
DIGITAL SKILLS FOR STUDY 2

SLS WEBINAR PROGRAM

Student Learning Support

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**.

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.

ASSIGNMENT FORMATTING: CHECKLIST

ACAP Presentation APA Style Checklist

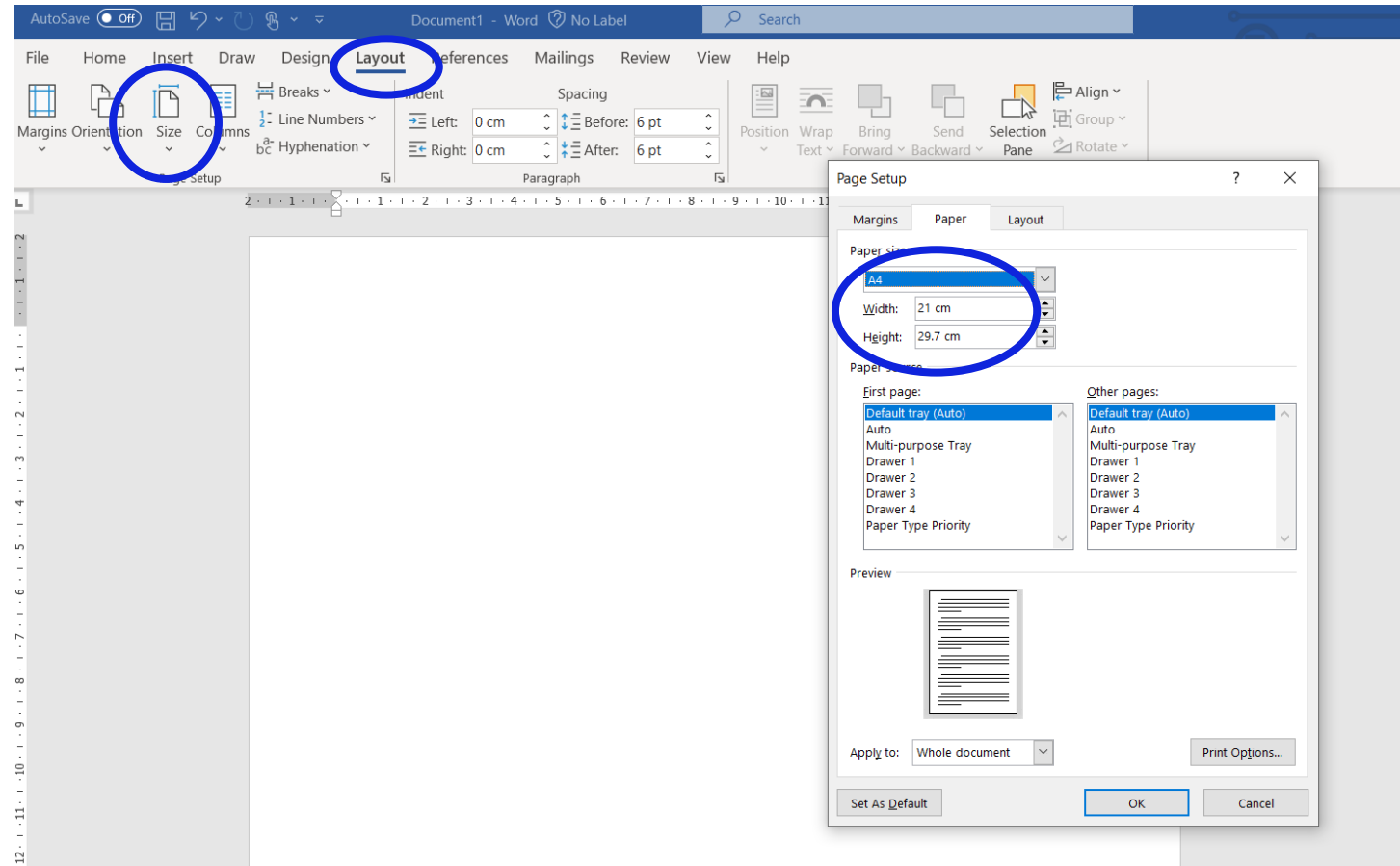
- ☐ **Microsoft Word Format** must be used. PDF format is not accepted.
- ☐ Each page numbered in the top right-hand corner (use the header – page number)
- ☐ Size 12 Times New Roman font
- ☐ Margins of 2.54 cm (normal margin)
- ☐ Double spacing with no extra spacing between paragraphs
- ☐ Text is aligned 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:

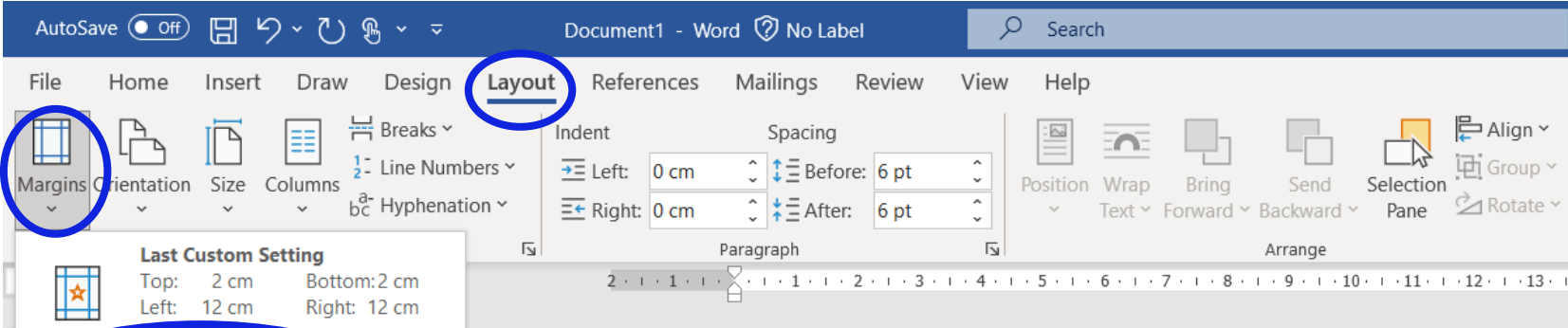
<https://sls.navitas-professional.edu.au/counselling-psychology-social-work-presentation-requirements-apa>

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**.



FORMATTING: MARGINS



The screenshot shows the Microsoft Word interface with the **Layout** tab selected. The **Margins** button in the ribbon is circled in blue. A dropdown menu is open, showing various margin presets. The **Normal** preset is circled in blue. The **Normal** preset shows a top margin of 2.54 cm, bottom margin of 2.54 cm, left margin of 2.54 cm, and right margin of 2.54 cm. Other presets include Last Custom Setting, Narrow, Moderate, Wide, and Mirrored. A **Custom Margins...** button is at the bottom of the menu.

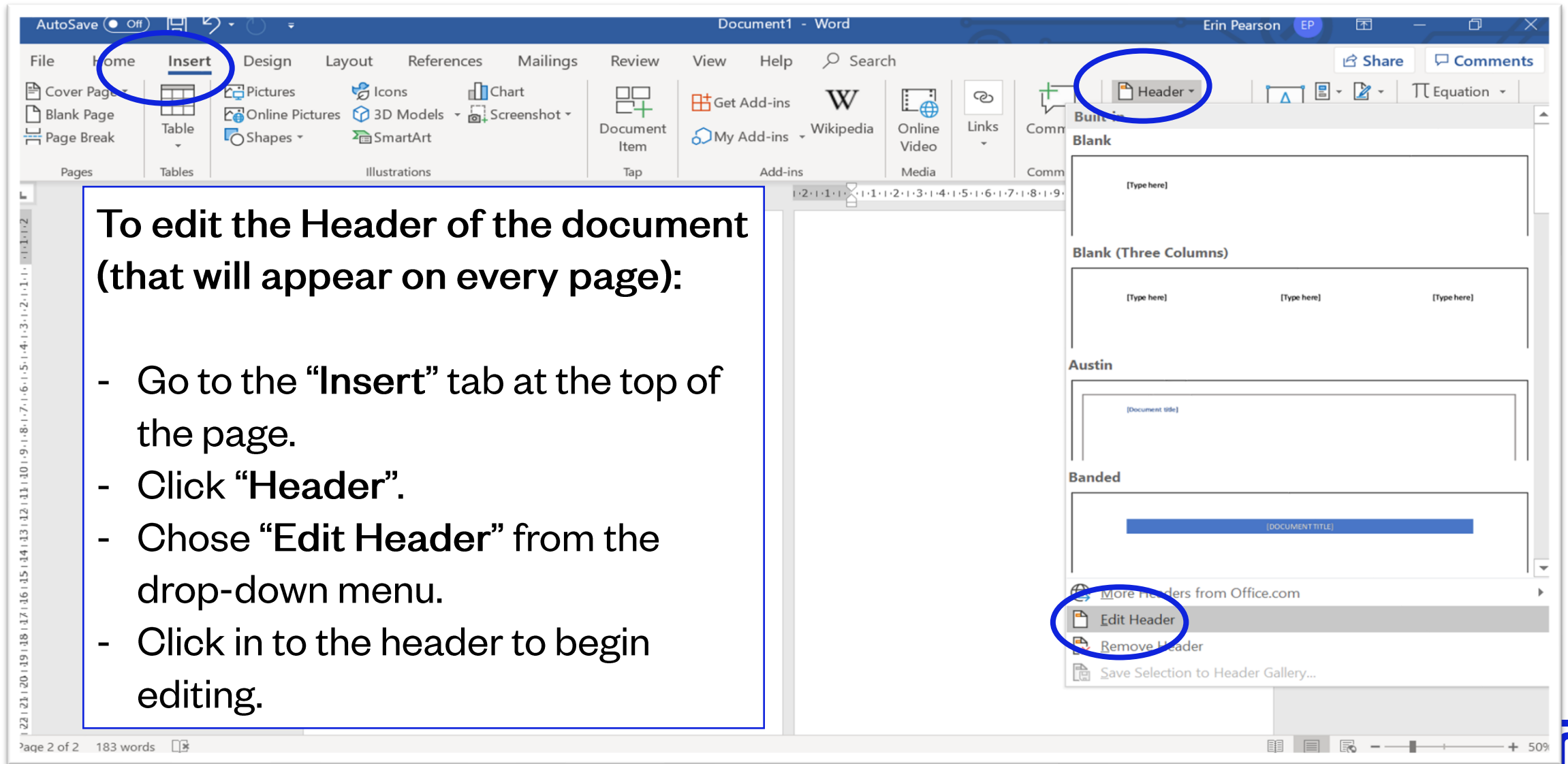
Margin Preset	Top	Bottom	Left	Right
Last Custom Setting	2 cm	2 cm	12 cm	12 cm
Normal	2.54 cm	2.54 cm	2.54 cm	2.54 cm
Narrow	1.27 cm	1.27 cm	1.27 cm	1.27 cm
Moderate	2.54 cm	2.54 cm	1.91 cm	1.91 cm
Wide	2.54 cm	2.54 cm	5.08 cm	5.08 cm
Mirrored	2.54 cm	2.54 cm	3.18 cm	2.54 cm

Custom Margins...

Margins are “Normal” (2.54cm)

- Layout
- Margins
- Click “Normal” to apply to the document.

FORMATTING HEADERS: OPENING THE EDITOR



The screenshot shows the Microsoft Word interface. The 'Insert' tab is selected in the ribbon, and the 'Header' button in the 'Page Number' group is circled in blue. A text box on the left provides instructions on how to edit the header. On the right, the 'Header' gallery is open, showing various header styles. The 'Edit Header' option at the bottom of the gallery is also circled in blue.

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.

Page 2 of 2 183 words

FORMATTING HEADERS: ADD PAGE NUMBERS

The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Page Number' button in the 'Header & Footer' group is highlighted. A blue arrow points from the 'Page Number' button to a dropdown menu. Another blue arrow points from the 'Top of Page' option in the dropdown menu to the 'Plain Number 3' option in the 'Simple' gallery. A third blue arrow points from the 'Plain Number 3' option to a text box containing instructions.

Simple

Plain Number 1

Plain Number 2

Plain Number 3

Page X

Accent Bar 1

Page Number

Top of Page

Bottom of Page

Page Margins

Current Position

Format Page Numbers...

Remove Page Numbers

Plain Number 3

Number with no formatting or accents

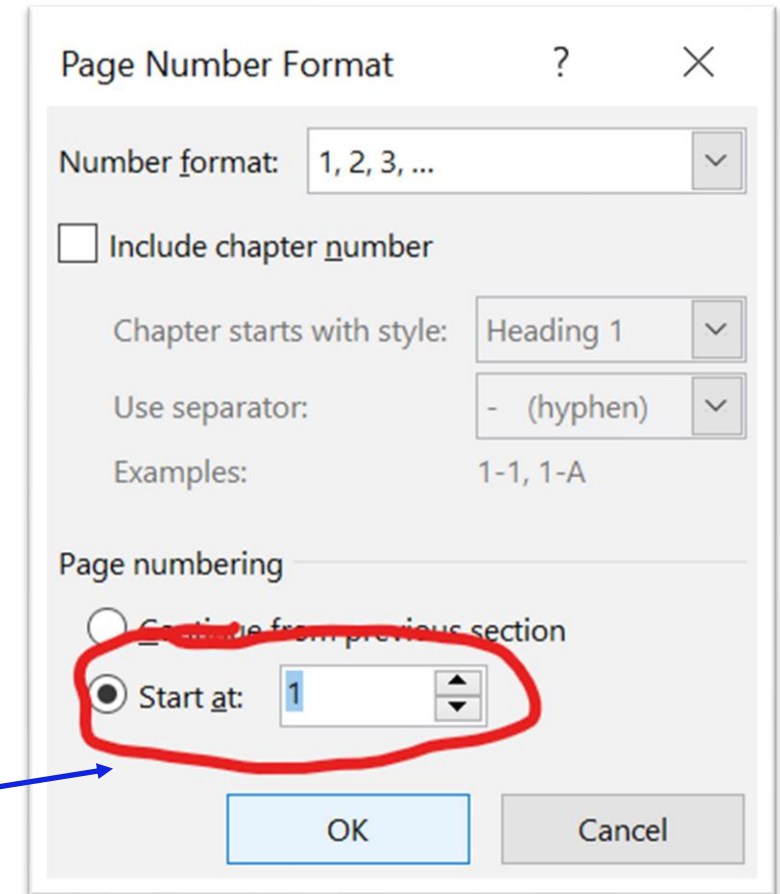
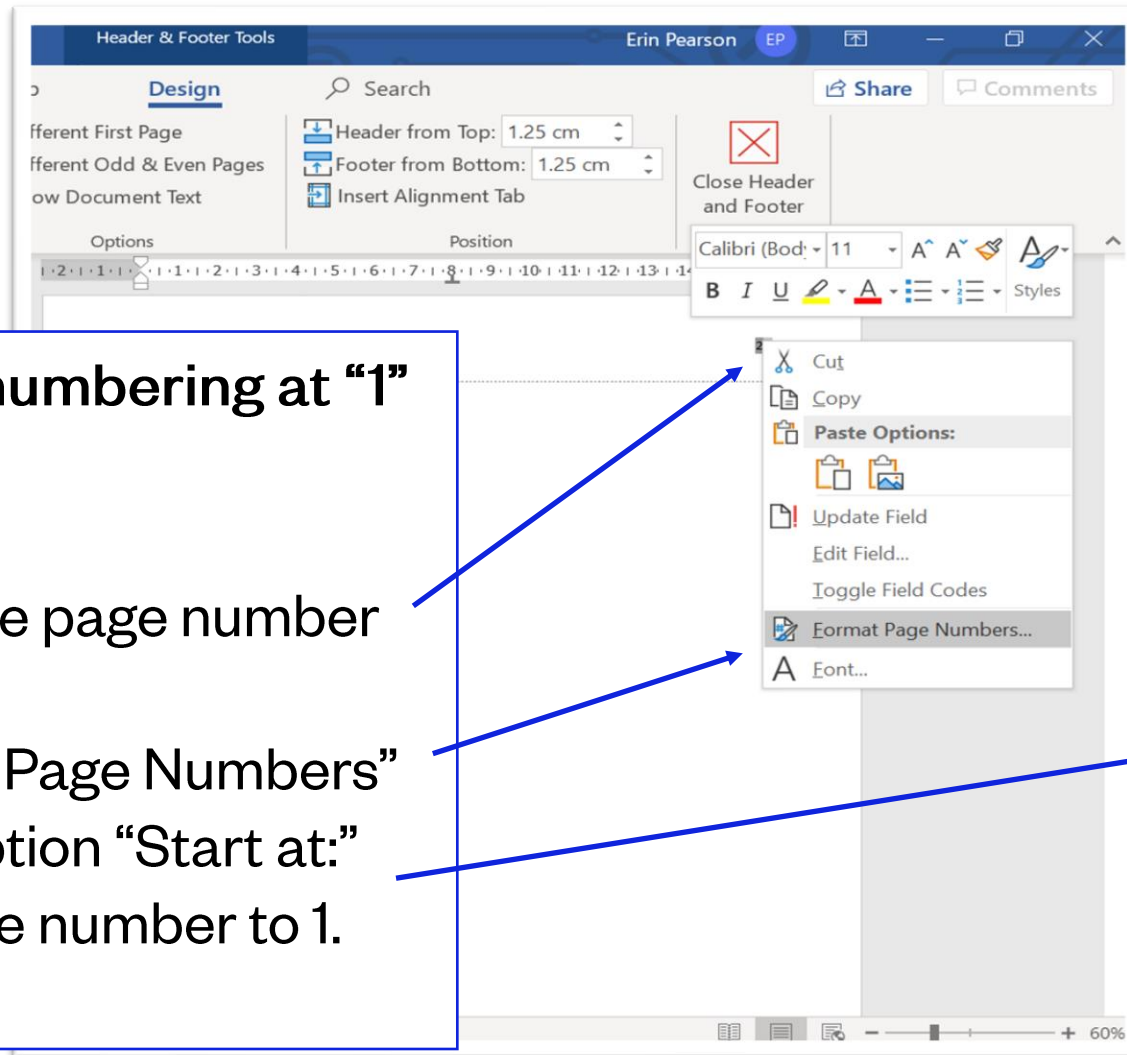
To add a page number to the Header, go to..

- Insert
- Page Number
- Top of Page
- Choose the "Plain Number 3" option

FORMATTING HEADERS: EDIT PAGE NUMBERS

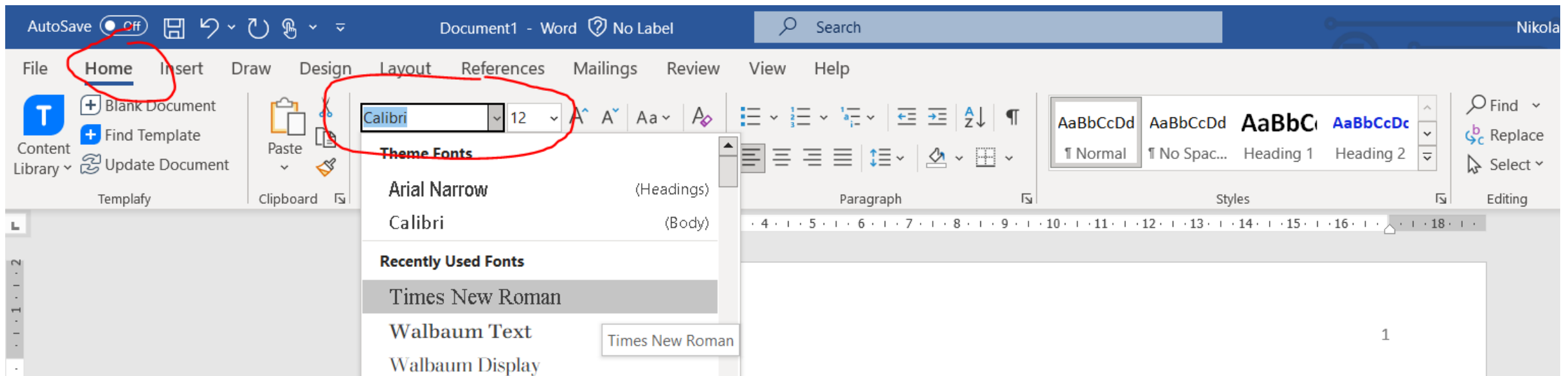
Start the page numbering at “1” by:

- 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: 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

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

4. Press OK

ACAP

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.

Achterberg, J. (1985). *Imagery in healing*.
American Psychological Association. (2011).
<https://www.apa.org/news/press/releases/2011/05/05>
Baider, L., Uziely, B., & Kaplan De-Nour, M. (1990).
imagery in cancer patients. *General Hospital Psychiatry*, 18(2), 105-110.
[https://doi.org/10.1016/0163-8343\(90\)90013-6](https://doi.org/10.1016/0163-8343(90)90013-6)
Ball, T. M., Shapiro, D. E., Monheim, C. J. (1999).
guided imagery for the treatment of pediatric anxiety.
Pediatrics, 103(6), 527-532. <https://doi.org/10.1177/000992280304200607>

The image shows the Microsoft Word Paragraph dialog box with the 'Indents and Spacing' tab selected. The 'General' section shows 'Alignment' set to 'Centered' and 'Outline level' set to 'Body Text'. The 'Indentation' section shows 'Left' and 'Right' indents set to '0 cm'. The 'Special' dropdown menu is set to 'Hanging', and the 'By' value is '1.27 cm'. The 'Spacing' section shows 'Before' and 'After' spacing set to '0 pt', 'Line spacing' set to 'Double', and the checkbox 'Don't add space between paragraphs of the same style' is checked. The 'Preview' section shows a preview of the text with a hanging indent. The 'OK' button is highlighted.

4. Press **OK**

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

Word Count

Statistics:	
Pages	8
Words	2,181
Characters (no spaces)	13,155
Characters (with spaces)	15,304
Paragraphs	32
Lines	171

☐ Include textboxes, footnotes and endnotes

Close

Page 9 of 12 2181 of 2898 words

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](#)

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/>

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
<ul style="list-style-type: none"> • Q/A Discussion forum • Direct message • In the class space • Email educator 	Click here to find your local SLS contact details	Email: studentcentral@acap.edu.au Phone: 1800 061 199 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

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!



THANK YOU

CONTACT:

Student Learning Support