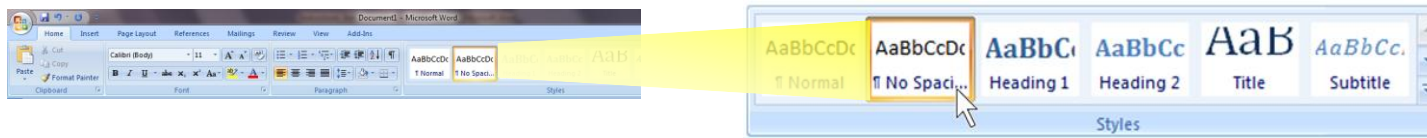


Fonts and Alignment

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



3. Change the font to Times New Roman, and the size to 12.
4. Type the text on the handout, using *your* name, and *your* grade/section, and today's date.
5. Use the correct line spacing. Use the handout as your guide.
6. Use the text alignment buttons to correctly line up the words and text.
7. When you see a font and size listed, type using that font and size.
8. Be alert! What you are typing is also the rest of the instructions for this assignment.
9. You will find that when finished you now have 3 pages, but you need to have 2. I will explain how to fix this towards the end of the assignment.