

MODULE 5: FORMATTING CORRESPONDENCE
CODE: 961 054 Duration: 60 hours

A. Plan the formatting.

- Determination of a style appropriate for the content
- Appropriate use of templates supplied by the software

B. Keyboard and arrange the components

- Correct application of keyboarding of the text.technique
- Inclusion of all parts of the text
- Observance of rules for arranging text
- Correct creation of tables

C. Finalize the presentation of the text

- Correct formatting of characters, paragraphs and pages
- Optimal use of possibilities for inserting data, tables, charts, objects and images
- Appropriate correction of spelling, grammar and formatting errors

D. Save and print the text

- Text saved correctly
- Selection of appropriate printing functions
- Effective use of saving functions

E. Prepare the envelope

- Use of appropriate envelope format
- Observance of formatting rules
- Inclusion of all parts
- Correct setting of parameters