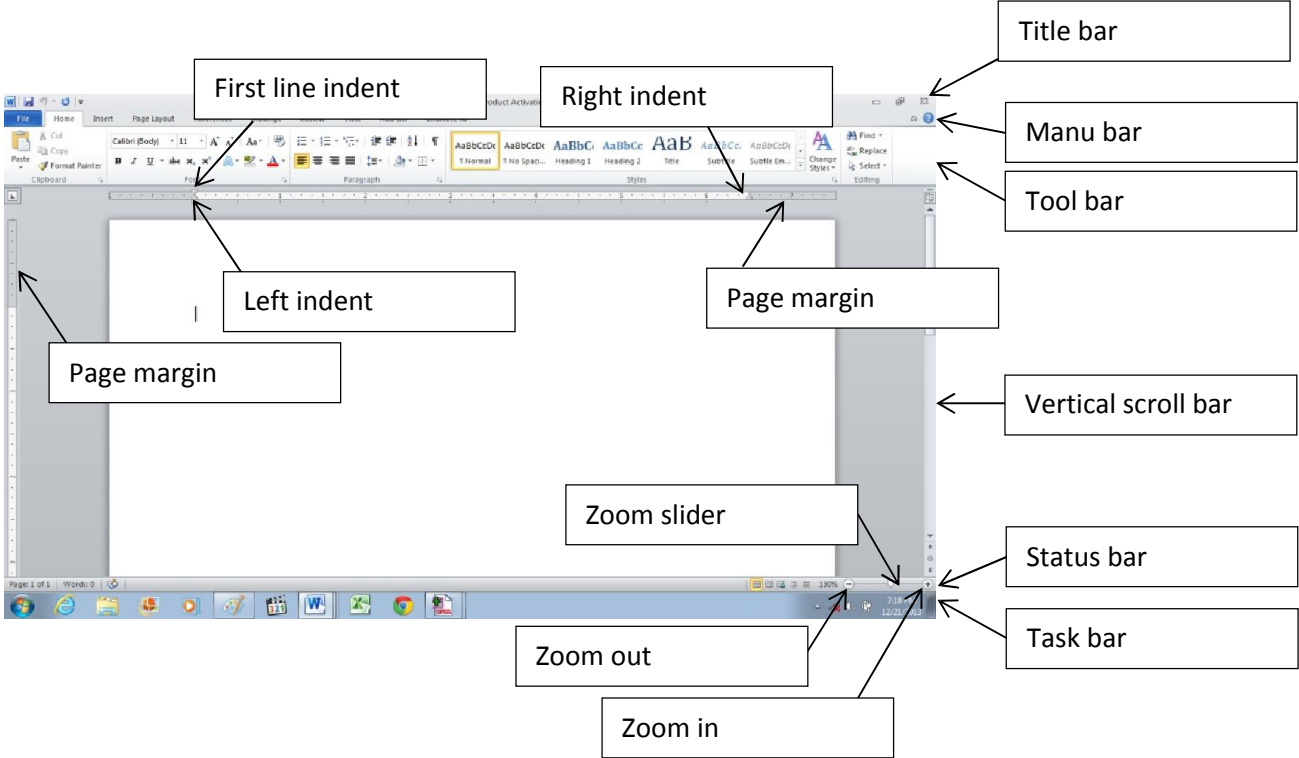
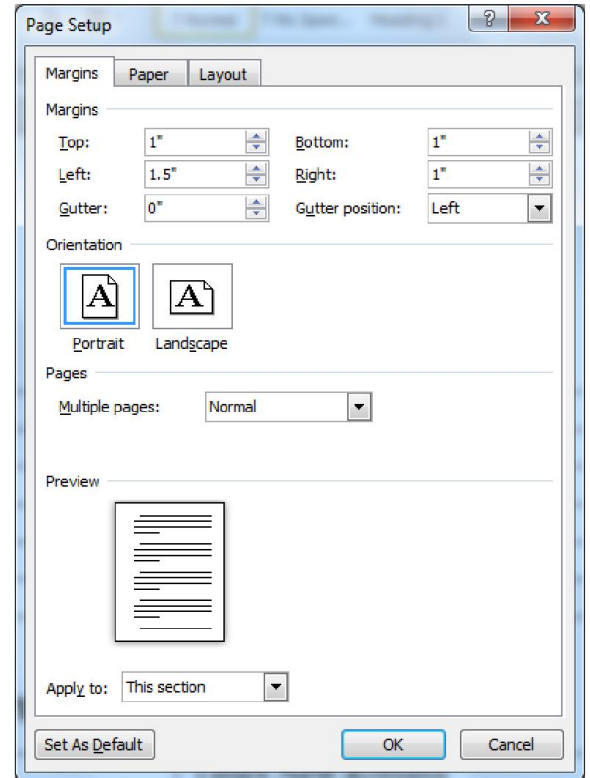


**MS Word**



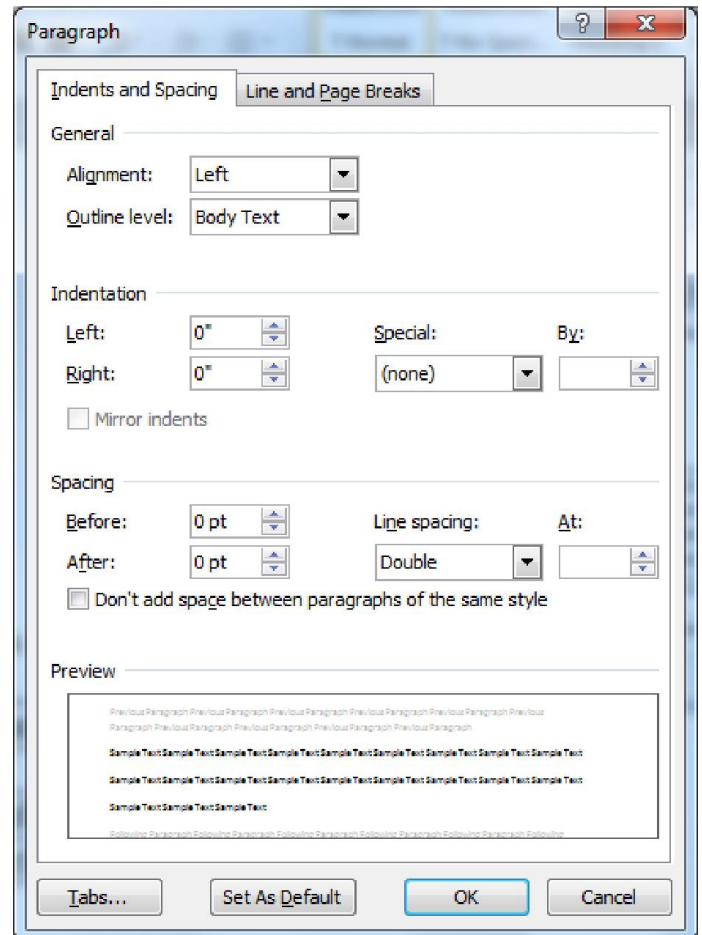
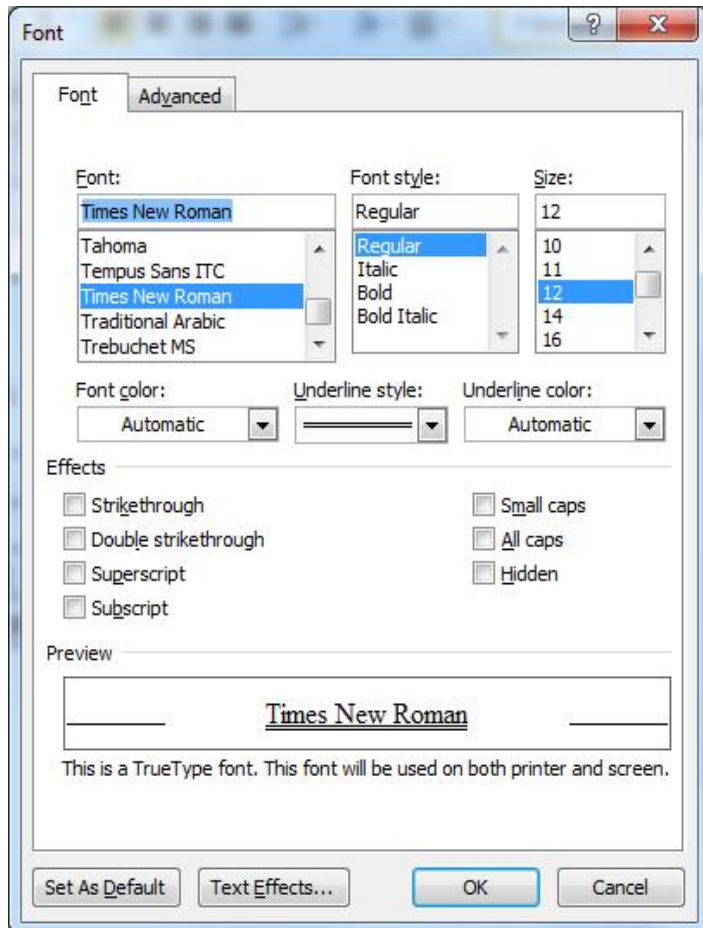
## Page Setup

Margins	
Left	1.5"
Top	1"
Right	1"
Bottom	1"
Page size	A4



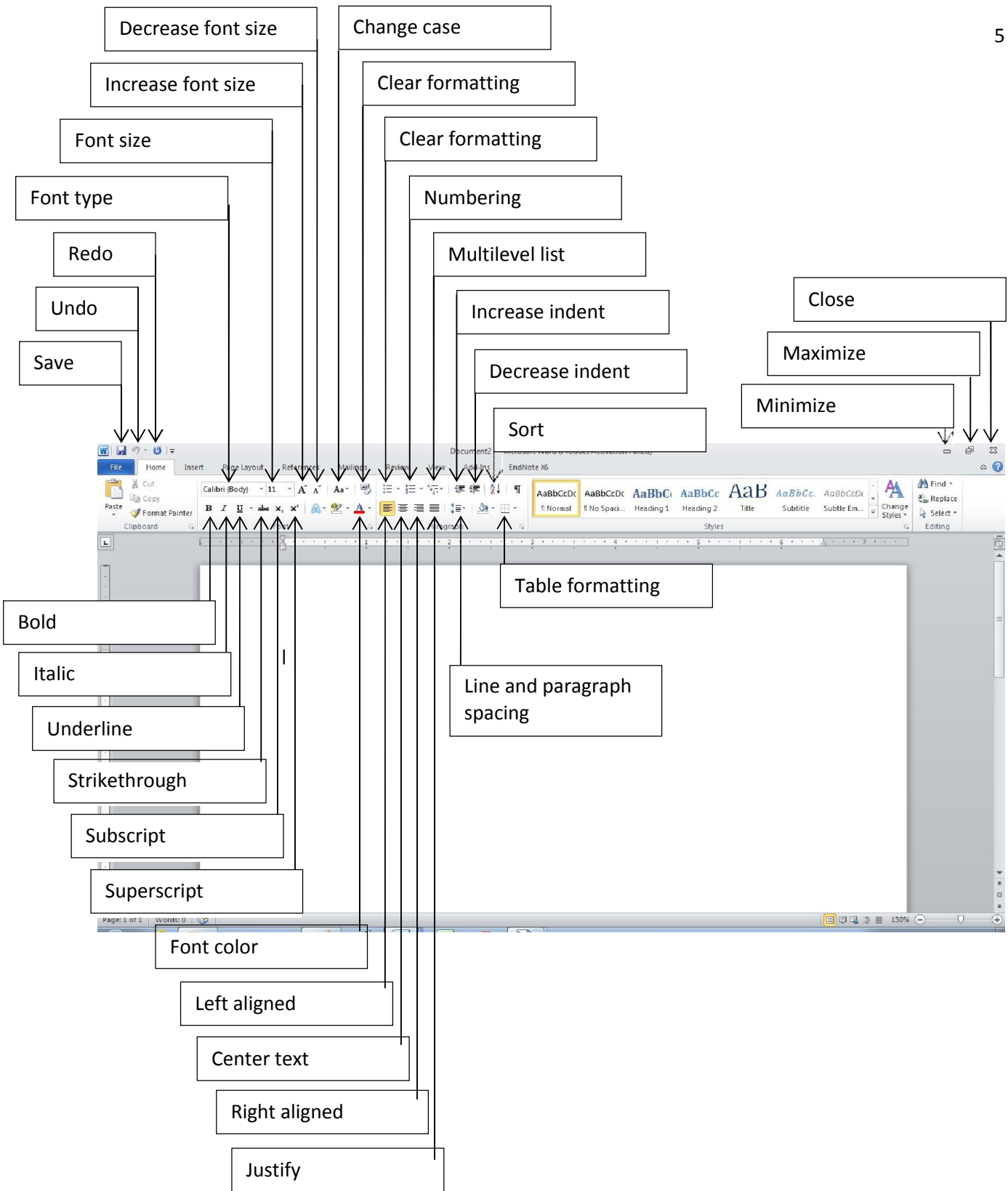
## General APA Guidelines for Preparing Documents

Font type	Times New Romans
Font size	12
Line spacing	Double
Paragraph spacing	12 before and 12 after the paragraph



## MS Word [Short Keys and Related Functions]

Functions	Commands
Select all	Ctrl + A
Make the selected text bold	Ctrl + B
Copy document	Ctrl + C
Font type, style and size	Ctrl + D
Align text in the center	Ctrl + E
Find	Ctrl + F
Go to	Ctrl + G
Replace	Ctrl + H
Italicize the selected test	Ctrl + I
Justifying the text	Ctrl + J
Insert hyperlink	Ctrl + K
Align text to the left	Ctrl + L
Moving first line and left indent	Ctrl + M
Open new document	Ctrl + N
Open save file	Ctrl + O
Print	Ctrl + P
Increase row length	Ctrl + Q
Align text to the right	Ctrl + R
Save documents	Ctrl + S
Move left Indent	Ctrl + T
Underline the selected test	Ctrl + U
Past	Ctrl + V
Closing the document	Ctrl + W
Cut	Ctrl + X
Redo	Ctrl + Y
Undo	Ctrl + Z
Decrease font size	Ctrl + [
Increase font size	Ctrl + ]
Caps the letter or word	Shift + $f_3$
Closing the document	Alt + $f_4$
Refresh	$f_5$
Help	$f_1$
At the rate of @	Shift + 2
Subscript (Create small letters below the text baseline)	Ctrl + =
Superscript (Create small letters above the line of text )	Ctrl + Shift + +
Left bracket	Shift + 9
Right bracket	Shift + 0
Satiric	Shift + 8
Parentheses	()
Braces	{ }
Square Brackets	[ ]



# Page Number

