

Century 21 *Jr.*

Input Technologies &
Computer Applications

KEYBOARDING

Review Ch. 10 – E-Mails and Letters

E-Mail

- Heading includes:
 - E-Mail address(es) of recipient(s)
 - Separate with comma or semicolon and space
 - E-Mail address of sender
 - Date the e-mail was sent
 - Subject of the e-mail
- Use default margins and single line spacing
 - Tap ENTER twice to insert one blank line between paragraphs
- May attach files



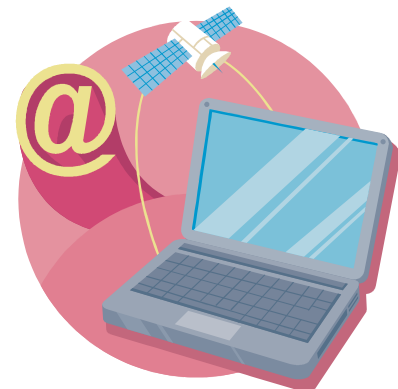
E-Mail Addresses

- Format: *username@domain*
 - Kim@swep.com
 - maria_bravo@corpview.com
 - Mary.Smith@speakingabout.com
- No spaces!
 - May use underscore or period in username
- Username is also called the mailbox name



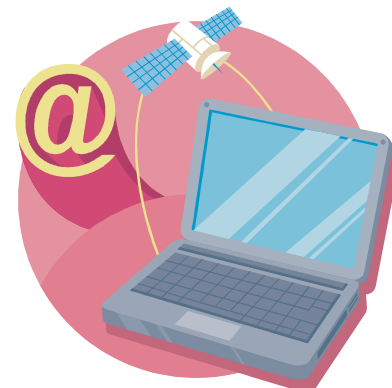
E-Mail Guidelines

- Be courteous
- Keep e-mails short but include all information
- Place the most important points in the first few lines



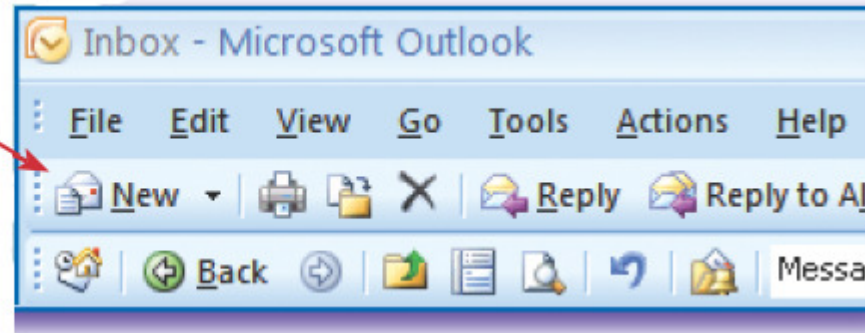
E-Mail Guidelines

- Use correct grammar and standard punctuation and capitalization
- Do not type in ALL CAPS
- Proofread before sending e-mail
- Do not send private or personal information



Microsoft Office Outlook

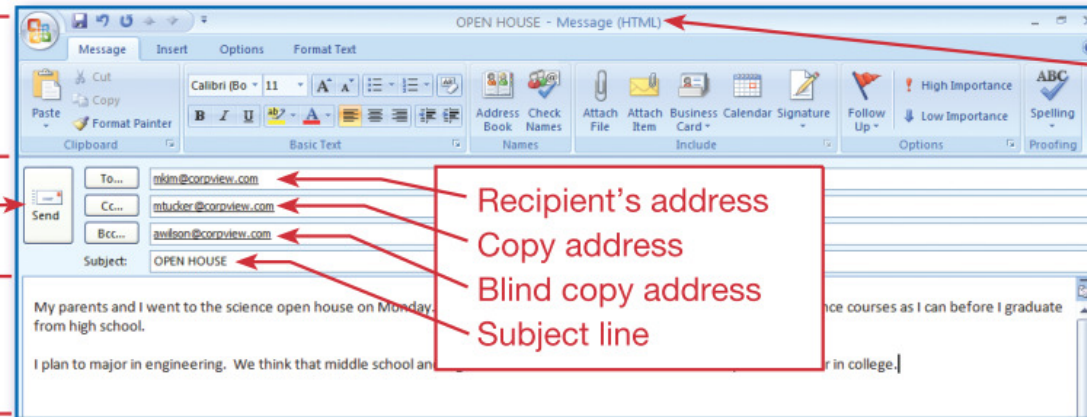
New button



Quick Access toolbar, Office button, ribbons, tabs, and groups.

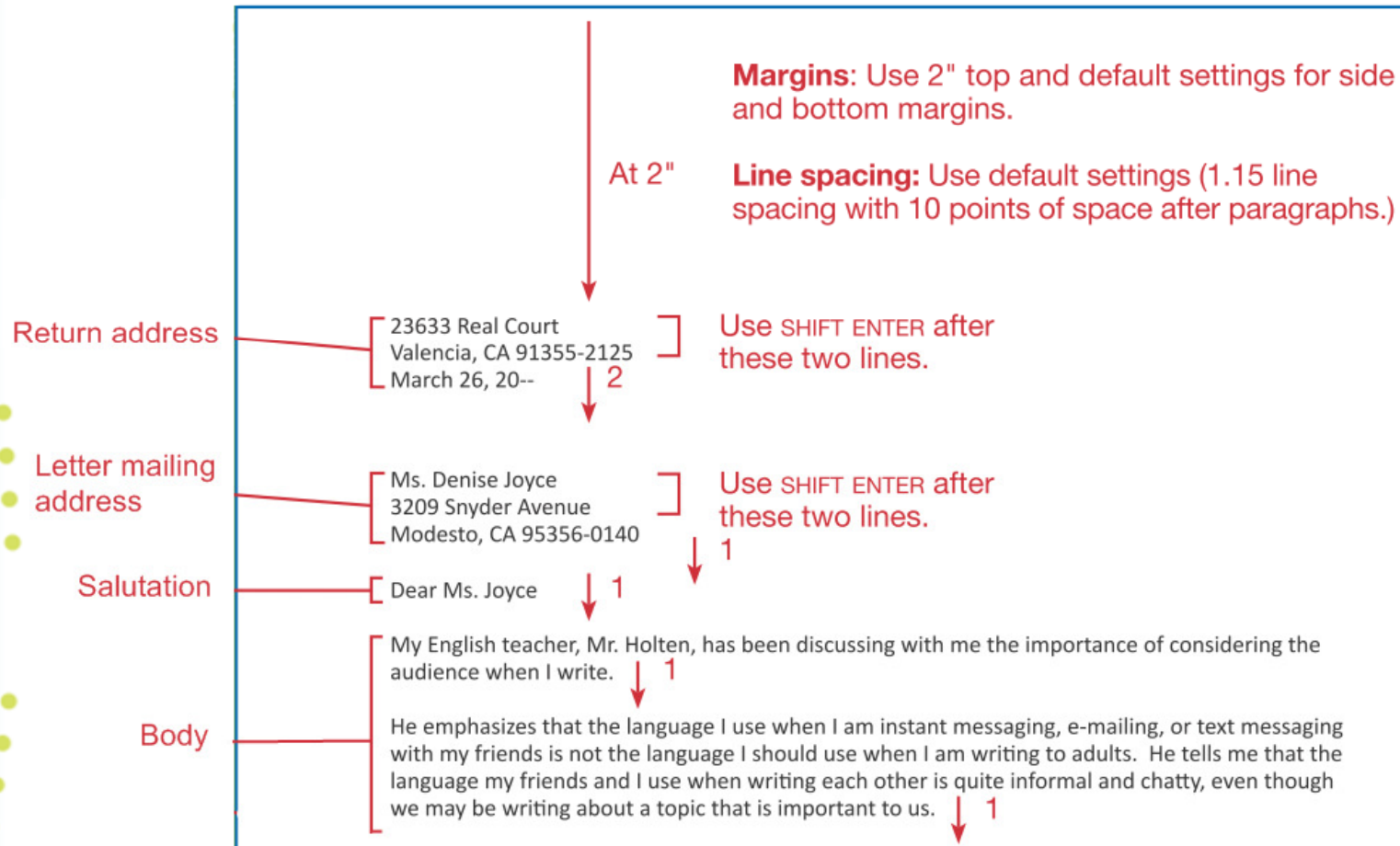
Send button

Message body - Use default line spacing (1.0), font attributes, and margins. Tap ENTER twice after paragraphs

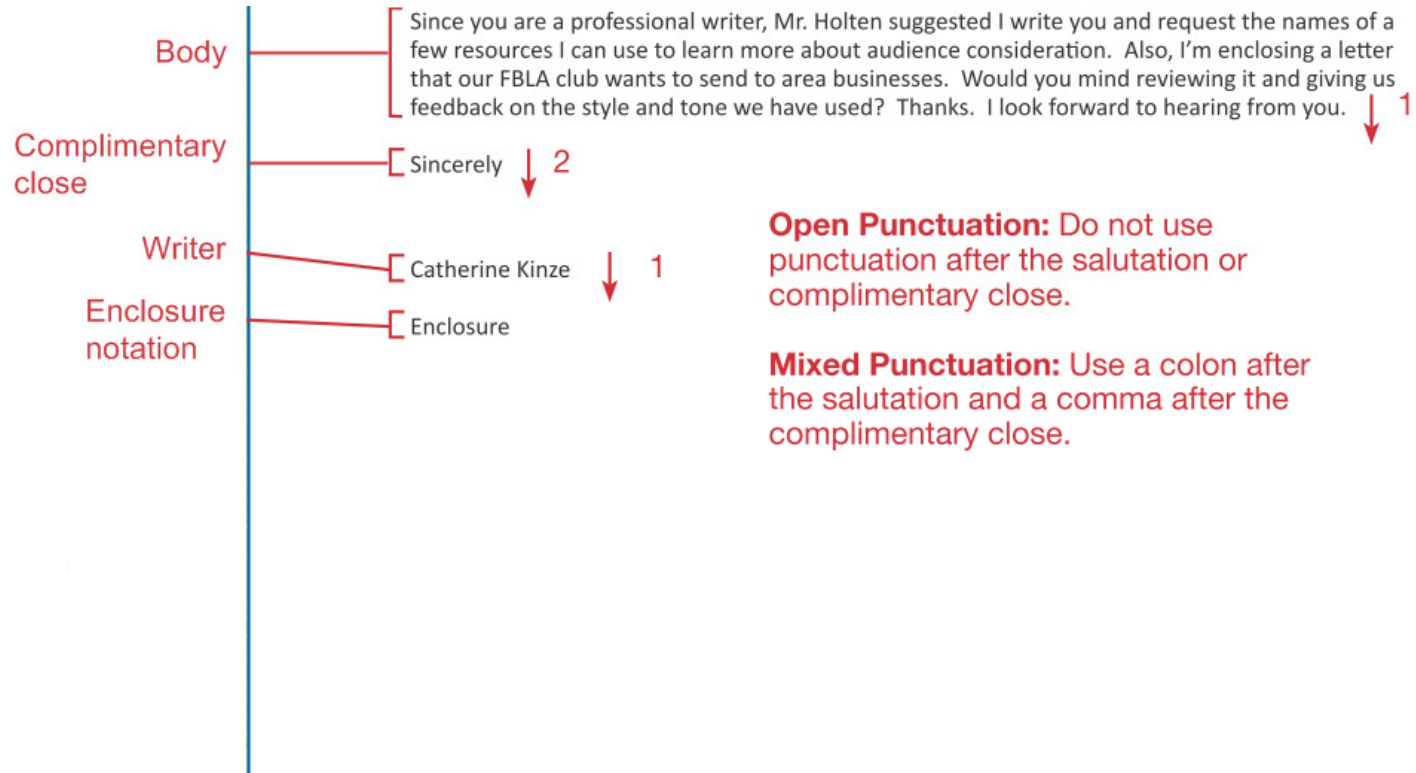


Message box

Block Format

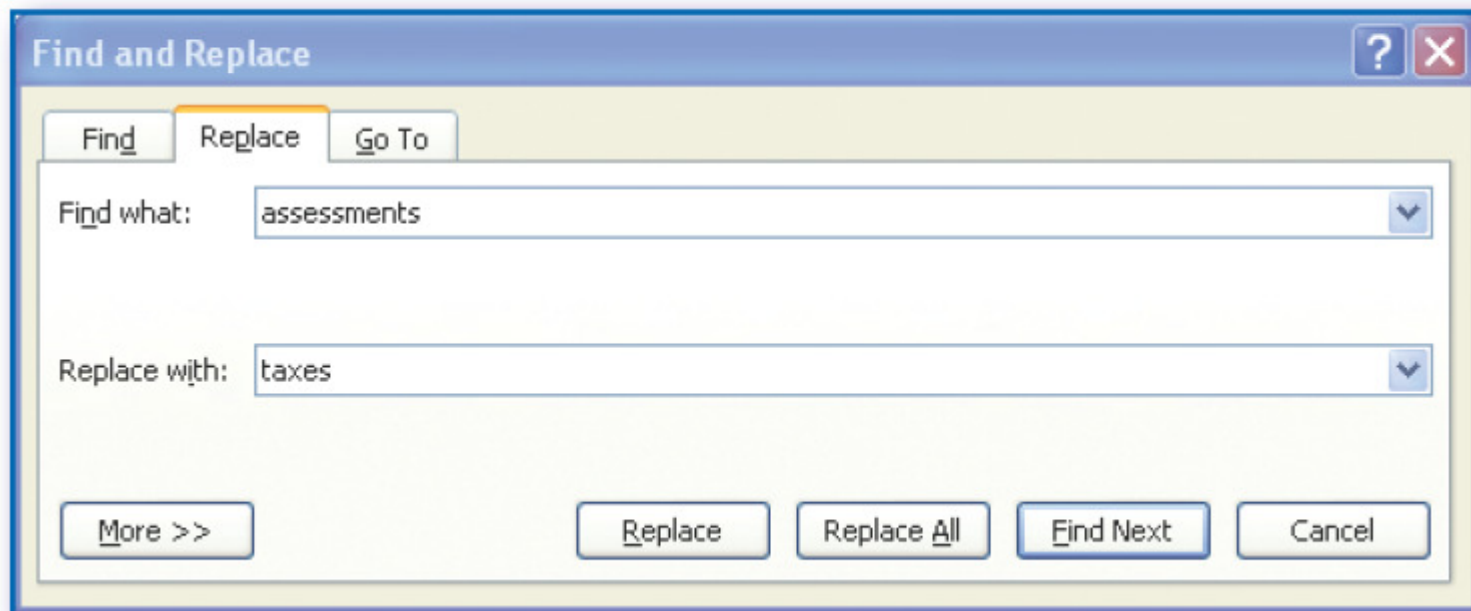
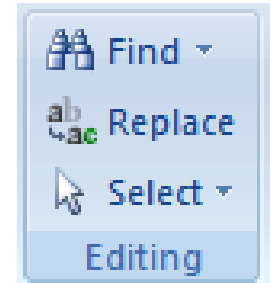


Block Format (cont'd)



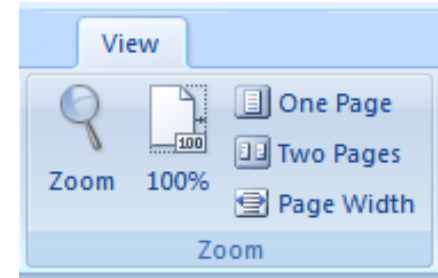
Find and Replace

- In Editing group on the Home tab
- Find • Replace



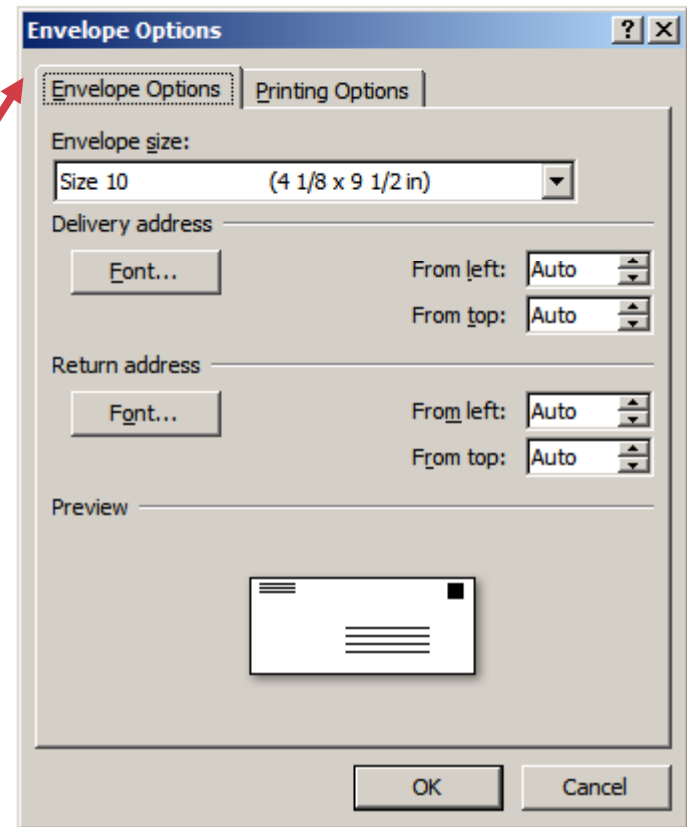
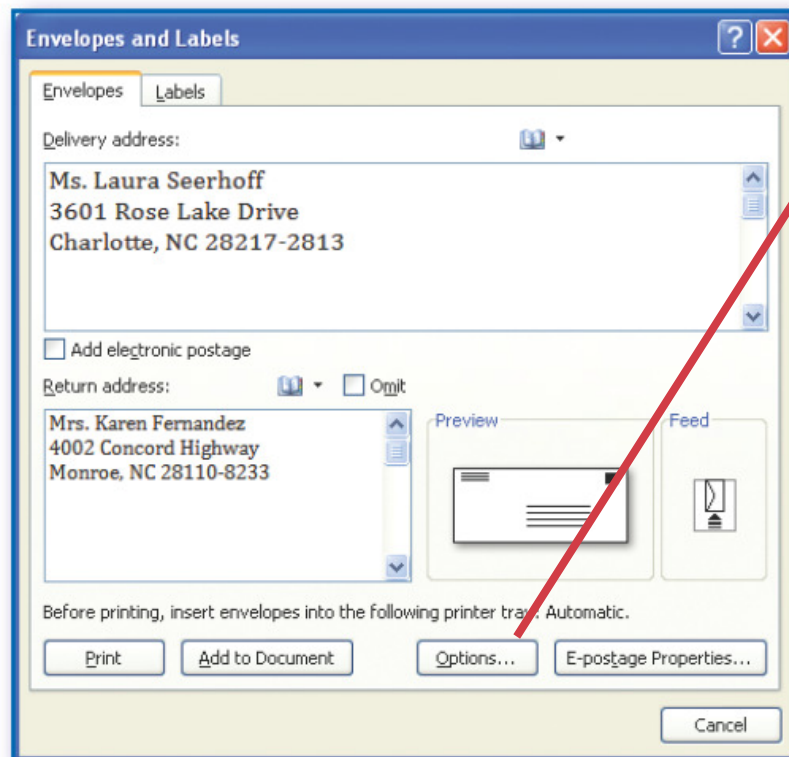
Zoom

- Zoom group on the View tab
 - Same as the Zoom group on the Print Preview tab
- Zoom slide (at bottom right on the status bar)

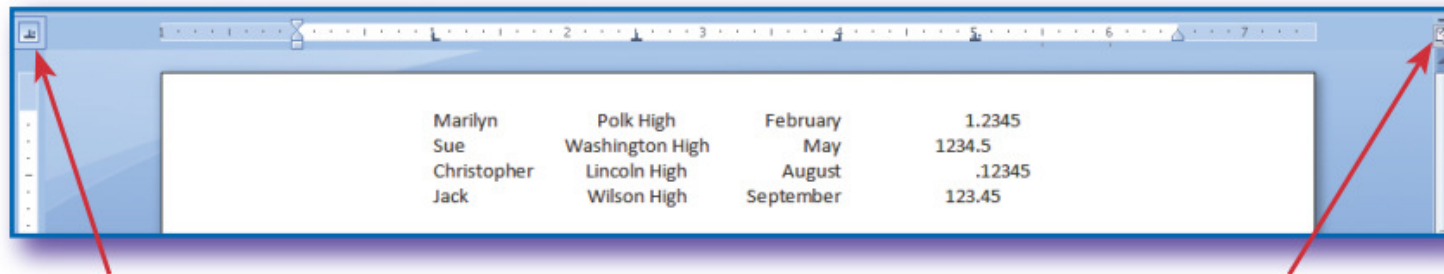


Envelopes

- In Create group on the Mailings tab



Tabs



Decimal Tab Symbol is shown. Click the symbol until the preferred symbol is displayed.

View Ruler icon. Click to display or hide the Ruler.



Left Tab



Center Tab



Right Tab



Decimal Tab

- Drag tab to new position on ruler
- Drag tab off ruler to delete

Modified Block Style

- Lines that begin at center:
 - Return address
 - Date
 - Complimentary close
 - Typed signature
 - Typed title (if included)



Modified Block Style

Indented paragraphs

Open punctuation

Margins, vertical line spacing, and horizontal spacing for a modified block letter are the same as a block letter except as noted.

6894 Maddux Drive
Cincinnati, OH 45230-2411
March 6, 20--

Set a Left Tab at the 3" mark on the Ruler and begin these lines at that point.

Mr. Donald Rosenthal
H & R Specialty Company
876 Neeb Road
Cincinnati, OH 45233-0876

Dear Mr. Rosenthal

Your company name was given to me by my math teacher, Miss Laura Eggleston. She spoke with you at the Tri-County Teachers of Mathematics Conference last month.

I am the secretary of the Calc Club. We need to purchase a variety of specialty items for a fund-raiser. We need to raise at least \$650 to support the members of the Calc Club who will participate in the Math Games in May.

Please send us five copies of your current catalog so that we can review the items you have available and make our selections. We also need a list that shows the current price and the profit margin for each item.

Please send an e-mail to Miss Eggleston at eggleston@zoom.net if you need more information quickly.

Sincerely

Cora Nester
Calc Club Secretary

Begin these lines at the Left Tab at the 3" mark on the Ruler.

Copy notation

© Miss Eggleston

Review Question

1. Which of the following is not part of a business-personal letter?
 - a. Writer
 - b. Letter mailing address
 - c. Salutation
 - d. Heading

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

1. Which of the following is not part of a business-personal letter?
 - a. Writer
 - b. Letter mailing address
 - c. Salutation
 - d. Heading

Review Question

2. Which of the following is not a valid e-mail address format?
- a. Joe.smith@corpview.com
 - b. Joe Smith@corpview.com
 - c. Joe_Smith@corpview.com
 - d. jsmith@corpview.com

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

2. Which of the following is not a valid e-mail address format?
- a. Joe.smith@corpview.com
 - b. Joe Smith@corpview.com
 - c. Joe_Smith@corpview.com
 - d. jsmith@corpview.com

Review Question

3. Which of the following is not an e-mail guideline?
- a. Keep e-mails short
 - b. Proofread before sending e-mail
 - c. Use open punctuation
 - d. Do not type in all caps

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

3. Which of the following is not an e-mail guideline?
- a. Keep e-mails short
 - b. Proofread before sending e-mail
 - c. Use open punctuation
 - d. Do not type in all caps

Review Question

4. In mixed punctuation, what follows the salutation?
- a. Comma
 - b. Colon
 - c. Nothing
 - d. Semicolon

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

4. In mixed punctuation, what follows the salutation?
- a. Comma
 - b. Colon
 - c. Nothing
 - d. Semicolon

Review Question

5. All of the following lines begin at the center in a modified block style except
 - a. Complimentary close
 - b. Return address
 - c. Salutation
 - d. Typed signature

Read the question and decide which answer you think is correct. Click the mouse to see the correct answer.

ANSWER

5. All of the following lines begin at the center in a modified block style except
- a. Complimentary close
 - b. Return address
 - c. Salutation
 - d. Typed signature