

REVIEW OF SETTINGS AND BUSINESS LETTER COMPOSITION FOR EXAM 1

Setting Tabs

Default tab stops are every .5 inches

Two types of business letter styles or formats

Salutation of the business letter

Block form of the business letter and what it looks like

Margins are the areas around the page that we don't type in

Default margins are 1" (" means inch)

Page break can be made either from the ribbon bar of the Insert menu or pressing the CTRL key and the ENTER key together

Setting tab stops on the ruler

Behavior of the Backspace and Delete keys

Examples of hidden characters

Space, tab and enter

R.A.F.T.

Parts of the business letter

Return address

Inside address

Body

Closing