

Chapter 10 Review

Name _____

1. A **letter** is considered more formal than an e-mail.
2. You generally should use Word's default line spacing for a **personal-business letter**.
3. The name and person you are writing the letter to is called the **letter-mailing address**.
4. The **envelope** feature in word can be used to do variety of envelopes like a #10.
5. The **Date & Time** feature allow you to set a variety of dates and times in Word.
6. The **return address** is not keyed in a business letter because of the use of a letterhead.
7. Sincerely is called the **complimentary close** in a letter.
8. If you want to change all occurrences of the word Joe with Joseph select the **Replace** feature.
9. The **U** on the Ribbon stands for **underline**.
10. In order to place something from one document to another I must **copy** and **paste**.
11. The **ABC** on the Quick Access Toolbar stands for **Spelling and Grammar**.
12. Reference initials belong to the **person that typed the letter**.
13. If you make a mistake and you would like to correct it immediately before moving on you should select the **Undo Clear** button.
14. On your ruler the upside-down T with a dot next to it stands for **decimal tab**.
15. The subject line in a letter appears a **DS** below the salutation.
16. In a **block letter** the entire letter is typed flush with the left margin.
17. In a **modified block letter** the date and the closing lines are started at the center.
- 18-19. In mixed punctuation there is punctuation following the **salutation** and **complimentary close**.
20. Various features in the **Zoom** group on your View Tab allow you to see close up or reduced views of you document.
21. A **letterhead** appears at the top of company stationary and contains items like the return address, phone numbers, fax numbers and web addresses.
- 22-25. The four parts of a letter in order are?
 1. **date** 2. **salutation** 3. **body** 4. **complimentary close**

Chapter 10 Review Answers

D Siedentop



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