

# 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.**

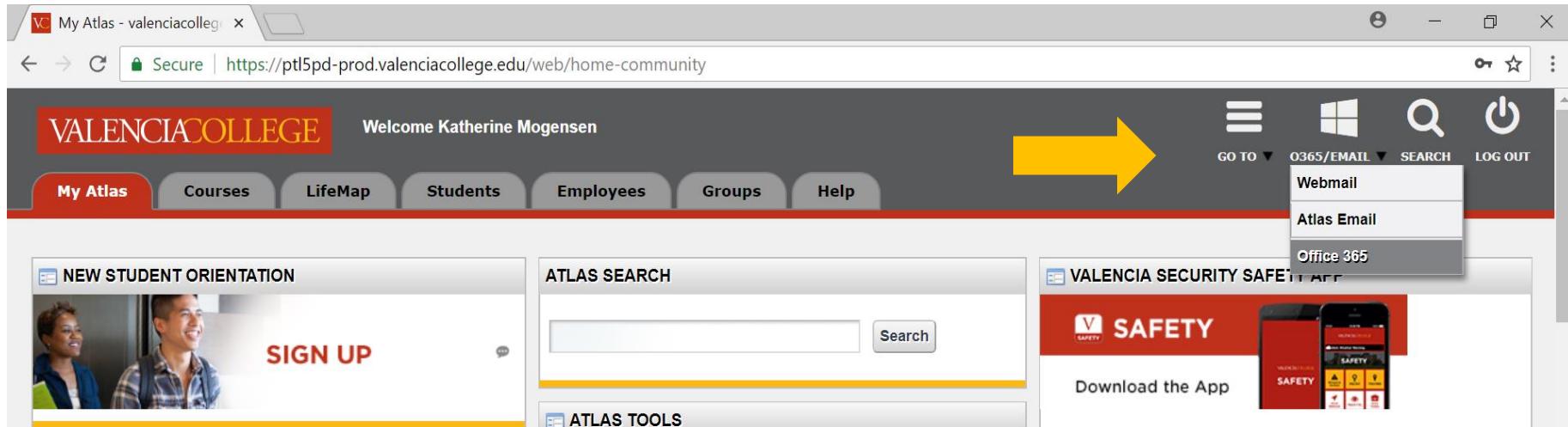
Because your work is saved to the "cloud," you can access and edit your work on a new computer just by logging in to Atlas.

## **Automatically save and back up work.**

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

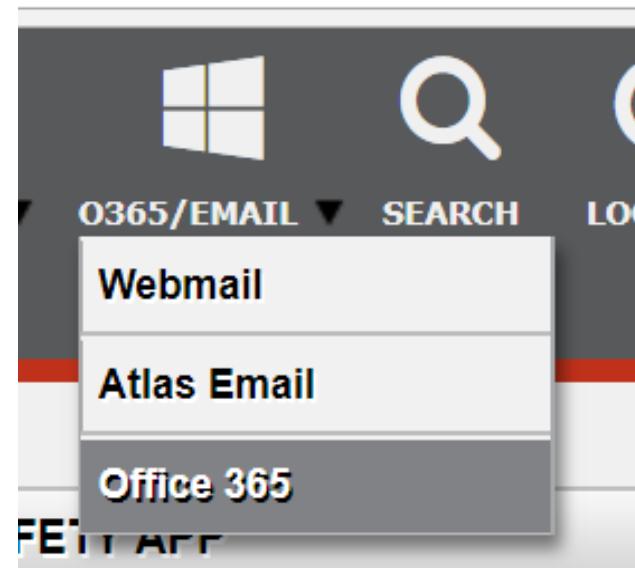
## **Easily share your work with others.**

# Access Your Office365 Account

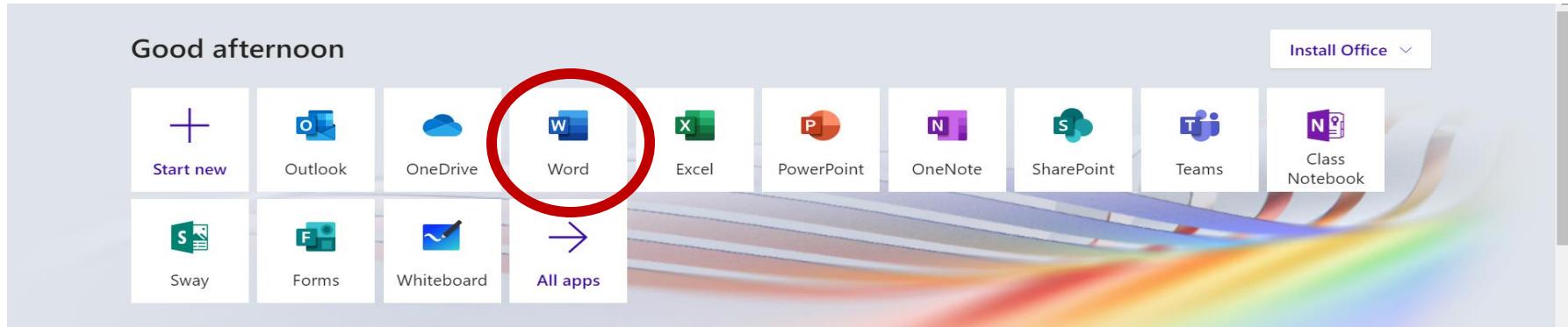


From your Atlas account, log in to Office 365:

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.



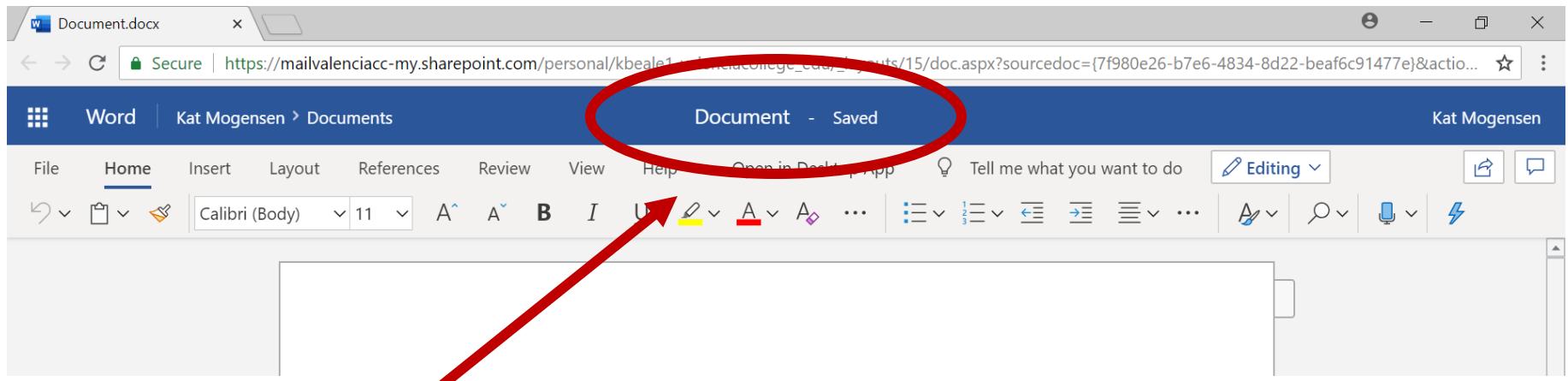
# Open a New Word Document



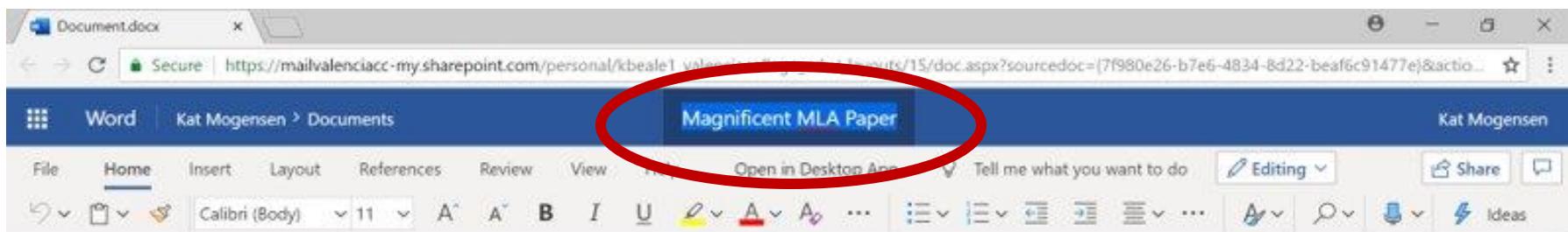
The home screen of Office365 will show a menu with several "apps" you can use. Find and click on the tile for **Word**.



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.



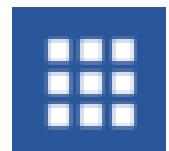
It's a good idea to give your document a name so that you can find it easily later. Use your mouse to click on **Document** at the top of the page. Type your document's new name in this field.

A screenshot of a Microsoft Word document titled "Magnificent MLA Paper - Saved". The ribbon at the top has tabs for Home, Insert, References, Review, View, Help, and Open in Desktop App. The "Editing" status is shown. On the far right of the ribbon, there's a "Tell me what you want to do" search bar, a "Share" button, and an "Ideas" button. To the left of the ribbon, there's a "Apps" section with icons for Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, and Forms. Below this is a "All apps" link. A red arrow points from the "OneDrive" icon in the Apps section towards the "OneDrive" tab in the ribbon.

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**.



A screenshot of a web browser window showing the OneDrive interface. The address bar indicates the URL is [https://mailvalenciacc-my.sharepoint.com/personal/kbeale1\\_valenciacollege.edu/\\_layouts/15/onedrive.aspx?sortField=Modified&isAscending=false&viewid=c268932...](https://mailvalenciacc-my.sharepoint.com/personal/kbeale1_valenciacollege.edu/_layouts/15/onedrive.aspx?sortField=Modified&isAscending=false&viewid=c268932...). The page title is "My Atlas - valenciacollege". The left sidebar shows navigation links: "OneDrive", "Search everything", "+ New", "Upload", "Sync", "Flow", "Sort", "Recent", "Shared", "Discover", "Recycle bin", "Shared libraries", "Valencia Banner", and "Create shared library". The main area is titled "Files" and lists several items:

Name	Modified	Modified By	File Size	Sharing
Articles	A few seconds ago	Kat Mogensen	4 items	Private
Reading	February 13	Kat Mogensen	0 items	Private
Course Work	February 10	Kat Mogensen	1 item	Shared
Using Word in Office 365.pptx	3 minutes ago	Kat Mogensen	2.12 MB	Shared
Magnificent MLA Paper.docx	9 minutes ago	Kat Mogensen	10.8 KB	Private
Questioning Reflection.docx	Monday at 12:...	Kat Mogensen	16.0 KB	Private



Magnificent MLA Paper.docx

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**

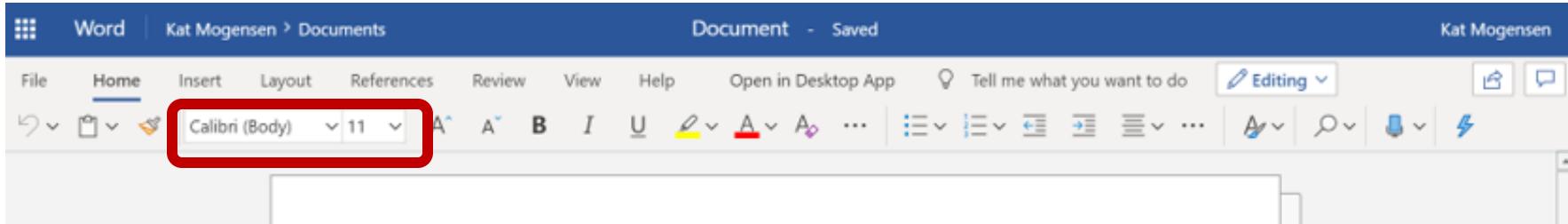
You can find style guides for MLA, APA, and Chicago on the website for Purdue Online Writing Lab (OWL) at [owl.purdue.edu](http://owl.purdue.edu)



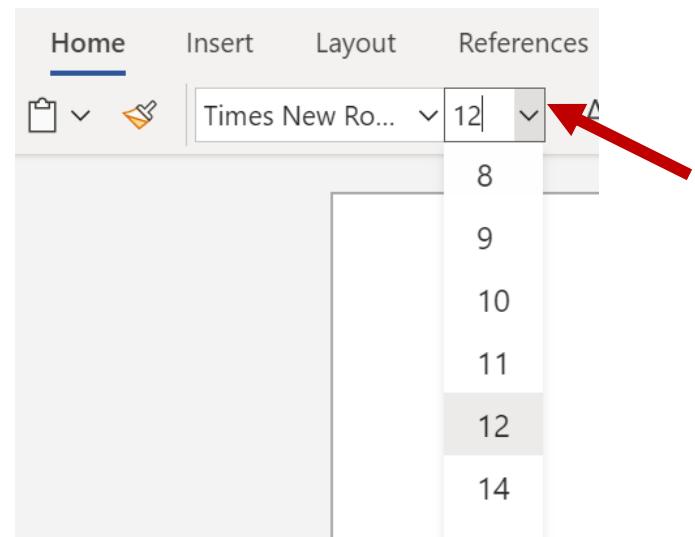
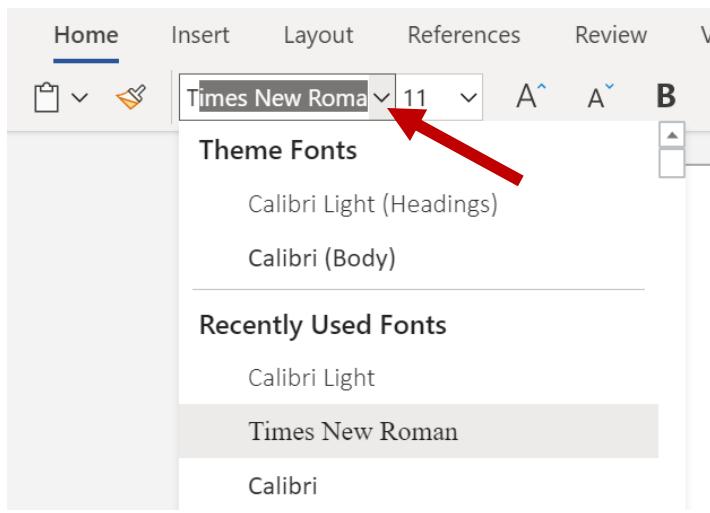
*Many professors post assignment information on **Canvas**, Valencia's online tool for coursework.*

*See our **Canvas** guide or ask a tutor for help using Canvas.*

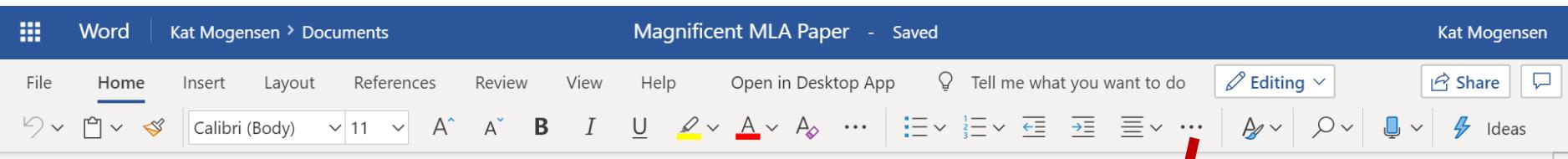
# Adjust Your Font Settings



- 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.

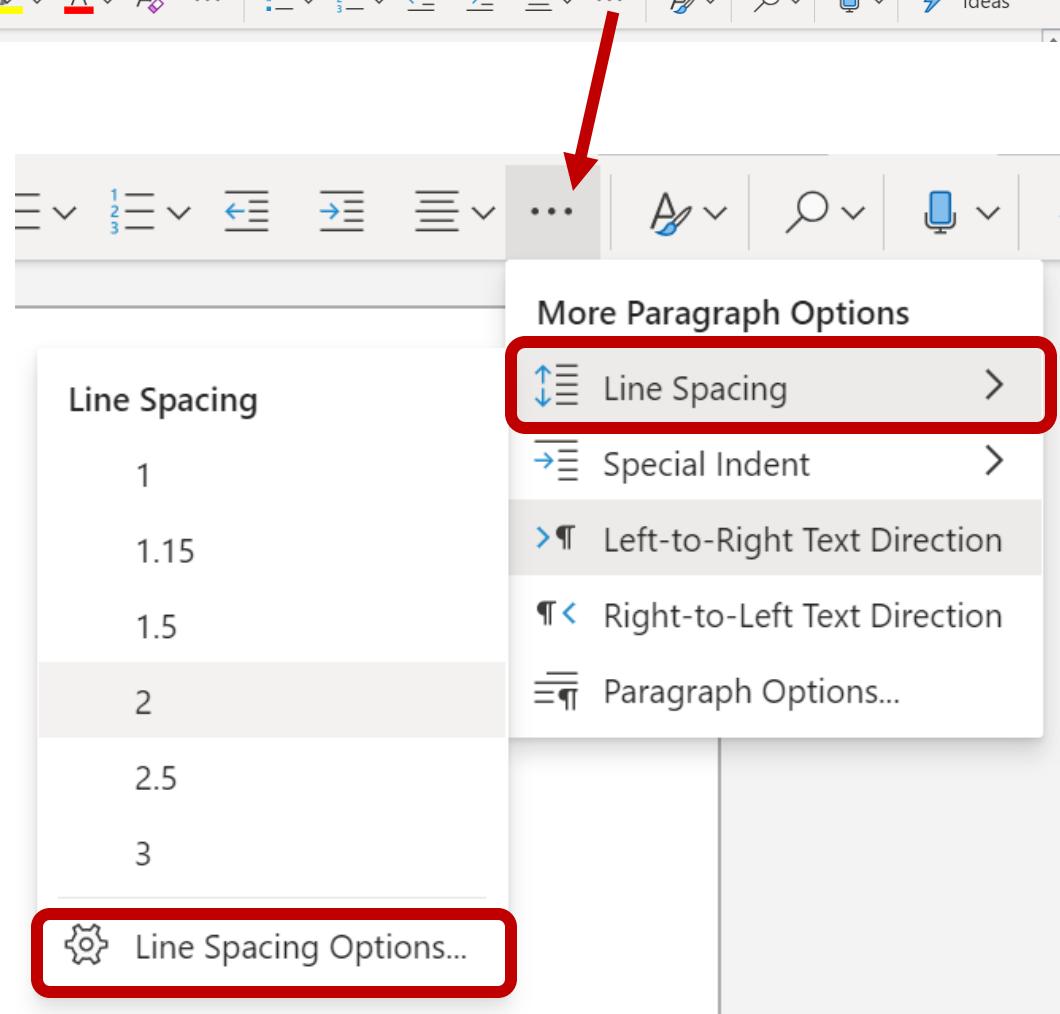


# Adjust Your Line Spacing

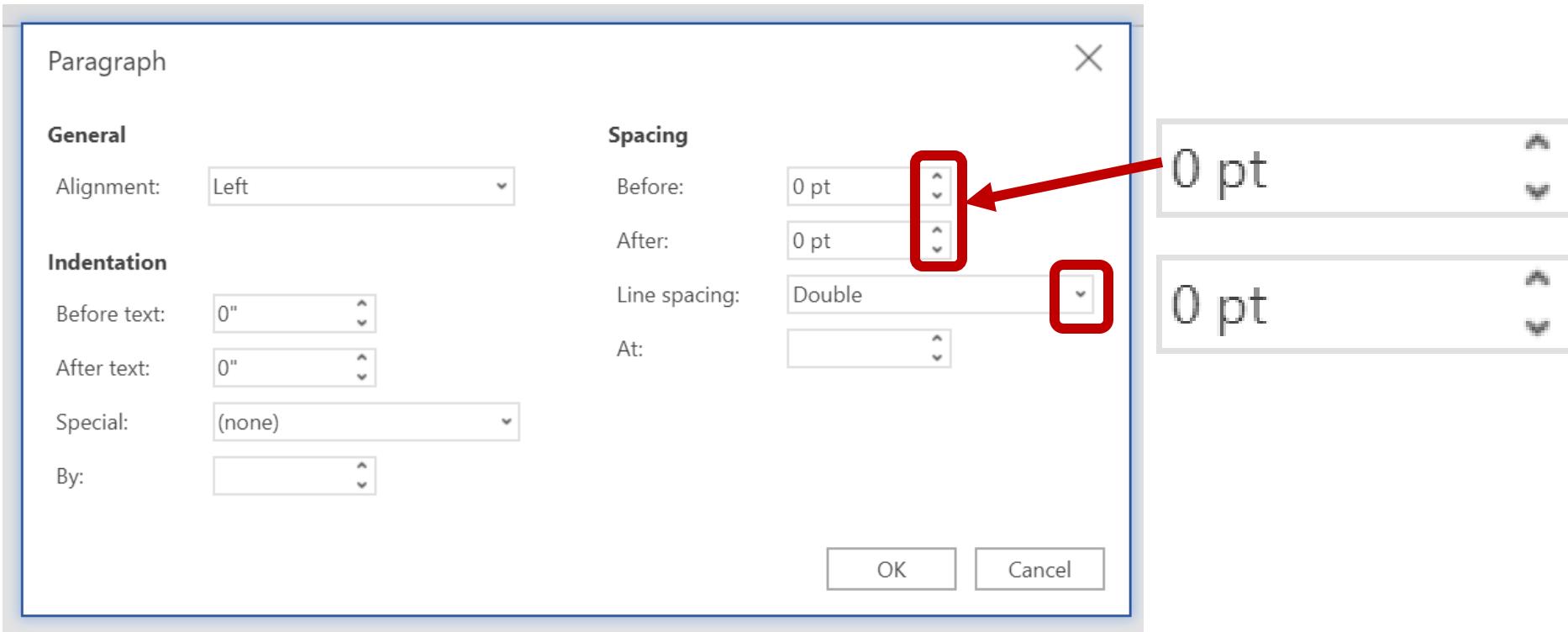


To make the text you're about to write **double-spaced**:

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."

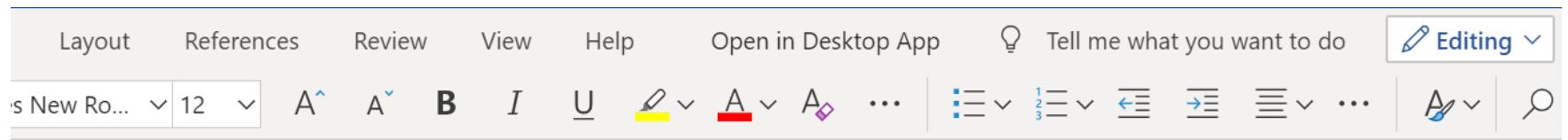


# Adjust Your Line Spacing (continued)



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



Kat Mogensen

Ella Raynor

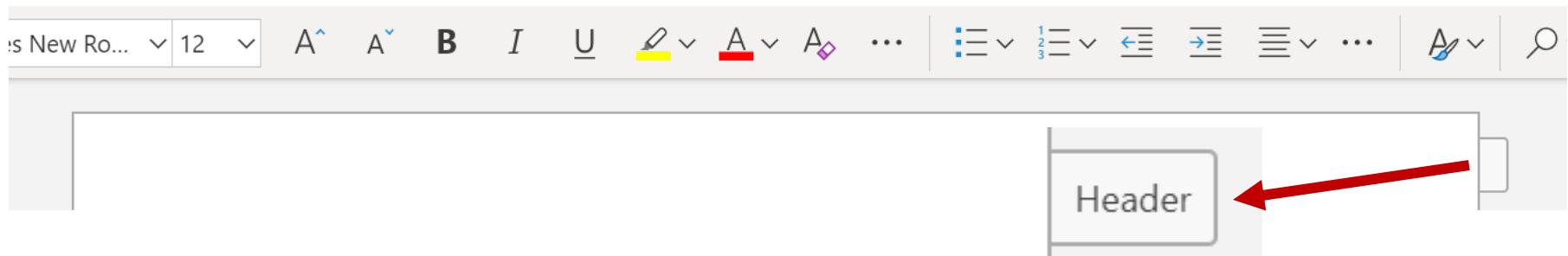
New Student Experience

29 February 2020

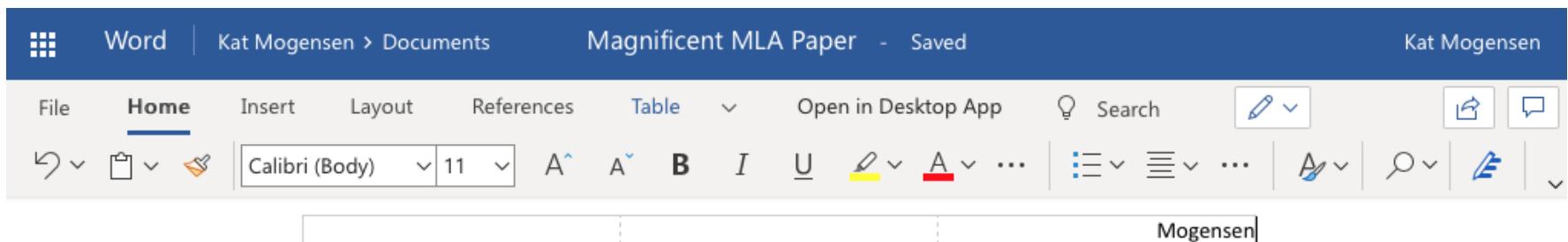
Starting at the top of your paper, type the following information:

- 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

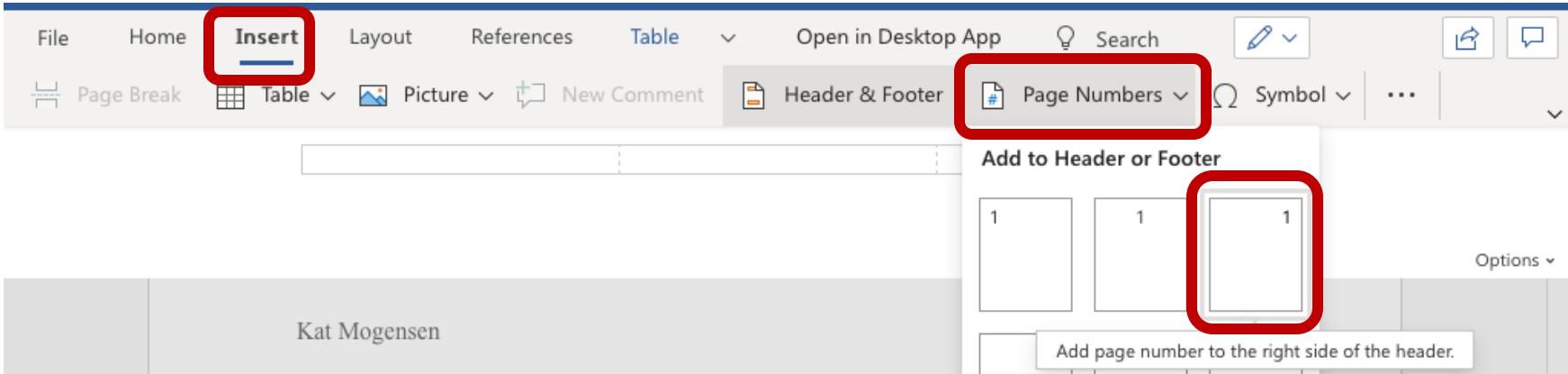


1. Click on the tab sticking out at the top right side of your document. (When you move your mouse over the tab, it will expand to say 'Header.')



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

The image shows the left sidebar of a Canvas course page. At the top is a user profile icon. Below it are several menu items with corresponding icons: Account (person), Home (house), Modules (bookshelf), **Assignments** (highlighted with a red box), Discussions (chat bubble), People (person), Pages (document), Files (file folder), and Zoom (video camera). To the right of the sidebar is a search bar labeled "Search for Assignment" and a button labeled "SHOW BY DATE". Below the sidebar is a section titled "Past Assignments" containing two entries:

- Bi-Weekly Session Reflections**  
Due Mar 6 at 4pm
- Questioning Reflection**  
Due Feb 21 at 4pm

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:

The image shows a modal window for assignment submission. At the top are four tabs: "File Upload" (selected), "Text Entry", "Google Doc", and "Office 365". Below the tabs is a message: "Upload a file, or choose a file you've already uploaded." A "Choose File" button is followed by the text "no file selected". There is also a "+ Add Another File" link and a link "Click here to find a file you've already uploaded". A "Comments..." text area is below, and at the bottom are "Cancel" and "Submit Assignment" buttons.

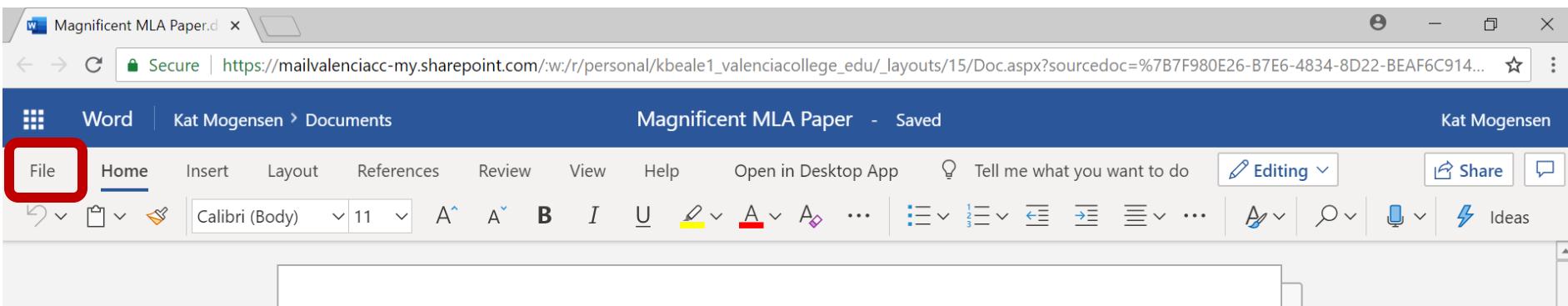
# Submit Your File Through Canvas, Ctd.

A screenshot of the Canvas file submission interface. At the top, there are tabs: File Upload, Text Entry, Google Doc, and Office 365. The Office 365 tab is highlighted with a red box. Below the tabs, there's a search bar containing "magnificent". A red arrow points to this search bar. The main area shows search results for "magnificent": "Magnificent MLA Paper.docx" by OneDrive, modified on 01 Apr 16:50, and 13.1KB in size. A checkbox is checked next to the file name. A red arrow points to this checkbox. At the bottom right of the results area is a blue "Attach File" button, which is also highlighted with a red box.

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.

A screenshot of the Canvas assignment submission dialog box. At the top, there are tabs: File Upload, Text Entry, Google Doc, and Office 365. The Office 365 tab is selected. Below the tabs, there's a "File" section with "Magnificent MLA Paper.docx" listed, with a red arrow pointing to it. There's also an "Additional comments" section with a "Comments..." text area. At the bottom are "Cancel" and "Submit Assignment" buttons, with a red box highlighting 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](http://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html).