Last Name, First Name

Assignment #\_: Title of Assignment

Class and Number (example: MRKT 140 or MRKT 170)

Date

Margins: 1”, Top, Bottom, Left & Right (Page layout Tab/Margins/Normal – 1”)

Spacing 1.5 (Home Tab/Paragraph grouping/Line Space & Paragraph Spacing/1.5)

Font: 12 Point & Times New Roman (Home Tab/Font grouping/Times New Roman/12)