This assignment is designed to give you practice using the *Microsoft Word* word processor. It will be graded almost entirely on form, rather than on content. Your task is to produce a technically correct document in terms of such factors as positioning text, using margins and other open space to improve readability, and correct spelling, punctuation, and syntax. Use 8½ x 11 inch paper, carefully remove the "tear strips" (if you use a dot matrix printer) and staple the pages together in the upper-left corner. Your paper must be neat and easy to read.

This problem consists of three options labeled 1, 2, and 3. You may select any or all of these options, depending on the grade you hope to receive.

1. (75 points) Write a two- or three-page paper describing yourself. Include a summary of your experience, education, hobbies, interests, and goals for the future. Use double spacing (hint: use the *Format Paragraph* menu option), center your name and paper title on the first two lines of the first page, do not justify the right margin, and indent the first line of each paragraph by 0.5 inch.

2. (15 points) The second (or third) page of your paper must be numbered in the upper right corner in the form *Page 2* (page 3, if it exists, would have the page number in the form *Page 3*). Use a header to do this, but suppress the header for the first page (hint: use the *File – Page Setup – Layout* menu option). Underline at least four words and change two paragraphs so that they become "hanging paragraphs" or "numbered paragraphs." Assign numbers to these hanging paragraphs (i.e., 1. and 2.). Note that these three numbered homework options are examples of "hanging paragraphs" or "numbered paragraphs."

3. (10 points) Indent the left and right margins of one paragraph by 0.9 inch (hint: use the *Format Paragraph* menu option). Put the centered title of your paper in a footer that appears at the bottom of page two, but not on page one. Spell check your document and correct misspelled words.

You may use several printouts to illustrate the above options. You must write clarifying comments on your printouts to make sure that your instructor understands which of the above options are completed.