<table>
<thead>
<tr>
<th>Feature</th>
<th>Word 2003</th>
<th>Word 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margins</td>
<td>1. Click on the FILE menu&lt;br&gt;2. Select PAGE SETUP&lt;br&gt;3. Check to see what the margin settings are: If the settings are what you need, select OK&lt;br&gt;4. If the settings are not what you need, make the necessary changes and then click OK</td>
<td>1. Click on PAGE LAYOUT menu&lt;br&gt;2. Select MARGINS in the PAGE SETUP section&lt;br&gt;3. Look through the list of settings currently on your computer. If you see the settings you need, click on that set of margin settings&lt;br&gt;4. If you do not see the settings you need, click on CUSTOM MARGINS at the bottom of the margins window&lt;br&gt;5. Create the settings you need&lt;br&gt;6. Click OK</td>
</tr>
<tr>
<td>Page Numbers: Footer (Preliminary)</td>
<td>1. Click on the VIEW menu&lt;br&gt;2. Select HEADER AND FOOTER&lt;br&gt;3. Click on the center alignment button on the toolbar or use the FORMAT menu, select PARAGRAPH, and select CENTER alignment&lt;br&gt;4. Click on the # icon in the header/footer toolbar (to insert the page number)&lt;br&gt;5. Click on the third icon (FORMAT PAGE NUMBER) in the header/footer toolbar to format your page numbers for this section: In the Number Format box, click on the pull-down menu and select the lower case Roman numerals&lt;br&gt;6. In the bottom window (Page Numbering), make sure the Start At window shows i (lower case Roman numeral for “1”)&lt;br&gt;7. Select OK</td>
<td>1. Click on INSERT menu&lt;br&gt;2. Click on FOOTER in the Header &amp; Footer section&lt;br&gt;3. Select the BLANK (THREE COLUMNS) option&lt;br&gt;4. Click your cursor on the [TYPE TEXT] button in the center of the footer window&lt;br&gt;5. Click on the INSERT menu&lt;br&gt;6. Select PAGE NUMBER&lt;br&gt;7. Select CURRENT POSITION&lt;br&gt;8. Select the PLAIN NUMBER option in the window that opens up&lt;br&gt;9. Select PAGE NUMBER menu again&lt;br&gt;10. Select FORMAT PAGE NUMBERS&lt;br&gt;11. In the Number Format window, click on the pull-down menu and select the lower case Roman numerals&lt;br&gt;12. In the bottom window (Page Numbering), make sure the Start At window shows i (lower case Roman numeral for “1”)&lt;br&gt;13. Select OK</td>
</tr>
</tbody>
</table>
### APA Formatting for Major Field Papers: Science Majors Instructions for Word 2003 and Word 2007

#### Page Numbers: Header (Body)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Word 2003</th>
<th>Word 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on the VIEW menu</td>
<td>1. Click on INSERT menu</td>
</tr>
<tr>
<td>2.</td>
<td>Select HEADER AND FOOTER</td>
<td>2. Click on HEADER in the Header &amp; Footer section</td>
</tr>
<tr>
<td>3.</td>
<td>Click on the center alignment button on the toolbar or use the FORMAT menu, select PARAGRAPH, and select RIGHT alignment</td>
<td>3. Select the BLANK (THREE COLUMNS) option</td>
</tr>
<tr>
<td>4.</td>
<td>Click on the # icon in the header/footer toolbar (to insert the page number)</td>
<td>4. Click your cursor on the [TYPE TEXT] button at the right side of the screen</td>
</tr>
<tr>
<td>5.</td>
<td>Click on the third icon (FORMAT PAGE NUMBER) in the header/footer toolbar to format your page numbers for this section: In the Number Format box, click on the pull-down menu and select the lower case Roman numerals</td>
<td>5. Click on the INSERT menu</td>
</tr>
<tr>
<td>6.</td>
<td>In the bottom window (Page Numbering), make sure the Start At window shows i (lower case Roman numeral for “1”)</td>
<td>6. Select PAGE NUMBER</td>
</tr>
<tr>
<td>7.</td>
<td>Select OK</td>
<td>7. Select CURRENT POSITION</td>
</tr>
</tbody>
</table>

#### Superscript

<table>
<thead>
<tr>
<th>Feature</th>
<th>Word 2003</th>
<th>Word 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click on the FORMAT menu</td>
<td>1. Click on the HOME menu</td>
</tr>
<tr>
<td>2.</td>
<td>Select FONT</td>
<td>2. Select the SUPERSCRIPT icon (x^2) which is in the window with your Bold, Italics, and Underline icons</td>
</tr>
<tr>
<td>3.</td>
<td>Click on SUPERSCRIPT</td>
<td>3. Type the number you want to superscript</td>
</tr>
<tr>
<td>4.</td>
<td>Click OK</td>
<td>4. Repeat steps 1 – 2 to turn off the superscript</td>
</tr>
<tr>
<td>5.</td>
<td>Type the number you want to superscript</td>
<td>5. Type the number you want to superscript</td>
</tr>
<tr>
<td>6.</td>
<td>Repeat steps 1 – 4 to turn off the superscript</td>
<td>6. Repeat steps 1 – 2 to turn off the superscript</td>
</tr>
</tbody>
</table>

**NOTE:** If you prefer, you can start subscript by pressing these 3 keys at the same time: 
- CTRL, SHIFT, and =

Do not forget to press those 3 keys again to stop the superscript

**NOTE:** If you type the number first, highlight it and then press the 3 keys at the same time. This method will apply the superscript to that number only; you will not have to turn the superscript off.
<table>
<thead>
<tr>
<th>Feature</th>
<th>Word 2003</th>
<th>Word 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscript</td>
<td>1. Click on the FORMAT menu</td>
<td>1. Click on the HOME menu</td>
</tr>
<tr>
<td></td>
<td>2. Select FONT</td>
<td>2. Select the SUBSCRIPT icon ($x_2$) which is in the window</td>
</tr>
<tr>
<td></td>
<td>3. Click on SUBSCRIPT Click OK</td>
<td>with your Bold, Italic, and Underline icons</td>
</tr>
<tr>
<td></td>
<td>4. Type the number you want to subscript</td>
<td>3. Type the number you want to subscript</td>
</tr>
<tr>
<td></td>
<td>5. Repeat steps 1 – 4 to turn off the subscript</td>
<td>4. Repeat steps 1 – 2 to turn off the subscript</td>
</tr>
<tr>
<td></td>
<td>NOTE: If you prefer, you can start subscript by</td>
<td>NOTE: If you do not see the subscript icon, you can start</td>
</tr>
<tr>
<td></td>
<td>pressing these 2 keys at the same time:</td>
<td>subscript by pressing these 2 keys at the same time:</td>
</tr>
<tr>
<td></td>
<td>CTRL and =</td>
<td>CTRL and =</td>
</tr>
<tr>
<td></td>
<td>Do not forget to press those 2 keys again to stop the subscript</td>
<td>Do not forget to press those 2 keys again to stop the subscript</td>
</tr>
<tr>
<td></td>
<td>NOTE: If you type the number first, highlight it and</td>
<td>NOTE: If you type the number first, highlight it and then</td>
</tr>
<tr>
<td></td>
<td>then press the CTRL and = keys at the same time.</td>
<td>press the CTRL and = keys at the same time. This method</td>
</tr>
<tr>
<td></td>
<td>This method will apply the subscript to that number only;</td>
<td>will apply the subscript to that number only; you will not have</td>
</tr>
<tr>
<td></td>
<td>you will not have to turn the subscript off.</td>
<td>to turn the subscript off.</td>
</tr>
<tr>
<td>Left Alignment</td>
<td>1. Select the LEFT ALIGNMENT icon in the toolbar at</td>
<td>1. Click on the HOME menu</td>
</tr>
<tr>
<td></td>
<td>the top of your screen</td>
<td>2. Click on the LEFT ALIGNMENT icon in the toolbar</td>
</tr>
<tr>
<td></td>
<td>OR:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Click on the FORMAT menu</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Select PARAGRAPH</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. In the GENERAL section, in the window next to</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ALIGNMENT, select LEFT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Click on OK</td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Word 2003</td>
<td>Word 2007</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Widows/orphans</td>
<td>1. Click on the FORMAT menu&lt;br&gt;2. Select PARAGRAPH&lt;br&gt;3. Select the LINE AND PAGE BREAKS tab at the top&lt;br&gt;4. In the Pagination section, select WIDOW/ORPHAN CONTROL&lt;br&gt;5. Select OK</td>
<td>Good news! WORD 2007 automatically is set for widows and orphans. However, if the setting has been changed on your computer, follow these steps:&lt;br&gt;1. Select the paragraphs in which you want to prevent widows and orphans (the paragraphs which you want to keep at least 2 lines together at the beginning or end)&lt;br&gt;2. Click on the PAGE LAYOUT menu&lt;br&gt;3. Click on the small blue arrow button in the bottom right-hand corner of the PARAGRAPH section to open up the Paragraph Dialog Box&lt;br&gt;4. Click LINE AND PAGE BREAKS tab&lt;br&gt;5. Look at the box in front of WIDOW/ORPHAN CONTROL – if the box has a check mark, the feature is in place; if the box does not have a check mark in it, follow the remaining steps of the procedure&lt;br&gt;6. Select the WIDOW/ORPHAN CONTROL check box&lt;br&gt;7. Click OK</td>
</tr>
<tr>
<td>Feature</td>
<td>Word 2003</td>
<td>Word 2007</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Styles</td>
<td>METHOD 1: CREATE/APPLY STYLE, THEN TYPE</td>
<td>CREATE A NEW QUICK STYLE</td>
</tr>
<tr>
<td></td>
<td>CREATE</td>
<td>1. Select (highlight) the text in your paper that you want to</td>
</tr>
<tr>
<td></td>
<td>1. Click on FORMAT menu</td>
<td>create as a new style</td>
</tr>
<tr>
<td></td>
<td>2. Select STYLE</td>
<td>2. On the mini toolbar that appears above your selection,</td>
</tr>
<tr>
<td></td>
<td>3. Make the needed changes/selections</td>
<td>make the formatting changes that you want to capture</td>
</tr>
<tr>
<td></td>
<td>4. Give the style a name you will recognize</td>
<td>in your style (for example, make the text bold)</td>
</tr>
<tr>
<td></td>
<td>5. Apply whatever format you need</td>
<td>3. Right-click the selection, point to STYLES, and then</td>
</tr>
<tr>
<td></td>
<td>6. Save by clicking OK</td>
<td>click SAVE SELECTION AS NEW QUICK STYLE</td>
</tr>
<tr>
<td></td>
<td>TYPE</td>
<td>4. Give the style a name (for example, Main Heading) and</td>
</tr>
<tr>
<td></td>
<td>1. Select the style you need</td>
<td>then click OK</td>
</tr>
<tr>
<td></td>
<td>2. Type the heading</td>
<td>MAKE CHANGES TO A QUICK STYLE</td>
</tr>
<tr>
<td></td>
<td>3. Press ENTER to go to the next line</td>
<td>1. On the HOME menu, in the STYLES group, right-click</td>
</tr>
<tr>
<td></td>
<td>4. Select NORMAL style to continue with your paper</td>
<td>the style that you want to change in the Quick Style gallery</td>
</tr>
<tr>
<td></td>
<td>METHOD 2: TYPE FIRST, THEN APPLY STYLE</td>
<td>2. Click MODIFY on the shortcut menu</td>
</tr>
<tr>
<td></td>
<td>TYPE</td>
<td>3. In the MODIFY STYLE dialog box, change the style the way you want to</td>
</tr>
<tr>
<td></td>
<td>1. Type the heading</td>
<td>(ie, add underlining or change the font style) and then click OK</td>
</tr>
<tr>
<td></td>
<td>2. Leave your cursor in the heading</td>
<td>4. When you change a style, all instances of the style are</td>
</tr>
<tr>
<td></td>
<td>SELECT/APPLY STYLE</td>
<td>automatically updated throughout your document</td>
</tr>
<tr>
<td></td>
<td>1. Click on FORMAT menu</td>
<td>SAVE A CUSTOM QUICK STYLE SET</td>
</tr>
<tr>
<td></td>
<td>2. Select STYLE</td>
<td>1. On the HOME menu, in the STYLES group, click</td>
</tr>
<tr>
<td></td>
<td>3. Press ENTER for a new line</td>
<td>CHANGE STYLES and then point to STYLE SET</td>
</tr>
<tr>
<td></td>
<td>4. Select NORMAL STYLE to continue with your paper</td>
<td>2. Click SAVE AS A QUICK STYLE SET</td>
</tr>
<tr>
<td></td>
<td>TO FIND A STYLE</td>
<td>3. In the SAVE QUICK STYLE SET dialog box, type a name for your new Quick</td>
</tr>
<tr>
<td></td>
<td>Click CHANGE STYLES in the STYLES group and then point to STYLE SET</td>
<td>Style set, and then click SAVE</td>
</tr>
<tr>
<td></td>
<td>TO APPLY A STYLE</td>
<td>4. When you change a style, all instances of the style are</td>
</tr>
<tr>
<td></td>
<td>1. On the HOME menu, click on the small blue arrow button in the bottom</td>
<td>automatically updated throughout your document</td>
</tr>
<tr>
<td></td>
<td>right corner of the STYLES section</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Select the style you want from the pull-down menu</td>
<td></td>
</tr>
<tr>
<td>Feature</td>
<td>Word 2003</td>
<td>Word 2007</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Dot leader (for table of contents, etc.) | 1. Click on the FORMAT menu  
2. Select TABS  
3. Set the tab position (somewhere between 6.0 and 6.75 may be a good setting to try) (if it turns out that that location is not good, you can adjust it later)  
4. Under ALIGNMENT, select RIGHT  
5. Under LEADER, select option 2 (the dots)  
6. Click on SET  
7. Click on OK | 1. Type the text you want to appear on the left side of the line  
2. On the PAGE LAYOUT menu, click on the small blue arrow button in the bottom right corner of the PARAGRAPH section to open the paragraph dialog box  
3. In the PARAGRAPH dialog box, click the TABS button at the bottom  
4. Set the tab position (somewhere between 6.0 and 6.75 may be a good setting to try) (if it turns out that that location is not good, you can adjust it later)  
5. Under ALIGNMENT, select RIGHT  
6. Under ALIGNMENT, select RIGHT  
7. Under LEADER, select option 2 (the dots)  
8. Click on SET  
9. Click on OK  
10. Press the TAB key on your keyboard – a line of dots should appear, with your cursor blinking at the end of the line  
11. Type the information you want to appear at the right side of the page – notice that as you type, the line of dots will become shorter and the letters you type will move in from the right margin  
12. Press the ENTER key when you are done with that entry in order to get a new line  
13. For the rest of this page, you should not have to format the tab any more – just type on the left side, press the tab key to get the line of dots, and type on the right side of the page | 1. Type the text you want to appear on the left side of the line  
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| Help                            | 1. Click on HELP menu  
2. Select first option (blue circle with question mark in it: Microsoft Office Word Help)  
3. Type the feature in the Search For box  
4. Click the green arrow or hit the ENTER key | 1. Click on the blue circle with question mark in it at the right end of the menu bar  
2. Type the feature in the Search For box  
3. Click the green arrow or hit the ENTER key |

NOTE: Some features may offer help in the form of a video