

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

Press Enter 2 times after the date.

¶
Typing Paper Rules 2 ¶

Press Enter 2 times after the title.

You should have **two spaces** at the end of sentences no matter if it is a period, an exclamation mark, or a question mark. A comma in the middle of a sentence should only have one space after it.¶

If we are going to type a word that is *abbreviated* like Doctor or Mister, we only put one space at the end of the period. For example, Dr. has one space at the end of it. If you are *writing a letter* to a lady, you would type Mrs. Wilson for example.¶

When you are done, you should **save your work** one last time. After that, you should print your paper and fix any mistakes you made before turning it in so Mr. Larson can check your paper. ¶

Press Enter 2 times.

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Straubhaar, Tatem. Typing Reports. Rupert: Burgoyne Publishing, 2013.

Reference Information: From a book with 1 author.

Type in the name of the person, the name of the book, the city it was published in, the name of the company that printed the book and the date it was printed.

Put this in your portfolio!

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. There are 149 words in this paper