The Document Template.
Open Word. (If already open, click on the File menu at top left. In the menu that opens, choose New.) Choose the Blank document template

Formatting the margins. From the Layout menu, click on Margins to open the Page Setup dialog box.

Setting all margins to 1 inch. Set Orientation to Portrait. Click Set as Default. (You can change these for individual pages such as a Table.)

Formatting the font
Type your first paragraph. Select it using the mouse. From the Home tab, click the arrow in the right corner of the Font menu to open the dialog box. Times New Roman is the most accepted font. Size should be 10, 11, or 12 points, 12 is the most used. Click the Set as Default box.

When you want to change a short string of text, for example into italics, select just that text and use the font menu on the Home tab.

If you want to change the default font later, follow the same steps as above. (For example, if your paper is too long at 12 points, change it to 11).
Formatting the paragraphs
Type your first paragraph. Using the mouse, select it. From the Layout or Home tab at the top, 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. Click Set as Default.

When you want to change individual paragraphs for the Title, a block quotation, or the References list, Select it, 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, Alignment is left, change Special to none

For Headings, change Alignment to Center and Special to none

For the Works Cited list, Alignment is left, 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.
How to format a paper in Word 2016: MLA style

References, Footnotes, Endnotes, and the Works cited. You should cite as you type, using the in-text citation form described in the sample paper. We do not recommend using the References menu in Word. We do not recommend using footnotes at all.

To format an endnote reference (for additional information), select the number, go to the Home tab, open the Font menu, and choose Superscript. Type any Endnotes on a separate page before the Works Cited page. To insert a new page, position the cursor where you want to break, open the Insert menu and choose Page Break.

Formatting the document 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. Be sure no box is checked.
Now double click in the top margin of the page to open the Header menus. Click on the Page Number button to open the dialog box. Choose the top of page, Plain number, aligned right. All pages will now be numbered automatically.

Inserting the header text
On the title page, position the cursor to the left of the page number and type your last name and a space. The text will move to the left. (You can change the font from the Home tab, see above.)