<Firstname><Lastname>

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Geometry 10.1

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Facility with Microsoft Word Formatting Tools

With practice, you can rapidly format documents to conform to MLA standards and be organized and easy to read. The following is a list of revisions for you to perform:

1. Add your name
2. Insert the page number in the upper right margin
3. Font should be Times New Roman, 12 point (including in the margin heading)
4. Double line spacing
5. Correct typographical errors, usually marked by Word with a squiggly red underline
6. Update the date
7. Center title and remove underlining
8. Use tab to indent the first line of each paragraph
9. Rewrite the formula for the volume of a sphere using the equation editor
10. Crop the image to eliminate excess white space, centering it
11. Save the file, starting the file name with your last name, capitalized, and using no spaces, only letters, under\_bar, or dash
12. Save a PDF file with the same filename (Print->PDF)
13. Save the Word .DOCX and PDF files to the cloud

Note how long it took to complete the tasks.

V=4/3 π r^3

Learn the keyboard shortcuts (e.g. Command-A to select all). They are faster than using the menus and less error-prone. Also, it can be easier to clean up a document’s formatting by revealing the hidden markup symbols. Click on the paragraph button in the home toolbar.

