How to create an MLA-style paper in Microsoft Word using your free Valencia College Office365 account

Kat Mogensen

Lake Nona Writing Center

Why Use Office365?

It's free.

As a Valencia student, you have free access to Microsoft Word, PowerPoint, Excel, and other programs through your Atlas account.

No need to download or install new software.

Office365 can be accessed through your web browser (Chrome, Safari, Internet Explorer, Firefox, etc.), so it's ready to go on any computer with internet access.
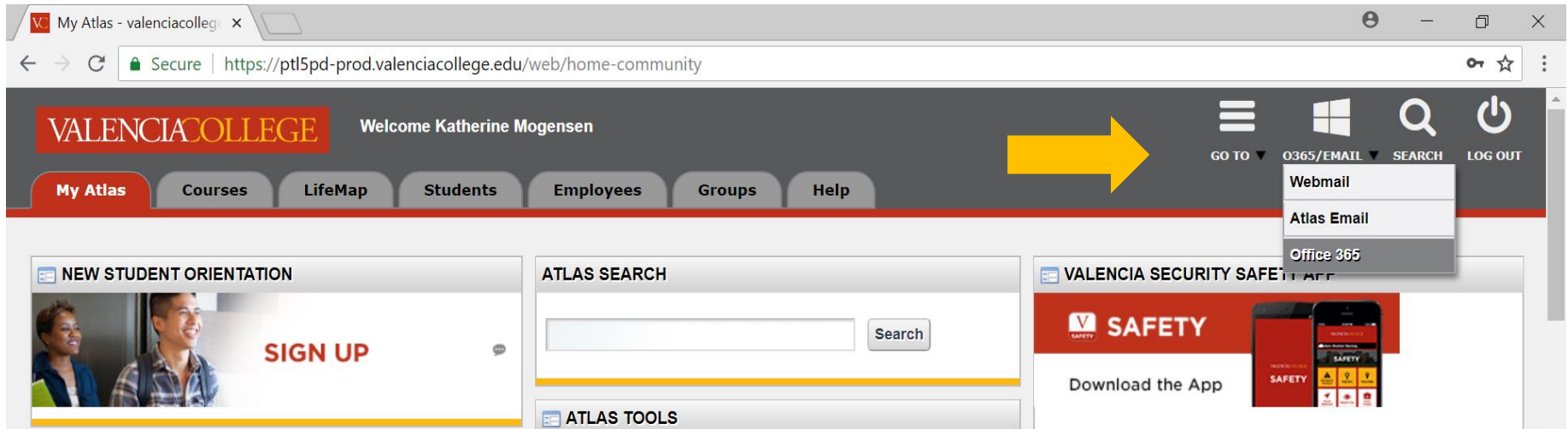
Work easily on multiple computers.

Because your work is saved to the "cloud," you can access and edit your work on a new computer just by logging in to Atlas.

Automatically save and back up work.

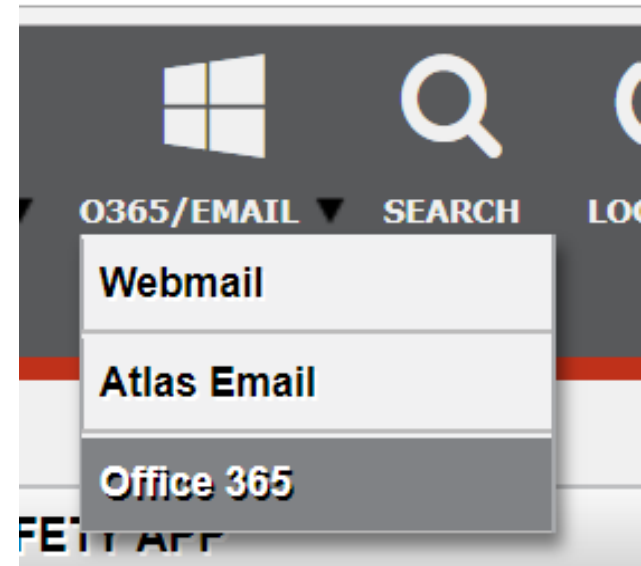All changes made to your document will be saved as you work.

Easily share your work with others.

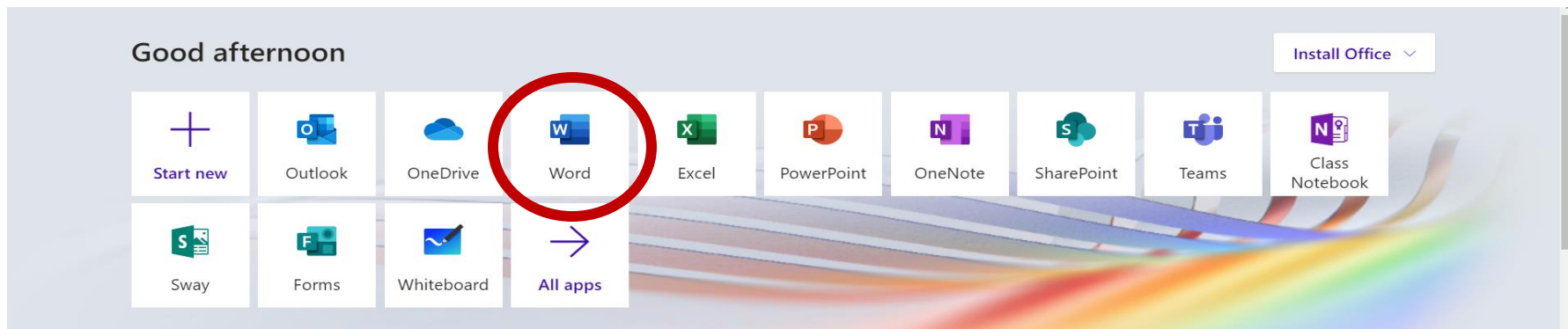# Access Your Office365 Account


From your Atlas account, log in to Office 365:

1. Hover your mouse over the **O365/EMAIL** drop-down menu near the top-right corner.
2. Slowly move your mouse down to the **Office 365** option and click on it. Your Office 365 account will open in a new tab.

Open a New **Word** Document

Good afternoon

Install Office

Start new | Outlook | OneDrive | Word | Excel | PowerPoint | OneNote | SharePoint | Teams | Class Notebook

Sway | Forms | Whiteboard | All apps

The home screen of Office365 will show a menu with several "apps" you can use. Find and click on the tile for **Word.**

New blank document | General notes | APA style paper | MLA style paper | Resume
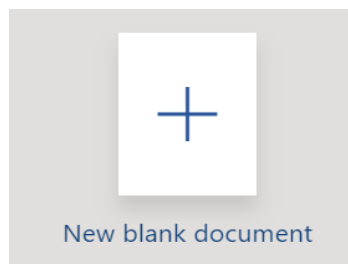
Word will open, and the **New** menu at the top of the page will suggest some templates you may want to use. Create a **New Blank Document** by clicking on that tile.
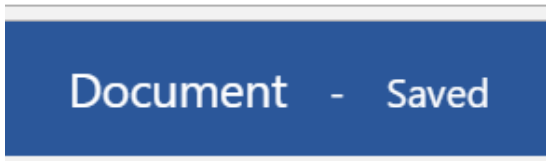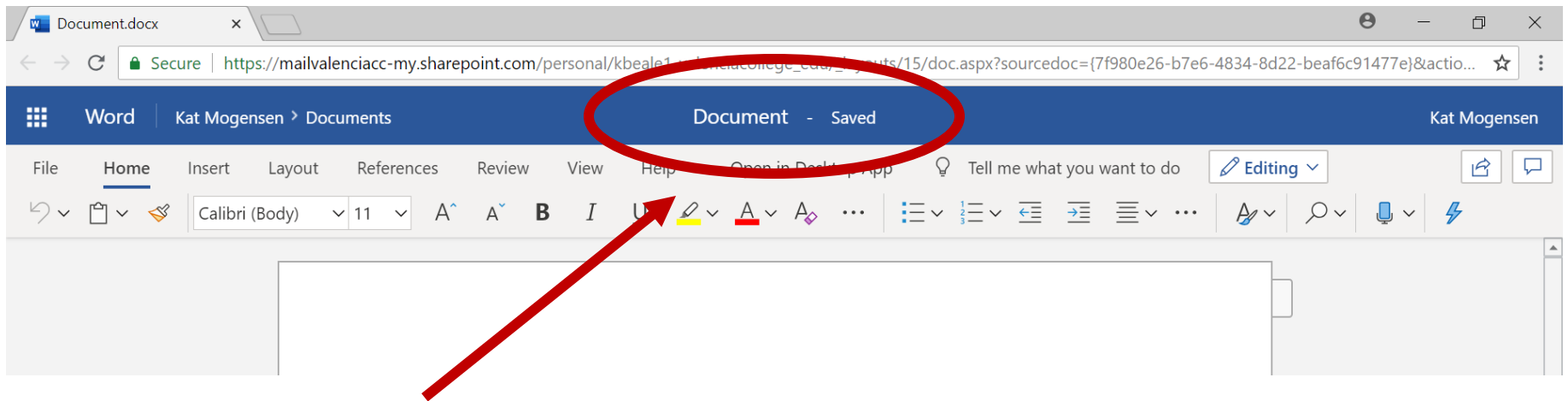
The document will open in a new tab. You can type, edit, and format your document here in the browser. Your changes will be saved automatically.
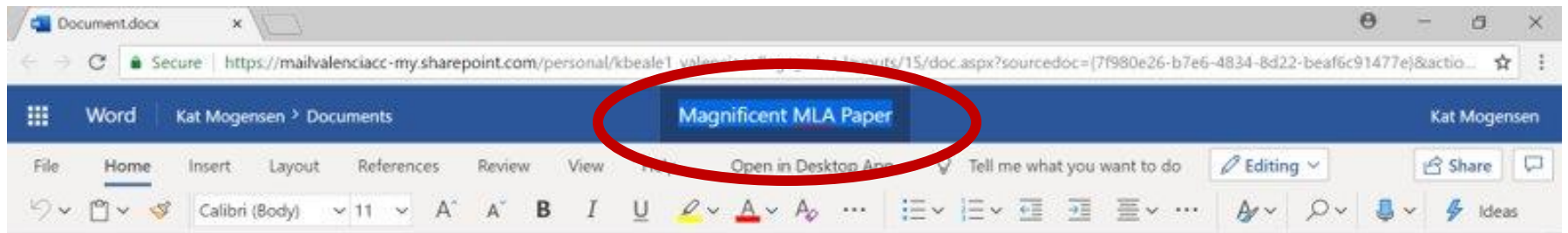

It's a good idea to give your document a name so that you can find it easily later. Use your mouse to click on **Document** at the top of the page. Type your document's new name in this field.
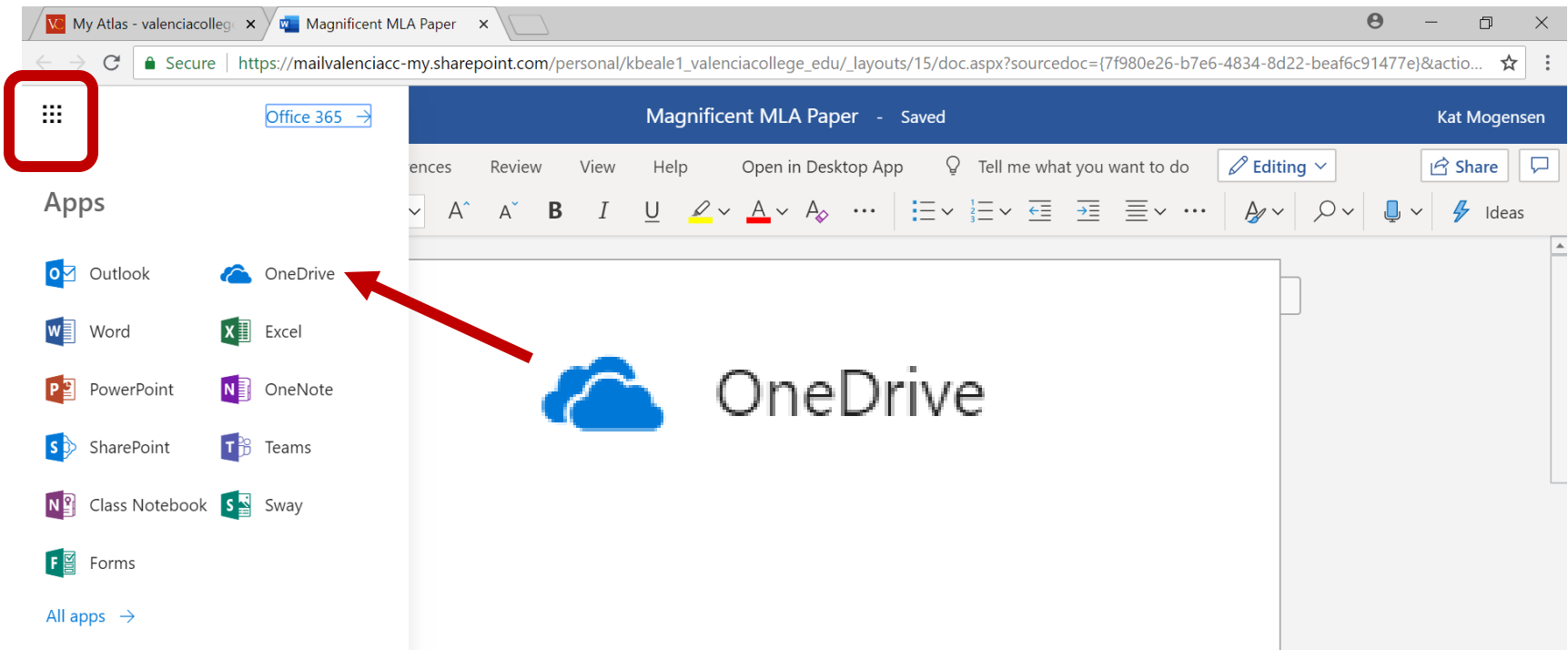
Your document will be saved in your account under its new name. You can find it (and all your Office365 files) at any time in your **OneDrive:**

1. Click on the **App launcher** at the top left area of your screen. This looks like a grid of nine dots or squares. Its colors change based on which program is currently open.
2. Your **Apps** menu will drop down. Click on **OneDrive**.
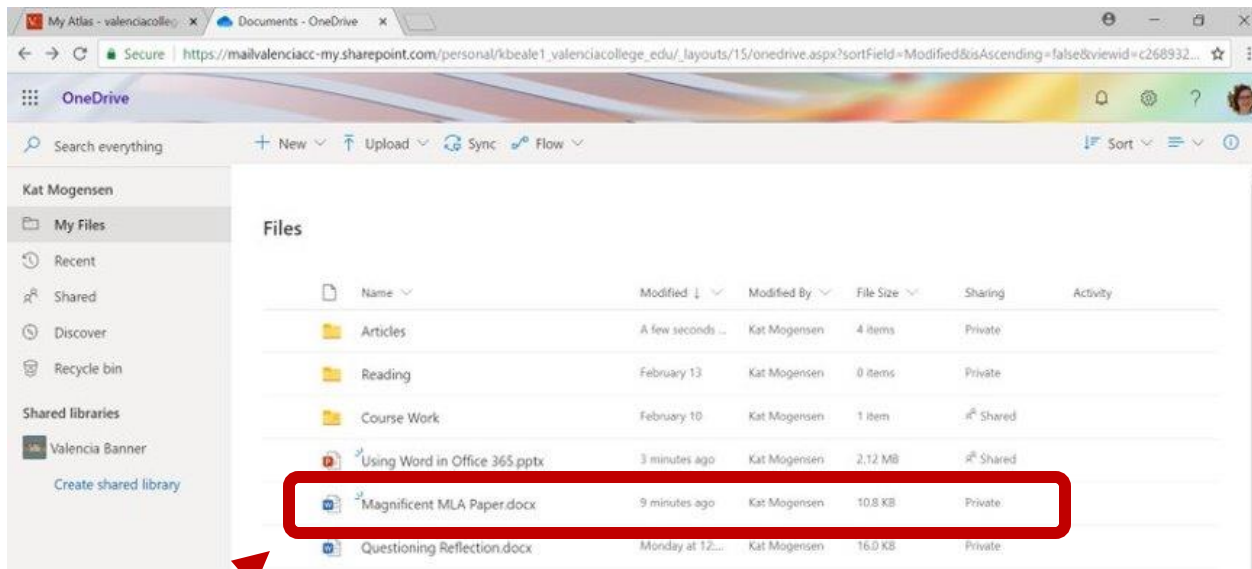
When your **OneDrive** opens, you will see a list of the **Files** you have created in your Office365 account. Files created in Word, PowerPoint, Excel, and other OneDrive applications can all be accessed and organized in this space.

New files are marked with three small lines at the top left of their names. These marks will go away after a couple of days.

Now is a good time to check your professor's instructions, so you know which **documentation and formatting style** you should use for your paper.

The most common styles include:
- **MLA**
- **APA**
- **Chicago** (has two sub-types):
  - Author/ Date
  - Notes/ Bibliography

This tutorial will demonstrate how to set a paper up according to **MLA Style**
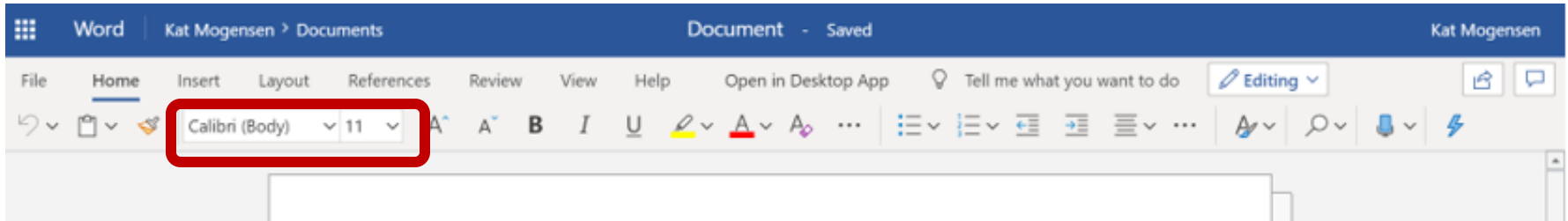
You can find style guides for MLA, APA, and Chicago on the website for Purdue Online Writing Lab (OWL) at owl.purdue.edu

*Many professors post assignment information on **Canvas**, Valencia's online tool for coursework.*

*See our **Canvas** guide or ask a tutor for help using Canvas.*
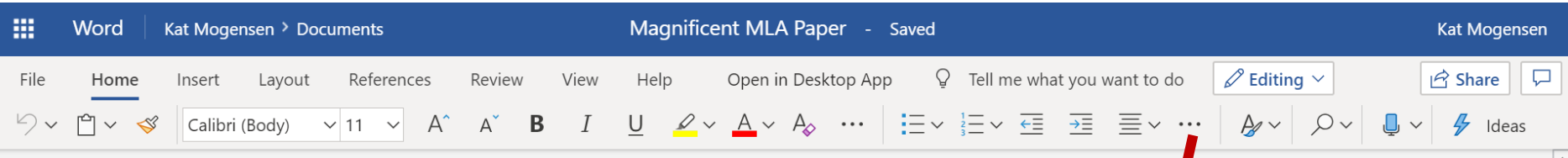
Adjust Your Font Settings

- To change your **font**, click on the arrow next to "Calibri" and start typing "Times New Roman." Click on this font when it appears on the menu.

- To change your **font size**, click on the arrow next to "11." Type "12" or select it from the menu.
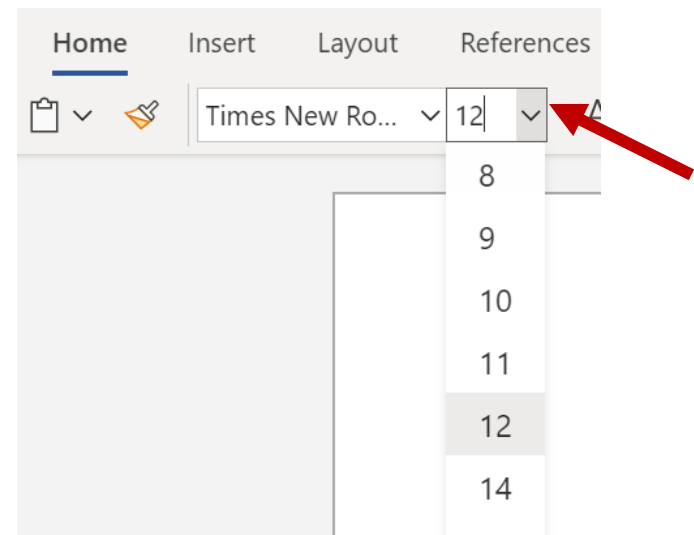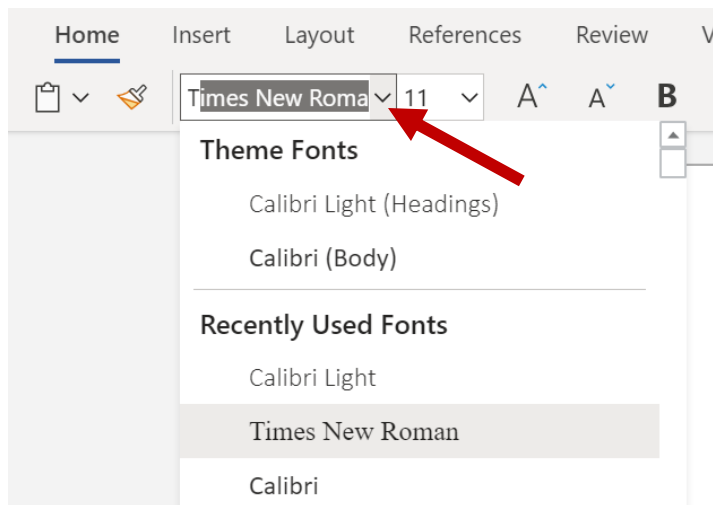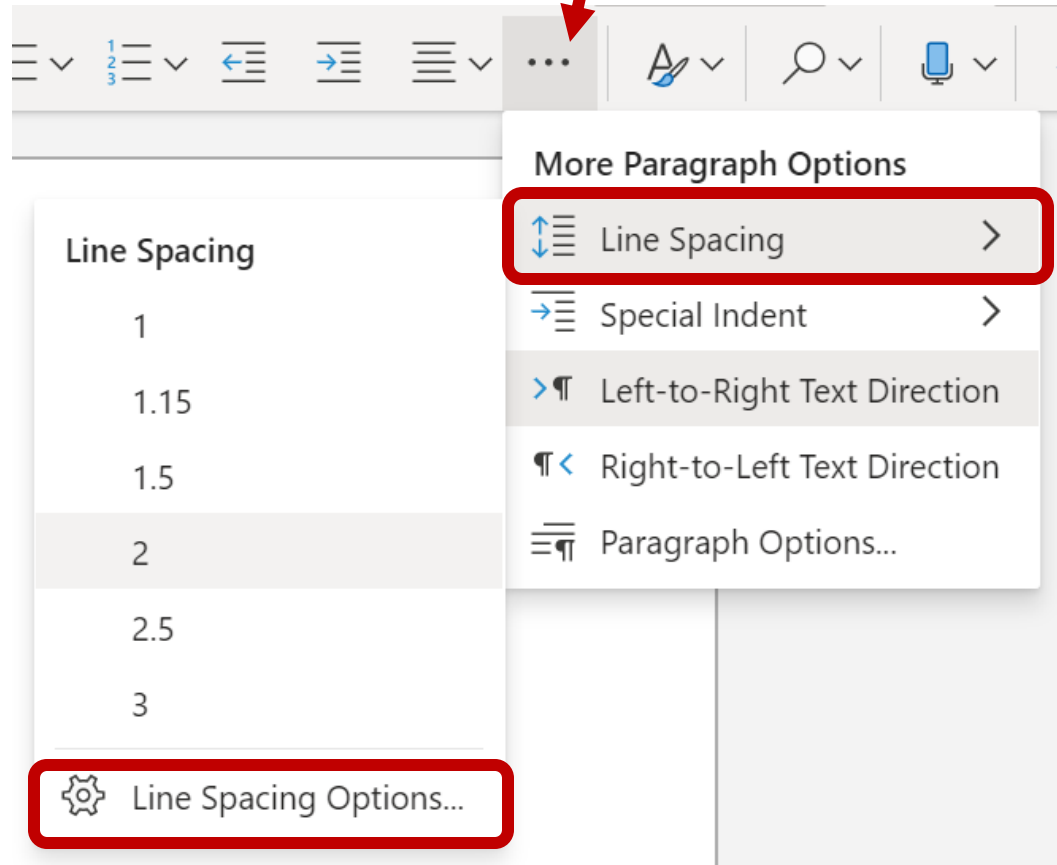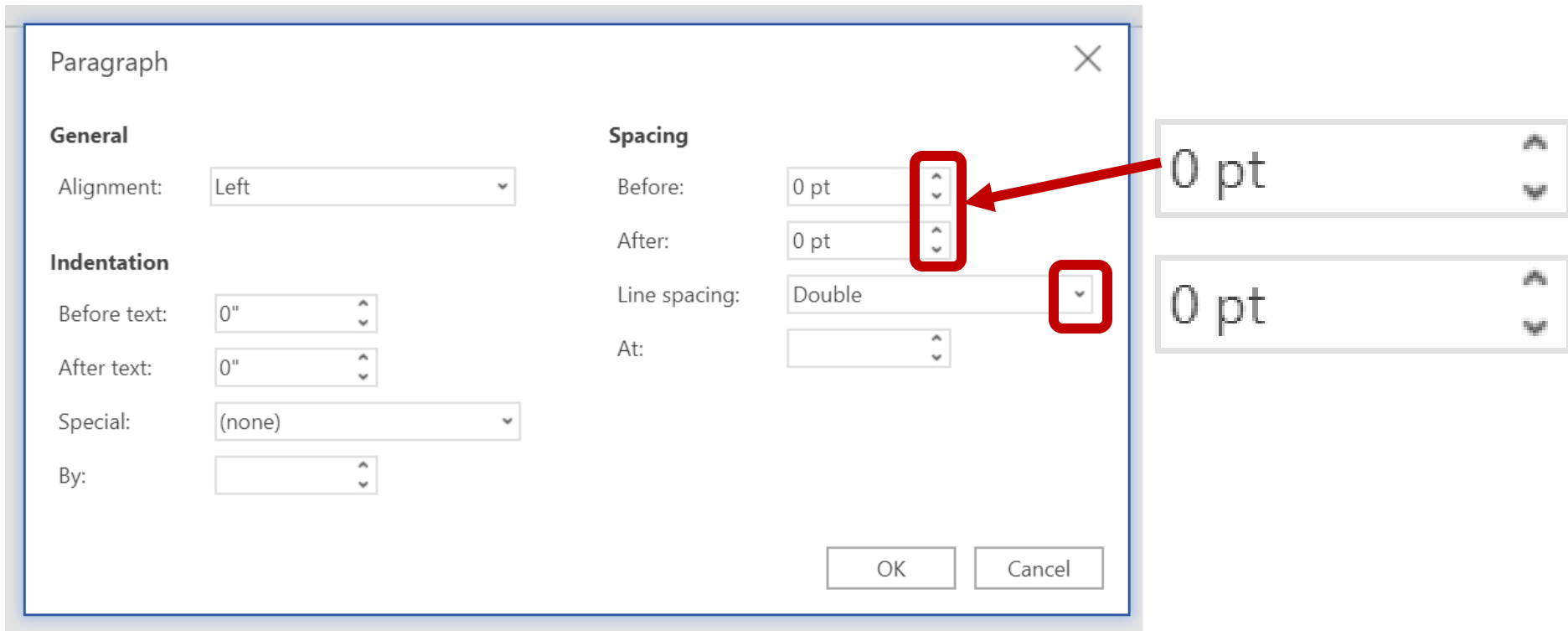
Adjust Your Line Spacing

To make the text you're about to write **double-spaced:**

1. Click on the ⋯ icon under the words, "Tell me what you want to do."
2. On the **More Paragraph Options** menu, click on "Line Spacing**."**
3. On the **Line Spacing** menu, click on "Line Spacing Options."

Adjust Your **Line Spacing** (continued)

4. When the **Paragraph** menu opens, check the **Spacing** settings.
5. If necessary, use the up/down arrows to adjust the settings for **Before** and **After** so that they both say "0 pt."
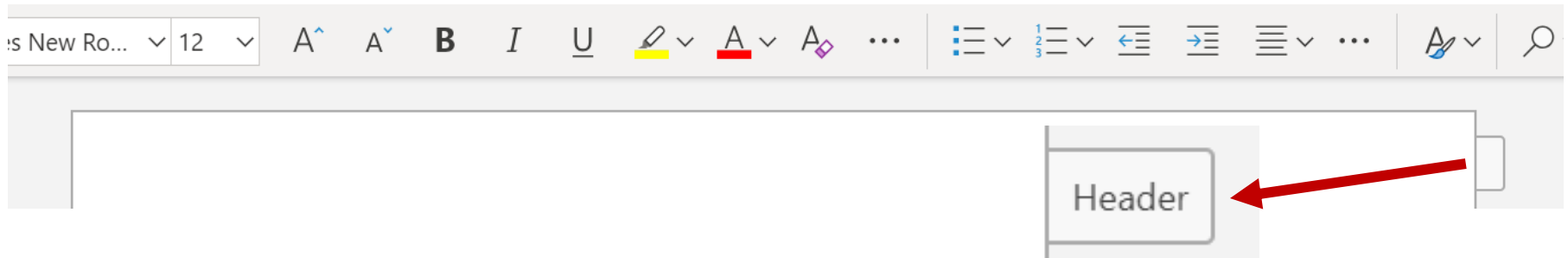6. Change the setting for **Line Spacing** to "Double" using the drop-down menu.

# Format the **Heading** for the First Page
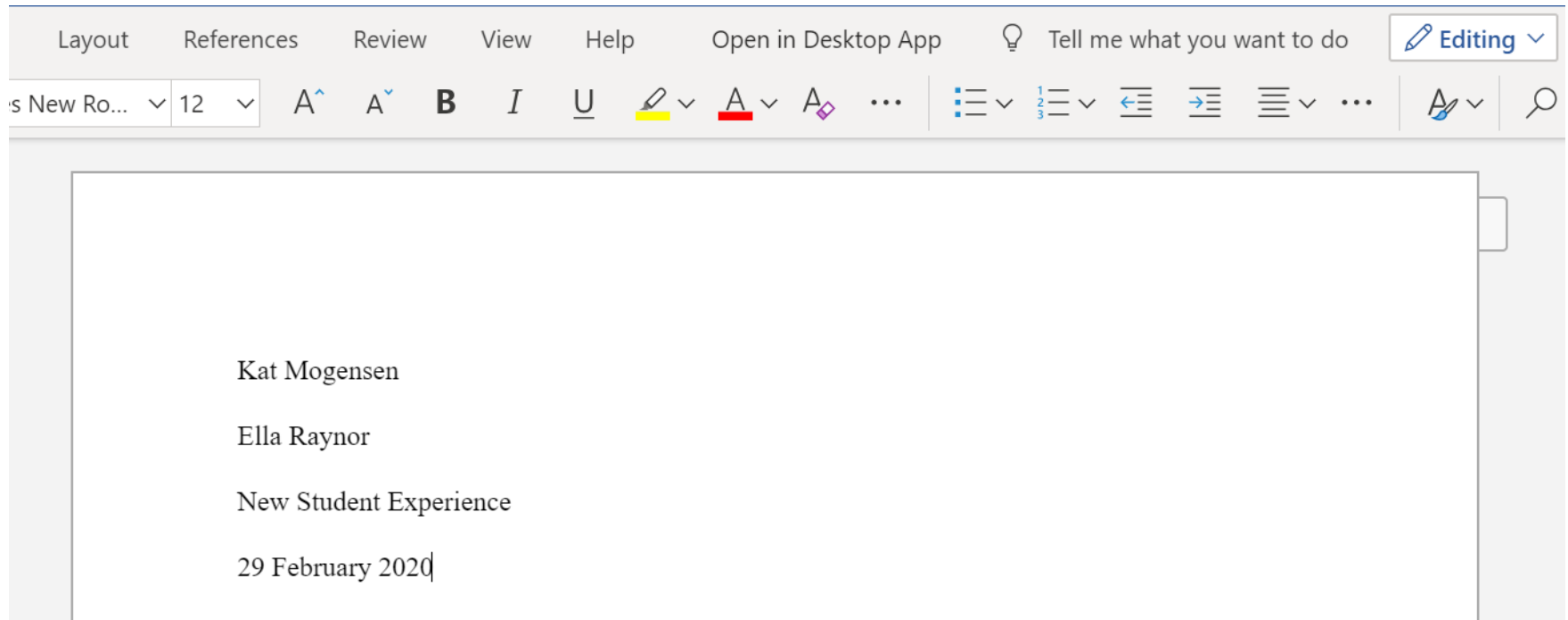
Starting at the top of your paper, type the following information:
- Your full name;
- Your instructor's name, as they prefer to have it written;
- The name of your course;
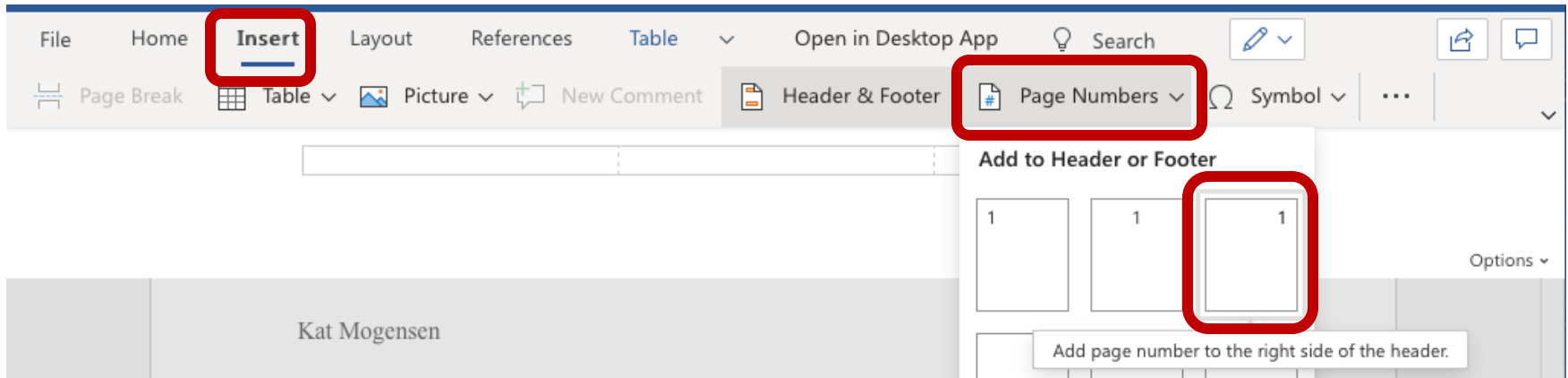- The date.

Format the Document Header

1. Click on the tab sticking out at the top right side of your document. (When you move your mouse over the tab, it will expand to say '**Header**.')
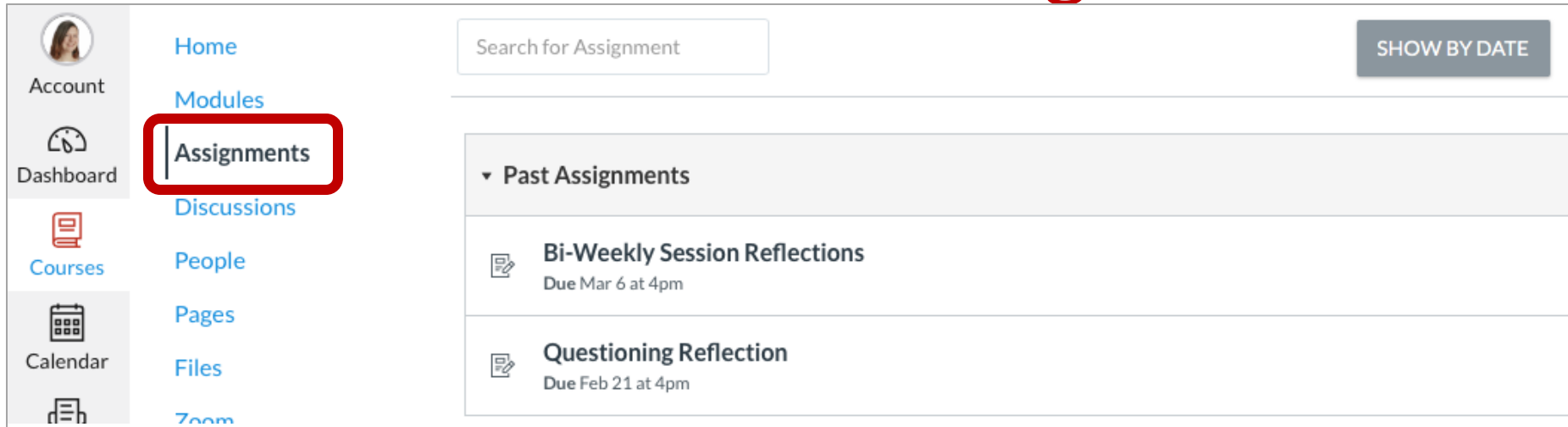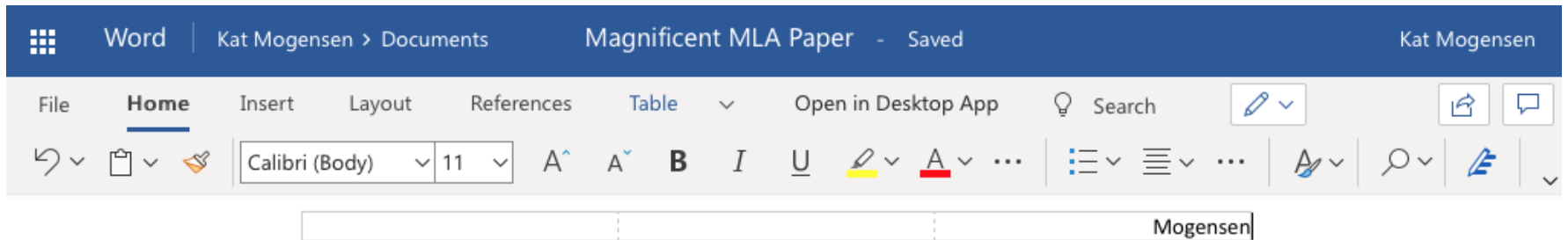

2. A three-column header will open. Click inside the column farthest to the right and type your **last name.**
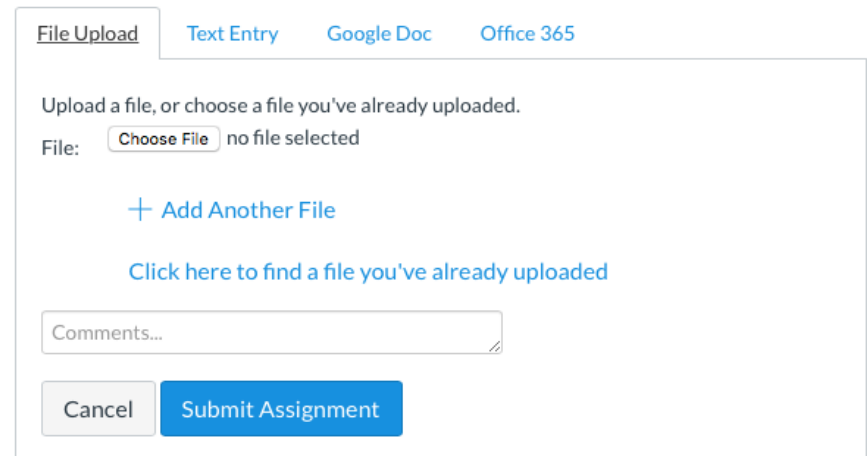
Insert Page Numbers

1. Click on the word **Insert** towards the top left of your screen.
2. Click on **Page Numbers**
3. A drop-down menu will appear, showing diagrams of pages with the number 1 in different positions. Choose the option that shows the number in the top-right of the page.
4. You should see **<#>** beside your name at the top-left of your page.
5. Double-click on your document outside of your header.
6. Your header will not display on the screen, but it is still there. It will show in a printed or downloaded copy of your file.
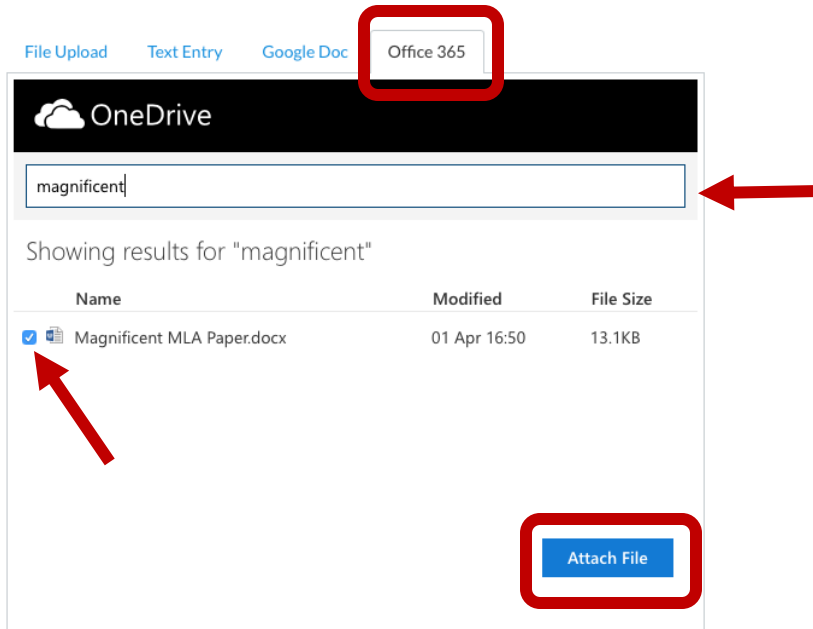
Submit Your File Through Canvas

1. Open your course in Canvas and click on the **Assignments** menu.
2. Find your assignment in the list and click on its name.
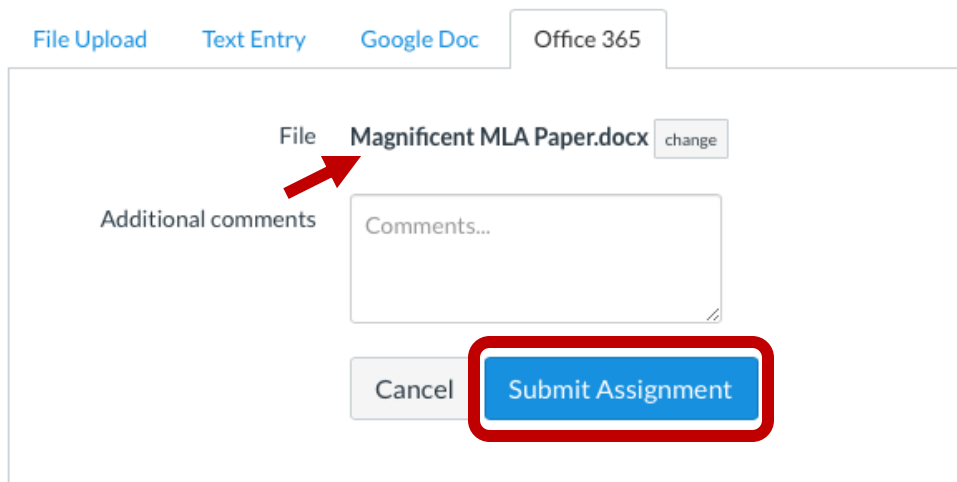3. Scroll to the bottom of the page to find this box:

Submit Your File Through Canvas, Ctd.

1. Click the **Office365** tab at the top of the file submission box.
2. Find your file in the list. (It can help to enter part of the name in the search bar.)
3. Check the box next to your file.
4. Click **Attach File.**
5. Verify that the chosen file is correct, then click the **Submit Assignment** button.

Make a Copy of Your File
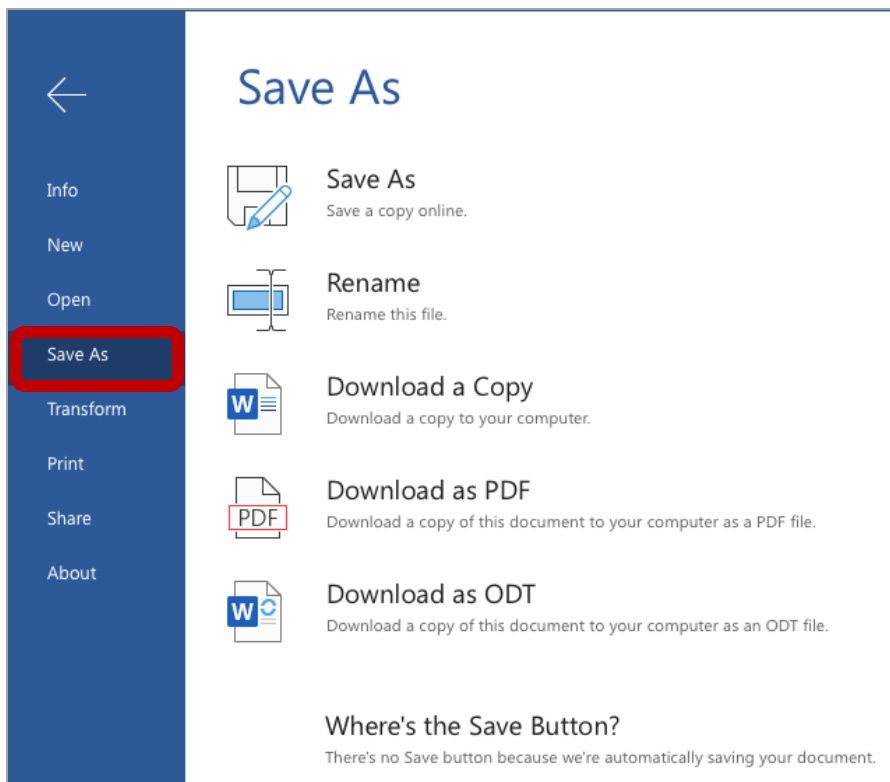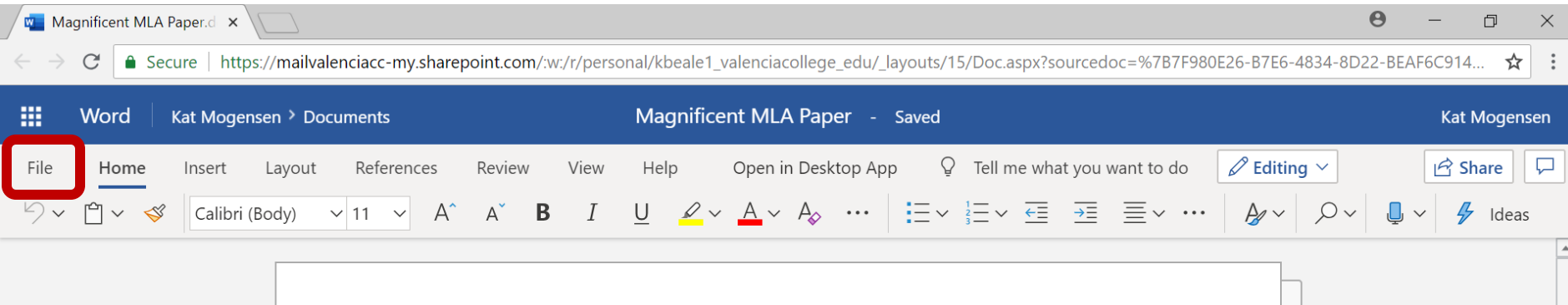
1. Click on **File** towards the top left of your screen.
2. Click on **Save As** and choose:
   a. **Save As**—make a duplicate copy in your OneDrive.
   b. **Download a Copy**—creates an editable Word file saved to your computer.
   c. **Download as PDF**—preserves your formatting in a read-only file saved to your computer.

Works Cited

Purdue Online Writing Lab. "MLA General Format." *Purdue Online Writing Lab*, Purdue University, owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html.