**MLA Documentation Style** (WD 69)
To follow the MLA documentation style, use:

- _____-point size
- _________________ font
- _________________-space text on all pages
- _____-inch margins on the top, bottom, left, and right
- __________ _______ and __________ _______ right-aligned in header

The MLA documentation style does not require a _________________ page.

______________ the title one double-spaced line below your name / course info.

The MLA documentation style uses in-text _________________ references instead of noting each source at the bottom of the page or end of the paper.

The MLA documentation styles uses the term __________ _______ to refer to the bibliographic list of sources at the end of the paper.

The works cited page lists sources ________________.

**Styles** (WD 70)
A style is a named group of _________________, including font and font size.

The default style in Word is called the _________________ style, which most likely uses 11-point Calibri font.

**To Modify a Style**
Right-click “Normal” in the Quick Style gallery: ________ tab, ________ group

- Click _________________ on the shortcut menu.
- Make changes to the font style and/or font size.
- Ensure that the “Only in this document” option is selected.
- Click the OK button.

**Adjusting Line and Paragraph Spacing** (WD 72)
Line spacing is the amount of _________________ space between lines of text in a paragraph.

Paragraph spacing is the amount of space _______ and _______ a paragraph.

By default, the Normal style places ____-points of blank space after each paragraph and inserts vertical space equal to ____ lines between each line of text.
To Change Line Spacing (WD 73)
✓ Click the Line and Paragraph Spacing button: _______ tab, _______ group
✓ Click ____ to change the line spacing to double-spaced.

To Remove Space after a Paragraph (WD 74)
✓ Click the Line and Paragraph Spacing button: _______ tab, _______ group
✓ Click the Remove Space After Paragraph option.

To Update a Style to Match a Selection
✓ _______ -click Normal in the Quick Style gallery on the _______ tab.
✓ Click Update Normal to Match Selection on the shortcut menu.

This ensures your spacing options become standard throughout the document.

Headers and Footers (WD 75)
A header is text and graphics that print at the _______ of each page in a document.
A footer is text and graphics that print at the _______ of each page.

To Switch to the Header
✓ Click ____________ on the Ribbon to display the buttons on the tab.
✓ Click the ____________ button located in the Header & Footer group.
✓ Click ____________ ____________ in the Header gallery.

To Insert a Page Number (WD 77)
✓ Click the Insert Page Number button: _______ & _______ Tools Design tab
✓ Point to ____________ ____________ and select Plain Number.

Shortcut Keys (WD 81)
Word has many shortcut keys, or ____________ key combinations, for your convenience while typing.

<table>
<thead>
<tr>
<th>TASK</th>
<th>SHORTCUT KEYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bold</td>
<td></td>
</tr>
<tr>
<td>Italic</td>
<td></td>
</tr>
<tr>
<td>Underline</td>
<td></td>
</tr>
<tr>
<td>Center</td>
<td></td>
</tr>
<tr>
<td>Left-align</td>
<td></td>
</tr>
<tr>
<td>Right-align</td>
<td></td>
</tr>
</tbody>
</table>
To First-Line Indent Paragraphs (WD 83)
The first line of each paragraph in the research paper is to be indented ________ inch from the left margin.

The left margin on the ruler contains two __________ above a square.

The First Line Indent marker is the _______ triangle.

To AutoCorrect as You Type (WD 85)
Word provides an AutoCorrect feature that automatically corrects errors, such as:

To Use the AutoCorrect Options Button
When you position the mouse pointer on text that Word automatically corrected, a small __________ box appears below the text.

If you point at the small box, Word displays the AutoCorrect Options button.

Clicking the button displays a menu that allows you to ________ a correction or change how Word handles future automatic corrections of this type.

To Create an AutoCorrect Entry (WD 87)
✓ Click _______ on the Ribbon to open the __________ view.
✓ Click ______________ to display Word Options.
✓ Click ______________ in the left pane.
✓ Click the AutoCorrect Options button in the right pane.
✓ Type a commonly misspelled word in the _____________ text box and the correct word in the _____________ text box.
✓ Click the Add button. Click OK.

Citations (WD 88-89)
Word provides tools to assist you with inserting citations in a paper and later generating a list of sources from the citations. The process is as follows:

1. 
2. 
3.
To Change the Bibliography Style (WD 89)
✓ Click the ____________ tab.
✓ Click the ____________ Style box arrow to display a gallery of options, such as APA or MLA Sixth Edition.

To Insert a Citation and Create Its Source (WD 90)
✓ Click the ____________ ____________ button on the ____________ tab.
✓ Click Add ____________ ____________.
✓ Choose the Type of ____________ (book, article in a periodical, web site, etc.).
✓ Enter information into the bibliography fields.
✓ Click the OK button.

To Edit a Citation (WD 91)
✓ Click somewhere in the citation to be edited (the parenthetical reference).
✓ Click the Citation Options box arrow.
✓ Click ____________ ____________ on the menu.
✓ Enter _______ numbers or tick the boxes to ____________ author, year, or title.

Footnotes (WD 93)
The MLA documentation style specifies that a superscript (raised number) be used for a note ____________ mark to signal that a note exists either at the bottom of the page as a ____________ or the end of the document as an ____________.

Click the ____________ ____________ button on the ____________ tab.
Enter and format the text in the footnote.

To Insert a Citation Placeholder (WD 94)
Sometimes, you may not have the source information readily available and would prefer to enter it at a later time.
✓ Click the ____________ ____________ button on the ____________ tab.
✓ Click Add New ____________ on the menu.
✓ Type a tag name for the source. Click OK.

Don’t forget to click on the placeholder later and Edit Source to add information.
To Edit a Source (WD 97)
✓ Click somewhere in the citation placeholder to be edited.
✓ Click the ____________ ____________ to display the menu.
✓ Click ____________ ____________ on the Citation Options menu.
✓ Choose the Type of Source, then enter information into each bibliography field.

To Count Words (WD 101)
You can look on the ____________ bar and see the total number of words in a document.

Click the ____________ ____________ indicator to display additional information.

Automatic Page Breaks (WD 106)
As you type documents that exceed one page, Word automatically inserts page breaks. If the page is not full, you must insert a ____________ page break by forcing it into the document at a specific location.

Click on the ____________ tab and click the ____________ ____________ button.

To Create the Bibliography List (WD 108)
Start by centering the title “Works Cited” and pressing enter at the end of the line.

Word can format the list of sources and alphabetize them in a ____________ list.

Sources should be __________-aligned.

✓ Click the ____________ on the Ribbon.
✓ Click the ____________ ____________ button.
✓ Click Insert Bibliography.

To Modify a Source and Update the Bibliographical List (WD 109)
✓ Click the ____________ ____________ button on the ____________ tab.
✓ Click the source you wish to edit in the Current list.
✓ Click the ____________ button.

To Convert a Field to Regular Text (WD 110)
Keep in mind – once converted field to regular text, it can no longer be updated!

✓ Click somewhere in the field to select it (all the words will be shaded).
✓ Press __________ + __________ + __________ to convert it to regular text.
**Copying, Cutting, and Pasting** (WD 113)

The _______ _______ is a temporary storage area that holds up to 24 items (text or graphics) copied from any Office program.

_________ is the process of placing items on the clipboard while leaving the item in the document at the same time.

_________ removes the item from the document before placing it on the clipboard.

_________ is the process of copying an item from the clipboard into the document at the location of the insertion point.

**To Find Text** (WD 115)

✓ Click the _______ _______ button on the _______ _______ tab in the _______ _______ group.
✓ Type a word or phrase in the Navigation Pane. Word will display all occurrences of the typed text, which is called the search text.

**To Replace Text** (WD 116)

✓ Click the _______ _______ button on the _______ _______ tab in the _______ _______ group.
✓ Type the current phrase in the _______ _______ box.
✓ Type the new phrase in the _______ _______ text box.
✓ Click the Replace All button to change all occurrences of the text. Click OK.

**To Find and Insert a Synonym** (WD 118)

A synonym is a word _______ _______ in meaning to another word.

A _______ _______ is a book of synonyms.

✓ Locate and _______-click the word you want to replace.
✓ Point to _______ _______ on the shortcut menu.
✓ Choose the synonym you want to use instead.

**To Change Document Properties** (WD 122)

✓ Click _______ _______ on the Ribbon to open Backstage view.
✓ Click the _______ _______ button in the right pane.
✓ Click Show _______ _______ Panel to display the document information panel in Word.