

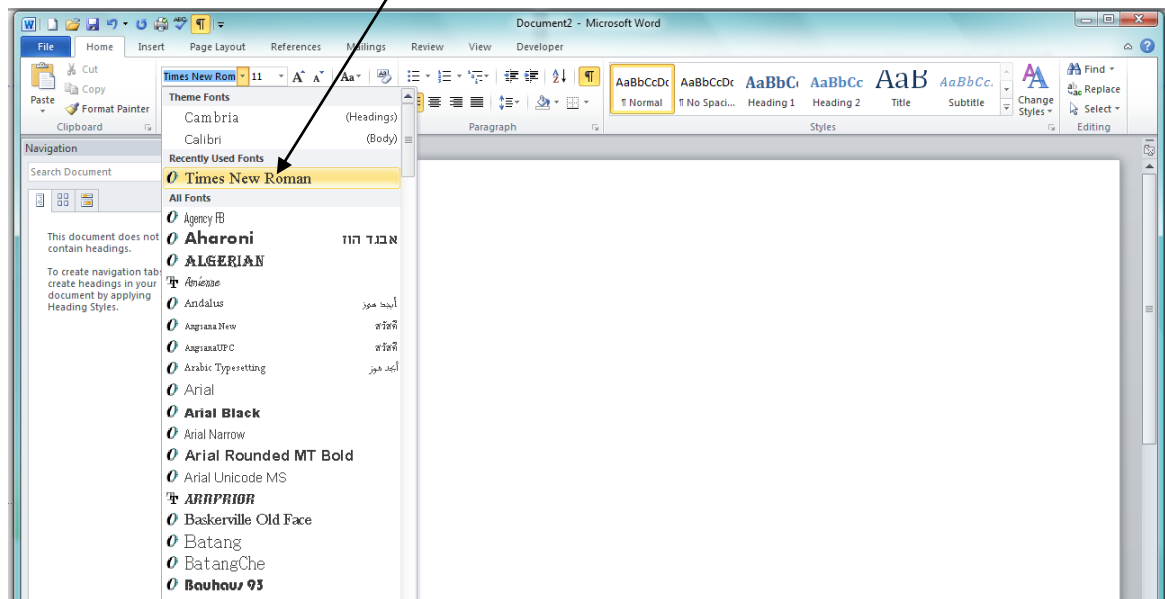
# Guidelines for Setting up Documents Using Microsoft Word 2010



# Setting up a Document in Microsoft Word 2010

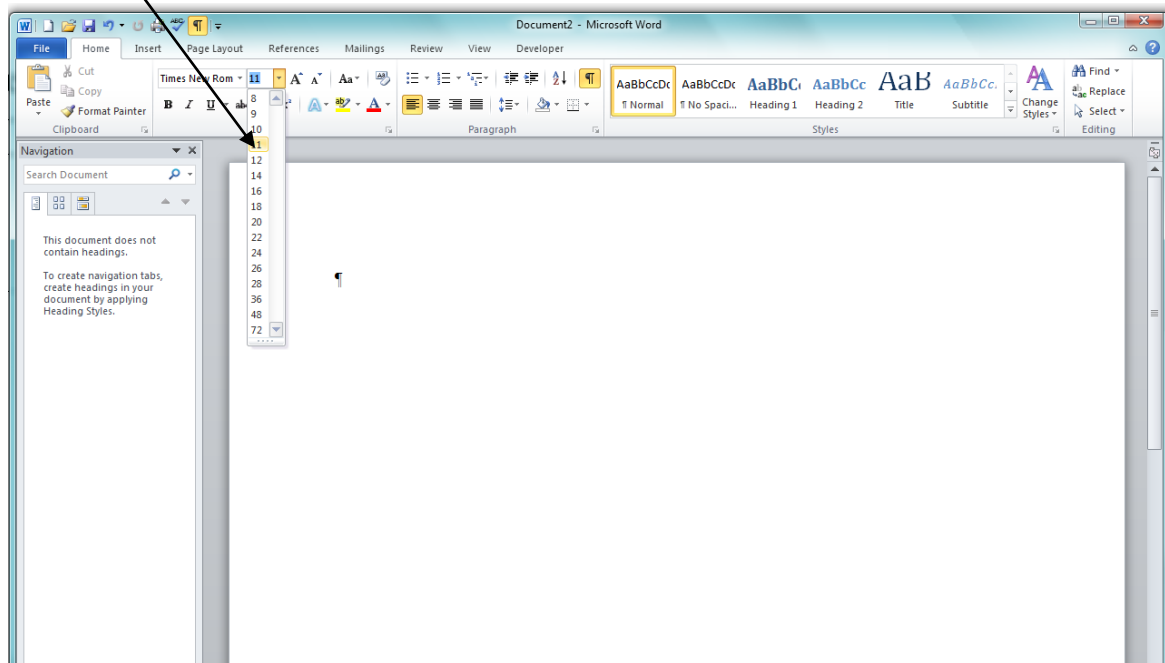
## Setting the Font:

- On the **Home** tab, click on the down-arrow at the right of the font box.
- From the list, choose **Times New Roman**.



## Setting the font size:

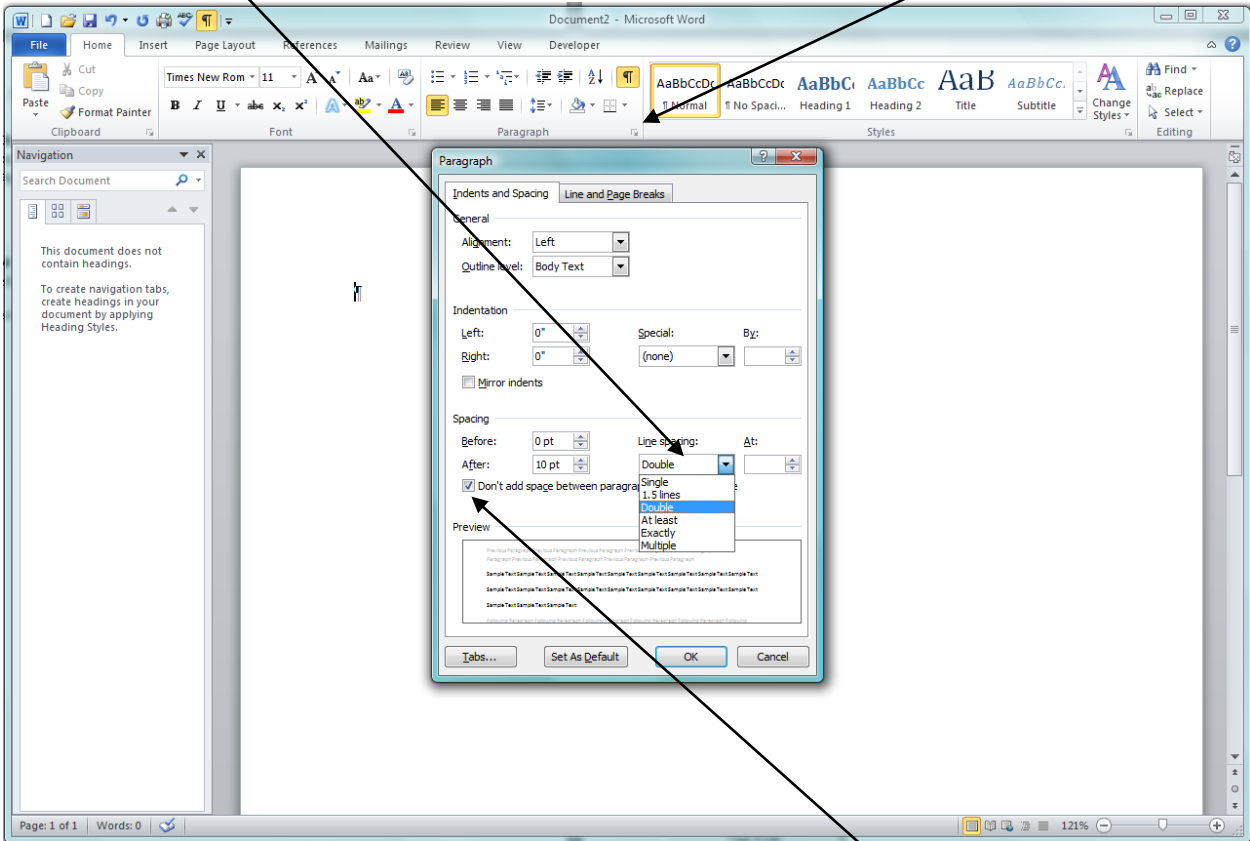
- Click on the down arrow at the right of the font size box.
- Click on “**12**”.



# Setting up a Document in Microsoft Word 2010

## Setting Line Spacing:

- On the Home tab, click on the small arrow in the lower right corner of the paragraph section.
- In the Paragraph box that opens, choose **Double** in the Line spacing box



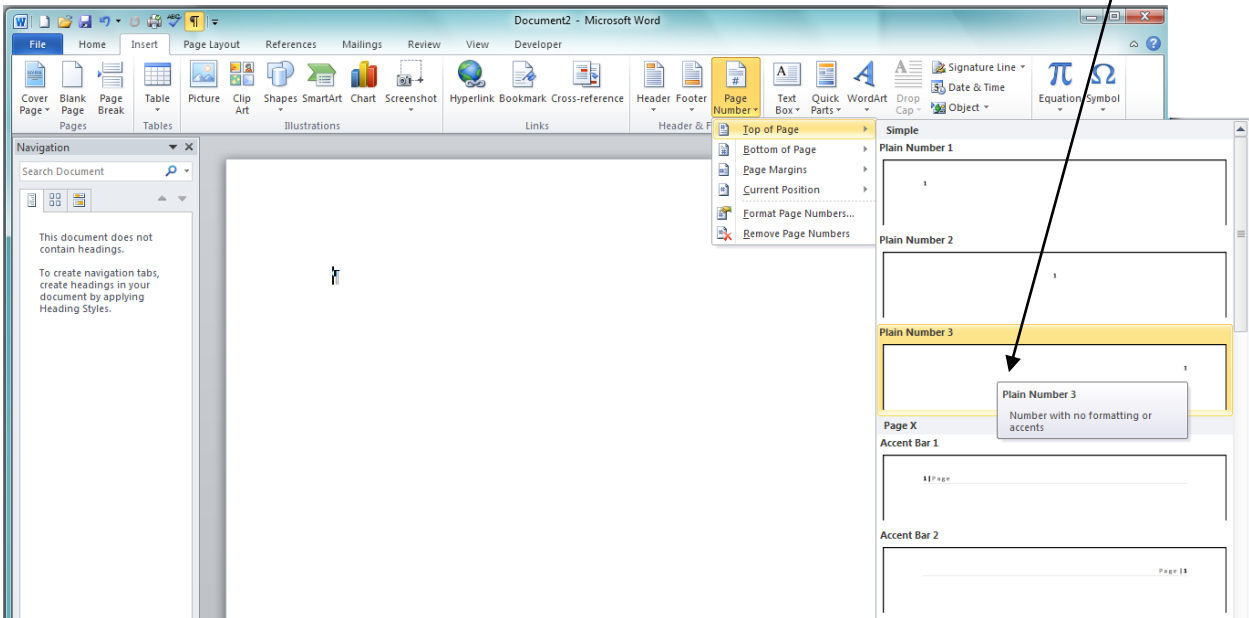
## To remove the extra space between paragraphs

- Check the box that says: “Don’t add space between paragraphs of the same style”

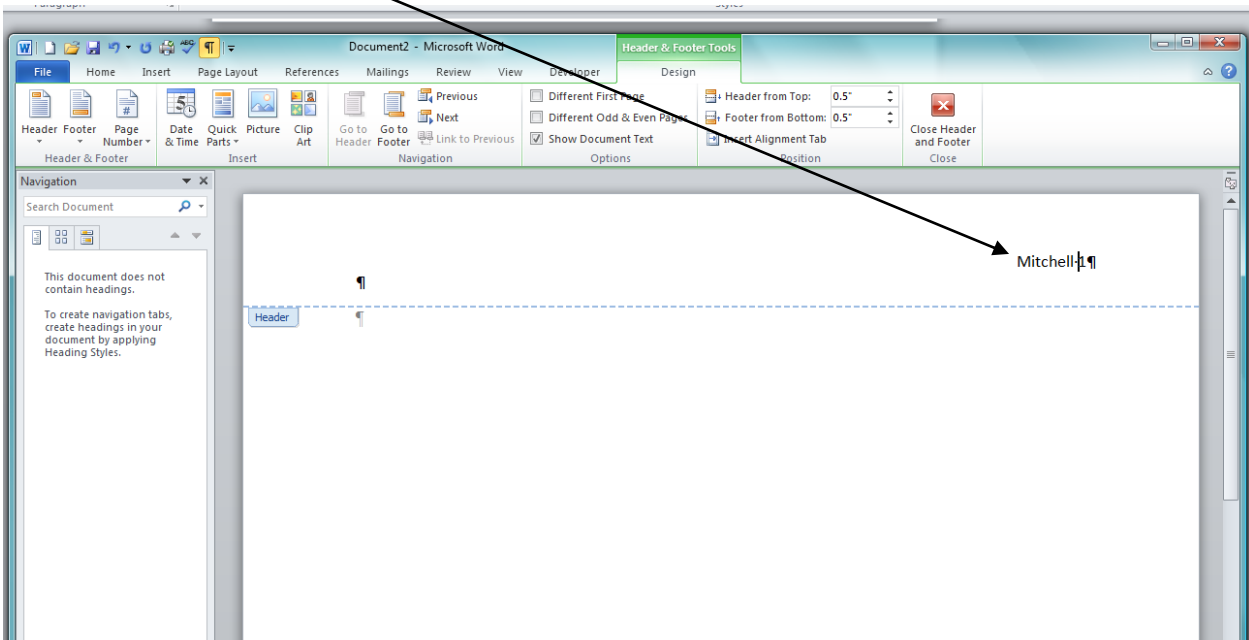
# Setting up a Document in Microsoft Word 2010

## Insert a Page Number With Your Last Name:

- On the Insert tab, click on the **Page Number** icon, **Top of Page**, and **Plain Number 3**.
- At this point, you will have a page number in the upper right corner of the page.



- Type your **last name** and one space next to the page number.

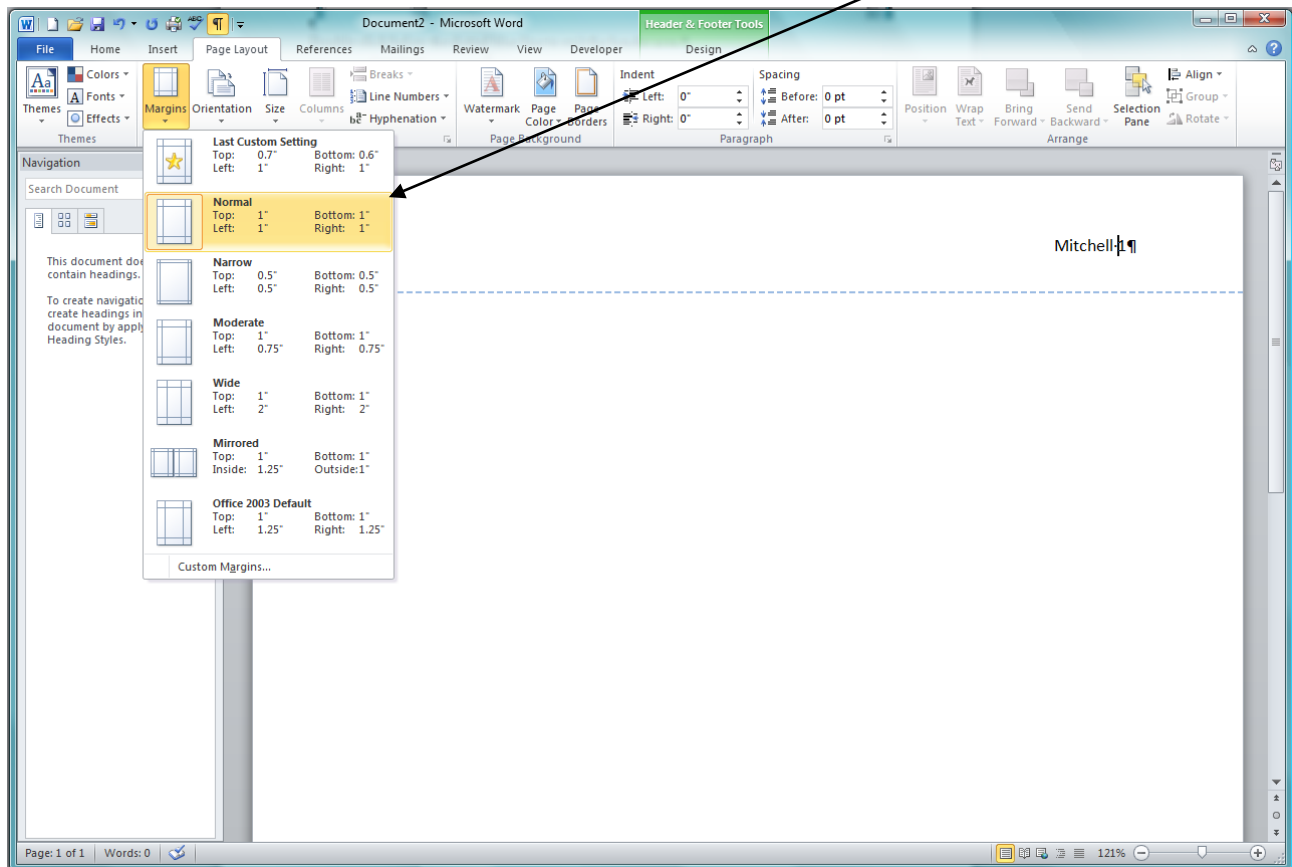


Double click below the dotted blue line to exit the header area.

# Setting up a Document in Microsoft Word 2010

## Setting Margins:

- On the Page Layout tab, click on the **Margins** icon, then click on **Normal** (1 inch margins).

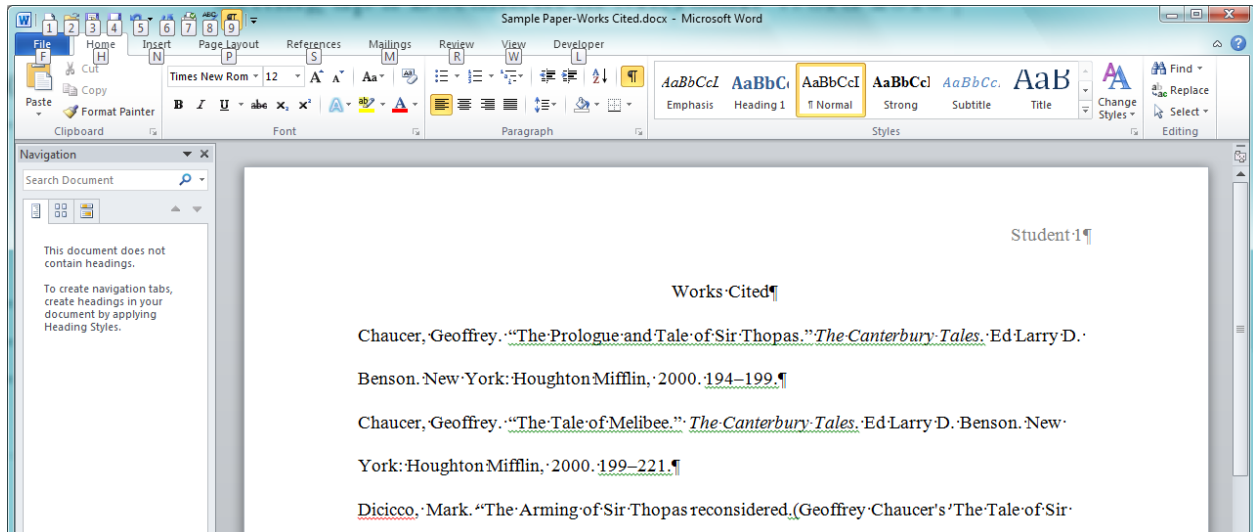


# Supplement

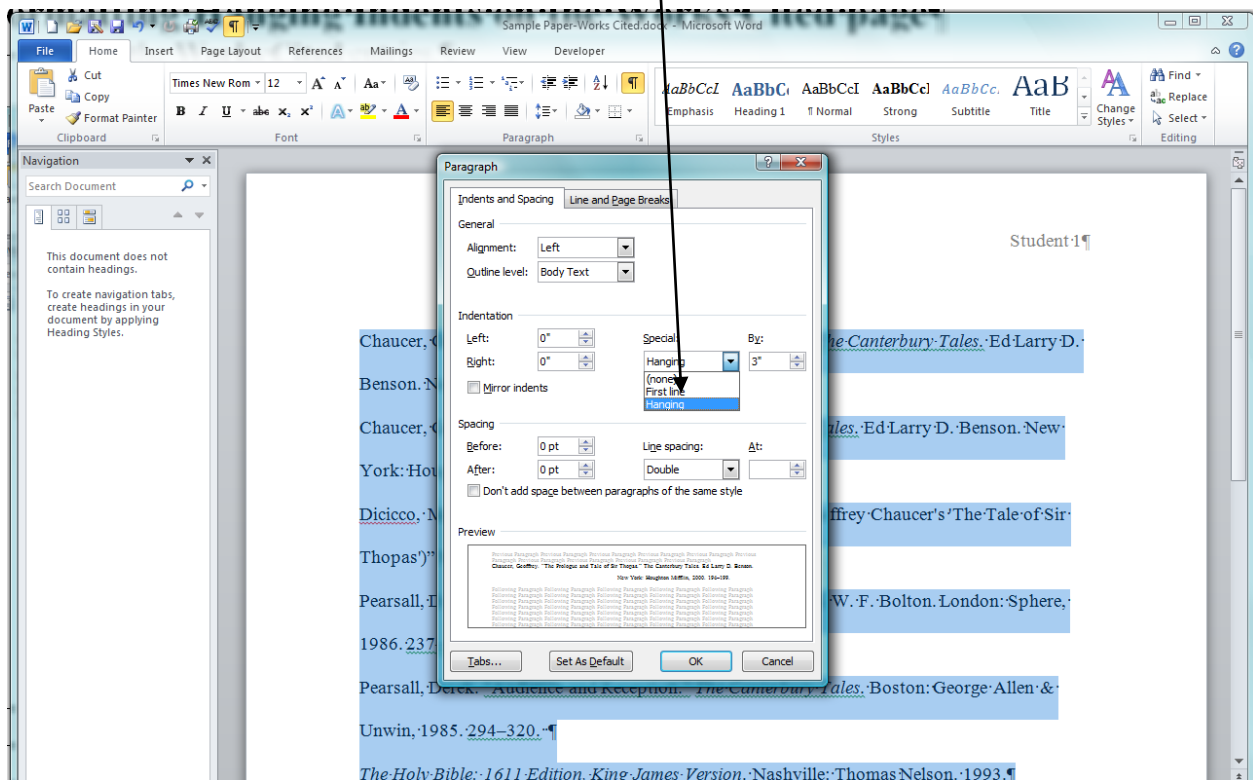
## Setting up a Document in Microsoft Word 2010

### Formatting Hanging Indents on the Works Cited page

- Type in the Works Cited entries.



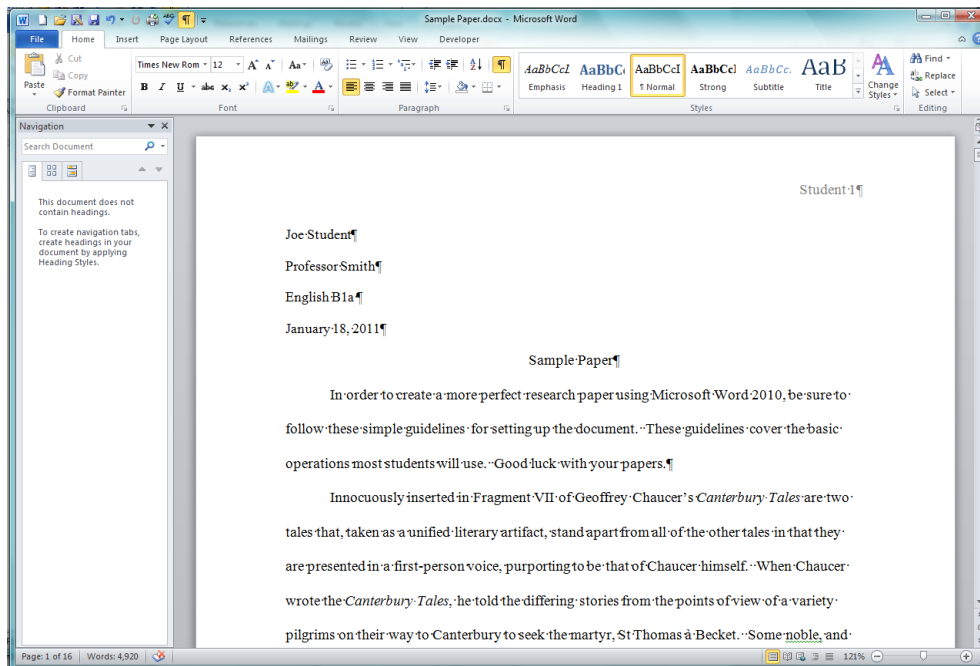
- Select all of the entries
- On the Home tab, click on the small arrow in the lower right corner of the paragraph section.
- In the Paragraph box that opens, choose **Hanging** in the **Special** Indentation box



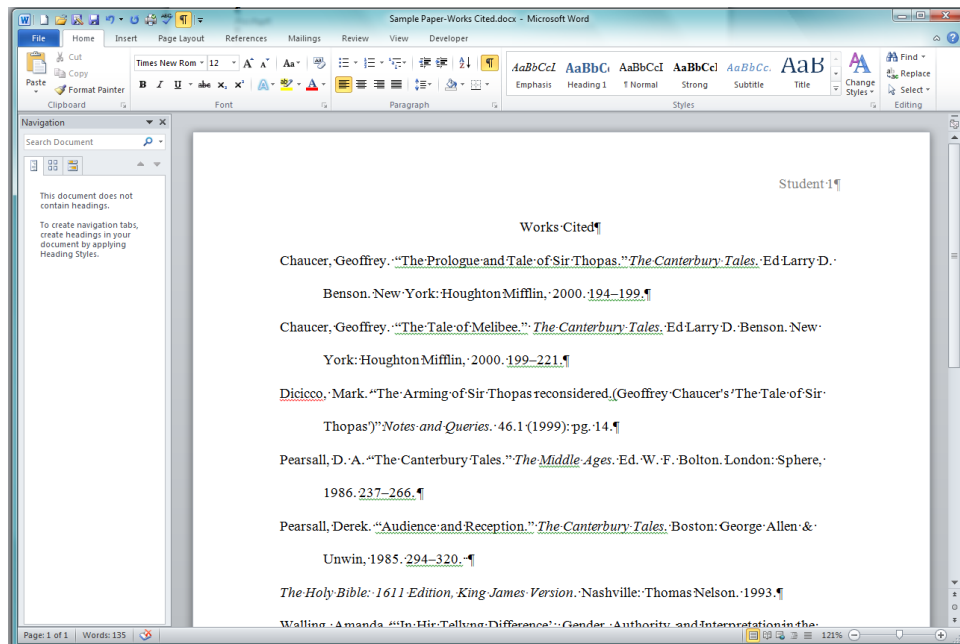
# Supplement

## Setting up a Document in Microsoft Word 2010

### Result: A Well Formatted Microsoft Word 2010 Document



First Page



Last Page – Works Cited