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How to Set Up Microsoft Word 2010 for Writing an APA Research Paper

Jefferson Community and Technical College

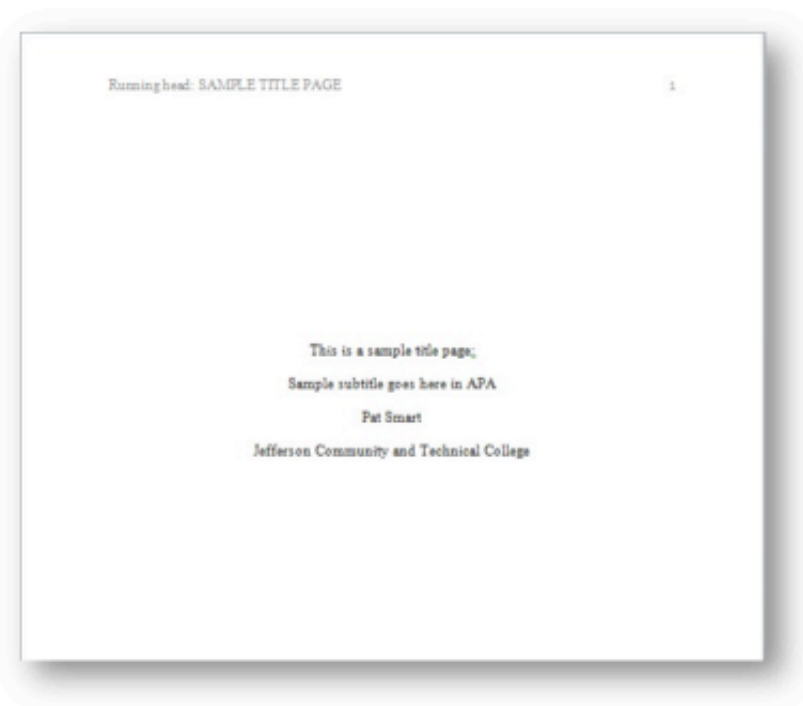
This "how to" document provides guidance and step-by-step instructions describing how to set up (1) an APA style header, (2) double spacing, (3) ½" first line indents for paragraphs, (4) proper spacing between paragraphs, (5) proper technique for numbering pages in Microsoft Word, (6) setting up a References page at the end of your document.

This tutorial applies to both Microsoft Office 2010 and Office 2007. This tutorial does not apply directly to other version, but the procedure still applies.

NOTE: This "how to" document is in no way intended to serve as a formal requirements document describing how to format a research paper in any scholarly format (MLA, APA, etc.). Also, your instructor may give you specific formatting instructions to use in addition or instead of MLA/APA format... always follow the instructions you are provided.

Let's get started! Open up Microsoft Word on your computer.

Here's an example of an APA title page:



To get started, make sure your cursor is on the left side of the screen to start typing your header.

- Type the title of your paper, the example on the front is called *This is a Sample Title Page:*. Hit the **Enter** key to start a new line.
- Type the subtitle of your paper. Hit the **Enter** key.
- Type your first and last names. Hit the **Enter** key.
- Type the name of the college. Hit the **Enter** key.

Adapted from a handout produced by Indiana University at Kokomo

6/6/2012

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I've been trying to send my resume online which I typed up with Microsoft Word 2008 for Mac, version 12.. Usually the 'Normal' style in the MS Word 2007 program has been set with page margins of 1 inch top, bottom, left, and right.

Note: If you are writing a research paper in the MLA format that includes a title page and an outline page or pages before the body of the paper, you can download a template and substitute your information on the title, outline pages, and first page of the body of the paper.. • When the 'Built-In' header options menu appears, click Edit Header at the bottom of the screen.. MLA Format for Essays and Research Papers Using MS Word 2007 MLA Format for Essays and Research Papers Using Microsoft Word 2007 Introduction The Modern Language Association (MLA) specifies a standard format for essays and research papers written in an academic setting: • One-inch page margins.. If you are not already viewing from the Home tab, click the Home tab on the ribbon: • From the Home tab, look in the Paragraph group, and click the Line Spacing icon and then click the line spacing that you desire for the selected text.

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Follow the steps below to format your essay or research paper whenever you use Microsoft Word 2007.. Set the page margins to one inch • When you open MS Word 2007, you will be looking at the the 'Home' group of commands displayed below the MS Word 2007 Ribbon.. 2 0 and apparently it's going through to potential employers as gibberish • Citations to borrowed information in parentheses in the body of the paper and a works cited page beginning on a separate page at the end of the paper whenever the paper includes summaries, paraphrases, or quotations from other sources. [Muat Turun Adobe Photoshop Percuma Black Edition Free Bluetooth](#)

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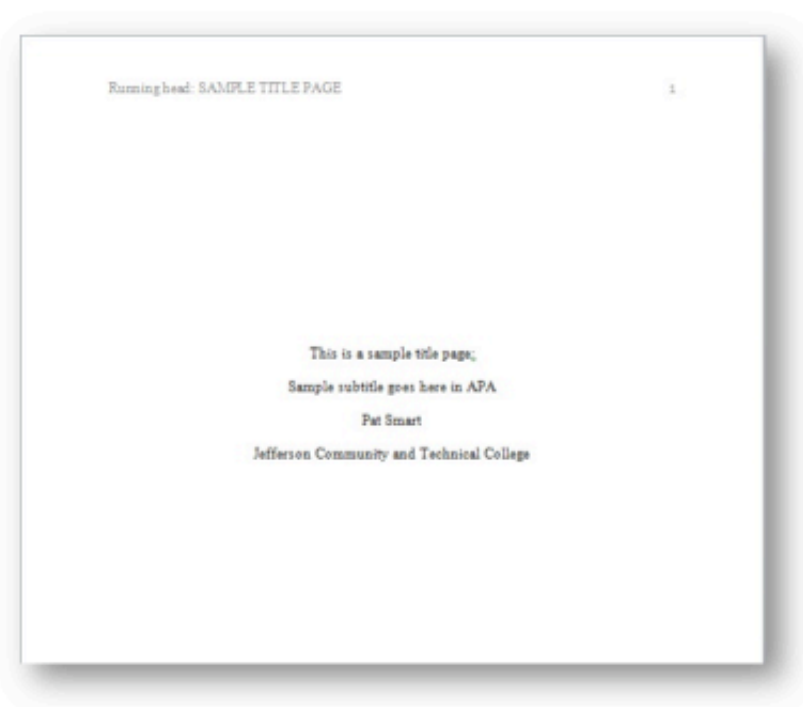
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This template includes no page number on the title page, lower case Roman numerals beginning with page 'i' on the outline pages, and Arabic numerals beginning with page '1' on the first page of the body of the paper.. Then click OK, as shown below Set the line spacing to double • From the Home tab, in the Styles group, right-click Normal, and then click Modify. [Best Free Timelapse Software For Mac](#)

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To create the header and set automatic page numbering select View and then Header and Footer from the Menu Bar: • On the Insert tab, in the Header & Footer group, click Header.. Without this tutorial, most people would try and form an equation using spaces, the sub-script functions as well as inserting symbols.. • Under Formatting, click Double Space Formatting for the entire document changes to double spacing.. I use Microsoft Word (2004, although later version should still work) and I end up writing a lot of equations.. • Note: If you want to double space only a portion of a document, use your mouse to select the text that you want to change.. • Name of author, name of professor, title of course, date of paper on the first page of the paper.. • Double-spaced paragraphs • A header with author's last name and page number aligned on the right margin one-half inch from the top of each page.. If those margins have been changed in your program, select the Page Layout tab from the ribbon at the top of Microsoft Word 2007 and then click 'Margins' in the Page Setup group: • From the Page Setup dialog box, set each margin at 1' inch by entering the number or using the up or down arrows beside each margin setting.. Create a header with your last name and automatic page numbering • MLA format requires a header in the upper right-hand corner of each page set at 1/2' from the top of the page with the author's last name and a page number. 773a7aa168 [Tomb raider legend psp cso torrent download](#)

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