How to format a paper in Word 2016: APA style

Formatting the margins
From the Layout tab, click the Margins button to open the dialog box. Set them all to 1 inch

Formatting the paragraphs
From the Layout tab, click the arrow in the right corner of the Paragraph menu to open the dialog box
To format paragraphs in the paper as a whole, in the dialog box, set Alignment to left, Indentation to Left 0 and Right 0, Special to First line, and Line spacing to Double. Make sure there is 0 pt Before and After.

When you want to change individual paragraphs for the Title Page, Abstract, a block quotation, or the References list, go to the Home tab, click the arrow on the lower right of the Paragraph menu, and change the settings as directed just for that paragraph.

For the Title Page, change Alignment to Center and set Special to none

For the Abstract, set Alignment to Left and Special to none

For the References, change Special to Hanging

Tip: If you are typing a sequence of paragraphs, like References, placing the cursor at the end of the first one and hitting the Enter key will carry its formatting on to the next paragraph as you type.
Formatting the font
From the Home tab, click the arrow in the right corner of the Font menu.

Times New Roman is the most accepted font. Size should be 10, 11, or 12 points, 12 is the most used.

Formatting the header: From the Layout tab, click the arrow in the lower right corner of the Page Setup menu, then click the Layout tab in the dialog box. Select Different first page.
Formatting the running head and page numbers
Double click in the top margin of the title page to open the Header menus. Click on the Page Number button to open the dialog box. Choose the top of page, aligned right. Do the same on page two. All pages will now be numbered automatically.

Inserting the running head text
On the title page, position the cursor to the left of the page number and type the running head. The text will move to the left. Use the Tab key to move it flush left. Do the same on page two, omitting the words “Running head.” (You can change the font from the Home tab, see above.)