

Word Chapter 2- MLA:

Set-up:

- Header
- Line Spacing
- Paragraph Spacing

Citations:

- Parenthetical Citations
- Works Cited
- Works Cited Page
- Bibliographical List

Notes:

- Note Reference Mark
- Footer
- Footnote
- End Note

Page Layout:

- Ruler
- Hanging Indent
- First Line Indent

Formatting:

- Formatting Marks (see Index)
- Soft Page Break
- Hard Page Break

Editing:

- Drag & Drop Editing
- Clipboard
- Cutting/Copying
- Paste Options Button
- AutoCorrect

Resources:

- Thesaurus
- Research Task Pane
- Find-and-Replace