

Your Name (Student Number)
Class Name (Professor's Name)
Assignment Name (Date Submitted)

Title
by Name

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NOTES:

- Use one of the following fonts: Times New Roman, Arial, or Courier New.
- Use 12 point font for the main text. The “Header” information can be a smaller font, but it should be no less than 10 point font.
- When you indent the paragraph, use the TAB key (which is next to the Q key on the keyboard).
- Do NOT press ENTER until the entire paragraph is complete. You ONLY press ENTER at the end of the Paragraph.
- If you don't have a paragraph ready for formatting, you can generate some garbage text at <https://www.lipsum.com/> and use that for the Formatting Sample you're bringing to class on Day 2 of Week 2.