SYLLABUS
SSVC175 MICROSOFT WORD FOR APA STYLE
for MAC Users

Saint Mary’s University of Minnesota
Schools of Graduate & Professional Programs
Writing Center Workshops

Presenter: SGPP Writing Center Staff • 612-728-5154 • tcwrite@smumn.edu

Preparation for the Workshop

1. You must bring your own Mac laptop and power cord.
2. Bring your Saint Mary’s login name and password. If you don’t have them, check with the IT Helpdesk in LaSalle Hall 218 or call 612-728-7800 or email helpdesk@smumn.edu
3. If you want to save any of your work, bring a USB drive (flash drive, memory stick).
4. All workshop participants receive a copy of the Writing Center’s booklet, Introduction to the APA. You do not need to purchase a copy.
5. You will receive a copy of Microsoft Word for APA Mac Version.

Workshop Topics

Numbers indicate relevant pages in the booklet Microsoft Word for APA Mac Version

- Alphabetize 13
- Autoformat, Customize 18
- Bulleted & Numbered Lists 15
- Copy Paste APA Citations 10-12
- Create APA Default Style 3-6
  - Font 4
  - Margins 6
  - Paragraph Alignment 4
  - Paragraph indent 4
  - Spacing between paragraphs 4
- General Tips 1-3
- Grammar & Spell Check 19
- Hanging Indents That Stay Put 8
- Headings That Stay Put 17
- Indent Blocked Text 9
- Irregular Line Spacing 24
- Match References and Citations 14
- Page Breaks That Stay Put 1, 22-23
- Page Numbers & Headers 7
- Ruler Bar 16
- Table of Contents 21-22
- Title Page (online templates)
- Toolbar, Customize for APA 22-24
- View Hidden Format Codes 2
- Word Count 17
- Zoom

Questions and Answers