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TITLE

This is where you type your text/ information. Remember the first line of each paragraph should be indented. You create indents by pressing the “tab” key on your keyboard. During this class we will be talking about how to properly format a word document. This is the standard that you will be using for the rest of your academic career. Notice that we use size 12 Times New Roman Font. Your name and date are in the top right hand corner. When you open a word document you will click the Align Right icon in the toolbar in order to align your name and the date to the right hand side. The first line of your paper will be your name, first and last. The second line will be today’s date- the day that you began the paper/started your project.

Notice how this new paragraph is also indented and is on a different line. You do this by pressing the “enter” key. Microsoft Word 10 will automatically indent your new paragraph, but if it doesn’t you will just press the “tab” key to manually create an indent. The title of your paper is to be capitalized. Sometimes your teacher will have you **bold** or underline your title, but for the purposes of this class you will write your title in UPPERCASE. The title of your paper goes directly underneath your name and the date that you began your paper. The title is also centered. In order to center you title you have to click on the align center icon.

The body of your paragraph begins two lines beneath your title. In Microsoft Word 10, when you press enter, Word will automatically begin your text two line below your title. If it doesn’t, you need to press “enter” twice to move your text cursor two lines down. The body of your paragraph should be aligned to the left. In order to do this, you will need to select the Alight Left icon in your toolbar.

A red underlined word means that it is either misspelled or that Microsoft Word does not recognize the word. This is common with nouns; such as names of people or places. A purple underline word/words/segment means that there is a punctuation error. This can include and accidental extra space or the misuse of a comma- among other things. In order to correct a error (anything underlined in purple or red) you will need to right-click on the error and select the best option to fix it.