

Always use standard 8.5" x 11" paper. All margins are set to 1". No Title Page!

Author's last name and page number. The page number must update for each page of the paper. Put this in a header that will appear on all pages.

Author 1

Who Prepared The Paper

Who The Paper Is For

Title Or Department

Month Day, Year

For all lines in the heading, use initial caps

Title is centered and in initial caps

Double spacing is used throughout the paper

Electronic Keyboarding Applications

Learning to key is of little value unless one applies it in preparing a useful document—a letter, a report, and so on. Three basic kinds of software are available to assist those with keying skill in applying that skill electronically.

Subheadings are centered and typed in initial caps

Word Processing Software

Word processing software is specifically designed to assist in the document preparation needs of individuals or businesses. Word processing software permits the user to “create, edit, format, store, and print documents.” (Fulton and Hanks 152) The software can be used to process a wide variety of documents such as memos, letters, reports, and tables.

This software has special features such as automatic centering and wordwrap that reduce time and effort. It also permits easy error correction, format and sequence changes, and insertion of variables “on screen” before a copy is printed. These features increase efficiency by eliminating document rekeying.

Database Software

A database is any collection of related items stored in computer memory. The data in a database may be about club members, employee payroll, company sales, and so on. Database software allows the user to enter data, arrange it, retrieve and change it, or select certain data

(such as an address) for use in documents. (Tilton 112-113)

WIDOW/ORPHAN control: Be sure to not leave single lines or headings of sections at the bottom or top of a page by themselves. Use hard page breaks to control this.

Spreadsheet Software

When citing a work within the text of a paper, include only the author's name and then the page number that was referenced. Use parentheses for this.

A spreadsheet is an electronic worksheet made up of columns and rows of data. Spreadsheet software allows the user to “create, calculate, edit, retrieve, modify, and print graphs, charts, reports, and spreadsheets” necessary for current business operations and in planning for the future. (Fulton and Hanks 156)

Employment personnel look favorably upon job applicants who are familiar with these kinds of software and how they are used.

The works cited page is always on a new separate page. To end the previous page, press enter to end the last line, then <CTRL><ENTER> to insert a hard page break.

.5” Hanging Indentation for each reference cited. DS all entries.

Works Cited

List all entries on the works cited page alphabetically by the last name of the author.

Dansereau, D. F. “Learning Strategy Research.” Thinking and Learning Skills. Vol. 1. Hillsdale, NJ: Lawrence Erlbaum, 1985.

Gerston, Jan, and Lynn Mosely. “Shorter Irrigation Cycles Boost Crop Yields.” Texas Water Savers. Spring 1997. Texas Water Resources Institute. November 9, 2000. <<http://twri.tamu.edu/twripubs/WtrSavrs/v3n2/article-6.html>>.

Underline the name of the publication or book. Use quotations for the title of an article.

Nebel, Bernard J., and Richard T. Wright. Environmental Science. 6th ed. Upper Saddle River, NJ: Prentice Hall, 1998.