

MEMORANDUM

I W a n t i t N o w

TO: Mr. Lavendel
FROM: Your Name, Period X
CC: Computer Applications 1 Class
DATE: Today's Date
SUBJECT: Something That I Want

Write one opening sentence telling me what you want; it can be a thing, or to go somewhere or to be with person. You need to emphasize that thing by making it **bold and coloring it in**.

Tell me three reasons why you want it. Emphasize the three main points by making the **key words bold and coloring them in** with a different color than you used above.

Tell me what you will do to get it. **Highlight the main point here with a highlight color.**

(Your Initials)

Instructions:

In **MS Word** recreate the memo above; write the body in your own words, be creative with your words, it can be straight up, or a rap, or a poem.

The margins are Top; 2 inches, Right, Left and Bottom; 1.25 inches.

Use a **sans serif font** for both: MEMORANDUM and "I Want It Now." The word MEMORANDUM is 24pt with 0 pts of space after (below it). The line "I Want It Now" is 16pt with 24pt of space after and is set to expanded spacing by 20 points across the page.

The lines from "TO:" to "SUBJECT:" have 12pts of space after (below each of them). The labels are ALL CAPS and **bold** in the 11pt **use the same sans serif font as above** the TAB stop is set at 1.25 inch. The data text is 11pt **use a slab serif font**.

The body text (the rest of the text) is in the 11pt **use the same slab serif font as above** with 6 pts of space after each paragraph.

Your initials at the end are **right aligned**.

This assignment is worth 30 points.