Table of Contents

Getting to Know the Desktop	1
Using Microsoft Word to Format Papers in MLA Style	2
How to Insert a Header in your Document	3
How to Set Double Space	4
How to Type the Heading in the Left Corner of your Document	5
How to Save onto a Flash drive	6
How to Safely Eject your Flash drive	7
How to Save your Document to your Email by Saving to the Desktop.	
Saving to your Email	9
How to Save your Document to Google Drive	10
How to Access Email	
How to Access OneDrive	12
Saving Documents to OneDrive	13
Accessing Word through myHancock Portal	16
Downloading Microsoft Office 365 Suite to a Personal Computer	17
Printing Instructions	19
MLA Template Use in Word	20
Saving Word Documents as a PDF	23
How to Set a Different Language in Word	24
How to Get Accent Marks using Word	
How to Print Multiple PowerPoint Slides onto One Page	29
Keyboard Shortcuts	30
Accent Mark Shortcuts	31
MLA Formatted example	32
MLA Works Cited page example	33

GETTING TO KNOW THE DESKTOP:

When you sit at a computer in the Writing Center, the desktop below will be displayed.



- 1. Double click on the icon (picture) of the program you wish to use. For example, for **word processing**, click on the icon for **Microsoft Word 2016**.
- 2. When you double click on the icon for Internet Explorer or Firefox, the homepage for Allan Hancock College will appear on the screen. You may do Internet searches from the homepage. To access Canvas, use the MyHancock portal or access it through the Quicklinks menu on the Allan Hancock College website.

Note: Some instructors at Allan Hancock College require students to format their papers in a style developed by the Modern Language Association (MLA). These instructions will help you format your papers correctly. See page 32 for an example of a paper that is formatted in MLA style.



To start/open a new document, use the mouse to follow the steps below:

- 1. Click the **Word** icon (picture) on the desktop.
- 2. When Microsoft Word opens, you will have the option to choose the format of your document. For regular paragraphs and essays, select **Blank Document**.
- 3. Make sure that the font is set to **Times New Roman 12 pt.** This is the font and size used for MLA format.



To insert a header in your document:

To insert the header in your document, follow these steps:

- 1. Click on **Insert** on the blue menu bar on the top of your screen.
- 2. In the Header & Footer box, click on the Page Number icon.
- 3. Click on **Top of Page**.
- 4. A series of boxes will appear on the screen. Click on the box titled PlainNumber 3. The number one (1) will automatically be inserted on the right side of your document.
- 5. Type in your **last name**, capitalizing just the first letter.
- 6. Tap the **space bar** once.
- 7. To close the header box, click the red **Close Header and Footer** button or double click on the document outside of the header.

To set double space:

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To set double space for your document:

Please note: Most of the Writing Center computers are preset for double spacing; however, you can check by clicking on **Home** on the blue menu bar. Then click on the tiny arrow on the right side of the paragraph toolbar. This opens a dialogue box. Under **Line Spacing** in the middle of the page, it should read: **Double.** If it doesn't, follow these steps:

1. To make sure your spacing is correct, in the section marked **Spacing**, always

check the boxes by Before: and After: Each box should read 0 pt. If it doesn't,

click on the up and down arrows until it reads 0 pt.

2. Next, under Line Spacing, click on the drop down menu and select the word

Double. Click the **OK** box at the bottom of the dialogue box.

To type the heading in the left hand corner of your document:

Type your first and last name, instructor's name, course title and number, and the date in the format below:

Maria Flores Ms. Nuñez English 513

21 August 2018

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To center your title and to start typing:

- 1. After typing the date, press **Enter** on the keyboard only one time. Click the **center** alignment box, which can be found under **Home** on the menu bar.
- 2. Type the title of your paper; then press **Enter** only once.
- 3. Click on the left alignment box.
- 4. To indent a paragraph, press the **Tab** key on the top left side of the keyboard.
- 5. Begin typing your paper. **Do not press the enter key at the end of a line unless you want to begin a new paragraph.** The computer will automatically start a new line when you get to the end of the previous line.

How to save your document:

Because you are not able to permanently save your work to the computer, you may select one of several options to save your work. You may use your flash drive, save to Google Docs or Dropbox, or email the document to yourself.

To save onto a flash drive:

- 1. Insert your flash drive into the USB port on the left side of the computer.
- 2. Click on the **File** tab on the top left side of the menu bar. A list of options will appear in blue on the left side. Click on **Save As**.
- 3. In the right column, your flash drive may appear if you have recently accessed it. If not, click on **This PC** and a dialogue box will appear. Under the word **Organize**, you will see a list with a scroll bar to the right. Scroll down and click on **Computer**. Under **Devices with Removable Storage**, click on your flash drive (it is a good idea to name your flash drive). *Instructions are continued on the next page*.

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- 4. After double clicking on your flash drive, it is a good idea to name the document as something you will easily recognize. In the white box to the right of File Name, type in the new title of your document.
- 5. Click on Save.

6. It is important that you **safely remove your flash drive** when you are done using the computer. Your flash drive may be damaged if you just pull it out of the USB port. Follow the directions below to safely remove your flash drive.



How to safely eject your flashdrive:

- 1. On the bottom right-hand corner of your screen you will see a row of icons. The icon for your flash drive is usually the first icon on the left. It has a small green checkmark. As you scroll near it with your cursor, it will show the following message: "Safely remove hardware and eject media."
- 2. Click on the icon and select Eject USB flash drive.
- 3. The following message appears: "Safe to Remove Hardware."
- 4. You may now safely remove your flash drive from the USB drive.

How to Save Your Document to Your Email by Saving to the Desktop:

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- 1. To save your document to your email, you must first save to the desktop.
- Click on File on the menu bar and select Save As in the blue menu that appears. Underneath Save As in the grey, select This PC. A dialogue box will appear. On the left-hand side, select Desktop.
- 3. Type the title of your document in the box next to **File name**.
- 4. Click on Save.
- 5. Once your document is saved on the desktop, you may go to either your myHancock email or your personal email.
- 6. Open your email. Instructions are continued on the next page.

Saving to your email:

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Keep in mind that your email page may look differently than the Gmail page shown above.

- 1. Click on Compose.
- 2. In the **To** box, type in your own email address.
- 3. In the **Subject** box, type the title of your document.
- 4. To attach your file, click on the paper clip icon that says Attach files.
- 5. The desktop dialogue box will appear.
- 6. Find and click on your file. The title of your file will appear to the right of **File name** in the dialogue box. Click on **Open**.
- 7. Your file will now upload and show up as an attachment in your email. Click Send. Your document is now saved to your email. You can access your document on any other computer or device through your email's Inbox and by downloading the attachment.

How to Save Your Document to Google Drive:

You will never have to worry about forgetting your flash drive again if you sign up with an electronic file saving service. You can save your files electronically using "cloud computing" and you will be able to access these files from any computer using your log in info.

- 1. First, follow the instructions on saving a document to the desktop, which has been provided for you on page 8 of this manual. Then, open **Firefox** and go to drive.google.com.
- 2. If you have a G-mail account, sign in with that account (*Hint: the email provided by MyHancock is a Gmail account*). If you do not have a G-mail account, create one with a memorable password. Write your password down somewhere secure.
- 3. Click on the red **arrow pointing up** on the left side of the screen to upload (save) documents from a computer or flash drive to your Google Drive. The steps are similar to uploading a document to your email.

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4. Remember to sign out of your account when you are finished.

How to Access Email



- 1. Log-in to "My Hancock" Portal.
- 2. Click on the "Email" icon, as shown above.
- 3. Sign-in to Outlook.
- 4. Then you will be directed to your email account, as shown below.



How to Access OneDrive



- 1. Log-in to "My Hancock" Portal
- 2. Sign-in to Outlook.



- 3. Locate the "Apps" section, located at the top left corner.
- 4. Click on the "OneDrive" icon.
- 5. Then you will be directed to your OneDrive cloud account.

Saving Documents to OneDrive

There are **two methods** by which to save documents through OneDrive:

First Method

- 1. Save the document to a location in the computer.
- 2. Find the document from its saved location, then click and drag the document into OneDrive, as shown below.



3. You will find the saved document in your OneDrive, as shown below.



Second Method

- 1. Save the document to a location in the computer.
- 2. Log-in to "My Hancock" Portal and click on the "OneDrive" icon, as shown below.



3. Click "Upload" on the OneDrive toolbar, as shown below.

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- 4. Choose between uploading a File or Folder.
- 5. Locate and select the document to be saved, as shown below.

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6. The selected document is now saved to the OneDrive Files, as shown below.





Accessing Word through My Hancock Portal

- 1. Log-in to "My Hancock" Portal.
- 2. Locate and click on the "Word" icon.
- 3. Click on the "New blank document" icon to create a new document.
- 4. You will note the "Saving. . ." indication at the top of the new document once you begin typing.

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5. The document (along with all Microsoft Office 365 files accessed through the My Hancock Portal, including Excel, PowerPoint, and One Note) will be automatically saved to your OneDrive.

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Downloading Microsoft Office 365 Suite to a Personal Computer

All registered Allan Hancock College students have downloading access to Microsoft Office 365 Suite for their own personal home computer.

- 1. Log into the "My Hancock" portal from a personal computer. Click on "Email" so it takes you to your AHC email inbox.
- 2. Next, click on the 9 tiles on the top left corner, then click on the "Office 365" tab.

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3. Locate the "Install Office apps" tab located on the top right corner, as shown below.

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noon		✓ Search online documents	
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4. Select and click on the "Office 2016" tab to begin the download, as shown below.

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Documents			↑ Upload and Open New ∨
Recent Pinned Shared with me Discover			

- 5. Instructions will follow along with a pop-up window that will display the option to "Run" the download process.
- 6. Ensure that your personal computer has sufficient memory space, then click on "Run" tab and follow the steps to download the Microsoft Office Suite.

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kcolleg	1 Click Run	2 Say "yes"	3 Stay online
ntatior kcolleg nent3 kcolleg	Find it at the bottom of the screen or press Alt+N.	Click Yes to start installing.	After installation, start Office and sign in with the account you use for Office 365: miguel.gutierrez1@hancockcollege.edu.
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Printing Instructions:

- 1. Click on **File** in the left corner of the **Word** menu bar.
- A blue menu of options will appear. When you are ready, click on **Print**. Notice that the printer your computer is connected to is shown under the word **Printer**.
- 3. If you need to print just a few pages of a longer document, use **Pages:** under the **Settings** section and type in the pages you want printed. For example, if you only wanted to print pages 3 through 6 of a document, enter 3-6.
- 4. If your document does not print, please do not send it to print again. Ask lab staff for assistance.

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MLA Template Use in Word

1. Go to myHancock portal and click on the "Email" icon.



2. Click on tiles on left side (beside "myHancock", then click on "Word" icon.



3. Click on the document 4th from the left titled "MLA Style Paper" (or type MLA into the search bar if template not immediately available).

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New blank document	General notes	APA style paper	MLA style paper

4. Review font size and font type. Review spacing and margins by clicking on the corner arrow to the right of "paragraph". Students fill in info into the Header as well as their name, instructor, class, etc. Students click on "Document" located over in the blue bar, and rename it "MLA Format".

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		your m	structor. Inst use all capit:	ead, start wi	th the inform	irst and last	n at the top o	e title	is page. Do	not <u>bold</u> the ncipal	2		

5. Students click on the tiles beside "Word Online" on the top left corner, then click on the "OneDrive" cloud service icon.



6. Your MLA Format document should be present in your OneDrive folder.

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Saving Word Documents as a PDF

1. In Word, go to **File > Save As** instead of just saving the file.



2. You can then select the PDF file type from the dropdown menu. Rename it and save, and you've got a PDF!

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How to Set a Different Language in Word

1. Go to File and click on "Options".

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Feedback		ctures	
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2. Select "Language".

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Advanced	Personalize your copy of Microsoft Office		
Customize Ribbon			
Quick Access Toolbar	User name: Administrator		
Add-ins	Initials: A		
Trust Center			
	Office <u>I</u> heme: Colorful T		
	Privacy Settings		
	Privacy Settings		
	LinkedIn Features		
	Use LinkedIn features in Office to stay connected with your professional network and keep up to date in your industry. Image: LinkedIn features Image: LinkedIn features About LinkedIn Features Manage LinkedIn account associations		
	Start up options		
	Choose the extensions you want Word to open by default: Default Programs		
	✓ Tell me if Microsoft Word isn't the default program for viewing and editing documents.	•	
	OK Cancel		

3. In the "Set the Office Language Preferences" dialog box, under "Choose Editing Languages", select the editing language that you want to add from the "Add additional editing languages" list, and then click "Add". Then click "OK".



How to Get Accent Marks using Word

- 1. Open Microsoft Word.
- 2. Select the **Insert tab** on the <u>ribbon</u> or click **Insert** in the menu bar.

File Home	Insert			rences	Mailings	Review
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Pages	Tables		Illustration	15		Content

3. On the Insert tab or the Insert <u>drop-down</u>, select the **Symbol** option.



4. Select the desired accented character or symbol from the list of symbols. You can scroll through the entire list or select from the *Subset* drop-down list to view a specific type of symbol.

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How to Print Multiple PowerPoint Slides onto One Page

- 1. Open the PowerPoint.
- 2. Go to "File", then click "Print".
- 3. Select the print option that says "Print Handouts".

\leftarrow	Print				
Info New	Print Full Page Slides 1 slide per page.				
Open	Print Notes Pages Slides with notes.				
Kename Save a Copy	Print Handouts 3 slides per page.				
Print Share					

Keyboard Shortcuts				
F1 key	Get help on a selected command or use the Office assistant.			
Shift + F1 Key	Review text formatting.			
Shift + F3 Key	Change the case of the selected text.			
F4 Key	Perform last action again.			
Shift + F5 Key	Move to a previous revision.			
F7 Key:	Launch the Spell Checker.			
Shift + F7 Key	Launch the Thesaurus.			
F8 Key	Extend the current selection.			
Shift + F8 Key	Shrink the current selection.			
F9 Key	Refresh.			
Ctrl + A	Selects all in the current document.			
Ctrl + B	Bold text.			
Ctrl + C	Copies the item or text.			
Ctrl + D	Displays the Font dialogue box.			
Ctrl + E	Switch a paragraph between center and left alignment.			
Ctrl + F	Displays the Find dialog box to search the current document.			
Ctrl + G	Go To dialog box to search for a specific location in the current document.			
Ctrl + H	Displays the Replace dialogue box.			
Ctrl + I	Italicize text.			
Ctrl + J	Switch a paragraph between justified and left alignment.			
Ctrl + K	Create a hyperlink.			
Ctrl + L	Left align a paragraph.			
Ctrl + M	Block quote indent a paragraph from the left.			
Ctrl + N	Create a new document.			
Ctrl + O	Opens a new document.			
Ctrl + P	Prints a document.			
Ctrl + R	Switch the alignment of a paragraph between left and right.			

Ctrl + S	Saves a document.			
Ctrl + T	Hanging indentation (only for the desktop version of Word, not online).			
Ctrl + U	Underlines text.			
Ctrl + V	Pastes the copied item or text.			
Ctrl + X	Cuts the selected item or text.			
Ctrl + Y	Redo the last action.			
Ctrl + Z	Undo the last action.			
Ctrl + Enter	Insert a page break.			
Ctrl + F2	Select Print Preview command.			
Ctrl + F4	Closes the active window.			
Ctrl + 1	Single space text.			
Ctrl + 2	Double space text			
Ctrl + Shift + G	View word count.			
Alt + F7	Run spelling and grammar check.			

Accent Mark Shortcuts							
Alt + 0225	á		Alt + 0218	Ú			
Alt + 0193	Á		Alt + 0241	ñ			
Alt + 0233	é		Alt + 0209	Ñ			
Alt + 0201	É		Alt + 0252	ü			
Alt + 0237	í		Alt + 0220	Ü			
Alt + 0205	Í		Alt + 0161	i			
Alt + 0243	Ó		Alt + 0191	i			
Alt + 0211	Ó		Alt + 0171	*			
Alt + 0250	ú		Alt + 0187	»			

MLA Formatted Example

Flores 1

Maria Flores Ms. Nuñez

English 513

20 August 2019

Student Success

English instructors at Allan Hancock College require students to format their papers in a style developed by the Modern Language Association (MLA). The Writing Center provides tools for essay writing in order for students to meet this requirement. For instance, students use computer manuals that give directions for using Microsoft Word to format their essays correctly. Also, students work on lab assignments designed to reinforce the use of MLA style. In addition, students receive handouts that show examples of work such as books, newspapers, and Internet sources that are cited on a separate page at the end of an essay. Students who utilize these tools do more than meet their instructor's requirement: they indicate that they follow instructions, show attention to detail and take pride in their work. These abilities and attributes mark student success not only in English courses, but also in many other courses at Allan Hancock College.

Instructors tend to rate very highly a student's ability to follow instructions. . .

MLA Works Cited Page Example

Flores 6

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