

Take two 3-minute timed writings.



Goal: At least 32wpm/3'/5e

D. 3-MINUTE TIMED WRITING

12 If you want to work in information processing, you
13 may realize that there are steps that you must take to
14 plan for such an exciting career. First, you must decide
15 whether or not you have the right personality traits.

16 Then you must be trained in the technical skills you
17 need in such an important field. The technology is changing
18 each day. You must stay focused on keeping up with these
19 changes. Also, you must never quit wanting to learn new
20 skills each day you are on the job.

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12

Formatting

E. WORD PROCESSING: ITALIC AND UNDERLINE

Study Lesson 30 in your Word Manual. Complete all of the shaded steps while at your computer. Then format the documents that follow.



GO TO
Word Manual

Document Processing

Correspondence

30-17

Memo

Underline the text to be emphasized.

Italicize the book title.

MEMO TO: All Executive Assistants | **FROM:** Robbie Holt, Staff Development Coordinator | **DATE:** March 25, 20-- | **SUBJECT:** Standardizing Document Formats

¶ Last month we received our final shipment of new laser printers. The installation of these printers in your offices marked the final phaseout of all ink-jet printers.

¶ Because all of us can now use a variety of standardized fonts in our correspondence, please note the following change: From now on, all titles in tables, correspondence, and reports should be set in Calibri 14. This new formatting change will help us to standardize our communications.

¶ The latest edition of the book *Quick Reference for the Automated Office* has two pages of helpful information on laser printers. I have attached my comments. Please read these pages carefully, and we will discuss them at our next meeting.

urs | Attachment

Correspondence**30-18**

E-Mail Message

Hi, Louise:

¶ The League of Women Voters is looking for volunteers to work at the various polling places during the upcoming elections. If you think you will be able to volunteer your time, please fill out and mail the attached schedule of availability. After I receive your schedule, I will contact you to confirm a location, time, and date.

¶ We are sending you the best-selling book *Great American Presidents* as a small token of our appreciation. Concerned citizens like you make it possible for the public to have a convenient place to vote. Thank you for your interest in this very worthy cause!

Paige | Paige Jones | E-mail: pjones@hotweb.net | Phone: 314-555-6972

Correspondence**30-19**Business Letter in
Block Style**Progress and
Proofreading
Check**

Documents designated as Proofreading Checks serve as a check of your proofreading skill. Your goal is to have zero typographical errors when the GDP software first scores the document.

Italicize the magazine title.

*April 3, 20-- | Ms. Robbie Holt | Staff Development
Coordinator | Health Care Incorporated | 1129 Market Street
| Philadelphia, PA 19107 | Dear Ms. Holt:*

¶ *I understand that you were in charge of selecting some fabulous new laser printers for Health Care Incorporated in Philadelphia. I know you researched the needs of your branch and considered those needs in your choice. I certainly appreciate your effort.*

¶ *Several of us at Health Care Incorporated here in Los Angeles would be very interested in seeing the printers demonstrated as we are planning a major printer upgrade with training to follow as well. Would it be possible to schedule a demonstration soon? We are particularly interested in learning about any features that particularly influenced your printer choice.*

¶ *I have enclosed an article on laser printers from the latest issue of Office Technology. Please let me know your reaction to the article. If I can help you in any way to arrange the demonstration, I would be more than happy to do so.*

*Sincerely, | Jeffrey Keller | Staff Development Coordinator
| urs | Enclosure*