

## Instructions to the MS Word Specialist

1. Open the lesson *Starter Document* found on the [Lesson Webpage](#).
2. Confirm the File Name & Save the file as **15 MLA Report W5** in your COMP APPS/WORD Folder.
3. **Margins:** Set the margins to .05 inch (Narrow) on all four sides. **HOW?** *Page Layout Tab – Margins – Narrow*.
4. **View Exemplar:** Open the [lesson webpage](#) to access the **Lesson 15 MLA Report W-5** Exemplar Student Work or view the Instructions electronically.
5. **Text Font:** Highlight the entire document and change the font to 12 point size and Times New Roman.
6. **Font Style:** All font in this document should appear in Times New Roman 12 point, even in headers and footers, black color choice.
7. **Header:** Insert a Header using style (Slice 1). Look to the exemplar to see the last name of the Jazz My Wheels owner (**Shine**). **In the Header** replace the word “Page” with “Shine” – leave the number 1 to indicate page 1. It must be right-aligned, make sure text is the color Black, Times New Roman style and size 12 point. See example in **Document W-5. See Icon (A)** . If correct, you should have Shine 1 in the right corner of the header.
8. **Line Spacing:** Highlight all the text in the body of the document as seen in icon (D). (HINT: from Welcome to restorations.) Use the Line Spacing Tool and set to **1.5 line spacing** with spacing set to **0 (Before & After)**.
9. **Alignment: Full Justify:** Only the Body of the document (the essay). Highlight the body, then use the justify setting (CTRL + J ) or the *Justify Tool Button* to justify align the body of the essay. **Ask for help, if needed.**
10. **Line Spacing:** From line 1 of the document to line 3 which is Robert Shine to the current date, (See section (B) ), you should set the **Line Spacing to Single Space** and set to (**single space line spacing** with spacing set to **0 (Before & After)**). Or use the shortcut keys [CTRL + 1]. ( Current Date should be TODAY’S Date)
11. **Article Title:** Type current date where noted. After the current date (*on line 3 of the document*), press enter two times to move your cursor to the 5<sup>th</sup> line of the document. On the 5<sup>th</sup> line, you v(C) type the article title. **See Icon to review title. NEW SKILL:** You can use the show/hide paragraph tool (CTRL+SHIFT+\*) to help guide you. **Ask for assistance with this, if needed.**
12. **Center-align** the article title exactly as shown in **Document W-5. See icon (C)** - Press Save (CTRL+S).
13. **Indent:** Edit the body of the text as shown in **Document W-5. Making sure to indent each of the 5 paragraphs. Do so using the Tab Key**, which is the default of .5 inch. **See Icon (D)**  
**IMPORTANT:** Use only one space after periods and other punctuation marks.
14. **Page Break:** Insert a Page Break after the last paragraph in the report, following the word restorations. (before the Works Cited text). **How?** Go to Insert Menu, on the left look for the Page Break Tool. Click it.  
**Citation:** Key in or copy/paste the Works Cited Citation as shown in **Document W-5. See Icon (E)**  
The 3 lines of the citation should be centered, single spaced, Times New Roman Size 12 with Singles Spacing set to **0** before/after. **Ask if confused. !!! Please note, you have 2 – 3 pages in this document, this is okay.!!!**
15. **Footer:** Insert a footer using the Three Column Style. Add your Name, Day/Class Period & today’s date.
16. **Spell Check:** Press **F7** for **Spelling Checker** to proof for Spelling Errors. Carefully proofread your work for accuracy.
17. **Proofread by Peers:** Ask a classmate to proof your work. Make any corrections, if needed & Re-Save (CTRL + S).
18. This document should fit on two or three pages. Citation (Works Cited) must be alone on page 2. There should not be any blank sheets included. **Ask the teacher if you are unsure if this is correct.**

Robert Shine, CEO  
Jazz My Wheels

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# Project W-5

<current date>

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## Customize Your Life with Your Car

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Welcome to Jazz My Wheels, one of the Philadelphia area’s top custom automotive shops. Our expertise is backed by over 15 years of experience in the industry, while our commitment to our customers is the best described in three words: Quality, Service, and Pride. Our services include, but are not limited to, auto security, window tinting, custom audio/video systems, performance upgrades, wheel/tire packages, and auto detailing.

A custom car is a passenger vehicle that has been modified in either of the following two ways. First, a custom car may be altered to improve its performance, often by altering or replacing the engine and transmission. Second, a custom car may be a personal “styling” statement by the re-styler/re-builder, making the car look “unique” and unlike any car that might have been factory finished.

Additionally, our auto detailing centers are committed to complete customer satisfaction. Our professionally trained staff utilizes the most effective and proven systems to bring and maximize value to our customers’ investment. Our auto detailing centers use proven methods and specific systems to ensure customer satisfaction and consistency in service.

One of our specialties is car restorations and customizations; which allows owners to pick and choose exactly how they want their car to look and feel. Auto restorations can be done by our professionally trained mechanics or by owners who want to rebuild their car in their own time. Our shops have a wide range of paint, floor mats, replacement parts, and accessories that customers can choose for their vehicle.

The duration of car restoration projects varies depending on how much work is required, what parts need to be ordered, and how much time a person has to do the work. Car owners who want to customize their cars on their own can visit several different auto stores to look at what interior and exterior parts and accessories they have for sale. Restoring automobiles at auto shops is another option owners have if they don’t feel they can make the changes on their own. Mechanics order and install the parts and ensure that they are working properly. Working on bumpers, engines, transmissions, seat covers, and new exterior paint are common jobs required during auto restorations.

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Citation will appear on a 2<sup>nd</sup> or 3<sup>rd</sup> page.

Works Cited Ⓔ

Carver, Ted. “Car restoration at its Best.” Car and Driver Magazine  
9 October 2009. <http://en.wiki.org/wiki/CarCare/>.