

Writing Papers in Microsoft Word

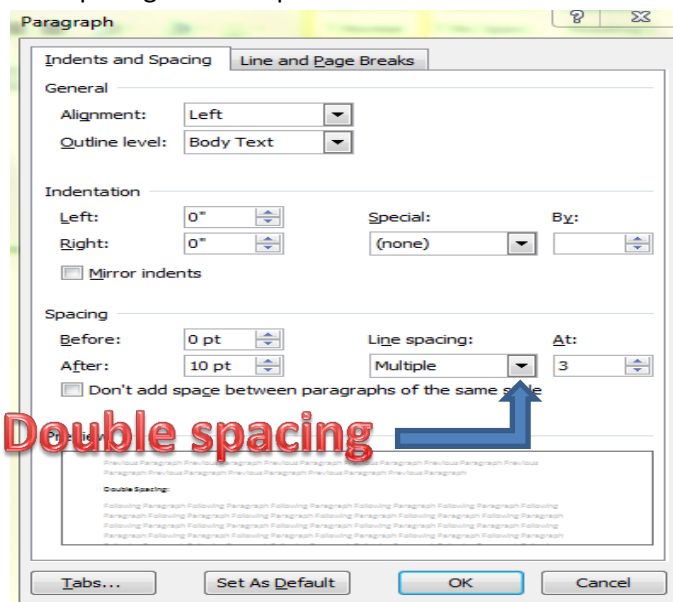
Help Guide

Open Microsoft Word by clicking on the start bar in the lower left side of your computer and selecting Word.



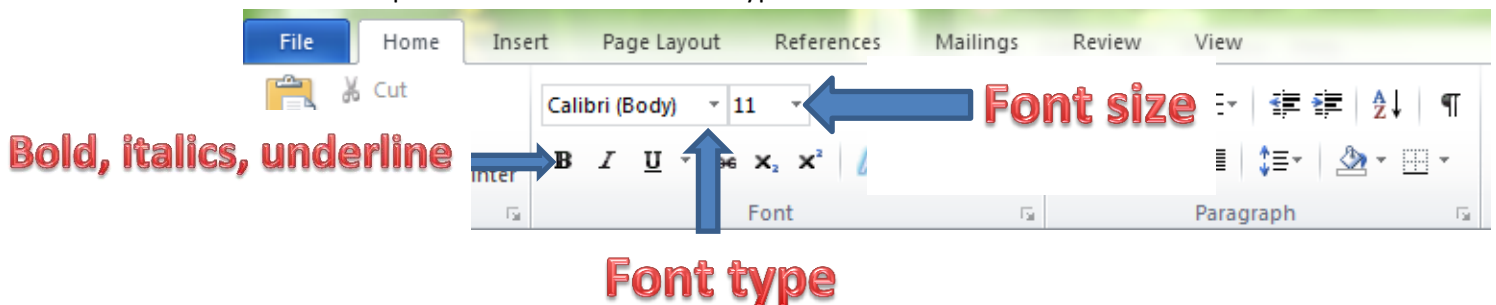
Double Spacing:

1. Highlight the text.
2. Right click.
3. Select Paragraph.
4. Line Spacing—Use dropdown arrow to select “Double”.



Font: Most teachers prefer Times New Roman font, size 12

1. Select font before typing. You can do this when you are on the Home Tab.
2. Click the dropdown arrows to select font type and size.



3. You can also highlight your text and right click to change font type and size.
4. You can also make font bold (B), italicized (I), or underlined (U) by highlighting the text you want to change, and then click B, I, or U.

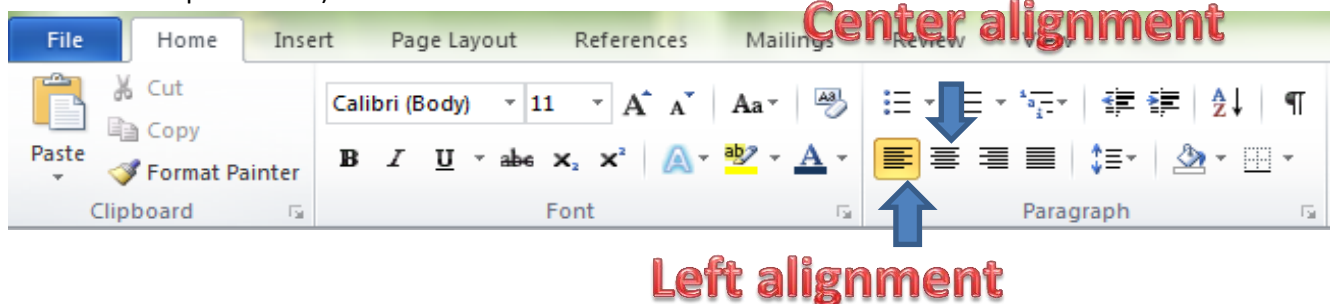
Indenting: When beginning each new paragraph, you should indent to indicate that you are moving on to a different idea/topic in the paper.

1. To indent to start your first paragraph, click on the “Tab” key on the left side of your keyboard.
2. When starting each new paragraph after your first paragraph, hit “Enter” on the right side of your keyboard and then hit “Tab”.

Page Details:

Putting your name, date, and teacher’s name in the upper left-hand corner of Page 1 is sometimes required.

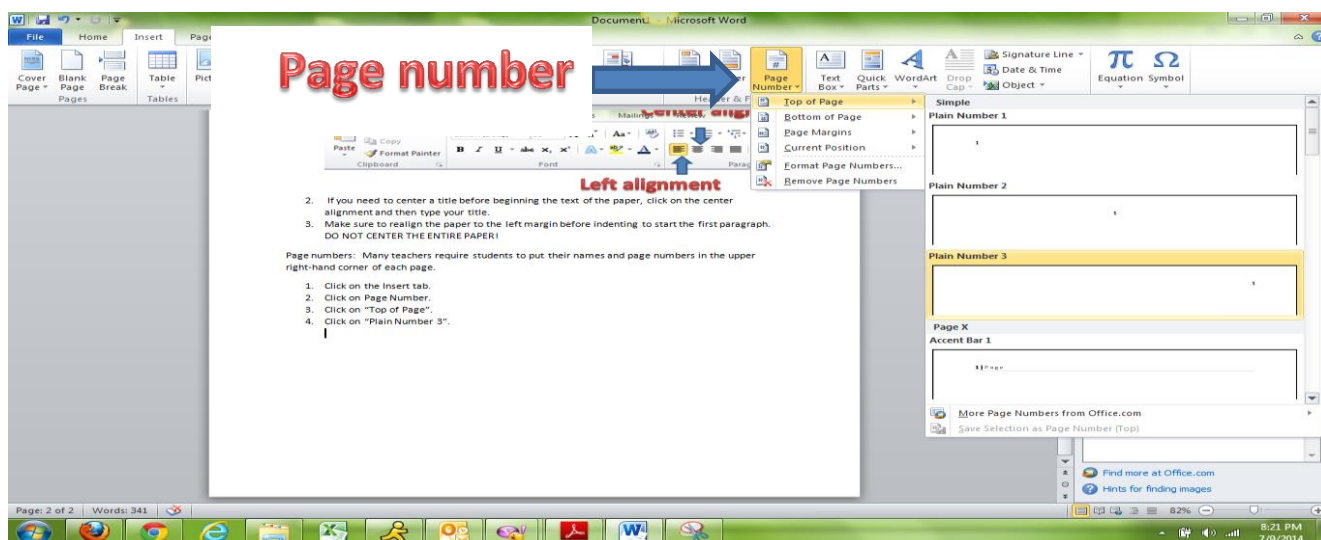
1. Before beginning your paper, click on left alignment in the Paragraph section under the Home tab. Your entire paper should be aligned to the left margin (except your title, or long quotes if the teacher requires them).



2. If you need to center a title before beginning the text of the paper, click on the center alignment and then type your title.
3. Make sure to realign the paper to the left margin before indenting to start the first paragraph.
DO NOT CENTER THE ENTIRE PAPER!

Page numbers: Many teachers require students to put their names and page numbers in the upper right-hand corner of each page.

1. Click on the Insert tab.
2. Click on Page Number.
3. Click on “Top of Page”.
4. Click on “Plain Number 3”.



5. **Make sure to click on "Different First Page" if you don't want to number the first page.**
6. To add your last name to the top just type it in at the top of Page 1 or 2 and it will automatically insert on the rest of the pages.



Inserting Footnotes, Citations, Works Cited Lists, and Bibliographies: Please check with your teacher to see which documentation style you need to use.

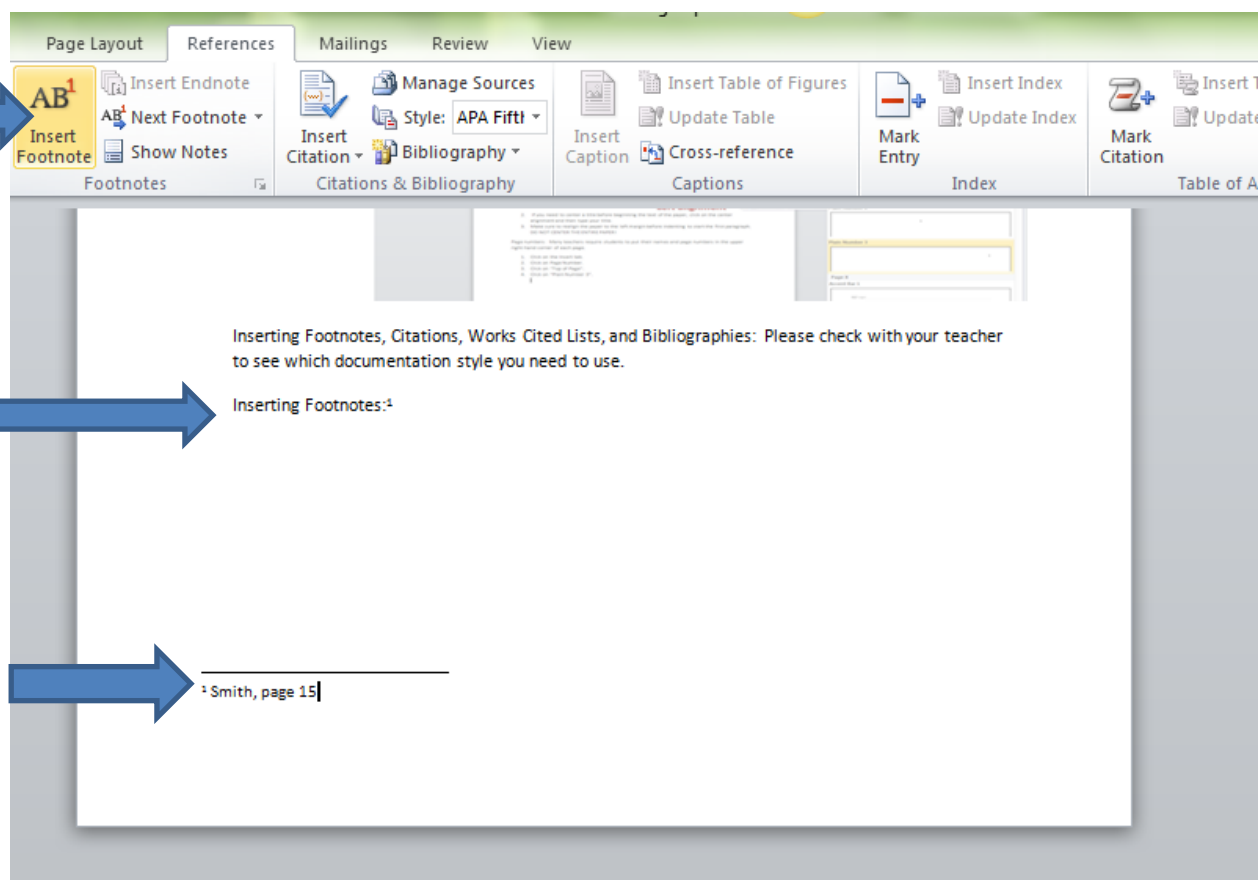
Inserting Footnotes:

1. Click on the Reference tab at the top of the screen.
2. Click on Insert Footnote. A number will appear next to your text with the correlating number at the bottom of the page.
3. Type your footnote next to the number at the bottom of the page.

1

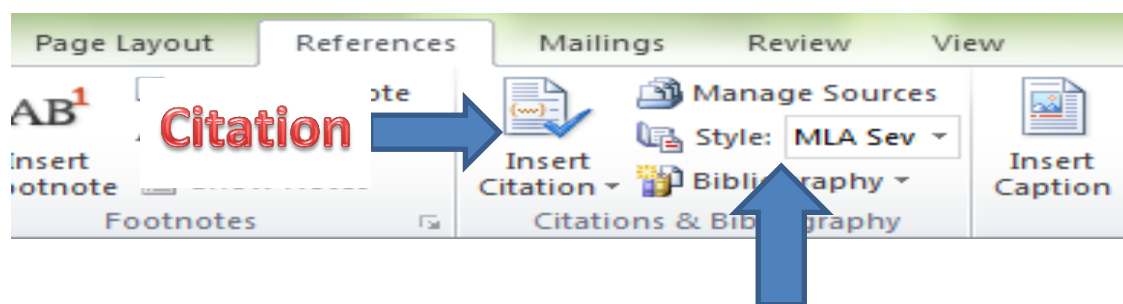
2

3



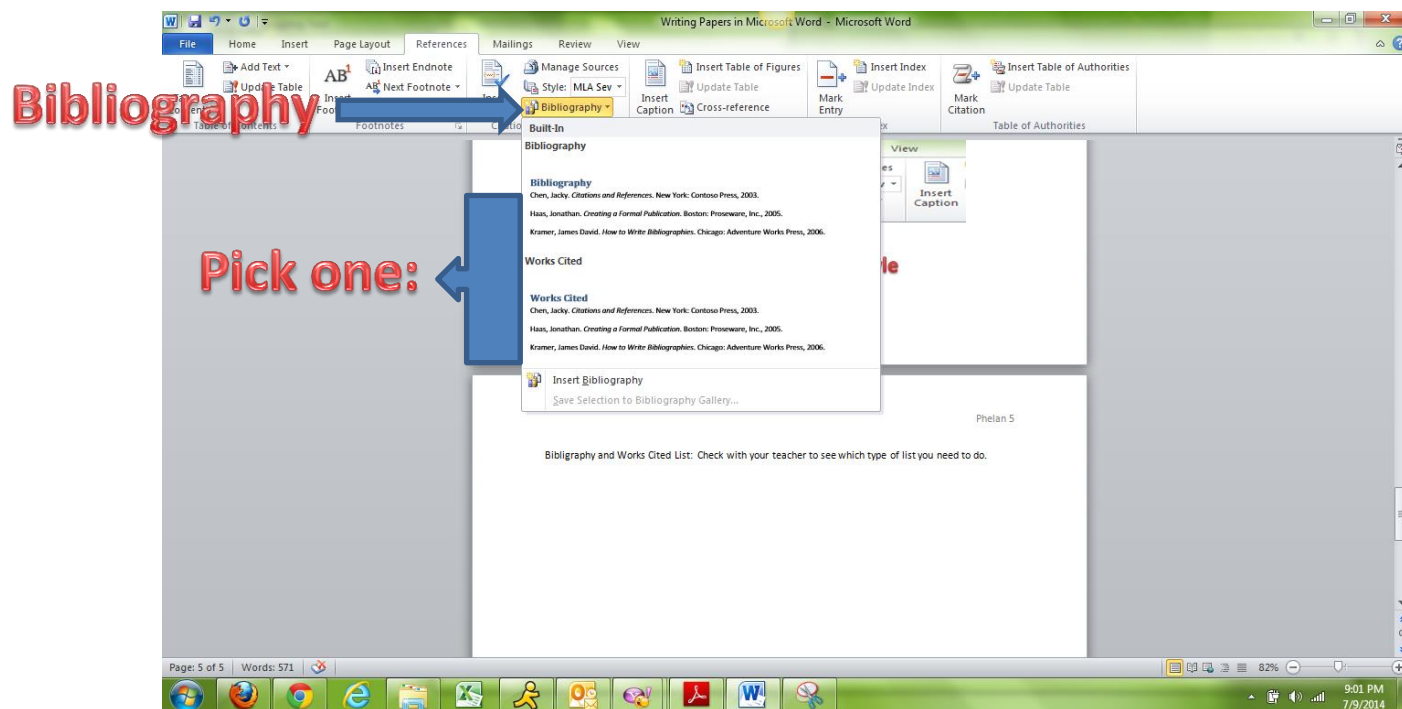
Inserting Citations:

1. Click on References at the top of the screen.
2. Select the Style of documentation you need to use (MLA and APA are most common).
3. Click on Insert Citation.
4. Click on Add New Source...
5. Enter the relevant information and click "OK". Your citation will appear. Each time you need this same citation, just click on insert citation again and select it.
6. For each new citation, click on Insert Citation and Add New Source...



Bibliography and Works Cited List: Check with your teacher to see which type of list you need to do.

1. Start a new page at the end of your paper.
2. Click on Bibliography under the References tab.
3. Click on Bibliography (APA) or Works Cited List (MLA).
4. Your list should automatically format based on what you entered for your citations. See example below.



Works Cited

Smith, Jane. *Smartweb*. 12 January 2005. Web. 4 February 2013.

Sample Works Cited Entry

Spell Check and Grammar Check

1. Click on the Review tab at the top of the page.
2. Click on Spelling and Grammar.
3. Review the suggestions for corrections. You can accept or ignore the suggestions.
4. Click ok when complete.

