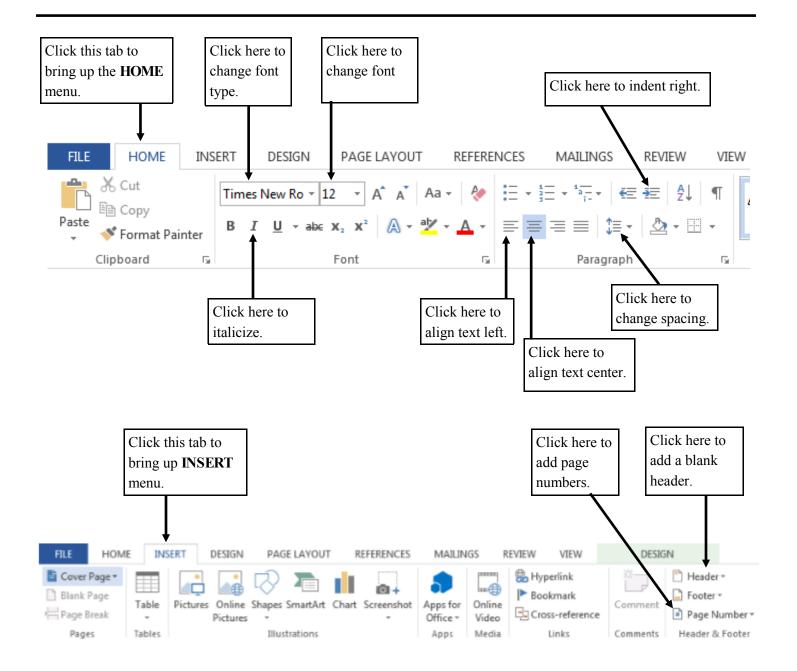
Managing Information Formatting a Paper in Microsoft Word







Formatting a paper in Microsoft Word, Cont'd

Why do I have to arrange my paper MLA/APA format?	Papers in both MLA and APA formats are visually pleasing, easy to read, and allow space for comments. This allows professors to focus on the content of a paper as opposed to how it is set up.
How do I change the font type and size?	Click the "Home" menu tab at the top left corner of the screen. The menu that extends across the top of the screen will have a section on the left side adjusting your font. Click on the default font, Calibri, and select Times New Roman, Then, click on the default size, 11, and select 12.
How do I use italics?	Click the "Home" menu tab at the top left corner of the screen. To use italics, simply click the " <i>I</i> " button under the font bar. Click again to return to normal font.
How do I align the text?	Under the "Home" tab menu at the top left corner of the screen, find the "Paragraph" section in the middle of the tool bar. Above and to the left of the word "Paragraph" are four icons showing how the text will be formatted. Click on the first one for left justified (text) and the second one for center (title).
How do I change line spacing?	To double space, click the box with horizontal lines and vertical arrows above and to the right of "Paragraph." Click the double space option which is listed as 2.0.
How do I indent?	Click the button above the line spacing option with the arrow pointing right.
How do I insert a header and/or page numbers?	Click on the "Insert" menu tab. The right side of the menu has options for adding both headers and page numbers.

