Student Achievement Workshop
*(Technology Series)*

# Writing Tools:
*Making the most of*
**Microsoft Word and
Other Word Processing Programs**
*Formatting Tips for Great Papers*

Student Achievement Workshop Series
Academic Support and Achievement Center
Mt. San Antonio College
6-101

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# Overview:

Make writing your research papers easier by learning how to automatically format your documents to MLA, APA or other format standards in MS Word and other popular word processing software programs.

# Learning Outcomes:

Students will:

- Discover a few formatting features in Word and other word processing programs to help with writing papers
- Identify options students have for using MS Word
- Find resources to help them become proficient with MS Word
- Find resources for help with writing assignments

# What is Microsoft Word?

Microsoft Word is simply the most common and well-known word processing software that allows you to type professional documents. It is a powerful tool and has many features that allow you to do a lot with your documents. It is one of several programs offered in the Microsoft Office suite of programs.

https://support.office.com/en-us/article/create-a-document-in-word-2016-aafc163a-3a06-45a9-b451-cb7250dcbaa1?wt.mc_id=otc_word&ui=en-US&rs=en-US&ad=US

# Formatting Essentials

The following are just a small number of formatting options available to you. These are presented because they will likely be the most needed for students to help them become efficient in formatting their class documents.  For help with additional formatting topics, refer below to "Getting More Help".

These formatting tips can help you be efficient in writing long papers. The longer the document, the more challenging it is to manage and to make it look professional. Using these formatting tools will make your documents look and behave the way you want them to.

These tools listed are from Microsoft Word. However, you may be using another word processing program, such as Google Docs. The good news is that it is not hard to translate this information to another software program because learning a second software program is like learning to drive a new car:  The hard part actually learning to drive. Learning a new car just means learning how to find and work things like the lights, blinkers, and wiper blades, etc. Different software titles that do the same thing, are like that. If you understand what the tool does and how to use it, finding it on another software program is usually very easy.

## *Margins:*

The margins function allows you to quickly and easily set the outside margins for the entire document. The most common is one inch on all sides. However, based on the style

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(MLA, APA, Turabian, etc.) you are directed to use, may determine the exact margins you need to use. Consult with the guide for your style to determine actual margins. The "Margins" function can be found in the "Layout" tab of the Word menu bar.

## *Headers & Footers*

Headers and footers are consistent 'banners' that run across the top or bottom of every page. Many styles require specific headers such as your last name, page number and document title. Check out the style manual for the specific style formatting you need to use. This formatting tool can be found in the "Insert" tab of the Word menu bar.

## *Citations*

Reference tools, such as creating a table of contents, inserting your sources, creating a works cited list can be automatically formatted in word so that you only need to enter the information once, then place the appropriate command in the right place, and then allow those references to update and move with your text automatically. This is especially useful for creating tables of contents and works cited list. Another great feature is that you can tell the system which formatting style (MLA, APA, Turabian, etc.) to use and it will automatically bold, italicize, underline according to the formatting style standards. These tools can be found in the "References" tab in the of the Word menu bar.

## *Breaks*

You can format your document to change to new pages with 'breaks'. There are two primary types of page breaks you should be aware of. 'Page breaks' should be used when you want to start a new page even when the text does not fill the page. When people don't know about page breaks, they use the 'return' key repeatedly to force the document to go to a new page. Instead, just put in a page break command. Another type of break to know about is the 'Section break' These breaks are used when you need to change formatting styles, such as creating a title sheet and a works cited page. The break tools can be found in the "Layout" tab in the Word menu bar.

# Writing Resources

If you need help in writing, revising, editing, or formatting your paper, there are several in person and online resources that can help you.

## *Mt. SAC*

If you need help writing revising or editing your paper, Mt. SAC has several resources to help.

### Academic Support Center *(formerly Learning Assistance Center)*

The ASC offers one-on-one tutoring and workshops to help students address specific academic questions they may have.
http://www.mtsac.edu/lac/docs/StudentAchievementWorkshopCalendar.pdf

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### The Tutoring Center

Mt. SAC's Tutoring Center offers tutoring in all subjects, including help with writing assignments. http://www.mtsac.edu/lac/types_of_tutoring.html#writingtutoring

### The Writing Center

The Writing Center is another campus resource that is devoted to helping students with their writing assignments. http://www.mtsac.edu/writingcenter/tutoring.html

## *Online*

### APA Style – Video Tutorials

The following are step-by-step video tutorials for formatting according to the APA style in Word.

*APA Style | Part 1: Formatting*
https://www.youtube.com/watch?v=LBMcOGGTZYM
*APA Style | Part 2: Quoting*
https://www.youtube.com/watch?v=do921cAEL6o
*APA Style | Part 3: Citations*
https://www.youtube.com/watch?v=0rDSQmO0Skw

### OWL

A great online resource to with several resources for writing is the Purdue Online Writing Lab.
https://owl.english.purdue.edu/owl/

### How-to-study.org

This resource has many articles on study tips, including writing papers.
www.howtostudy.org

# Where to Access MS Word

As a student at Mt. SAC, you have several ways to access the various MS Office programs. You can access it through the portal, go to a campus computer lab, you can install the software on your device, or you can subscribe to it online.

## *Mt. SAC Portal*

Faculty, students and staff can access a free online version of MS Office (including Word) through the Mt. SAC Portal. The link is in the upper right-hand corner of the main page once you log in. It is the first link, "Office 365".

The portal also offers access to Google Docs as well. To access the Google Suite of software packages, open the "Mountie Mail" link which will take you to Gmail. Once you are in Gmail, there is a grid-icon in the upper right corner of your screen. Click on that icon to access Google Apps. Google Docs is one of the apps available. Click on the link to access it.

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## *Campus Computer Labs*

If you don't have a computer, or a specific software program to get your school work done, you can always go to one of the campus computer labs (see below) and use their software programs for free. Usually, you will only pay for any printing you do.

## *Buy Software to Install (or Download) on Your Computer*

You can make a one-time purchase of the software to install onto your computer or device. Purchase prices can vary greatly, costing up to $500 for the whole package. Fortunately, as a community college student, you have access to greatly discounted prices through CollegeBuys.org (see below).  You can get a complete copy of Microsoft Office for about $40.00. You can also buy the software at your local retail store, or directly from Microsoft Office website.

## *Subscribe to Cloud-based MS Office*

Individuals can just pay a low monthly fee to use Microsoft Office and its programs such as Word.  The following link gives information about your subscription options.
https://products.office.com/en-us/compare-all-microsoft-office-products?tab=2

If you want more information, about the difference between MS Office 2016 and MS Office 365 you can learn more. The following link has a great in-depth comparison between Office 2016 (installed) and Office 365 (subscription).
https://support.office.com/en-us/article/what-s-the-difference-between-office-365-and-office-2016-ed447ebf-6060-46f9-9e90-a239bd27eb96?ui=en-US&rs=en-US&ad=US

# Get the Apps

Microsoft Office does not have its own app, but each of the individual programs can be downloaded to your mobile device.  If you want to download the individual apps then go to your app store on your phone and type in the name of the program. You should be able to find a link for those products.

# Getting More Help

Do you still need more help?

## Computer Lab Technician

Still need help with Microsoft Office?  Come to the Learning Lab (computer lab room) in Building 6, Room 101 and ask a technician for individualized help.

## Campus Help Desk

If you still need more help, you can contact the Mt. SAC Help Desk at (909) 274-4357.
http://www.mtsac.edu/it/

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### Take a Class
If you want more detailed proficiency in Microsoft Office, consider taking a class here at Mt. SAC.  Go to the campus catalog for more information.
http://catalog.mtsac.edu/programs/coursesaz/cisb/
Credit-based classes:
- CISB 15 Microcomputer Applications
- CISB 16 Macintosh Applications

Or you can take non-credit classes:
- VOC CPBC2 - Basic Computing - Level 2
- VOC CSB15 - Microcomputer Applications

# Other Resources:
Do you not have access to the hardware and/or software you need to get your homework done? Don't stress because there is support for your technology needs.

### On Campus Computer Labs
Mt. SAC has several campus computer labs where you can use their computer equipment, software and print your documents. Most of these resources (except printing) are free for eligible students to use. Be sure to bring your student ID cards because most of these labs require it to use their equipment.
> http://www.mtsac.edu/computerlabs/

### Technology Purchase Discounts
Need to buy technology and/or software?  CollegeBuys.org is a great resource for getting discounts on technology, software, and accessories.
> http://foundationccc.org/CollegeBuys

# Summary
Microsoft Word is the most widely used word processing software which is usually part of is a suite of bundled software programs in Microsoft Office. This workshop will familiarize participants with a few formatting tools in Word for writing papers, and how to access help with buying or using MS Word, and where to go for help with writing assignments.

# Reflection
What did you learn from this workshop?
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How can you use this information this week?
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