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Title Center Justified

Begin by setting up your entire document for double spacing. Find the icon labeled *Line spacing* to the right side of the toolbar and click on the *Line spacing* icon and down arrow to the *Double* option. Use the *Times New Roman* font and set the *font* size to 12. After adjusting your settings, click on *file* and go to *page setup*. Confirm that all margins, Top, Bottom, Left and Right are 1 inch. Now you can begin to type your document.

Your first step will be to set up a page number header. To create a header for your name and page number, go to *Insert Header*. *Right align* your cursor and type your last name, followed by one space. To add a page number, from the menu choose *Insert* and click on *page number*. The number (1) will appear next to your last name. Your name and the page number will appear consecutively on each page of your document.

The heading should include the owner's name, the teacher's name, the subject, grade and period number. The subject should be capitalized and abbreviated with a period. Insert one space, and using parenthesis, type in the period number.

The date is set up as follows: day number, space, month abbreviated with a period, space and year.

The title of your document is center justified. Make sure that the first letter of every word in the title is capitalized. Finally, it is time to begin your first paragraph. Make sure the

remainder of your document is double spaced and that each new paragraph begins with an indent using the tab bar.