# USING MICROSOFT WORD 2007® FOR APA TASKS

This booklet is not formatted in APA style.

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USING MICROSOFT WORD 2007® FOR APA TASKS
Screen shots reprinted by permission of Microsoft® Corporation.

GENERAL TIPS

The diagram above is to assist you with terminology in this section. For more word processing information, the University Library has Word 2007 manuals for student use. The Writing Center also offers assistance. Beginners should enroll in a word processing course or workshop.

The feature that most distinguishes MS Word 2007 from earlier versions of Word is the **Ribbon Bar**. The Ribbon Bar is loaded with features, many of which you will never use, but the features cannot be changed or customized. However, Word 2007 also has a **Quick Access Toolbar** that can be customized and moved to a more convenient location.

The directions throughout this booklet are based upon use of the Ribbon Bar because that is what all Word 2007 users have in common. In a special section of this book, however, you will find directions for customizing and using the Quick Access Toolbar, which can make your work faster and easier. Refer to the table of contents at the beginning of the booklet.

**Backspace and Delete**

The keyboard has two delete keys: **Backspace** and **Delete**. What’s the difference?

- The **Backspace** key deletes characters and spaces to the left of the cursor (see the arrow pointing to the left?).
- The **Delete** key deletes characters and spaces to the right of the cursor.

For example, in the sentence below—where the cursor has been placed after the *n* in *frustration*—pressing the Backspace key twice will erase the *n* and the *o*, whereas pressing the Delete key twice will erase the space and the *b*.

Save yourself some time and frustration by using the keys correctly:

**Dashes and Hyphens**

- Hyphens are used to connect words and parts of words. The hyphen key is located next to the 0 on the keyboard. Type hyphens with **no space before or after** (for example, “a rags-to-riches story”).
- Dashes are intended to separate words and phrases. To create a dash, type two hyphens with **no space before, after, or between them**. Use dashes to indicate an interruption (e.g., “Students in Group 2—those who received no training—were least successful at accomplishing the task.”)
Center

Never center text by tabbing or spacing. If you do, any revisions will throw the text off center. Use the Centering function of the word processor. It will automatically adjust centering as you revise. You can center text before or after it is typed. If you center after typing, you’ll need to highlight the text, then center it. To center text,

Click the Centering icon on the Ribbon Bar "Home" tab, Paragraph section)

Grammar Check

A word of caution about grammar check . . .

The grammar checker can be a useful tool, but it cannot think the way a human does. If you type something that doesn't fit one of the grammatical patterns stored in the grammar checker’s memory, it will give you an "alert," meaning it can’t find a matching pattern. Think of the alert as a question rather than a command. It is asking, Is this the pattern you really want? For example, the grammar check usually alerts writers to use of the passive voice,* because passive voice is usually best avoided. However, it is not necessarily wrong, and on occasion it may even be preferred to active voice. You must decide to keep, discard, or modify text that sets off the grammar alert. Don’t change something just because the grammar check highlighted it.

*Passive voice is explained in the Writing Center's Introduction to the APA and Other Writing Tips and in the APA manual.

APA References and Word 2007

The 4th tab on the Word 2007 Ribbon Bar is References. If you click on it, you will see a listing for APA style. Alas, the style is not correct. Word 2007 does not (1) format titles, volumes, or issues correctly, (2) does not space lines correctly, and (3) does not create hanging indents. Aside from that, you may find Word's References useful. Just be sure to make the corrections after you use it. Throughout this booklet you will find other ways Word 2007 can make APA formatting much easier.

Page Breaks

Generally, the word processor automatically creates page breaks as your typing spills over from one page to another. However, at times you need to force a page break: for example, at the end of the title page or abstract, or before starting the reference page.

Do not force a page break by pressing the Enter key repeatedly. This will cause text to move down the page every time you revise, leading to unsightly gaps between sections.

Instead, use the Page Break function of MS Word as follows

1. On the Ribbon Bar, click the Page Layout tab.
2. In the Page Setup section of the Page Layout tab, click the Breaks icon as shown in the diagram below
3. When the Page Breaks menu opens, click the Page option.

There is a shortcut keyboard option for forcing a page break: **Ctrl+Enter** (Hold down the Control key while you press Enter).

To view the page breaks you have entered, see Show/Hide in the section below.
Show/Hide
The Show/Hide function allows you to see hidden formatting codes—a helpful tool when you need to correct or modify formatting. To find the Show/Hide icon,
1. On the Ribbon Bar, click the Home tab.
2. In the Paragraph section of the Home tab, find the Show/Hide icon:
3. The Show/Hide icon is a toggle switch: Click once to turn it on, and click again to turn it off.

The Show/Hide icon reveals the following codes:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>¶</td>
<td>Manual line feed (Enter button pressed)</td>
</tr>
<tr>
<td>•</td>
<td>Tab space</td>
</tr>
<tr>
<td>...</td>
<td>Space inserted (space bar)</td>
</tr>
<tr>
<td>…Page Break…</td>
<td>Manual page break inserted (Ctrl+Enter).</td>
</tr>
</tbody>
</table>

• SHORTCUT • SHORTCUT • SHORTCUT • SHORTCUT •
The Show/Hide icon also appears on the Quick Access toolbar, which is visible no matter what tab is open.

Undo
The Undo icon is located on the Quick Access Toolbar (see diagram page 2). Clicking the Undo icon allows you to cancel your last command (if you click Undo once) or your last several commands (if you click repeatedly). Make a mistake? Just click Undo!
INITIAL SETUP OF APA PAPERS
(Numbers in brackets indicate corresponding sections of the APA manual)

Get started off right! Set up APA format before you begin typing. You can set formatting just for your current APA paper, or you can change the default so that the formatting stays set for future APA papers. (You can set the default back to MS Word’s original settings at any time.) As you become more familiar with Word 2007 for APA, you will find shortcuts for some of the tasks described in this section. The directions below allow the option of changing your default settings so you won’t have to keep reformatting each time you start an APA paper.

TYPEFACE (Fonts)([5.02])

The APA recommends a serif* 12-point typeface. The University standard is Times New Roman. Keep typeface the same throughout the paper, even for page numbers and headers. Do italicize the type in headings and certain words (refer to APA manual). Do not use boldface or underline in APA papers.

To set font,
1. On the Ribbon Bar, click the Home tab.
2. In the Font section of the Home tab, click the arrow in the right corner.
3. When the Font setting window opens, select Times New Roman, Regular, 12.
   Note: Rather than scroll through the list of fonts, you can type the font name in the box.
4. To set the font for the current paper only, click OK.
5. To keep this font setting for all papers, change the default as follows:
   a. Click the Default button at bottom left of the Font menu.
   b. When the next window opens, click the Yes button.
   *Serifs are the tiny lines that dangle on the ends of letters.
APA papers use margins of 1 inch on all sides (except for doctoral papers, which use a left margin of 1.5”). Most word processors are set automatically (default) for 1.23” on left and right, so you will probably need to reset your margins as follows:

**To set margins,**

1. On the Ribbon Bar, click the *Page Layout* tab.
2. In the *Page Setup* section of the Page Layout tab, click the arrow in the right corner.
3. When the Page Setup window opens, select the *Margins* tab if not already open.
4. Make sure all four margins are set at 1”. *
5. To make this the setting for all papers, change the default setting as follows:
   a. Click the Default . . . button at bottom left.
   b. When the next window opens, click Yes.

*Doctoral students use a left margin of 1.5”
PAGE LAYOUT

ALIGNMENT ● INDENTS ● LINE SPACING

To set page layout,
1. On the Ribbon Bar, click the Page Layout tab.
2. In the Paragraph section of the Page Layout tab, click the arrow in the right corner.
3. When the Paragraph window opens, click the Indents and Spacing tab if not already open.
4. Set heading as illustrated by the a, b, and c circles at right.
   (a) APA text is aligned to the left margin, except for centered headings and title page. Do not set alignment at "justified" to make the right margin even. The right margin should be ragged.
   (b) Use the Tab key to indent paragraphs ½ inch. All indentation, including first line indent, should be set at 0.
   (c) In APA lines are double-spaced throughout—never more, never less (except on some title pages).
     If you find irregular spacing between paragraphs (usually an extra line), it is because the "Before" and "After" spacings are not set at 0 (see 4c in diagram.
5. To set the alignment, indents, and line spacing for the current paper only, click OK.
6. To make these the settings for all papers, change the default setting as follows:
   a. Click the Default button at bottom left.
   b. When the next window opens, click Yes.

- To create hanging indents on the reference page, see p. 9 of this booklet.
- To indent blocked quotes, see p. 10 of this booklet.

(Initial Setup: Alignment, Indents, Line Spacing)
PAGE NUMBERS AND PAGE HEADERS [5.06 and 6.03]

The APA manual calls for page numbers and page headers on every page, including the title page. However, your program may want a variation on that style. The directions here are for APA style.

Insert Page Numbers

1. On the Ribbon Bar, click the **Insert** tab .
2. In the **Header & Footer** section of the Insert tab , click the **Page Number Icon**.
3. Click arrow to right of **Top of Page** selection
4. In the new menu (not shown in diagram), click the illustration showing page number at top right of page.
5. Page number will insert automatically

Insert Header

1. After page number is inserted, type the header in front of it, followed by 5 spaces.
   (The header can be the first word or two of your title, or any short phrase that identifies the paper.)
2. Make sure header and page number are set to Times New Roman 12 to match font of paper.

Keep Page Number and Header off First Page

To keep page number and header off title page (if instructor requests),
1. Insert page number and header as described above.
2. On the Ribbon Bar select the **Page Layout** tab.
3. In the **Page Setup** section of the Page Layout table, click the arrow in the right corner.
4. When the Page Setup menu appears, select **Layout** tab.
5. Click the **Different first page tab** to insert a check.
6. Click OK at the bottom of the Page Setup box to close and return to document

(Page Number and Page Headers)
**INDENTATION: HANGING INDENTS AND BLOCKED QUOTES**

*Do not create hanging indents "manually" by inserting line breaks and tabs or spaces. If you do, you will not be able to revise your reference page. Instead, follow the directions below to allow MS Word to insert automatic hanging indents that self-adjust as you revise.*

**Hanging Indents for the Reference Page**

You can set hanging indents before or after typing the text. If you format hanging indents after typing the text, you'll need to highlight the text before formatting. You will also need to remove all Tabs, if you inserted any, from the Reference list. (See Show/Hide in this section.)

**To set hanging indents before typing the first reference entry** (but after typing the page heading):

1. On the Ribbon Bar, click the **Home** tab.
2. In the Paragraph section of the Home tab, click the arrow in the right corner.
3. When the Paragraph setting box opens, click the arrow next to “Special:”
4. Select Hanging. The settings will look like this:
   - **Special:** Hanging
   - **By:** 0.5"

5. Click OK to close.

When you type reference entries, just allow the lines to wrap and indent automatically. Don't press the Enter button until you are ready to type the next entry.

**Alphabetize Reference Entries Easily**

If—and only if—you have created hanging indents automatically as shown above, you can quickly and easily alphabetize the list.

1. Remove any extra blank lines after the last entry.
2. Highlight the reference list (but not the title).
3. On the Ribbon Bar, click the **Home** tab.
4. In the **Paragraph** section of the Home tab, find and click the "sort" icon:
5. When the sort menu opens, make sure settings are as follows:
   - Paragraph . . . text . . . ascending
6. Click OK.
Indenting Blocked Quotes

Note: Use direct quotes sparingly, if at all.

Quotes of 40 words or more must be "blocked" rather than placed in quotation marks (see APA pp. 118-119).

To create a block quote,
1. Type the quote, double-spaced.
2. Highlight the quoted text.
3. Locate the Left Indent on the Ruler Bar (right diagram).
4. Drag the little box beneath the two triangles to the ½ mark (see diagram at right and the Ribbon Bar section of this booklet).
5. Release the mouse button.

Word Count

To count words quickly,
1. Highlight the text containing the words you want counted.
2. Look near the bottom left of your screen. You will see a ratio: on the left is the number of words you highlighted; on the right is the number of words in the entire document.

(Blocked Quotes and Word Count)
"ORPHAN" HEADINGS
(Numbers in brackets indicate corresponding sections of the APA manual)

For an explanation of APA heading styles and formatting, see the Writing Center's Introduction to the APA and Other Writing Tips as well as the APA manual, pp. 111-115.

Prevent "Orphan" Headings

Headings that stand alone on a line can get separated from their text when they occur at the bottom of a page. (Turning on widow/orphan control won't help with headings.) The following procedure will ensure that headings remain with the text that follows them.

NOTE: Do not use this command with APA style 4 indented headings. Use it only for headings that appear alone on a line.

To prevent heading from separating the their text . . .

1. Place the cursor in front of the first letter of the heading (or before you type the heading).
2. On the Ribbon Bar, click either the Home tab or the Page Layout tab.
3. In the Paragraph section of the Home tab or Page Layout tab, click the arrow in the right corner.
4. When the Paragraph menu opens, click the Line and Page Breaks tab.
5. Click to place a check in the Keep with next box.
6. Click OK.

It's a good idea to set all headings at Keep-with-next, even at the tops of pages, because headings move as you revise.

● SHORTCUT ● SHORTCUT ● SHORTCUT ● SHORTCUT ●

To avoid repeating the steps above every time you type a title, you can place an icon on the Quick Access toolbar that completes the steps with a click of a button. See the section called "Customizing the Quick Access Toolbar."
AUTOFORMAT SETTINGS

Word 97 is installed with autoformat settings that may be inconvenient for you when you are working on APA papers. You can easily change these autoformat settings to fit your needs. Suggestions are below, but you can customize autoformat as it suits you. (Autoformat changes will be maintained for all documents until you change Autoformat again.)

For example, many people are annoyed by the "check-spelling-as-you-type" autoformat setting because it places red underlines on the screen when the Spell Check doesn’t recognize a word such as a cited name. The "check-grammar-as-you-type" autoformat setting places green underlines on the screen to indicate "fragments" when you place periods after a reference element.

You can turn off those autoformat settings and still check grammar and spelling after you have finished the paper.

To change an autoformat setting,

1. Click the Office Icon at the far top left of the screen.
2. When the Office menu opens, click Word Options at the bottom of that menu.
3. When the Word Options menu opens, click the Proofing button on the menu at left.
4. When the menu opens, click off the boxes for Check-spelling-as-you-type and for Mark-grammar-errors-as-you-type.

Note that near the bottom of the menu, you have the option of saving the new autoformatting settings just for the current document (checked box) or for all documents (unchecked box).
5. Click OK to close.
USING ELECTRONIC COMMENTS

When you send a paper for review, the reviewer can insert comments into the margins of your text. (Electronic comments are standard procedure when Writing Center staff review papers online.) The comments can be operated a number of ways. These directions will help you manage them. You can also insert comments into your own document.

These instructions are for Microsoft® Word 2007. Comments may appear and function differently in another version of Word.

Show Comments in a Document

If a reviewer inserted electronic comments, they should appear in the right margin of your text. If not,

1. On the Ribbon Bar, click the Review tab.
2. In the Tracking section of the Review tab, select "Final Showing Markup" or "Original Showing Markup" from the first drop-down menu.

Hide Comments in a Document

To hide the comments without deleting them,

1. On the Ribbon Bar, click the Review tab.
2. In the Tracking section of the Review tab, select either "Final" or "Original" from the first drop-down menu. The comments will be hidden. If you print, the hidden comments will not show.

Permanently Delete Comments From a Document

1. Right click inside the comment.
2. Click Delete Comment.

Add Your Own Comments to a Document

1. Place the cursor at the insertion point in the text, or highlight a string of text.
2. On the Ribbon Bar, click the Review tab.
3. In the Comments section of the Review tab, click the New Comment icon as shown below:

4. Type your comment.
ELECTRONIC COMMENTS (Continued)

Remove Strikethrough or Double-Underline

Sometimes Writing Center consultants underline words in your text to suggest that you omit or replace them, or consultants may double-underline words to indicate suggested additions or replacements.

To remove strikethrough or double-underline,

1. Highlight the text that contains strikethrough or double-underline.
2. Right click inside the highlighted text.
3. When the new menu opens, click Font.
4. When the Font menu opens, click off the check in the Strikethrough (or Double Underline) box.
5. Click OK.

The strikethrough or double-underline will be removed, but the words will remain.
DOT LEADERS FOR TABLE OF CONTENTS

What Are Dot Leaders?

APA provides no guidelines for a table of contents; however, some instructors do. Generally, a table of contents calls for dot leaders—rows of dots from entries to their page numbers, like this:

Statement of the Problem ........................................... 3
Research Questions ................................................... 4
Definition of Terms .................................................... 5
History of the Charter School Movement .......................... 9

You will never make your page numbers line up, and you will wear yourself out typing dots if you don’t set up dot leaders for your tab stops. Dot leaders automatically insert dots when you press the tab key, and the dots adjust automatically to proportioned characters, giving you a straight column on the right.

The first step for creating a table of contents is to type the Table of Contents heading, centered, at the top of your page. Next, double-space and return cursor to left margin. Then follow the procedure below.

To set up dot leaders . . .

1. On the Ribbon Bar, click either the Home tab or the Page Layout tab.
2. In the Paragraph section of the Home tab or Page Layout tab, click the arrow in the right corner.
3. When the Paragraph menu opens, click the Indents-and-Spacing tab.
4. At the bottom left of the Indents and Spacing menu, click the Tabs button.
5. When the Tabs menu opens, first click the Clear All button (it’s ok if 0.5" stays in the Default tab stops box at the top right).
6. In the Tab-stop position box at the top left of the Tabs menu, type 6.2" (you can readjust if necessary).
7. Under Alignment, click Left.
8. Under Leader, click 2 for dots.
9. Click the Set button. (This step is frequently overlooked, resulting in a loss of the setting.)
10. Click OK.
11. Return to your document to begin typing headings. After each heading, press the Tab key to insert dot leaders for page numbers.

NOTE: By setting dot leaders, you have turned the Tab key into a dot leader command. You cannot now use the tab key to indent subheadings in the table of contents. If your table of contents requires indented subheadings, continue to the next page.
Subheadings in the Table of Contents

If your table of contents contains subheadings, you cannot indent them with the Tab key, which now inserts dot leaders. The only way to indent subheadings without dot leaders is to use the Ruler Bar to drag subheading into place.

- Statement of the Problem .......................................................... 3
- Research Questions ..................................................................... 4
- Definition of Terms ..................................................................... 5
- History of the Charter School Movement ................................. 9
  - Urban Changes ........................................................................ 10
  - Inner City Crises ...................................................................... 12
  - Private Initiatives ..................................................................... 13
  - Legislation ................................................................................. 15

Use the Ruler Bar, not the Tab key to indent subheadings in the table of contents.

About the Ruler Bar

The ruler bars runs the width of the editing screen and is located beneath the Ribbon Bar.

If the Ruler Bar is not showing on your screen, turn it on as follows:
1. On the Ribbon Bar, click the View tab.
2. In the Show/Hide section of the View tab, click inside the Ruler Bar box.
3. An alternative way to turn the Ruler Bar on and off is to click the icon on the far right of the Ruler Bar.

Indenting with the Ruler Bar

To indent with the toolbar,
1. Place the cursor where you want to begin the indent.
2. Drag the indenting "hourglass" on the Ribbon Bar to the appropriate ½ " marker.

Note that the "hourglass" is divided into 3 sections that can be dragged separately. Refer to the drawing at right to select the appropriate segment of the "hourglass" to drag.

Parts of the "Hourglass"
- Drag upper triangle to indent first line of paragraph.
- Drag lower triangle to indent subsequent lines of paragraph.
- Drag square to move both triangles. To indent a block of text, highlight the text and drag the square.

Gray zones at either end of Ruler Bar denote margin settings, in this example

[Diagram of Ruler Bar and parts of the "hourglass"]