**Game Changer Essay Final Copy**

1. **Opening a Document**
	1. Click on the main menu in the bottom left corner of your screen
	2. Select “Programs”
	3. Click “Microsoft Office”
	4. Click “Microsoft Word”
2. **Saving Your Document**
	1. “Save As”
	2. Select your student number (lunch number)
	3. Save document as “Game Changer Essay”
3. **Formatting Your Document**
	1. Right click the blank page
	2. Click “Paragraph”
	3. Click the dropdown menu under “Line Spacing”
	4. Click “Double”
	5. Click “OK”
4. **Selecting Your Font**
	1. Select **Times New Roman** at the top of your page
	2. Change the font size to 11
5. **Creating a Heading**
	1. Type the following heading in the upper left corner of your page:

Heading

Your name

Mrs. Piner

\_\_ Period Language Arts

November 10, 2016

1. **Creating a Title**
	1. Come up with a creative title (not “Game Changer Essay”)
	2. Type your title in the center of your page below your heading

Heading

Title

Heading

Title

 Essay…

1. **Typing Your Essay**
	1. After typing your title, hit “Enter” on your keyboard
	2. Hit “Tab” on your keyboard to indent
	3. Begin typing!