

Assignment 2 | Google Docs | Spacing

Directions: Follow the directions below. Do not skip any steps.

1. Log into your Google Docs account.
2. Create a new document inside of the folder you've created for Mr. Schneider.
3. Rename the document as firstinitiallastname_assignment2_hour.
Example...rschneider_assignment2_6.
4. Change your font to size 12 Verdana. Right-align your cursor and type your name, hour, and assignment 2 on individual lines and bolded, just like you did for assignment 1.
When you complete writing Assignment 2 on the third line, press enter twice. Be sure to turn off bolding. Left-align your cursor and press the tab button once to begin typing.
5. Type the paragraph below.

This class is constantly undergoing changes. As you may have noticed, you have been doing a lot of typing. If you complete your daily keyboarding properly, typing assignments like this will be a breeze and the rate and accuracy at which you type will begin to increase at a rapid rate. Keep using proper finger positioning and stop pecking at the keys. This will be the most valuable skill that you ever learn and will help you in all of your subjects. Soon your friends and family members will be asking you to type papers for them! Typically when you type an assignment for a class, a clear font should be used with no more than a size 14 font. Always check with your teacher to get the exact specifications. Most teachers will provide you with a template to use. If you look at the spacing between the lines of this document, you can see that the sentences are very close together. This is what we call single spaced. It does not mean one space after a period. When you type a paper for an assignment, most of the time you will not use single spacing. Instead, you will type your paper using double spacing. This allows for easier reading but doubles your length of pages used. If you were asked to write a one page paper, which form of spacing would you use? Many students would choose double spacing because one page of single spaced text is equivalent to two pages of double spaced text. The standard for your classes will be double spaced. So how do I set up my paper using double spacing? Read below to find out how!

Complete the following modifications to your assignment...

1. Place your cursor in front of the first line of this assignment. Click and hold down the button on your mouse and drag down to select the text. Do not use select all. You do not want to change your header information with your name.
2. To the right of the toolbar on the very end you will see a button with two arrows and some lines. This is the spacing button. Click on this button and select the 2 option. Now your page is double spaced.
3. Place your cursor in front of the very first sentence. Press enter once. This will move your paper down 1 line so you can insert a title.
4. Put your cursor back on the new line that you've just created. Press the center align button from within the toolbar. Change your font to 14 Verdana, click the underline button, but not the bold button. Type the following title...Double Fun With Double Spacing
5. Now put your cursor at the very end of the last sentence of your paper. Press enter once. Make sure your font is set to Verdana 12. Insert the following table below and copy EXACTLY what it says. The top row of the table is called the header and it should be bolded. Adjust the width of the columns so it looks similar to the example.

Objective	Points Possible	Points Earned
Correctly copied table and formatting	3	
Name, hour, and assignment number are right-aligned and on separate lines and bolded with single spacing	3	
Verdana size 12 font was used for the body	2	
<u>Double Fun With Double Spacing</u> was centered and underlined, not bolded	3	
Correctly named the assignment	2	
Body of the paper was double spaced	2	
Shared document with Mr. Schneider	2	
Overall quality and did not print from browser	3	
TOTALS	20	

6. Since your paper is double spaced, it is O.K. for your text to go onto another page. Make sure your table is completely on the second page. If it is not, place your cursor directly above the table and press enter until your table moves onto a second page.
7. Print your assignment, staple both pages together, and turn it into Mr. Schneider.