

Word Processing with Microsoft Word 2010

Report Formatting Guidelines

Report typing is one of the most useful units in computers. At some time, all of you will need to type complete reports for nearly every class. The two acceptable styles for writing/typing reports are MLA and APA style. Follow the MLA instructions in this packet for typing all reports unless instructed otherwise. Keep in mind: each teacher has the right to “change the rules”. The teacher assigning the report is boss. If he/she tells you to format the report differently in some way than these general guidelines, do what he/she asks.

Parts of a Report (typically stapled in this order)

1. **Title Page** – contains the information necessary to identify the report. Newer report styles do not include title pages; however, once again, if the teacher requests it, do it!! If required, it should include: the name of the paper, the name of the writer, the name and period of the class, the name of the teacher who assigned the report, and the due date of the class.
2. **Outline** – used to organize your topic into main ideas and supporting details. Most teachers will instruct you to write your outline from your notes and then write the body from the outline.
3. **Body** – is the actual paragraphs of information that you compile/create to explain the topic.
4. **Works Cited Page** – is your list of references. This page gives credit to the sources that you took your information from. It is typed on a separate page and placed at the end of the report.

Regarding Fonts, Sizes, and Styles

When typing the different parts of the report, choose an appropriate font and stick with it. Remember, an appropriate font is one that is easy to read and does not print in all capital or cursive letters. Whatever font you choose, you should use that font for every single letter from the first letter of the title page to the last letter of the works cited page.

Everything in a report should be typed in **12 pt. size, plain text, 2.0 line spacing, 0 pt. paragraph spacing**

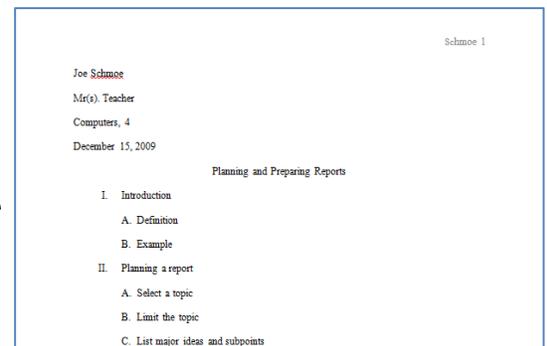
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Report Typing Directions

Outline Instructions

1. Open a new document in Word and set up as usual. (Auto Correct off, no spacing on, ruler on, show/hide on, size 12) Remember: auto correct, show/hide, and the ruler will need to be done daily.
2. Set all margins to 1"
3. All pages of a report should have the following header at the top. Type it once and it will appear on all pages of the file.
 - 1) Go to (*Insert tab – Header & Footer group – Header command*)
 - 2) Select the first header option "Blank."
 - 3) Select the [Type Text] and click on the right alignment command button.
 - 4) Type your last name and space once.
 - 5) Go to (*Insert tab – Header & Footer group – Page Number command*) and select "Current Position" and "Plain Number"
 - 6) Highlight your last name and page number and change the size to 12. You may also change the font at this point if you wish.
 - 7) Double click the main area of the document to exit the header area.
4. Set the same font that you have chosen and turn on 2.0 spacing.
5. Type the following heading in the top left corner of the page.
 - 1) Writer's Name (press enter)
 - 2) Teacher's Name ((press enter)
 - 3) Subject/Class, Class period (ex. Computers, 9) (press enter)
 - 4) **Due date** of paper written in full format (ex. October 23, 2011) (press enter)
6. Center the report title at the top of the outline in **upper/lower case letters** (one enter)
7. Return to left alignment and set the following tabs:
 - 1) Decimal tab @ 0.5"
 - 2) Left tab @ 0.75
 - 3) Left tab @ 1"
 - 4) Left tab @ 1.25"
8. Type the lines of the outline following these guidelines:
 - 1) If the line begins with a Roman Numeral (ex. I.), tab once before typing the line.
 - 2) If the line begins with a capital letter label (ex. A.), tab twice before it.
 - 3) If the line begins with a regular number (ex. 1.), tab three times before it.
 - 4) Capitalize the first letter of each line only.
 - 5) Enter once after each line in the outline.
 - 6) Tab (don't space) after all periods in the outline.
9. Save!

Example Outline



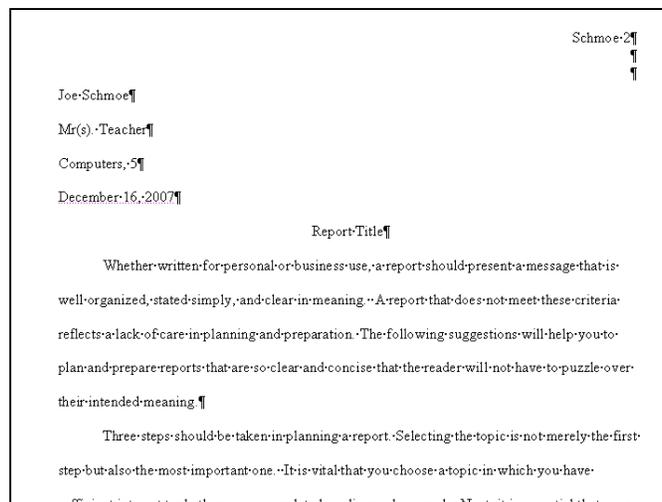
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Report Typing Directions, cont.

Report Body Instructions

1. Continue in your report file. Don't forget to: turn off the auto correct options, turn on the ruler and turn on show/hide.
2. The report body should begin a new sheet so you will need to insert a page break at the bottom of the outline. (*Insert tab – Pages group – Page Break command*)
3. The first page of the body should also have the **four-line heading** and the **centered title** at the top of it. The most efficient way to do this is to **copy** these lines from the outline page and **paste** them on the body page. Otherwise, you will need to type the heading and title again.
4. If you have not already done so, make sure you have one enter after your title and return to left alignment.
5. Clear all custom tab stop settings (Home tab, Paragraph group dialog box launcher, tabs button, clear all.
6. Begin typing the paragraphs as follows:
 - 1) Begin each paragraph with a tab.
 - 2) Be sure to space once after all periods and commas.
 - 3) Remember to enter only once between paragraphs since you are on 2.0 spacing.
7. After typing your paragraphs, spell check your document.
8. Be sure to proofread your report so that you can check for formatting and spacing errors.
9. Save your file. Remember if you are doing a large document it is a good idea to save often...maybe after every 1/2 page or so.

Example body



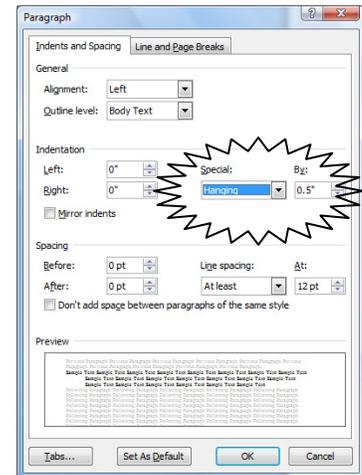
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Report Typing Directions, cont.

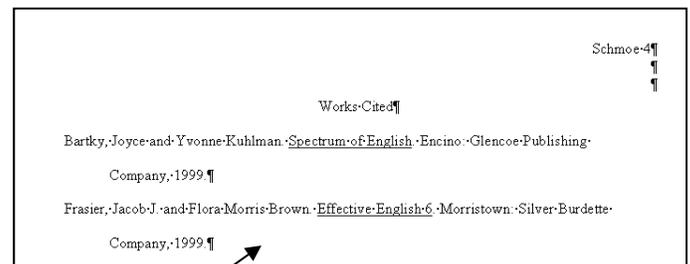
Works Cited Instructions

1. Continue in your report file. Don't forget to: turn off the auto correct options, turn on the ruler and turn on show/hide.
2. The works cited should also begin on a new sheet so you will need to insert page break at the bottom of the Body section. (*Insert tab – Pages group – Page Break command*)
3. Center the words **Works Cited** at the top of the page in upper/lower case plain letters.
4. Enter once after the Works Cited title and switch back to left alignment.
5. When typing a works cited page, the first line of each source should begin at the left margin. All other lines for that source should be indented .5 inch. To do this, you will need to create a "**hanging indent**". A hanging indent will cause Word to word wrap **and indent** the additional lines of each source. To create a hanging indent, follow these steps:

- 1) On the **Home** tab, click the Paragraph Dialog Box Launcher.
- 2) In the **Paragraph Dialog Box** under the Indentation section, change the section labeled **Special** from **None** to **Hanging**.



6. Type your sources in alphabetical order by author last name using the format in the Writing Guide.
7. Remember to:
 1. underline titles of works published on their own;
 2. put titles published from larger works in quotations (such as articles);
 3. capitalize the first letter of all important words
8. Separate each part of entry (author, title, date) with a period.
9. Each source should end with a period and one enter.
10. Follow these spacing rules:
 - 1) Space once after all periods and colons.
 - 2) Do not space after an open parenthesis or quotation mark.
 - 3) Do not space before a close parenthesis or quotation.
 - 4) Do not space before or after a hyphen when typing a range of pages.



Example Works Cited