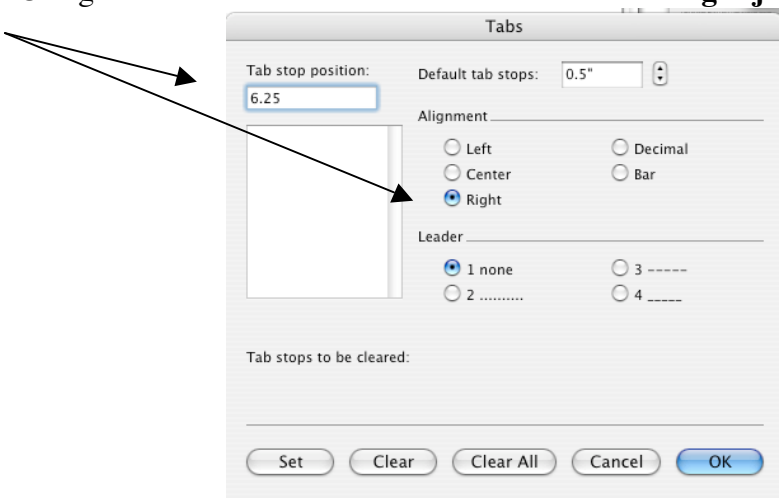
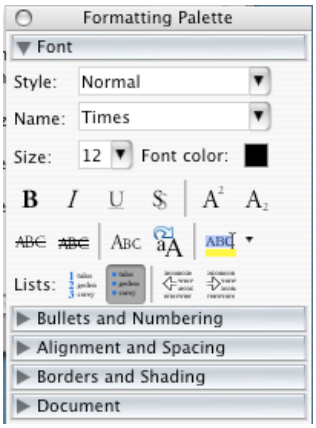
NAME _____DATE: _____Assignment 2

1. Open **Microsoft Word**

Using the **Format Menu … select Tabs** …Place a **right justified tab at 6.25**

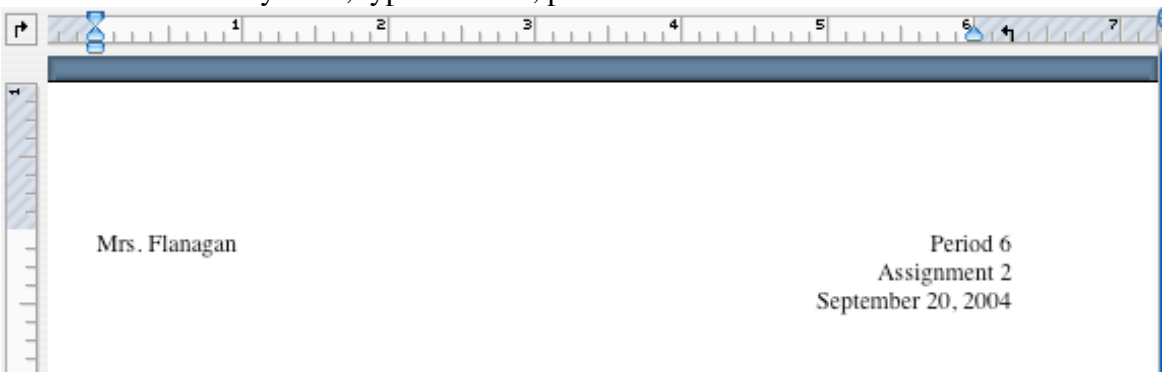


Look to see on the Formatting Palette: **Font = Times and Size = 12** and Normal Style



2. Type your Name, press **Tab once** to move to the right side of paper – type Period #

Press **return once**. Press **Tab key once**, type the Assignment. Press **return once**. Press Tab key once, type the Date, press return twice.



3. Go to **File and Save As**
4. Name your document **02.Last Name** and save to your folder.