

## Word Formatting Review

Set up your document:

1. Set page margins (Top, Bottom, Left & Right) to 1"  
**HINT: Look under File / Page Setup / Margins**
2. Add a Header to your document that looks like the following:  
Your First & Last Name Word Review  
Today's Date  
**HINT: Look under View / Header & Footer - if not there check Insert / Header & Footer. Use the Tab Key (no spaces!) to get to the right margin!**
3. Set your paragraph format to Double Spaced with a 0.5" indent on the First Line  
**HINT: Look under Format / Paragraph or right click in document & select Paragraph. Indentation is Special of .5" and Line Space is Double**

Let's type something:

- Set your font size to 11 or 12
- Type the story and when you see words in all capital letters change the font to the font indicated and keep typing.
- Remember: No blank lines between paragraphs and do not press the enter key unless you want to start a new paragraph!
- Done typing? This is a short example of the formatting you would need for a standard book report for Mrs. H. Your heading would be slightly different and you would have three paragraphs but the margins, font size, etc. are all like what you just did.

### The Story

Once upon a TIMES NEW ROMAN, a beautiful girl, VERDANA, takes refuge in the TUNGA forest in the house of seven dwarfs to hide from her stepmother, the wicked Queen GEORGIA. Queen GEORGIA is jealous because she wants to be known as "the fairest in the land," and VERDANA's beauty surpasses her own. The dwarfs grow to love their unexpected visitor, who cleans their house and cooks their meals.

But one day while the dwarfs are at their diamond mine, Queen GEORGIA arrives at the cottage disguised as an old peddler woman and persuades VERDANA to bite into a poisoned apple. The dwarfs, warned by the TUNGA forest animals, rush home to chase the witch away, but they are too late to save VERDANA from the poisoned apple. They place her in a glass coffin in the TUNGA forest and mourn for her. Prince IMPACT, who has fallen in love with VERDANA, happens by and awakens her from wicked Queen GEORGIA's deathlike spell with "love's first kiss."