

Computer Applications

Chapter 1: Microsoft Word

Word 1

Key the memo shown below. Indent the second paragraph in the body of the memo from both the left and right margins.

Save the memo as Word 1.

Print.

TO: Richard Polk, College Relations

FROM: Christy Edmonds, OT Department

DATE: December 3, 2005

SUBJECT: BUSINESS COMMUNICATIONS COURSE

The desktop publishing course, BUS 250, has been a great success this semester. Because of the interest in the course, we have decided to offer it again in the spring semester. Please include the following description for the course in the spring schedule:

Students in Business Communications, BUS 250, will learn to recognize basic barriers to effective communication; plan and prepare oral communications; follow a process for preparing business documents; and evaluate and improve presentation skills.

I would like to see the course advertised not only in the spring schedule but also in the school newspaper. Would you help me write an advertisement for the newspaper? You can contact me at extension 405.

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