

Sample of Composition Formatting

1" margins (font choices: Comic Sans MS; Times New Roman; Arial)(Font size:12)

(right justify ctrl +R)

Name

Date

Assignment name

(skip a line) (center justify ctrl +E)

Title (Font size 14-18; WordArt is ok)

(skip a line)

(left justify ctrl + L) (double space ctrl +2) (tab or 5 spaces) *Begin typing*_____ (*Do*

not hit enter at the end of the line, let Word wordwrap) _____

_____ . (*Hit enter at the end of the paragraph*)

(*tab or 5 spaces*) _____

Mrs. Hall
July 18, 2009
Sunny Day Storey

Thanksgiving in Oklahoma

A cool November breeze carried the sound of laughing children into the kitchen filled with the enticing aromas of roasting turkey, baking ham, baked pies,

Helpful Shortcuts

left justify ctrl+L

center justify ctrl+E

right justify ctrl+R

undo ctrl+z

double space ctrl+2

single space ctrl+1

copy ctrl + C

paste ctrl + P