


Lesson 2: MLA Reports and Outlining

Part 1: Creating an MLA Style Report

1. Open Microsoft Word. (Start→All programs → Microsoft Office→ Word 2013)
2. Click File→Open.
 - a. My Computer -> Passouts (Q) -> Middle School -> Van Balen -> Lesson 2 MLA Report.docx
3. Click File→ SAVE AS.
 - a. Click on My Computer > H Drive > Computer Applications > Word
 - b. Save file
4. Select all text on the document by pressing CTRL + A. Change the font type to Times New Roman and font size to 12 pt.
5. On the Home Tab/Paragraph Group, adjust the line spacing to 2.0 (double spacing)
 
6. On the Page Layout Tab/Paragraph Group click, change the Spacing After from 10pt to 0 pt.
7. Insert a Header with a Page Number and your Last Name in the upper right corner.
 - a. Double-click at the top of the page to enter the Header.
 - b. On the Header Design Tab, click the Page Number drop down arrow> Select Top of Page > Plain Number 3 option.
 - c. Put a space before the page number and type your last name.
 - d. Click the Close Header and Footer button (upper right corner).
8. Click at the top of the report. Press Enter one time, then the up arrow to go back to the new row you just created. The four parts of the MLA style heading should be left aligned at the top of the page. The four parts: Student Name <Enter> Instructor Name <Enter> Course Title <Enter> Date.
9. Press Enter after the typing the last part of your heading. Select Center Alignment and type the title “Marketing.” (NOTE: Do NOT type the quotation marks).
10. Be sure to indent the first line of each paragraph by pressing the tab key one time.
11. Click at the bottom of the report.

Part II: Creating an MLA Style Works Cited Page

1. Press the CTRL and Enter keys (at the same time) to get a new page.
2. Select Center Alignment and type the title (“Works Cited”) of your works cited page. *Make sure you use Times New Roman
3. Press Enter after typing the title and select Left Alignment.
4. Right-click your mouse. Select paragraph from the drop-down menu. The paragraph dialog box will appear.
 - a. Make sure the line spacing is still set at 2.0 (or Double) and paragraph spacing (after) is at 0 pt.
 - b. Under the Indentation heading, under Special, select “Hanging.” The hanging indent should be by 0.5”.
 - c. Click ok.
5. Type the following source on your works cited page. Remember that an MLA style works cited is organized according to the author’s last name. *DO NOT hit enter until you finish typing the entire first source.*

Ferrell, O.C. and William Pride. *Pride-Ferrell Marketing: A 21st Century Approach*. 8th ed. Dallas: Houghton Mifflin, 2008.

Kotler, Philip and Gary Armstrong. *Principles of Marketing*. 12th ed. New York: Pearson, 2010.

6. Save your work. Return these directions to the back table. Pick up a Lesson 2 MLA Report rubric. Complete the student check column and submit your rubric to the IN BIN for grading.