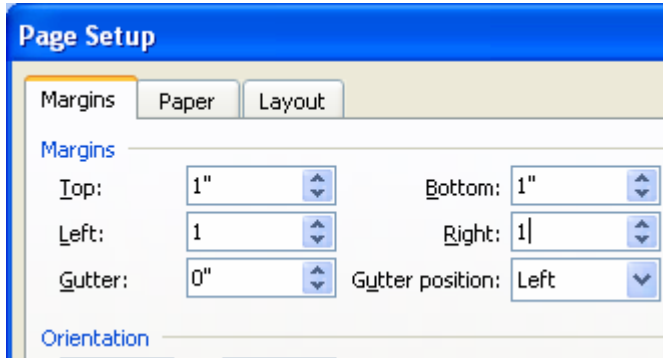


MLA FORMAT-PRACTICE EXERCISE
Word Processing commands/skills

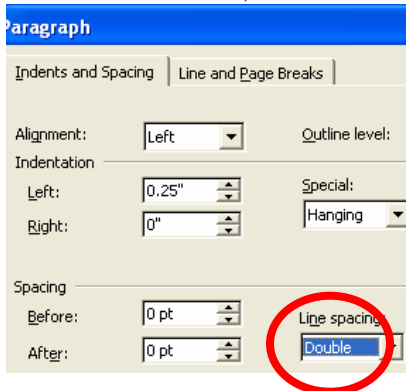
1. CHANGE MARGINS to one inch
FILE – PAGE SETUP



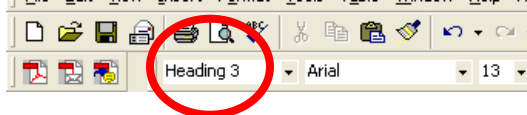
2. AUTOMATIC PAGE NUMBERS – VIEWMENU; HEADER AND FOOTER



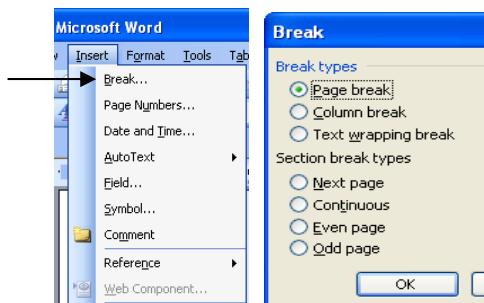
3. DOUBLE SPACE - the body of the report
FORMAT MENU; PARAGRAPH



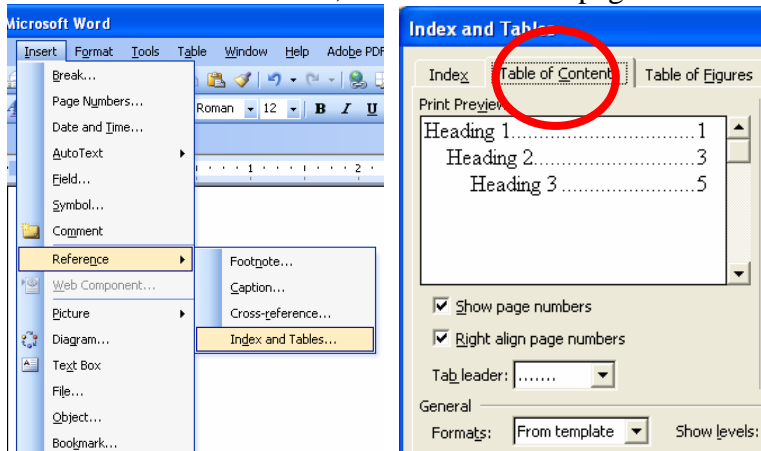
4. STYLES—select the headings you want to be included in your table of contents



5. PAGE BREAKS – first make sure your cursor is in the correct place, then
INSERT MENU; BREAK; OK

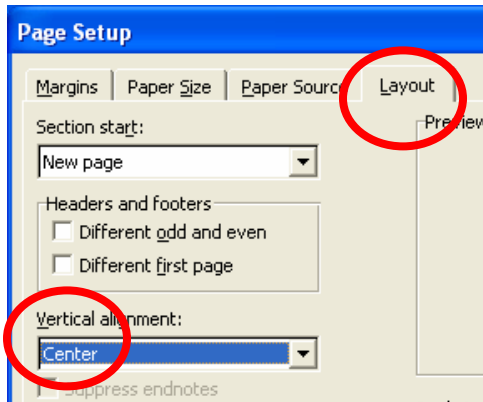


6. TABLE OF CONTENTS; first create a new page for the TOC; then choose the INSERT MENU



7. TITLE PAGE

first create a new page by inserting a break, with your cursor on the new page;
use VERTICAL ALIGNMENT—CENTER



8. DIFFERENT FIRST PAGE – to hide the header on the first page only;
FILE MENU; PAGE SETUP

