Office Essay Production Directions

1. Log onto computer using your graduation year, first initial and then last name
   a. If this is the first time that you have logged into the network for this year your password is your student id number
2. Create a subfolder called "IBT" in your My Documents folder
   a. Create a subfolder called "Chapter 1" in your "IBT"
3. Open Microsoft Word
   a. It is located in the a subfolder called "Microsoft Office 2010" in the "Programs for 217" folder on the desktop
4. Create a header with your name, class period and assignment title (follow this format for ALL Microsoft Word assignments) "Evolution of the Modern Office
   a. "Insert" Tab
   b. "Header" in the "Header & Footer group"
   c. Choose the Blank with 3 Columns format
      i. Key your class period in the left column
      ii. Key the title in the center
      iii. Key the date in the right
5. Change the spacing double space using the paragraph menu.
6. Type the body of your essay (follow this format for ALL Microsoft Word assignments)
   a. Times New Roman size 12 font
   b. Indent paragraphs, except the first paragraph of the essay.
7. Save your document as "Evolution of the Modern Office" in a subfolder called IBT My Document folder
8. Upload your final essay in your Engrade account by clicking on your Turn-Ins link.