Microsoft Office 2007: Essentials, Revised Edition
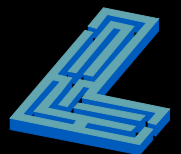
Lesson 8: Creating a Memorandum and a Press Release

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Understanding Memorandum Styles

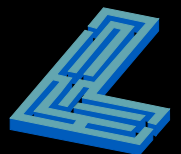Double-space between paragraphs or use the Word's new after-paragraph spacing

MEMO TO: Bill Watson

FROM: Lashanda Robertson

DATE: February 10, 2007

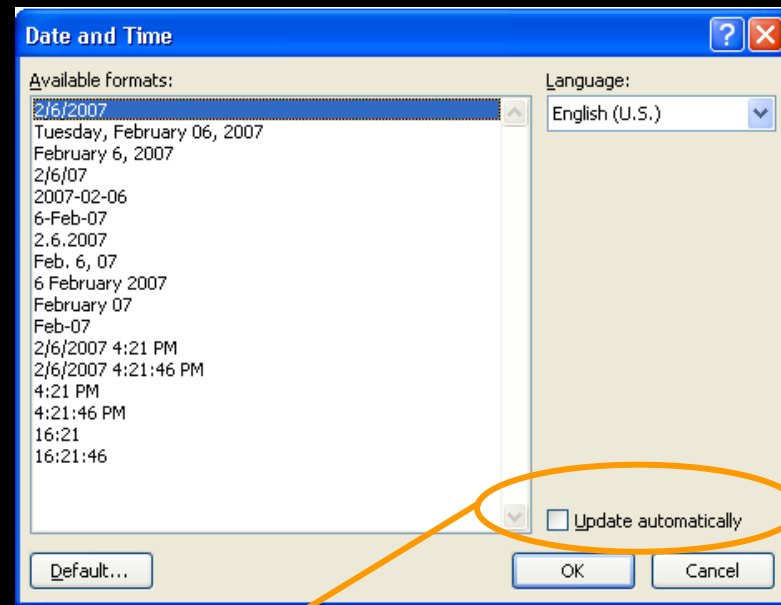**SUBJECT:**   Flexico® Press Release

Body

I have attached a press release to announce the review the press release and let me know if you release to the media organizations next week.

Attachment notation

Attachment

Inserting and Formatting the Date

- **Offers a variety of formats**
- **Can update automatically**

Date and Time

Available formats:

```
2/6/2007
Tuesday, February 06, 2007
February 6, 2007
2/6/07
2007-02-06
6-Feb-07
2.6.2007
Feb. 6, 07
6 February 2007
February 07
Feb-07
2/6/2007 4:21 PM
2/6/2007 4:21:46 PM
4:21 PM
4:21:46 PM
16:21
16:21:46
```

Language:

English (U.S.)

☐ Update automatically

Default...   OK   Cancel

TIP ⚠ *Check Update Automatically to insert the date as a field.*

3

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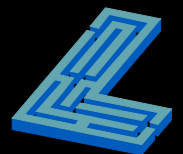**L E A R N I N G** ™
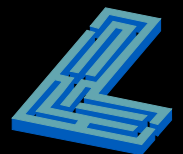
Inserting Symbols

- **A variety of symbols and special characters**
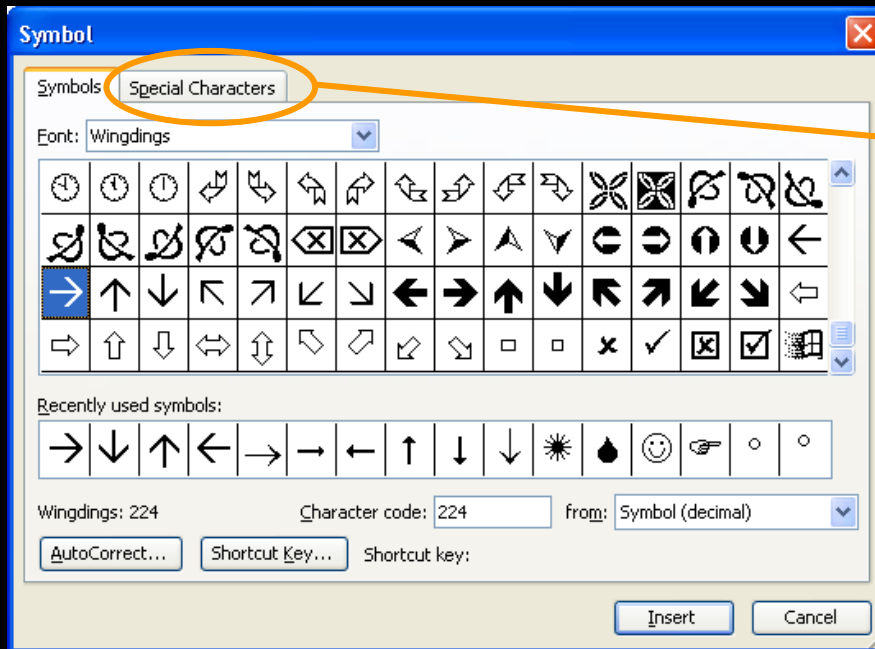
The Special Characters tab displays commonly used characters such as the registered trademark (®) symbol and various punctuation symbols.
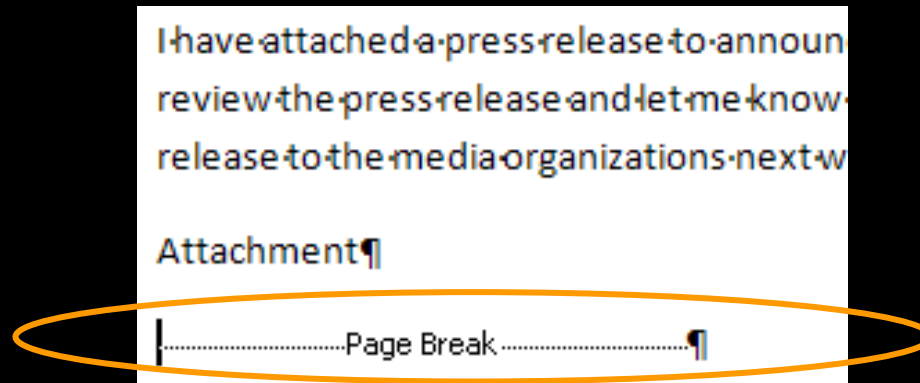
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Working with Page Breaks

- **Automatic breaks**
  - ▲ Word decides when a new page begins
  - ▲ When paragraphs are added in the middle, Word repaginates—redefining where page breaks go

- **Manual breaks**
  - ▲ You decide when a new page will begin
  - ▲ Can be deleted

I·have·attached·a·press·release·to·announ
review·the·press·release·and·let·me·know·
release·to·the·media·organizations·next·w

Attachment¶

|----------------Page Break----------------¶

TIP ⚠ *To remove a page break, position the insertion point at the beginning of the Page Break line and press* `Delete`.
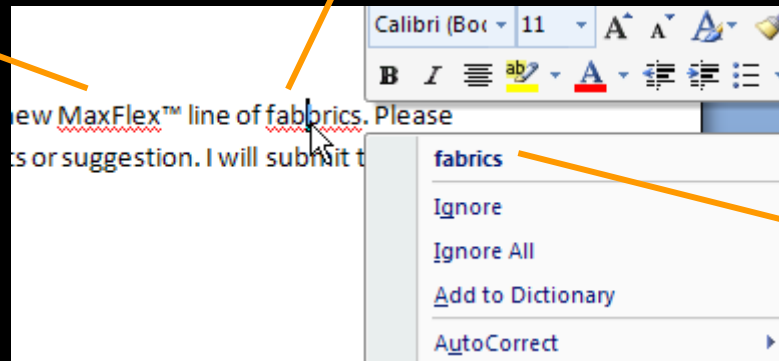
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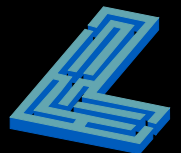
Working with Proofreading Tools – Spelling Checker

- **Automatically check spelling as you type**
- **Add words to the Custom Dictionary**

This word is spelled correctly but is not in the dictionary

Misspelled word shown with a red wavy underline

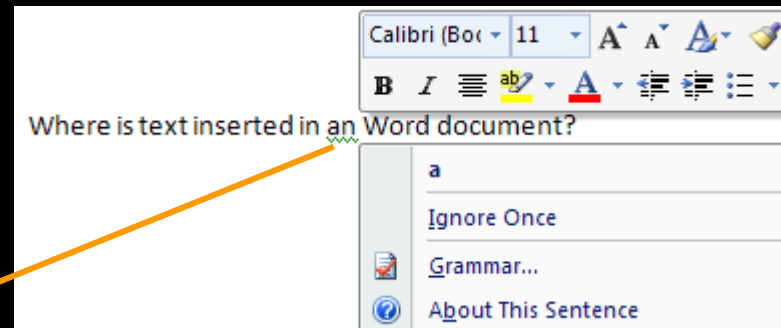Mini toolbar always appears when you right-click text; ignore it

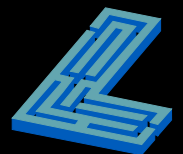Suggested spelling appears in popup menu

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Working with Proofreading Tools – Grammar Checker

- **Automatically check grammar as you type**

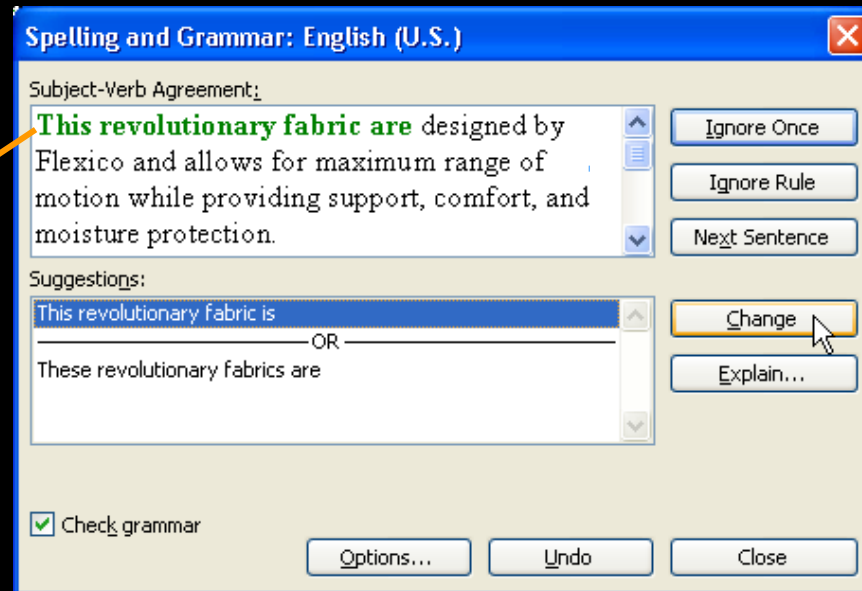Right-click the green wavy line for suggestions

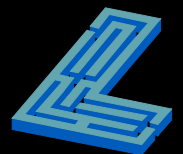TIP ⚠️ *The grammar checker isn't perfect. Proofread carefully!*

The Spelling and Grammar Dialog Box

- **Check an entire document for spelling and grammar mistakes**

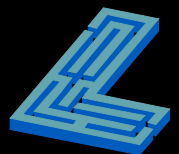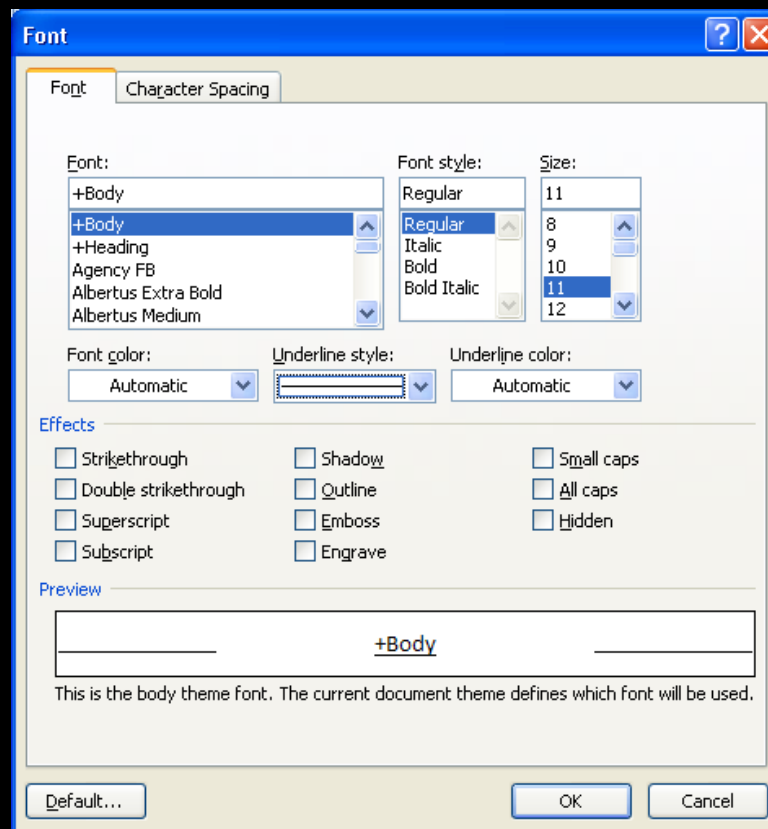The green highlighted characters direct your attention to the text in question

TIP ⚠ *The Spelling and Grammar Dialog Box is especially useful when you are checking a large document.*
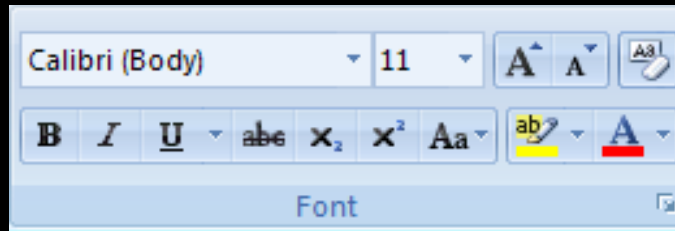
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Using Character Formatting

- **Select text to be formatted**
  - ▲ If no text is selected, settings take effect from that point forward

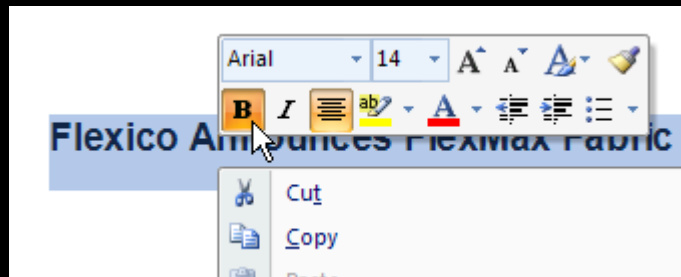- **Change the font, font size, and color**

Using Character Formatting

- **Use common options on the Ribbon**

- **Select text and the Mini toolbar appears**

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The Format Painter

- **Copy text formats from one location to another**

- **Convenient if you want the same format(s) applied to text in different locations**

- **Create consistent formatting throughout a document**
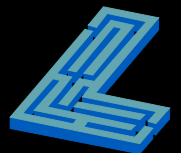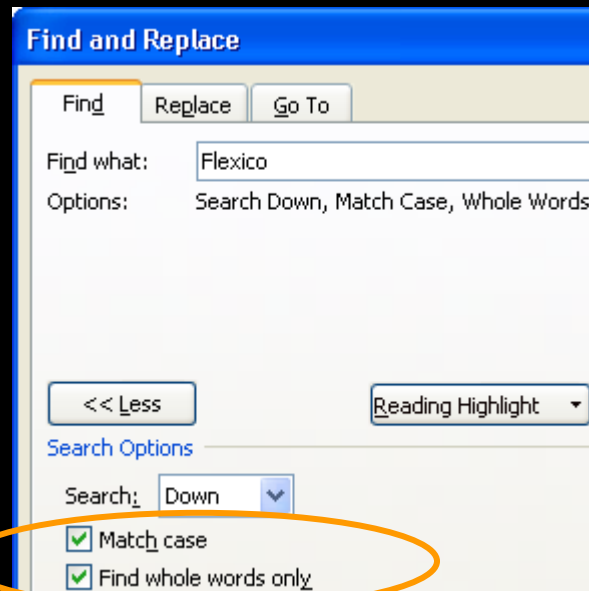
- **Save time**

TIP ⚠️ *Single-click the format painter icon to copy to single location.*
Double-click the format painter to copy to multiple locations.

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Working with Find and Replace

- **Search a document for a word or phrase**
- **Search for text formats, page breaks, and other items**
- **Replace found items automatically**

TIP ⚠

Narrow the search with these options.

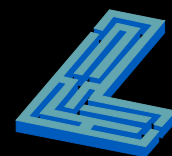# Microsoft Office 2007: Essentials, Revised Edition

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