**Formatting a Title Page**

**Directions:** Create a title page for the report entitled “FORMATTING AN UNBOUND REPORT”. Remember to include the title of the report, your name, course name, and current date. Follow the spacing rules listed below. Save the document as “Title page” and print your title page.

**2”**

TITLE

**2” or 2 ½” (Return 12 or 15 times)**

Your Name

**(DS)**

School Name/Class

**2” or 2 ½”(Return 12 or 15 times)**

Current Date

**Key the title in all capital letters and horizontally centered**

**Key your name and the school/course name in initial caps and horizontally centered**

Key the complete date horizontally centered and initial caps