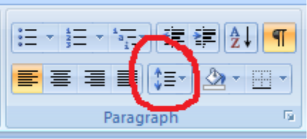
Formatting a paper in Microsoft Word

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

**Double Space**: Entire paper (Under the “paragraph” section of the “home” tab) [](http://www.thenewpaperclip.com/wp-content/uploads/2007/ChangeLineSpacinginWord2007_D81D/)

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

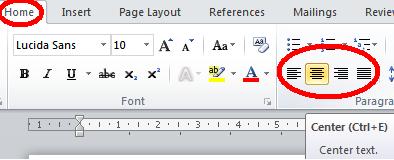
**Header:** Last name it typed right before the page number (No punctuation between Header and page number)

**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 [](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&ved=0CAcQjRxqFQoTCKut86Or-ccCFYecgAodlOkMzw&url=http://www.kent.ac.uk/careers/cv/word-cv.htm&bvm=bv.102537793,d.eXY&psig=AFQjCNFgFuZuMPrGzEnR-zHptYwGa3CHIQ&ust=1442416753117040))

(Do not change the font of the title)

-After the title is centered, go back to “align left”. [](http://www.dummies.com/how-to/content/how-to-align-and-justify-text-in-word-2010.html)

**Indent paragraphs:** [](http://www.informationq.com/about-the-computer-keyboard-keys-information/tab-key/)

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

Example on Back

