CLICK ON SEARCH ICON AND TYPE IN "WORD"

PULSE EN EL ICONO DE BUSCAR Y ESCRIBA LA PALABRA "WORD"
CLICK ON: WORD ICON

PULSE EN: EL ICONO DE WORD
CLICK ON: BLANK DOCUMENT

PULSE EN EL: DOCUMENTO EN BLANCO
START:
TYPING
YOUR
DOCUMENT
How to Modify the Text of Your Document
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 students 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

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

Selezione Su Texto Y Pulse En Alinear A La Izquierda.
Select your text and click the Center icon in the Paragraph group.

Selecte Su Texto Y Pulse En Alinear En El Centro.
Select your text and click the align Right icon in the “Paragraph” group.

Selezione Su Texto Y Pulse En Alinear A La Derecha.

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Select your text and click the Justify icon in the "Paragraph" group.

Seleccione Su Texto Y Pulse En Alinear Justificado
Double Space Your Documents

AGREGAR DOBLE ESPACIO A SU DOCUMENTO
Click the Line and Paragraph Spacing icon.
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
OR YOU CAN ALSO CLICK IN THE RIGHT CORNER OF THE PARAGRAPH GROUP

O TAMBIEN PUEDE PULSAR: EN LA ESQUINA INFERIOR DERECHA
A BOX WILL APPEAR. YOU CAN MODIFY THE INDENTATION THERE.

EN EL CUADRO QUE APARECERA. USTED PUEDE MODIFICAR “INDENTATION”
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 earliest explorers of North America were Caucadians 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
PULSE EN: LA PESTAÑA DE INSERTAR

ENCUENTRE NUMERO DE PAGINA: PULSE LA PRIMERA OPCION

SELECCIONE SIMPLE: PLAIN NUMBER 3
How to Save Your Document

COMO GUARDAR SU DOCUMENTO
CLICK ON: **“Save as”**

THEN CLICK ON: **Browse**

FIND YOUR FLASH DRIVE: HERE

CHANGE THE NAME OF YOUR DOCUMENT

CLICK ON: **Save**
Pulse en: "Save as"

Encuentre su memoria USB: Aquí

Después pulse en Buscar: "Browse"

Cambie el número de su documento

Pulse guardar: "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
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

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(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.