

Microsoft Word Writing Assignment

Your assignment is to write a paragraph or report using Microsoft Word on any topic of your choosing. Some examples can include “The Story of my Life”, “My Family”, and “My Favourite Place in the World”. After you have finished your paragraph, please ensure your paragraph meets the following formatting criteria:

Criteria	Met?
Times New Roman Font	
Size 18 Font Title	
Title in Aligned to “Center”	
Title is Underlined	
Size 14 Font Paragraph Body	
Topic of Paragraph is appropriate	
Double Spacing (did not hit the “enter” key)	
Picture inserted into a textbox	
Paragraph is 8 – 10 sentences in length	
Spell Check used (no grammatical errors)	
Paragraph is aligned to the “Left”	
Name and Class are inserted into the document header	
Page numbers inserted into document	