

Research Paper Assignment # 3

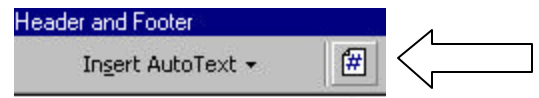
DIRECTIONS:

Using Microsoft Word, we need to create a HEADER that will contain our Last Name, First Name and the page number.



- 1) Click on View, Header and when the header outline appears, along with the Header and Footer toolbar. Click inside the outline and hit the TAB key twice and this will put you at the far right. Begin typing Your Last Name, then first name.

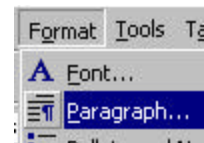
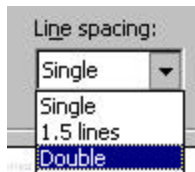
- 2) Next type a comma and then click on the Icon to insert page numbers, from the floating header and footer toolbar then click the close button. Your header should appear at the top right of the page in gray.



- 3) We need to create a COVER PAGE. Center Align your title along with all the text on this page. Make your title font 48 points. Place it at the top portion of your paper. Hit the enter key several times. Then type in your first and last name. A good title is the “hook” that will catch your reader’s attention and entice them to read the rest of your paper.
- 4) Hit enter two times and type CS105 Mr. Jaras and the Day of the week that class meets. Make the rest of the text on this page 24 points in size.
- 5) **Insert a meaningful graphic** for your topic and center it on your cover page between your title and above your name. Afterward, Hit the Enter key until you are at the second page.

TIP: Use File, Print Preview to see how your cover page looks without printing.

- 6) We need to have the rest of our document double-spaced. Click on **Format, Paragraph** and a Paragraph window appears. In the line spacing section **select double** from the drop-down menu. Then click OK. This will give the rest of your document double-space properties.



- 7) Type in your title again, this time center it and make it bold and 18 point. Then Left-align, remove the bold and change the size of the font to 12 point.
- 8) Your first paragraph should contain your thesis statement. A quick explanation about what your paper will be about. The body of your paper discusses important facts and properly cites information from sources. **It is very important to give authors proper credit.** First, you need to credit sentences and facts that you are using or quoting and this is called parenthetical citation. It is simply a clue for the reader to be able to easily find your source of information for a particular sentence, fact or quote.
- 9) Your paper should be a **minimum of 200 words double-spaced** not including the cover or works cited page. To check how many words you have, click on Tools, and select word count from the menu.
- 10) Your last page will be a Works Cited Page (make this title centered, 18 point and bold). **Find a minimum of 4 sources for your research paper.** Use MLA or APA format.
- 11) SPELL CHECK. 12) Save as “Research Paper.doc” 13) Print, staple together and turn in.