

# Word Checklist

## Checklist for word documents

- \_\_\_\_\_ Heading - name, date, period, on the right side of your paper, single space, size 12
- \_\_\_\_\_ Title - centered, bold, underlined, and large font (size 18)
- \_\_\_\_\_ Text - font size 12, (use Times or Cambria), indent paragraphs, not bold
- \_\_\_\_\_ Picture - place it "in" text so the words go around it
- \_\_\_\_\_ Double-spaced
- \_\_\_\_\_ Spell check
- \_\_\_\_\_ No more than one page