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

the 3rd President page.

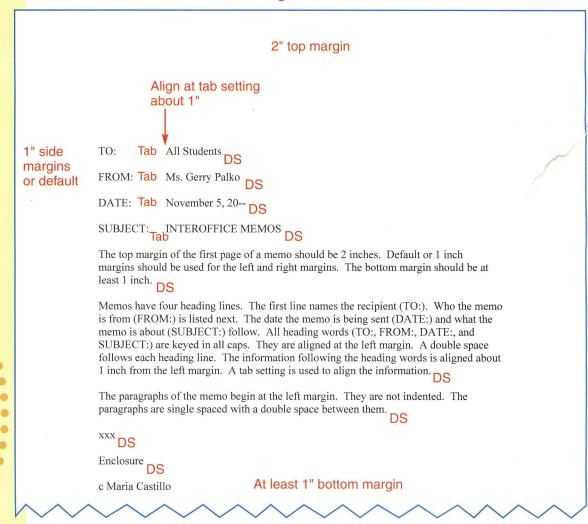
3. Open the Thomas Jefferson section and the 3rd President page. Click the **Paste** button on the Standard toolbar. The note should now appear on

Instant Message
What is a Renaissance
Man? A Renaissance
man is someone who
has a wide variety of
has a wide variety of

## **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.



## 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.

Lesson 90

**Interoffice Memos**