Change the Font Type and Size:
MLA normally uses common fonts such as Times New Roman with 11 or 12 pt. font size. 
*(Home Tab| Font Group)*

Set Your Page Margins To Normal:  *Page layout Tab| Page Setup Group| Normal*

Insert Header & Page Number:
*Insert Tab| Header & Footer Group| Page Number| Top of Page| Plain Number 3*
Double Space Your Document:
Select the text and press CTRL+2

Inserting Citations and Bibliography:

- **References Tab| Citations & Bibliography Group| Manage Sources**
  - Click on *New* button to add a new source
  - Select MLA Seventh edition from the Style Menu
  - Click on Insert Citation to insert in-text citations
  - Click on Bibliography to insert a works cited page