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| Header - Upper right: (Last name  Page number)  *1 inch margins*  *Top Left:*  *Name*  *Teacher*  *Class*  *Date Turned In*  *Title Centered*  *Font Style: Times New Roman*  *Font Size: 12 point*  *Black Ink*  *Double-spaced*  *In-Text Citation, author’s last name and page number where info was found*  *In-Text Citation where no page number is available, author’s last name only*  *In-Text Citation when an author is stated in the sentence, page number is the only thing required* | **MLA Guidelines:**  **HOW MY TYPED PAPERS SHOULD LOOK** |
| Kent 1  Clark Kent  Mr. Chappell  English 9  14 March 2011  A Call to Action: Regulate Use of Cell Phones on the Road  When a cell phone goes off in a classroom or at a concert, we are irritated, but at least our lives are not endangered. When we are on the road, however, irresponsible cell phone users are more than irritating: they are putting our lives at risk. Regulation is needed because drivers using phones are seriously impaired and because laws on negligent and reckless driving are not sufficient to punish offenders.  As of 2000, there were about ninety million cell phones users in the united states, with “85% of them using their phones while on the road” (Durtley 1537). Because of evidence that cell phones impair drivers by distracting them, some states have considered or implement laws restricting their use in moving vehicles. Those driving while using cell phones have an 80% increase risk of causing or being involved in an automobile accident (Kane).  Scientific research confirms the dangers of using phones while on the road. In 1997 results from a study conducted by Joan Strowy show that:  Using a cellular telephone was associated with a risk of having a motor vehicle collision that was about four times as high as that among the same drivers when they were not using their cellular phones. This relative risk is similar to the hazard associated with driving with a blood alcohol level at or above the legal limit. (14) |

**Microsoft Word / Typing Shortcuts**

Shortcuts are used to increase typing speed and efficiency.

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| --- | --- | --- | --- |
| **CTRL+1** | Single Space | **CTRL+ 2** | Double Space |
| **CTRL+5** | 1.5 Spacing | **CTRL+Z** | Undo |
| **CTRL+Y** | Redo | **CTRL+C** | Copy |
| **CTRL+X** | Cut | **CTRL+V** | Paste |
| **CTRL+L** | Left Justified | **CTRL+E** | Center Justified |
| **CTRL+R** | Right Justified | **CTRL+M** | Block Indent Text |
| **CTRL+T** | Creates Hanging Indent | **CTRL+F** | Find Menu |
| **CTRL+H** | Replace Menu | **CTRL+B** | Bold |
| **CTRL+U** | Underline | **CTRL+I** | Italics |
| **CTRL+S** | Save | **CTRL+N** | New Document |
| **CTRL+O** | Open Document | **CTRL+P** | Print |
| **CTRL+[** | Decrease Font Size by 1pt | **CTRL+]** | Increase Font Size by 1pt |
| **CTRL+A** | Select All | **CTRL+Enter** | Inserts Page Break |
| **CTRL+Arrows (Right/Left)** | Moves Cursor One Word At A Time | **CTRL+Arrows (Up/Down)** | Moves Cursor One Paragraph At a Time |
| **SHIFT+Arrows** | Highlights text | **SHIFT+ CTRL+ Arrows** | Highlights Text One Word/ Paragraph At a Time |
| **F7** | Spellcheck | **F5** | Refresh |

These shortcuts are not necessarily Microsoft Word specific. They may or may not work in other processing software. Test them out. Happy typing!

\*Remember that if you are using a Mac the same shortcuts apply just use the Command key instead of the Ctrl key.