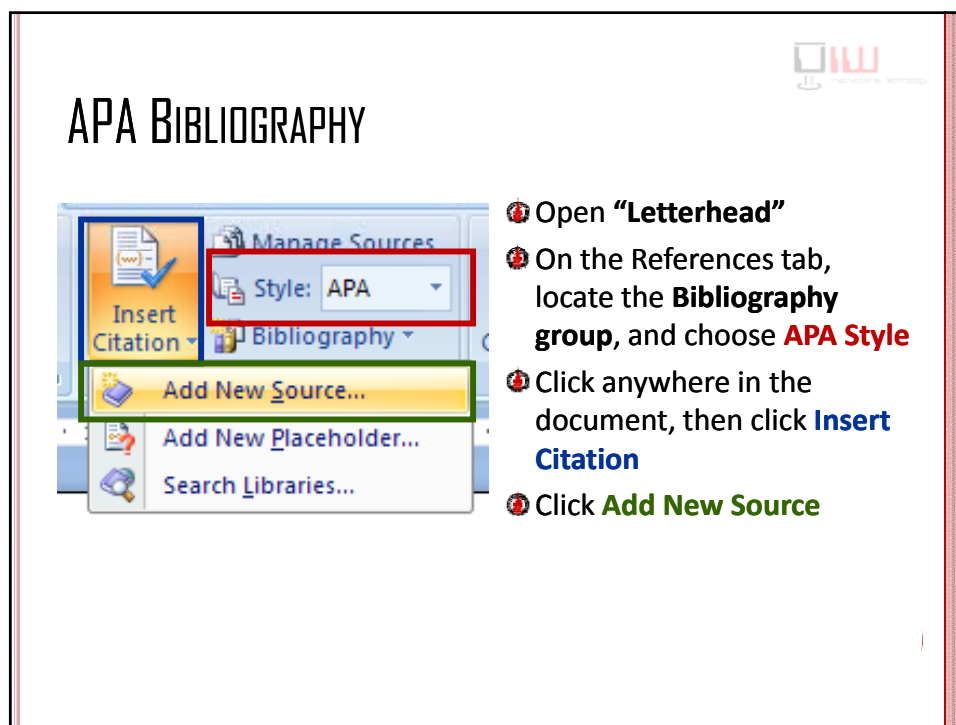


APA Formatting in Word
2007

Presented By: Terence Peak

Microsoft Office

The slide features a white background with a vertical red and white striped bar on the left side. In the center, the title 'APA Formatting in Word 2007' is displayed in a large, black, sans-serif font. Below the title, the presenter's name 'Presented By: Terence Peak' is written in a smaller, black, sans-serif font. In the bottom right corner, the Microsoft Office logo is visible. On the left side, there are several red circles of varying sizes, with the largest one being a solid red circle. The background also features a faint watermark of the 'iww' logo and the text 'Instructional Technology'.



APA BIBLIOGRAPHY

- 1 Open "Letterhead"
- 2 On the References tab, locate the **Bibliography group**, and choose **APA Style**
- 3 Click anywhere in the document, then click **Insert Citation**
- 4 Click **Add New Source**

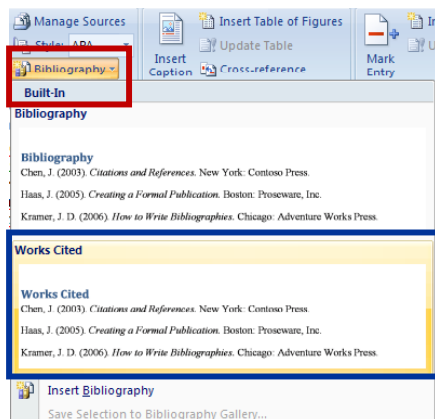
The slide shows a screenshot of the Microsoft Word interface. The 'References' tab is active, and the 'Bibliography' group is expanded. A red box highlights the 'Style: APA' dropdown menu. A green box highlights the 'Add New Source...' option. The slide includes a list of four numbered steps with red circular icons, detailing the process of inserting a citation in APA style. The 'iww' logo is visible in the top right corner of the slide.

APA BIBLIOGRAPHY



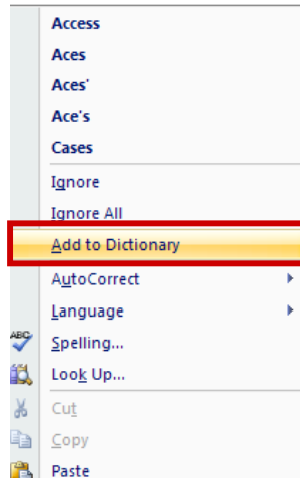
- 1 Choose a **Type of Source** from the list
- 2 Fill out the **remaining fields** with information related to the citation
- 3 Click **OK**
- 4 The citation appears on the page

APA BIBLIOGRAPHY



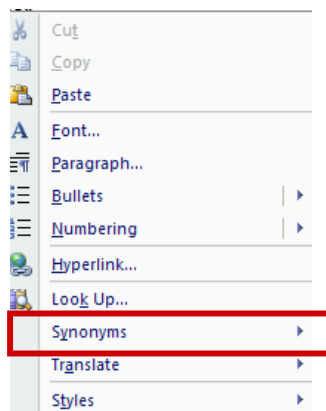
- 1 Insert a page break at bottom of **"Letterhead"**
- 2 Click **Bibliography**
- 3 Choose **Works Cited**
- 4 The properly formatted Bibliography appears
- 5 *Complete this step ONLY after references have been cited in the document.*

CUSTOM DICTIONARIES



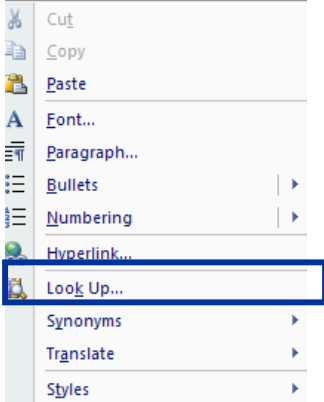
- ➊ If a word that the dictionary sees as “misspelled”, even though it is not. It is possible to add the word to your dictionary
- ➋ Right-click on the word
- ➌ Choose **Add to Dictionary**

EASY THESAURUS



- ➊ Right-click the word that you need a synonym for
- ➋ Choose **Synonyms**
- ➌ Choose a synonym from the menu

EASY DICTIONARY

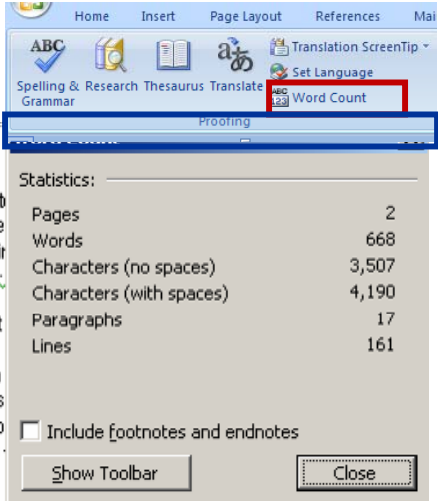


Right-click the word that you want to define

Choose **Look Up**

Review the definitions

WORD COUNT



Want to know how much you have written?

Click the **Review** tab

On the **Proofing** group, click **Word Count**

Statistics:	
Pages	2
Words	668
Characters (no spaces)	3,507
Characters (with spaces)	4,190
Paragraphs	17
Lines	161

Include footnotes and endnotes

Show Toolbar Close