

FORMATTING A STANDARD MEMORANDUM

What is a Standard Memorandum?

A Standard Memorandum is a formal note that is sent between co-workers, team members or groups of people you work closely with.

1. HEADER

- a. Click on View - Header and Footer
- b. Type the 4 parts of information in Header
 - i. First Name and Last Name
 - ii. Teacher and Hour
 - iii. Date

2. MARGINS

- a. Top = 2"
- b. Left, Right and Bottom = 1"
- c. Set Margins
 - i. Click on File - Page Setup
 - ii. Top = 2" - tab - Bottom = 1" - tab - Left = 1" - tab - Right = 1"
 - iii. Click on OK

3. HEADINGS

- a. ALL CAPS (Press the Cap Lock key)
- b. Headings end with a colon :
- c. Double Space (DS) between each heading
 - i. To DS, hit enter 2 times

4. INFORMATION AFTER HEADINGS

- a. Line up information by pressing the Tab key
- b. Use Initial Caps on each word
- c. Write out the date - October 18, 2009

5. PARAGRAPHS

- a. Do NOT Indent Paragraphs
- b. Sentences of Paragraphs are Single Spaced (SS)
- c. Between Paragraphs Double Space (DS)
- d. When you see this symbol on instructions ¶ - Start a new Paragraph

6. INITIALS

- a. Both should be lowercase
- b. Only put initials if the document is FROM one person but TYPED by someone else