# Creating a 5-Paragraph Essay in MS Word 2007, MLA Way

1. Review the Word Processing Rules. Apply these rules when you type your 5 paragraph essay.

   - Follow the directions for font, font style, size, and other information.

   - Put one space after commas and in between words.

   - Put two spaces after periods and all closing punctuation.

   - Do NOT type in all capital letters.

   - Keep typing across the page.

   - Press TAB to indent a paragraph.

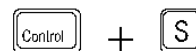   - Use BOTH HANDS when typing.

2. Open a New Blank Document.

   - Click the Office button,

   - Click New,

   - Click Blank Document,

   - Click Create.
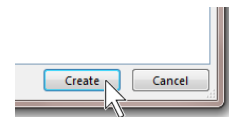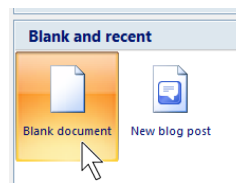
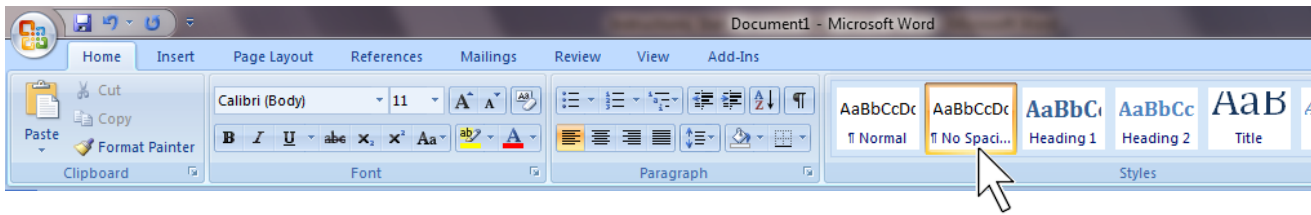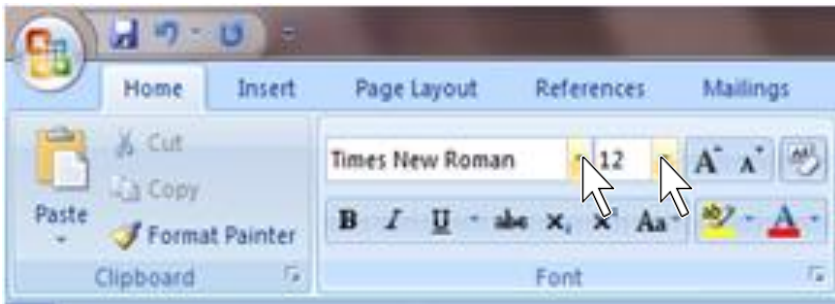3. Save early, Save often!

   a) Click the Save button,

   b) Save the file to **your** directory, using the filename given by your teacher,

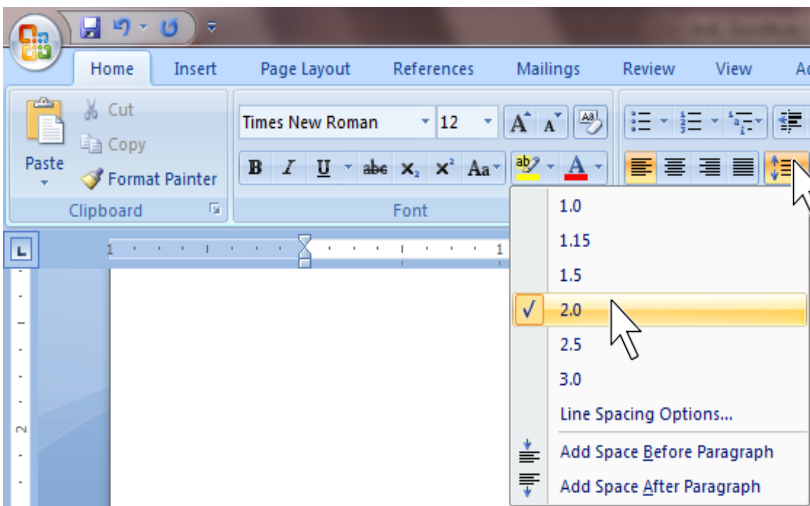   c) Save your file after every 3 or 4 sentences.

4. Under the Home tab, go to the Styles group and choose the **No Spacing** Style option…

5. Under the Home tab, go to the Font group. Change the font to Times New Roman and change the size to 12.
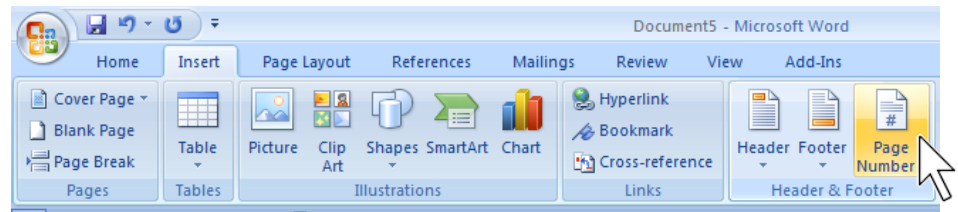

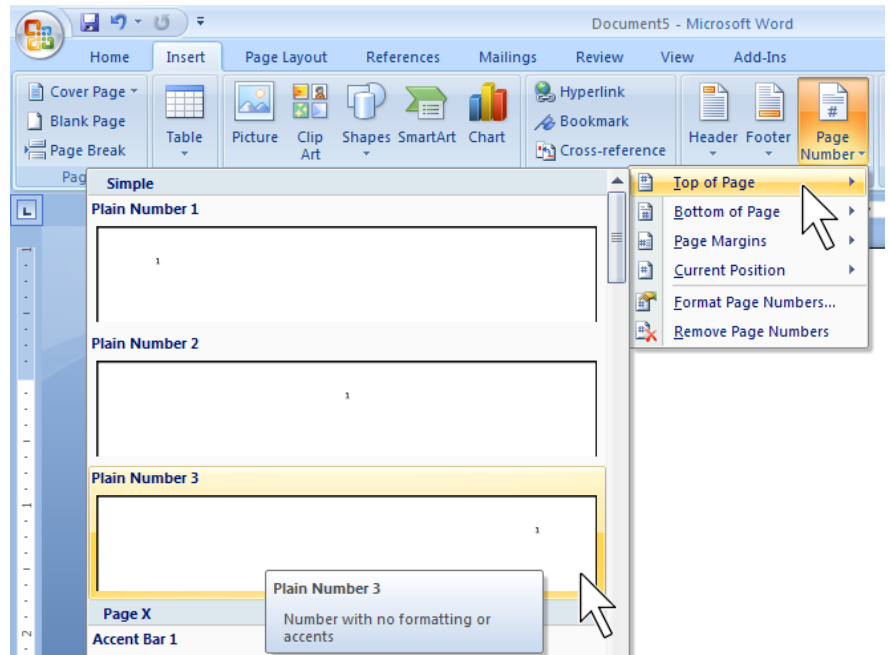6. Under the Home tab, go to the Paragraph group and set the line spacing to Double (2.0).

7. To set your headers…

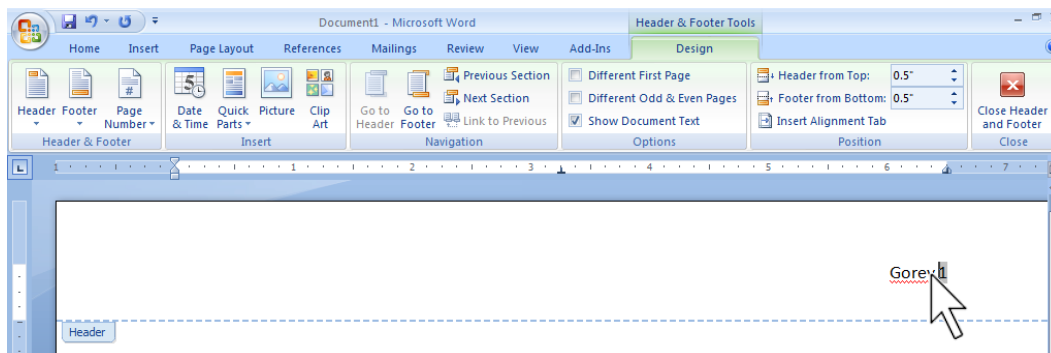   a) Under the insert tab, go to the Header & Footer group and click Page Number,

   b) Click Top of Page,

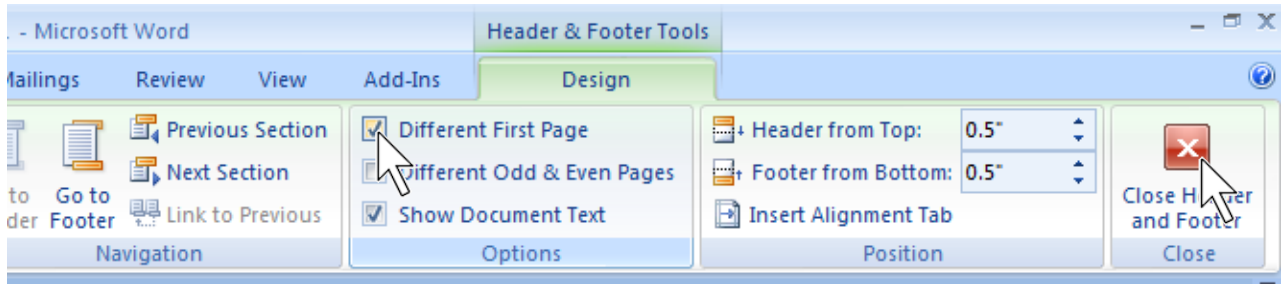   c) Click Plain Number 3.

8. Add your last name to the header…

   a) Click next to the number 1 in the header,

   b) Type your last name (one space between your name and 1).

9. To set your headers to start on page 2…

    a) Under the Design tab, go to the Page Setup group and click Different First Page,

    b) In the Close group, click Close Header and Footer.

10. Using the MLA Way, type the following heading…

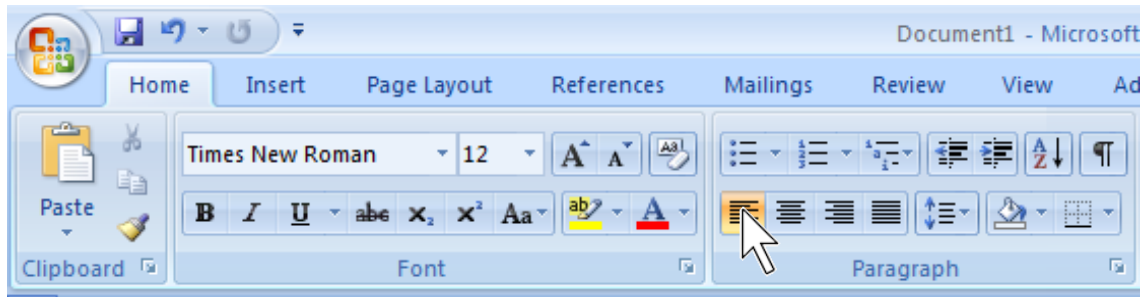- Your Name <ENTER>

- Teacher Name <ENTER>

- Subject, Period(s) Computer, Periods 3 & 4 <ENTER>

- Today's date in this style: date month year <ENTER>

11. Under the Home tab, go to the Paragraph group and click the Center text alignment button.
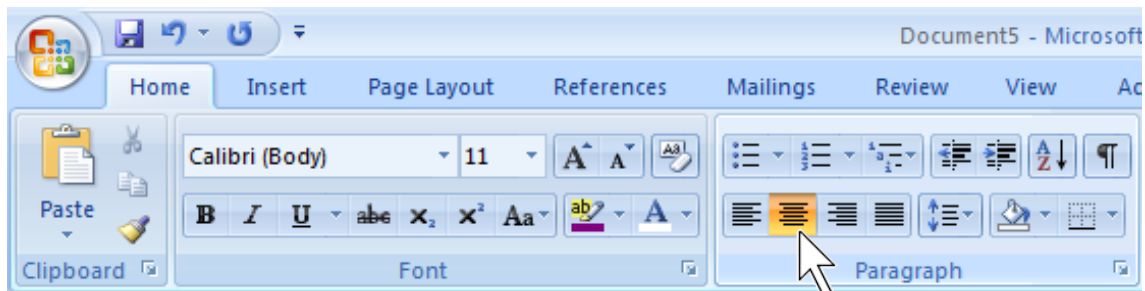
12. Type the title of the essay, and then press <enter>.

13. Set the Text Alignment back to Align Text Left…

14. Your Business Description essay should have the following format…

- **Introduction** – includes hook, thesis, and mentioning the 3 key points,
- **First Body Paragraph** – contains 1st key point,
- **Second Body Paragraph** – contains 2nd key point,
- **Third Body Paragraph** – contains 3rd Key point,
- **Conclusion Paragraph** – restates your thesis statement, three key points (in the same order that you mentioned them in the intro paragraph), and a closing sentence.

15. Use the following word processing tools while typing your 5 paragraph essay…

- Spelling (right click on the words with a red wavy line)

- Grammar (right click on words with a green wavy line)

- Format Consistency (right click on the words with a blue wavy line)

- Show/Hide ¶ (use this button ¶ to see spaces between words and after punctuation marks.

The MLA Way

Student Name

Teacher Name

Subject, Period

Date

Heading

1 inch margins

Press Tab for ½ inch indent

Title

In the Winter

    I was very surprised to find out that I won a two-week vacation to any place that I want to go! There are a lot of places that I wish to visit, so I hope that I can get too all of them in two weeks! The first place that I would like to go is Eastern Europe. There are many small countries and provinces that are neat. Romania is a small country that has villages, and some castles. There is actually an area there called Transylvania, which is where it is believed that Dracula is from. I don't really believe in vampires, but most of the people in Romania are superstitious, and believe in things that we in America don't.

Page 2 Header

Last name 2

The MLA Way

Checklist:

- ✓ Font = Times New Roman, Size 12

- ✓ Spacing = Double (2.0)

- ✓ Margins = 1 inch on all sides

- ✓ Heading

- ✓ Title = Centered, NO underline or quotes

- ✓ Indent = Press Tab to indent ½ inch

- ✓ Header = Last name and page number on page 2

- ✓ Works Cited = list of sources used in a research paper