Microsoft Word Basics for ESL
សិកោសាកម្មវិធី Microsoft Word កំរិតដំបូងសំបួសសិសោស ESL
ចុចនៅលើប៊ូតុង SEARCH ICON រកប្រភេទកុំព្យូទ័រ “WORD” នៅក្នុង “WORD”
CLICK ON រឿងរាល់ប៊ូតុងWORD ICON
CLICK ON ចុចនៅលើ: ប្រើប្រាស់ BLANK DOCUMENT
TYPE

 вашеимяхук

 YOUR

 DOCUMENT
How to Change Text Style & Size

របៀបផលាស់ប្តូររចនាបថអត្ថបទនិងទំហំអកោសរ
You can change the font (text) size and style here. Click on the Home button to see these options.

Select text you want to change:
1. Press the right button on the mouse and hold the button down.
2. Move over the text with the mouse.
How to Align Text

របៀបធ្វើតមោឹមអត្ថបទ
Select your text and click the “Align Left” icon in the “Paragraph” group.

Notice the text alignment (text position)
Select your text and click

The “Center” icon in

the “Paragraph” group

Notice the text alignment
(text position)

(Paragraph group)
Select your text and click the “Align Right” icon in the “Paragraph” group.

Notice the text alignment (text position).
Select your text and click the “Justify” icon in the “Paragraph” group.

Notice the text alignment (text position).
How to Double Space Text
របៀបធ្វើអត្ថបទដកឃ្លោពីរដង
Select the text with the mouse. (We showed you how to select text on page 8).
Select 2.0 to double space text

Select 2.0 ដើមោបីធ្វើអត្ថបទដកឃ្លោពីរដង
How to Indent Text
របៀបពិត្មៅអត្ថបទចូលបនា្ទោត់
You can change your indentation here.
Or you can also click in the right corner of the paragraph group ឬអ្នកក៏អាចចុចនៅជំរុងខាងសំនងកកថាខណ្ឌ (Paragraph group)
The English as a Second Language program seeks to provide access to personal goals for students to develop the skills of the native language. Our services and program goals are focused on providing access to personal goals.
How to Insert Page Numbers in Your Document

វិដេប៉ុងប្រភេទទំព័រនៅក្នុងឯកសាររបស់អ្នក
How to Save Your Document
វិធីរកោសាទុកឯកសាររបស់អ្នក
Click on File
ចុចលើប៊ូតុង File
You can save to your desktop or to your USB flash drive here. You can change the name of your document here. Click on Browse to select your destination. Then, click on Save to save your document.
Formatting Papers in MLA Style ការទិញទំនិការពាននេះក្នុងទំរង់MLA
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
ការណោនាំនៅការរបៀបបោើទំរង់MLA

A

តោូវដាក់អត្ថបទដកឃ្លោពីរដង។

អត្ថបទតោូវបោើទំហំ១២pt។

ទុកកនៅលែងទំនោរតោមួយប៉ុណ្ណោះបនា្ទោប់ពីដាក់សញ្ញោខណ្ឌ(។)

កំណត់ទំរង់កោដាសទៅ 1អ៊ីញនៅគោប់ជោុងទាំងអស់។

បច្ចេកវិទ្យាដែលបោើខណ្ឌ (paragraph)

ប្តូរប្រភេទទំហំ២½អ៊ីញ។
Jane Doe
John Green
English 101
13 September 2015

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.
Piaget’s Journey to Understanding the Child’s Mind

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.
Jane Doe
Professor Brown
Course Name
9 August 2016

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 first 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...
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