

Joe Smith

Mr. Essay


Period 4 English

27 September 2010

How to Format an Essay Using Word 2007

Here is a step by step guide to creating an essay using Word 2007. Follow these steps in order **BEFORE** you type your paper!

Formatting the Document:

1. In the PARAGRAPH RIBBON section click on the spacing icon 
2. Change the spacing to DOUBLE (2) **and select REMOVE SPACE AFTER** PARAGRAPH. This will take away that pesky look of unevenness between paragraphs!
3. Set the font to **Times New Roman** and size to **12..**

For the Header:

1. Click the insert tab and click on header
2. Choose BLANK from the list
3. Next, hit the **tab** button twice to send the cursor all the way over to the right.
4. Type your **last name** only, and then hit the space bar once
5. Click the **PAGE NUMBER** on the toolbar. Scroll to **CURRENT POSITION** and **PLAIN NUMBER.**
6. Double-click on the document itself to get out of the header section.

For the Heading:

1. Put **your name, your teacher's name, the class you are in, and the date in MLA format.**
2. Notice the format of the date (day month year).

For the Title:

1. After inserting the date, hit enter **once**, and justify the type to the **middle**.
2. You can have a simple title, or one that readers have to think about.
3. Notice that there is no **underlining, or italics...the title should stand on its own!**
4. Hit enter **once**, and justify the cursor back to the **left** again.

Typing the Paper:

1. Indent paragraphs by using the **tab** button.
2. Once you are finished with a paragraph, all you have to do is hit enter **once**, hit **tab**, then start typing your next paragraph.
3. There **shouldn't** be any spaces in between your paragraphs...that's why we use indents!