

## Paragraphs and Tabs Handout

1. On the top four lines of your page, type your heading.
2. Skip a line after your heading and then type the following letter as you see it.

### MEMORANDUM

To: Carson High School Faculty and Staff

From: Mr. Winkledorf, Principal

Subject: Annual Awards Assembly

Date: *Insert today's date*

It's the time of year when we honor students for academic achievement, excellence in sports, and outstanding citizenship. Our annual awards assembly is scheduled for June 10.

Recommendations for awards in outstanding citizenship should be submitted to this office no later than May 15. At the meeting of the full faculty on May 17, we will discuss these candidates and determine who shall receive awards as Carson High Outstanding Citizens. Lists of those who will receive academic honors and sports awards should be submitted to my office by May 25. Mr. Lopategui will inform the parents of award winners so they can plan to attend the assembly where their children will be recognized.

3. Turn on Show/Hide by clicking the Show/Hide button (paragraph symbol button).
4. Save the document as ParagraphsTabs.

### Format the Heading and Address

1. Center the title paragraph – MEMORANDUM.
2. Make the title text Arial, 24-point bold, underlined.
3. Position the insertion point to the left of the word *To*:
4. Press the Enter key twice.
5. Replace each space after each colon with a tab.
  - a. Double-click the OVR button on the status bar to enter Overtyping mode.
  - b. Position the insertion point immediately after the colon.
  - c. Press the Tab key twice.
  - d. Double-click the OVR button to return to Insert mode.
  - e. Delete one of the tabs after the word Subject: to align the address entries.
6. Save the document.
7. Make the following entries bold: To:, From:, Subject:, and Date:.
8. Insert a blank paragraph between the entries.

9. Insert two blank paragraphs after the Date: line.

10. Save the document.

### **Format the Body**

1. Insert a blank line between the body paragraphs.

2. Make the following words and phrases bold:

- a. outstanding citizenship  
(paragraph 2)
- b. no later than May 15  
(paragraph 2)
- c. academic honors (paragraph 3)
- d. sports awards (paragraph 3)

3. Undo the last two bold phrases.

4. Make the following phrase bold:  
by May 25 (paragraph 3)

5. Italicize the following phrase:  
Carson High Outstanding Citizens

6. Save the document.

### **Spell and Grammer Check, Print Preview, Print**

1. Spell and grammer check the document.

2. Save the document.

3. Print Preview the document.

4. Print one copy.

5. Proofread your printout, make any necessary corrections, save the document, and print it again.

6. Compare your results with the Illustration on the back page.

7. Close the document.

Mr. Lopategui  
Period B-2  
10/16/04  
Paragraphs and Tabs Handout

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**Subject:** Annual Awards Assembly

**Date:** *Insert today's date*

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Recommendations for awards in **outstanding citizenship** should be submitted to this office **no later than May 15**. At the meeting of the full faculty on May 17, we will discuss these candidates and determine who shall receive awards as *Carson High Outstanding Citizens*.

Lists of those who will receive academic honors and sports awards should be submitted to my office **by May 25**. Mr. Lopategui will inform the parents of award winners so they can plan to attend the assembly where their children will be recognized.