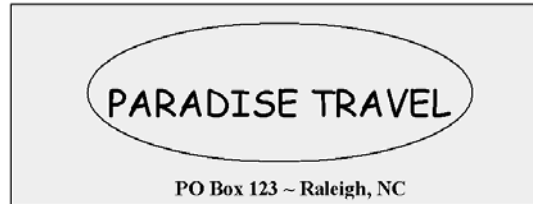


Directions: *Using your notes and proper formatting procedures, key the following memorandum exactly as it appears. Use the drawing toolbar or Paint to create the company header. Substitute your name for Melinda Smith's, add reference initials, and use the insert date feature to add today's date. Save as the document as **Handout D402-11**.*



TO: NC CTE Students

FROM: Melinda Smith, Paradise Travel Agency

DATE: February 14, 2005

SUBJECT: Travel Itinerary

Congratulations on being selected to attend the Eastern Computer Training Conference to be held on March 3, 4, and 5, at the Sheraton in Atlantic Beach, NC! Your travel itinerary is listed below.

March 2

3:00 p.m. Depart RDU, Flight 3495 Delta

3:55 p.m. Arrive New Bern, NC Airport

5:00 p.m. Arrive at the Sheraton, Atlantic Beach

8:00 p.m. Opening session dinner meeting, Plantation Dining Room
Detailed schedule for 3rd, 4th, and 5th will be distributed.

March 5

12:30 p.m. Depart the Sheraton, Atlantic Beach for Airport

2:00 p.m. Depart New Bern, NC Airport, Flight 3557 Delta

2:55 p.m. Arrive RDU Airport

The Paradise Travel Agency wishes you a pleasant trip. Feel free to contact us for further needs. Happy traveling!

Word Processing

Use word processing software with alternative input devices.