# DIGITAL SKILLS FOR STUDY 2

**SLS WEBINAR PROGRAM**

Student Learning Support

**ACAP** Australian College of Applied Professions

# OVERVIEW

Tips for Microsoft Word and organising your files

1. ACAP assignment formatting

2. IT Helpdesk

**Note:** All of the following instructions are demonstrated on **Windows OS**; however, the instructions are extremely similar (if not the same) on **Mac OS.**

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# ASSIGNMENT FORMATTING

IMPORTANT:

All ACAP assignments must adhere to the following APA formatting, **unless instructed otherwise**.

Please check your **Unit Outline/Assignment Criteria** to see if there are any specific formatting requirements for your assignment.

Standard formatting helps to ensure fairness and consistency in marking. If you do not format your assignments correctly, you will lose marks.

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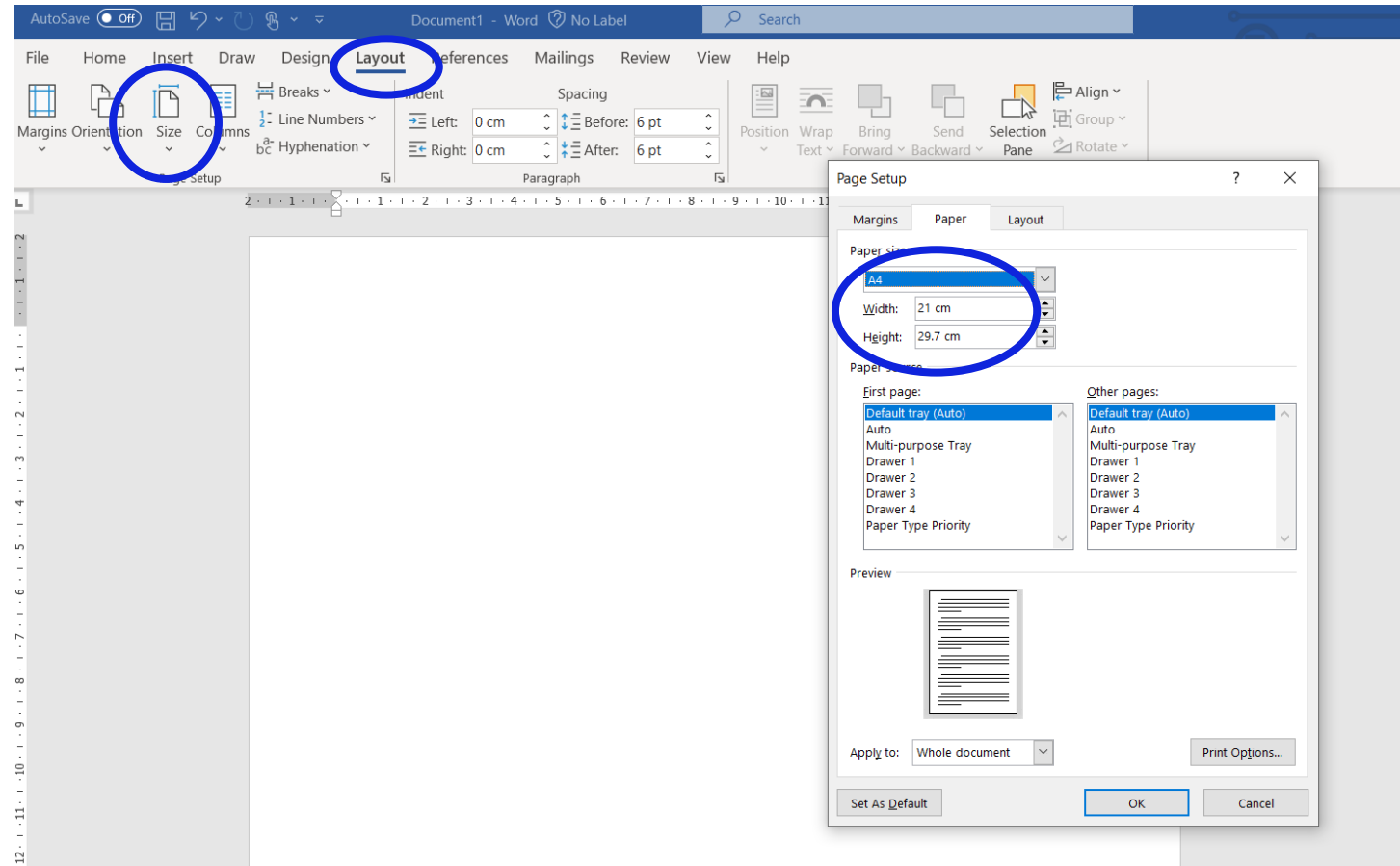# ASSIGNMENT FORMATTING: CHECKLIST

## ACAP Presentation APA Style Checklist

☐ **Microsoft Word Format** must be used. PDF format is not accepted.

☐ Each page numbered in the top right-hand corner (use the header – page number)

☐ Size 12 Times New Roman font

☐ Margins of 2.54 cm (normal margin)

☐ Double spacing with no extra spacing between paragraphs

☐ Text is aligned to the left

☐ Indentation for first line of every paragraph at 1.27cm (one tab)

☐ Hanging indent of 1.27cm required for reference list entries

☐ Reference list on a new page

For more information on APA Formatting, including "How to" videos and guides, please visit the **"Presentation Requirements"** Page on the **SLS Website:**
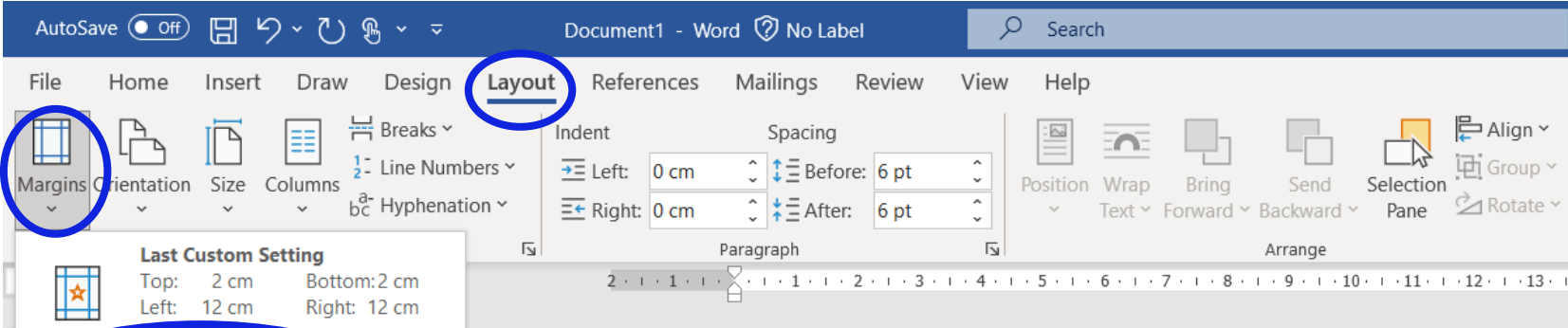
https://sls.navitas-professional.edu.au/counselling-psychology-social-work-presentation-requirements-apa

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# FORMATTING: CHANGE PAGE SIZE TO A2

1. Click on the page that you wish to make **A2.**
2. Go to the **Layout** tab.
3. Click on '**Size**' and choose **More Paper Sizes** from the drop-down menu.
4. Select **Custom Size (Or More Paper Sizes).**
5. Change the **width of the page to 42 cm** and the **height to 55.87cm.**
6. Click **OK.**
7. If another dialogue box opens relating to Margins, click Ignore.



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# FORMATTING: MARGINS



Margins are "Normal" (2.54cm)

- Layout
- Margins
- Click "Normal" to apply to the document.

# FORMATTING HEADERS: OPENING THE EDITOR



**To edit the Header of the document (that will appear on every page):**

- Go to the "**Insert**" tab at the top of the page.
- Click "**Header**".
- Chose "**Edit Header**" from the drop-down menu.
- Click in to the header to begin editing.

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# FORMATTING HEADERS: ADD PAGE NUMBERS



To add a page number to the Header, go to..
- Insert
- Page Number
- Top of Page
- Choose the "Plain Number 3" option

# FORMATTING HEADERS: EDIT PAGE NUMBERS

**Start the page numbering at "1" by:**

- Highlighting the page number
- Right click
- Go to "Format Page Numbers"
- Choose the option "Start at:" and change the number to 1.
- Press OK
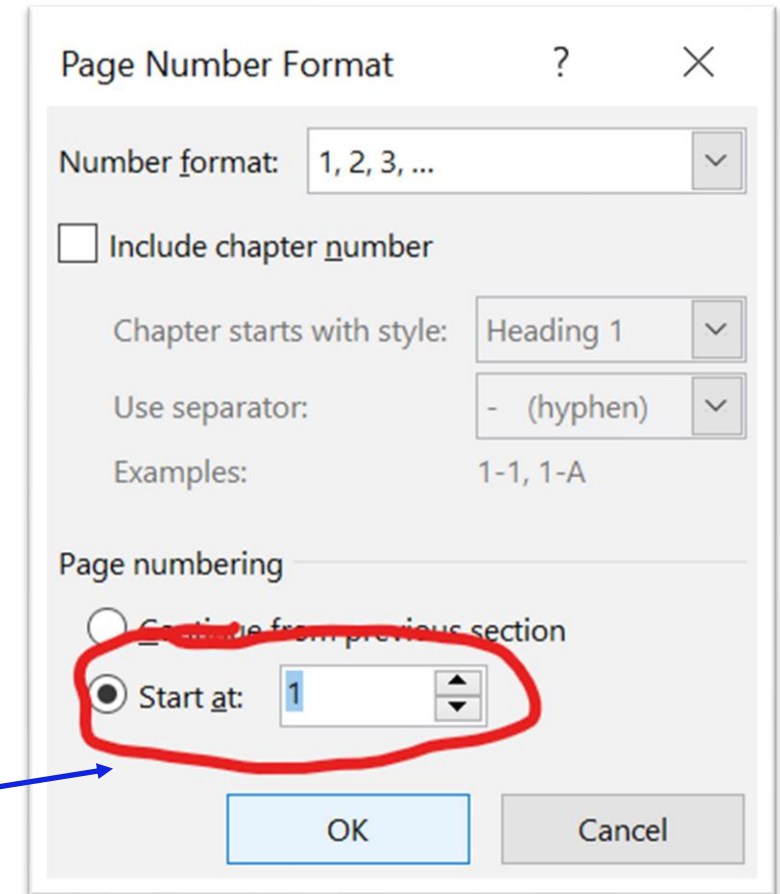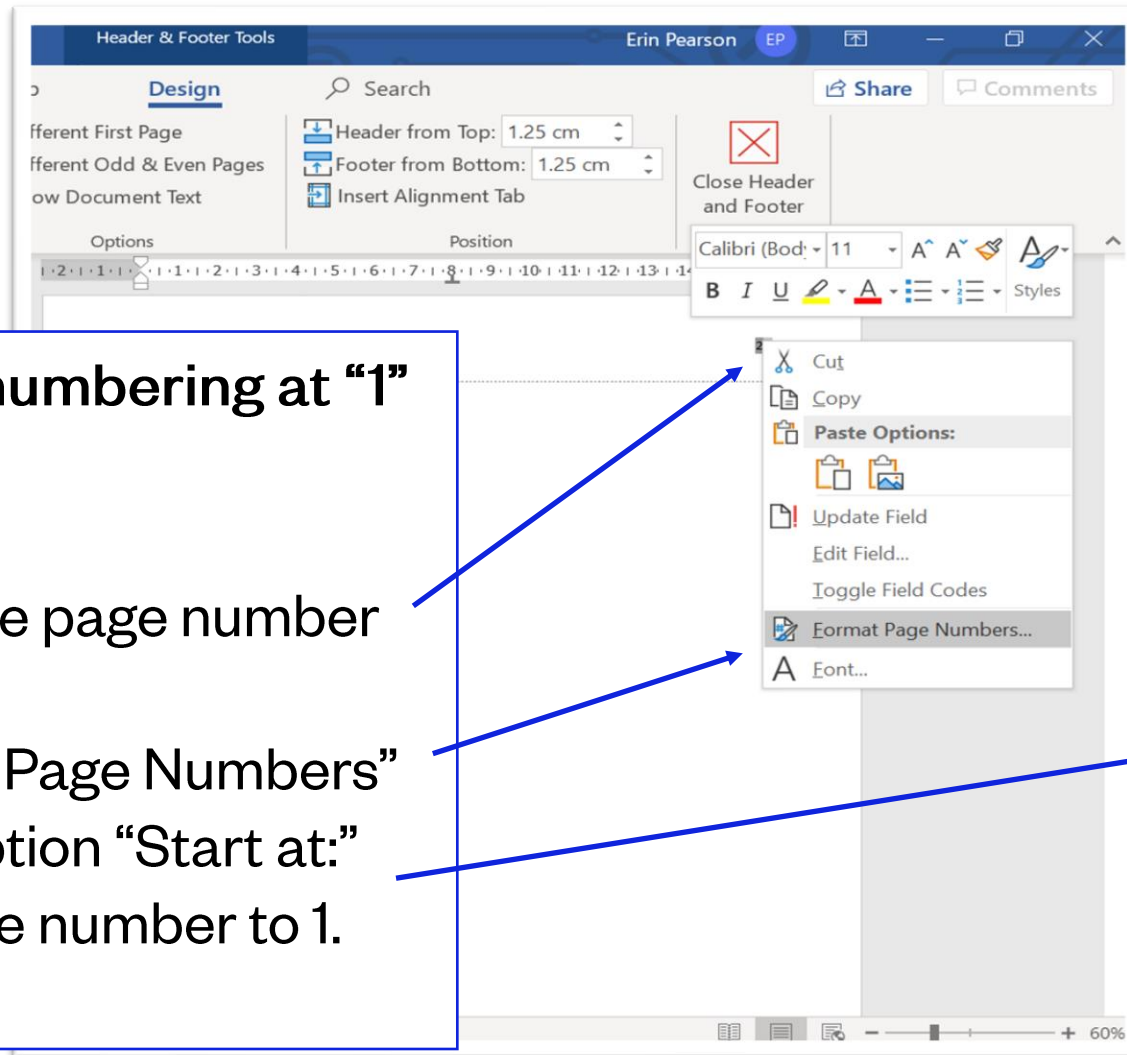
# FORMATTING: FONTS

- The font size should be **Times New Roman, Size 12.**
- If you need to highlight the whole document to change the font, press "**Ctrl+A**" (or Cmd+A) to "**Select All**". Alternatively, you can highlight the whole document using your cursor.
- Then go to "Home" and change the font to Times New Roman, Size 12.

# FORMATTING: LINE SPACING

**Note:** All ACAP assignments should have **double line spacing,** unless instructed otherwise.

1. Click **Layout**

2. Click this **arrow** to extend the **Paragraph** options

An example of double line spacing

3. Under **Line Spacing,** choose **Double** from the drop-down menu. Make sure Before and After are set to 'O'.

4. Press OK

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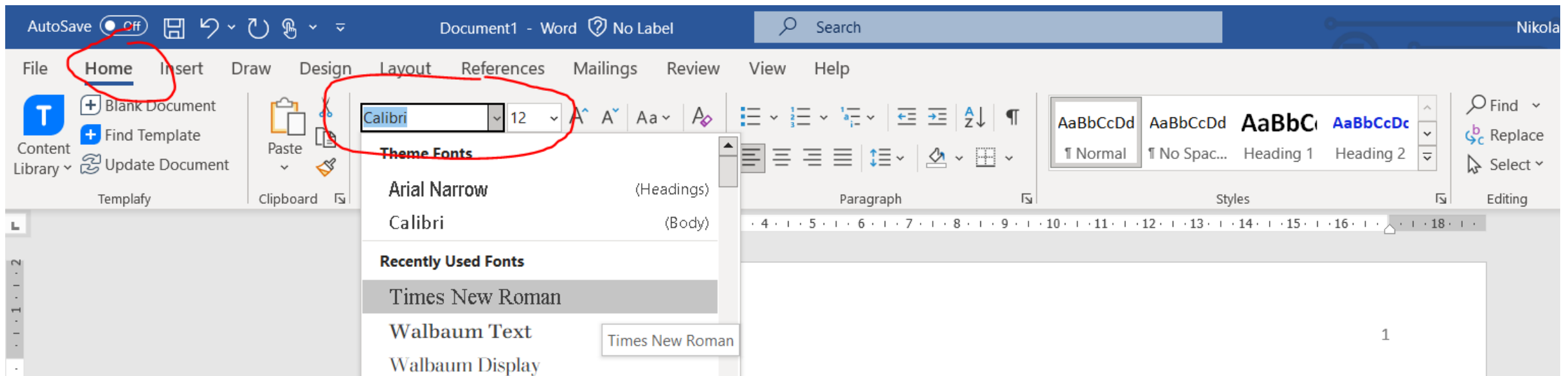
# FORMATTING: INDENTS

**Note:** Indent the beginning of each new paragraph. You do not need to put a line between paragraphs.



1. Click **Layout**

2. Click this **arrow** to extend the **Paragraph** options

An example of an indent.

3. Under **Indentation,** choose **First Line** from the drop-down menu.

4. Press **OK**

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# FORMATTING: REFERENCE LIST & HANGING INDENTS

A full reference list should appear on a new page. Each reference should have a **hanging indent** of 1.27cm.



1. Click **Layout**

2. Click this **arrow** to extend the **Paragraph** options

3. Under **Indentation,** choose **Hanging** from the drop-down menu.

An example of a hanging indent.

4. Press **OK**

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# FORMATTING: WORD COUNT



1. Highlight the text you want to include in the word count. **Reference lists are NOT included in assignment word counts.**

2. The word count is shown at the bottom of the screen. For a more detailed view, click this number

# IT @ STUDENT HELPDESK

Need IT assistance? ACAP students and staff can rest assured with expert support from the IT team. Browse the How To Guides below for common troubleshooting.

## STUDENT PORTAL
- How to Login to the Student Portal
- Change Your Password
- Reset Your Password

## ONLINE CLASSES
- Finding your online classroom
- Set up your profile and add a profile picture
- Announcement and Discussion forums
- Subscribing/ Unsubscribing from Forums and email notifications
- Echo360 Lecture Recordings

## ASSESSMENT
- Submitting assignments online through Turnitin
- About Turnitin and FAQs
- Reviewing Assignment Feedback in Turnitin Feedback Studio
- How to compress and submit your video for assignment
- Use Smarthinking Online Essay Centre

## GRADUATE DIPLOMA OF LEGAL PRACTICE (GDLP)
- Practice Management System Student Guide

## STUDENT OFFICE 365 / EMAIL
- Download and install Office 365
- Student Email
- Add Your Student Email to Mail Clients

## ZOOM
- How to use Zoom Online Classrooms
- Getting Started as a Participant (Students)
- How to use Live Transcript
- How to display your pronouns

## OTHER IT HOW-TO GUIDES
- Computer Standards and Recommended Software
- Allowing Cookies and Pop-ups
- Clear cache and cookies and reset the browser

https://www.acap.edu.au/student-resources/support-services/it-student-helpdesk/

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# STUDENT LEARNING SUPPORT WEBSITE



Study Skills

Referencing and Academic Integrity

Assignment Types

Enhance Your Writing

Preparing Your Assessments

Presentation Skills

Making The Technology Work For You

Being a Critical and Reflective Thinker

Essential Skills For Your VET Diploma Studies

Peer Assisted Study Sessions (PASS)

Test and Exam Skills

English Language Support

http://sls.navitas-professional.edu.au/

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# WHO CAN HELP ME?

| Questions about my assignment and class content | Questions and advice about how to develop study skills and improve my academic writing | Timetable, Attendance, Enrolment, Course Planning, Extension, Special Consideration, Accessibility, Counsellor | Class Space, Login, Email, Office 365 | Fees |
|---|---|---|---|---|
| Your educator | Your local SLS advisor | The Student Engagement Team | IT support | Fees & Loans |
| • Q/A Discussion forum<br>• Direct message<br>• In the class space<br>• Email educator | Click here to find your local SLS contact details | Email: studentcentral@acap.edu.au<br>Phone: 1800 061 199<br><br>Online Chat Service: via student portal or ACAP website | Email: helpdesk@acap.edu.au | feesandloans@acap.edu.au |

# CONTACT

## Reach out to Student Learning Support (SLS)

**Sydney students**

SLSSydney@acap.edu.au

**Byron Bay students**

SLSByronbay@acap.edu.au

**Brisbane students**

SLSBrisbane@acap.edu.au

**Melbourne students**

SLSMelbourne@acap.edu.au

**Adelaide students**

SLSAdelaide@acap.edu.au

**Perth students**

SLSPerth@acap.edu.au

**Online Campus** (email contact for MBA and
Graduate Certificate of Coaching students)
SLSOnline@acap.edu.au

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# HOW DID WE DO?

Tomorrow you will be sent an email with a **survey link** and a link to these slides.

We would appreciate your feedback on this webinar to help us improve our service.

https://www.surveymonkey.com/r/SLSWebinarSurvey

*Thank You!*

SCAN ME

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# THANK YOU

CONTACT:

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