

To insert a header in Microsoft Word, select **View**, then **Header and Footer** from the Word toolbar. Then, left justify the line and type "Running head" and a shortened version of the title of your paper in all caps. Next, insert an automatic page number by choosing the **Insert Page Number** button on the Header and Footer toolbar. Be sure to select "**Different First Page.**"

Case Study: MRA Associates, Inc. and Xecodynamics

Sally Student

University of the Rockies

In the top half of the page, include all information shown here, centered and double-spaced.

To center text in Microsoft Word, first highlight the text. Next select **Paragraph** from the Word toolbar. Then, on the **Indents and Spacing** tab, choose **Centered** from the drop-down list next to the word Alignment.

Margins should be 1 inch on all sides. To change your margins, select **Layout** in the Word toolbar, then **Margins**. From there, select "**Normal.**"