Your Name Here

Ms. Graham Helton

English I, \_\_\_\_\_ Hour

22 September 2014

“The Lady, or the Tiger?” Eleven Sentence Paragraph

After you open up Microsoft Word, you will need to type your heading like it appears above. First, set your spacing to double under the “paragraph” heading. Set your font to Times New Roman. When you type your title, you will need to center the text; the button for this is near that of the line spacing. Then, return it to the previous settings.

When starting your paragraph, hit “tab” to tab in. You will always indent the first line of each paragraph. As you type, save your work often. Save to the desktop or documents to find your work easily; go to File and then Save As to do so initially. Then, hit CTRL + S to save as you progress. Ask me if you have any questions!