KEY THE FOLLOWING MLA REPORTS USING THE FOLLOWING DIRECTIONS:
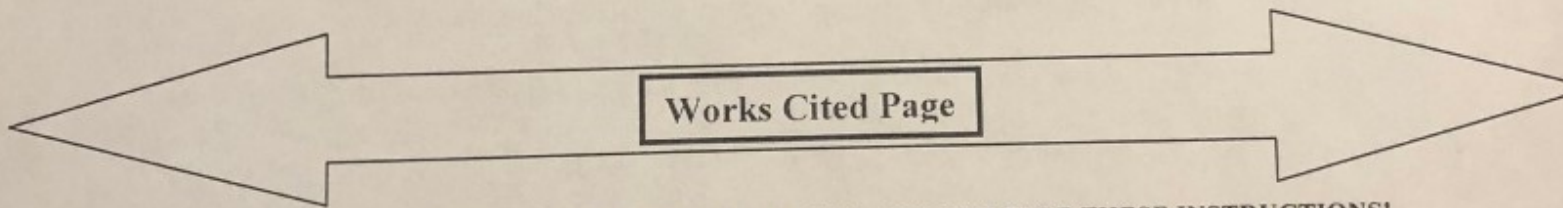
1. Home -> Styles ->NO SPACES
2. Times New Roman
3. 12-point font
4. DS the entire report

5. Header: Your Name, Date, & Personal Business Letter
6. Proofread and spell check.
7. Change Line Spacing to 2.0
8. Save to your U: drive. . . Save often!!!

Place in header
TNR 12-pt

Save As: MLA_Graded

Student Last Name 1

Student First and Last Name

Mrs. Starrick

Computer Literacy

Margins: 1" top, bottom, left and right. DS entire report

Current date

The Internet

Anyone using computers for school, business, or personal use knows the difficulty of keeping up with changing technology. Computer users are demanding that microprocessors become faster and easier to use in order to keep up with the many applications used today. Just when users thought they were catching up, the Internet became popular.

Defining the Internet

Networks have changed the way people communicate. Each day, transactions are sent across high-speed connections to computers all over the world via the Internet. A working definition of the Internet follows;

Indent long quotes 1" from left margin and DS

The Internet is an international "network of networks" comprised of government, academic, and business-related networks that allow people at diverse locations around the world to communicate through electronic mail, to transfer files back and forth, and to log on to remote computer facilities. (Odgers and Keeling 289.)

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Connecting to the Interent

You must have a device called a modem to link your computer to other computers through telephone or cable lines. With some connections, you need to have an account name and password to access the Internet; with others, you may be connected directly to the Internet and need only to "click" the Internet icon on your computer's desktop (Fulton-Calkins 62).

If you are using the Internet at school or work, the organization is paying a fee for use.

Works Cited Page

Works Cited

Cunningham, William H., Ramon J. Aldag, and Stanley B. Block. Business in a Changing

World. 3d ed. Cincinnati: South-Western Publishing Co., 1993.

Fulton-Calkins, Patsy and Joanna D. Hanks. Procedures for the Office Professional. 4th ed.

Cincinnati: South-Western Educational Publishing, 2000.