Your Name
Ms. Marquardt
English 10/___Hour
15 April 2015

Center Your Title Right Here:

Do Not Word Art, Underline, or Bold It

Every time that you begin a new paragraph, make sure that you indent. Additionally, if you give me a sentence that has a lot of errors because you didn’t proofread, I’ll be ticked! You may be wondering how to do the header, which consists of your last name and the page number. Wonder no more, sweet sophomores. Click on insert in the top scroll bar and then click on “Page Number” in the Header & Footer option tab. Select “top of page” and then “plain number 3.” After selecting “plain number 3,” and before hitting the space bar, type in your last name. After you do that, hit the space bar. Finally, to hide your name and page number on the first page, under the “Design” tab, select “different first page.” Double click on the body of the paper to get out of the header setting.

Your heading, which consists of four elements at the top left of the paper, needs to include the material I listed. Make sure that it is exactly as it appears there and DO NOT misspell my name, as I have conveniently spelled it for you. Yes, you need a title, and that title needs to be appropriately capitalized. Finally, your entire paper needs to be written in Times New Roman 12 pt. font and include double spacing. You can change the font in the “home” tab on the scroll bar at the top. Double spacing is also easy, you can click on the icon that has two arrows (one pointing up and one pointing down) in the “paragraph” option. Or, you can right click your mouse, select paragraph, and change the spacing scroll bar to “double.”
And, finally, it is important that you remember to include an introduction, a body that includes a topic sentence and your sources for the research, and a conclusion. Those sources you used need to be presented in the text and cited after the information is give. For example, when Ms. Marquardt says she wants the paper to be excellent, she is not joking (Marquardt). Additionally, you should have a thesis and fully developed explanations. Work hard and get this paper completed!