APA Formatting in Word 2010 - After the Cover Page

After you have successfully formatted your cover page (see APA Formatting in Word - Cover Page), you will want to insert a PAGE BREAK. Go to the top of the page, select the INSERT TAB, and choose PAGE BREAK. You should now be on the top of the second page. Next, double-click the top of the page. You will see this:

Next, look over to the top-left of the page. You will see the following:

Select PAGE NUMBER, TOP OF PAGE, and PLAIN NUMBER 1. This inserts your page number in the top-left corner of the page.

The cursor should be on the left side of the page number. You will then want to start typing the title of your page in all CAPS. The page number will still be right next to the title.
After you have finished typing, you will press TAB on your keyboard twice (or until your page number is about an inch from the edge of the paper). This will move the page number to the top-right of the page. Next, double click below the dotted line. You should now have a properly formatted APA header on your second page. It will look something like this:

The final step is to type the title of your paper (one more time) centered at the top of the page. Look at the top of the page under PARAGRAPH. You will see the CENTER TEXT option. Select this option and type the title of your paper. You have now successfully formatted your paper and it should look something like this:

Congratulations! You are ready to complete the rest of your paper. If you have any questions, please contact your librarian or learning center coordinator.