

# Managing Information

## Formatting a Paper in Microsoft Word



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Click this tab to bring up the **HOME** menu.

Click here to change font type.

Click here to change font

Click here to indent right.

Click here to italicize.

Click here to align text left.

Click here to align text center.

Click here to change spacing.

Click this tab to bring up **INSERT** menu.

Click here to add page numbers.

Click here to add a blank header.

The image shows two screenshots of the Microsoft Word ribbon. The top screenshot shows the HOME tab selected, with callouts pointing to the FILE tab, the HOME tab, the font face and size dropdowns, the Italic (I) button, the Paragraph group (align left, center, right, indent), and the Spacing group. The bottom screenshot shows the INSERT tab selected, with callouts pointing to the INSERT tab, the DESIGN tab, the Page Number button, and the Header & Footer group.

## Formatting a paper in Microsoft Word, *Cont'd*

<b>Why do I have to arrange my paper MLA/APA format?</b>	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.
<b>How do I change the font type and size?</b>	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.
<b>How do I use italics?</b>	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.
<b>How do I align the text?</b>	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).
<b>How do I change line spacing?</b>	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.
<b>How do I indent?</b>	Click the button above the line spacing option with the arrow pointing right.
<b>How do I insert a header and/or page numbers?</b>	Click on the “Insert” menu tab. The right side of the menu has options for adding both headers and page numbers.