

Instructions to the MS Word Specialist

1. Using Microsoft Word, open in a new document.
2. Save the document as Project W5 Jazz My Wheels MLA Style Report in your COMP APPS Folder.
3. Set the margins to 1 inch (normal) on all four sides. [*Page Layout Tab – Margins – Normal*].
4. Unless otherwise noted, the font should be set to Times New Roman 12 point.
5. Insert a header that includes the last name of the Jazz My Wheels owner and the page number, right-aligned, as shown in **Document W-5**. See Icon (A)
6. Set up the document so it is double-spaced. [Tip: A shortcut is CTRL + 2] or use the Line and Paragraph Spacing Tool.
7. On the first line of your document, key in the text as shown in **Document W-5**.
8. See icon (B)
9. After the date in line 3, press the enter key twice.
10. Center-align the title of the report exactly as shown in **Document W-5**. See icon (C)
11. Key the body of the text as shown in **Document W-5**. Indent each paragraph 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.
12. Insert a Page Break after the last paragraph in the report (before the Works Cited text). Key in the Works Cited page as shown in **Document W-5**. See Icon ** See Teacher for assistance, if needed. (E) The citation should be single spaced.
13. Add a footer that includes your Name, Class Period and the current date.
14. Save the file again. You should be saving as you work (CTRL+S).
15. Carefully proofread your work for accuracy.
16. Ask a classmate to proof your work. Make any corrections, if needed & Save.
17. Before printing, see the instructor. This exercise may be on 2 or 3 pages.
18. If asked, print a copy of the document, then proofread one more time.