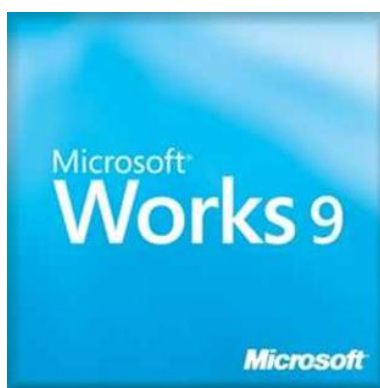
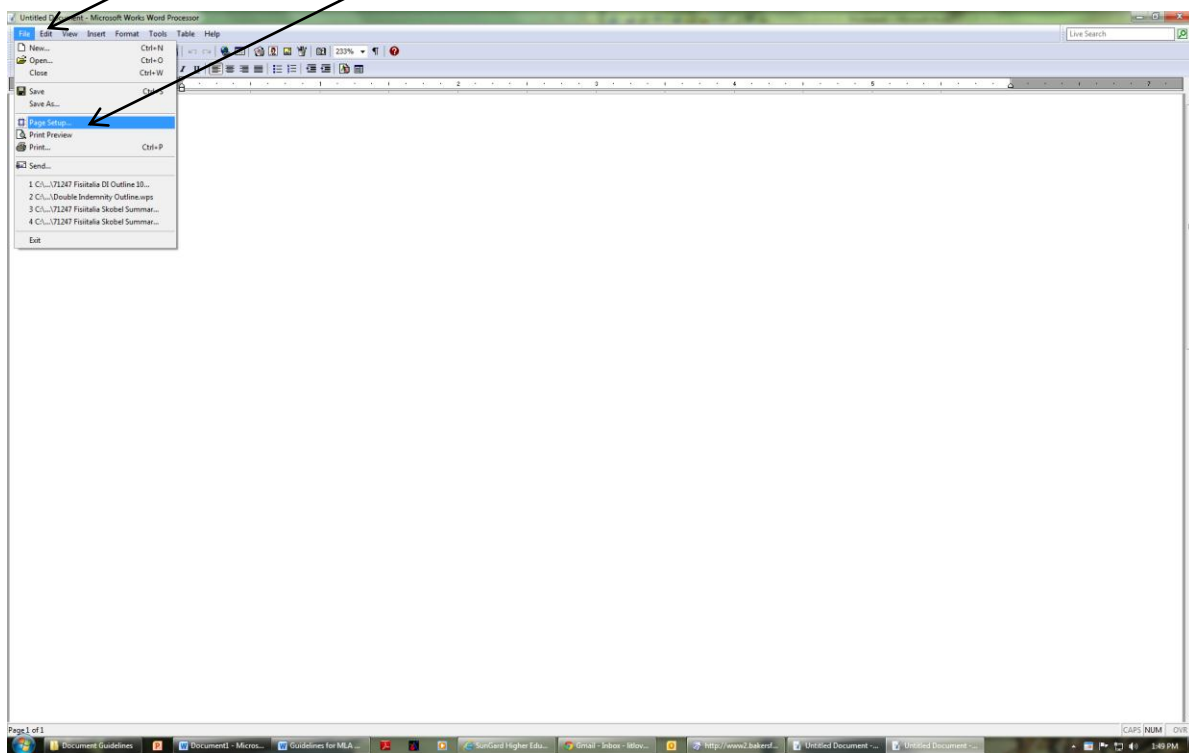


Guidelines for Setting up an MLA Document

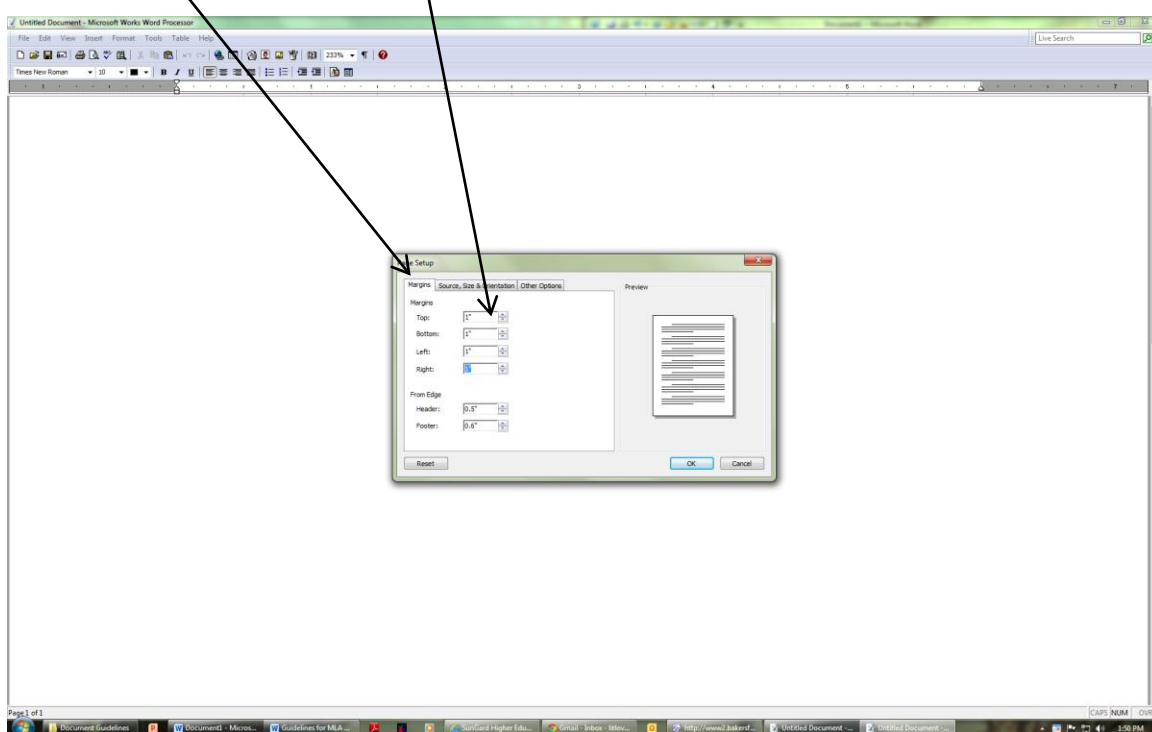
Using Microsoft Works 9



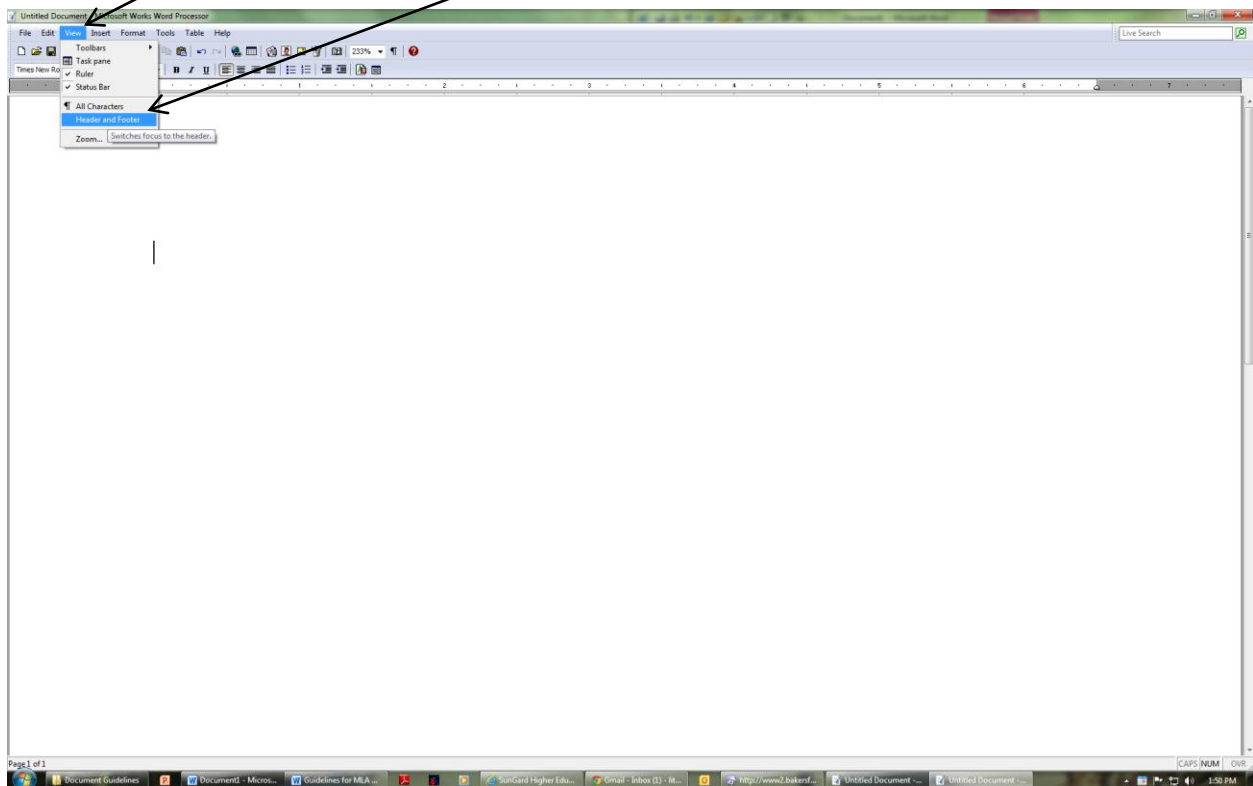
Click on **File** and select **Page Setup**



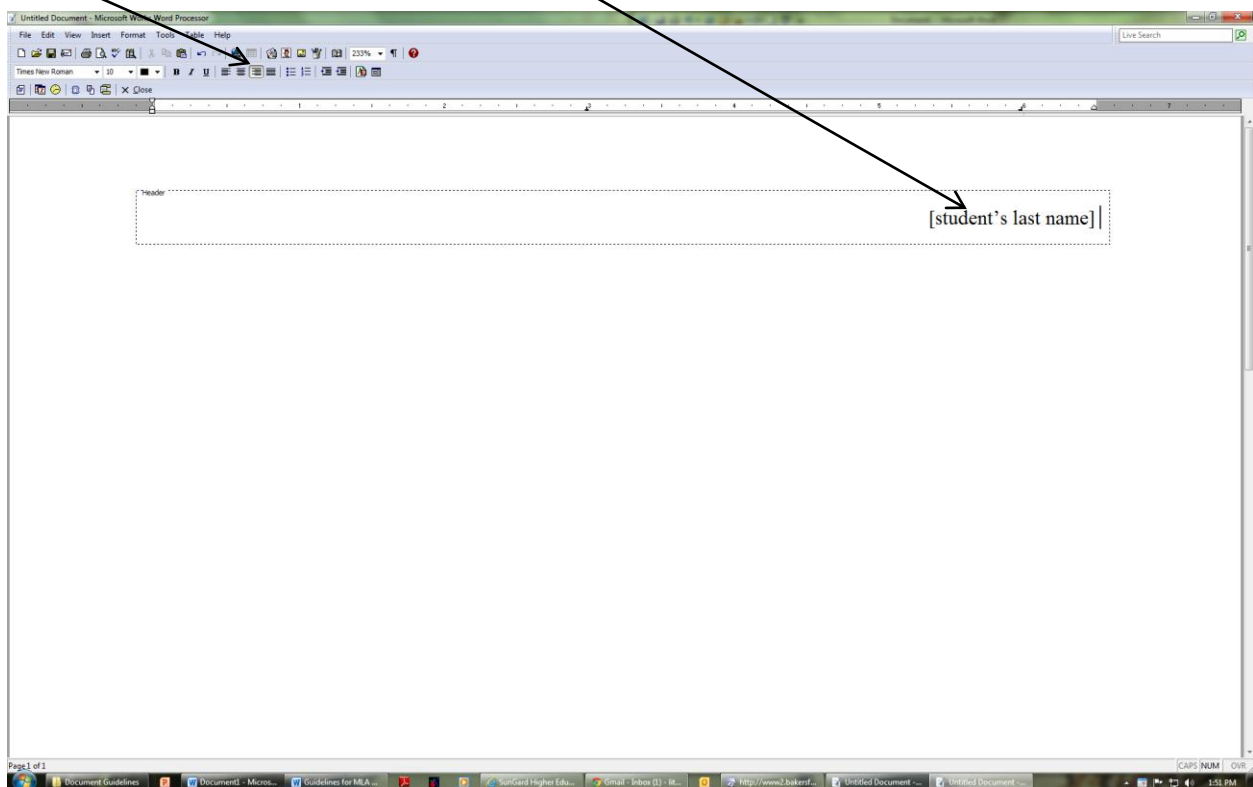
Click on **Margins** and choose **1" margins** on all sides.



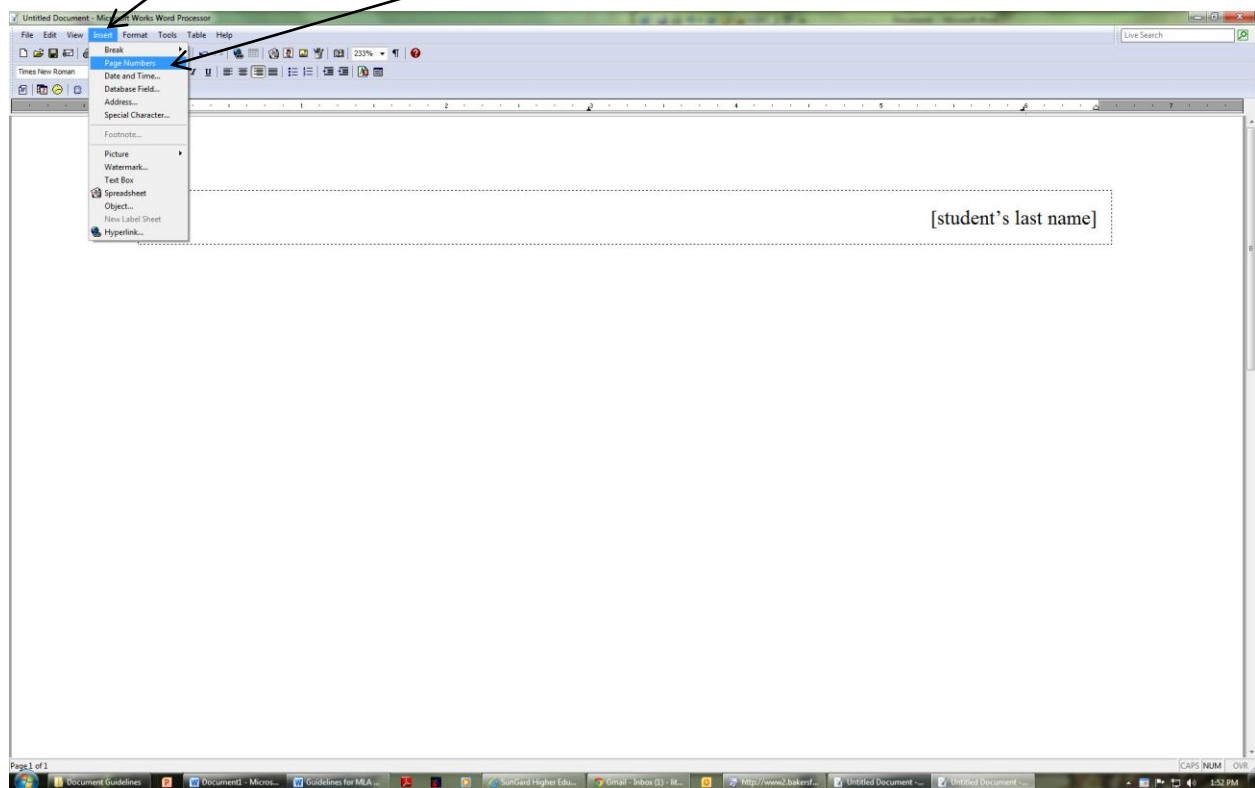
Click on **View** and select **Header and Footer**.



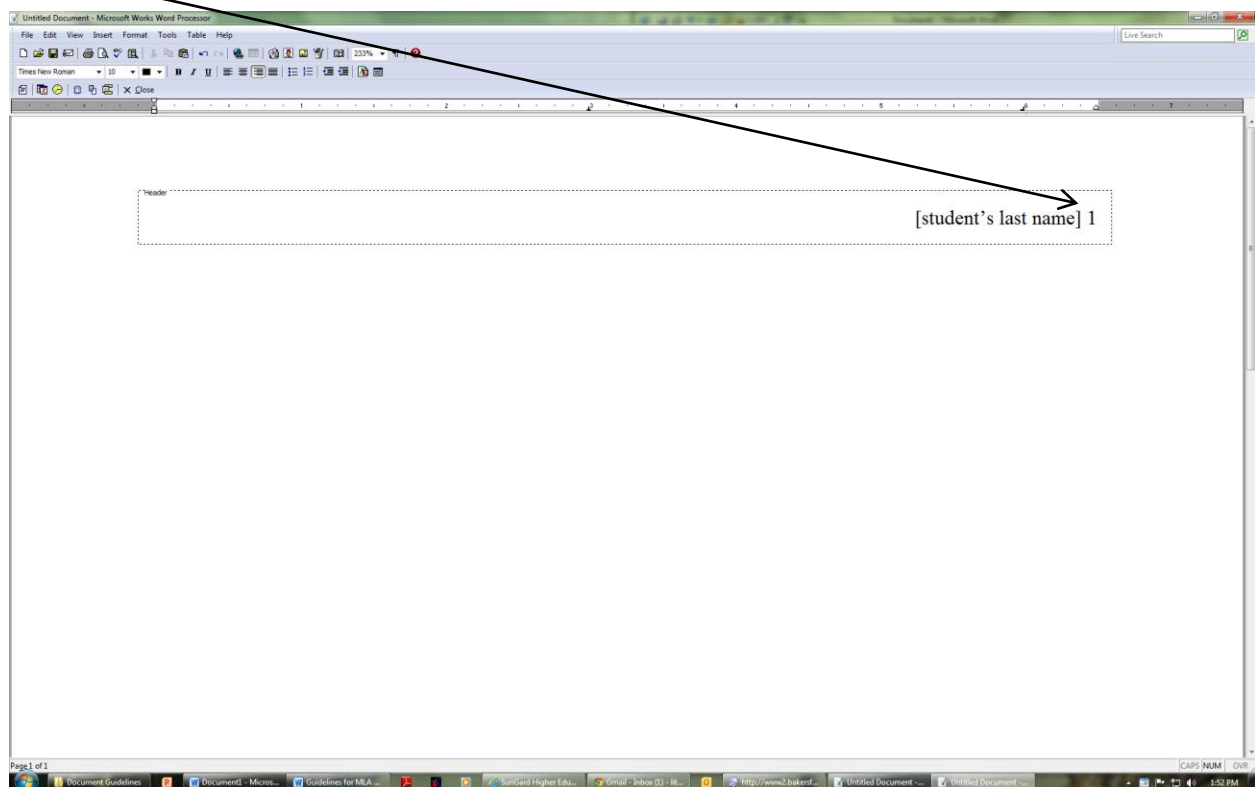
Align Right the right margin and type in **your last name**.



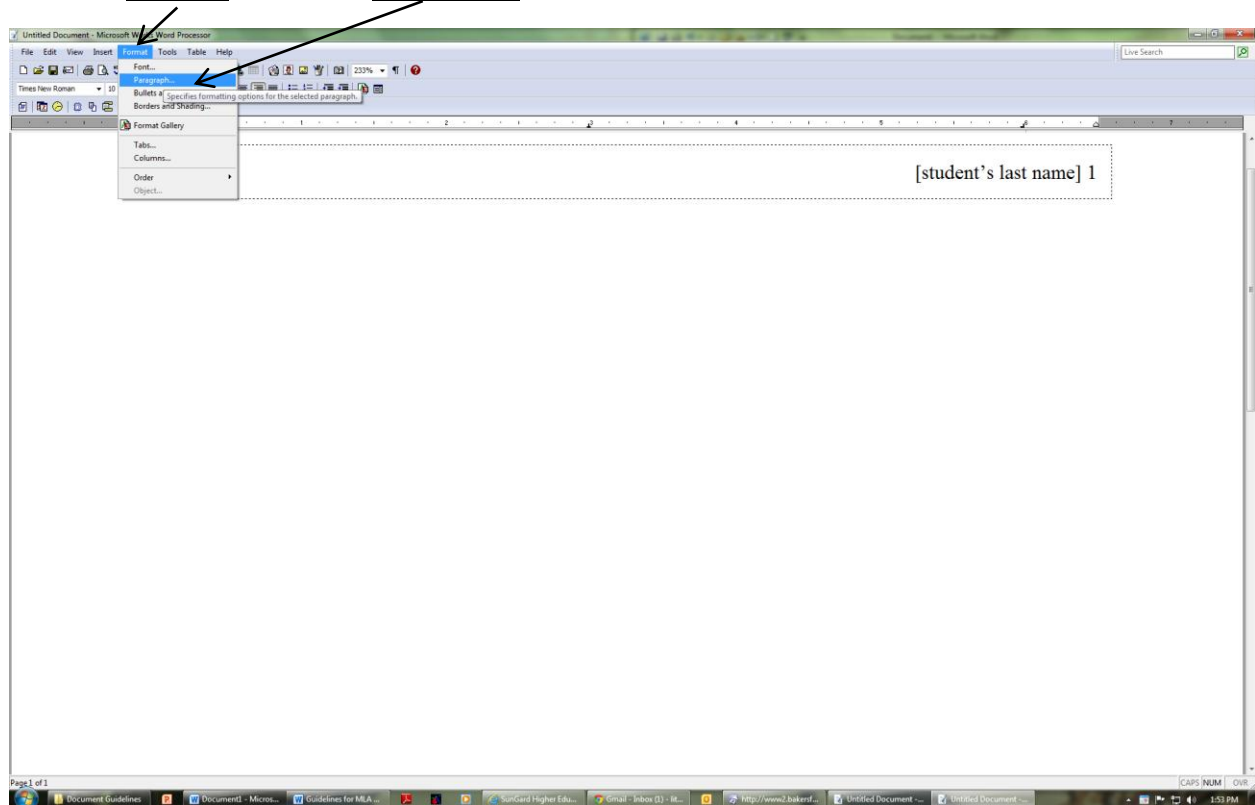
Click on **Insert** and select **Page Numbers**



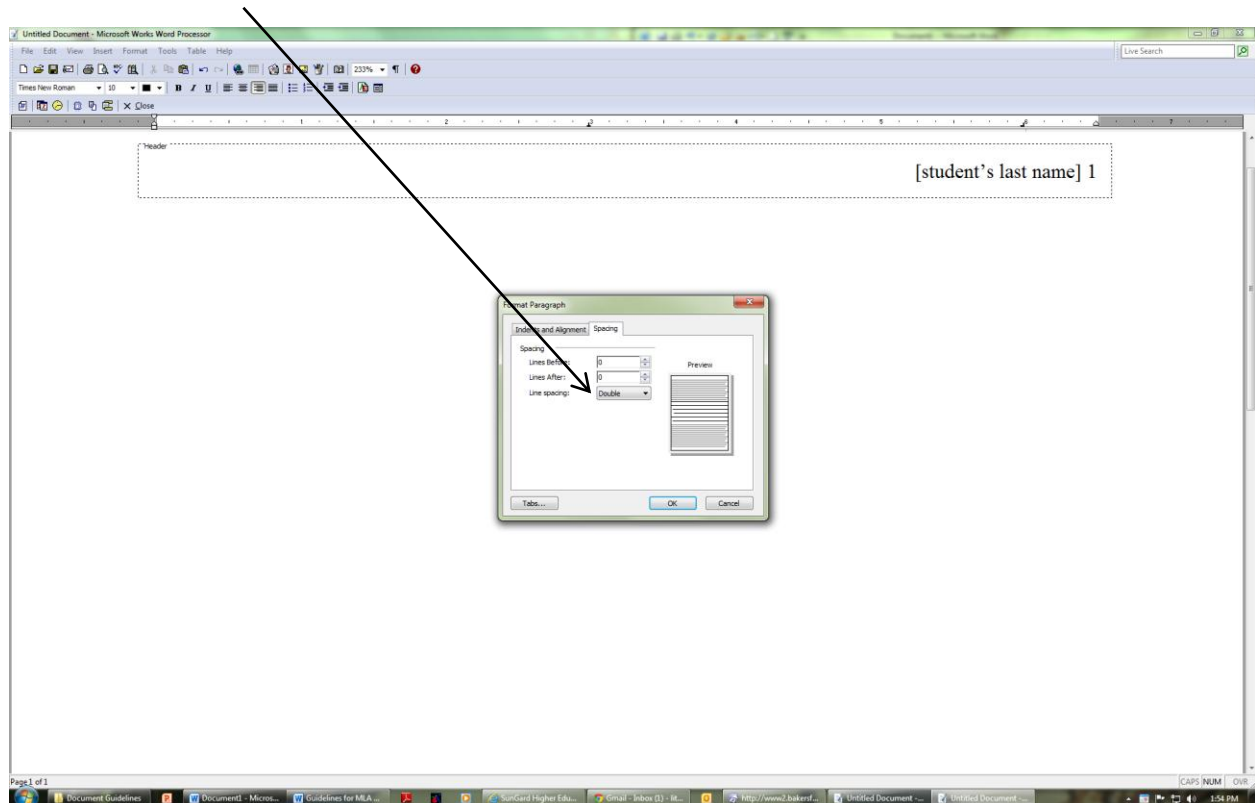
Page number will appear after the name and all pages will be numbered from this point.



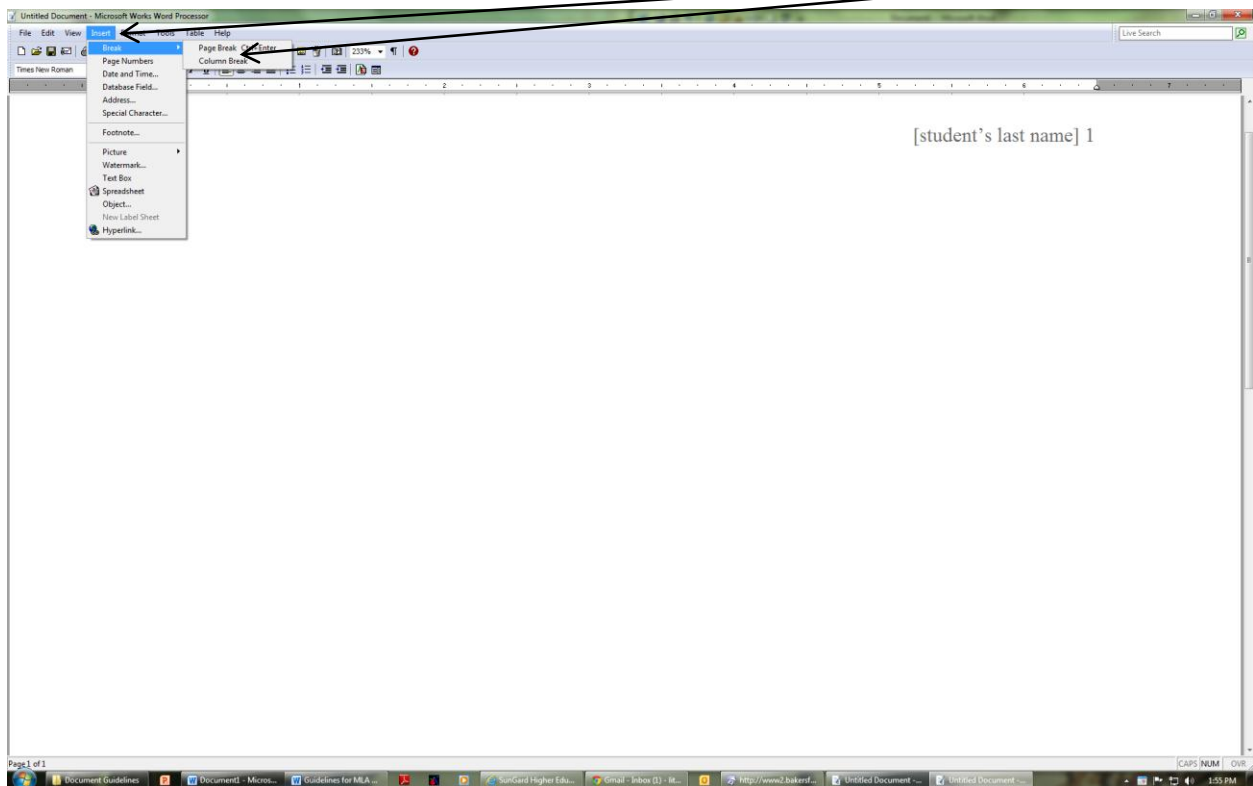
Click on **Format** and select **Paragraph**



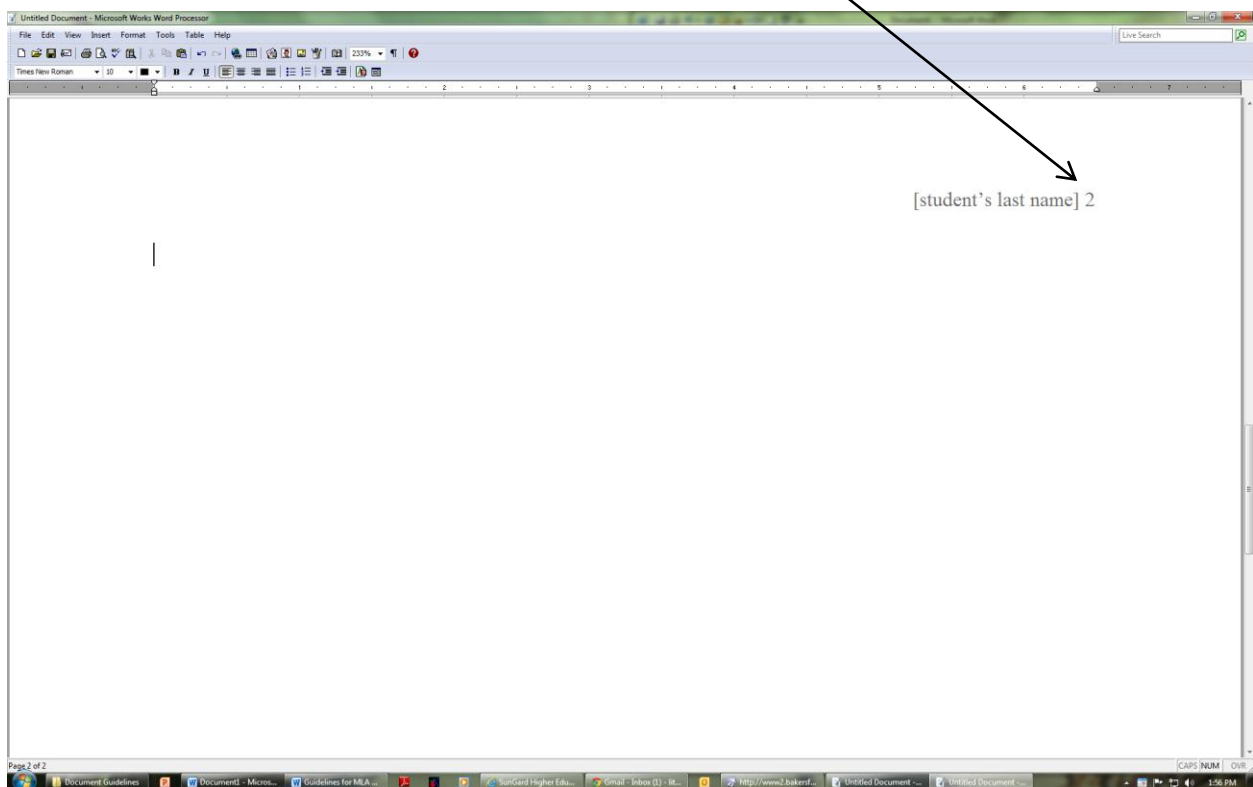
Select **Line Spacing: Double**



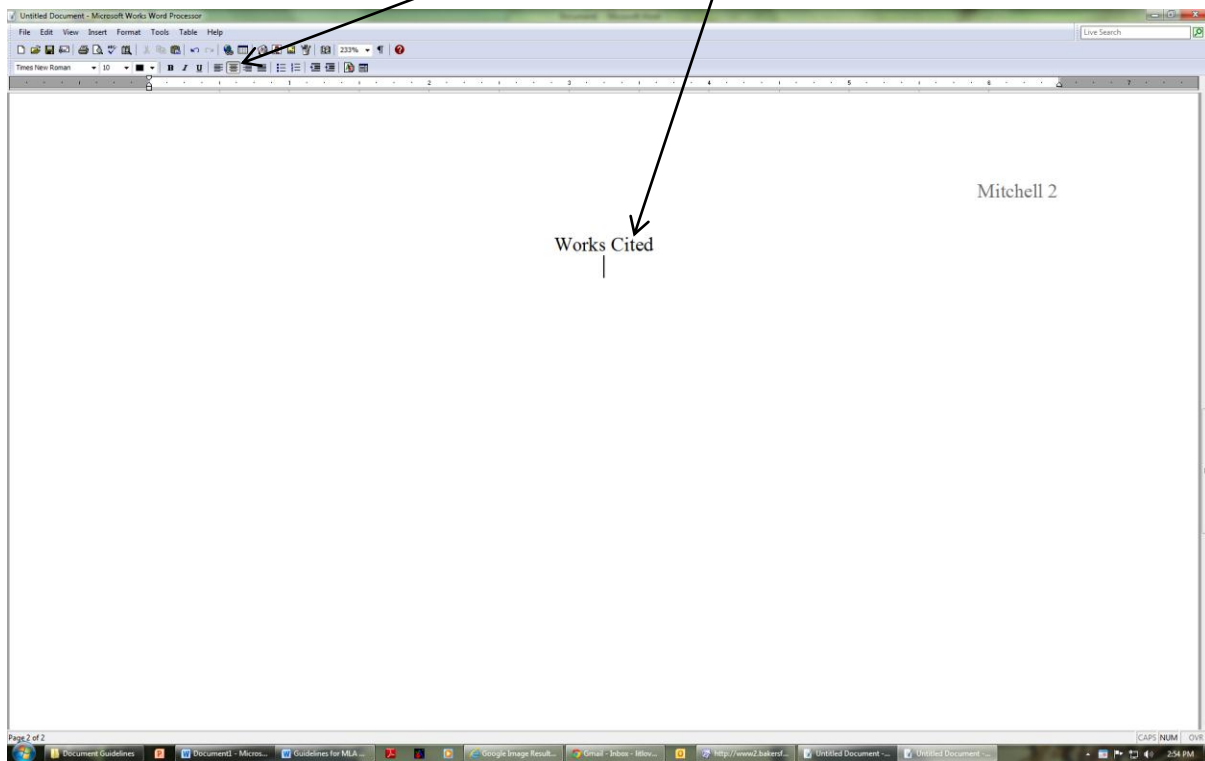
At the end of your paper, before beginning your works cited page, **Insert** a **Page Break**



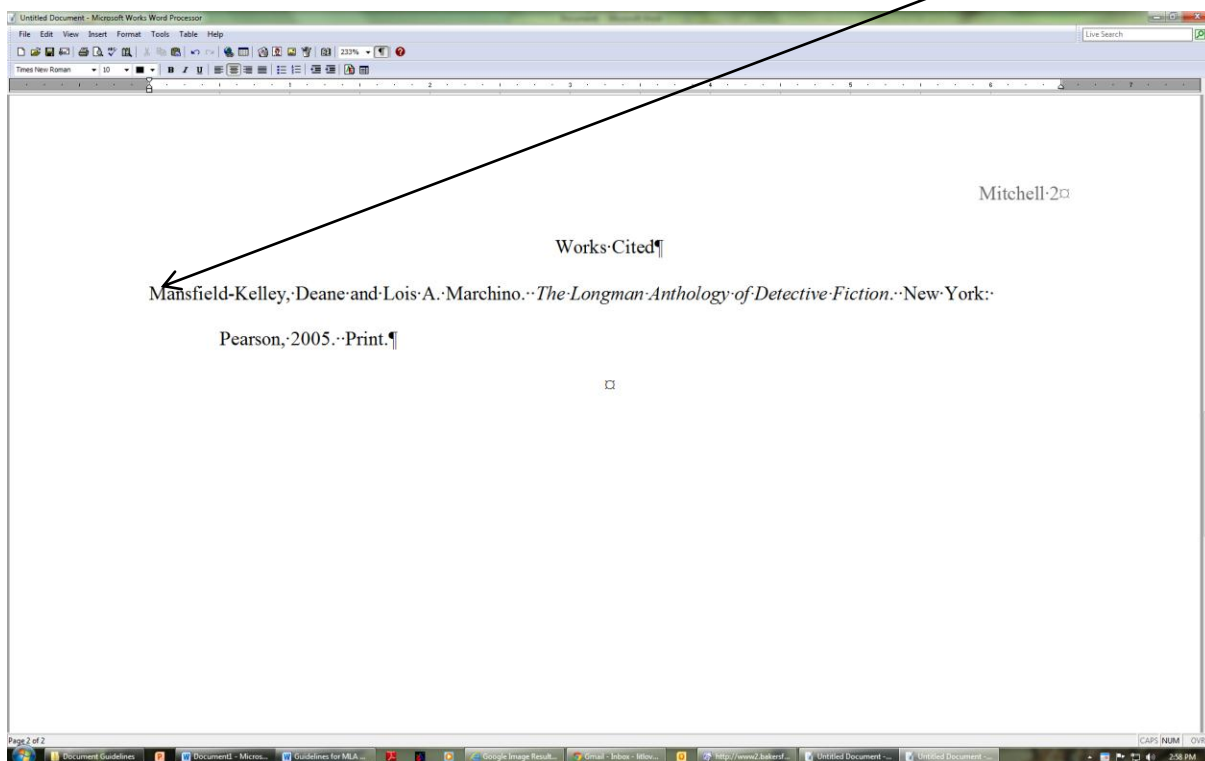
You are not moved to the next page with the appropriate **page numbering**.



To begin your works cited page, Center and type Works Cited



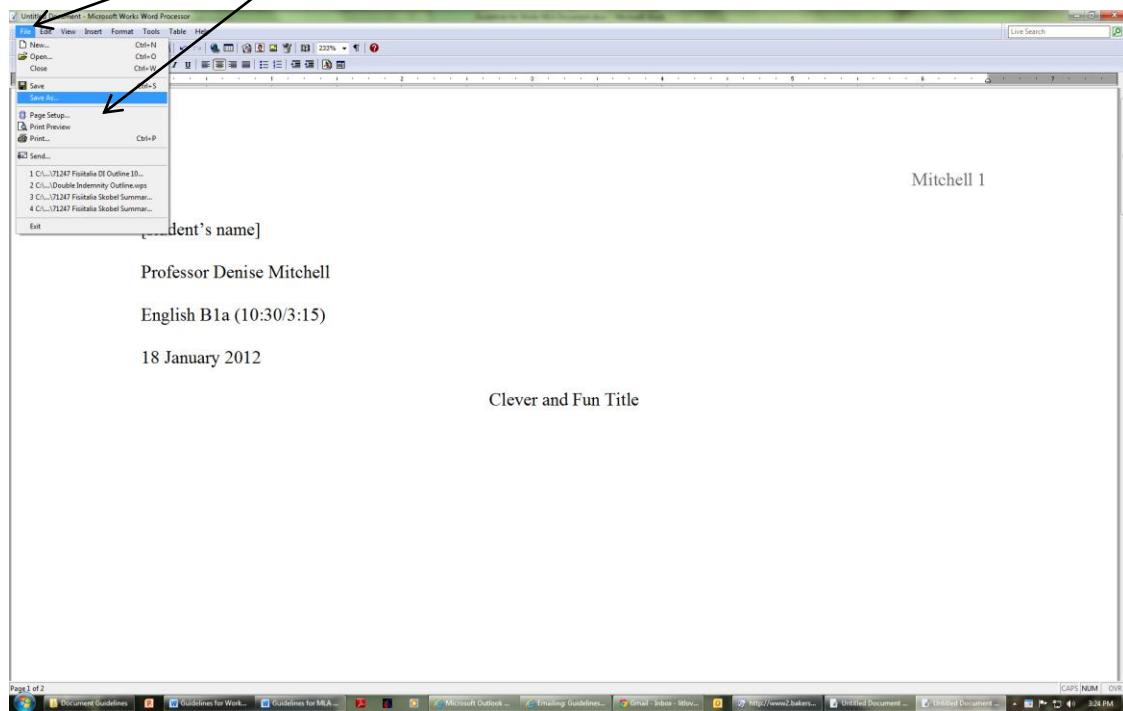
To set up your works cited entries correctly, use **Ctrl T** to create a hanging indent.



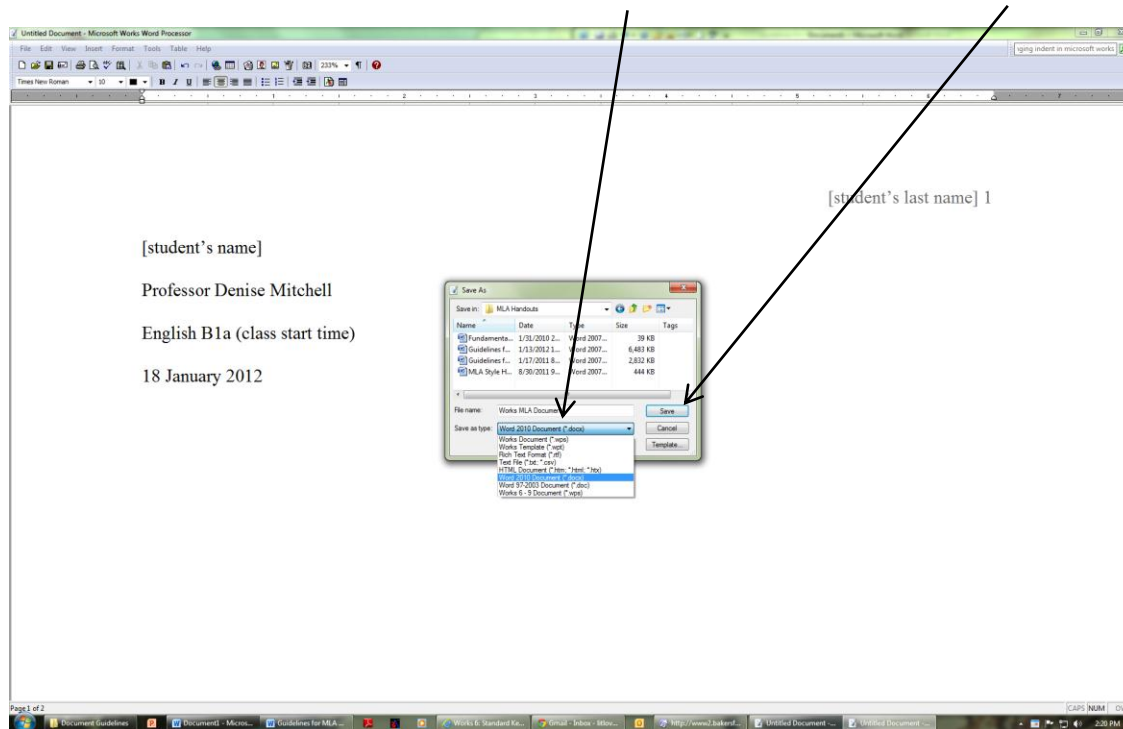
Use **Shift-Ctrl-T** to escape the hanging indent mode.

So that you and I can access your document from other computers, save your document at a Word 2010 Document.

Click on **File** and **Save As**



From the pull-down menu select **Word 2010 Document (*.docx)** and click **Save**



You may find these keyboard shortcuts helpful when working in Works

Article ID: 270893 - Last Review: January 27, 2007 - Revision: 1.1

Works 6: Standard Keyboard Shortcuts for Works Word Processor

This article was previously published under Q270893

This article describes the keyboard shortcuts you can use in Microsoft Works Word Processor.

To select portions of a Works Word Processor document, use the following keyboard shortcuts:

- To select a word, double-click the word.
- To select a line of text, triple-click any word in the line.
- To select a paragraph, double-click in the margin to the left of the paragraph.
- To select an inserted object, double-click in the margin to the left of the object.
- To select an entire document, press CTRL+A.

To perform common edit commands, use the following keyboard shortcuts:

- To copy an object or selected text, press CTRL+C.
- To cut an object or selected text, press CTRL+X.
- To paste something that was copied or cut, press CTRL+V.
- To undo your most recent action, press CTRL+Z.

To change the spacing between selected lines of text, use the following keyboard shortcuts:

- To use single line (default) spacing, press CTRL+1.
- To use 1½ line spacing, press CTRL+5.
- To use double line spacing, press CTRL+2.
- To use triple line spacing, press CTRL+3.

To format selected text, use the following keyboard shortcuts:

- To make text bold, press CTRL+B.
- To underline text and the spaces between words, press CTRL+U.
- To underline text, but not spaces between words, press SHIFT+CTRL+W.
- To italicize text, press CTRL+I.

To format selected paragraphs, use the following keyboard shortcuts:

- To open the **Format Paragraph** dialog box, press ALT+O+P.
- To center align a paragraph, press CTRL+E.
- To fully justify a paragraph, press CTRL+J.
- To left-align (justify) a paragraph, press CTRL+L.
- To right-align a paragraph, press CTRL+R.
- To indent a paragraph, press CTRL+M.
- To remove a paragraph indent, press CTRL+SHIFT+M.

- To create a hanging indent, press CTRL+T.
- To remove a hanging indent, press SHIFT+CTRL+T.

To start Works Help and navigate in Works Help, use the following keyboard shortcuts:

- To open Works Help, press F1.
- To close Works Help when the Help window is active, press CTRL+F4.
- To switch to the Answer Wizard to search for a topic, press and hold ALT, and then press H twice.
- To search the Help index, press and hold ALT, press H, and then press I.
- To print a Help topic, press and hold ALT, press H, and then press P.
- To go back to the previous Help topic, press and hold ALT, press H, and then press G.
- To read the "Accessibility for people with disabilities" topic, press and hold ALT, press H, and then press S.
- To connect to the Works home page on the Web from the Works Calendar, Works Spreadsheet, Works Word Processor, or the Works Task Launcher, press and hold ALT, press H, and then press W twice.
- To connect to the Works home page on the Web from the Works Database, press and hold ALT, press H, then press M, and then press W.
- To connect with the Works online support from the Works Calendar, Works Spreadsheet, Works Word Processor, or the Works Task Launcher, press and hold ALT, press H, press W, and then press O (the letter O).
- To connect with the Works online support from the Works Database, press and hold ALT, press H, then press M, and then press O (the letter O).
- To connect with the Microsoft home page from the Works Calendar, Works Spreadsheet, Works Word Processor, or the Works Task Launcher, press and hold ALT, press H, press W, and then press H.
- To connect with the Microsoft home page from the Works Database, press and hold ALT, press H, then press M, and then press H.
- To take a quick tour of the product features in the Works Calendar, Works Spreadsheet, Works Word Processor, and Works Task Launcher, press and hold ALT, press H, and then press Q.
- To read Getting Started with Works, press and hold ALT, press H, and then press E.
- To read copyright and version information, press and hold ALT, press H, and then press A.
- To switch between a Works Word processor document and the Works Help pane (the Help pane must be visible), press CTRL+TAB.
- To navigate within a Help topic, press TAB to move forward, and press SHIFT+TAB to move backwards.