

## Word Assignment – Employee Memo

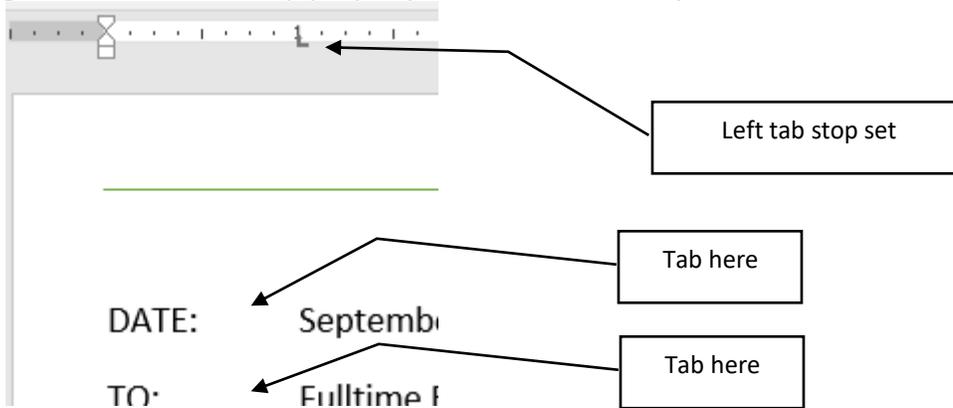
You are to use Microsoft Word and the notes below and create the document shown on the next page. Name the document **Yourname – Employee Memo**

1. Change the Margins to Narrow
2. Use the Title style for first line. Then change the Style Set to **Lines (Distinctive)**

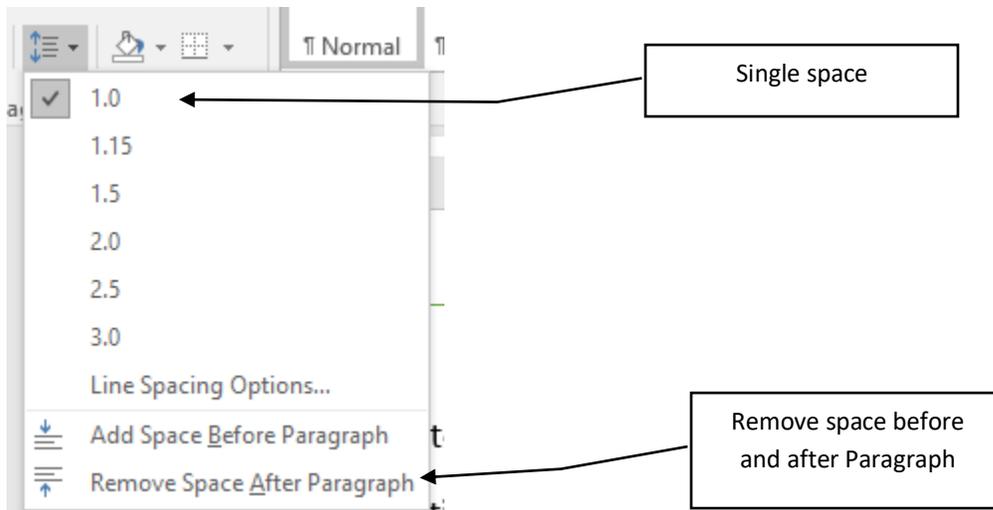
NOTE: the green line above

MEMORANDUM will appear as a result of setting the Style Set to Lines (Distinctive). You do not have to insert the green line.

3. Set a Left align tab stop at 1 inch for the Date, To, From, and Re paragraphs. Be sure you use the tab stop to get the items to line up properly. Set the font to 14 point.



4. The body of the memo (the paragraph which begins with "Please check your paycheck..." is 14 Point Normal style with line spacing to single space and spacing removed before and after paragraph.



Submitting your Assignment: In Blackboard, in the assignment Word Assignment – Employee Memo, submit the **Yourname – Employee Memo**

---

## MEMORANDUM

DATE: September 8, 2016

TO: Fulltime Employees

FROM: yourname

RE: Paycheck

Please check your paycheck this month and to be sure the correct amounts are deducted. The payroll office reported some errors last month and we need to make sure your amounts are deducted correctly.