

Your Name
Mr. Larson
Beginning Computers
July 4, 1776 ¶

Press Enter 2 times after the date.

Typing Paper Rules 1 ¶

Press Enter 2 times after the title.

Typing papers are very easy if you follow the steps correctly. You should first set your **margins** to one inch on all four sides of the paper. After that, we should choose which font and size we are supposed to use.¶

After these things are done, we should type *some of our work* and then save it so that if the power goes off we don't lose our work. We should save our work every little while as well.¶

We never press the **enter button** at the end of a line of words. You only press enter at the end of a paragraph like this one.

Directions:

1. Circle all the words that look like they are **bold** or *italic*
2. Open Microsoft Word
3. Do your Every Day steps
4. Do your "New Assignment" steps
 - o Margins = 1"
 - o Font is Arial size 14
5. Print and proofread carefully and then turn in your paper.
6. 119 words are in this paper.

Put this in your portfolio!