your document
 - If you are in the library building, you’ll get a prompt asking you to give your print job and name and password.
 - **If you need more than one copy, use the pay copier in Room 1379 or go to the library with your student ID, get your Debitek card, add money to the card, and print.**

G. Quitting

- To leave the program after printing & saving your document, click File, Exit.
- Wait until the green or red light by the floppy drive goes out and remove your 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 – 12 point) or (Arial – 12 point) should be used
- At the top of the screen, there should be 1 or 2 “toolbars” with icons or words
- The words **Times New Roman** or **Arial** will probably be displayed. These are the preferred font types for a paper or report you turn in to most instructors at Ivy Tech. Times New Roman is the default setting for Microsoft Word. If you need to change the font type, click on the drop down arrow and select your font preference from the list of fonts available.
- Next to the font name is a box with a number in it. **12** is 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 Times New Roman 12 point.

C. Margins

- The default setting is
 - Top 1 inch
 - Bottom 1 inch
 - Left 1.25 inches
 - Right 1.25 inches
- To change your margins
 - Click File (on the menu bar at the top of the screen)
 - Click on Page Set-up
 - On the Margin tab page you can change the margin for your document by typing in the size (number) you want. If you want to change your left and right margins to one inch type **1** where there is 1.25. Then click OK.

III. Variable Settings

A. Double Spacing

- Click Format (on the menu bar at the top of the screen)
- Click Paragraph
- On the Lines & Spacing tab is a box labeled “Line Spacing” (middle of box on the right side). “Single” is displayed. Click on the drop down arrow, then click on “Double”
- Click OK

B. Title Page

- Set your paper to double space
- Click on the “center alignment” button
- *Check your assignment’s guidelines to see which format your instructor wants you to use—APA or MLA*

1. Directions for APA

- 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
- Press the <Enter> key

1. Directions for MLA

- 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.
- 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

- If you DO NOT want a page number on your title page
 - Click File
 - Click Page Setup
 - Click on the Layout tab
 - Check (click) Different first page
- To add automatic page numbers
 - Click View
 - Click Headers and Footer

- A toolbar will appear somewhere near the middle of the screen. On the left side of this toolbar is an icon with the following symbol - #. Click on the first icon with the # (on the left).
 - If you want your document to start numbering at page 1 and a 2 appears after the words, click on the 3rd icon from the left (it also has a # symbol).
 - Near the bottom of the number format dialog box which pops up, click “Start at”
 - Type the number 0 in the box to the right of “Start at”
 - Click the <OK> button
- To set up your header
 - Click View (on the menu bar at the top of the screen)
 - Click Headers and Footers
 - **If you are using APA**, there will be a header on the title page. **If you are using MLA**, there will not be a header on the title page, so scroll down to the second page of your document and click inside the header box (this positions your cursor)
 - To put your header in the right corner of your paper, press the Tab key (on the left side of the keyboard next to the letter **Q**) 2 times.
 - Type the words you would like to have appear on each page. (**In APA** use an abbreviated title of your paper. **In MLA** use your last name.)

E. Reference page

(the second line of a reference is indented)

- On a new page, click on the “center alignment” button
- Type the word **References** at the top of the page (do not bold or underline References), press <Enter>
- Click on the “left alignment” button
- Click Format (on the menu bar at the top of the screen)
- Click Paragraph
- On the “Indents and Spacing” tab, below the word “Special” (on the right side of the box, 1/3 of the way down) click the arrow on the drop down box and 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>

F. Spell Check

- After you have finished typing your paper you will want to check if you have any spelling errors.
- On the toolbar at the top of the screen there may be an <ABC ✓> button. Click this button OR
 - Click Tools
 - Click Spelling and Grammar

- Spell check will go through your document and stop when it finds a word it considers misspelled. Many proper names & medical terms will show up as incorrect.
- You can accept the corrections the computer suggests or you can ignore the suggested correction. Read the screen then click **correct** or **ignore**.
- The computer does not proofread for the wrong word. If you mistype a word and it is a real word, the computer will not tell you it is spelled incorrectly. Example – if you type *ant* instead of *and* the computer will not recognize *ant* as a misspelled word because *ant* is a real (legitimate) word.

A special “Thank You” to Ceil Sayler of the Ivy Tech - Lafayette campus who allowed the use of her Word Processing Document as the basis for this brochure.