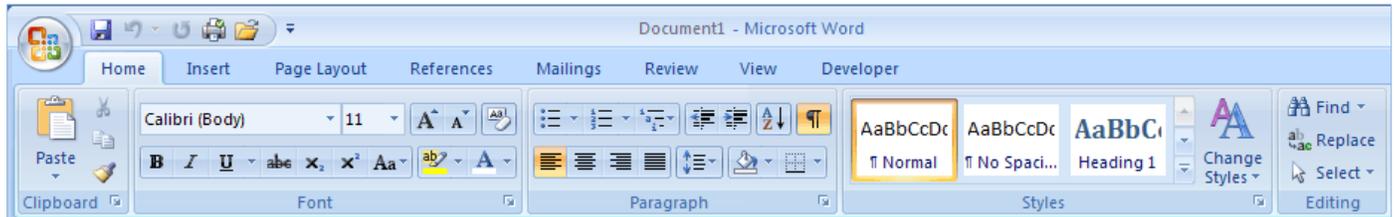
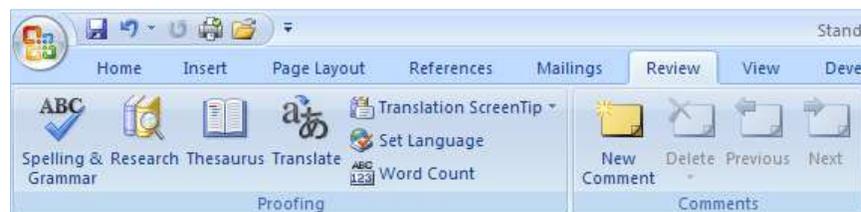


Formatting Your Assignment

Use this format for all your homework.



1. Type your name. Be sure to capitalize the first letter of your first name and the first letter of your second name. **Press enter.**
2. Next type the name of the class. The letters should be capitalized. **Press enter.**
3. Next type the date. **Press Enter**
4. Then highlight the three lines and go to styles. Choose No Spacing  and then click to right align.  **Then press enter two times.**
5. In the center, give the title of the assignment. Use a larger font size and capitalize the 1st Letter of the major words, but not the little words like “to.” **Press enter two times.**
6. For the main part of your answer, align to the left. You can do this by going to Styles and clicking on Normal . This will also give you double spacing.
7. Start each paragraph by pressing the TAB KEY.  This will indent the start of the paragraph.
8. When you are done writing, check over your work .You can use spell check by pressing F7 or by choosing Spelling and Grammar on the review tab.



9. Save your work, print it, and hand in your assignment.