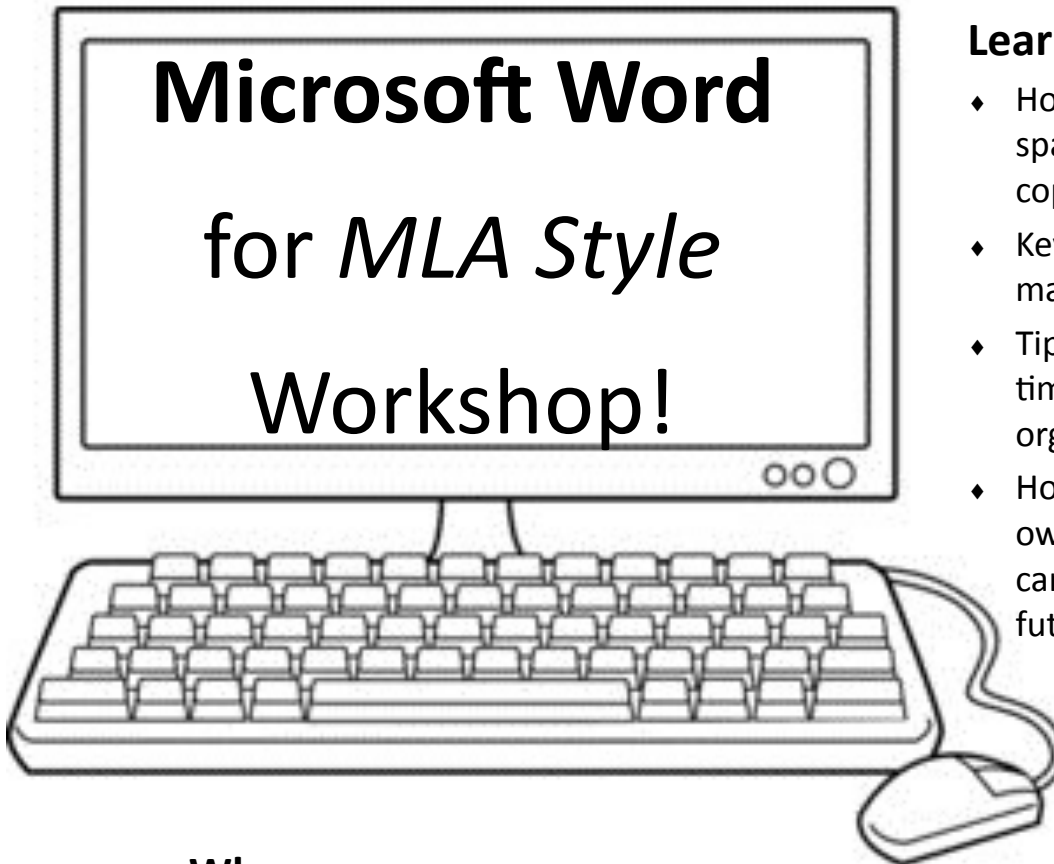


Do you have to **type a paper in Microsoft Word?**

Do you know how to **set margins, change spacing, or save your work?**

Do you know what **MLA format is and how to do it?**

If not, check out the...



**Learn:**

- ◆ How to change fonts, spacing, set margins, and copy/paste.
- ◆ Keyboard shortcuts to make editing easy!
- ◆ Tips and tricks to save time writing and organizing your ideas.
- ◆ How to format your very own MLA template you can save and reuse in the future!

**When:**

Tues 8/25 at 12-12:30 pm and 5:30-6 pm

Wed 8/26 at 12-12:30 pm and 5:30-6 pm

**Where:**

Room 844 (computer lab)

**Brought to you by the ARC (Academic Reading Center).**

**[www.facebook.com/ARCatWCC](http://www.facebook.com/ARCatWCC) and [www.savemyreadinglife.com](http://www.savemyreadinglife.com)**

For more information email [jtorres@yccd.edu](mailto:jtorres@yccd.edu) or call (530) 661-5750