



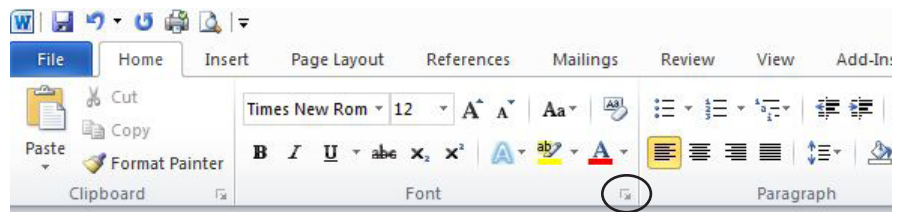
Hints for MS Word 2010-19

Set your defaults to fit APA style and save time down the road.

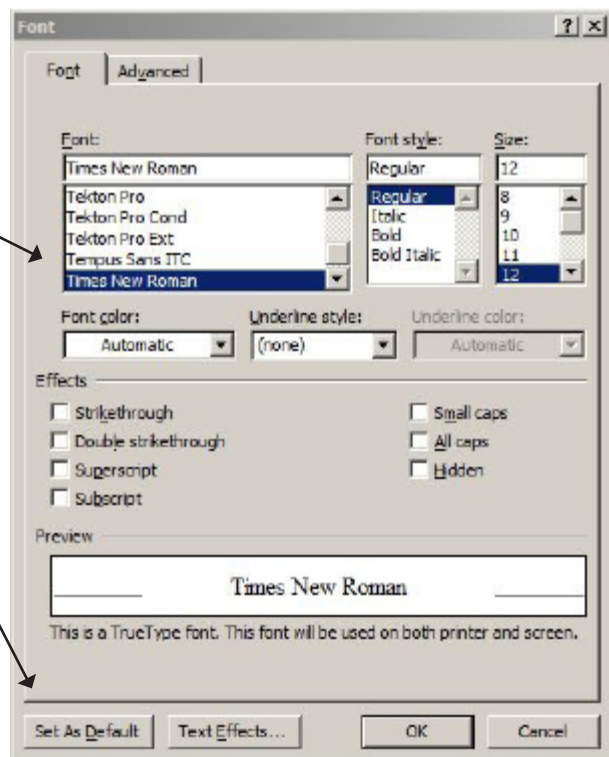
NOTE: These instructions are for the “full” version of MS Word that must be downloaded and installed on a computer. Some hints also apply to the “online Word” which runs in a web browser (requires an Internet connection). For the online version, you must TURN OFF the “simplified ribbon” (upper right-corner of screen) to see the font and paragraph options below.

Set Default Font to Times New Roman, Size 12

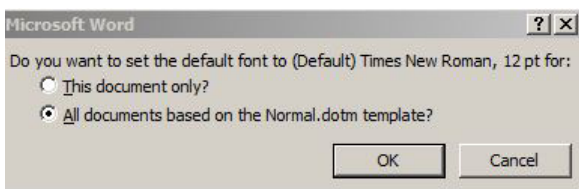
1 On the “Ribbon” at the top of the page, click the “expand arrow” at bottom right of the FONT group.



2 Select Times New Roman and change size to 12.

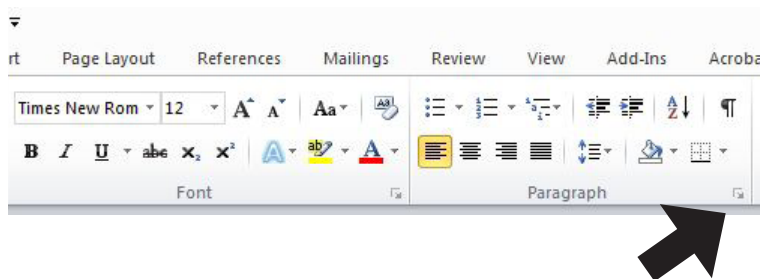


3 Click SET AS DEFAULT and then confirm for “all documents.”



Set Default to Double Spacing

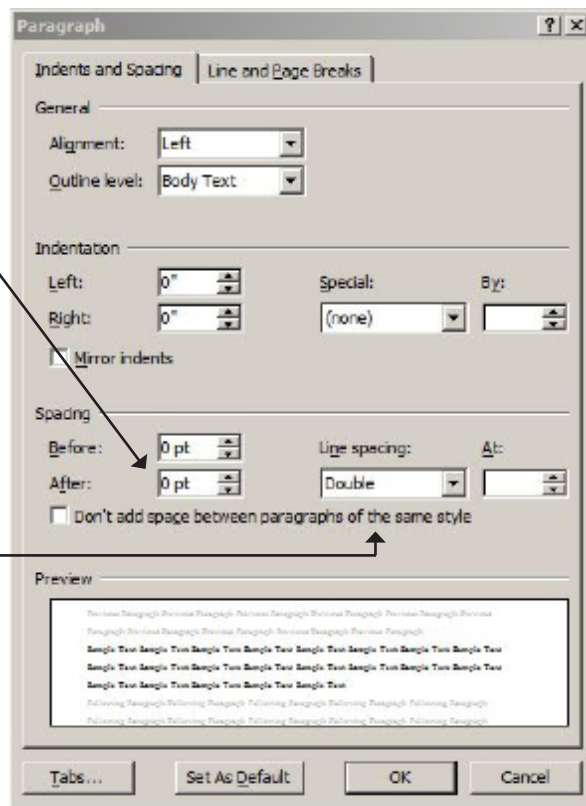
1 On the “Ribbon” at the top of the page, **click the “expand arrow”** at bottom right of the PARAGRAPH group.



2 Change SPACING AFTER to 0

3 Change LINE SPACING to DOUBLE.

4 Click SET AS DEFAULT and then confirm for “all documents based on the normal.dotm template.”



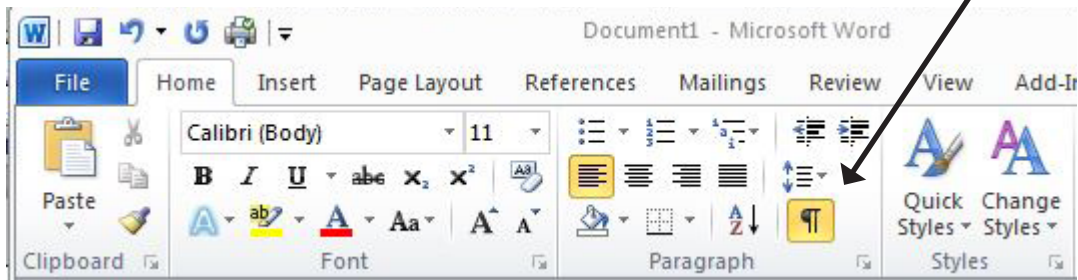
Creating a References Page

Following APA style, your references will have a “hanging indent” where the top line overhangs the second line (as this paragraph does).

To create this, click the “expand” button in the paragraph area of the ribbon to open the Paragraph options box (see illustration above). Change SPECIAL to “hanging indent” (the default is .5 inches, which fits APA style).

HINT Show Paragraphs (not available in Online Word)

When you click the “paragraph” button in the paragraph area of the HOME ribbon, you can see the tabs, spaces, and paragraph marks that are otherwise hidden in your document. Click the icon again to hide them.



Sometimes showing tabs
“hard returns” (paragraphs)
and spaces can be very helpful.

vs.

Sometimes-showing→ → tabs¶
“hard-returns”(paragraphs)¶
and.....spaces-can-be-very-helpful.¶

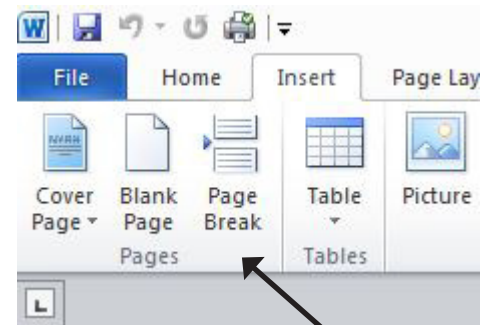
“Paragraph Off”

“Showing Paragraphs”

HINT Use TABS, not spaces to align text vertically. Using the spacebar to move text over can have unpredictable results. Likewise, always use Center alignment to center text on a page.

HINT Use INSERT PAGE BREAK to control where your pages break (instead of just hitting ENTER multiple times).

The problem with hitting ENTER until the page breaks is that when you add or remove new text above, change margins, or even print on a different printer, your page may no longer “break” in the same spot.



HINT Use Windows Shortcut Keys (for Mac, use Command key)

Hold down the CTRL key (lower left corner of keyboard, also lower right) and press one of these keys:

- | | |
|------------|-------------------------|
| Ctrl + C | Copy |
| Ctrl + V | Paste |
| Ctrl + A | Select All |
| Ctrl + Z | Undo last action |
| Ctrl + “+” | Increase size on screen |
| Ctrl + “-” | Decrease screen size |
| Ctrl + F | Find |

On the RIBBON, click INSERT, then PAGE BREAK.