

# Miss Gdaniec's Typed

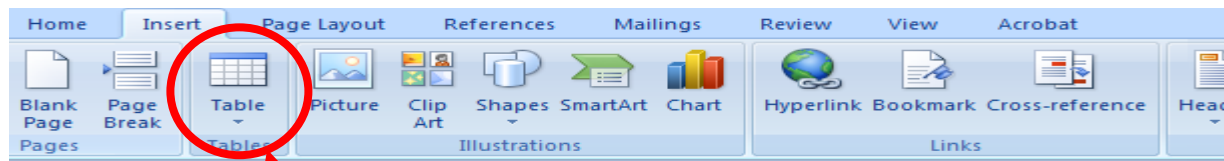
## Density Determination Lab Report Guidelines

- ★ Lab report should be 1.5 spaced.
- ★ Text should be 12 pt. Times New Roman font.
- ★ Margins should be 1" on all sides.
- ★ Heading goes in the upper right hand corner.
- ★ The **ENTIRE** report except the **GRAPH** must be computer generated (typed) – table, calculations, etc. [\(See below for instructions on how to create a table and complete calculations.\)](#)
- ★ Works Cited should be the last section of the report. It doesn't have to be a separate page if you have room on the last page after the conclusion. [\(See separate document for information on MLA formatting.\)](#)
- ★ **Recommendation:** Use Microsoft Word on a computer.



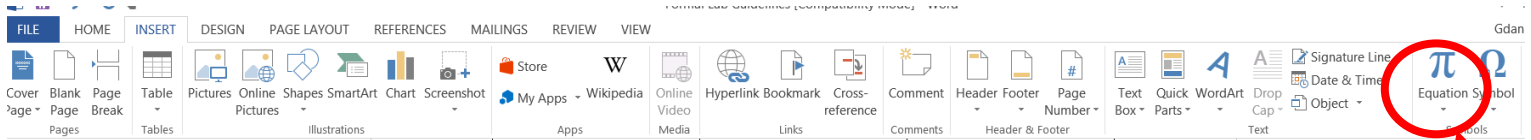
### How to Create a Table:

- ★ Select the 'Insert' Tab along the toolbar. Select the 'Table' tab. Select however many columns you will need. It should be boxed in on all side – plain black lines, no shading in columns or rows. If not, right click on the table and select 'Borders and Shading' to fix it.
  - Table 1: Title should be written (centered) above the table.

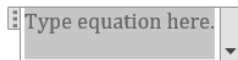



# How to Complete the Equations:

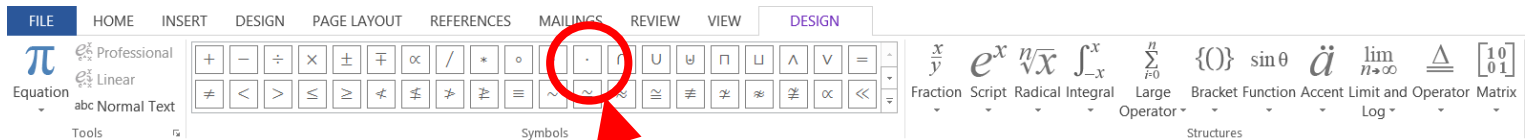
- ★ Select the 'Insert' tab. → Select the 'Equations' tab.



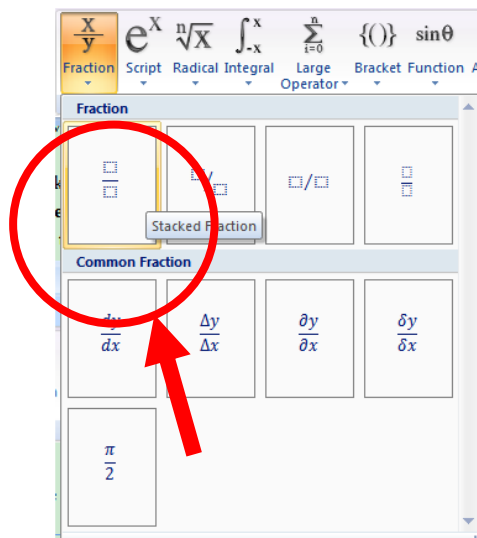
- ★ Select 'Insert new equation' from the bottom of the drop down menu.
- ★ A box will pop up that says "Type equation here."



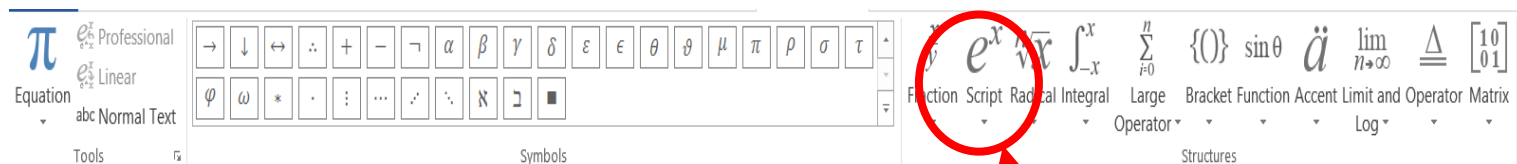
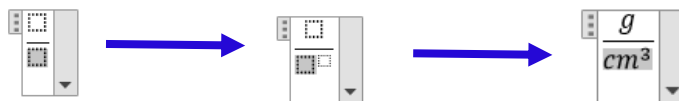
- ★ For Volume, you can type directly into that box. For the multiplication symbol, when you click on the drop down portion of the menu that contains the symbols – the upper right hand corner will say 'Basic Math' change it to say 'Operators' and you will get a more extensive list. You are looking for the small dot, referred to as the 'Dot Operator.' On my screen, once I switched to 'Operators' it was the 12<sup>th</sup> one from the left. Follow the directions below for how to turn cm<sup>3</sup> into cm<sup>3</sup> if you are using the equation editor function.



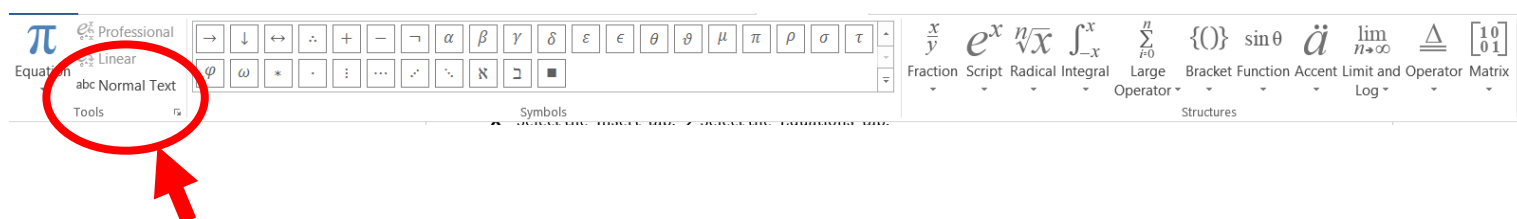
- ★ For Density, once you have the 'Type equation here box,' click on the 'fraction' tab and select the one in the top left corner ('stacked fraction'). You will need to move your cursor to the far left to type in the D = then you can click on the squares and fill in the missing components.



- ★ To turn cm3 into cm<sup>3</sup>, click on the square in the denominator so it is highlighted, then select the e<sup>x</sup> 'script' button. Select the top left option ('superscript'). Then you can put cm in the larger box and 3 in the upper right-hand box in the denominator.



- ★ To change the text so it is not in italics, select the equation box so it is all highlighted and under the equation tools screen select 'Normal Text.' Then you can change it into 12 pt. Times New Roman. You can leave it in italics if you'd prefer.



- ★ You can then align your measurements to the left, right, or center just like normal text. Don't forget to label the number of each block before typing out the calculations!

Please let me know if you are having trouble with any of this. I would be happy to help you! ☺