

Template Assignment

Every business will use templates to increase efficiency. On this assignment, you will create a template for a memorandum (or memo).

Page two has a quick sketch of what it should look like and page three has a sample of an “A” assignment.

Save as “Last First Name period MEMO”

Directions:

In the header put:

- 1 vertical gray line in the specified location
- 1 horizontal gray line in the specified location
- 1 circle with line through it in the specified location 2x2 inches

In the footer put:

- 1 box 0.5x3 inches in the specified location
- Insert the word “Confidential” into the box – Impact, 24pt, Centered

Margins must be:

- Top: 1”
- Right: .75”
- Bottom: 1”
- Left: 1.5”

Add the title Memorandum in the top – Times New Roman, 30pt, 7pt before and 27pt after on the spacing

Add the **To:, CC:, From:, Date:** information – Arial, 9pt, Double spaced, 0pt before and after on spacing

Add the Re: information - Arial, 9pt, Double spaced, 0pt before and 20pt after on spacing

Insert a black line with the same look and placement as the sample

Add your title – Arial, 11pt. 0pt before and after on the spacing

Insert “Your text goes here” as sample text as shown in the sample – Times new Roman, 10pt.

Memorandum

To:

CC:

From:

Date:

Re:

This is your template

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CONFIDENTIAL

LINE, GRAY, IN HEADER

1 INCH

Memorandum

LINE, GRAY, IN HEADER

↑ TIMES NEW ROMAN 30PT.
SPACING = 7PT BEFORE
27PT. AFTER

← 1 1/2 INCH →

To:
CC:
From: } ARIAL, 9PT., DOUBLE SPACED
Date:
Re:

BLACK LINE

This is your template ← ARIAL, 11PT, SPACING 0PT BEFORE AND AFTER

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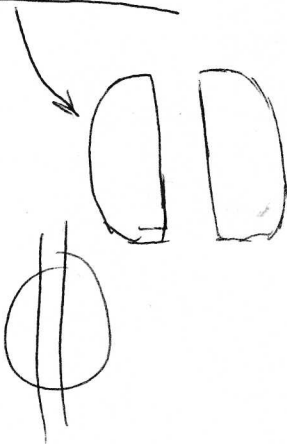
← 3/4 INCH →

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TIMES NEWROMAN, 10PT.

CIRCLE CUT
IN HALF,
GRAY, 2" X 2"
IN HEADER



IMPACT 24PT CENTERED, IN FOOTER

0.5"



LIGHT GRAY

← 3" →

1 INCH