

Squeaky Clean PROJECT W-3: Formatting a Memo ~ Business Memo to Staff

Instructions to the MS Word Specialist

1. Using Microsoft Word, open in a new document.
2. Save the document as W3 Squeaky Clean Memo in your COMP APPS Folder.
3. Set the margins to 1 inch (normal) on all four sides. [*Page Layout Tab – Margins – Normal*].
4. Unless otherwise noted, the font should be set to Arial 12 point.
5. At the top left-hand corner, insert the Squeaky Clean Logo image [found on the webpage]. Resize the logo so it is in proportion with the rest of your document as shown in **Document W-3**. See icon (A)
6. Three lines below the logo (press enter 3 times), key the title, center-aligned, bold, ALL CAPS, with one space between each letter. See icon (B)
NOTE: Deselect the all caps feature after you key the title.
7. Three lines below the title, key the text in the top section, left-aligned and double-spaced, as shown, in **Document W-3**. To create the initials for Joe's and Marie's names, use two different script-like font styles in point size 14 and then select the superscript feature (from exercise 4). Make sure the text aligns as shown in **Document W-3**. See icon (C) Ask for help if needed.
8. Single-space and insert a solid line that extends from margin to margin as shown in **Document W-3**. TIP: Hold the Left-Shift Key down and use the hyphen key to draw a line, or if you are confident, use the Border Tool, Horizontal Line feature or the Line Tool to create the line. Ask for help if needed.
9. Single-space and key the text for the body of the memo as shown in **Document W-3**. Left-align and double-space between paragraphs. Ask for help if needed. See Icon (D)
10. Key in the footer as shown in **Document W-3**. While adding your Name, Class Period and the current date. [*Insert Tab – Footer Tool – key in your data*] See Icon (E)
11. Save the file again. You should be saving as you work (CTRL+S).
12. Carefully proofread your work for accuracy. Ask a classmate to proof your work. Make any corrections, if needed. Save again.
13. Add a footer containing your name, date and class period. Size 11 font.
14. If asked, print a copy of the document and proofread another time. Makes changes if necessary and re-print the document. Print a final copy & pass in as instructed.