

## Formatting a Paper in Microsoft Word 2010

### Opening Microsoft Word

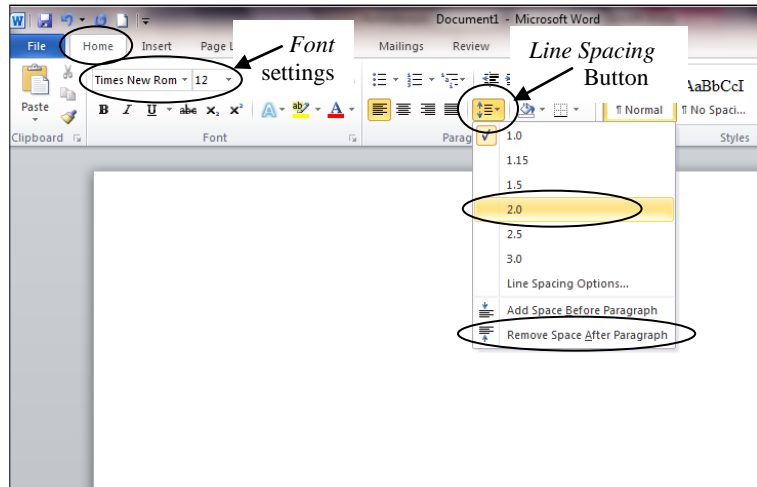
On the Writing Center computer desktop, double click the *Office2010* Folder. Double click *Microsoft Word 2010*. (Or on the blue *Taskbar* at the bottom of the screen, click the double arrows next to *Office2010* and then click *Microsoft Word 2010*.)

### Setting Up the Paper in MLA Format

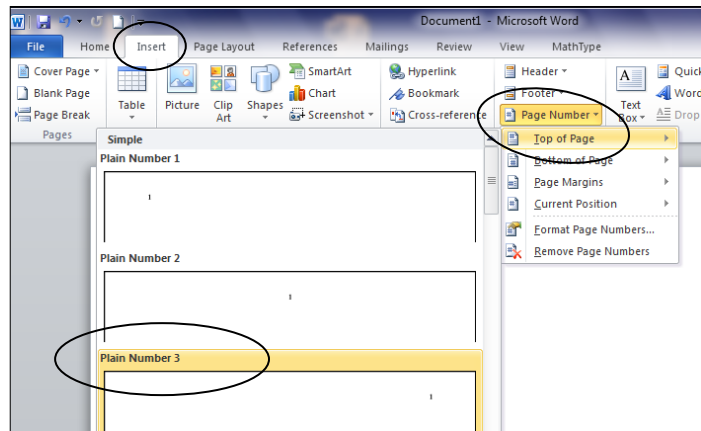
Click the *Line Spacing* button in the *Paragraph* group. Choose 2.0. (If you do not see the *Line Spacing* button, click the *Home* tab.)

If *Remove Space After Paragraph* is at the bottom of the *Line Spacing* drop-down menu, click on it.

If necessary, click the arrow next to the *Font* box, and choose *Times New Roman*. Click the arrow next to the *Font Size* box, and choose *12*. Or choose a preferred font and size.



Click the *Insert* tab. Click *Page Number*, choose *Top of Page*, and then choose *Plain Number 3*.

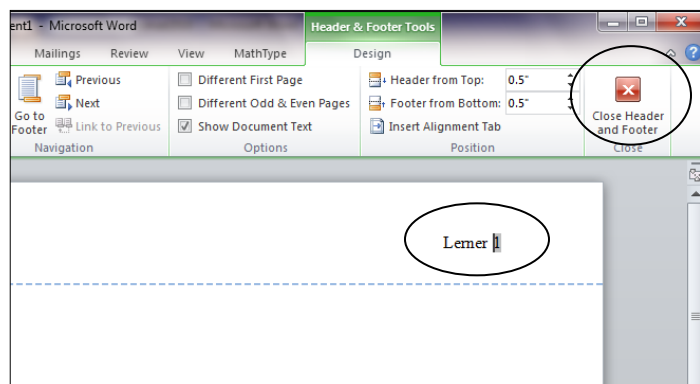


Type your last name and one space.

If your last name and the page number are not in *Times New Roman* or your preferred font, highlight them, click on the *Home* tab, and change the font and size.

Double click below the dotted line, or click *Close Header and Footer*.

All the pages will be automatically numbered correctly.

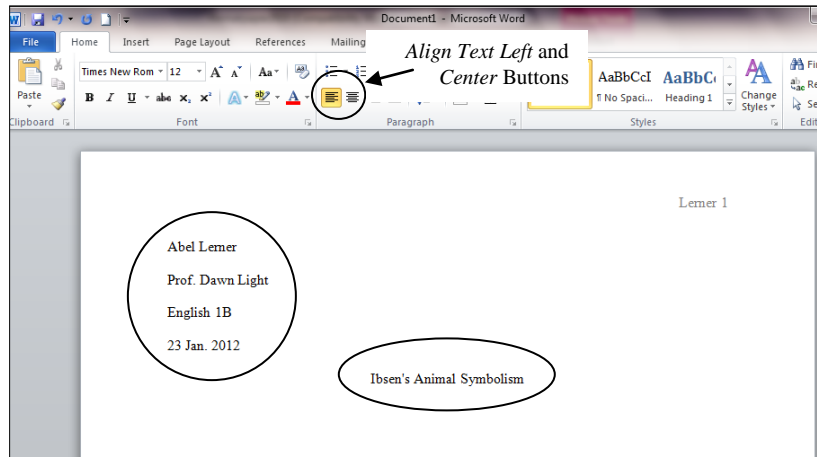


Type your name, the instructor's name, the class, and the date. Hit the *Enter* key once at the end of each line.

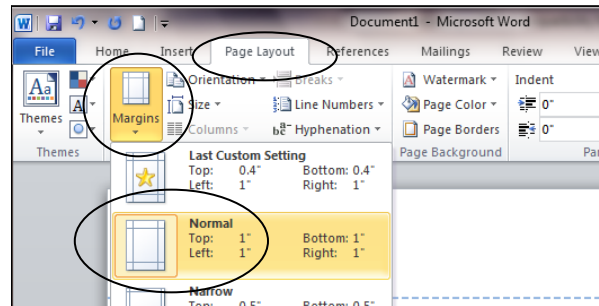
Click the *Center* button in the *Paragraph* group. Type the title of your essay. (Capitalize the first letter of each main word, and do not underline, boldface, or quote.) Hit the *Enter* key once.

Click the *Align Text Left* button (to the left of the *Center* button).

Hit the *Tab* key once, and you are ready to type the first paragraph of your paper.

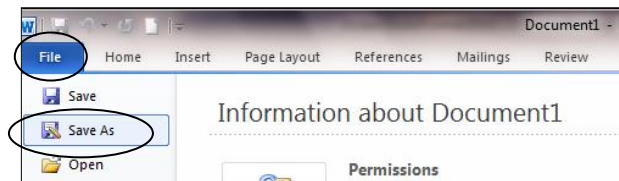


NOTE: One-inch margins are the default (automatic) setting in Word 2010. However, if you need to set the margins, click the *Page Layout* tab, click *Margins*, and choose *Normal*. Never use the ruler to set the margins.



### Saving the Paper

Click the *File* tab, and choose *Save as*.



At the top of the window, in the *Save In* box, choose where you want to save your paper, for instance, on your USB memory stick (flash drive). Use the buttons on the left to navigate.

In the *File name* box near the bottom of the window, you can type a short name for your file.

You can choose to save in a different format in the *Save as type* box. Rich Text Format (RTF) is a good choice if you use another computer that does not have Microsoft Word.

Click *Save*.

