

# Describe Your Dream House

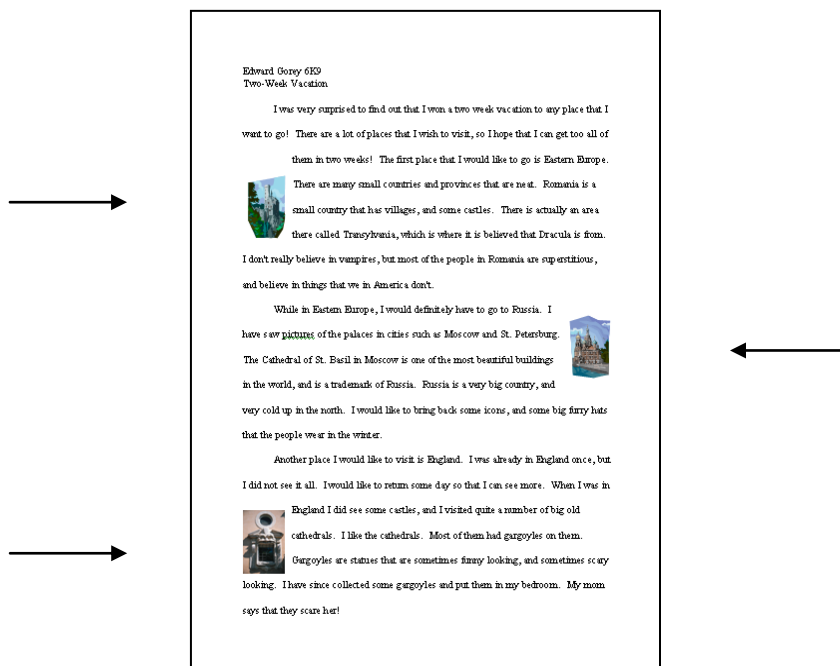


1. Open a blank document Microsoft Word.
2. In the Styles group under the Home tab, choose the No Spacing Style option.



3. Set the following MLA settings...
  - Line Spacing-Double Spaced (2.0) (Home tab, Paragraph group)
  - Times New Roman, Size 12 (Home tab, Font group)
  - Page number and last name, upper right-hand corner (Insert tab, Header & Footer group)...
  - ...skipping page 1, starting on page 2 (Design tab, Options group, Different First Page command)
  - MLA Heading...
    - Student name,
    - Teacher name,
    - Subject, Periods,
    - Date.
  - Title, centered, Dream House Description
4. Save and name the file **Dream House Description**
5. Using the 5-paragraph essay format, and a minimum of 350 words, describe your dream house. You may wish to describe the following...
  - The outside of your house (brick, stone, wood, sided, etc.),
  - The location of the house (city, town, suburbs, country, etc.),
  - The number of stories in your house (single story, two stories, etc.),
  - The inside of your house, with detail,
  - Furnishings in your rooms (chairs, tables, couches, etc.),
  - Patterns and colors of your walls and ceilings (tin, paneling, dry wall, wall paper, etc.),
  - Patterns and materials on your floors (wood, carpet, tile, linoleum, etc.),
  - Unusual rooms and features (game room, football field, bowling alley, indoor fountain, etc.),
  - The outside yard and landscaping (trees, shrubs, plants, ponds, pools, etc.),

- Any other buildings that are on your property (garage, office, store, etc.).
6. Add three clip art pictures to each full page that you type. Use the image below as you guide as to where you are to place the pictures on the page.

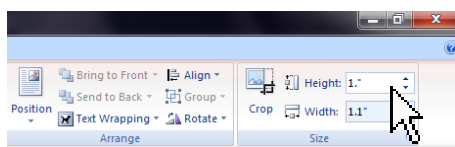


7. Add **clipart pictures** (Insert, Illustrations, Clip Art).

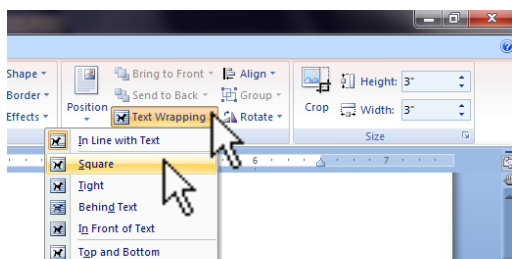


11. Click on each clip art picture...

- Go to **Size** and make the height of the picture 1 inch,



- Go to the **Arrange** group and change the Text Wrapping style to *Square*, click OK.



# The MLA Way

The diagram illustrates the MLA formatting for a business description page. It shows a heading section with four lines: Student Name, Teacher Name, Subject, Period, and Date. A bracket groups these four lines, with a line pointing to a box labeled "Heading". To the right of the heading, a box labeled "1 inch margins" has lines pointing to the top and right margins of the page. Below the heading, a box labeled "Title" has a line pointing to the title of the business description. A box labeled "Press Tab for 1/2 inch indent" has a line pointing to the first line of the business description text, which is indented. The business description text is as follows:

Business Description

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.

The diagram illustrates the MLA formatting for a page 2 header. A box labeled "Page 2 Header" has a line pointing to the text "Last name 2" on the right side of the page.

# 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