

Name Surname : **Charlie Brown**

Student Number : **1234567**

Class Code : **C01**

WRITE YOUR TITLE

The paragraph format is easy to be prepared by following certain steps. Firstly, each paragraph should be indented using “**tab**” button on the keyboard as it is seen in



the picture. Then the font type should be chosen “**Times New Roman**” and “**12**” in size. Next, the lines should be aligned



by clicking on “**justify**” button. In addition, “**2**” should be applied to leave space between lines which will be used for correction by the tutor. Finally, language should be adjusted as “**English**” on the left bottom.

