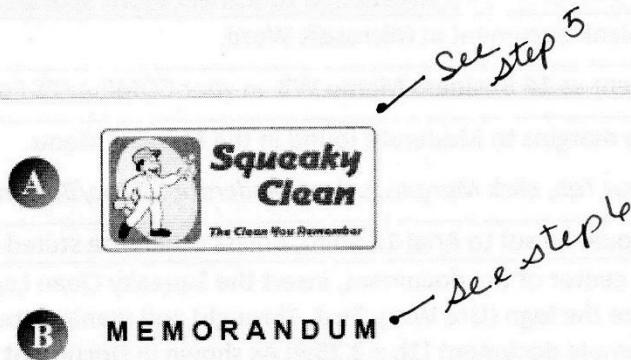


Lesson 14: **14 Squeaky Clean Business Memo W-3** Formatting a Business Document v7

Instruction to the MS Word Specialist	
1.	Open in a new blank document in Microsoft Word. (Shortcut to MS Word is on your Desktop of the PC)
2.	Save the document as 14 Business Memo W3 to your COMP APPS / Word Folder.
3.	Margins: Set the margins to Moderate found in the Margins Menu. How? Click <i>LAYOUT Tab</i> , click <i>Margins</i> , select <i>Moderate</i> from the menu.
4.	Font: All font should be set to Arial 12 point, unless otherwise stated in the directions.
5.	Logo: In the top center of the document, insert the Squeaky Clean Logo image [found on the lesson webpage]. Resize the logo (Use Wrap Text, Through) and manipulate the logo so it is a similar size to that on your example document (1h x 2.25w) As shown in Document W-3. See icon (A)
6.	Title: Two lines below the logo (press enter 2X's, Click the Center Tool, then key the title in ALL CAPS). <ul style="list-style-type: none"> • Type the word MEMORANDUM. Make sure it is center-aligned, bold face and set in ALL CAPS. • After typing MEMORANDUM select the word MEMORANDUM, click [CTRL + D] to open the FONT MENU Window. Now click the ADVANCED TAB in the FONT MENU Window. • Change the SPACING SETTING to EXPANDED and set the point size to 5pt, click OK. • If correct, your work will look like this → M E M O R A N D U M See Icon (B) • When done, turn CAPSLOCK KEY off and change Expanded Setting (Press CTRL+D) back to Normal.
7.	Line Spacing: Set the document to Single-Space from this point. Click the Line Spacing Tool , scroll to the Line Spacing Options Menu , set spacing to 0 before & 0 after . Then set Line Spacing to the setting SINGLE. Lastly, click Save, to save your changes.
8.	Two lines below the title (M E M O R A N D U M) Click the Left Align Tool and you will key the text in the top section of the MEMO. Click the Left – Align Tool or (CTRL + L). <ul style="list-style-type: none"> • Key in the word To: Press the Tab Key twice. Complete the text as it appears. Press Enter Key Twice. • Type the word From: Press the Tab Key twice. Complete the text with names, JW & MW, Owners. Then, press the Enter Key twice. [Ask if this line confuses you.] • Type the word Date: Press Tab Key twice. Type in today's current date. Press Enter Key twice. • Type the word Subject: Press the TAB KEY once. Complete the text as it appears. • In the From: line SELECT initials JW & MW, then select font style <i>Brush Script</i> or <i>Edwardian Script</i>, size 14 point. • Then, click the SUPER SCRIPT Button (CTRL+SHIFT+ADDITION KEY) to raise the initials above the baseline. See icon (C) • To: From: Date: and Subject: Should be Boldface (only those words, not the remaining text)
9.	Border Line Divider: On this line, you will insert a solid line that extends from margin to margin as shown above Icon (D) How? Hold the Left-Shift Key down, press the hyphen (underscore) key, hold to the margin, press Enter Key. Try the Challenge: Use the Border Tool, Horizontal Line feature or the Line Tool to create the line. Ask for help if needed. You should be saving as your work as you go. (CTRL+S).
10.	Key (type) in the text for the body of the memo as shown in Document W-3 See (D) on <ul style="list-style-type: none"> • The body should be set to Left-Align (CTRL + L). • Skip a line <u>between</u> the paragraphs (Enter Key Twice). Press F7 to Spell Check.
11.	Footer: Key in the footer <i>as shown</i> using Font Style Arial, size 11 point. Press Enter Key after the date and then key in your Full Name and your Class Day/Period in the next line under the footer. See Icon (E)
12.	Justify Alignment: Highlight all 5 paragraphs of the Memo, click the Justify Alignment Tool (CTRL + J).
13.	Carefully proofread your work for accuracy. Make sure you ask a classmate to proof your work. Save (Ctrl + S)

Document W-3 Squeaky Clean ▪ Project W-3 ▪ Business Memo to Staff



Boldface

To:
From:
Date:
Subject:

To: Susan Albright, Betty Shines, Nancy Workman, Beth Duster, Cleaning Staff
Press Enter Key twice.
From: Joe and Marie Whiteglove, ^{JW & MW} Owners **C**
Press Enter Key twice.
Date: January 10, 20__ **← Use current date**
Press Enter Key twice.
Subject: New Service Strategy

JW & MW (apply super-script)

D We are about to announce a new service to our current and potential customers. We have made a commitment to establish ourselves as the most unique and comprehensive cleaning service in our market area.

To ensure that everyone is fully aware of what this will mean for our business and your earning power, we are requiring everyone to attend an informational meeting this Wednesday in our conference room beginning at 8:00 a.m.

We will introduce our new promotional materials and share the distribution strategy that will begin the Monday after this meeting. Everyone will walk away with a packet of materials to use with your customers and a demonstration of our new Web site that will be live that same week.

A continental breakfast will be available for everyone along with a goody bag of new cleaning supplies.

In addition, a competition is planned called Share What You've Got. If the name hasn't given it away, what we can do is come prepared with more ideas for spreading our news. The prize for our contest will be well worth your contribution.

Press Left Shift and Hyphen Key (UNDER SCORE)

do

E © Squeaky Clean, Business Memo to Staff, <current date> [Press the Enter key once.]
Type First/Last Name, Type Day/Period