Useful Keyboard Shortcuts

Universal Keys

These keys work in nearly all situations:

Ctrl + **A** = Select **A**ll

Ctrl + **C** = **C**opy

Ctrl + **F** = **F**ind

Ctrl + **0** = **O**pen

Ctrl + **P** = **P**rint

Ctrl + **S** = **S**ave

Ctrl + **V** = Paste

Ctrl + **W** = Close

Ctrl + **X** = Cut

Ctrl + **Y** = Redo

Ctrl + **Z** = Undo

Shift + ←↑↓→ = Select text

Word Processing Keys

These keys work in most programs:

Ctrl + **B** = **B**old

Ctrl + **I** = **I**talicize

Ctrl + **U** = **U**nderline

Enter = Paragraph break

Ctrl + **Enter** = Page break

Shift + **Enter** = Line break without paragraph break

Word Specific Keys

These keys are specific to *Microsoft Word*:

Ctrl + **2** = Double space

Ctrl + **E** = **C**enter text

Ctrl + **T** = Hanging indent

Finding Out More Online

The instructions in this guide are for Microsoft Word 2013. If you are using another version of Word, some details will be slightly different.

It is, however, fairly easy to find out how to do something in Word, provided that you know what it is that you are trying to do.

For instance, to find out how to insert a table of contents in Word 2007, do a Google search for "How to create a table of contents in Word 2007."

More generally, if you want to know how to do something in any common computer program, do a Google search for a question in the following form: "How to _____ in _____."

Citing Sources in APA Style

Journal Article with DOI

Simons, M., Bernaards, C., & Slinger, J. (2012). Active gaming in Dutch adolescents: A descriptive study. *The International Journal of Behavioral Nutrition and Physical Activity, 9*(1), 118-128. doi:10.1186/1479-5868-9-118

Book with DOI

Moghissia, H. (2013). *Women, power and politics in 21st century Iran.* doi:10.1080/13552074.2013.767529

Basic Webpage with Personal Author

Gallagher, J. (2015, November 1). *Analysis: Antibiotic apocalypse*. Retrieved from the British Broadcasting Corporation website: http://www.bbc.com/news/health-21702647

For information about citing other types of sources in APA style, please see *APA in a Nutshell* and *Citing Online Sources in APA: A Nutshell Guide*.

Finding and Using the *Microsoft Word*

APA Template

🌰 A Nutshell Guide

This guide covers only the most common situations. For more information on APA style, please consult the TRU Library guide at http://libguides.tru.ca/apa.

Note: This guide is based on the *Publication Manual of the American Psychological Association*, 6th edition. Always check with your instructors to see if their requirements differ from those described here.

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About the Word APA 6th Template

All Word documents are based on templates that determine the fonts, margin widths, line spacings, etc. When a blank document is opened in Word, it uses a default template. This default template does not have the correct settings for APA style, so Microsoft provides a different template especially for APA documents.

Word templates use a feature called *styles*. For each element in a document − the title, the text, the headings, etc. − there is a style that can be applied to that element to format it in a particular way.

The Word APA template also uses *fields*. Fields are areas that are preconfigured so that whatever is typed in them is automatically formatted in a particular style.

When you open the APA template, you will find that much of the work of formatting an APA paper has been done for you. For instance:

- The font is 12 pt. Times New Roman.
- The entire document is double spaced,
- The margins are set to 1 inch on all sides.
- The title is properly positioned on the title page.
- The first line of each paragraph of text is indented.
- The running heads are configured for APA Style.
- The headings are formatted in APA style.

Finding the Word APA 6th Template

1. From inside Word, click on **File → New**.
2. Search for **"APA"**
3. Click the **APA style report (6th Edition)** template, then on **Create**.
4. Close the **Template Files Properties** box by clicking on the **x** in the top right corner.

Note: If the search box is grayed out, click on **Account → Go Online → OK.** Then click on the back arrow to return to the home ribbon and start again with step 1.

Using the Word APA 6th Template

Fill in the Running Head
1. Double click on the header, then click on the **SHORT VERSION OF TITLE** field and enter a short version of your own title. What you type here will also appear, properly configured for APA style, in the headers of the second and subsequent pages.
2. Double click on the main part of the document to exit the header.

Set up the Title Page
1. Click on the **Title** field and type the full title of your paper. What you type here will also appear, in accordance with APA Style, at the top of the first page of text
2. Click on the **Name** field and enter your name.
3. Click on the **Institutional Affiliation** field and enter the course number.
4. Press **Enter** to go to the next line and type in the date in the form Month, DD, YYYY. (If the cursor does not stay centred , press **Ctrl + E** to center it.)
5. Select the **Author's Note** field and delete it.

Enter the Abstract and Keywords
1. If an abstract is required, enter it in the **Abstract** field. Otherwise, delete the field.
2. Do the same with the **Keywords**.

Delete the Remaining Fields
You will probably want to delete some or all of the remaining fields. The rest of these instructions assume that you have deleted the relevant fields.

Type the Text
Position the curser just under the title at the top of the third page. (If the **Normal** style is not already selected - i.e., if it does not have a light blue box around it - then click on it.) Then type the text.

Format the Headings
1. Format fist level headings with the **Heading 1** style, second level headings with the **Heading 2** style, etc.
2. After applying styles to first or second level heading, press **Enter** to go to the next line. For other levels, you will need to deactivate the bold and/or italic features before typing the text of the paragraph.

Format Block Quotes
1. Remove existing indents by placing the cursor at the beginning of each paragraph and pressing **Backspace.**
2. Select the text, then press **Tab** to indent the text half an inch from the left margin.

Format the References
1. Click on the **Section** style to center the cursor at the top the following page. Type **References** and press **Enter**.
2. After entering a reference, apply the **Bibliography** style to it. (Click on the down arrow on the right of the Styles gallery to access the **Bibliography** style.)
3. Whether you type out a reference or copy it from a database or email, don't forget to proofread it!

Note: This template include fields for references, but they require that each element be entered separately and work for only a few types of sources, so it is often easier to paste in references from a database or Google Scholar.

Creating a Table of Contents (TOC)
If a table of contents is required, do the following:
1. Position the curser where you want the table of contents to go. (To position it after the title page, place it after the date and press **Ctrl + Enter**.)
2. Click on the **References** ribbon, then click on **Table of Contents** and select a format.
3. To update the TOC after making changes to the document, click on the table, then click on **Update Table** and select **Update entire table**, then click **OK**.