



**LONG BEACH
CITY COLLEGE**

MICROSOFT WORD BASICS

មូលដ្ឋានគ្រឹះនៃការសិក្សាកម្មវិធី MICROSOFT WORD & MLA
~ The ESL Learning Center Technology Series ~

Microsoft Word Basics for ESL សិក្សាកម្មវិធី Microsoft Word

កំរិតដំបូង សំរាប់សិស្សESL

L





Recycle Bin

BEGINNERS

ESL LEARNING CENTER

ADVANCED

All Apps Documents Settings Photos More Feedback

Best match

- Word Desktop app
- WordPad
- Settings (4)

Word Desktop app

WORD

CLICK ON
 ចុចនៅលើប៊ូតុង
 ស្វែងរក SEARCH
 ICON AND
 ហើយសរសេរពាក្យ
 យ "WORD" TYPE
 IN "WORD"

- Advanced Reading
- Paragraphs 54-56
- Short Stories
- Essays 33-34
- Reading Videos
- Writing Prompts
- Vocabulary
- Writing Tools
- Advanced Grammar
- Plagiarism

- Citizenship
- Surveys
- Get Started
- TOEFL
- ScriptoPro
- DropBox

RESOURCES



Recycle Bin

BEGINNERS

ESL LEARNING

ADVANCED

All Apps Documents Settings Photos More Feedback

Best match

- Word Desktop app

Apps

- WordPad

Settings (4)

WORD

Word Desktop app

- Open
- Run as administrator
- Open file location
- Pin to taskbar
- Uninstall

CLICK ON
ចុចនៅលើ:
ប៊ូតុង WORD
WORD
ICON

Advanced Reading	Paragraphs 54-56
Short Stories	Essays 33-34
Reading Videos	Writing Prompts
Vocabulary	Writing Tools
Advanced Grammar	Plagiarism

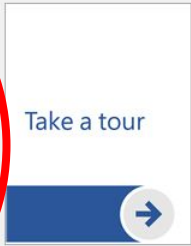
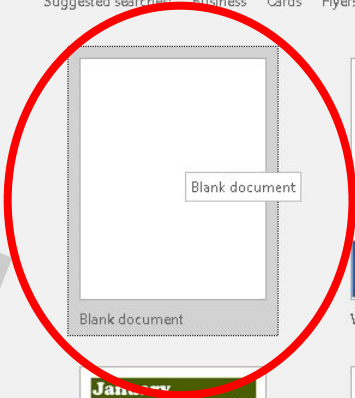
Citizenship	Surveys	Get Started
TOEFL	ScriptoPro	DropBox

Open Other Documents

CLICK ON
ចុចនៅលើ:
ក្រដាសទំនេរ
BLANK
DOCUMENT

Search for online templates

Suggested searches: Business Cards Flyers Letters Education Resumes and Cover Letters Holiday



Welcome to Word



Single spaced (blank)



Blue grey resume



Snapshot calendar



Insert your first table of...

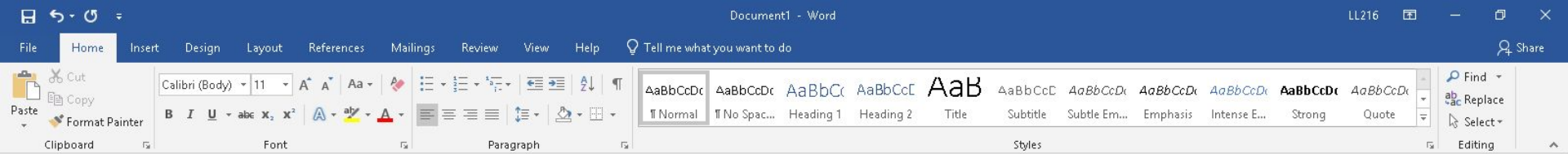


Modern chronological r...



Modern chronological...





ESL LEARNING CENTER|

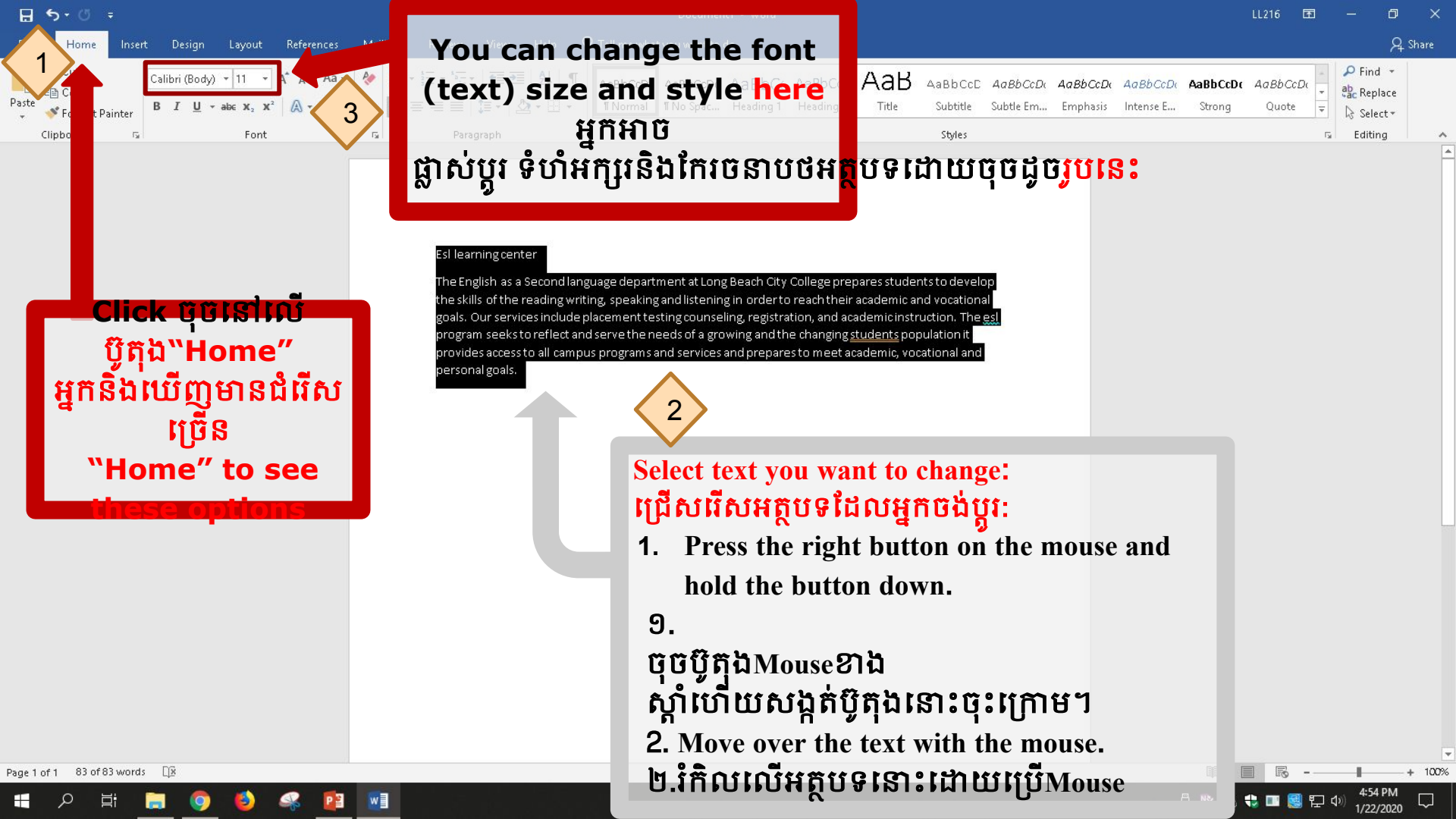
TYPE
សរសេរនៅអត្ថបទ
របស់អ្នក
YOUR
DOCUMENT



How to Change Text Style & Size របៀប

ផ្លាស់ប្តូររចនាបថអក្ខរកម្មនិងទំហំអក្ខរ





You can change the font (text) size and style here

1

3

Click ចុចនៅលើ ប៊ូតុង "Home" អ្នកនឹងឃើញមានជំរើស ច្រើន "Home" to see these options

Esl learning center

The English as a Second language department at Long Beach City College prepares students to develop the skills of the reading writing, speaking and listening in order to reach their academic and vocational goals. Our services include placement testing counseling, registration, and academic instruction. The esl program seeks to reflect and serve the needs of a growing and the changing students population it provides access to all campus programs and services and prepares to meet academic, vocational and personal goals.

2

Select text you want to change: ជ្រើសរើសអត្ថបទដែលអ្នកចង់ប្តូរ:

- 1. Press the right button on the mouse and hold the button down. ១. ចុចប៊ូតុង Mouse ខាងស្តាំ ហើយសង្កត់ប៊ូតុងនោះចុះក្រោម។**
- 2. Move over the text with the mouse. ២. រំកិលលើអត្ថបទនោះដោយប្រើ Mouse**

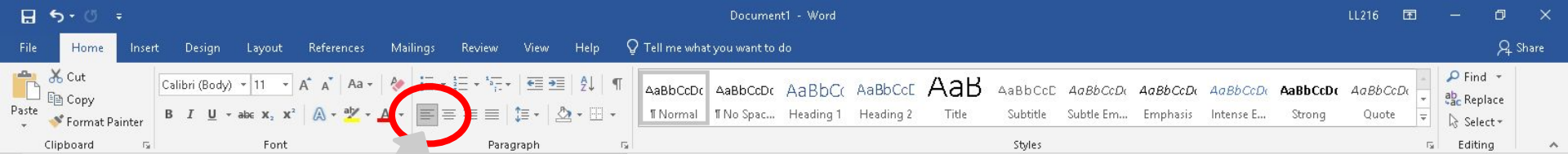
How to Align Text

របៀបធ្វើតម្រឹមអត្ថបទ



Proper alignment in a design means that every element in it is visually connected to another element. Alignment allows for cohesiveness; nothing feels out of place or disconnected when alignment has been handled well.





Align Left (Ctrl+L)
Align your content with the left margin.

Left alignment is commonly used for body text and makes the document easier to read.

Select your text and click

ជ្រើសរើសអត្ថបទរបស់អ្នកហើយចុច

ដែលនៅក្នុងក្រុម

"កថាខណ្ឌ"

(Paragraph group)

the "Align Left" icon in the "Paragraph" group

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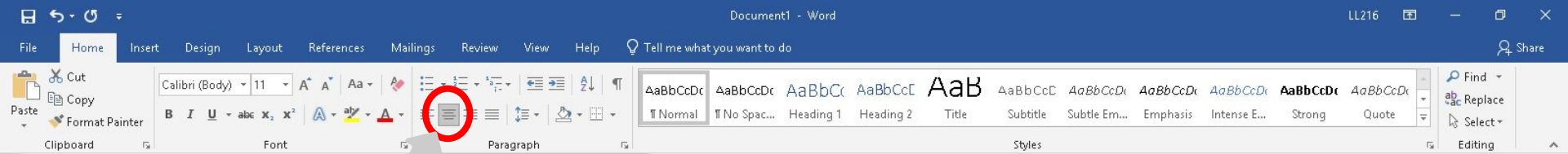
"កម្រិតវិទ្យាល័យ"



Notice the text alignment (text position)

កំណត់សម្គាល់ការតម្រឹមអត្ថបទ (ទីតាំងអត្ថបទ)





Center (Ctrl+E)
Center your content on the page.
Center alignment gives documents a formal appearance and is often used for cover pages, quotes, and sometimes headings.

Select your text and click

ជ្រើសរើសអត្ថបទរបស់អ្នកហើយចុច

រូប “តម្រឹមកណ្តាល”

នៅក្នុងក្រុម “កថាខណ្ឌ”

(Paragraph group)

the “Center” icon in the “Paragraph” group

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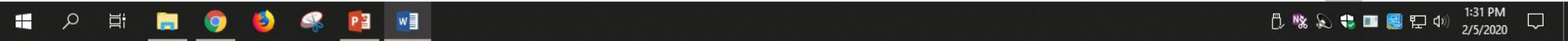


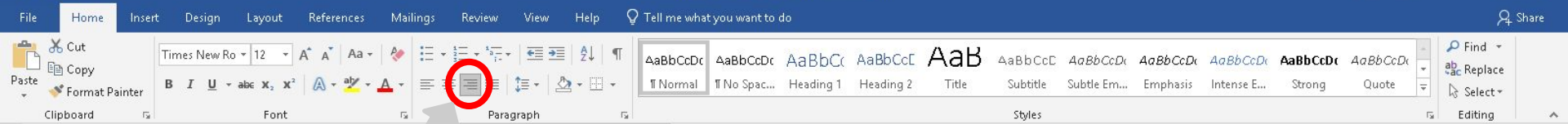
Notice the text alignment

(text position)

កំណត់សម្គាល់ការតម្រឹមអត្ថបទ

(ទីតាំងអត្ថបទ)





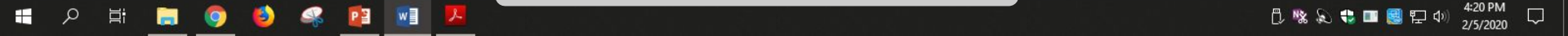
Align Right (Ctrl+R)
 Align content with the right margin.
 Right alignment is used for small sections of content, such as text in a header or footer.

Select your text and click
ជ្រើសរើសអត្ថបទរបស់អ្នកហើយចុចលើ
រូប“តម្រឹមពីខាងស្តាំ”
នៅក្នុងក្រុម “កថាខណ្ឌ”
(Paragraph group)
the “Align Right” icon
in the “Paragraph” group

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Notice the text alignment
(text position)
កំណត់សម្គាល់ការតម្រឹមអត្ថបទ
(ទីតាំងអត្ថបទ)



Clipboard Font Paragraph Styles Editing

Times New Ro 12 A A Aa

B I U abc x x² A ab A

AaBbCcDc AaBbCcDc AaBbCc AaBbCc AaB AaBbCcD AaBbCcD AaBbCcD AaBbCcD AaBbCcD AaBbCcD AaBbCcD AaBbCcD

Normal No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis Intense E... Strong Quote

Find Replace Select

Justify (Ctrl+J)
 Distribute your text evenly between the margins.
 Justified text gives your document clean, crisp edges so it looks more polished.

Select your text and click
ជ្រើសរើសអត្ថបទរបស់អ្នកហើយចុចលើ
រូប“ធ្វើអោយអត្ថបទស្មើគ្នា”
នៅក្នុងក្រុម “កថាខណ្ឌ”
(Paragraph group)
the “Justify” icon in the “Paragraph” group

THE ESL LEARNING CENTER

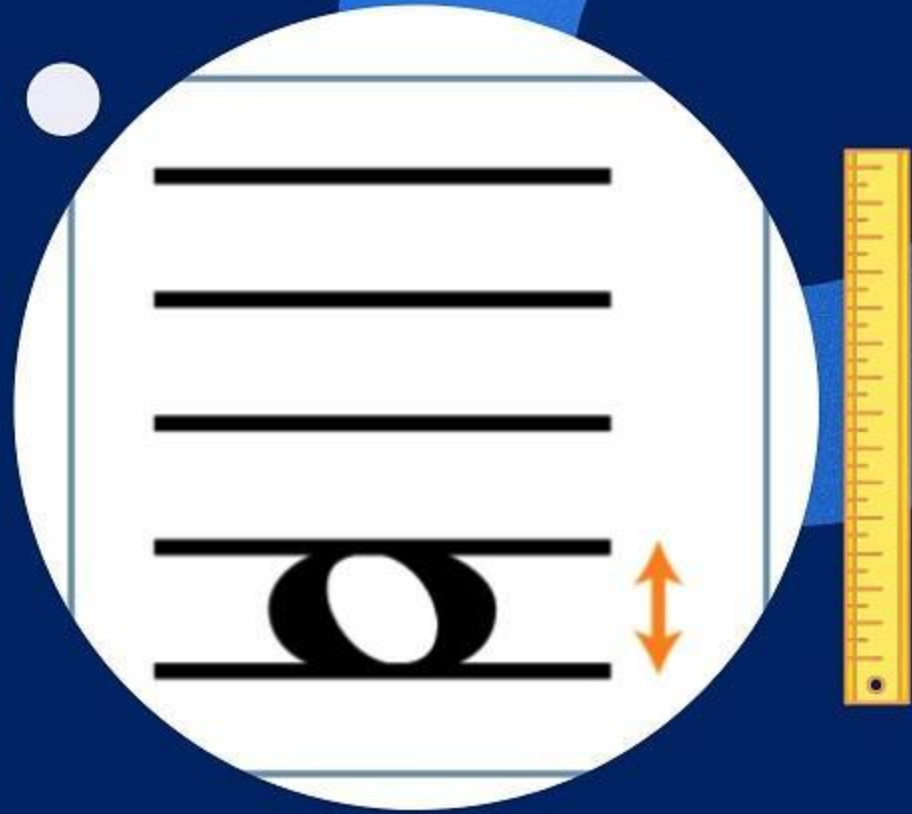
The English as a second language department at the long beach city college prepares students to develop the skills of reading, writing, speaking and listening I order to reach their academic and vocational goals. Our services include placement testing counseling, registration assistance, and academic instruction. The ESL program seeks to reflect and serve the needs of growing and changing student population. It provides access to all campus programs and services and prepares to meet academic vocational and personal goals.

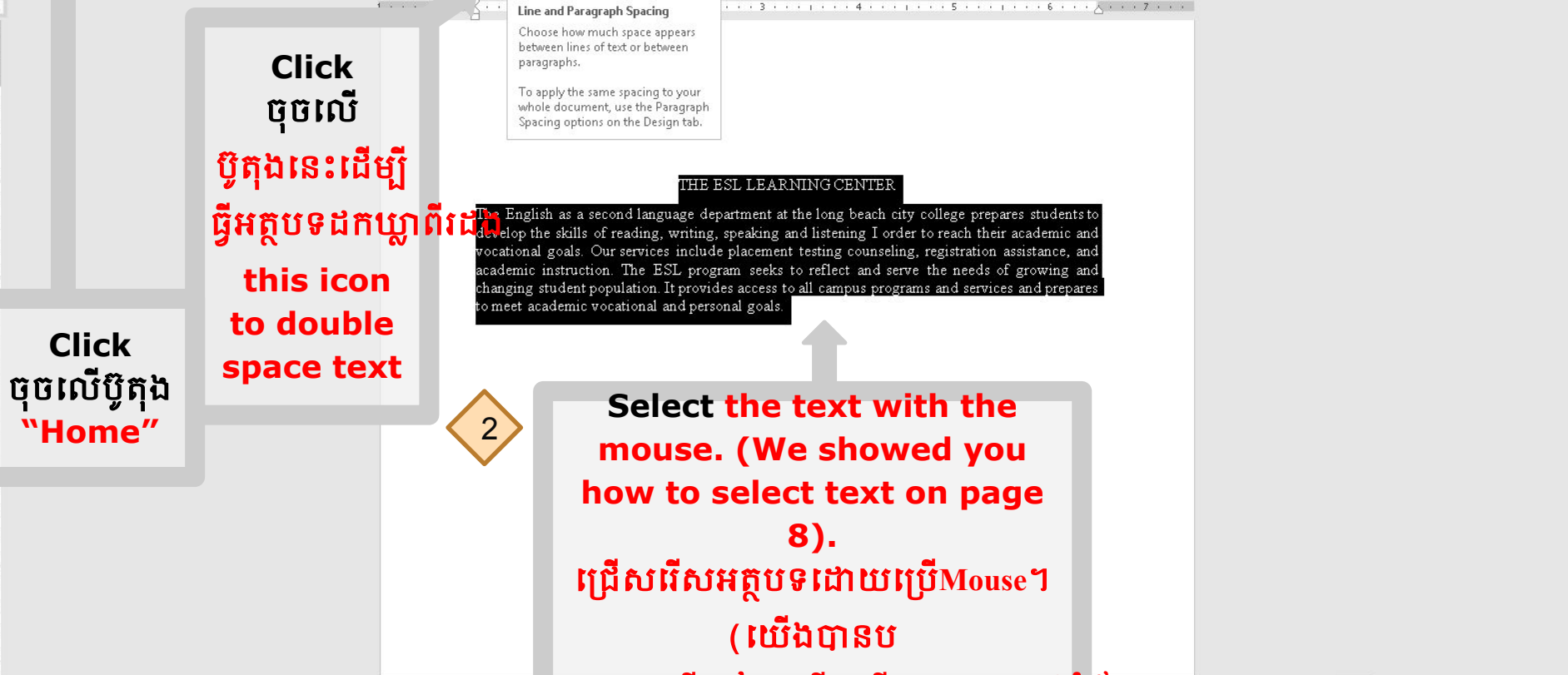


Notice the text alignment (text position)
កំណត់សម្គាល់ការតម្រឹមអត្ថបទ
(ទីតាំងអត្ថបទ)

How to Double Space Text

របៀបធ្វើអត្ថបទដកឃ្លាពីរដង





1

3

2

Click
ចុចលើ
"Home"

Click
ចុចលើ
ប៊ូតុងនេះដើម្បី
ធ្វើអត្ថបទដកឃ្លាពីរដង
this icon
to double
space text

Select the text with the
mouse. (We showed you
how to select text on page
8).
ជ្រើសរើសអត្ថបទដោយប្រើ
Mouse។
(យើងបានប
ង្ហាញអ្នកពីរបៀបជ្រើសរើស
អត្ថបទនៅទំព័រ ៨) ។

Line spacing menu with options: 1.0, 1.15, 1.5, 2.0 (highlighted with a red box), 2.5, 3.0, Line Spacing Options..., Add Space Before Paragraph, Remove Space After Paragraph.



Select 2.0 to double space text
ជ្រើសរើសលេខ ២.០
ដើម្បី
ធ្វើអត្ថបទដកឃ្លាពីរដង

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How to Indent Text

របៀប

ធ្វើអត្ថបទចូលបន្ទាត់



1

2

Click ចុចលើប៊ូតុង "Home"

You can change your indentation here អ្នកអាចផ្លាស់ប្តូរការចូលបន្ទាត់របស់អ្នកនៅទីនេះ

Esl learning center

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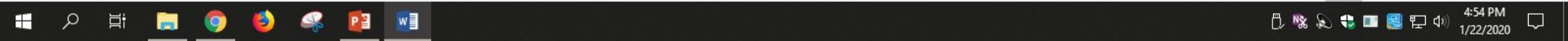


**Or you can also click
in the right corner of
the paragraph group**

ឬអ្នកក៏អាចចុចនៅ

ជម្រុងខាងស្តាំនៃក្រុមកថាខណ្ឌ (Paragraph group)

Esl learning center
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Clipboard: Cut, Copy, Paste, Format Painter

Font: Calibri (Body) 11, Bold, Italic, Underline, Text Color, Background Color, Bullets, Numbering, Decrease Indent, Increase Indent, Paragraph Spacing, Paragraph Style, Paragraph Orientation

Paragraph: Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis, Emphasis, Intense Emphasis, Strong, Quote

Styles: Find, Replace, Select

Esl learning center
 The English as a Second Language (ESL) program provides access to the skills of the real world. Our services program seeks to provide access to personal goals.

nts to develop
 nd vocational
 ruction. The esl
 pulation it
 cational and

Paragraph Indents and Spacing

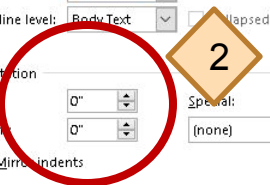
General
 Alignment: Left
 Outline level: Body Text

Indentation
 Left: 0"
 Right: 0"
 Special: (none)
 Mirror indents

Spacing
 Before: 0 pt
 After: 8 pt
 Line spacing: Multiple 1.08
 Don't add space between paragraphs of the same style

Preview

Buttons: Tabs..., Set As Default, OK, Cancel

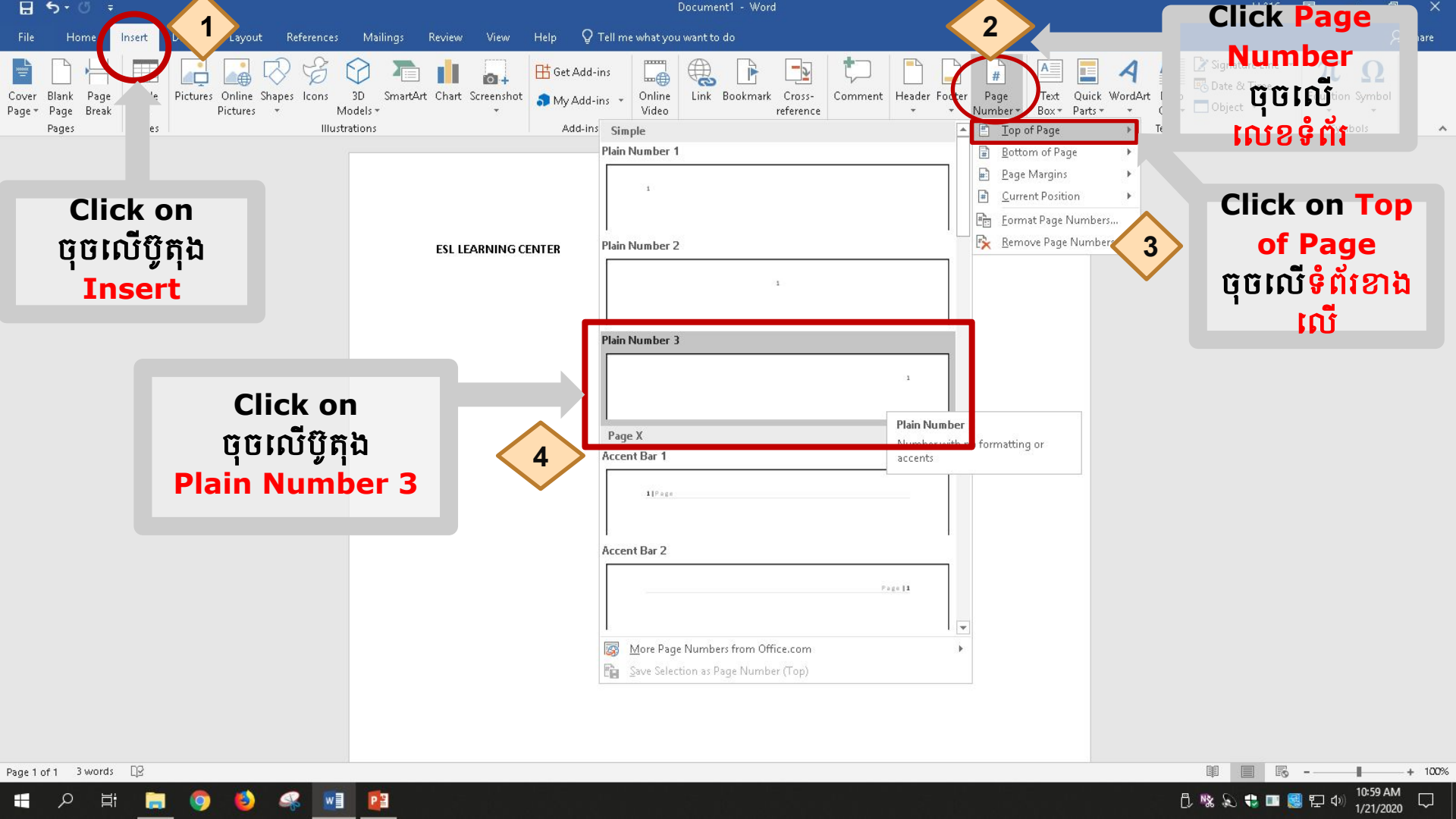


How to Insert Page Numbers in Your Document

វិធីប

បញ្ជូនលេខទំព័រនៅក្នុងឯកសាររបស់លោក





1

Click on
ចុចលើប៊ូតុង
Insert

2

Click **Page Number**
ចុចលើ
លេខទំព័រ

3

Click on **Top of Page**
ចុចលើទំព័រខាងលើ

4

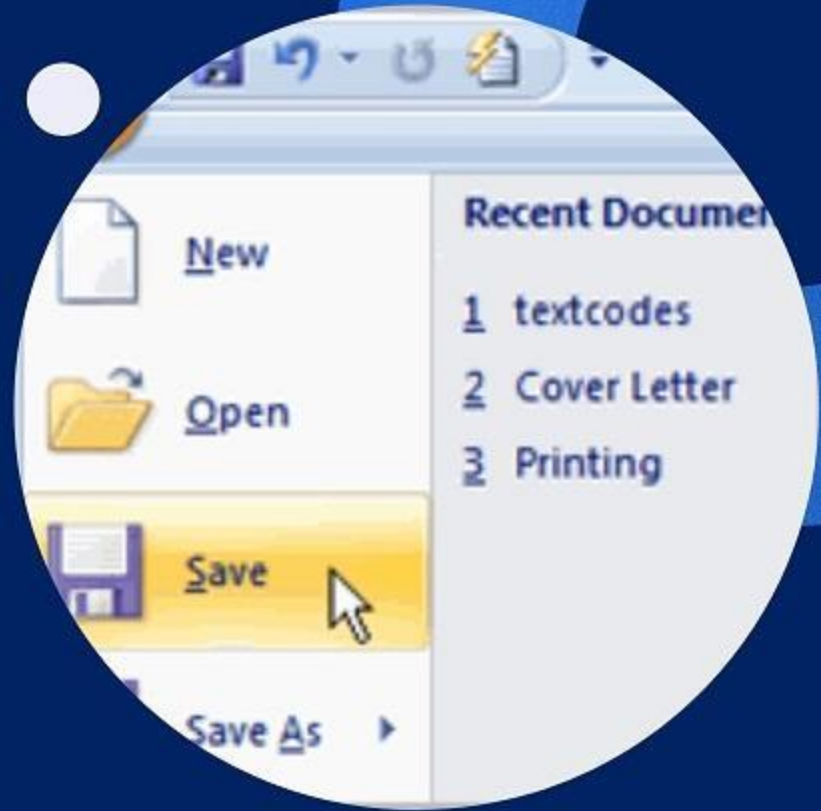
Click on
ចុចលើប៊ូតុង
Plain Number 3

Plain Number 3

How to Save

Your Document

វិធីរក្សាទុកឯកសាររបស់អ្នក





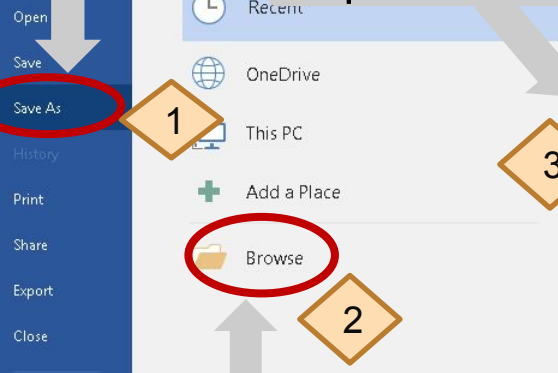
ESL LEARNING CENTER |

Click on **File**
ចុចលើប៊ូតុង **File**

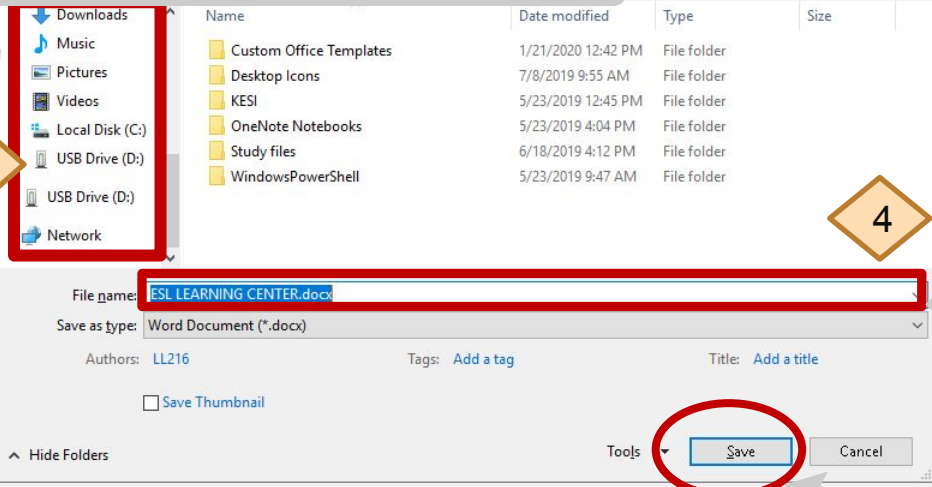
Click on
ចុចលើប៊ូតុង
Save As

You can save to your desktop or to your USB
flash drive **here**

អ្នកអាចរក្សាទុកអត្ថបទអ្នកនៅលើ desktop ឬទុក
ក្នុងឧបករណ៍ផ្ទុកយូអេសប៊ីរបស់អ្នកដូចរូបនៅទីនេះ



Click on
ចុចលើប៊ូតុង
Browse



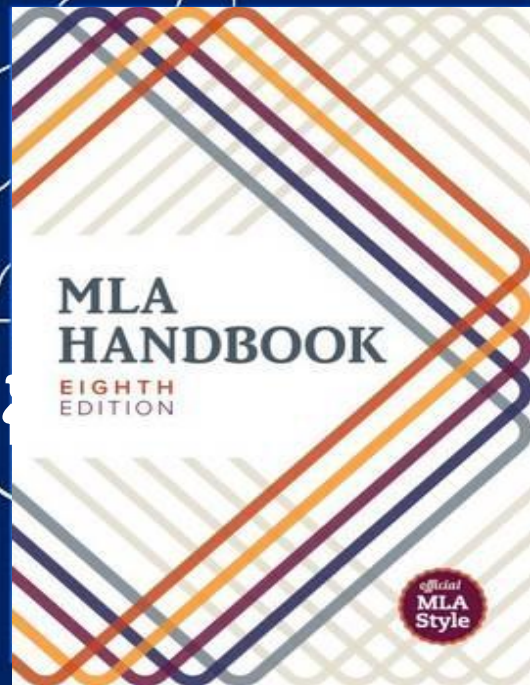
You can
change the
name of
your
document
here

អ្នកអាច
ប្តូរឈ្មោះឯកសារ

Click on
ចុចលើប៊ូតុង
Save

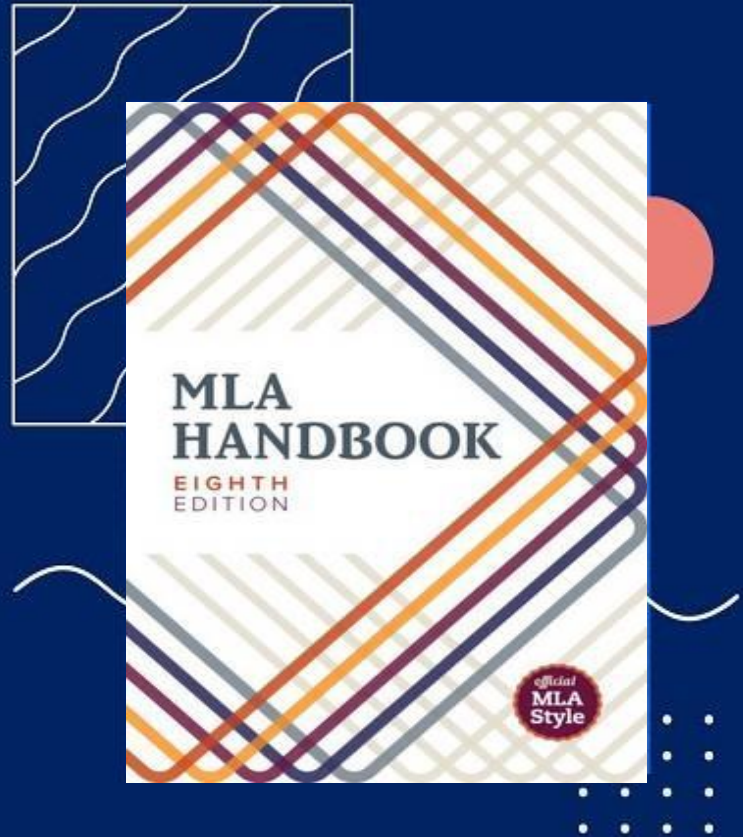
Formatting Papers in MLA Style ការ

ធ្វើទ្រង់ទ្រាយក្រដាស នៅក្នុងទម្រង់



MLA Guidelines

- Double-space everything
- Use 12 pt. Times New Roman font
- Leave only one space after punctuation
- Set all margins to 1 inch on all sides
- Indent the first line of each paragraph by ½ inch



ការណែនាំនៅការរៀបប្រើទំរង់ML

A

□ ត្រូវដាក់អត្ថបទដកឃ្លាពីរដង។

□ អត្ថបទត្រូវប្រើទំហំ១២pt។

ហើយប្រើពុម្ពអក្សររ៉ូម៉ាំង។

□ ទុកក

និងទំនេរតែមួយប៉ុណ្ណោះបន្ទាប់ពីដាក់សញ្ញាខណ្ឌ

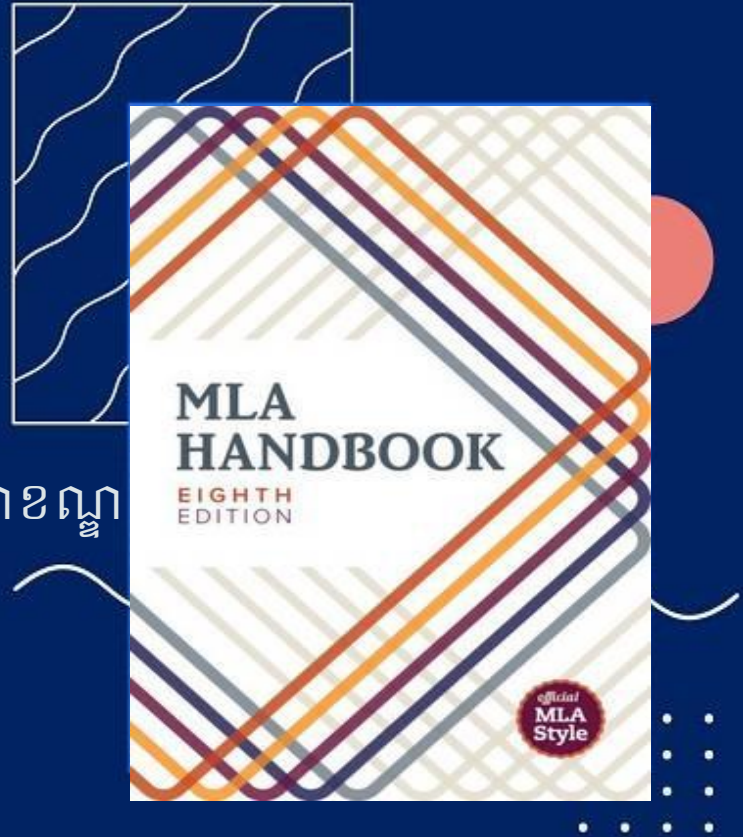
□ កំណត់ទំរង់ក្រដាសទៅ 1

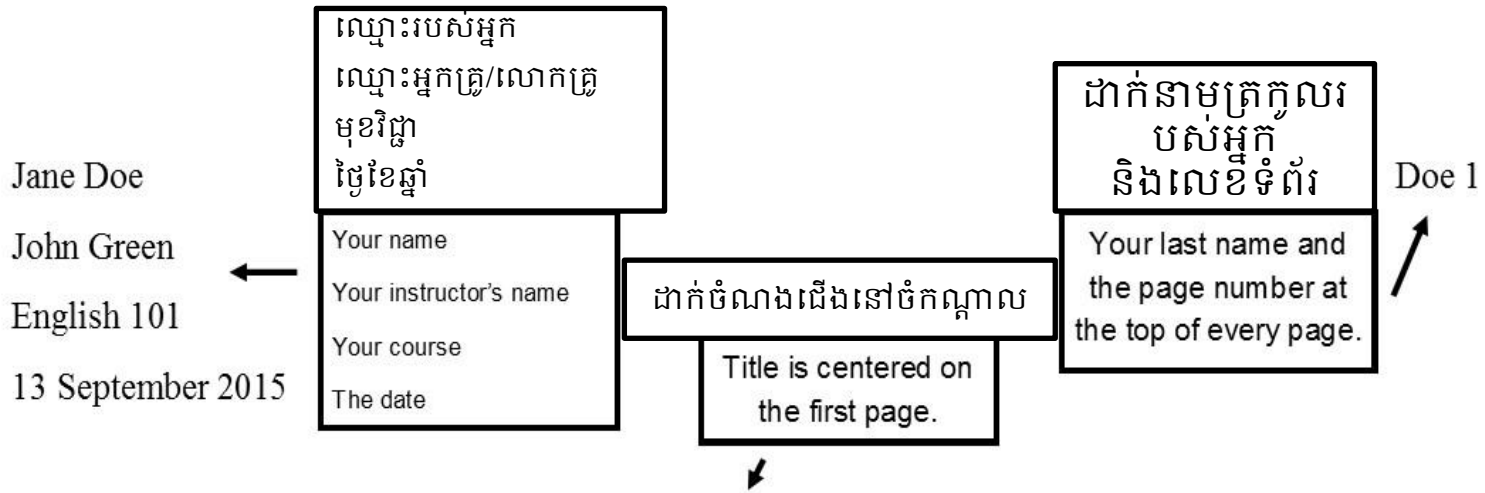
អ៊ីញនៅគ្រប់ជ្រុងទាំងអស់។

□ ចាប់ផ្តើមចូលបន្ទាត់នៃកថាខណ្ឌ

(paragraph)

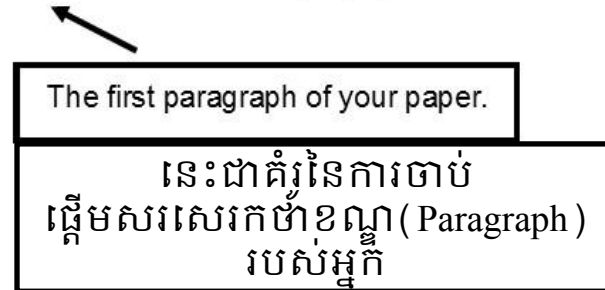
និងអរេ។ ដោយដាក់ទំហំ 1/២ អ៊ីញ។





Writing a Paper in MLA Format

The Modern Language Association (MLA) format is generally used by students and scholars within the humanities, such as English and other general studies. Writing a paper in MLA format can be confusing for the beginner student....





Sarah E. Johnson

Professor Kirschenbaum

Psychology 100-4

Double-spacing throughout

24 July 2015

Piaget's Journey to Understanding the Child's Mind

½ inch indent



The theory of cognitive development, created by psychologist Jean Piaget, is a theory that helps us understand how human intelligence develops. Piaget interviewed and observed children during his experiments and created four stages of cognitive development: the sensorimotor, preoperational, concrete operational, and formal operational period. |

1 inch



YOUR DOCUMENT SHOULD LOOK LIKE THIS ONE

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Jane Doe

Professor Brown

Course Name

9 August 2016

Title of MLA Paper

The text of the paper begins after the title. Establish your topic, purpose, and the position you are taking in your paper. This is where you will state your thesis.

Be sure to use proper formatting for your in-text citations. The following sentence shows one way to cite a source from the Works Cited page. The earliest explorers of North America were Caucasians from Iceland (Riggs 11). Another method of citing the same source is to use a signal phrase containing the author's name. According to Riggs, the earliest North American explorers were from Iceland (11). The corresponding reference citation will be included in the Works Cited page.

If you are using a quotation longer than four lines of prose or three lines of verse, indent the entire quote one inch from the left margin. Omit quotation marks and use a colon before beginning the block quote. Black attempts to explain the rationale for criticism of Chopin's novel:

Readers at the time of the *Awakening* were aware of its challenge to middle-class mores that it was damned by critics for its immoral subject matter (but praised for its style) and banned in St. Louis, Mrs. Chopin's hometown. Outraged moralists wanted to make its supposedly wicked author suffer for her heroine's shocking sexuality and her suicide.

(106)

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