

## Creating a Memorandum

### Directions:

1. Format the standard memorandum below.
2. Use side and bottom margins of 1". Set the top margin to 2".
3. Use the default tab settings for the spacing between the heading terms and the information. Example: Key the word TO: (then press TAB; in some alignments you may need to press the TAB key twice).
4. Use bullets for the listed items.
5. Set an appropriate header with your name, date, and class.
6. Save the file as **Activity D402-10**.

### Standard Memorandum

TO: Ms. Michelle Whiting

FROM: Sarah M. Pilkington, Building Supervisor

DATE: Use the current date

SUBJECT: Building Repairs

Yesterday while on the third floor, I noticed several areas that need additional attention since we are expecting guests to visit our Accounting Department next month.

Please ask Mr. Johnson to see that additional attention is given to the following areas:

The electrical floor covering should be stapled to the protection strip.  
The ceiling lighting fixture needs repairing and the light bulbs replaced.  
The floor tiles need to be replaced in the Accounting Department.

Thank you for your prompt attention in taking care of these repairs.

xx

### Word Processing

Use word processing software with alternative input devices.