



**LONG BEACH
CITY COLLEGE**

MICROSOFT WORD & MLA BASICS

~ The ESL Learning Center Technology Series ~

Microsoft Word Basics for ESL

Microsoft Word Básico
para ESL





Recycle Bin

BEGINNERS

ESL LEARNING CENTER

ADVANCED

All Apps Documents Settings Photos More

Feedback

Best match

Word Desktop app

Apps

WordPad

Settings (4)

Word Desktop app

**CLICK ON
SEARCH
ICON AND
TYPE IN
"WORD"**

**PULSE EN
EL ICONO DE
BUSCAR Y
ESCRIBA LA
PALABRA
"WORD"**

Advanced Reading

Paragraphs 54-56

Short Stories

Essays 33-34

Reading Videos

Writing Prompts

Vocabulary

Writing Tools

Advanced Grammar

Plagiarism

WORD



Recycle Bin

BEGINNERS

ESL LEARNING

ADVANCED

All Apps Documents Settings Photos More Feedback

Best match

- Word Desktop app

Apps

- WordPad

Settings (4)

WORD

Word Desktop app

- Open
- Run as administrator
- Open file location
- Pin to taskbar
- Uninstall

**CLICK ON:
WORD
ICON**

**PULSE EN:
EL ICONO DE
WORD**

- Advanced Reading
- Short Stories
- Reading Videos
- Vocabulary
- Advanced Grammar
- Paragraphs 54-56
- Essays 33-34
- Writing Prompts
- Writing Tools
- Plagiarism

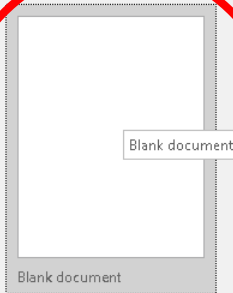
Open Other Documents

**CLICK ON:
BLANK
DOCUMENT**

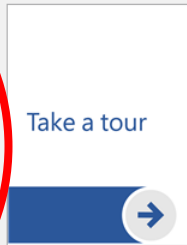
**PULSE EN EL:
DOCUMENTO
EN BLANCO**

Search for online templates

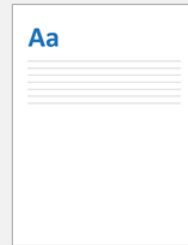
Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday



Blank document



Welcome to Word



Single spaced (blank)



Blue grey resume



Snapshot calendar



Insert your first table of...

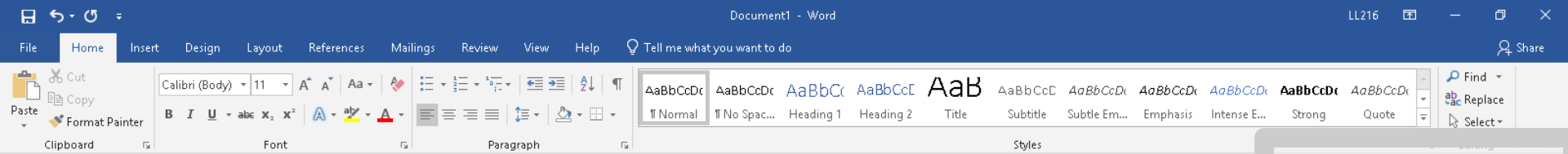


Modern chronological r...



Modern chronological...





ESL LEARNING CENTER|

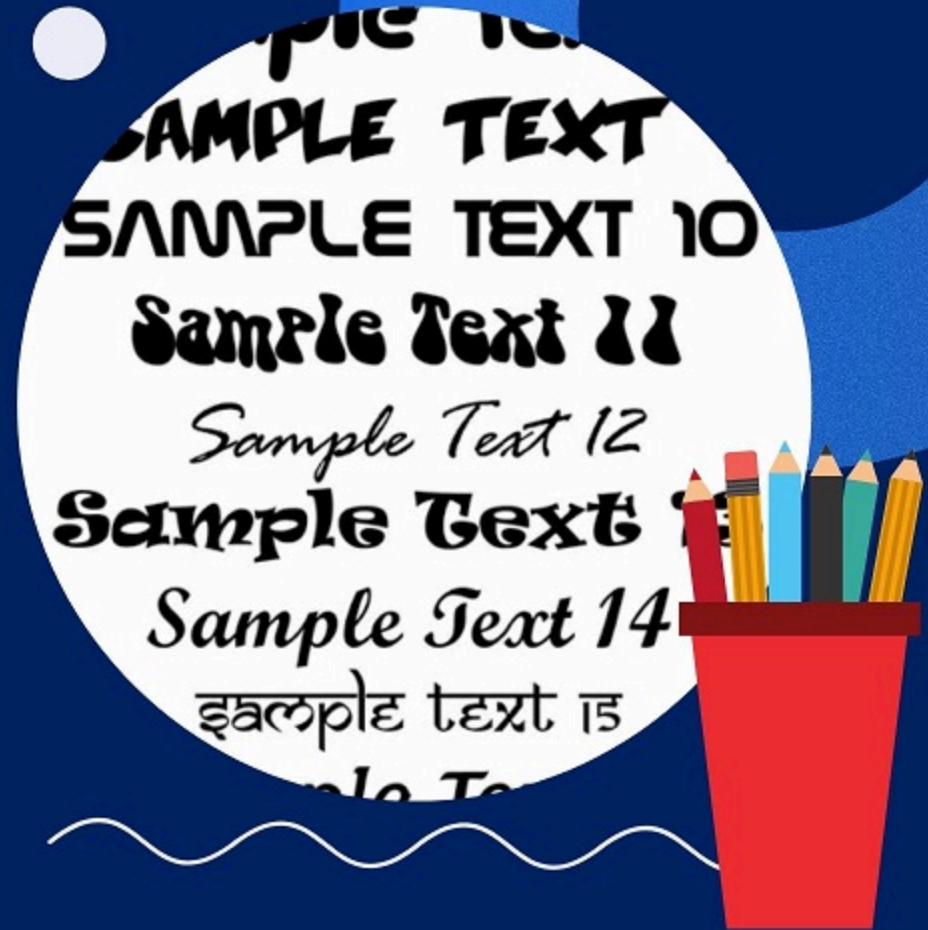
**START:
TYPING
YOUR
DOCUMENT**

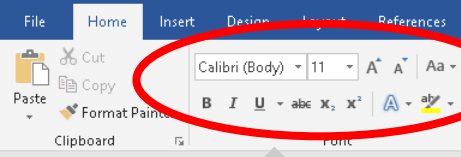
**PUEDE
COMENZAR:
A ESCRIBIR SU
DOCUMENTO**



How to Modify the Text of Your Document

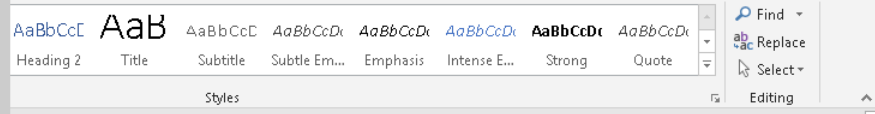
COMO MODIFICAR EL
TEXTO DE SU
DOCUMENTO





**YOU CAN MODIFY
THE FONT SIZE
AND STYLE **HERE**:**

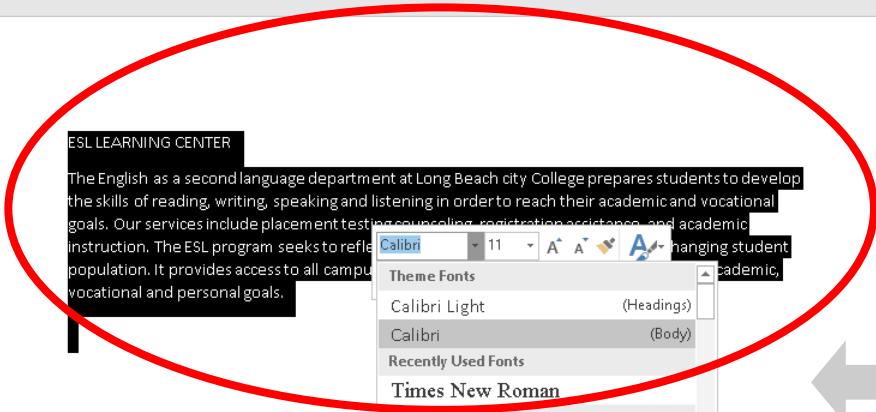
**USTED PUEDE
MODIFICAR EL
TAMAÑO Y
ESTILO DE LA
LETRA **AQUI**:**



ESL LEARNING CENTER

The English as a second language department at Long Beach city College prepares students to develop the skills of reading, writing, speaking and listening in order to reach their academic and vocational goals. Our services include placement testing counseling, registration assistance, and academic instruction. The ESL program seeks to reflect and serve the needs of a growing and changing student population. It provides access to all campus programs and services and prepares to meet academic, vocational and personal goals.





**YOU CAN ALSO
SELECT THE TEXT:
AND MODIFY THE
TEXT IN THE BOX
THAT WILL APPEAR**

**TAMBIEN PUEDE
SELECCIONAR EL
TEXTO:
Y MODIFICAR LA
LETRA EN EL
CUADRO QUE
APARECERA**

Aligning Text

ALINEAR UN TEXTO



ALIGNMENT

Proper alignment in a design means that every element in it is visually connected to another element. Alignment allows for cohesiveness; nothing feels out of place or disconnected when alignment has been handled well.



Clipboard Font Paragraph Styles Editing

Calibri (Body) 11 A A Aa Font icons Paragraph icons Styles list (Normal, No Spac..., Heading 1, Heading 2, Title, Subtitle, Subtle Em..., Emphasis, Intense E..., Strong, Quote)

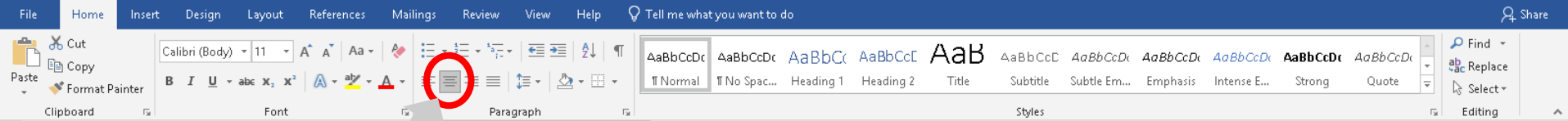
Align Left (Ctrl+L)
 Align your content with the left margin.
 Left alignment is commonly used for body text and makes the document easier to read.

Select your text and click the align Left icon in the Paragraph group

Seleccione Su Texto Y Pulse En Alinear A La Izquierda

THE ESL LEARNING CENTER

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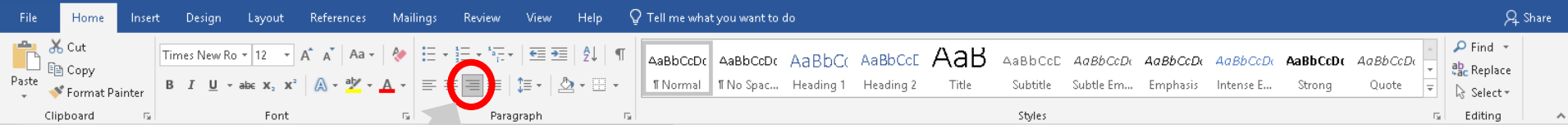


Select your text
and click the
Center icon in the
Paragraph group

Seleccione Su
Texto Y Pulse En
**Alinear En El
Centro**

THE ESL LEARNING CENTER

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Align Right (Ctrl+R)
Align content with the right margin.

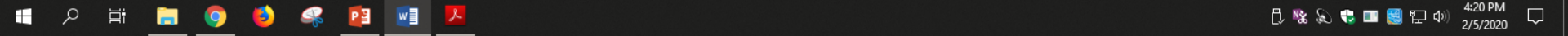
Right alignment is used for small sections of content, such as text in a header or footer.

**Select your text
and click the align
Right icon in the
"Paragraph" group**

**Seleccione Su Texto
Y Pulse En Alinear
A La Derecha**

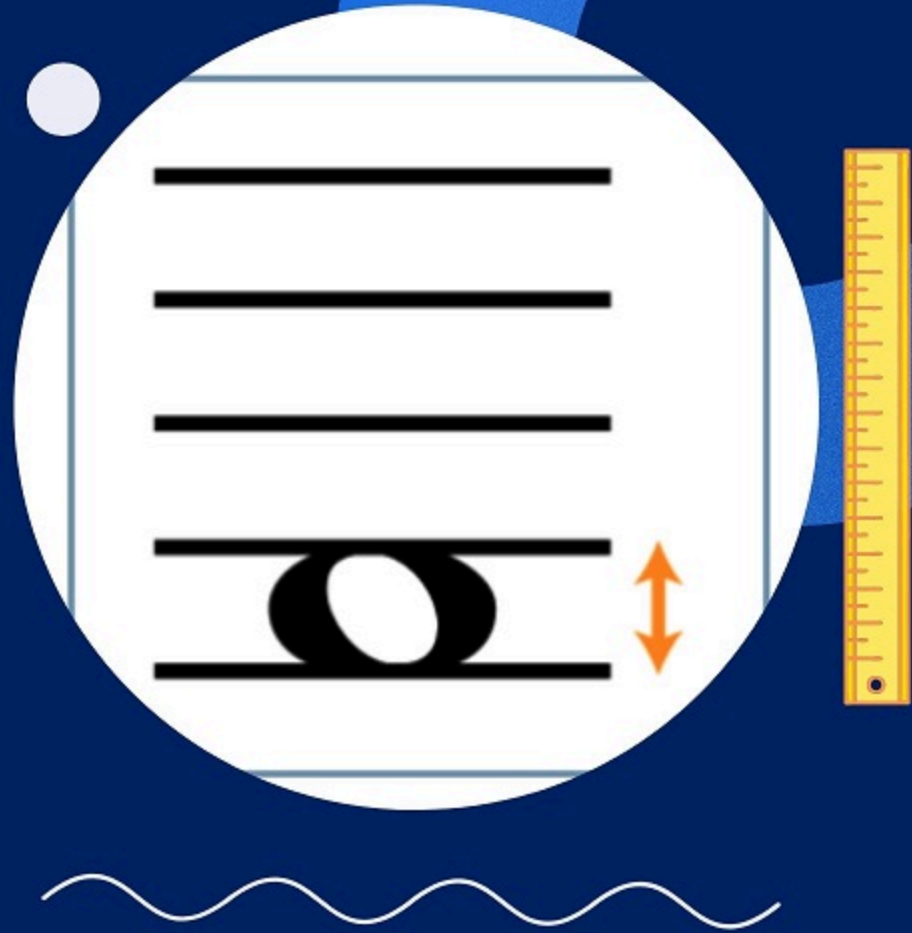
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Double Space Your Documents

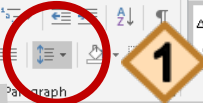
AGREGAR DOBLE
ESPACIO A SU
DOCUMENTO



Clipboard Font Paragraph Styles Editing

Times New Ro 12 A A Aa [Color Icon] [Bulleted List Icon] [Numbered List Icon] [Decrease Indent Icon] [Increase Indent Icon] [Decrease Indent Icon] [Increase Indent Icon] [Line and Paragraph Spacing Icon] [Line and Paragraph Spacing Icon]

Normal No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E... Strong Quote



Line and Paragraph Spacing
 Choose how much space appears between lines of text or between paragraphs.
 To apply the same spacing to your whole document, use the Paragraph Spacing options on the Design tab.

Click the Line and Paragraph Spacing icon

Pulse El Icono De Line And Spacing

THE ESL LEARNING CENTER

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Line and Paragraph Spacing menu with 2.0 selected and highlighted by a red box.



**Select 2.0 TO
DOUBLE SPACE
THE DOCUMENT**

**Seleccione 2.0
PARA AGREGAR
DOBLE ESPACIO
AL DOCUMENTO**

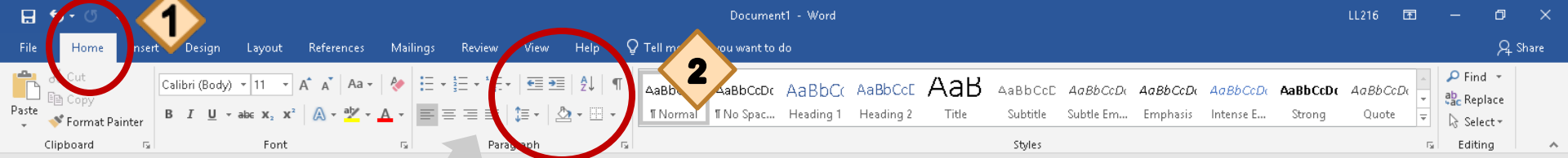
THE ESL LEARNING CENTER

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How to Indent Text

COMO "INDENT" UN
TEXTO





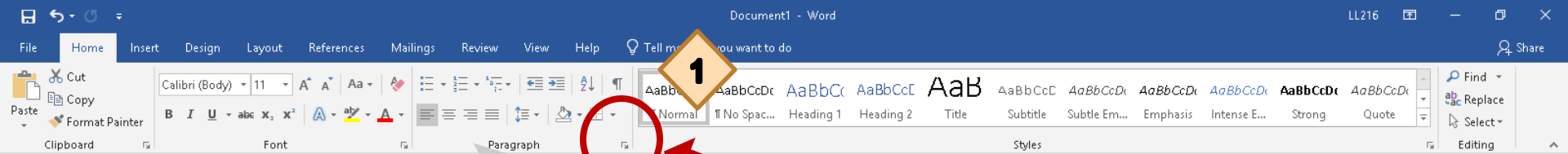
**YOU CAN
MODIFY YOUR
INDENTATION:
HERE**

**USTED PUEDE
MODIFICAR LA
"INDENTATION"
AQUI**

Esl learning center

The English as a Second language department at Long Beach City College prepares students to develop the skills of the reading writing, speaking and listening in order to reach their academic and vocational goals. Our services include placement testing counseling, registration, and academic instruction. The esl program seeks to reflect and serve the needs of a growing and the changing students population it provides access to all campus programs and services and prepares to meet academic, vocational and personal goals.]



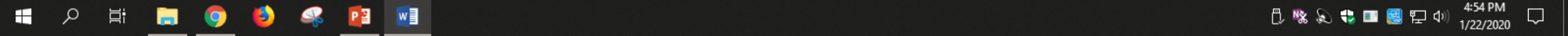


**OR YOU CAN ALSO
CLICK IN THE
RIGHT CORNER
OF THE
PARAGRAPH
GROUP**

**O TAMBIEN
PUEDE PULSAR:
EN LA ESQUINA
INFERIOR
DERECHA**

EsL learning center

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A BOX WILL APPEAR. YOU CAN MODIFY THE INDENTATION THERE

EN EL CUADRO QUE APARECERA. USTED PUEDE MODIFICAR "INDENTATION"

Est learning center
The English as a Se
the skills of the rea
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program seeks to r
provides access to
personal goals.

nts to develop
nd vocational
struction. The esl
pulation it
cational and

Paragraph Indents and Spacing Line and Page Breaks

General

Alignment: **Left**

Outline level: **Body Text** (Collapsed by default)

Indentation

Left: **0"** (Circled in red)

Right: **0"** (Circled in red)

Spacing

Before: **0 pt** Line spacing: **Multiple** **1.08**

After: **8 pt**

Don't add space between paragraphs of the same style

Preview

OK (Circled in red)



INDENT 1/2 INCH ON THE FIRST LINE OF EACH PARAGRAPH

AGREGAR ½ PULGADA A LA
PRIMERA LINEA

PRESS **TAB** ON
THE **KEYBOARD**
ONE TIME



PRESIONE **TAB**
EN SU
TECLADO

Jane Doe

Professor Brown

Course Name

9 August 2016

HALF-INCH

Title of MLA Paper

←→ The text of the paper begins after the title. Establish your topic, purpose, and the position you are taking in your paper. This is where you will state your thesis.

←→ Be sure to use proper formatting for your in-text citations. The following sentence shows one way to cite a source from the Works Cited page. The earliest explorers of North America were Caucasians from Iceland (Riggs 11). Another method of citing the same source is to use a signal phrase containing the author's name. According to Riggs, the earliest North American explorers were from Iceland (11). The corresponding reference citation will be included in the Works Cited page.

←→ If you are using a quotation longer than four lines of prose or three lines of verse, indent the entire quote one inch from the left margin. Omit quotation marks and use a colon before beginning the block quote. Black attempts to explain the rationale for criticism of Chopin's novel:

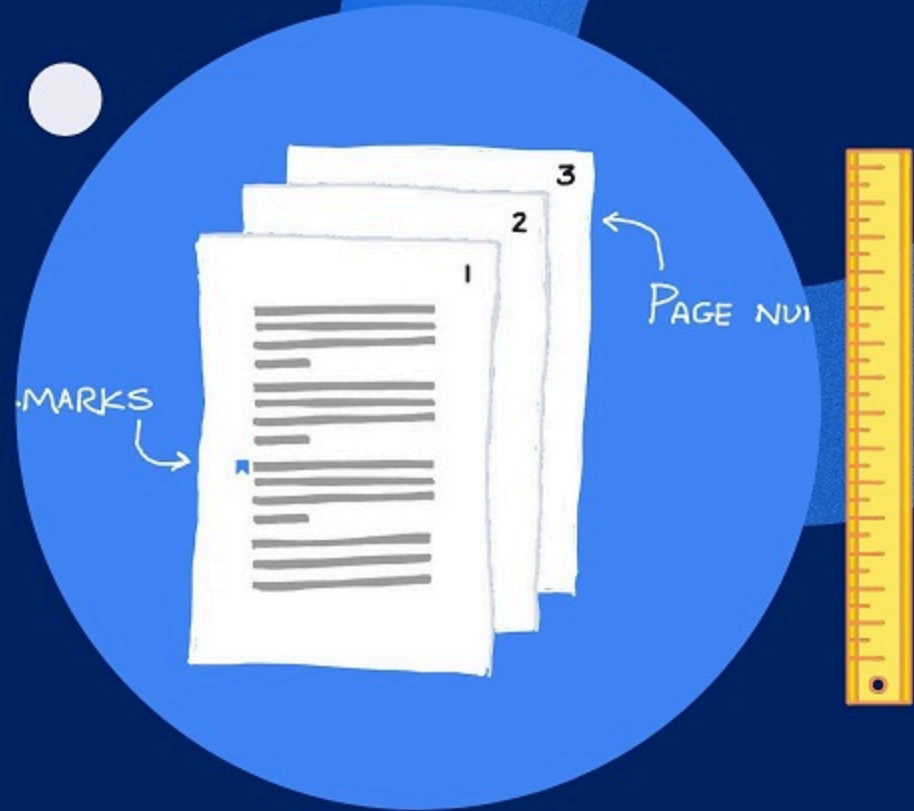
Readers at the time of the Awakening were aware of its challenge to middle-class mores that it was damned by critics for its immoral subject matter (but praised for its style) and banned in St. Louis, Mrs. Chopin's hometown. Outraged moralists wanted to make its supposedly wicked author suffer for her heroine's shocking sexuality and her suicide.

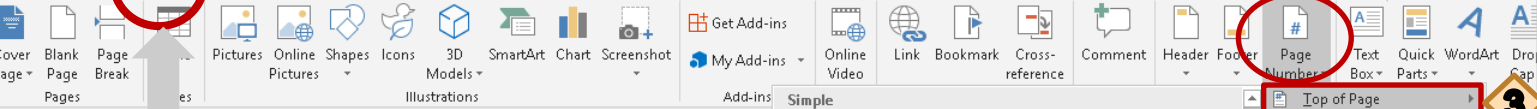
(106)

Continue your text. Begin a new page for your Works Cited list. The Works Cited entries will be

Insert Page Numbers in Your Document

INSERTAR NUMERO
DE PAGINA





**CLICK ON:
THE INSERT
RIBBON**

**FIND PAGE
NUMBER:
CLICK ON TOP
OF PAGE**

ESL LEARNING CENTER

Plain Number 1

1

Plain Number 2

1

Plain Number 3

1

Page X

Plain Number

Accent Bar 1

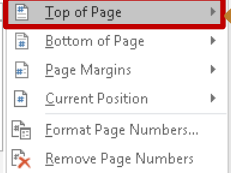
1 Page

Accent Bar 2

Page 11

More Page Numbers from Office.com

Save Selection as Page Number (Top)



**SELECT SIMPLE:
PLAIN NUMBER 3**

4

2

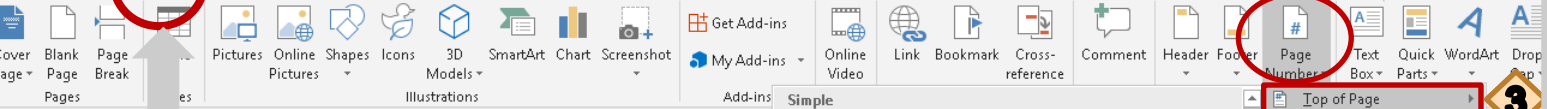
3

1

1

Insert

File Home Insert Design Layout References Mailings Review View Help Tell me what you want to do



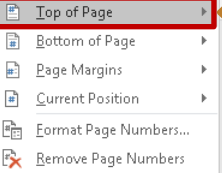
**PULSE EN:
LA PESTAÑA
DE INSERTAR**

2

Page Number

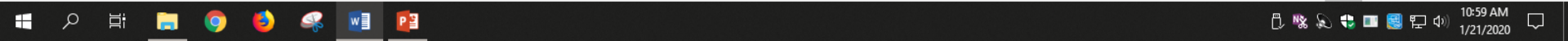
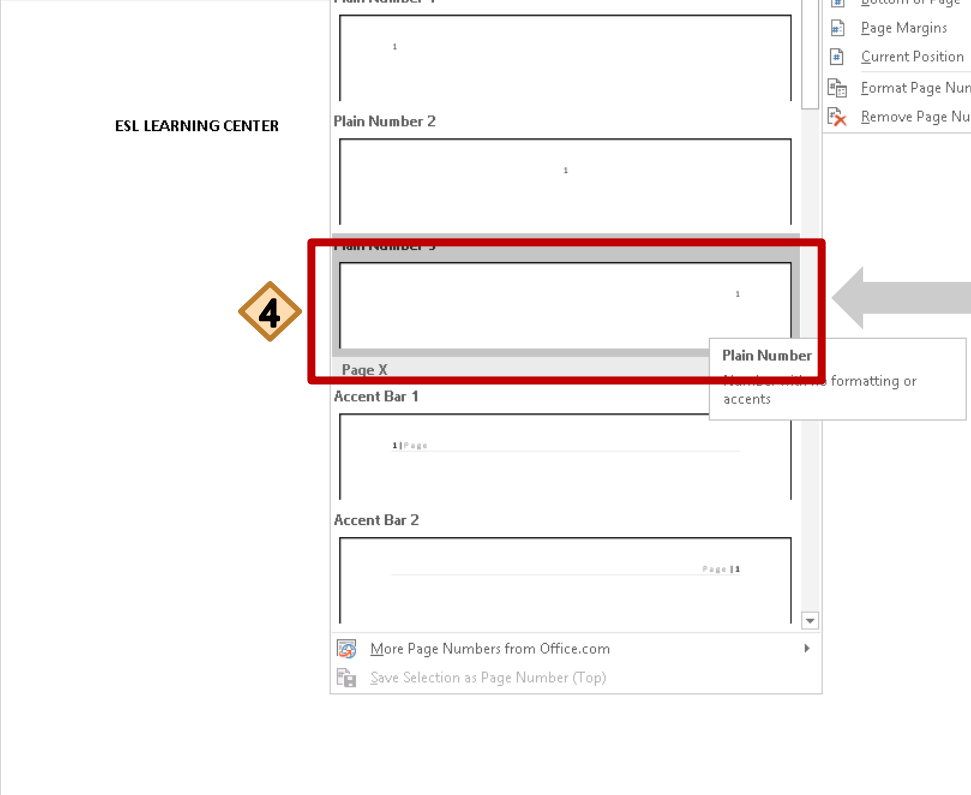
**ENCUENTRE
NUMERO DE
PAGINA:
PULSE LA
PRIMERA
OPCION**

3



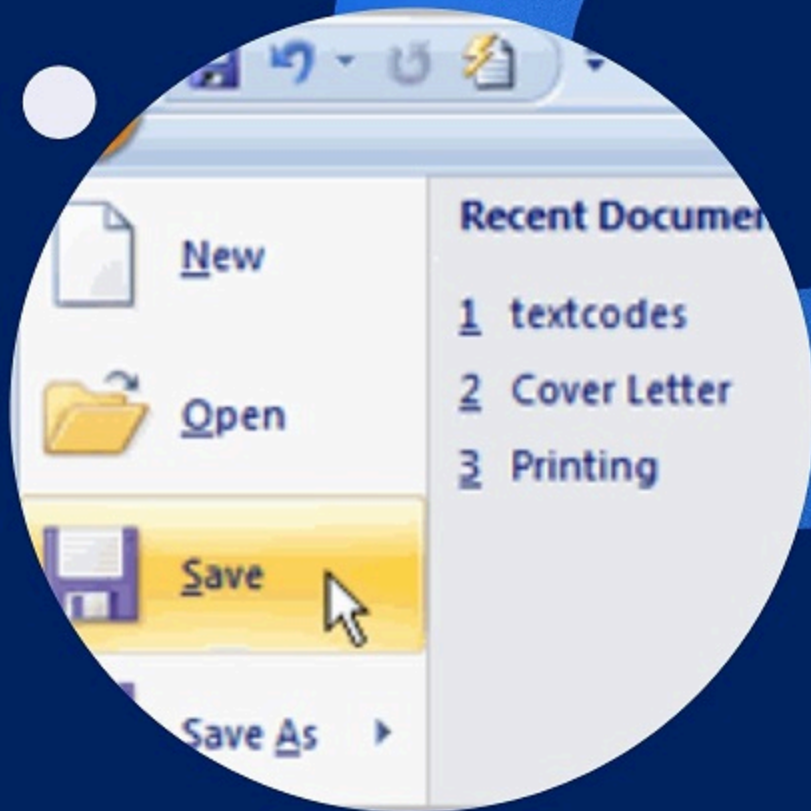
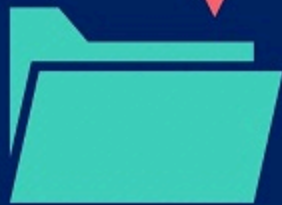
**SELECCIONE
SIMPLE:
PLAIN NUMBER 3**

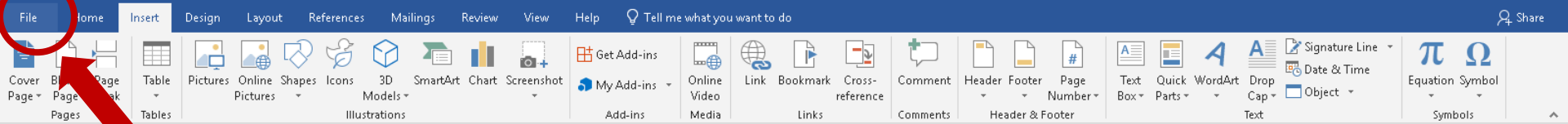
4



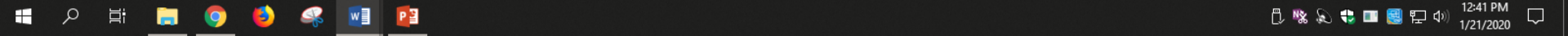
How to Save Your Document

COMO GUARDAR
SU DOCUMENTO





ESL LEARNING CENTER |



CLICK ON:
"Save as"

FIND YOUR FLASH DRIVE: HERE

1

2

3

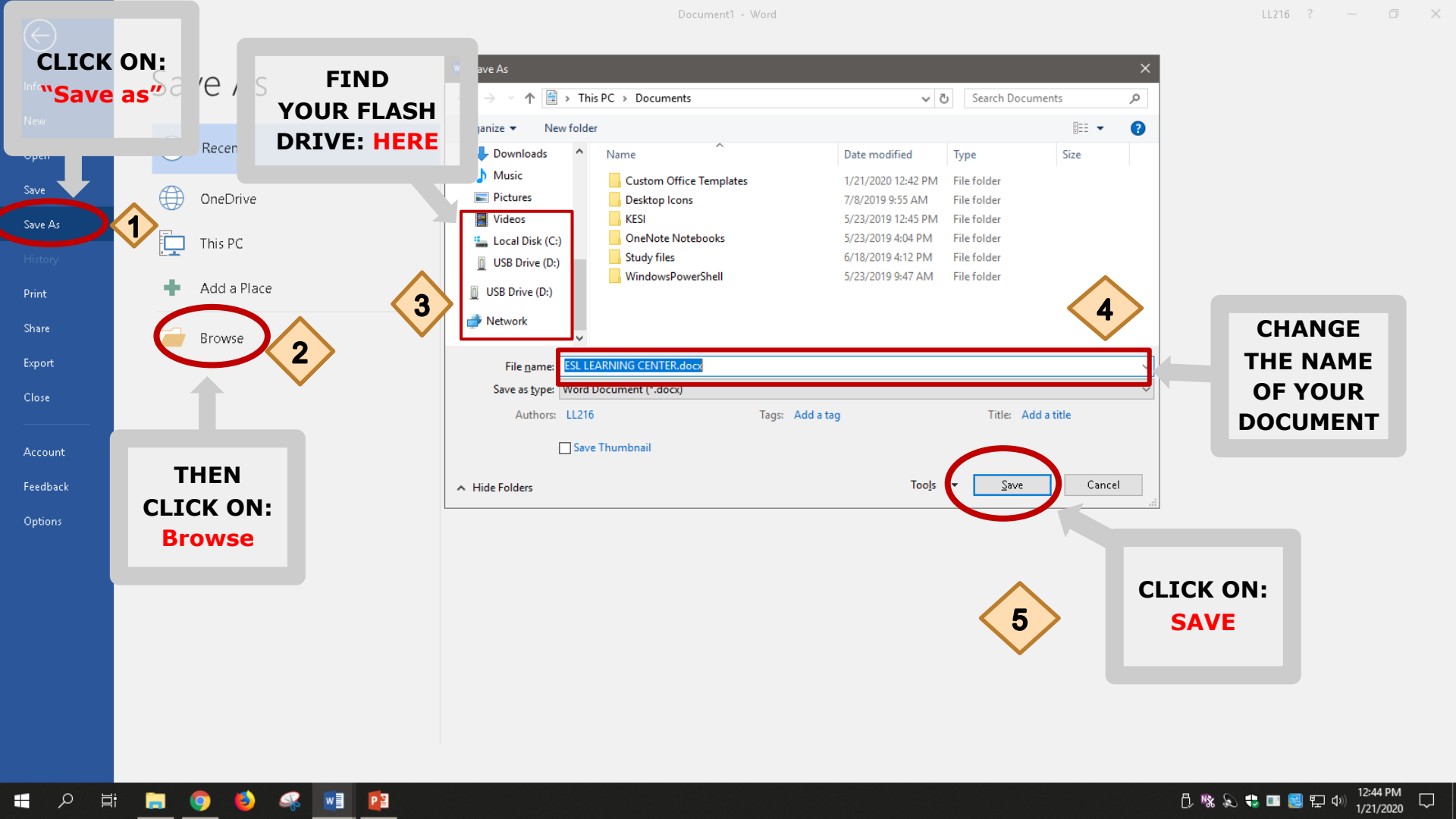
4

CHANGE THE NAME OF YOUR DOCUMENT

THEN CLICK ON:
Browse

5

CLICK ON:
SAVE



**PULSE EN:
"Save as"**

**ENCUENTRE
SU MEMORIA
USB: **AQUI****

Save As

1

Browse

2

3

USB Drive (D:)

4

**CAMBIE EL
NUMBRE DE
SU
DOCUMENTO**

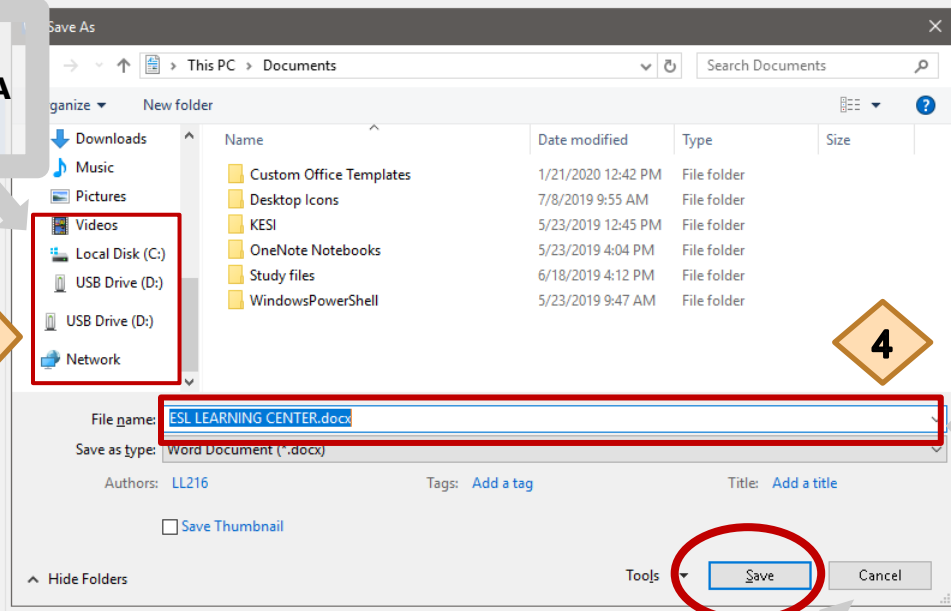
File name: **ESL LEARNING CENTER.docx**

**DESPUES
PULSE EN
BUSCAR:
"Browse"**

5

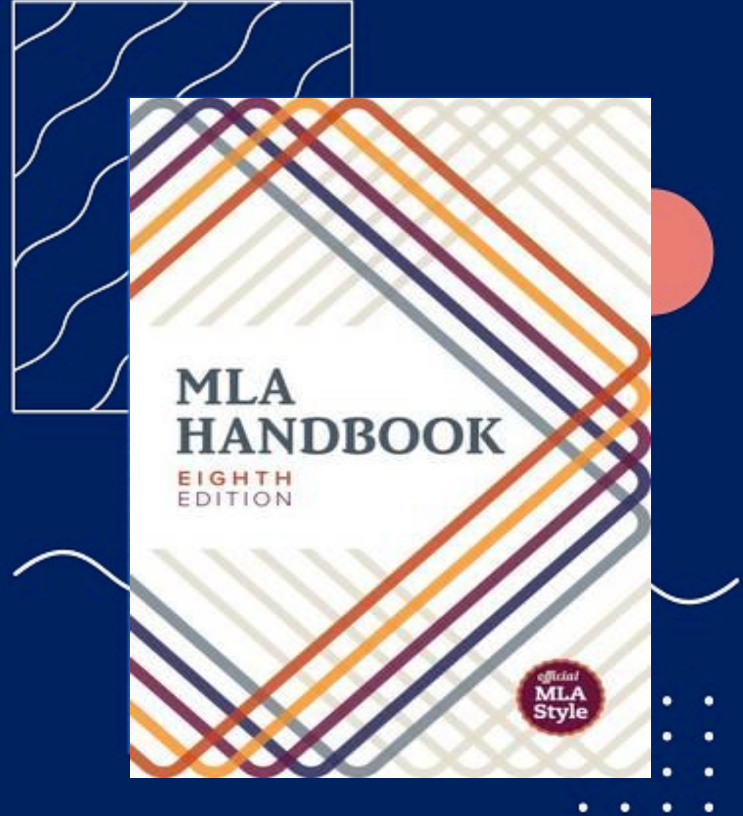
**PULSE
GUARDAR:
"SAVE"**

Save



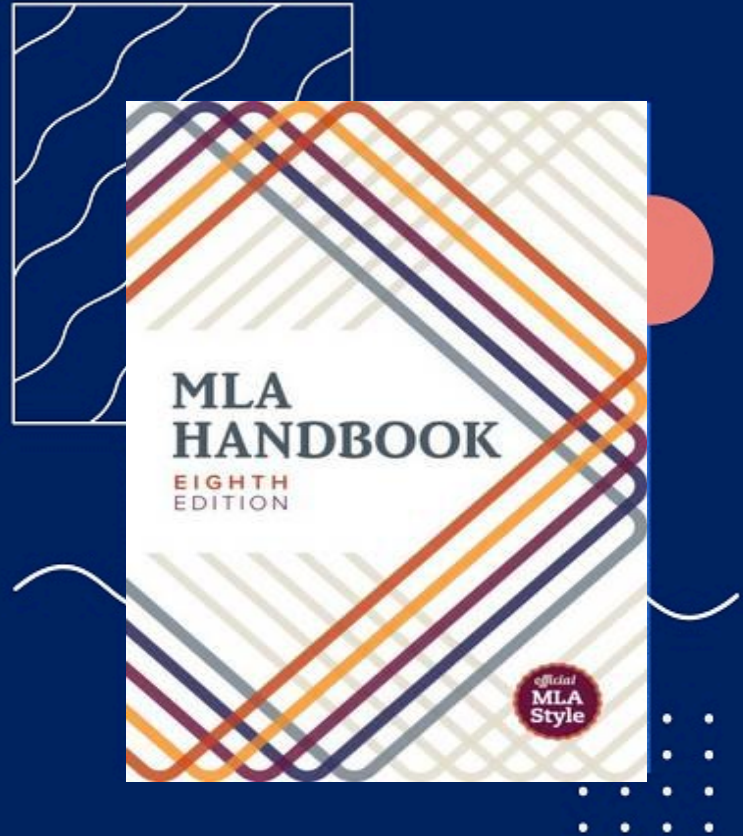
Formatting Papers in MLA Style

FORMATEAR
DOCUMENTOS EN
ESTILO MLA



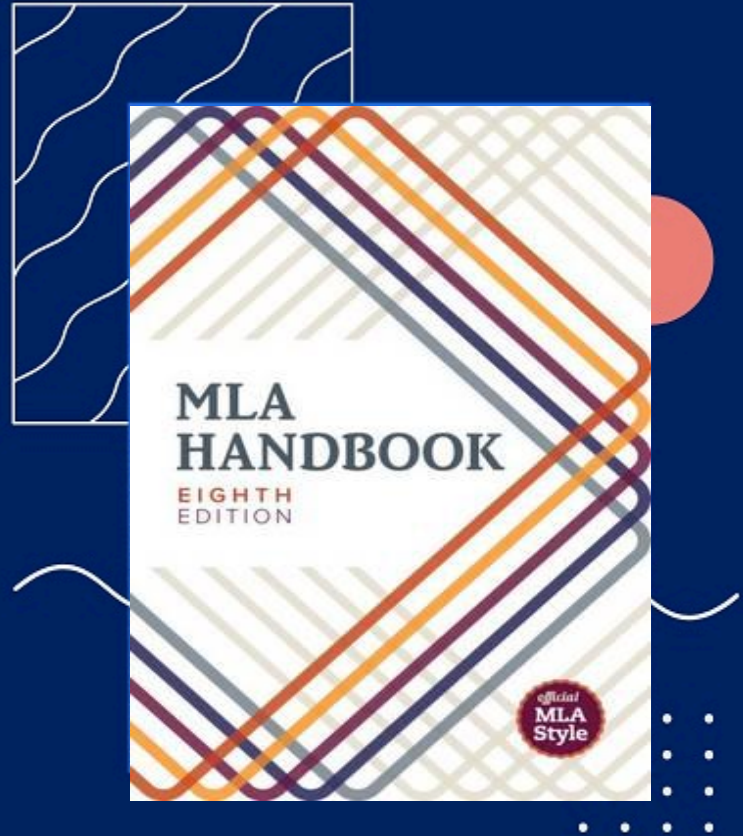
MLA Guidelines

- Double-space everything
- Use 12 pt. Times New Roman font
- Leave only one space after punctuation
- Set all margins to 1 inch on all sides
- Indent the first line of each paragraph by ½ inch



MLA Regulaciones

- Agrega Doble Espacio a todo
- Usa estilo de letra Times New Roman tamaño 12 pt.
- Deje sólo un espacio después de la puntuación
- Establecer todos los márgenes 1 pulgada en todos los lados
- Indentar el párrafo de primera línea una media pulgada



Jane Doe

John Green

English 101

13 September 2015

Your name
Your instructor's name
Your course
The date

Title is centered on
the first page.

Your last name and
the page number at
the top of every page.

Doe 1

Writing a Paper in MLA Format

The Modern Language Association (MLA) format is generally used by students and scholars within the humanities, such as English and other general studies. Writing a paper in MLA format can be confusing for the beginner student....

The first paragraph of your paper.



Sarah E. Johnson

Professor Kirschenbaum

Psychology 100-4

Double-spacing throughout

24 July 2015

Piaget's Journey to Understanding the Child's Mind

½ inch indent



The theory of cognitive development, created by psychologist Jean Piaget, is a theory that helps us understand how human intelligence develops. Piaget interviewed and observed children during his experiments and created four stages of cognitive development: the sensorimotor, preoperational, concrete operational, and formal operational period. |

1 inch



YOUR DOCUMENT SHOULD
LOOK LIKE THIS ONE

SU DOCUMENTO SE DEBE
MIRA COMO ESTE

Jane Doe

Professor Brown

Course Name

9 August 2016

Title of MLA Paper

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Readers at the time of the *Awakening* were aware of its challenge to middle-class mores that it was damned by critics for its immoral subject matter (but praised for its style) and banned in St. Louis, Mrs. Chopin's hometown. Outraged moralists wanted to make its supposedly wicked author suffer for her heroine's shocking sexuality and her suicide.

(106)

Continue your text. Begin a new page for your Works Cited list. The Works Cited entries will be

**To learn more about MLA format,
visit the website below.**



https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html



**Para aprender mas acerca del
MLA formato
Visite este sitio web.**

