

**\*\*DO NOT LOSE THIS PAGE\*\***

## Directions for Formatting Your Page for Formal Writing

### **Step One:**

Open up Microsoft Word

### **Step Two:**

Click on No Spacing in the category STYLES

### **Step Three:**

Next to where it says "Calibri" on the top of your screen, there is a small down triangle. Please click on the downward triangle and either select or type in your font of "Calisto," "Cambria," "Book Antiqua" or "Georgia" in the box.

### **Step Four:**

Where it says 11 for size font, please change it to size 12.

### **Step Five:**

Please fill out your heading as follows:

Your first name and last name

*English 8 Final Exam*

Team \_\_\_\_\_

Ms. G.

June 15, 2015

Your heading should be in the **upper left hand portion** of your paper-not spread across your page. Hit the enter key after you have completed your heading.

### **Step Six:**

Look at the paragraph icons on the top of the page. Next to the alignment icons should be an icon that has two little arrows pointing up and down. Please click on that icon called "**line spacing.**" Select the option 2.0.

### **Step Seven:**

Look at the next group of icons to the right of the "Font" icons. These are your "paragraph" icons. They are next to the **B I U** icons on the top of your screen. Please select the "**Center**" icon. After you center your cursor, please type in either your own unique title or *English 8 Final Exam*, and hit enter.

### **Step Eight:**

Go back to your text alignment icons and select the "**Align Left**" icon. That will move your cursor back to the left hand side of your screen.

- At this point your page should be set up to type your paragraph. Please do not forget to **indent** your paragraph. This is done by pressing the **Tab** key ONCE. **Do not skip** an extra line!

### **Step Nine:**

Be sure to save your document in two places, your **hard drive** and your **flash drive/Google drive**