

4. Edit the note to contain the facts for Thomas Jefferson as shown below. Start by selecting the text to be changed. Then key or handtype the interests Jefferson has.
3. Open the *Thomas Jefferson* section and the *3rd President* page. Click the **Paste** button on the Standard toolbar. The note should now appear on the *3rd President* page.

90A LEARN:

Create a Memo

1. Open a new blank document in *Word*.
2. Read the memo shown in Figure 11.1 to review the format for a memo.

2" top margin

Align at tab setting about 1"

1" side margins or default

TO: Tab All Students DS

FROM: Tab Ms. Gerry Palko DS

DATE: Tab November 5, 20-- DS

SUBJECT: Tab INTEROFFICE MEMOS DS

The top margin of the first page of a memo should be 2 inches. Default or 1 inch margins should be used for the left and right margins. The bottom margin should be at least 1 inch. DS

Memos have four heading lines. The first line names the recipient (TO:). Who the memo is from (FROM:) is listed next. The date the memo is being sent (DATE:) and what the memo is about (SUBJECT:) follow. All heading words (TO:, FROM:, DATE:, and SUBJECT:) are keyed in all caps. They are aligned at the left margin. A double space follows each heading line. The information following the heading words is aligned about 1 inch from the left margin. A tab setting is used to align the information. DS

The paragraphs of the memo begin at the left margin. They are not indented. The paragraphs are single spaced with a double space between them. DS

xxx DS

Enclosure DS

c Maria Castillo

At least 1" bottom margin

Figure 11.1 Memo Format

3. Set a 2-inch top margin. Set a left tab at 1 inch.
4. Key **TO:**. Tap the TAB key and then key **All Students**. Tap ENTER twice to DS.
5. Repeat the process in step 4 to key the remaining heading lines of the memo, as shown in Figure 11.1.