

Assignment 3 | Google Drive | Margins and Fonts

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

1. Log into your Google Drive account, www.google.com.
2. Create a new document.
3. Rename the document as firstinitiallastname_assignment3_hour.
Example...rschneider_assignment3_4.
4. Share the document with Mr. Schneider by clicking on the blue private link and inputting Mr. Schneider's name.
5. Check the size of your page margins. **Click file>page setup. In all 4 boxes, the number 1 should be displayed. Change it to .5 in all of the boxes. This means you will have ½ of an inch of white space surrounding your paper.**
6. Change your font to size 12 Times New Roman. Right-align your cursor and type your name, hour, and assignment 3 on individual lines and bolded, just like you did for assignment 1. When you complete writing Assignment 3 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. Before you do, change your spacing to double. Your header (or name, date, and hour) should be single.
7. Type the paragraph below.

For this assignment, you will be working with page margins and the original bad boy of fonts...Times New Roman set to size 12. This will also be the first activity where you will change the page margins. Let's get started! Times New Roman is probably the least exciting of all fonts. It's what we call the standard font. When you type papers for your classes, teachers will have different requirements. Typically, papers for reports should be formatted so that your font style is Times New Roman, size 12, double spacing, and with 1 inch margins all around your document. The term "document" is a fancy word for a paper that you type. Why couldn't they just call it paper? Because a document is a type of file with the extension .doc. You may notice that Times New Roman, set to size 12, is much smaller than other fonts of the same size but different styles. When you increase the font size, style, and margins, the length of your paper also changes. This is why colleges came up with a standard typing system. When teachers required their students to type a one page paper, they were changing the size of the font. Sixteen and eighteen were not uncommon. When teachers caught on, students changed the type of font, in order to squeeze out a few extra lines of space. Yet again, teachers caught on. For students who write in great length, page margins were often adjusted by the student to single spacing. **A one page paper typed using single spacing is equal or equivalent to a two page paper double spaced.** To clear up any misconceptions, paper requirements were often changed to word count. Length of your paper should not be your main focus. It's the content that

matters. In conclusion, always ask your instructor about paper requirements. It can save you a lot of time and aggravation. Just wait until you see an APA writer’s manual!

Complete the following modifications to your assignment...

1. 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.
2. 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...Old School With Times New Roman
3. After the sentence, “Let’s get started,” press enter to start a new paragraph and make sure it is indented.
4. 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	3	
Times New Roman size 12 font was used for the body	2	
<u>Old School With Times New Roman</u> was centered and underlined in Verdana size 14	2	
Correctly named the assignment	1	
Margins changed to .5 or ½ inch	3	
Body of the paper was double spaced	2	
Shared document with Mr. Schneider	1	
Overall quality...proper formatting...did not print from browser	3	
TOTALS	20	

5. 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 a page and is not split into 2. If it is not, place your cursor directly above the table and press enter until your table moves onto a second page.
6. Print your assignment, staple the pages together, and turn it into Mr. Schneider.