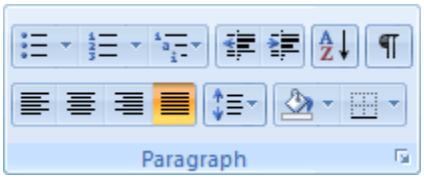
Independent Formatting Paragraphs Activity



Directions:

1. Open a new word processing document.
2. Set your margins to be 1 inch all around.
3. Key your heading in the header.
4. Key the following paragraphs using the formatting indicated below. Label each paragraph format that you key (Example: Block Style).
5. Proofread your work before and after printing.

Key the following paragraphs using block style.

Block Style paragraph format, this is when all lines of text begin at the left margin. The left margin is straight/flushed with the left margin, there are **NO** indents. Letters, memorandums and emails use block style paragraph format. Set the line spacing for letters to single space. Letters are single spaced within each paragraph and double space between each paragraph.

Key the following paragraphs using the indented paragraph format.

Indent Style Paragraph, this is when the first line of the text is indented and all other lines are straight/flushed with the right margin. Indent style paragraph is used when typing the paragraphs for reports. Reports are double spaced throughout the body of the document.

Key the following paragraphs using the hanging indent format.

Hanging Indent Paragraph Format, this is when the first line of a reference begins at the left margin and ALL other lines are indented. You can have multiple lines that are indented when using hanging indent. References, works cited and Bibliographies will use hanging indent. These documents are all double spaced when using a MLA formatted report