Formatting a paper in Microsoft Word

**Font:** Times New Roman 12pt (Set these under the “Home” Tab)

**Double Space**: Entire paper (Under the “paragraph” section of the “home” tab) 

**Page Numbers:** (under “insert” tab)

**Header:** Last name it typed right before the page number (No punctuation between Header and page number)

**Top left**: Student Name

 Teacher’s Name

 Class

 Date (Number space month space Year) ex: 12 December 2013

**Title:** Centered without punctuation (highlight in gray with mouse and click )

 (Do not change the font of the title)

-After the title is centered, go back to “align left”. 

**Indent paragraphs:** 

**After the end of a sentence type two spaces**

Example on Back

