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Curriculum Guide

DOCUMENT	NEW SKILLS
1 Memo	<ul style="list-style-type: none"> <i>Understanding the parts of a memo</i> <i>Using proper memo format</i> <i>Setting margins</i> <i>Aligning text</i> <i>Using the default tab</i> <i>Setting line spacing</i> <i>Formatting a bulleted list</i>
2 Block Style Business Letter	<ul style="list-style-type: none"> <i>Understanding the parts of a block style business letter</i> <i>Using proper block style letter format</i> <i>Setting margins</i> <i>Setting line spacing</i>
3 Modified Block Style Letter	<ul style="list-style-type: none"> <i>Understanding the parts of a modified block style letter</i> <i>Using proper modified block style letter format</i> <i>Setting tabs</i> <i>Setting margins</i> <i>Setting line spacing</i>
4 Personal Business Letter	<ul style="list-style-type: none"> <i>Understanding the parts of a personal business letter</i> <i>Using proper personal business letter format</i> <i>Setting margins</i> <i>Setting line spacing</i>
5 Envelope	<ul style="list-style-type: none"> <i>Understanding the parts of an envelope</i> <i>Using proper envelope format</i> <i>Setting margins (optional)</i> <i>Setting line spacing (optional)</i> <i>Formatting font sizes (optional)</i> <i>Setting tabs (optional)</i>
6 Business Letterhead	<ul style="list-style-type: none"> <i>Understanding the parts of business letterhead</i> <i>Formatting the header</i> <i>Changing font styles</i> <i>Formatting font size</i> <i>Inserting and formatting clip art</i> <i>Formatting a line shape</i>
7 News Release	<ul style="list-style-type: none"> <i>Understanding the parts of a news release</i> <i>Using proper news release format</i> <i>Setting margins</i> <i>Using the change case feature</i> <i>Setting line spacing</i> <i>Using the default tab</i>
8 Resumé	<ul style="list-style-type: none"> <i>Understanding the parts of a resumé</i> <i>Using proper resumé format</i> <i>Using correct line spacing</i> <i>Setting margins</i> <i>Formatting text</i> <i>Setting left and right aligned tabs</i> <i>Inserting a line shape</i>

DOCUMENT	NEW SKILLS
9 Cover Letter	<ul style="list-style-type: none"> <i>Understanding the parts of a cover letter</i> <i>Using proper block style letter format</i> <i>Using correct line spacing</i> <i>Setting margins</i>
10 Outline	<ul style="list-style-type: none"> <i>Understanding the parts of an outline</i> <i>Centering text horizontally on a line</i> <i>Using default tabs</i> <i>Using Roman numerals</i> <i>Using Arabic numbers</i>
11 MLA Style Report	<ul style="list-style-type: none"> <i>Understanding the parts of a report</i> <i>Using proper report format in MLA style</i> <i>Inserting page numbers</i> <i>Using first line indents</i> <i>Using block indents</i>
12 Works Cited Page	<ul style="list-style-type: none"> <i>Understanding the parts of a works cited page</i> <i>Using proper format on a works cited page in MLA style</i> <i>Inserting page numbers</i> <i>Renumbering page numbers</i> <i>Using hanging indents</i> <i>Sorting text A-Z</i>
13 Agenda	<ul style="list-style-type: none"> <i>Understanding the parts of an agenda</i> <i>Using proper agenda format</i> <i>Setting margins</i> <i>Aligning text</i> <i>Setting line spacing</i> <i>Formatting multi-level numbered lists</i> <i>Using various numbering styles</i>
14 E-mail	<ul style="list-style-type: none"> <i>Understanding the parts of an e-mail</i> <i>Appropriate use of the subject line</i> <i>Appropriate use of the salutation and complimentary closing</i> <i>Professional and polite tone in the body of the e-mail message</i> <i>Using the auto-numbering feature</i>
15 Table of Contents	<ul style="list-style-type: none"> <i>Understanding the parts of a table of contents</i> <i>Using tabs</i> <i>Using dot leaders</i>
16 Meeting Minutes	<ul style="list-style-type: none"> <i>Understanding the parts of a meeting minutes document</i> <i>Using proper meeting minutes format</i> <i>Setting margins</i> <i>Aligning text</i> <i>Changing line spacing</i> <i>Using correct paragraph alignment</i> <i>Formatting a block indent</i>