

Instructions for President Report Cover Page

1. Open a new WORD document.
2. Change the font to 16 pt.
3. Change the line and paragraph spacing to 2.0.
4. Change the text alignment to CENTER.
5. Push enter 3 times.
6. Type: Taylor's Crossing Public Charter School
7. Push enter 2 times.
8. Change the font to 22 pt.
9. Type your president's name
10. Push enter 2 times.
11. Change the font to 16 pt.
12. Type your name.
13. Push enter 1 time.
14. Type: History
15. Push enter 1 time.
16. Type: Mrs. Orchard, 5th Grade
17. Push enter 1 time
18. Type: May 22, 2015