SLO: *Word Module 2b –MLA Formatting Guidelines*

Download:
ON-CAMPUS: CS151/Word 2/Module folder
OFF-CAMPUS: (from my Google Drive shared link)
File: Ancient

Student Learning Outcomes

❖ View MLA Formatting Guidelines (Page WD92 ~ WD93)

❖ Turn On Show/Hide

❖ Show Ruler (View Tab)

❖ Indenting a Paragraph

❖ Use the Repeat Command (Shortcut CTRL + Y or Quick Access
   Toolbar)

❖ Inserting and Modifying Page Numbers

❖ Creating and Editing Citations

❖ Inserting a Page Break

❖ Creating, Updating, and Finalizing a Bibliography

❖ Turn Off Show/Hide