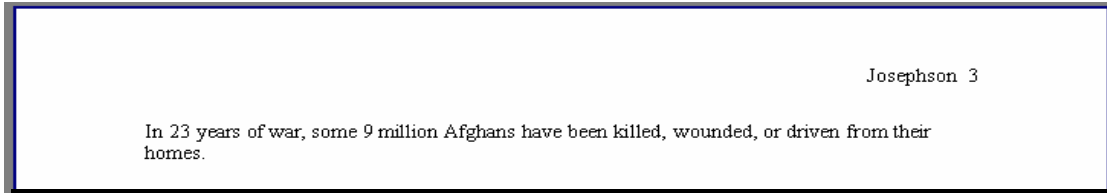


MS Word Tips & Shortcuts for Research Papers

Name & Page Number in the Header

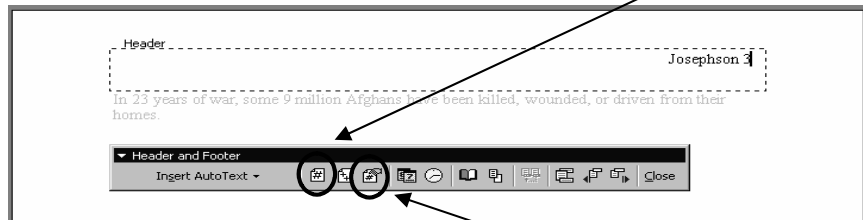
In MLA style, each page of your research paper should have **your last name** and **the page number** in the upper-right corner. This should be added using the Header. It should look like this:



To add a header with both your name and the page number, from the **View** menu choose **Header and Footer** so you can see the header (surrounded by a dotted line) and also the **Header and Footer** toolbar.

First, right-justify the Header. Then type your last name, add a space, and then click on the **Insert Page Number** icon (first icon next to "Insert AutoText").

Header text font: Be sure the Header text is in Times New Roman, 12-pt. font, like the rest of your paper.



If you are putting the Header on your Works Cited page and need the page number to start with a number other than "1," then after you click on the **Insert Page Number** icon, click on the **Format Page Number** icon and tell it what number to start with, and it will change the "1" to whatever number you specified.

After you have added the header, close the **Header and Footer** toolbar by clicking on "Close." (The header will look grayed on the screen but will print out dark.)

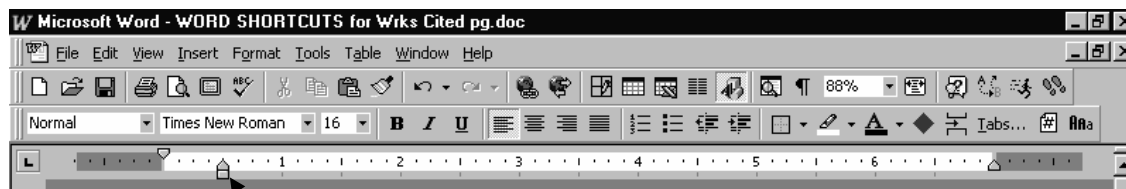
Creating hanging indents on the Works Cited page:

The **indent marker** is on the left side of the ruler. It has three parts that can be moved along the ruler: a **top triangle**, a **bottom triangle**, and a little **box** on the bottom. When you move the indent marker, it will affect just the selected paragraph/s. (For a single paragraph, you don't have to select the paragraph—you can just click so that the cursor is blinking somewhere within the paragraph.)

To indent a **whole paragraph**, slide the **little box** at the bottom of the indent marker along the ruler as far as you want the text to be indented. (When you move the rectangle, both triangles move with it.)

A **hanging indent** means that the first line of a paragraph is not indented, but all the other lines are.

To create a hanging indent, slide the **lower triangle** on the Indent Marker over (the little box will move with it). For a Works Cited page, use a ½-inch hanging indent, as shown below.



To create a hanging indent, slide the lower triangle of the Indent Marker over.

To indent **just the first line** of a paragraph, slide just the **top triangle** along the ruler.

Removing hyperlinks from URLs:

When you type a URL (Web address) in Word, it can turn the URL into a blue hyperlink, like hyperlinks on Web pages. By default, Word automatically hyperlinks URLs as you type them. But URLs in a Works Cited page should not be hyperlinked.

If you want to REMOVE a hyperlink from a URL:

In Word 2000 or later versions:

As soon as the URL turns into a hyperlink, if you hit the **Backspace** key right away, it will remove the hyperlink. BUT you must not type anything else before hitting the Backspace key, or it won't work.

Another option is to hold the mouse cursor over the hyperlink so that the little icon looks like a hand, and right-click* with the mouse. From the pop-up menu choose **Hyperlink > Remove Hyperlink**. [If you don't see **Remove Hyperlink** as an option, first choose **Ignore**. Then right-click again and you'll see the **Remove Hyperlink** option.]

In older versions of Word: Hold the mouse cursor over the hyperlink so that the little icon looks like a hand, and right-click* with the mouse. From the pop-up menu choose **Hyperlink > Edit Hyperlink**. Then, in the Edit Hyperlink window, click on the **Remove Link** button in the lower-left corner and then click on **OK**.

* Mac users, Control-click instead of right-click.

Line Spacing—Keyboard Shortcuts: (Mac users: use Apple/Command key instead of Control key)

Single-spacing: **Cntrl-1**

Double-spacing: **Cntrl-2**

Setting page margins: (should be 1" on top, bottom, left, & right)

Windows users: File menu > Page Setup > Margins tab

Macintosh users: Format menu > Document > Margins tab

Header indent from edge of paper: Just below the page margin settings are the settings for the indentation of the Header and Footer from the edge of the paper. These should be set to be **.5"**.

Spell and grammar checking:

A squiggly **red** underline means Word thinks that there is a spelling error.

A squiggly **green** underline means that Word thinks that there is a grammar or punctuation error.

To check your whole document: First put your cursor at the start of your document. Then click on the **Spelling & Grammar** button on the Standard toolbar (it looks like a checkmark under ABC).

To check a single word or error: Right-click* over the underlined section, and a box will pop up with suggestions to correct it.

Selecting Text—Keyboard Shortcuts: (Mac users: use Apple/Command key instead of Control key)

Single word: **Double-click**

Single sentence: **Cntrl-click**

Single line: Move the cursor into the left margin (looks like a white arrow) and click once.

Single paragraph: **Triple-click**

Whole document: **Cntrl-A** (for All)

Long section of text: **Shift-click** (Click to place cursor at the start, then hold down the Shift key and click at the end.)