***Word-Processed assignment tips:***

**Don’t forget to put your name and assignment number on every page.**

Try to format your assignments so that they fit on one page, please!  Usually you can do this in MS Word (or other programs) by changing the margins in "Page Layout" to narrow, use font size (use 10 or 12), set the line spacing to 1.0 in the "Paragraph" tab, or highlight the multiple choice questions and under " Layout" select "columns" and choose either "Two" or "Three."

**How to do concept maps in a word-processing program?**

You could put the answers on your document like below, using the space bar and enter key to position them somewhat like they are in the book. Or make a chart or do a hand-written drawing and attach it to the rest of your assignment.

**Example:**

Name

Date

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1. a. abcdef

b. abcdef

2. answer #1 answer #2

 answer #3 answer #4

3. a

4. b

5. c

6. d

7. a

8. b

9. abcdef

10. and so on