Workbook Pages 10 - 26

Name:_____ Per. ___

Created and saved the file LETTER
- ❑ Saved as LETTER
- ❑ 3 paragraphs
- ❑ paragraphs separated by an extra line
- ❑ Spelling correct
- ❑ Grammar correct

Added to letter
- ❑ Saved as PROMO
- ❑ Added sincerely
- ❑ Added P.S.
- ❑ Spelling correct
- ❑ Grammar correct

Clipboard Activities: pages 24-26
- ❑ Change #1
- ❑ Change #2