

Set page margins	/5	<b>NOTE: Mr. Sovel will show you how to set your PAGE MARGINS up for this. They will have 1.75 inch margins on the left and the right.</b>
Set line spacing at 1.5 lines	/5	
Use Times at size 12	/5	
Left & right TAB justified	/10	[Your Name] _____ Period [your period]
TITLE – centered, bold and underlined	/15	<b><u>First Graded Assignment</u></b>
Indent paragraph 1/4 inch	/5	Hello. My name is [your name] and I am six years old. Today is going to be very exciting. I am going to purchase the first animals for my home zoo. I cannot wait. This is just so exciting. All of my neighbors are coming over to help me set everything up. This project has taken <b>SO much</b> planning and saving.
Highlight [so much], increase to size 16 font and make bold	/10	
Indent paragraph 1/2 inch	/5	For example, I had to save a lot of money. I did not know that animals could cost so much. Here is a partial list of my first purchases: Anteater.....\$42.15 Elephant .....53.42 Zebra.....17.89 Canary.....156.90
No indent for list	/5	
Set up decimal TAB, with a dotted TAB leader	/10	
Indent paragraph 3/4 inch	/5	As you can see, this all my allowance for many weeks. I also needed to learn many new words. Here are some of my new vocabulary words: <b>BAIT</b> to put food in a trap or on a hook to lure animals or fish; to tempt; anything used as a lure. <b>COMPATIBLE</b> capable of living together or getting along well together.
Set Upper Indent marker at Ø; set Lower Indent marker at 1.0 inch.	/10	
<b>BONUS:</b> forced line break	/	
Indent paragraph 1/4 inch	/5	Well, this is all for now. I will keep you informed about how my zoo develops. I hope you liked my story. As you can tell, I have lots of energy and work very hard. I cannot wait until I am much more mature. You know – seven years old!
<u>Whole paper:</u>		
Spelling	/10	
Saved to directory	/10	
Followed instructions	/10	
/125		