

# Using Microsoft Word 2003 (or earlier) to Prepare APA-formatted Papers

## Welcome

I hope that you enjoy writing. It can be one of the most rewarding tasks, especially for a scholar.

Many computer users do not take the time to read the available reference materials or experiment with the intention of becoming not just proficient, but efficient, in their use of computer software applications. Since Microsoft Word is likely the most commonly used software application, other than a web browser and e-mail client, I would like to offer you a few suggestions that may help you get the most from Microsoft Word.

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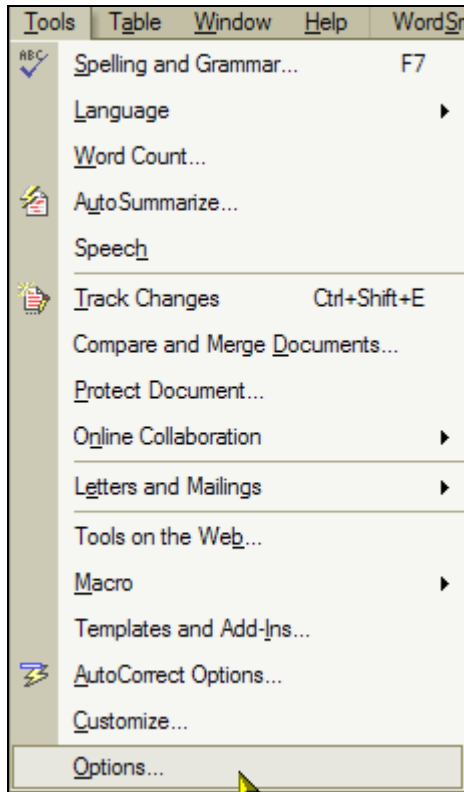
## Style & Grammar Checking

Microsoft Word includes functionality to check not only spelling but also grammar and writing style.

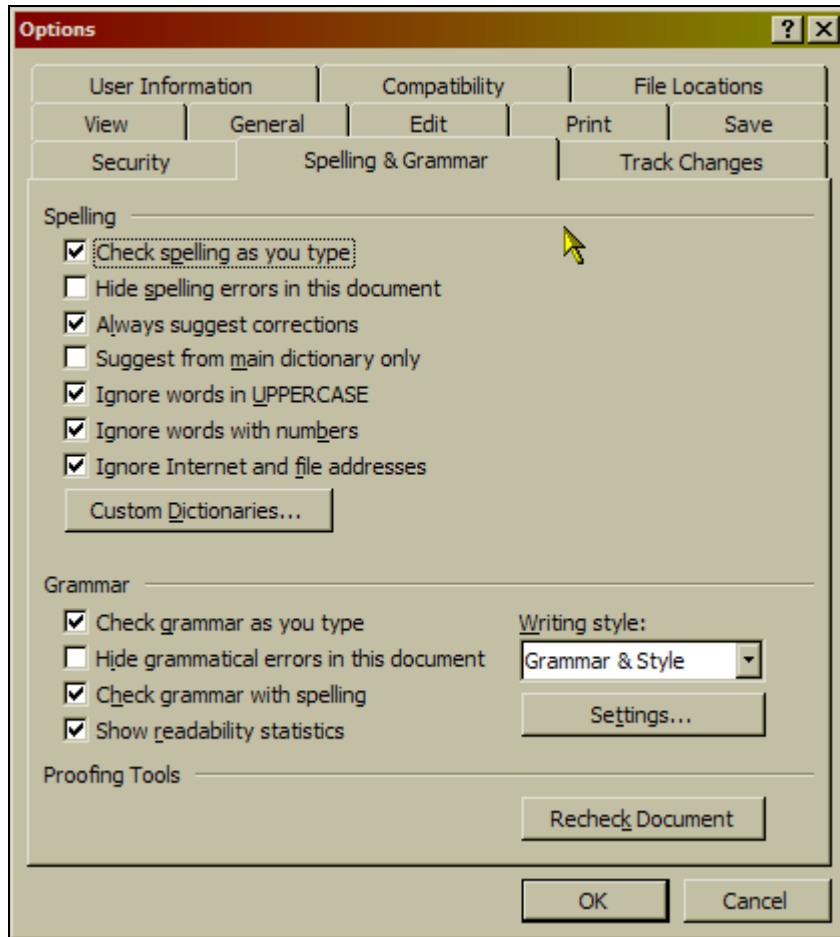
Usually, Microsoft Word will automatically underline in red misspelled words; however, you may manually check the spelling of all words in your open document by clicking the *Spelling and Grammar* tool or using the menu option of *Tools | Spelling and Grammar*.

To enable the grammar and style checking functionality,

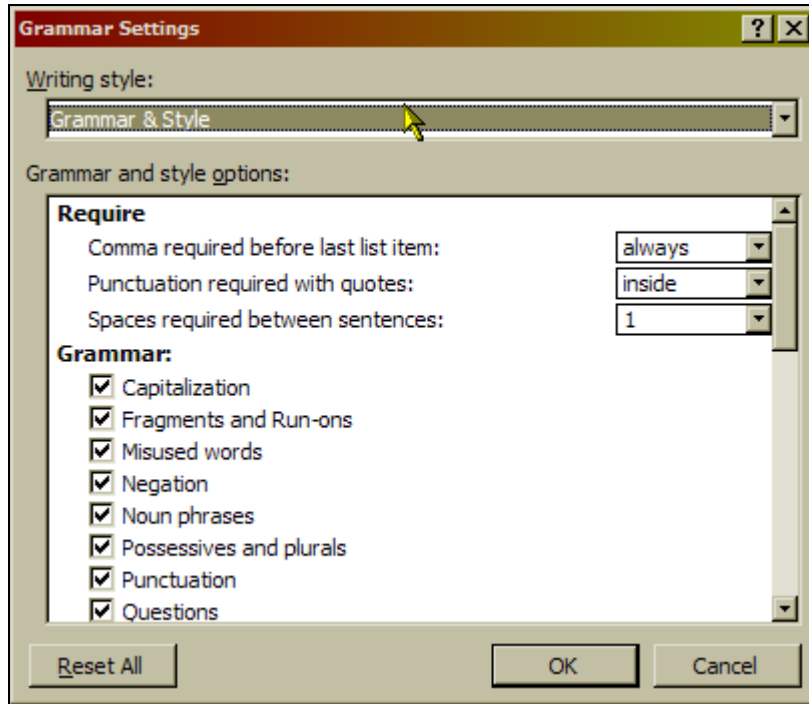
1. Click **Tools**
2. Click **Options**



3. Click **Spelling and Grammar**
4. Select **Check Grammar as you type**
5. Select **Check grammar with spelling**
6. Select the Writing style: **Grammar & Style**



7. Click **Settings**
8. Select Comma required before last list item: **always**
9. Select Punctuation required with quotes: **inside**
10. Select Spaces required between sentences: **1**
11. Check **all Grammar options**



12. Click **OK** (twice)

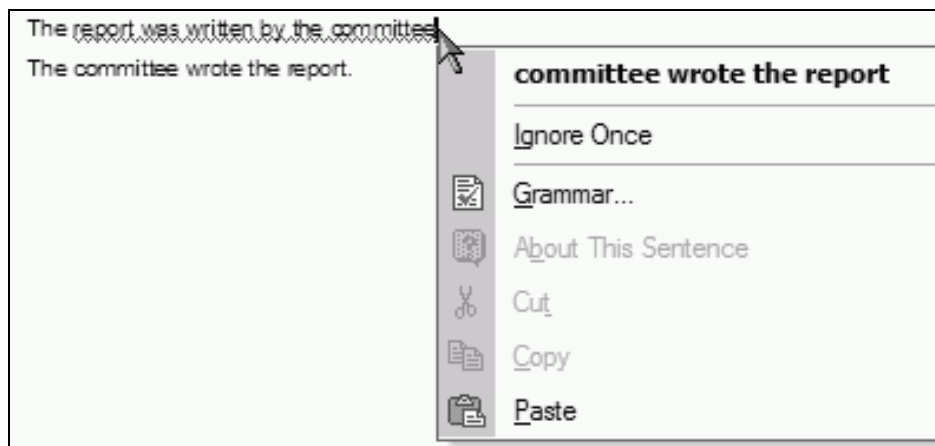
You have now configured the grammar & style settings for this Microsoft Word document so that the software application will indicate not only spelling errors but also most common grammatical and style errors.

## Removing Passive Voice

Passive voice is one of the most common errors made by adult writers, especially those who come from a bureaucratic or military background. Passive voice is the misplacement of a sentence's object, giving it the dominant position of the subject.

Microsoft Word can detect passive voice and help you convert it to active voice.

The following example displays two sentences. The first sentence is an example of passive voice, the second, active voice. The first sentence is passive voice; the second is active voice. Microsoft Word displays a green underline, indicating a grammatical error. By pointing the mouse to the error and clicking the secondary (usually the right) mouse button, Microsoft Word displays an assistance message.



## **Styles & Headings**

Microsoft Word's style function is a powerful alternative to ensuring consistent formatting, throughout your document. Rather than manually setting the character attributes (i.e. italic, indented), use styles to ensure that you use the same format in all like paragraphs.

For example:

Lorem Ipsum

*Lorem Ipsum*

Lorem ipsum dolor sit amet, consectetur adipiscing elit. In placerat nonummy lorem. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Fusce adipiscing turpis sed tortor. Proin malesuada justo eu nisl. Nulla vestibulum nibh vitae tellus. Praesent dignissim venenatis diam.

*Etiam vel massa.*

Quisque porta ipsum sed pede. Fusce eleifend orci. Phasellus in nunc in pede consectetur feugiat. Ut mollis, tellus vel accumsan auctor, nisl sem luctus sem, non vehicula felis est eget lacus. Donec sit amet risus.

*Donec ante odio.*

Tincidunt vel, facilisis non, rutrum in, lorem. Morbi pellentesque faucibus sapien. Etiam blandit magna a nulla. Maecenas faucibus consectetur erat. Nunc quis sapien lobortis odio accumsan imperdiet. Quisque eget nunc. Vivamus mollis nulla quis nunc. Nunc justo. Cras tincidunt convallis felis.

*Morbi Consectetur Mollis Dui*

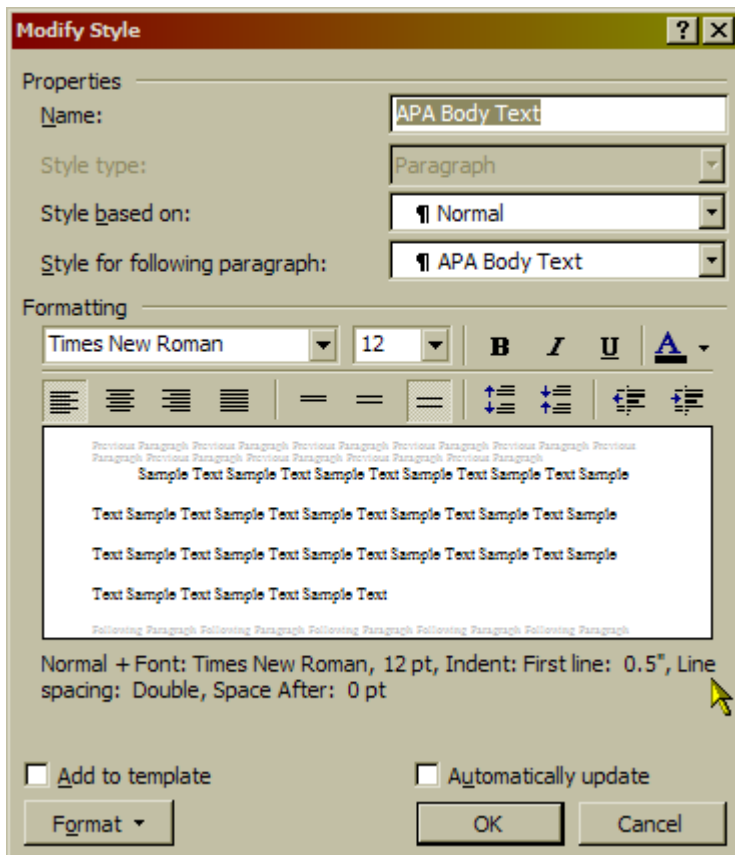
In non leo vel tellus auctor blandit. Donec purus enim, euismod eu, ultricies eu, vestibulum non, nisi.

The Microsoft Word steps to set up the four most often used APA styles are described below.

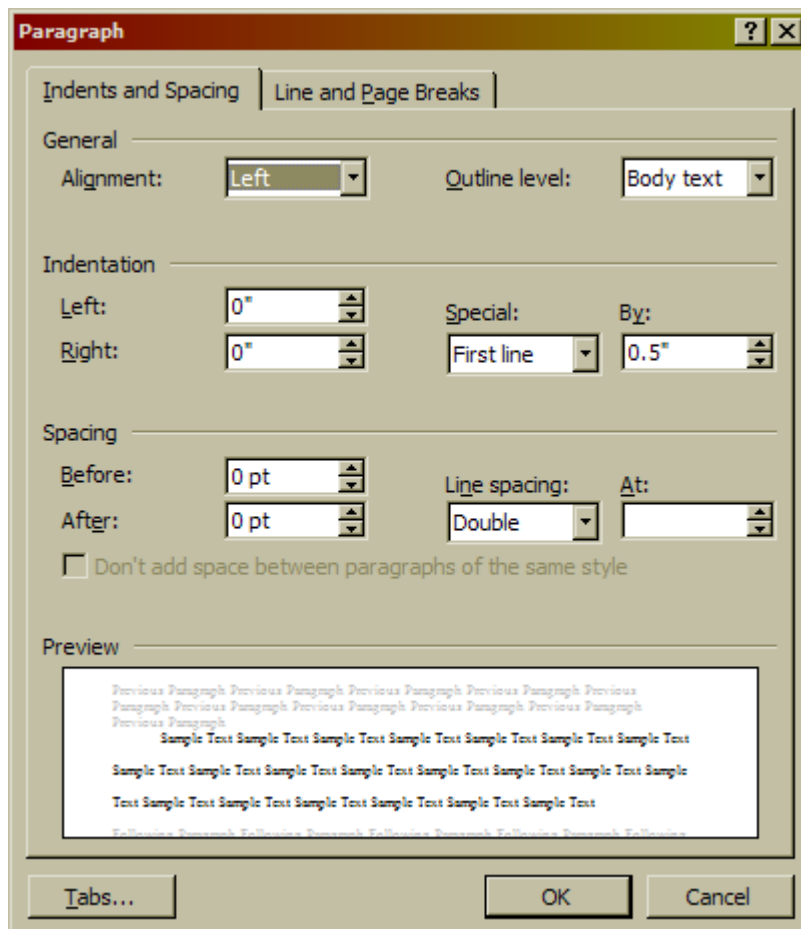
## APA Body Text

The most frequently used style in an academic paper is *body text*. When creating new styles, always start with the most frequently used style, and allow the other styles to build upon the attributes of the most commonly used style.

1. Type a bit of text.
2. Click anywhere within this paragraph of text
3. Click **Format**
4. Click **Styles and Formatting**
5. Click **New Style**
6. Set the following attributes:
  - a. Name: **APA Body Text**
  - b. Style based on **Normal**
  - c. Style for following paragraph: **APA Body Text**
  - d. Formatting:
    - i. Type face: **Times New Roman**
    - ii. Type size: **12** (points)
    - iii. Select **Left Aligned**
    - iv. Select **Double Spaced**



7. Click **Format**
8. Click **Paragraph**
9. Set the Following attributes:
  - a. Alignment: **Left**
  - b. Indentation:
    - i. Left: **0"**
    - ii. Right: **0"**
  - c. Special: **First Line**
  - d. By **0.5"** [this is how far the first line of each paragraph will be indented]
  - e. Spacing:
    - i. Before: **0 pt**
    - ii. After: **0 pt**
  - f. Line Spacing: **Double**
  - g. Click **OK** (twice)

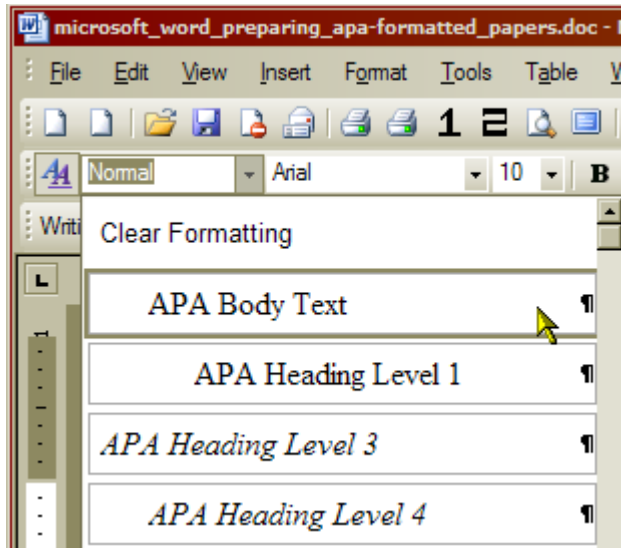




## Applying the APA Body Text Style

You may apply the body text style to text that is already typed or you may first turn on the style and then type the text. To apply the style to text that is already typed:

1. Type the text.
2. Click **APA Body Text** (in the style heading dialog of the Formatting toolbar)

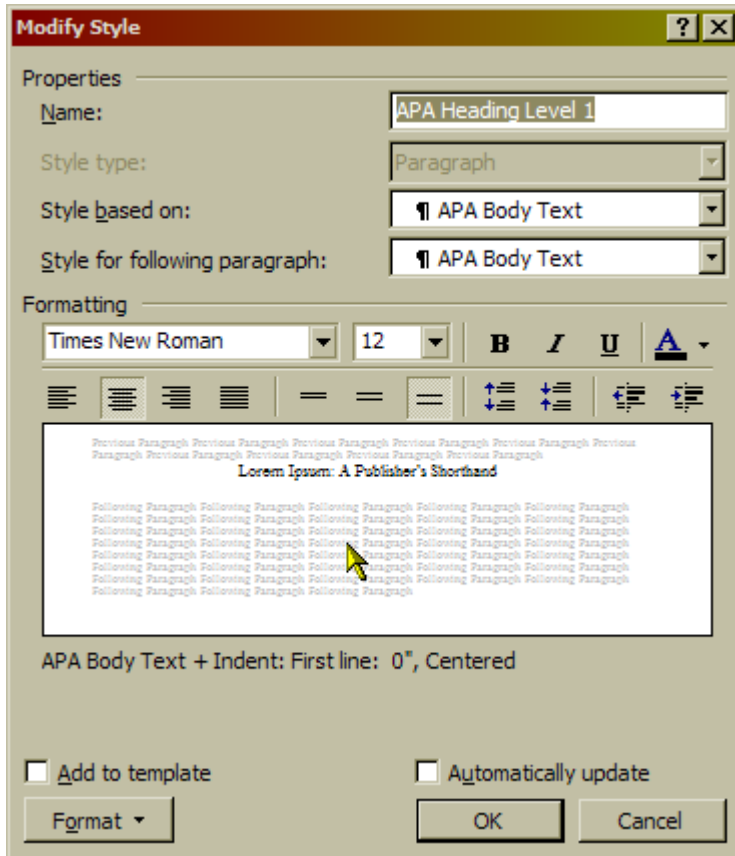


## APA Heading Level 1

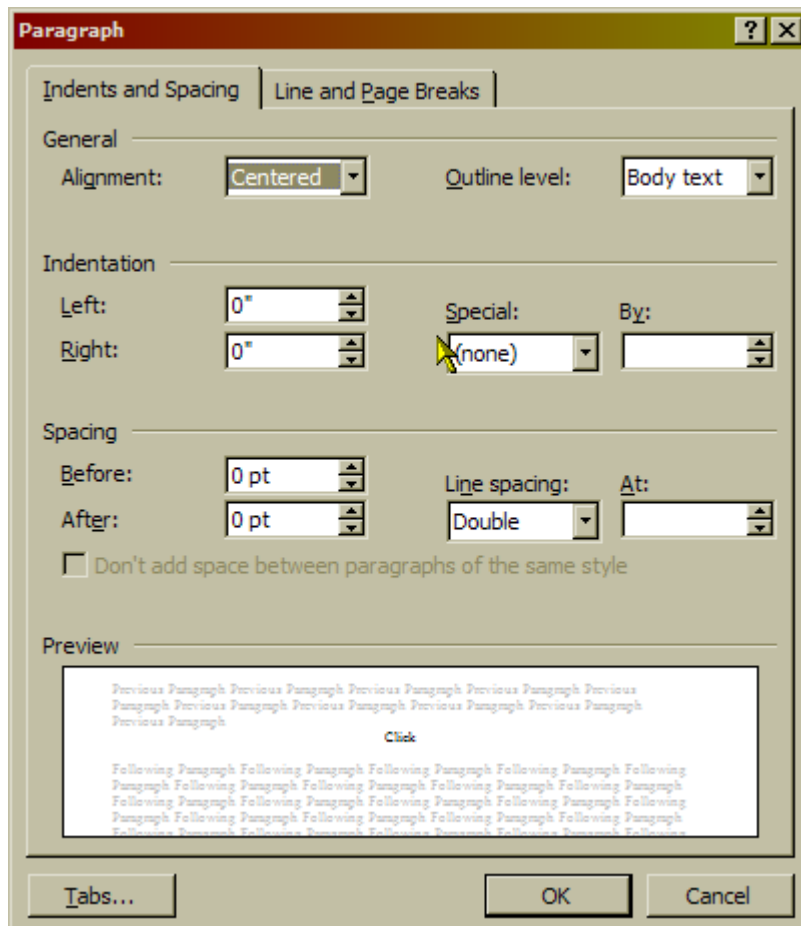
The first level of APA headings applies to material on the title page, as well as the title of each principal page in the document (i.e. abstract, first main page, references, figures, tables).

To set the APA Heading Level 1:

1. Open the document in which you have created the APA Body Text heading.
2. At the beginning of the document, type the material that you wish to compose the title page (i.e. title of paper, author's name, author's university affiliation, date).
3. Click within one of these paragraphs (yes, each is a paragraph, because you terminated each line with a hard return).
4. Click **Format**
5. Click **Styles and Formatting**
6. Click **New Style**
7. Set the following attributes:
  - a. Name: **APA Heading Level 1**
  - b. Style based on **APA Body Text**
  - c. Style for following paragraph: **APA Body Text**
  - d. Formatting:
    - i. Type face: **Times New Roman**
    - ii. Type size: **12** (points)
    - iii. Select **Center Aligned**
    - iv. Select **Double Spaced**



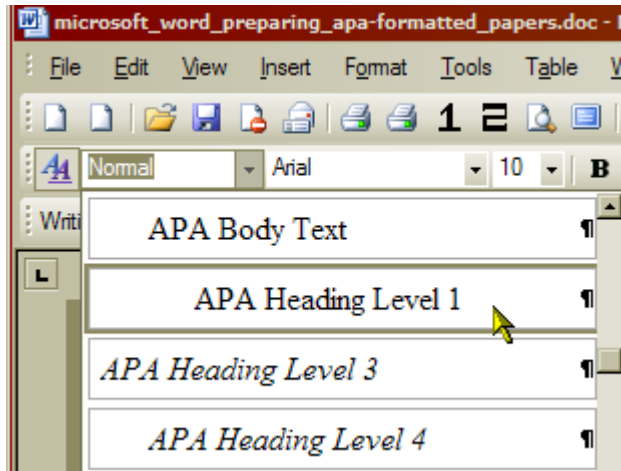
- e. Click **Format**
  - f. Click **Paragraph**
8. Set the Following attributes:
- a. Alignment: **Centered**
  - b. Indentation:
    - i. Left: **0"**
    - ii. Right **0"**
  - c. Special: **(none)**
  - d. Spacing:
    - i. Before: **0 pt**
    - ii. After: **0 pt**
  - e. Line Spacing: **Double**
  - f. Click **OK** (twice)



## Applying the APA Heading Level 1 Style

To apply this style,

1. Select the text on the title page.
2. Click **APA Heading Level 1** (in the style heading dialog of the Formatting toolbar)



## Creating and Applying APA Level 3 & 4 Styles

The three most commonly used heading styles are heading level 1, heading level 3, and heading level 4. Please review the *Publication Manual of the American Psychological Association (5<sup>th</sup> ed.)* for details on when to use heading levels 2 and 5.

Styles for APA heading levels 3 and 4 may be created and applied in a similar fashion to heading level 1.

The formatting attributes of each are just like the APA Body Text, except:

### APA Heading Level 3

Special: **(none)** [no indentation]

#### **Italic**

Do not forget, when typing APA second level headings, initially capitalize all principal words.

### APA Heading Level 4

Indentation Left: **0.5"**

Special: **(none)** [all text in an APA heading level 3 should be indented 0.5" from the left margin]

#### **Italic**

Do not forget, when typing APA third level headings, initially capitalize only the first word, and terminate the heading's text with a period.