Miss Gdaniec's Typed Lab Report Guidelines

★ Lab report should be 1.5 spaced.
★ Text should be 12 pt. Times New Roman font.   **See/Use TEMPLATE!**
★ Margins should be 1" on all sides.
★ Heading goes in the upper right hand corner.
★ Chemical formulas **MUST** be written in proper form in order to receive credit – subscripts must be included. Yields arrow must be included. **(See below for directions on how to subscript.)** States of matter must be in regular text in parentheses – they are not subscripted.
   - To create an arrow → for the balanced equations, place - - > next to each other without any spaces and Word will automatically change it to →
★ The **ENTIRE** report must be computer generated (typed) – table, equations etc. **(See below for instructions on how to create a table.)**
★ **Recommendation:** Use Microsoft Word on a computer.-

How to Subscript:

★ Highlight the number that needs to be subscripted and select the x_2 button from the toolbar.
   - If you want to highlight more than one number at a time, hold down the control (CTRL) button while you highlight each, and then select the x_2 button.
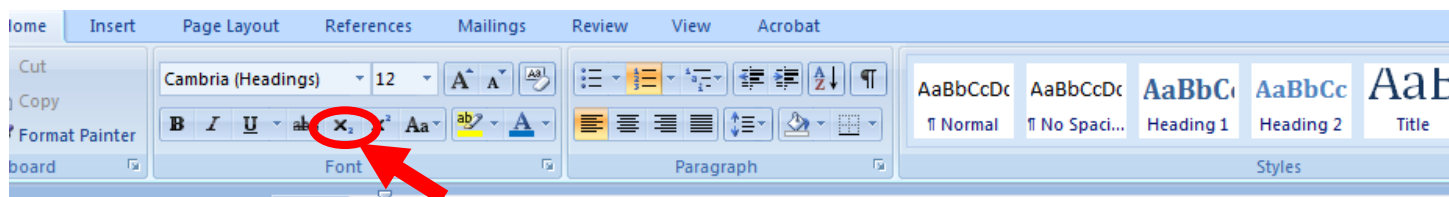
★ **Shortcut:** Instead of constantly having to click the x_2 button you can subscript using shortcut keys on your keyboard.
   - Highlight the number that needs to be subscripted – use CTRL if you want to select more than one. Then, press the CTRL and +/= key at the same time. Pressing them both at the same time again will undo the subscript.
   - Or, you can press the CTRL and +/= key <u>BEFORE</u> typing the number you want to be subscripted, type the number, and press CTRL and +/= again to return it to normal size font.
   - (To superscript, which you won't need for this lab, you press CTRL, Shift, and the +/= key at the same time. Pressing that combination again will undo the action and return you to normal size text.)

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.
   - <u>Table 1</u>: Title should be written (centered) above the table.

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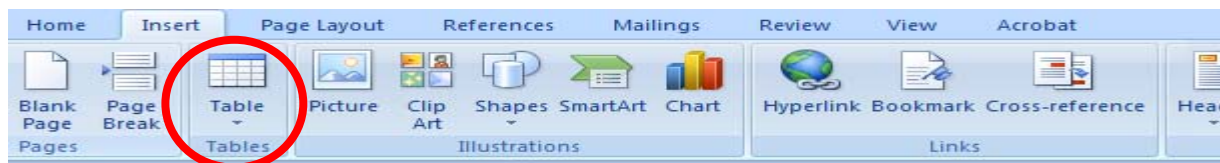
* To bullet point in the table, select the cell that you want to bullet point in and select the bullet point icon from the toolbar. Use regular bullet points (dots), not shapes as I have shown in the table.
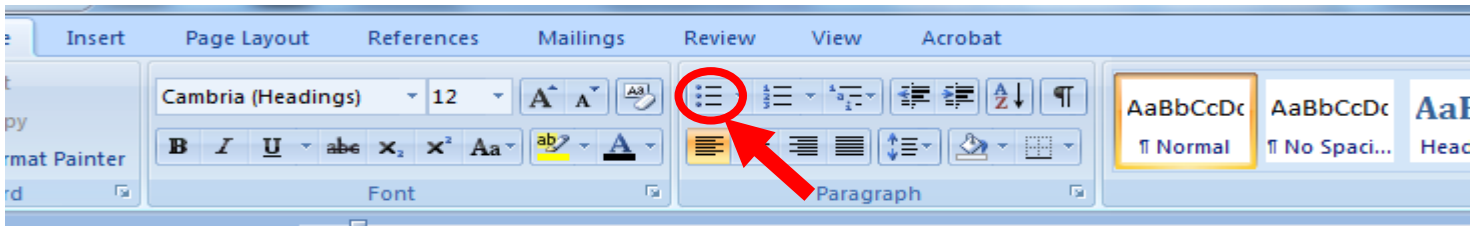
How to Create Columns:

* Select the 'Page Layout' Tab along the toolbar. Highlight the text that you want separated into columns. Select the 'Columns' tab. Select however many columns you will need.
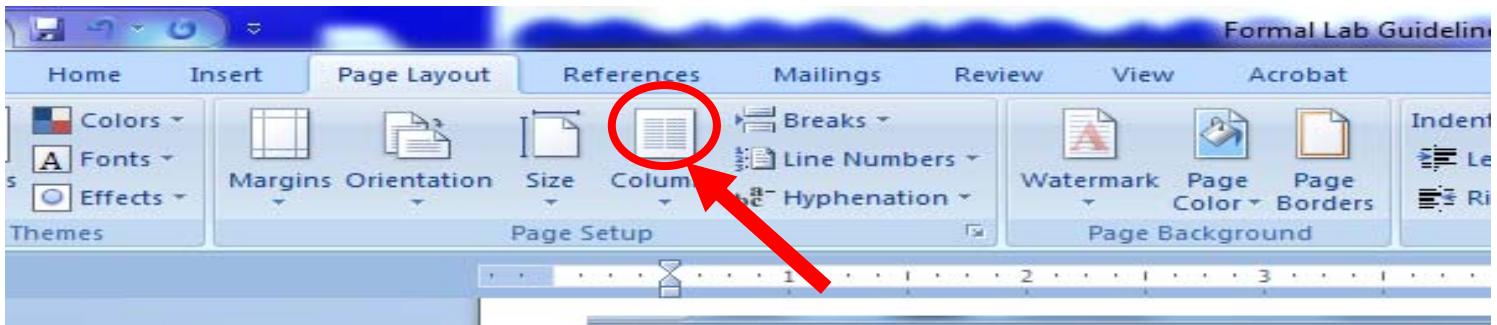
PLEASE come in and see me or send me an email if you are having trouble with this formatting!