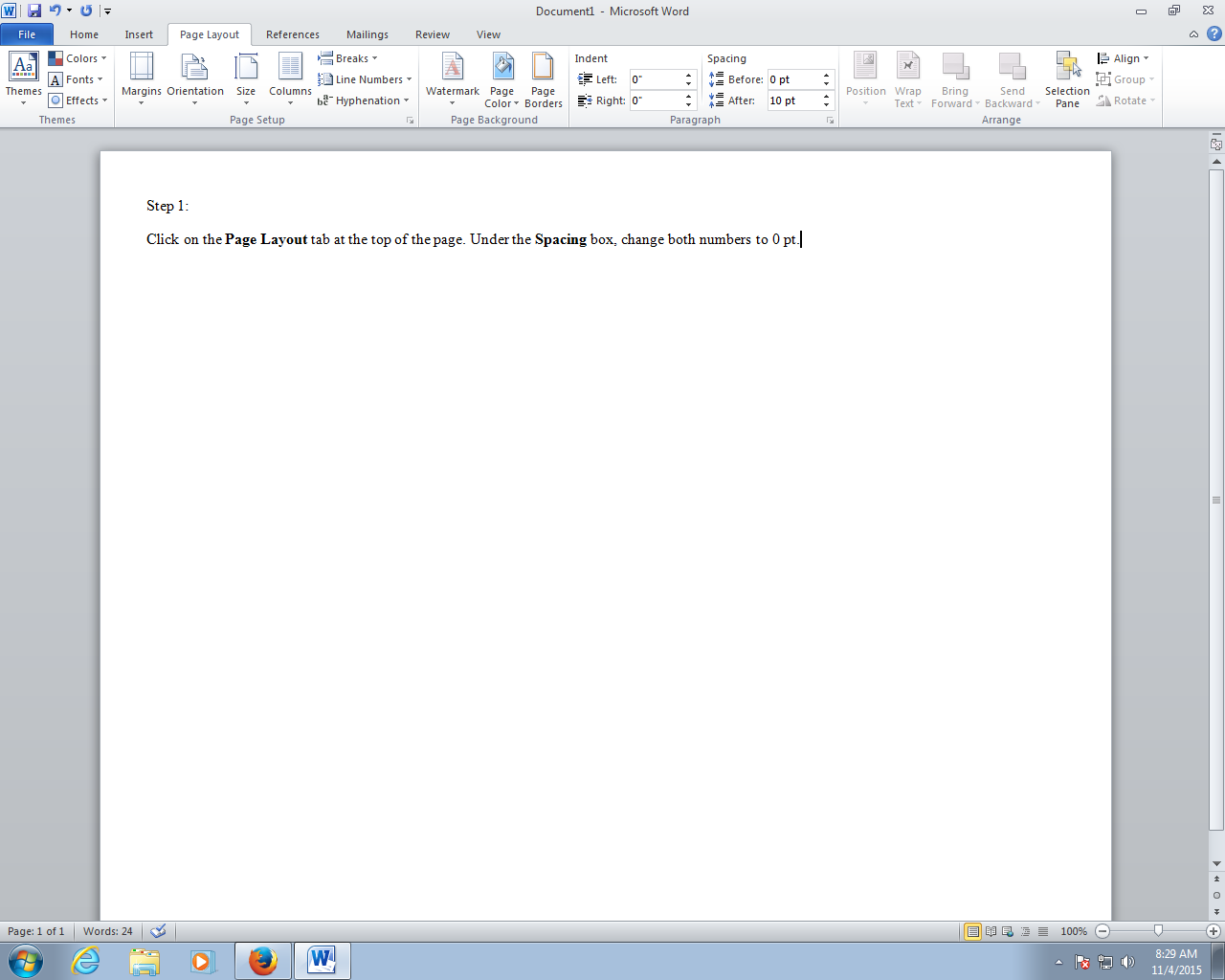
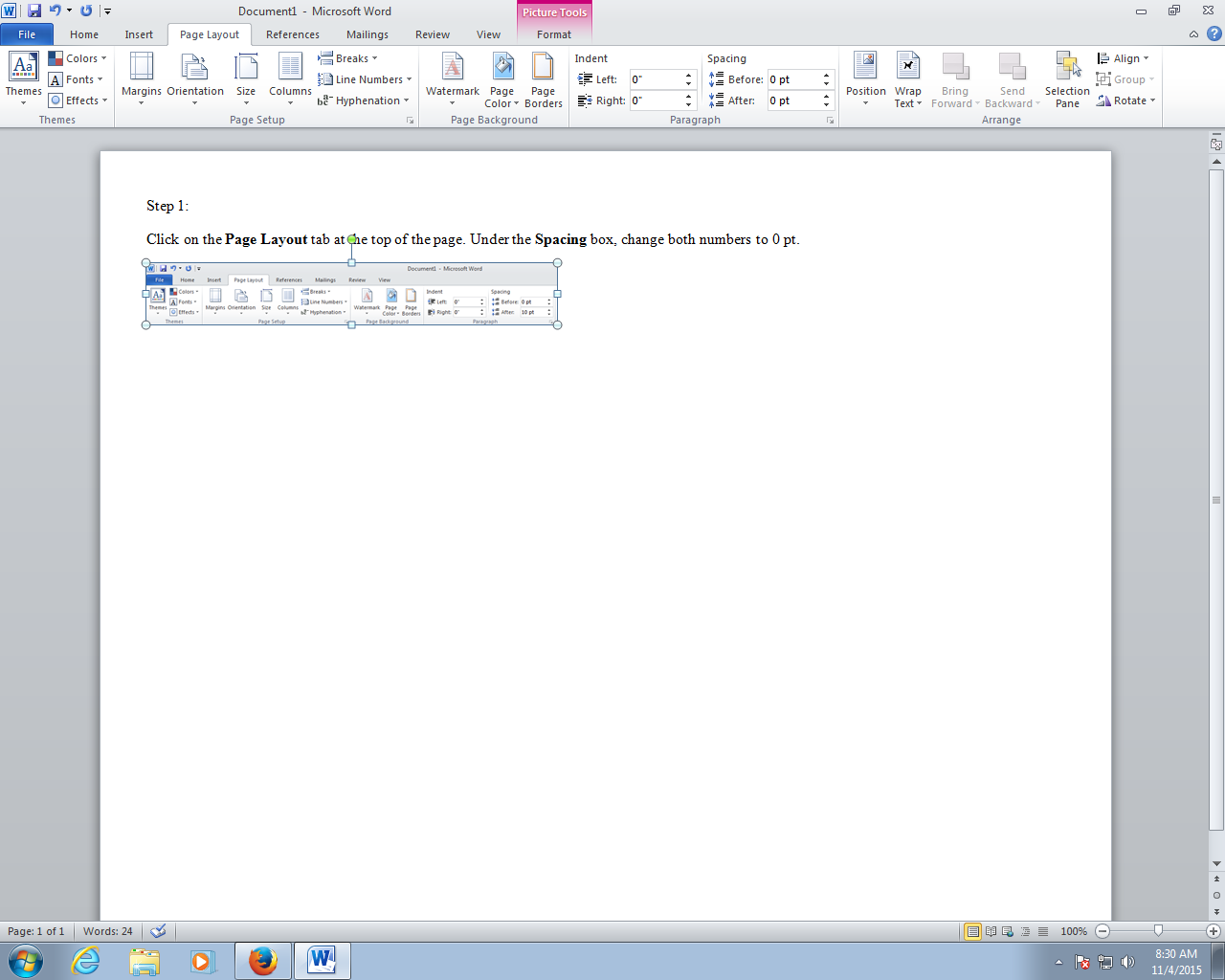
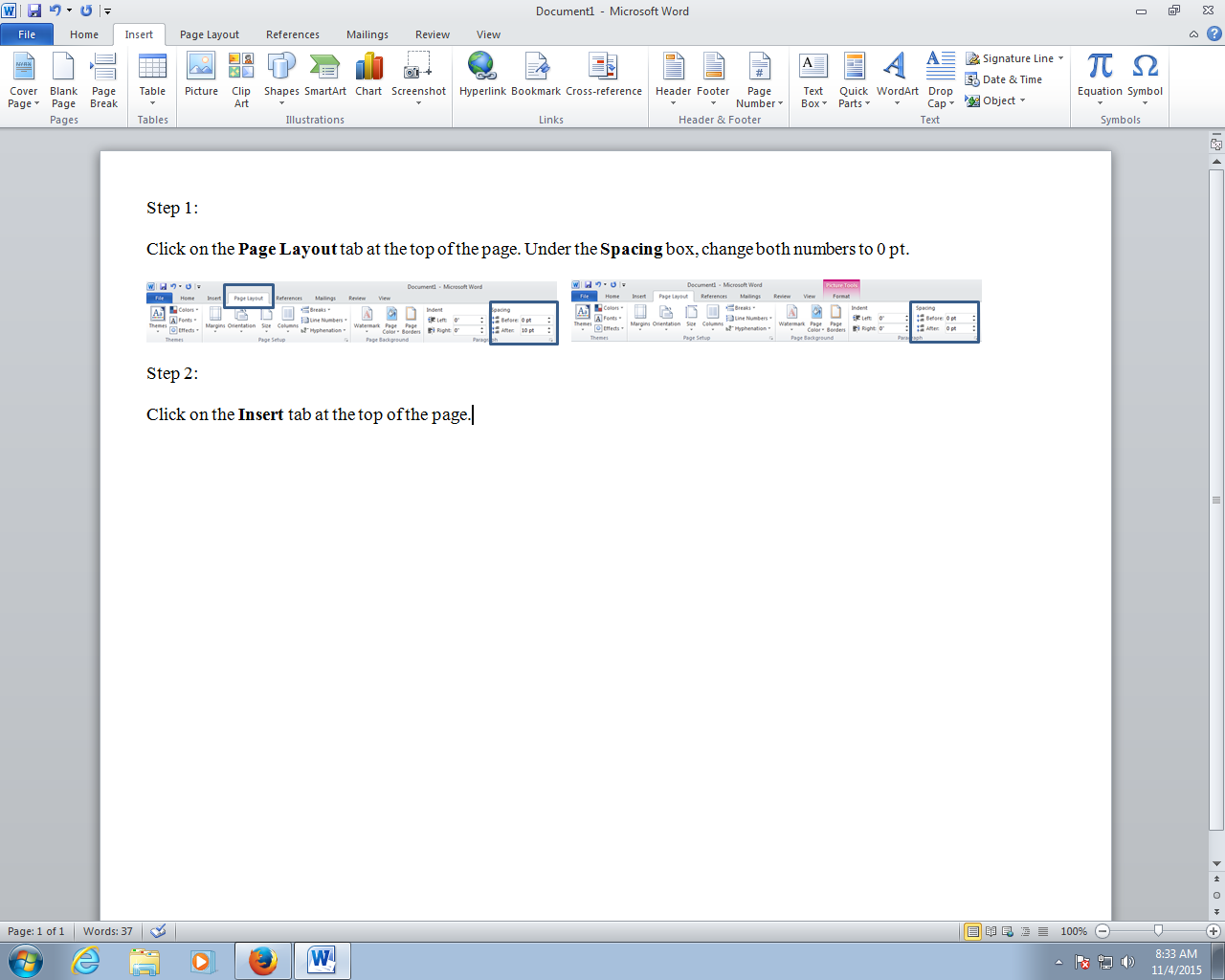
Step 1:

Click on the **Page Layout** tab at the top of the page. Under the **Spacing** box, change both numbers to 0 pt.

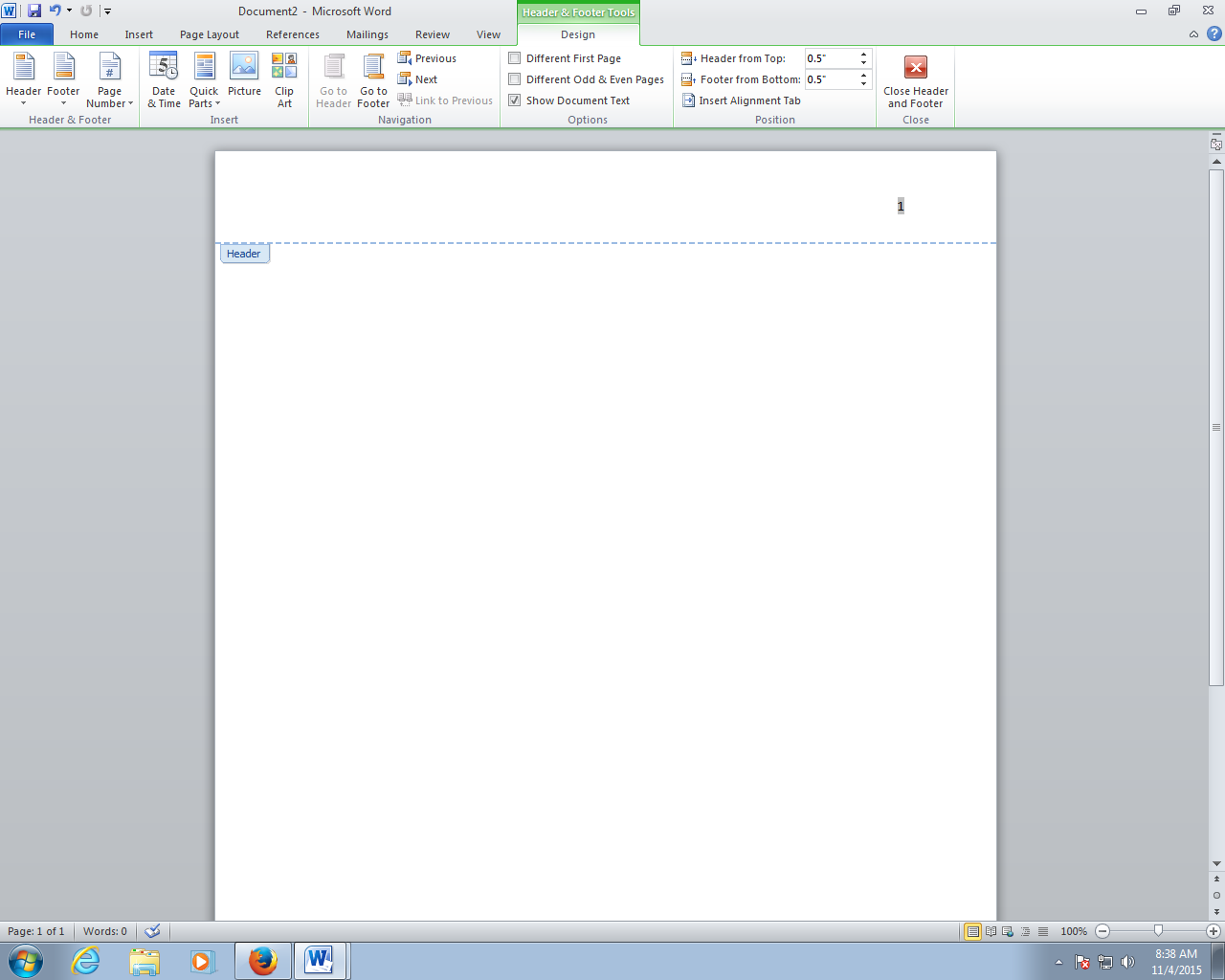
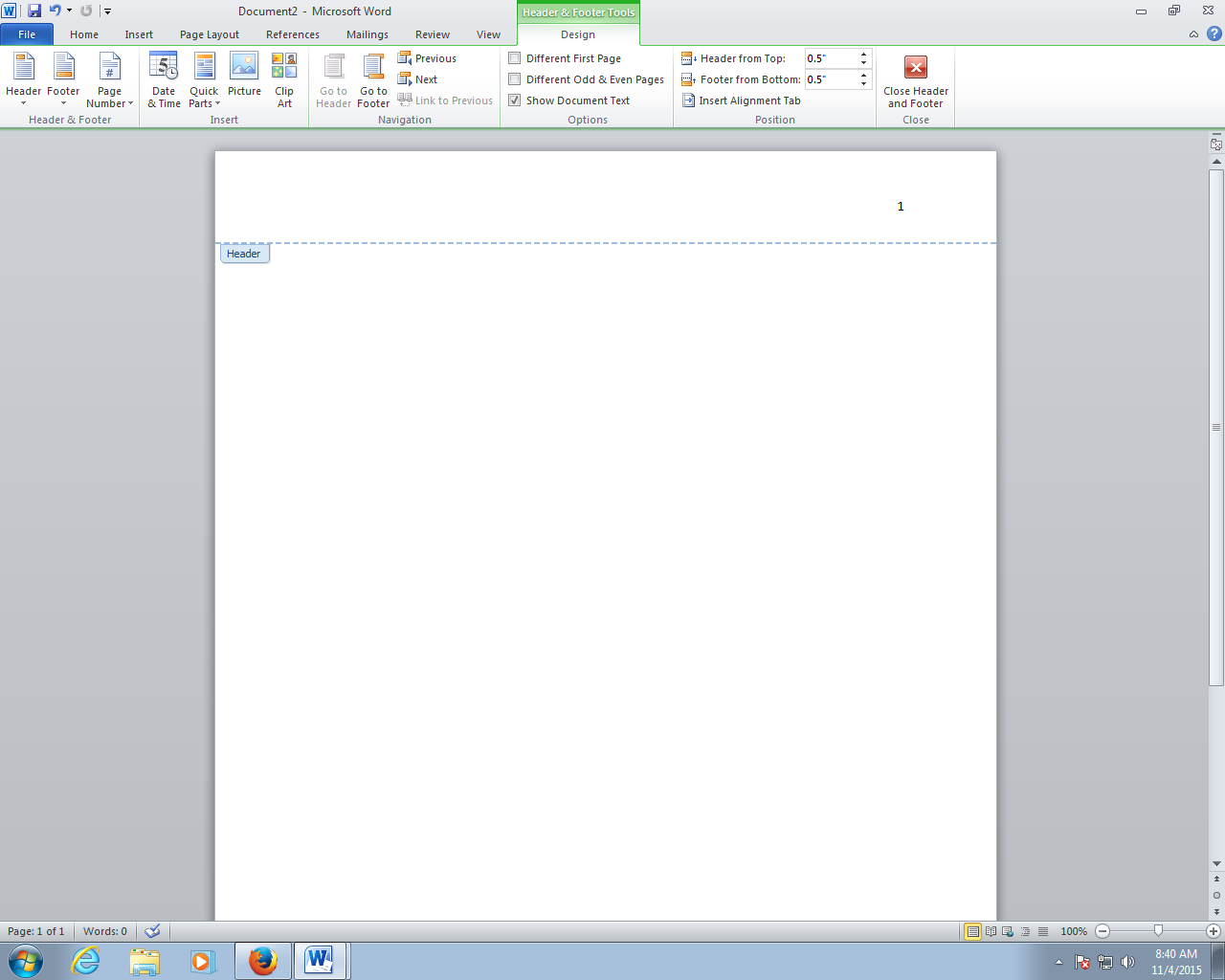
Step 2:

Click on the **Insert** tab at the top of the page. Click on the **Page Number** drop down box. Hover over **Top of Page**, and then click on **Plain Number 3**.



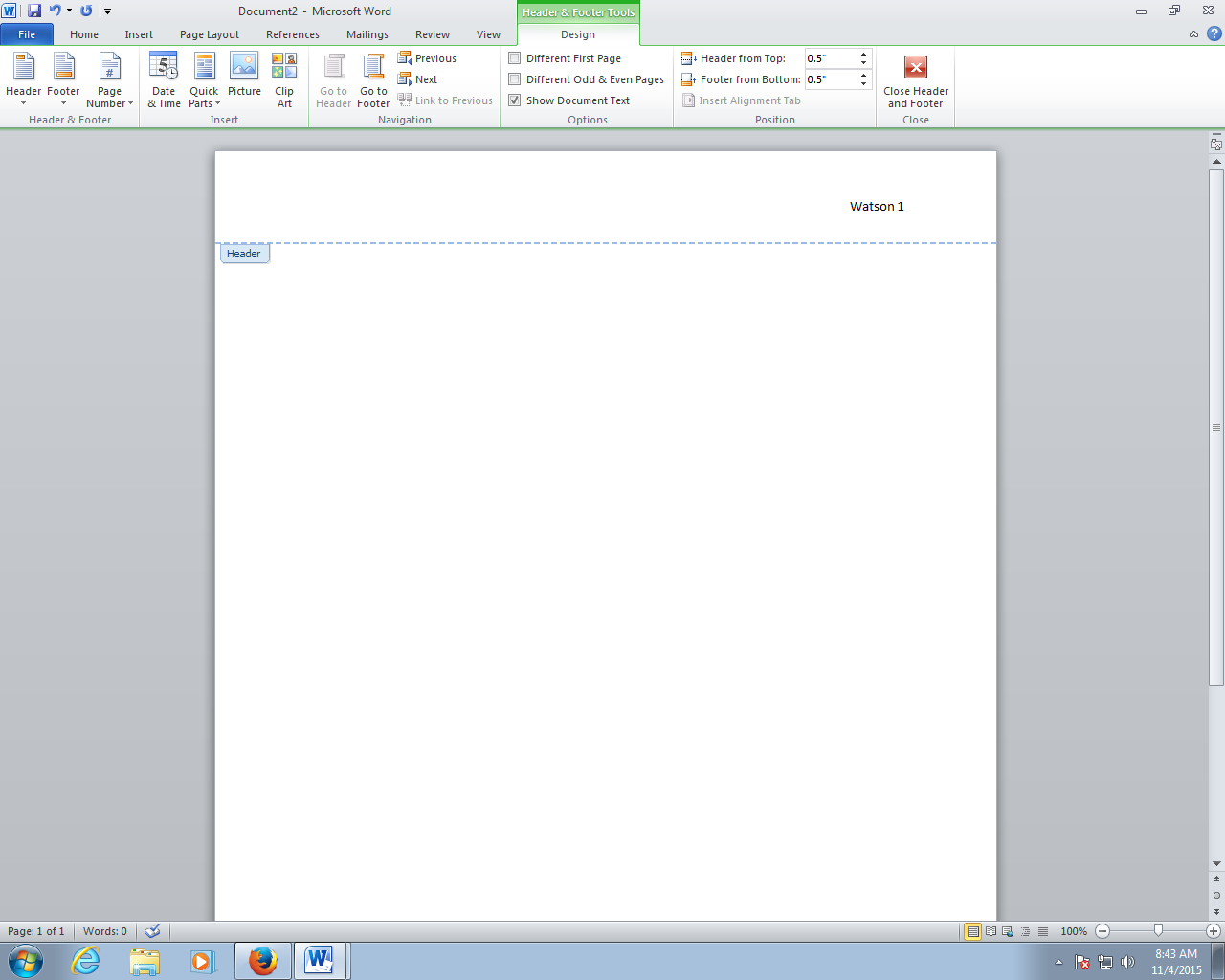
Step 3:

Hit the left arrow key on the keyboard 1 time so that the number in the top right hand corner is no longer highlighted

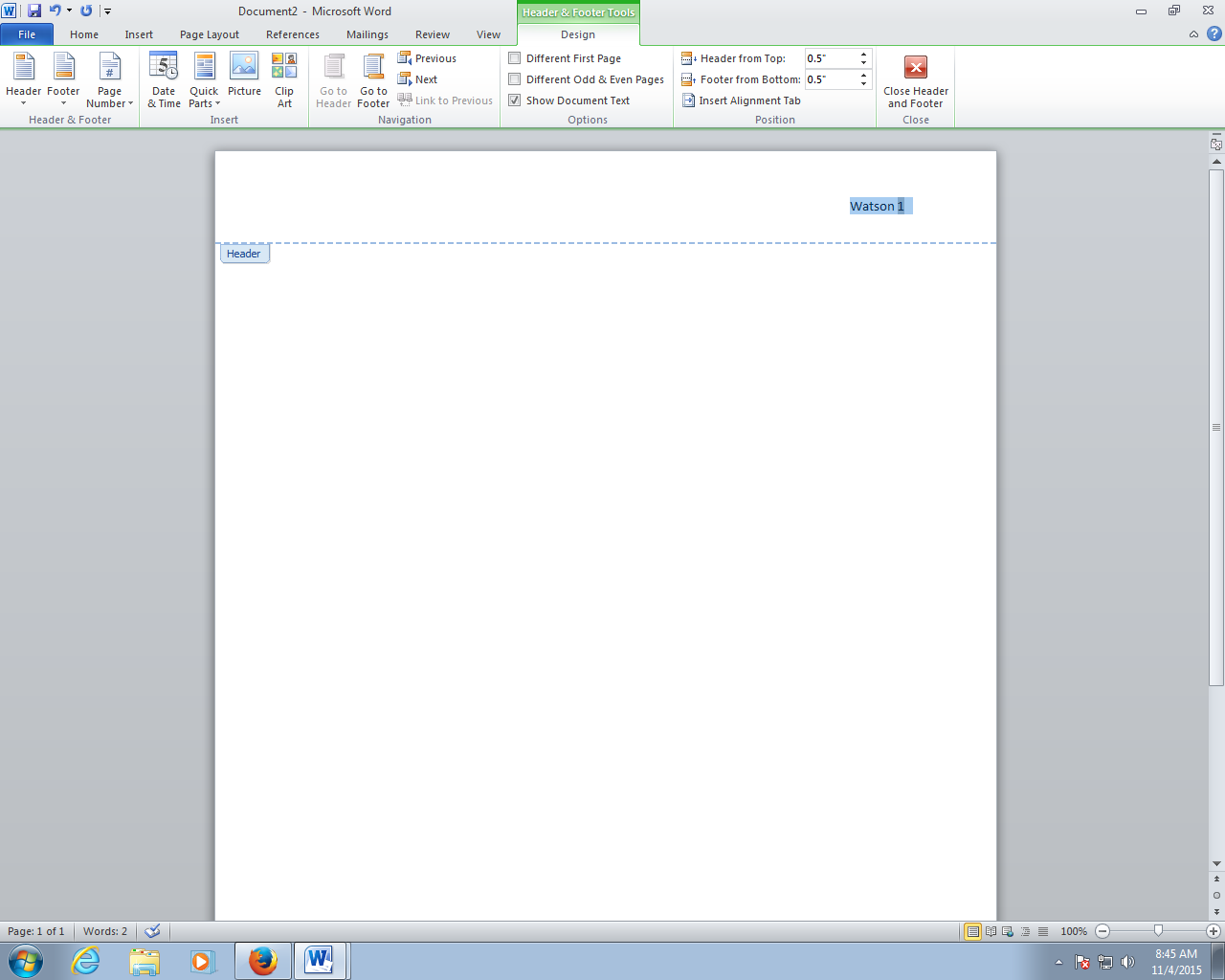
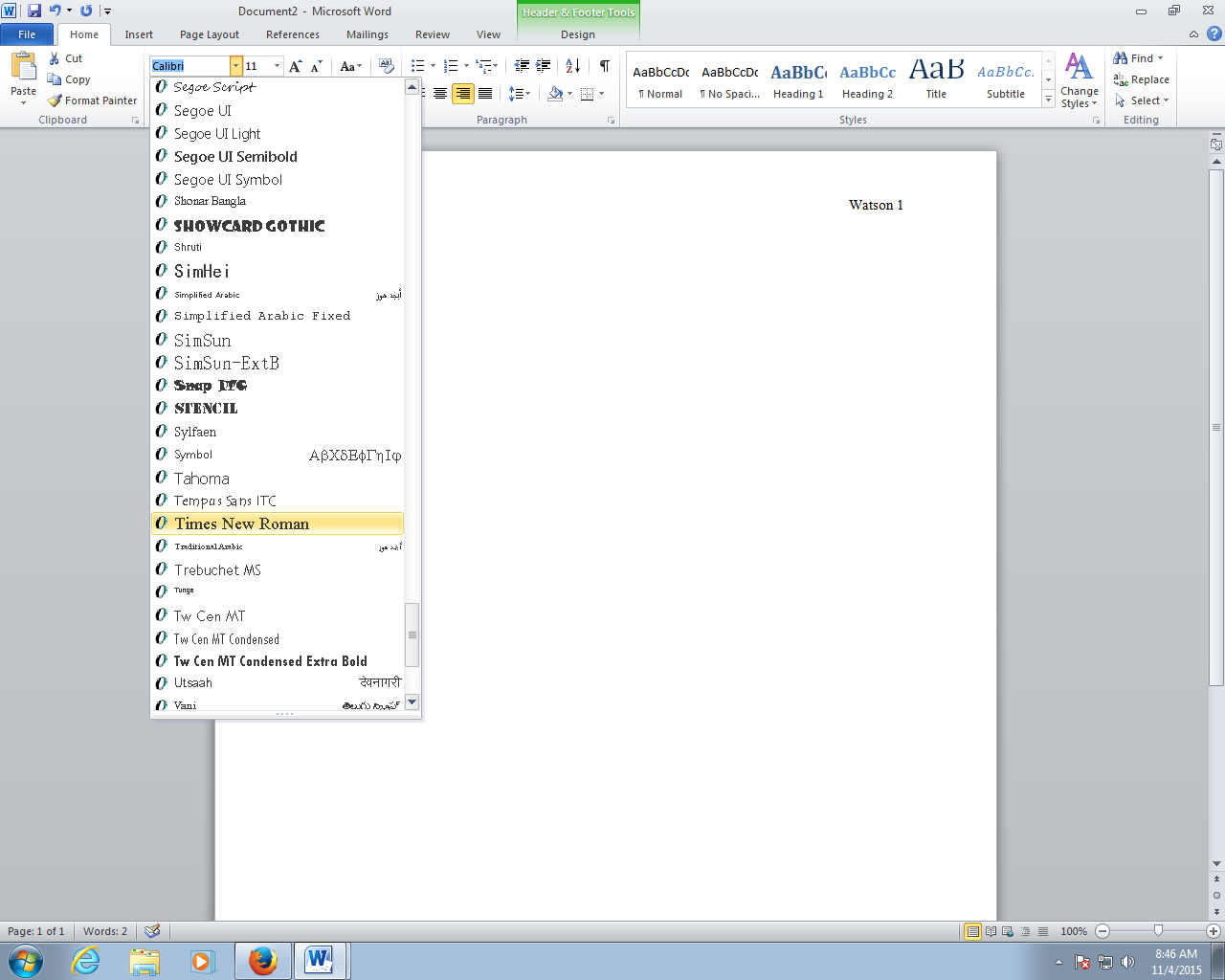
Step 4:

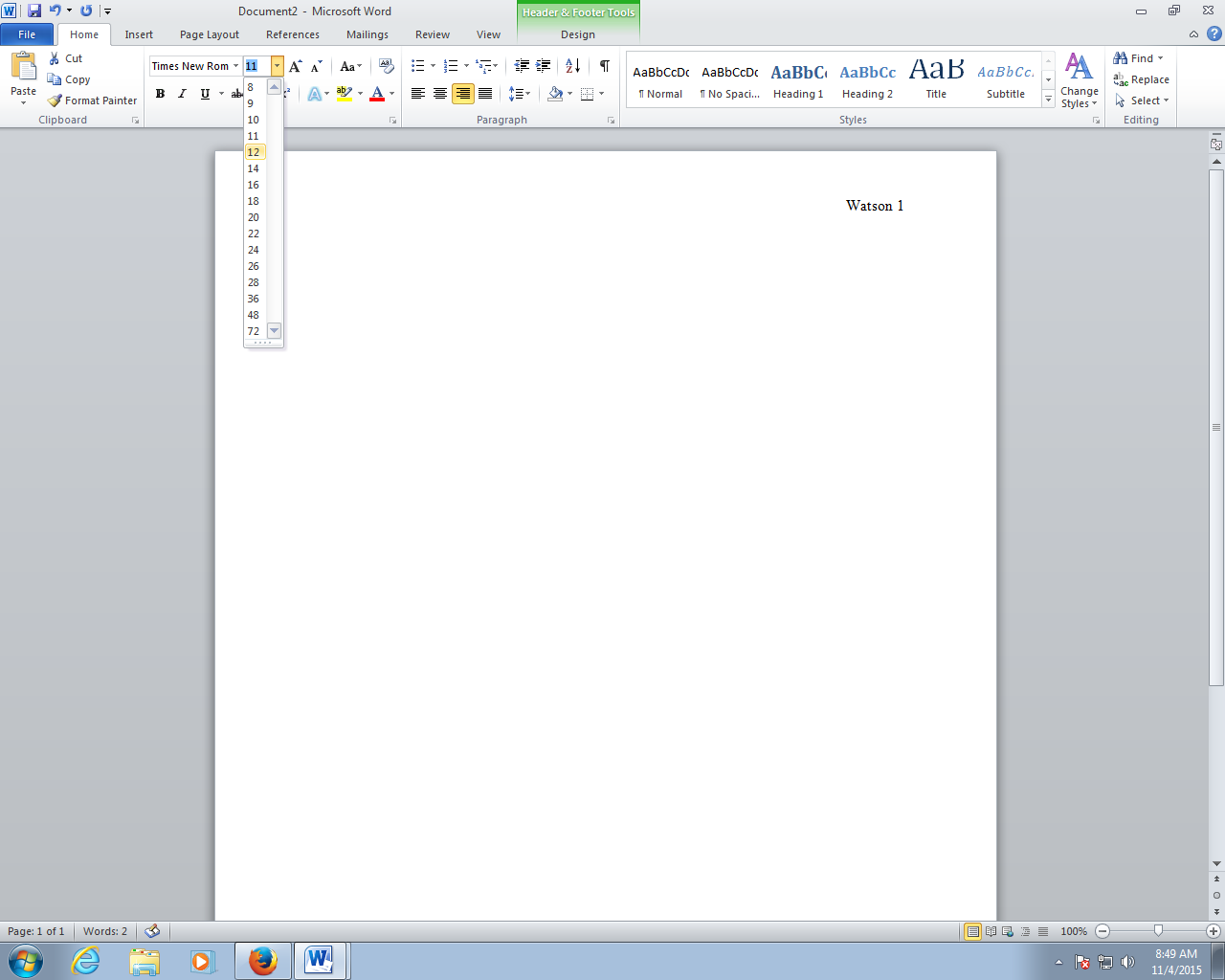
Type your last name next to the number, then hit the space bar 1 time.



Step 5:

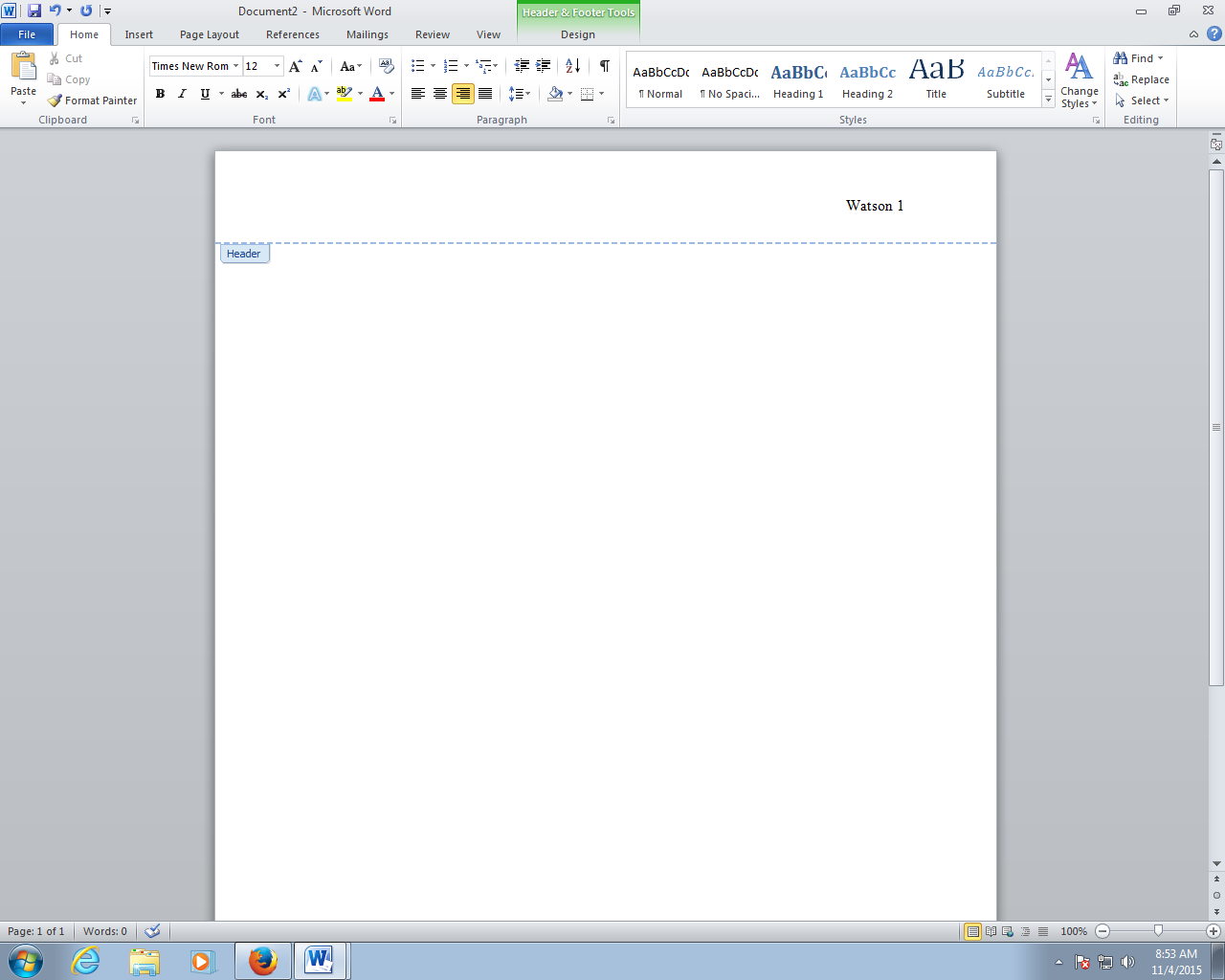
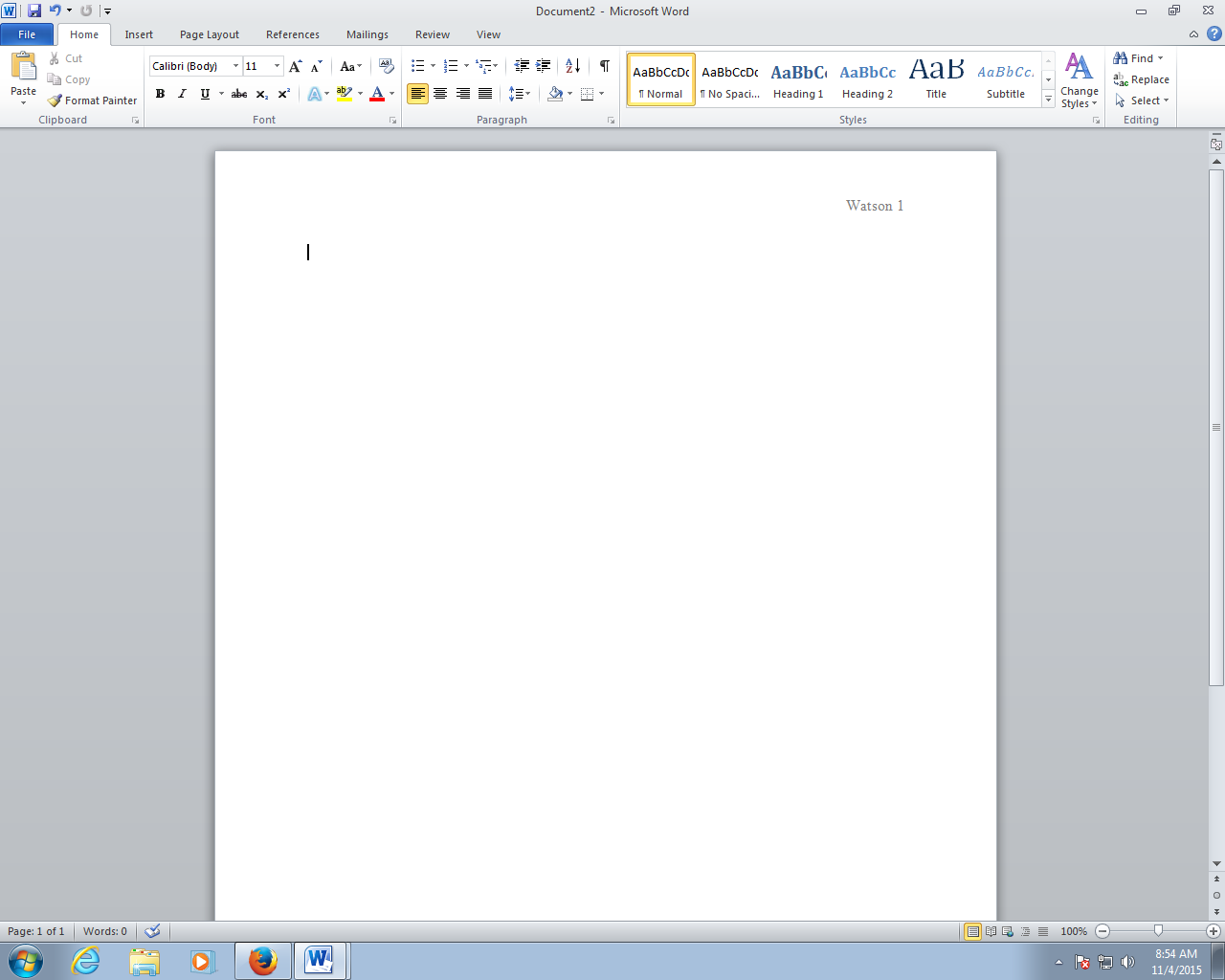
Highlight the whole line (your name and the 1), and then change the font and size to Times New Roman 12pt on the **Home** tab.

(1)  (2)

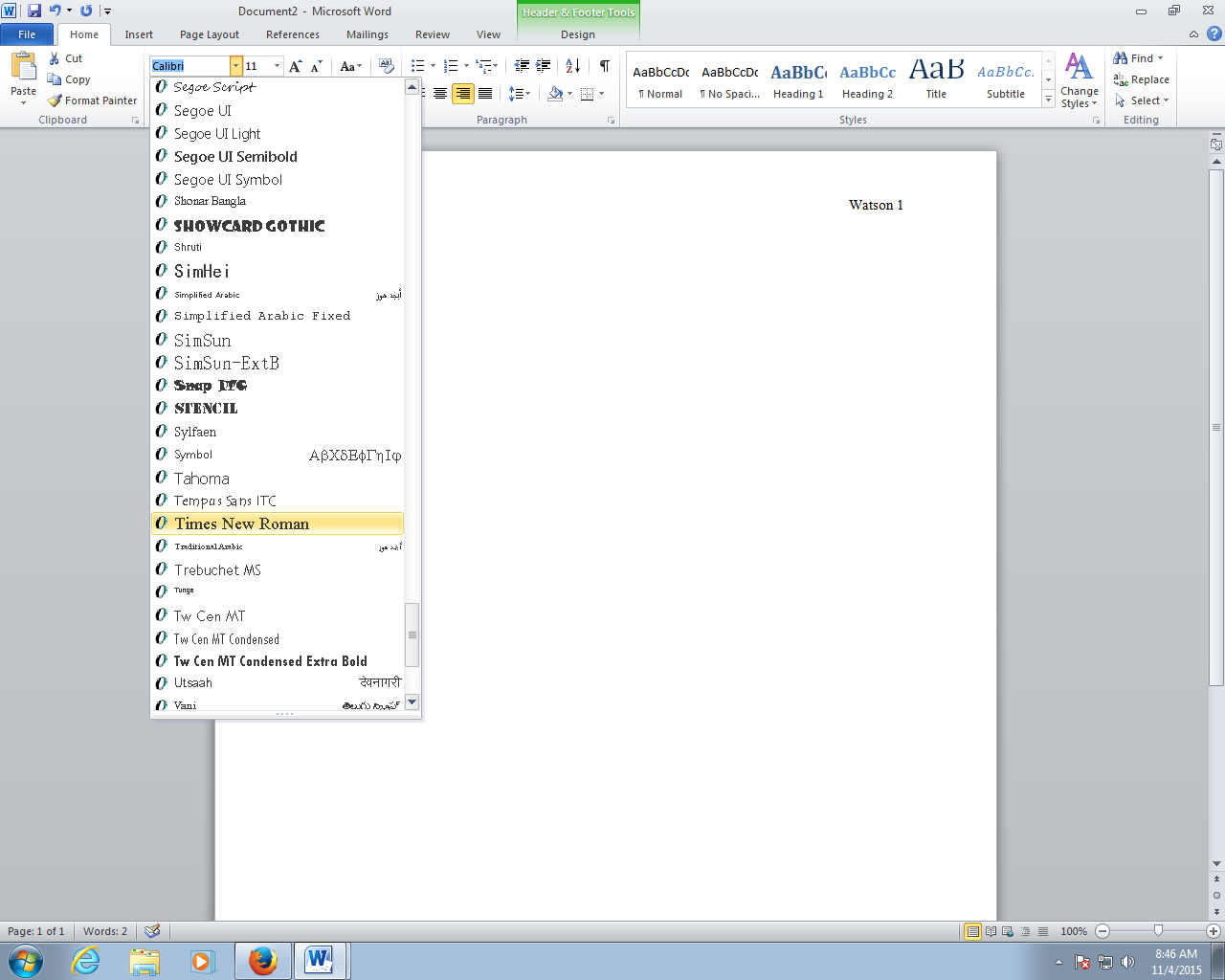
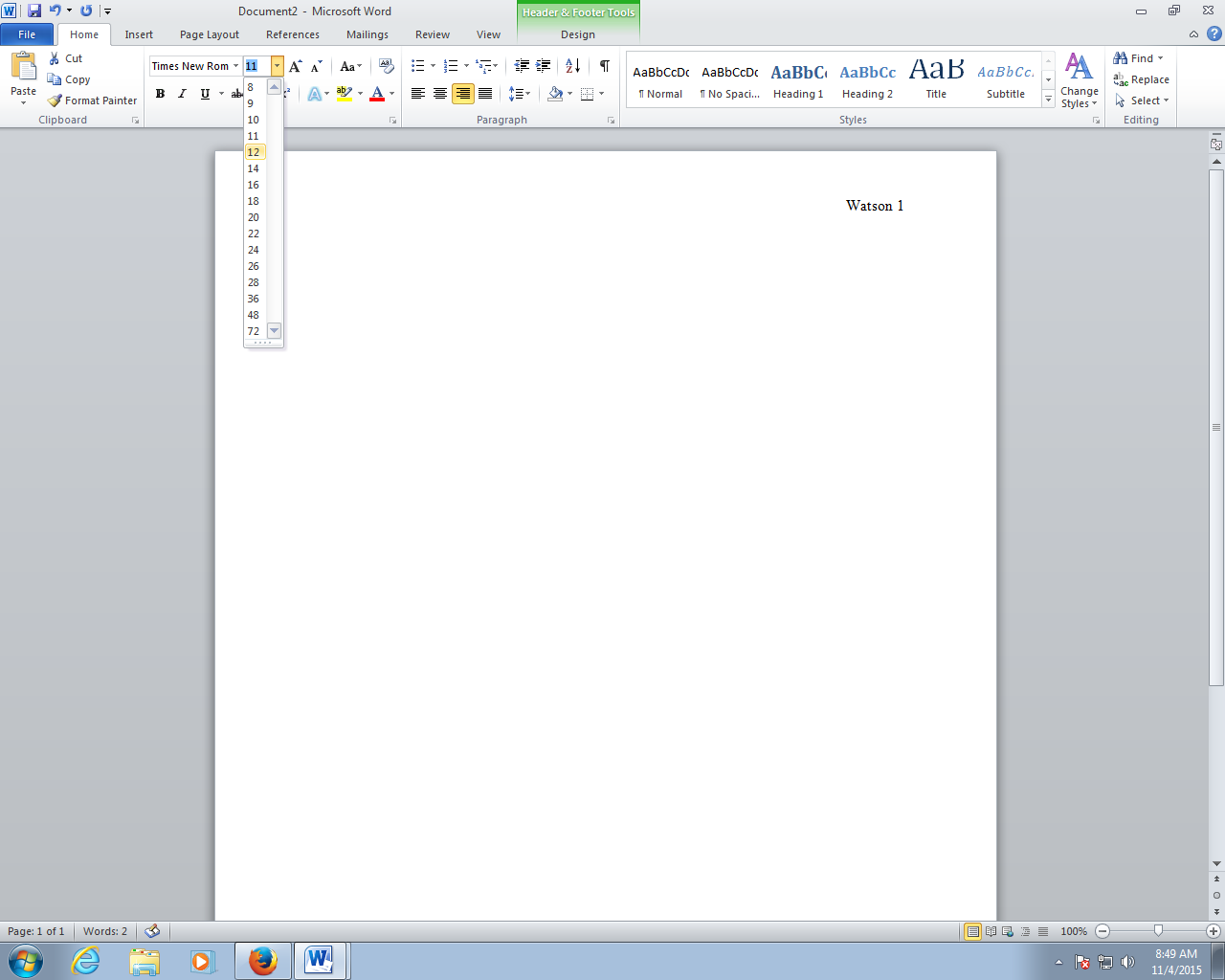
(3)

Step 6:

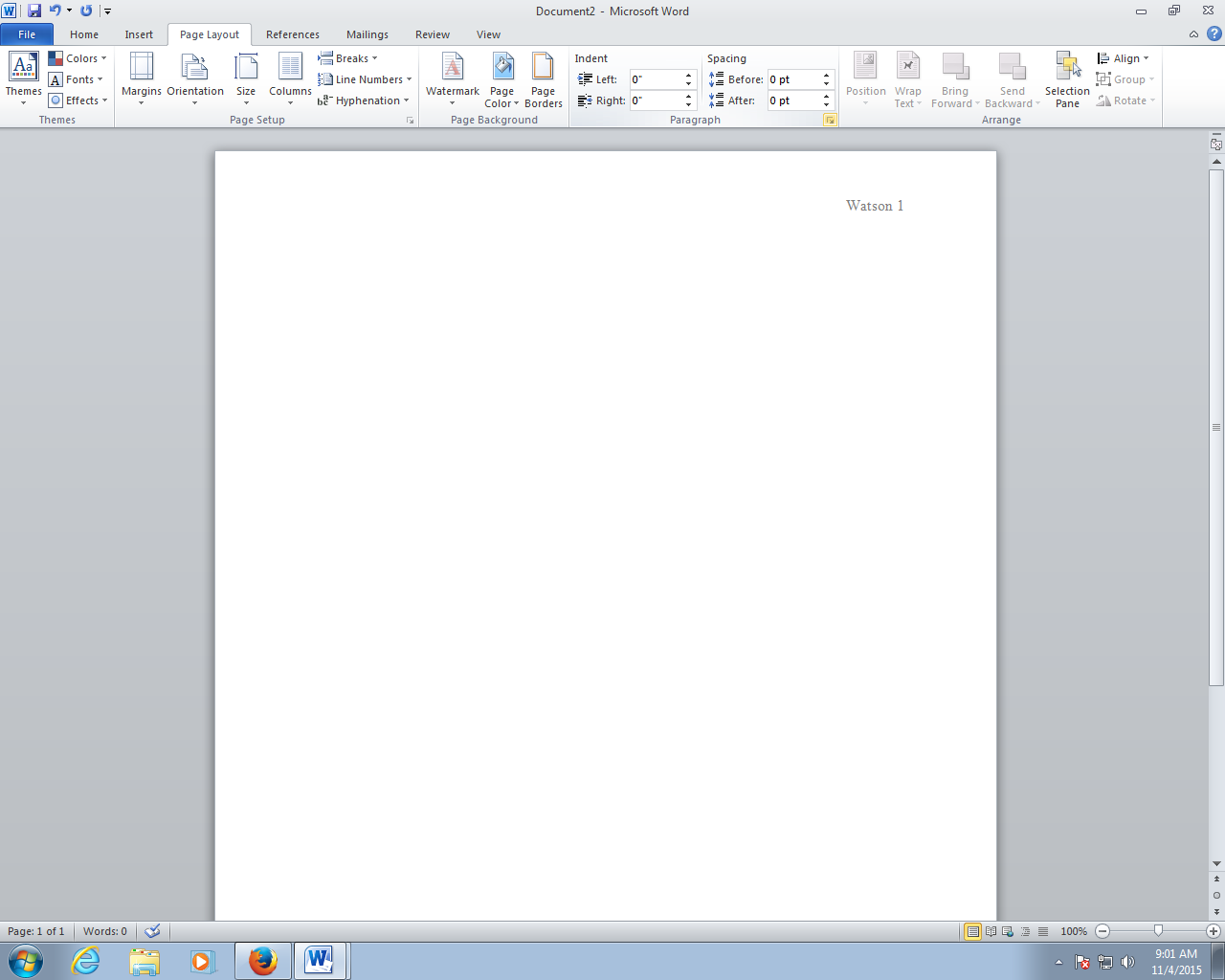
Double click anywhere underneath the blue dotted line to exit the Header portion of your page. The blue line will disappear, and the name and number will turn gray.



Step 7:

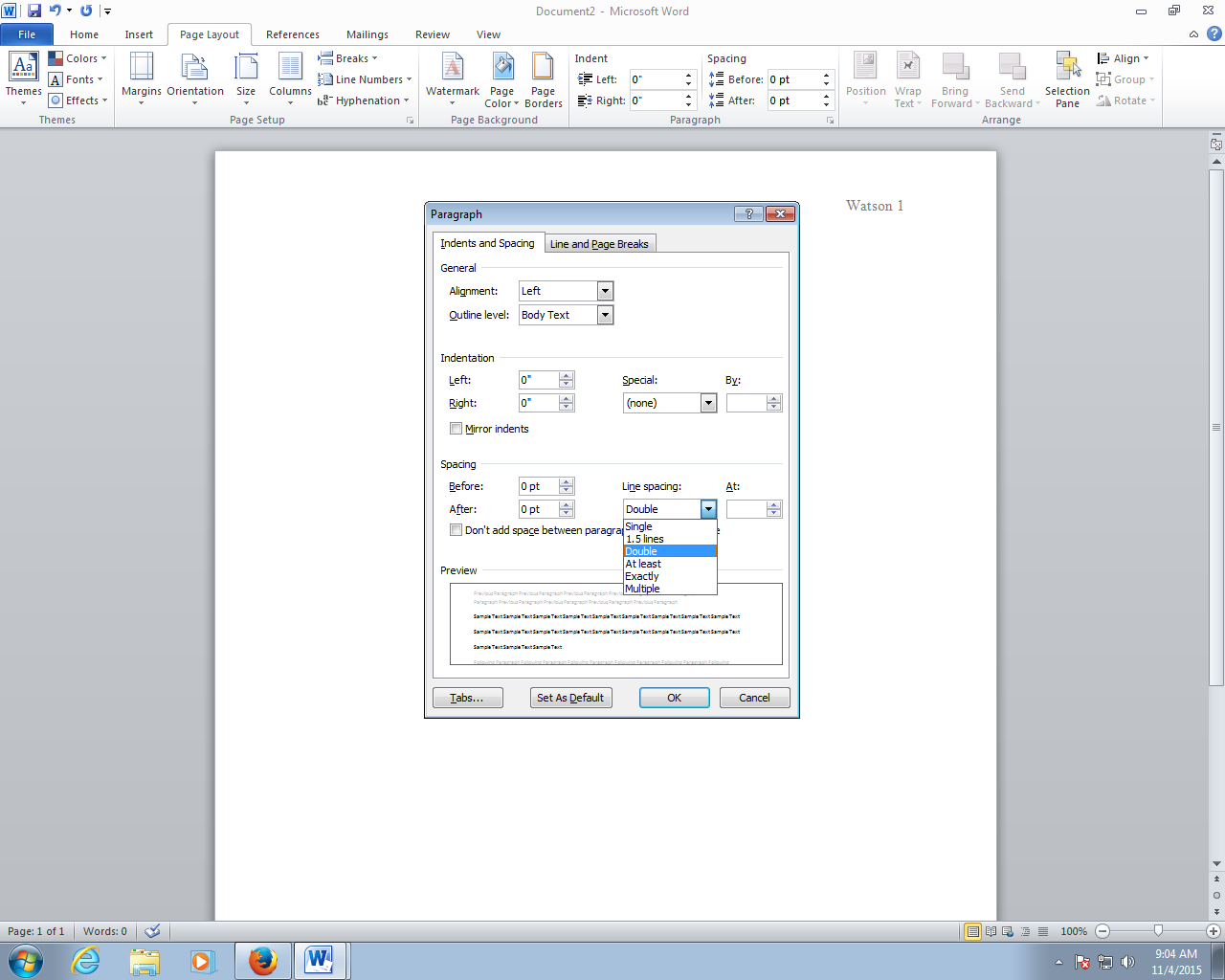
You will now have to change your font again to Times New Roman 12 pt. Click on the **Home** tab, then font and size drop down boxes.

Step 8:

Click on the **Page Layout** tab again. Under the spacing box, click the small arrow that opens the Paragraph spacing dialogue box.

Step 9:

Under the **Spacing** heading, make sure both before and after boxes are on 0, and change line spacing to **Double**.



Step 10:

Now you are ready to type in your information:

Your Name (John Doe)

Teacher Name (Mrs. Watson)

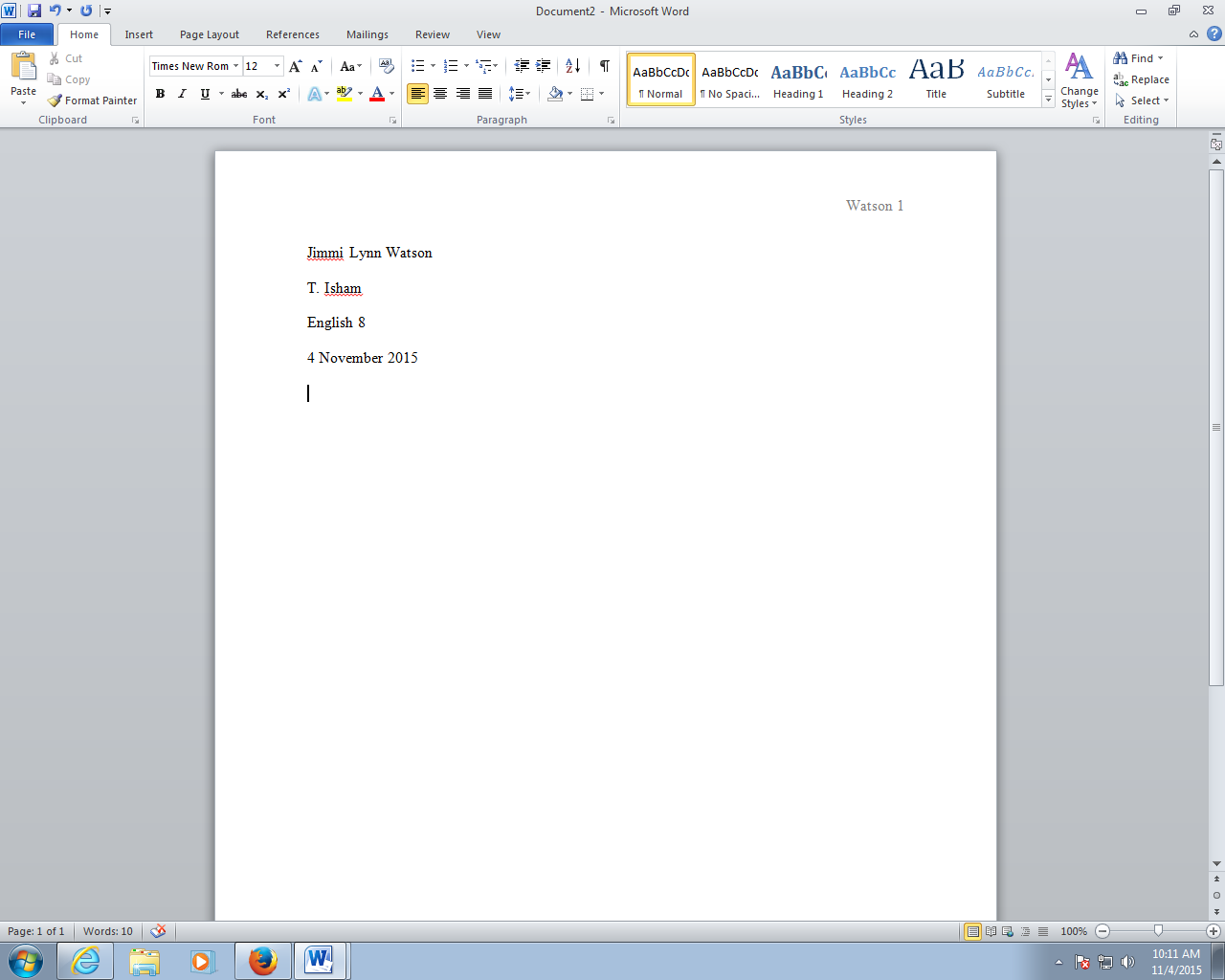
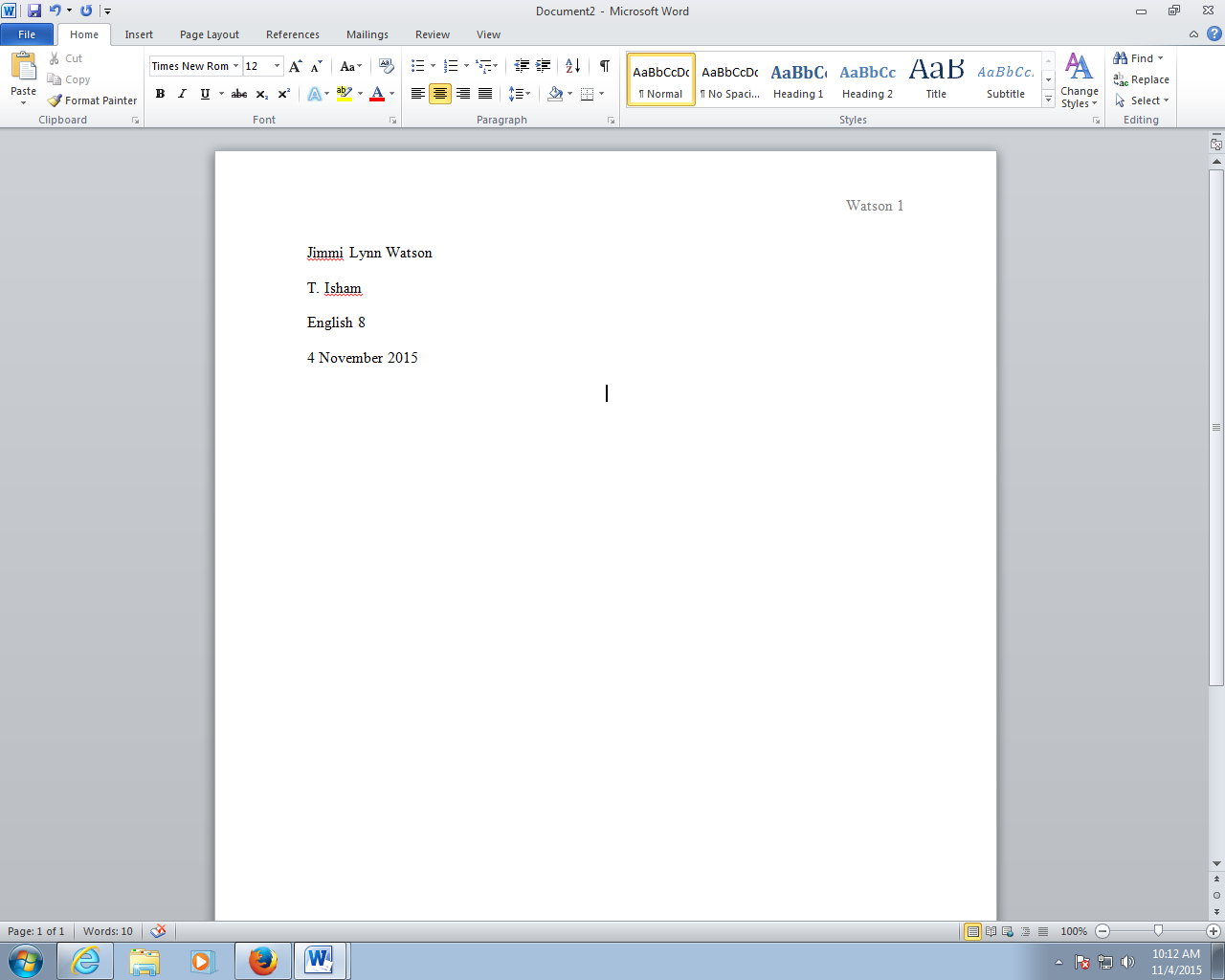
Class (English 8)

Date (7 December 1941)

Hit enter when you are finished so that your cursor is underneath the date.

Step 11:

Change your cursor’s placement to center by clicking on the series of lines that are center justified in the middle of the **Home** tab.

Step 12:

Type your Title in the center of the page, under the date.

Jimmi Lynn Watson

T. Isham

English 8

4 November 2015

Title

Then hit **Enter, Backspace, Tab**.

This will return your cursor to the place in which you should start typing your first paragraph.

Your page should look like this:

