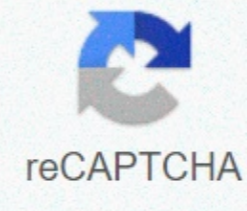




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## Memorandum for record template word document

By Lobby Robinson If you are working with an existing Word document or completed, you can format parts of the document or the whole file. Using bullets and numbering is a quick way to emphasize lists and paragraphs in a document. A wide margin of the page can be reduced according to your content better. Tabs can be used to align objects that are not aligned correctly by using a space. Formatting a document makes it easy. Create bullets for a list of items or paragraphs by selecting them on the page. Click Home on the ribbon, and then click Numbering or Bullets. Bullets will be applied to the selected list. Click Home on the ribbon, and then click Multilevel List to create bullets if the list has multiple levels. Gallery Multilevel List will expand, allowing you to select the type of list you want to create. To place items on the same level, press Enter after each item. To place under a different level, press Enter, and then tab. Select the text where the tabs will be set, or place the cursor in the area to which you want to apply the tabs. Select View and Ruler on the ribbon to make the ruler visible. Then click on the button to the left of the ruler to select the desired alignment of the tab (left, center, right, decimal or bar). Whenever you click a button, the alignment of the tab changes. Select the Left tab to align. Then click the number (point) on the ruler to set the left tab there. To set additional tabs, click a different number on the ruler. To change the alignment of a tab, change the Left tab to another tab. Place your cursor after any text you want to format, and then press tab. Then click the Page Setup button to open the Page Setup dialog box. Click the Fields tab, and then select the fields that you want to apply. Go to Orientation and select portrait or landscape for your page. Click Layout &gt; Page. To vertically align the page content in the center of the page, change the Vertical Alignment to Center. Then click OK to return to the document. Select the amount of text you want to display on a specific page by inserting a page break. To insert a break, select Insert and Page Break on the ribbon. To remove a page break, select View and Draft on the ribbon. Then click on the page break line and press the Delete key. By Tiesha Whatley Open Office is an open source performance software. Open Office Writer is a word processing program in a Microsoft-like software package Even if the programs are similar, they use two different types of files that are not easily recognized by different programs. Solar microsystems (creators of open has released an ODF plugin that allows you to work with Open Office Writer documents in Microsoft Word. Download the Sun ODF plugin for Microsoft Office from the Sun website (see Link Resources). Install the plugin. Navigate to the location where you saved the plugin during the download. Double-click the file, and then follow the instructions in the Setup wizard. Open the Open Office Document (\*.odt) document in Microsoft Word. Click the File button, and then open (if you are using Word 97 before version 2003) or the Office button, and then open in Word 2007. The Open dialog box appears. Browse to the location of the .odt file. Click the file, and then click Open. The Open Office document opens in Microsoft Word. By Lobby Robinson, Microsoft Word is used to create documents for work, school, and home projects. As word documents grow, it's sometimes hard to stay organized and find files saved weeks, months, or years ago. However, to organize your documents, you can save time. You can place files for a specific task or project in one folder and split a folder into smaller categories to make it easier to manage your work. Once you have the system in place, you can quickly save and find related documents in their respective folders. Go to Microsoft Word. Check where your files are stored, click the Tools & Options tab, and then click File Locations. In the File types list, you'll find the location of your Word files. The Documents option shows where Word documents are stored. Double-click or select a document file location, and then click Change if you want to change where your documents are stored. Then browse to the location you want in the folder, and then click OK. Open My Documents by clicking the Start button, and then clicking My Documents. Browse to the location of the folder where the Word documents reside. You can navigate from the My Documents folder by clicking the link in the Address bar and finding the correct drive for Word documents. To create a folder in My Documents, go to File, New, and Folder. Then type the folder name that you want. Move files to a folder by selecting them with your mouse and dragging them to the newly created folder. To select files individually, hold down ctrl and select each file. To select multiple files next to each other, hold down shift and select the first and last files. These files should be highlighted. Add additional folder to the new folder by double clicking on the folder. Then repeat step 5 to create the folder. Delete any Word documents that you no longer need by selecting the files you want and press delete. Repeat deleting additional documents from the folder. Rename any files or folders by right-clicking file name, and then click Rename. Be careful not to change the file extension when you change its name. Then enter the name you want to use, and press the Enter key. If you have an existing Microsoft Word document that enlarges the document you are working on, you have several options. But if you want the whole document to be added to the pages of the second Word document, the best option is to know how to insert a document in Word. The instructions in this article apply to Word 2019, Word 2016, Word 2013, Word 2010, and Word for Microsoft 365. The document will be inserted into the current document without changing the formatting applied to any document. Images, tables, shapes, and other objects in an existing document will also be moved to a new Word file. Any changes you make to the contents of the inserted document will not affect the original Word document. Start Word, and then open the document where you want to insert another Word document. Alternatively, select &gt; Document to open a new blank Word document to insert an existing document. Place the insertion point in the document where you want to insert an existing Word file. Select the Insert tab. Click the drop-down arrow next to Object in the Text group. In the drop-down list that appears, click Text from File. The Insert from File dialog box opens. If you select an object from the Object drop-down menu, you can embed an existing Word document as a file that you can click on the New tab of the File tab of the Object dialog box that appears. You can also create a new blank document that becomes a clickable object when saved by using the New tab in this dialog box. This is a useful way to link to a document without importing text into an existing document. Browse to the Word file that you want to insert into the current Word document, and then select it. Click Insert. The document will be inserted into the current document. If you want, save the changes to the merged file. You can repeat the steps to insert additional Word documents into the Word file you are currently working on. If the file you want to insert contains headers and footers that you want to transfer to a new file, add a section break before you select the cursor in the new document. Place the insertion point in the document where you want to insert an existing Word file. Click layout. In the Page Setup group, click the Drop-down arrow in the Breaks drop-down list. Click Next Page to add a section break and insert a Word document starting from the next page, or click Continuous to add a section break and insert a Word document starting from one page. Insert a Word document using the same steps above. Headers and footers will only be applied to pages in the document you just inserted. PICTURE/InStock/Image Source/Getty Images Create a title, write a body, and create a footer to memorandum for recording. The components and format of different types of memos are essentially the same. Create a headline for notelf this is an army memo, the company seal should be in the upper left corner. If your business or company doesn't have a seal, leave it blank. In the center, place the return address to which the recipient can send the message. Next, the date of the memorandum on the right side of the headline. Aligned to the left is a statement that usually begins with the Memorandum for... Below this line is a theme. Write and format the bodyThen the memorandum should be one-click, but leave the line blank between each paragraph or bullet. Paragraphs must be numbered, and subfolders should be in letters. The memorandum contains no more than three paragraphs. Creating a footer of a memorandumInshould header and footer starts just below the last line of the last paragraph. The certification line goes two spaces below, and the enclosures follow the five spaces below aligned to the left. Distribution information goes below the certification line. Aligned to the right, next to the certification line, there is a place where signatures are printed and signed. Signed.

