

## MLA Formatting for Word 2010

Most things you need will be on the Home tab.

1. Click on “No Spacing” style.
2. The preferred font in MLA style is Times New Roman. The font size should be 12.
3. For header, click on the “Insert” tab, then “Page Number,” “Top of Page,” and “Plain Number 3” (puts page number on the right). The type in name and a space. Note that you will probably need to change the font to match the one you are using in your document (e.g., Times New Roman). Close header/footer tools.
4. For main paper, click on the little arrow in the bottom right corner of the Paragraph menu to get the main menu. Click the double-space for the paper spacing. Click on OK.
5. The heading should include student name, instructor name, course number, and date. The instructor may want additional information; the student should know what the instructor wants.
6. Title should be centered – alignment is on the Paragraph section of the Home tab.
7. Beginnings of paragraphs should be indented using the TAB key, not using the space bar. You can also use the ruler to set a first line indent; set the top arrow on the ruler at one half inch. (If the ruler is not already displayed at the top of the document, go to “View” and click “Ruler” to turn it on.)
8. Spell-check and grammar check are on the Review tab.