

Your Name  
Date

## **Title**

For homework, first set Align Right (CTRL + R). Type your name, press Enter, type the date, press Enter twice. Set Center alignment (CTRL + E), Bold (CTRL + B) and Underline (CTRL + U), then type a title. Turn off Bold and Underline, press Enter twice, set Align Left (CTRL + L) or Justify (CTRL + J), press TAB to indent, and set double spacing (CTRL + 2). Save the document. Type an excellent essay. Save again. Print. Save and exit.

## **Set-up Instructions**

1. Align Right (click the icon or CTRL + R) – type name, press enter, & type date. Enter twice.
2. Align Center (icon or CTRL + E).
3. Bold & Underline (icons or CTRL + B, CTRL + U) – title. Deselect Bold and Underline. Enter twice.
4. Align Left or Justify (icons or CTRL + L or J)
5. TAB to indent
6. Double Space (icon or CTRL + 2)
7. Save (icon, Office Icon>Save, or CTRL + S)
8. Write your document
9. Print (icon, Office Icon>Print, or CTRL + P)
10. Save & Exit (X icon or Office Icon>Exit, or ALT+F, X)