

**Your Name**

863 East 18th Street, Apt. 4, New York, NY 20211; Tel: 212-555-9384

1/12/2017

Embassy of the Republic of Korea  
2320 Massachusetts Avenue NW  
Washington, DC 20008

Dear Sir or Madam:

I am applying for a long-stay tourist visa to South Korea, valid for four years. I am scheduled to depart for Seoul on March 9, 2017, returning to Chicago on September 22, 2017.

During my stay in South Korea, I will be interviewing musicians and recording footage for a film I am making on contemporary Korean music. I would like a multiple entry visa valid for four years so I can return to South Korea after this trip to follow up on my initial research. I will be based in Seoul, but I will be traveling frequently to record performances and to meet with musicians and producers.

Included with this letter are my completed visa application form, my passport, a passport photo, a copy of my return air ticket, and the visa fee. Please contact me if you need further information.

Sincerely,

Your Name

Enc: 5

**Your Name**

973 Aspen Street, Apt. 2, Detroit, MI 48207  
Tel: 313-555-8383; E-mail: yourname@aol.com

---

Placeholder text is replaced with student information to match Figure 2-19

Hyperlink is removed

September 8, 2017

Today's date is added

Ms. Selena Torres  
Director of Recruiting  
ThinkPoint Technologies  
700 Woodward Ave.  
Detroit, MI 48226

Inside address and salutation placeholders are replaced with information in Figure 2-19

Text is reworked and rearranged as instructed

Dear Ms. Torres:

I am writing to apply for the administrative assistant position (B16F5) at ThinkPoint Technologies' Detroit office that was advertised in The Detroit News. My administrative office experience, combined with my coursework in business, management, and computer science make me an ideal candidate for the position.

As you can see from the enclosed resume, my background includes strong computer skills. I have worked extensively with Microsoft Word, PowerPoint, Excel, and OneNote, and with several e-mail programs. In my current position at Blodget Enterprises, I am responsible for organizing meetings, trade shows, and conferences, as well as for producing newsletters and slide presentations. Additionally, I do minor bookkeeping and track the budget for office supplies. My references will vouch for my excellent communication, organizational, and interpersonal skills.

I would appreciate the opportunity to meet with you to discuss the position, my skills, and my experience. You can reach me by telephone at (630) 555-8383 or by e-mail at yourname@aol.com.

Sincerely,

Your Name

Student name is in signature block

Enc.

# Your Name

973 Aspen Street, Apt. 2, Detroit, MI 48207  
Tel: 313-555-8383; E-mail: yourname@aol.com

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September 8, 2017

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Director of Recruiting  
ThinkPoint Technologies  
700 Woodward Ave.  
Detroit, MI 48226

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Sincerely,

Your Name

Enc.

Your Name  
Today's Date

Student name and date is  
added to placeholder text

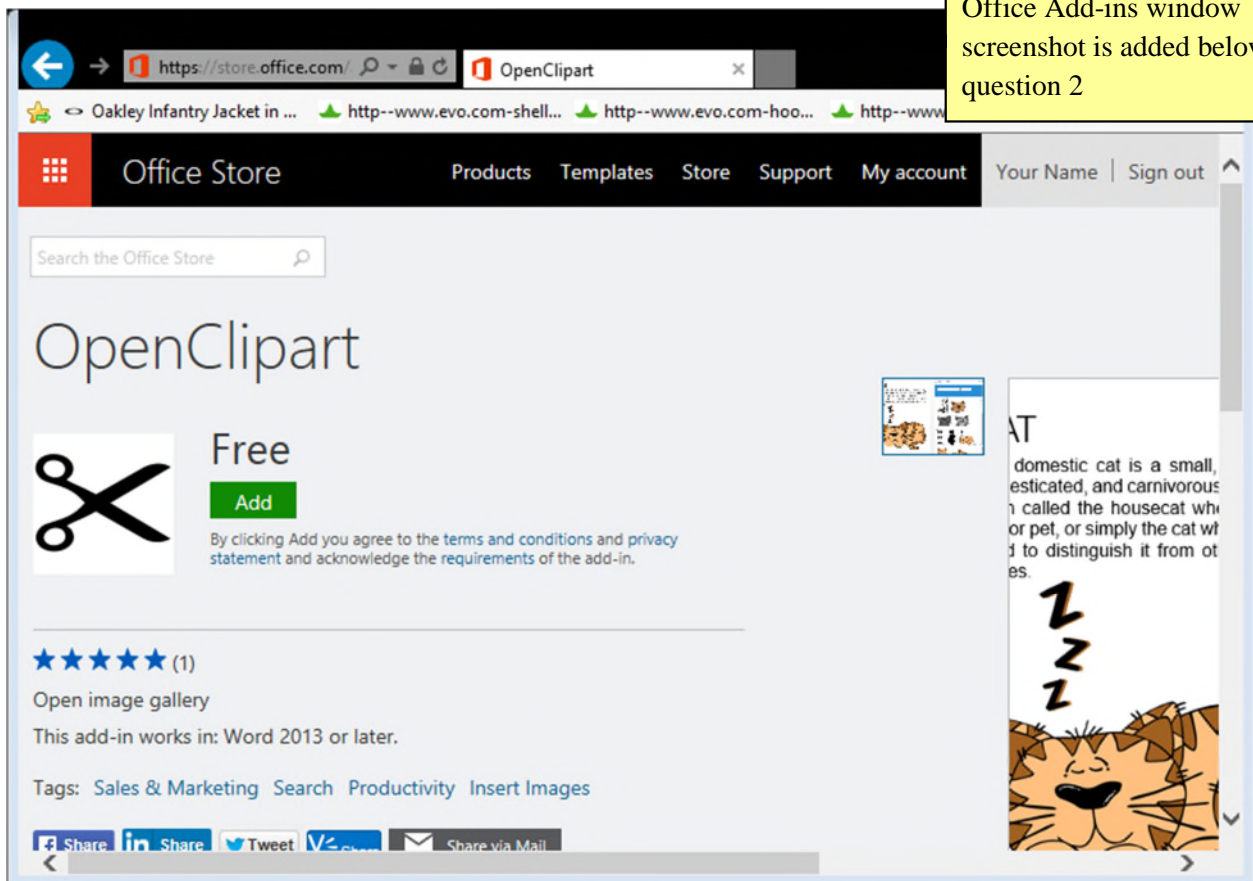
1. Search the World Wide Web for online guides to English language grammar, style, and usage. Below, list the names of at least two websites you find, and format the names as hyperlinks to the websites.

[English Grammar](#)

[One Look Dictionary](#)

Question 1 is completed and  
websites are formatted as  
hyperlinks

2. Search the Office Add-ins store to find add-ins that might be useful to you in your work. Insert a screenshot of an add-in webpage below.



Office Add-ins window  
screenshot is added below  
question 2

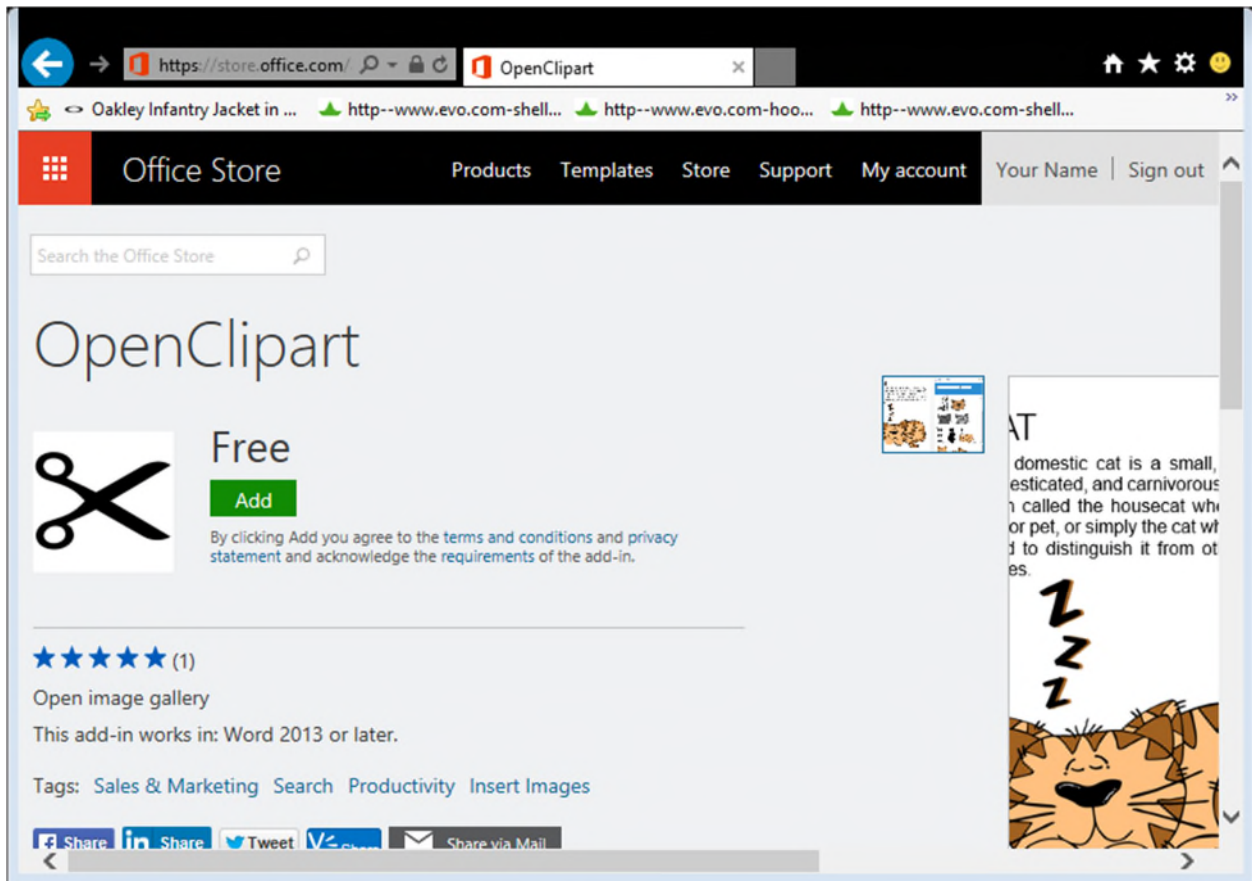
Your Name  
Today's Date

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[English Grammar](#)

[One Look Dictionary](#)

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# PRESS RELEASE

**FOR IMMEDIATE RELEASE**

September 7, 2017

Paragraphs are rearranged  
using the Office Clipboard

Text is rearranged according  
to instructions

Contact:  
Your Name  
910-555-2938

Placeholder text is replaced  
with student information

MATOS is copied from  
headline and pasted to the  
third and fourth paragraphs

All tenth instances are  
replaced with twelfth

## MATOS 2017

### Manchester Artists Open Their Studios to the Public

MANCHESTER, NH -- The fall 2017 Open Studios season kicks off with Manchester Art/Tech Open Studios (MATOS) on Saturday and Sunday, October 13 and 14, from 11 a.m. to 6 p.m. More than 60 Manchester artists will open their studios and homes to the public for this annual event, now in its twelfth year.

Manchester is a historic and diverse city, long home to a flourishing community of artists. Quiet residential streets lined with charming Victorians edge a vibrant commercial and industrial zone, all peppered with the studios of printmakers, sculptors, painters, glass and jewelry makers, illustrators, potters, photographers, watercolorists, and other artists working in a wide range of digital mediums.

Internationally celebrated sculptor Mara Currier will display her new work in the New MATOS group shows will open at the Art 5 Gallery and at the Fisher Café, both

Thesaurus is used to  
replace thriving in the  
second paragraph

Studio location maps will be available prior to the opening at businesses and public days of the event in Victory Park. Victory Park is located at the junction of Amherst Street and Chestnut Street in downtown Manchester.

Manchester is easily accessible from all points in New England by car or bus, and from other cities by air. On Saturday, non-Manchester residents may park in permit-only areas provided they display a copy of the MATOS 2017 map on the dashboard. There are no parking restrictions on Sundays in Manchester.

MATOS 2017 receives funds from participating artists and from the Manchester Arts Council, the North Hampshire Cultural Council, and the NEA, with valuable support from local universities and businesses.

All st abbreviations are  
replaced with street

All 2015 instances are  
replaced with 2017

# PRESS RELEASE

---

## FOR IMMEDIATE RELEASE

September 7, 2017

Contact:

Your Name

910-555-2938

## MATOS 2017

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Internationally celebrated sculptor Mara Currier will display her new work in the rotunda of City Library. New MATOS group shows will open at the Art 5 Gallery and at the Fisher Café, both on Hanover Street.

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#####

# PRESS RELEASE

---

## FOR IMMEDIATE RELEASE

September 7, 2017

Contact:

[Your Name](#)

910-555-2938

E-mail hyperlink is added as instructed

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#####

NEA text in last paragraph is converted to a hyperlink with ScreenTip



# PRESS RELEASE

---

## FOR IMMEDIATE RELEASE

September 7, 2017

Contact:

[Your Name](#)

910-555-2938

## MATOS 2017

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#####

# Reason2Go Press Release

520 Westwood Blvd • Los Angeles, CA 90024 • Tel: 213-555-1223 • Fax: 213-555-0937 • [www.r2g.com](http://www.r2g.com)

For Immediate Release  
September 19, 2017

Contact:  
Mary Watson  
213-555-1223

Mary Watson replaced  
with student name

Press release edited to  
resemble figure 2-6

"Luncheon" has been  
replaced with  
"Lecture" throughout

Spelling of word  
"inaugural" corrected

## Presses to Speak in R2G's San Diego Lecture Series

LOS ANGELES – The inaugural event in Reason2Go's new San Diego Lecture Series will feature acclaimed Canadian environmental journalist Pedro Soares, author of more than fifteen books and numerous essays. Soares will present slides and speak about his recent experience exploring the headwaters of the Amazon River in Peru.

The event will be held October 12 at the San Diego Union-Public Library, 1000 F Street, San Diego, CA 92101. Tickets are \$12 for non-members. A one-year membership to the series is \$85 for an individual or \$120 for two people residing at the same address. Tickets can be purchased at R2G or online at [www.r2g.com/events.html](http://www.r2g.com/events.html). Ticket prices include lunch.

"San Diego Luncheon" is copied from  
the headline to third paragraph with  
context appropriate formatting

"innumerable"  
replaced with

This is the first event in a monthly luncheon series that will feature a presentation by a prominent international expert. Each presentation will showcase a different corner of the world, giving viewers a glimpse into the heart of R2G project locales. Our speaker list for the 2017 San Diego Lecture season includes Alaskan guide Michael Coonan, African wildlife biologist Marcia Stone, travel film producer Hillary Bellman, Himalayan geologist Russell Newby, environmental economist Jessica Chi, document filmmaker Marta Santiago, and wind farm specialist Lee Duong. A detailed schedule is available on the R2G website at [www.r2g.com](http://www.r2g.com).

"Noted" replaced  
with "prominent"

Tickets are \$12 for non-members. A one-year membership to the series is \$85 for an individual or \$120 for two people residing at the same address. Tickets can be purchased at R2G or online at [www.r2g.com/events.html](http://www.r2g.com/events.html). Ticket prices include lunch.

[www.r2g.com](http://www.r2g.com) is  
copied from fifth  
paragraph to last  
paragraph

#####

"Ticket prices include  
lunch" is moved from the  
fourth paragraph to the fifth

"Alaskan Guide Michael Coonan"  
is placed before the word "African"  
in the third body paragraph

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September 19, 2017

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Mary Watson  
213-555-1223

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The event will be held October 12 at 12:30 p.m. in the historic Globe Theatre on F Street in San Diego's Gaslamp Quarter. San Diego Union-Tribune travel editor Maya Starr will introduce the speaker.

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Document properties have  
been removed

For Immediate Release  
September 19, 2017

Contact:

[Your Name](#)  
213-555-1223

Hyperlink applied to student name and  
links to student email, with Subject  
“San Diego Lecture Series”

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Hyperlink applied to  
Gaslamp Quarter in second  
paragraph and links to  
[www.gaslamp.org](http://www.gaslamp.org)

#####

Gaslamp Quarter hyperlink contains a  
screen tip “Map, parking, and other  
information about the Gaslamp Quarter”

# Reason2Go Press Release

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[Your Name](#)  
213-555-1223

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#####

# The Adelaide Opera House

32 King William Street, Adelaide SA 5001, Australia

March 12, 2017

Ms. Georgina Fuller  
12-34 Wattle Street  
Adelaide SA 5006

Placeholder text is replaced with student information to match Figure 2-18

All instances of Auckland are replaced with Adelaide

All instances of Lyric Theatre are replaced with Opera House

All instances of New Zealanders are replaced with Australians

Dear Ms. Fuller:

When the Adelaide community sought to recapture the splendor and promise of the Adelaide Opera House, its many supporters helped to realize the successes we now celebrate. The Adelaide Opera House serves as a reminder of the vital role the arts have played in the lives of Australians. Since its revitalization, the programs offered by the performance venue have benefited individuals and families throughout the region and beyond.

The Adelaide Opera House is a nonprofit organization and is dependent upon continue to fulfill its mission. Ticket sales cover only a portion of our operating count on contributions to continue to provide the high quality and wide range present each season.

Fourth paragraph moved to be the second paragraph

This year we are grateful to be able to celebrate many notable accomplishments. Thousands of Australians participated in a season that included operas, musicals, symphony orchestras, jazz ensembles, popular and traditional music, dance, family and children's events, and some of the finest independent films available. School children from the Adelaide region attended special school performances at the theatre.

In addition, significant capital improvements helped make the theatre more comfortable. As a result, the Arts Council selected the Adelaide Opera House as a site for its Film Preservation Tour, a series of screenings of restored classic films.

Please help us continue to bring the magic of the performing and visual arts to the Adelaide region. Every contribution – large or small – supports our programs. At this time we ask you to be as generous as you can.

Sincerely,

Considerable is replaced with a synonym

Your Name  
Executive Director

Student name is added to the signature block replacing Title with exd

Information is added to Document Properties as instructed

Custom property is added to the Document Properties

AutoCorrect entry inserts Executive Director when exd is typed

# The Adelaide Opera House

32 King William Street, Adelaide SA 5001, Australia

March 12, 2017

Ms. Georgina Fuller  
12-34 Wattle Street  
Adelaide SA 5006

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Sincerely,

Your Name  
Executive Director

# Continuing Education Memo

Date: 10/7/2017

To: Business Instructors

From: Your Name

Student name is added to placeholder text

RE: Course schedule for spring 2018 semester

All document property information is stripped; spelling and grammar checked; memo proofread for errors

We are in the process of finalizing the business course schedule for the spring 2018 continuing education courses. Registration begins December 1 and ends on the first day of the spring semester, January 20. The final class schedule will be printed and posted to our [website](#) at the end of next week. The following courses are scheduled to meet twice a week for twelve weeks:

Accounting for Small Business  
Business Leadership  
Financial Accounting  
Human Resources and Work Readiness  
Human Resources Management  
International Marketing  
Introduction to International Business  
Introduction to Microsoft Access  
Marketing Fundamentals  
Microsoft Excel for Business  
Microsoft PowerPoint Basics  
Microsoft Word for Business  
Professional Leadership Development

Hyperlink is added to "website" in the first paragraph with a ScreenTip

List of twelve-week courses is reorganized

First two paragraphs are merged into one

In addition, we will offer the following one-day seminars:

Business Ethics  
Creating an Ergonomic Workspace  
Demystifying Computers  
Green Business Practices  
How to Buy a Computer  
Make your Own Webpage  
Professional Image Building  
Public Speaking

List of one-day seminars is reorganized

If you are planning to teach a business course that is not on these lists, please contact me immediately. I will be working in the continuing education office (28 Butler Hall) from 12:30 to 4:30 every day of the week. You can also leave a voice mail for me on extension 7736 or [e-mail me](#).

If you are planning to teach... sentence is moved to the last paragraph

"e-mail me" in the last paragraph is a hyperlink



# Continuing Education Memo

**Date:** 10/7/2017  
**To:** Business Instructors  
**From:** Your Name  
**RE:** Course schedule for spring 2018 semester

---

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# **Grading Rubric – Word 2016**

## **Module 2: Editing Documents**

### **Visual Workshop**

**Class:**

**Professor:**

**Notes:**

**Solution File:** *WD 2-Visa Letter.docx*

<b>Description</b>	<b>Pts</b>	<b>Your Score</b>
Date, letterhead, inside address, salutation, and closing placeholder text is replaced to match Figure B-20	<b>5</b>	
Sentences are reorganized using the Office Clipboard to match Figure B-20	<b>5</b>	
Document property information is removed	<b>3</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>13</b>	<b>0</b>

**YOUR SCORE:** \_\_\_\_\_

# Grading Rubric – Word 2016

## Module 2: Editing Documents

### Independent Challenge 1

**Class:**

**Professor:**

**Notes:**

**Solution File:** *WD 2- Fundraising Letter.docx*

Description	Pts	Your Score
Placeholder text is replaced with student information to match Figure 2-18	3	
All instances of Auckland are replaced with Adelaide	2	
All instances of Lyric Theatre are replaced with Opera House	2	
All instances of New Zealanders are replaced with Australians	2	
Considerable is replaced with a synonym	2	
Fourth paragraph moved to be the second paragraph	2	
AutoCorrect entry inserts Executive Director when exd is typed	2	
Student name is added to the signature block replacing Title with exd	2	
Information is added to Document Properties as instructed	2	
Custom property is added to the Document Properties	2	
<b>TOTAL POSSIBLE POINTS:</b>	<b>21</b>	<b>0</b>

**YOUR SCORE:** \_\_\_\_\_

# Grading Rubric – Word 2016

## Module 2: Editing Documents

### Independent Challenge 4

**Class:**

**Professor:**

**Notes:**

**Solution File:** *WD 2-References.docx*

Description	Pts	Your Score
Student name and date is added to placeholder text	3	
Question 1 is completed and websites are formatted as hyperlinks	5	
Office Add-ins window screenshot is added below question 2	5	
<b>TOTAL POSSIBLE POINTS:</b>	<b>13</b>	<b>0</b>

**YOUR SCORE:** \_\_\_\_\_

# Grading Rubric – Word 2016

## Module 2: Editing Documents

### Skills Review

**Class:**

**Professor:**

**Notes:**

**Solution File:** *WD 2-MATOS 2017 PR.docx*, *WD 2-MATOS 2017 PR Public.docx*

Description	Pts	Your Score
<b>WD B-PAOS 2016 PR.docx</b>	<b>3</b>	
Placeholder text is replaced with student information		
Text is rearranged according to instructions	<b>2</b>	
MATOS is copied from headline and pasted to the third and fourth paragraphs	<b>2</b>	
Paragraphs are rearranged using the Office Clipboard	<b>2</b>	
All 2015 instances are replaced with 2017	<b>2</b>	
All tenth instances are replaced with twelfth	<b>2</b>	
All st abbreviations are replaced with street	<b>2</b>	
Thesaurus is used to replace thriving in the second paragraph	<b>2</b>	
<b>WD B-PAOS 2016 PR Public.docx</b>	<b>2</b>	
E-mail hyperlink is added as instructed		
NEA text in last paragraph is converted to a hyperlink with ScreenTip	<b>2</b>	
<b>TOTAL POSSIBLE POINTS:</b>	<b>21</b>	<b>0</b>

**YOUR SCORE:** \_\_\_\_\_

# Grading Rubric – Word 2016

## Module 2: Editing Documents

### Independent Challenge 2

**Class:**

**Professor:**

**Notes:**

**Solution File:** *WD 2-ThinkPoint Cover Letter.docx*

Description	Pts	Your Score
Placeholder text is replaced with student information to match Figure 2-19	3	
Hyperlink is removed	2	
Today's date is added	2	
Inside address and salutation placeholders are replaced with information in Figure 2-19	2	
Text is reworked and rearranged as instructed	2	
Student name is in signature block	2	
<b>TOTAL POSSIBLE POINTS:</b>	<b>13</b>	<b>0</b>

**YOUR SCORE:** \_\_\_\_\_

# Grading Rubric – Word 2016

## Module 2: Editing Documents

### Independent Challenge 3

**Class:**

**Professor:**

**Notes:**

**Solution File:** *WD 2-Business Courses Memo.docx*

Description	Pts	Your Score
Student name is added to placeholder text	3	
If you are planning to teach... sentence is moved to the last paragraph	2	
First two paragraphs are merged into one	2	
List of twelve-week courses is reorganized	2	
List of one-day seminars is reorganized	2	
Hyperlink is added to “website” in the first paragraph with a ScreenTip	2	
“e-mail me” in the last paragraph is a hyperlink with a subject	2	
All document property information is stripped; spelling and grammar checked; memo proofread for errors	3	
<b>TOTAL POSSIBLE POINTS:</b>	<b>18</b>	<b>0</b>

**YOUR SCORE:** \_\_\_\_\_

**Productivity App: Productivity Apps for School and Work**

1. OneNote will not function at all without an Internet connection.

- a. True
- b. False

ANSWER: False

POINTS: 1

REFERENCES: PA-2  
Syncing a Notebook to the Cloud

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:21 PM

DATE MODIFIED: 4/26/2016 7:26 PM

2. OneNote allows users to convert handwriting to text using the Ink to Text button.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Converting Handwriting to Text  
PA-3

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:26 PM

DATE MODIFIED: 4/26/2016 7:27 PM

3. It is possible to record audio conversations with OneNote if your computer or device has a camera and/or a microphone.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: PA-4  
Recording a Lecture

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:27 PM

DATE MODIFIED: 4/26/2016 7:29 PM

4. Microsoft Sway is available as an app on Office365 or at Sway.com.

- a. True
- b. False

ANSWER: True

POINTS: 1

REFERENCES: Introduction to Sway  
PA-6



**Productivity App: Productivity Apps for School and Work**

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 4/26/2016 7:35 PM

*DATE MODIFIED:* 4/26/2016 7:38 PM

5. Sway users work through a Storyline, which has tools and a work area for composing a digital story.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Creating a Sway Presentation  
PA-6

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 4/26/2016 7:38 PM

*DATE MODIFIED:* 4/26/2016 7:46 PM

6. Sway will not resize background images, so it is necessary to purchase a separate app to do that.

a. True

b. False

*ANSWER:* False

*POINTS:* 1

*REFERENCES:* Introduction to Sway  
PA-6

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 4/26/2016 7:46 PM

*DATE MODIFIED:* 4/26/2016 7:48 PM

7. Office Mix is an add-in for Microsoft PowerPoint, which allows users to enhance PowerPoint presentations.

a. True

b. False

*ANSWER:* True

*POINTS:* 1

*REFERENCES:* Introduction to Office  
PA-10

*QUESTION TYPE:* True / False

*HAS VARIABLES:* False

*DATE CREATED:* 4/26/2016 7:48 PM

*DATE MODIFIED:* 4/26/2016 7:49 PM

8. Through Office Mix, video clips, slide notes, and screen recordings can be added to PowerPoint presentations.

a. True

**Productivity App: Productivity Apps for School and Work**

b. False

ANSWER: True

POINTS: 1

REFERENCES: Capturing Video Clips  
PA-11

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:50 PM

DATE MODIFIED: 4/26/2016 7:51 PM

9. Office Mix is currently capable of handling extended response quizzes, with more quiz types to be available soon.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: Inserting Quizzes, Live Webpages, and Apps  
PA-12

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:51 PM

DATE MODIFIED: 4/26/2016 7:52 PM

10. Microsoft Edge is a Web browser that was designed as an add-in to Internet Explorer.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: Introduction to Microsoft Edge  
PA-14

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:52 PM

DATE MODIFIED: 4/26/2016 7:53 PM

11. Cortana appears as an animated circle in the Address bar when it is turned on and you might need assistance.

a. True

b. False

ANSWER: True

POINTS: 1

REFERENCES: Locating Information with Cortana  
PA-14

QUESTION TYPE: True / False

HAS VARIABLES: False

**Productivity App: Productivity Apps for School and Work**

DATE CREATED: 4/26/2016 7:54 PM

DATE MODIFIED: 4/26/2016 7:55 PM

12. Microsoft Edge will allow users to save webpages, but they cannot be written on.

a. True

b. False

ANSWER: False

POINTS: 1

REFERENCES: Annotating Webpages  
PA-15

QUESTION TYPE: True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:56 PM

DATE MODIFIED: 4/26/2016 7:57 PM

13. Each OneNote notebook is divided into sections, also called Section Tabs. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Introduction to OneNote 2016  
PA-2

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:57 PM

DATE MODIFIED: 4/26/2016 7:59 PM

14. It is possible, through OneNote, to draw directly on the screen using drawing tools. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Introduction to OneNote 2016  
PA-2

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 7:59 PM

DATE MODIFIED: 4/26/2016 7:59 PM

15. OneNote only allows one type of project to be stored at a time. \_\_\_\_\_

ANSWER: False -

POINTS: 1

REFERENCES: Creating a OneNote Notebook  
PA-2

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 8:01 PM

DATE MODIFIED: 4/26/2016 8:03 PM

**Productivity App: Productivity Apps for School and Work**

16. A Sway site can be shared on Microsoft-approved devices only. \_\_\_\_\_

ANSWER: False -

POINTS: 1

REFERENCES: PA-6  
Introduction to Sway

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 8:03 PM

DATE MODIFIED: 4/26/2016 8:05 PM

17. Storyline selections, called Frames, allow users to add content. \_\_\_\_\_

ANSWER: False -

POINTS: 1

REFERENCES: Creating a Sway Presentation  
PA-6

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 8:05 PM

DATE MODIFIED: 4/26/2016 8:06 PM

18. Users can add Facebook or OneNote pictures in Sway without leaving the app. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Adding Content to Build a Story  
PA-7

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 8:07 PM

DATE MODIFIED: 4/26/2016 8:08 PM

19. To use Office Mix, an account is necessary at mix.office.com. \_\_\_\_\_

ANSWER: True

POINTS: 1

REFERENCES: Adding Office Mix to PowerPoint  
PA-10

QUESTION TYPE: Modified True / False

HAS VARIABLES: False

DATE CREATED: 4/26/2016 8:08 PM

DATE MODIFIED: 4/26/2016 8:09 PM

20. Office Mix is an integral part of PowerPoint--it need not be downloaded and installed. \_\_\_\_\_

ANSWER: False -

**Productivity App: Productivity Apps for School and Work**

**POINTS:** 1  
**REFERENCES:** PA-10  
Adding Office Mix to PowerPoint  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 8:10 PM  
**DATE MODIFIED:** 4/26/2016 8:11 PM

21. Using Office Mix, screen recordings can be captured and used to help enhance a presentation.

\_\_\_\_\_  
**ANSWER:** True  
**POINTS:** 1  
**REFERENCES:** Capturing Video Clips  
PA-11  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 8:12 PM  
**DATE MODIFIED:** 4/26/2016 8:13 PM

22. In Microsoft Edge, Reading View will not block pop-up ads or other clutter on a webpage. \_\_\_\_\_

**ANSWER:** False -  
**POINTS:** 1  
**REFERENCES:** Browsing the Web with Microsoft Edge  
PA-14  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 8:13 PM  
**DATE MODIFIED:** 4/26/2016 8:14 PM

23. The Inking toolbar in Microsoft Edge allows users to write on webpages and save the webpage as well as the writing on it. \_\_\_\_\_

**ANSWER:** True  
**POINTS:** 1  
**REFERENCES:** Annotating Webpages  
PA-15  
**QUESTION TYPE:** Modified True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 8:15 PM  
**DATE MODIFIED:** 4/26/2016 8:15 PM

24. Microsoft Edge runs in a partial Sandbox, which helps prevent attackers from gaining control of a computer.

\_\_\_\_\_  
**ANSWER:** True  
**POINTS:** 1

**Productivity App: Productivity Apps for School and Work**

**REFERENCES:** Annotating Webpages  
PA-15

**QUESTION TYPE:** Modified True / False

**HAS VARIABLES:** False

**DATE CREATED:** 4/26/2016 8:16 PM

**DATE MODIFIED:** 4/26/2016 8:17 PM

25. Microsoft OneNote is a \_\_\_\_\_ app for your academic and professional life.

- a. spreadsheet
- b. notetaking
- c. database
- d. gaming

**ANSWER:** b

**POINTS:** 1

**REFERENCES:** Introduction to OneNote 2016  
PA-2

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**DATE CREATED:** 4/26/2016 8:17 PM

**DATE MODIFIED:** 4/26/2016 8:23 PM

26. OneNote is divided into sections similar to that of a

- a. spiral notebook.
- b. map
- c. compass
- d. desktop

**ANSWER:** a

**POINTS:** 1

**REFERENCES:** Creating a OneNote Notebook  
PA-2

**QUESTION TYPE:** Multiple Choice

**HAS VARIABLES:** False

**DATE CREATED:** 4/26/2016 8:56 PM

**DATE MODIFIED:** 4/26/2016 8:58 PM

27. The Microsoft OneNote mobile app

- a. was subcontracted for Microsoft by Google.
- b. runs a full version of OneNote 2016.
- c. is a lightweight version of OneNote 2016.
- d. syncs with all Apple products.

**ANSWER:** c

**POINTS:** 1

**REFERENCES:** Syncing a Notebook to the Cloud

**Productivity App: Productivity Apps for School and Work**

PA-2

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/26/2016 8:59 PM

*DATE MODIFIED:* 4/26/2016 9:01 PM

28. OneNote creates a Drawing Canvas, which is

- a. a container for shapes and lines.
- b. a personal assistant.
- c. a storyline for interactive video content
- d. a teleprompter.

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Syncing a Notebook to the Cloud  
PA-2

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 3:07 PM

*DATE MODIFIED:* 4/27/2016 3:14 PM

29. Microsoft Sway utilizes Responsive Design, which means

- a. the software responds to hackers and other threats responsively.
- b. what you create becomes the exclusive property of Microsoft.
- c. your content only works with Microsoft-approved products.
- d. your content adapts perfectly to any screen size.

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Introduction to Sway  
PA-6

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 3:14 PM

*DATE MODIFIED:* 4/27/2016 3:16 PM

30. In Sway, each storyline can include

- a. text, images, and videos.
- b. databases, word-processor documents, and spreadsheets.
- c. games, productivity apps, and home-office applications.
- d. other Sways.

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Creating a Sway presentation  
PA-6

**Productivity App: Productivity Apps for School and Work**

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 3:16 PM

*DATE MODIFIED:* 4/27/2016 3:20 PM

31. To add content to Sway from search results, you
- a. purchase varying data plans from Microsoft.
  - b. left-click on the content once.
  - c. drag the content right into Sway.
  - d. press ALT-F4.

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Adding Content to Build a Story  
PA-7

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 3:20 PM

*DATE MODIFIED:* 4/27/2016 3:23 PM

32. To share a presentation through Office Mix,
- a. users hold up their devices so that others can look at it.
  - b. Presentations cannot be shared through Office Mix.
  - c. a data projector is required.
  - d. a link is shared with friends and colleagues.

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Sharing an office Mix Presentation  
PA-12

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 3:23 PM

*DATE MODIFIED:* 4/27/2016 3:24 PM

33. In Office Mix, the Slide Notes feature works as a \_\_\_\_\_, to help you focus on your content instead of memorizing a presentation.
- a. digital assistant
  - b. TelePrompTer
  - c. calculator
  - d. spreadsheet

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Capturing Video Clips  
PA-11



**Productivity App: Productivity Apps for School and Work**

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 3:25 PM

*DATE MODIFIED:* 4/27/2016 3:26 PM

34. In a Screen Recording, Office Mix

- a. often crashes any computer running it.
- b. offers helpful suggestions to search queries.
- c. filters out any spam that may distract a user from a presentation.
- d. captures everything that happens in a selected part of the screen, to be added to a presentation.

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Capturing Video Clips  
PA-11

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 3:27 PM

*DATE MODIFIED:* 4/27/2016 3:28 PM

35. To share an Office Mix presentation,

- a. let a friend or colleague take a picture of it.
- b. upload it to your personal Office Mix dashboard.
- c. send the device via snail mail to whomever you want to present it to.
- d. sharing Office Mix presentations is currently unavailable.

*ANSWER:* b

*POINTS:* 1

*REFERENCES:* Sharing an Office Mix Presentation  
PA-12

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:25 PM

*DATE MODIFIED:* 4/27/2016 5:25 PM

36. Microsoft Edge

- a. has been discontinued in favor of an enhanced version of Internet Explorer.
- b. is a cutting-edge word processing program.
- c. is the default web browser for Windows 10, designed to replace Internet Explorer.
- d. allows users to make high quality presentations to friends or colleagues.

*ANSWER:* c

*POINTS:* 1

*REFERENCES:* Introduction to Microsoft Edge  
PA-14

*QUESTION TYPE:* Multiple Choice

**Productivity App: Productivity Apps for School and Work**

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:26 PM

*DATE MODIFIED:* 4/27/2016 5:28 PM

37. Consider the Hub in Microsoft Edge as
- a. similar to using Office Mix.
  - b. a complete replacement for Microsoft Office.
  - c. a nuisance, to be ignored at all costs.
  - d. one-stop access to all the things you collect on the Web.

*ANSWER:* d

*POINTS:* 1

*REFERENCES:* Browsing the Web with Microsoft Edge  
PA-14

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:28 PM

*DATE MODIFIED:* 4/27/2016 5:29 PM

38. When Cortana is on in Microsoft Edge, it acts as a(n)
- a. personal assistant.
  - b. template to draw on a web page with.
  - c. array of tools to make quality presentations.
  - d. place to store text, images, and videos.

*ANSWER:* a

*POINTS:* 1

*REFERENCES:* Locating Information with Cortana  
PA-14

*QUESTION TYPE:* Multiple Choice

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:30 PM

*DATE MODIFIED:* 4/27/2016 5:39 PM

39. Microsoft OneNote replaces physical \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ with a searchable, digital notebook.
- a. notebooks
  - b. binders
  - c. paper notes
  - d. computers

*ANSWER:* a, b, c

*POINTS:* 1

*REFERENCES:* Introduction to OneNote 2016  
PA-2

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

**Productivity App: Productivity Apps for School and Work**

*DATE CREATED:* 4/27/2016 5:39 PM

*DATE MODIFIED:* 4/27/2016 5:45 PM

40. OneNote captures your ideas and schoolwork on any device so you can \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
- a. stay organized
  - b. share notes
  - c. work with others on projects
  - d. let others do your work for you.

*ANSWER:* a, b, c

*POINTS:* 1

*REFERENCES:* Introduction to OneNote 2016  
PA-2

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:43 PM

*DATE MODIFIED:* 4/27/2016 5:44 PM

41. Each OneNote notebook contains \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
- a. sections
  - b. pages
  - c. other notebooks
  - d. complete apps

*ANSWER:* a, b, c

*POINTS:* 1

*REFERENCES:* Creating a OneNote Notebook  
PA-2

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:45 PM

*DATE MODIFIED:* 4/27/2016 5:45 PM

42. Sway lets you combine which of the following onto a Sway site that you can share and display on any device? (select all that apply)
- a. text
  - b. images
  - c. videos
  - d. social media

*ANSWER:* a, b, c, d

*POINTS:* 1

*REFERENCES:* Introduction to Sway  
PA-6

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

**Productivity App: Productivity Apps for School and Work**

*DATE CREATED:* 4/27/2016 5:46 PM

*DATE MODIFIED:* 4/27/2016 5:48 PM

43. With Sway, you can (select all that apply)

- a. Drag content from the search results right into the Storyline.
- b. specify the source of the media, so you can add Facebook or OneNote pictures and videos without leaving the app.
- c. have your computer make Sways for you automatically.
- d. legally use copyrighted material free of charge.

*ANSWER:* a, b

*POINTS:* 1

*REFERENCES:* Adding Content to Build a Story  
PA-7

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:48 PM

*DATE MODIFIED:* 4/27/2016 5:50 PM

44. In sharing a Sway site, you can (select all that apply)

- a. share a Sway with only yourself
- b. post the Sway on Docs.com.
- c. send friends a link to the Sway site
- d. share a Sway site by way of social media, such as Facebook and Twitter.

*ANSWER:* a, b, c, d

*POINTS:* 1

*REFERENCES:* Sharing a Sway  
PA-8

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:50 PM

*DATE MODIFIED:* 4/27/2016 5:52 PM

45. Using Office Mix, you can (select all that apply)

- a. record yourself on video.
- b. capture still and moving images on your desktop.
- c. insert interactive elements such as quizzes and live webpages directly into PowerPoint slides.
- d. post presentations to OneDrive, but only one viewer at a time can watch them.

*ANSWER:* a, b, c

*POINTS:* 1

*REFERENCES:* Introduction to Office Mix  
PA-10

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

**Productivity App: Productivity Apps for School and Work**

*DATE CREATED:* 4/27/2016 5:52 PM

*DATE MODIFIED:* 4/27/2016 5:54 PM

46. Office Mix can support which types of user-created quizzes? (select all that apply)

- a. short answer
- b. true/false
- c. multiple choice
- d. multiple response

*ANSWER:* a, b, c, d

*POINTS:* 1

*REFERENCES:* Inserting Quizzes, Live Webpages, and Apps  
PA-12

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:54 PM

*DATE MODIFIED:* 4/27/2016 5:56 PM

47. Office Mix will run on which types of operating systems/devices? (select all that apply)

- a. PCs
- b. Macs
- c. iOS devices
- d. Android devices

*ANSWER:* a, b, c, d

*POINTS:* 1

*REFERENCES:* Sharing an Office Mix Presentation  
PA-12

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:56 PM

*DATE MODIFIED:* 4/27/2016 5:58 PM

48. Microsoft Edge allows users to \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. (select all that apply)

- a. write on webpages
- b. read webpages without advertisements and other distractions
- c. search for information using a virtual personal assistant
- d. work seamlessly in real time with colleagues worldwide

*ANSWER:* a, b, c

*POINTS:* 1

*REFERENCES:* Introduction to Microsoft Edge  
PA-14

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 5:58 PM

**Productivity App: Productivity Apps for School and Work**

*DATE MODIFIED:* 4/27/2016 6:00 PM

49. When Cortana is turned on in Microsoft Edge, it can assist users with (select all that apply)

- a. defining words
- b. finding the weather
- c. suggesting coupons for shopping
- d. updating stock market information

*ANSWER:* a, b, c, d

*POINTS:* 1

*REFERENCES:* Locating Information with Cortana  
PA-14

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:00 PM

*DATE MODIFIED:* 4/27/2016 6:01 PM

50. Microsoft Edge allows users who want to annotate Web pages to (select all that apply)

- a. insert typed notes
- b. draw on the page with only a fingertip
- c. copy a screen image
- d. draw on the screen, but not save the page or the drawing

*ANSWER:* a, b, c

*POINTS:* 1

*REFERENCES:* Annotating Webpages  
PA-15

*QUESTION TYPE:* Multiple Response

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:05 PM

*DATE MODIFIED:* 4/27/2016 6:08 PM

51. OneNote is \_\_\_\_\_.

*ANSWER:* A note-taking app for your academic and professional life.

*POINTS:* 1

*REFERENCES:* Introduction to OneNote 2016  
PA-2

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:08 PM

*DATE MODIFIED:* 4/27/2016 6:10 PM

52. Links to companion Sways that teach you how to use OneNote can be found at \_\_\_\_\_.

*ANSWER:* [www.cengagebrain.com](http://www.cengagebrain.com).

*POINTS:* 1

*REFERENCES:* Creating a OneNote Notebook

**Productivity App: Productivity Apps for School and Work**

PA-2

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 6:10 PM

**DATE MODIFIED:** 4/27/2016 6:11 PM

53. Beyond simple typed notes, OneNote \_\_\_\_\_.

**ANSWER:** stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video.

**POINTS:** 1

**REFERENCES:** Taking Notes  
PA-3

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 6:12 PM

**DATE MODIFIED:** 4/27/2016 6:14 PM

54. If a notebook contains sensitive material, you can \_\_\_\_\_.

**ANSWER:** password-protect some or all of the notebook so that only certain people can open it.

**POINTS:** 1

**REFERENCES:** Recording a Lecture  
PA-4

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 6:14 PM

**DATE MODIFIED:** 4/27/2016 6:17 PM

55. When you draw on a page, OneNote creates a \_\_\_\_\_.

**ANSWER:** drawing canvas, which is a container for shapes and lines.

**POINTS:** 1

**REFERENCES:** Taking Notes  
PA-3

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 6:17 PM

**DATE MODIFIED:** 4/27/2016 6:18 PM

56. OneNote saves your notes \_\_\_\_\_.

**ANSWER:** every time you make a change in a notebook.

**POINTS:** 1

**REFERENCES:** Syncing a Notebook to the Cloud  
PA-2

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**Productivity App: Productivity Apps for School and Work**

DATE CREATED: 4/27/2016 6:18 PM

DATE MODIFIED: 4/27/2016 6:21 PM

57. A Sway site organizes text, images, and video into a \_\_\_\_\_.

ANSWER: responsive design, which means your content adapts perfectly to any screen size.

POINTS: 1

REFERENCES: Introduction to Sway  
PA-6

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:22 PM

DATE MODIFIED: 4/27/2016 6:23 PM

58. You create a Sway by adding text and media content into a Storyline selection, or

ANSWER: card

POINTS: 1

REFERENCES: Creating a Sway Presentation  
PA-6

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:23 PM

DATE MODIFIED: 4/27/2016 6:24 PM

59. To add pictures, videos, or documents in a Sway, select a card in the left pane and \_\_\_\_\_.

ANSWER: select the Insert Content button.

POINTS: 1

REFERENCES: Creating a Sway Presentation  
PA-6

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:24 PM

DATE MODIFIED: 4/27/2016 6:25 PM

60. In Sway, use the Design button to display tools including \_\_\_\_\_.

ANSWER: color palettes, font choices, animation emphasis effects, and style templates.

POINTS: 1

REFERENCES: Designing a Sway  
PA-8

QUESTION TYPE: Completion

HAS VARIABLES: False

DATE CREATED: 4/27/2016 6:26 PM

DATE MODIFIED: 4/27/2016 6:27 PM

61. Use the \_\_\_\_\_ button to display your finished Sway presentation as a website.



**Productivity App: Productivity Apps for School and Work**

ANSWER: Play  
POINTS: 1  
REFERENCES: Publishing a Sway  
PA-8  
QUESTION TYPE: Completion  
HAS VARIABLES: False  
DATE CREATED: 4/27/2016 6:27 PM  
DATE MODIFIED: 4/27/2016 6:28 PM

62. As the author, you can edit a published Sway site by clicking the\_\_\_\_\_.

ANSWER: Edit button  
POINTS: 1  
REFERENCES: Publishing a Sway  
PA-8  
QUESTION TYPE: Completion  
HAS VARIABLES: False  
DATE CREATED: 4/27/2016 6:28 PM  
DATE MODIFIED: 4/27/2016 6:30 PM

63. Office Mix is a \_\_\_\_\_

ANSWER: free PowerPoint add-in from Microsoft that adds features to PowerPoint.  
POINTS: 1  
REFERENCES: Introduction to Office Mix  
PA-10  
QUESTION TYPE: Completion  
HAS VARIABLES: False  
DATE CREATED: 4/27/2016 6:30 PM  
DATE MODIFIED: 4/27/2016 6:31 PM

64. When you post a finished presentation to OneDrive, Office Mix \_\_\_\_\_.

ANSWER: provides a link you can share with friends and colleagues.  
POINTS: 1  
REFERENCES: Introduction to Office Mix  
PA-10  
QUESTION TYPE: Completion  
HAS VARIABLES: False  
DATE CREATED: 4/27/2016 6:31 PM  
DATE MODIFIED: 4/27/2016 6:33 PM

65. In Office Mix, a clip is \_\_\_\_\_.

ANSWER: a short segment of audio, such as music, or video.  
POINTS: 1  
REFERENCES: Capturing Video Clips  
PA-11

**Productivity App: Productivity Apps for School and Work**

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:33 PM

*DATE MODIFIED:* 4/27/2016 6:34 PM

66. Office Mix creates video clips in two ways: \_\_\_\_\_.

*ANSWER:* by recording live action on a webcam and by capturing screen images and movements.

*POINTS:* 1

*REFERENCES:* Capturing Video Clips  
PA-11

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:34 PM

*DATE MODIFIED:* 4/27/2016 6:36 PM

67. To enhance and assess audience understanding, make your slides interactive by using Office Mix to \_\_\_\_\_.

*ANSWER:* add quizzes, live webpages, and apps.

*POINTS:* 1

*REFERENCES:* Inserting Quizzes, Live Webpages, and Apps  
PA-12

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:38 PM

*DATE MODIFIED:* 4/27/2016 6:40 PM

68. When you complete your work with Office Mix, \_\_\_\_\_.

*ANSWER:* upload the presentation to your personal Office Mix dashboard.

*POINTS:* 1

*REFERENCES:* Sharing an Office Mix Presentation  
PA-12

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:40 PM

*DATE MODIFIED:* 4/27/2016 6:41 PM

69. Microsoft Edge is \_\_\_\_\_.

*ANSWER:* the name of the new Web browser built into Windows 10.

*POINTS:* 1

*REFERENCES:* Introduction to Microsoft Edge  
PA-14

*QUESTION TYPE:* Completion

*HAS VARIABLES:* False

*DATE CREATED:* 4/27/2016 6:41 PM

*DATE MODIFIED:* 4/27/2016 6:43 PM

**Productivity App: Productivity Apps for School and Work**

70. Microsoft Edge allows you to \_\_\_\_\_.

**ANSWER:** search the Web faster, take Web notes, read webpages without distractions, and get instant assistance from Cortana.

**POINTS:** 1

**REFERENCES:** Introduction to Microsoft Edge  
PA-14

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 6:43 PM

**DATE MODIFIED:** 4/27/2016 6:44 PM

71. Businesses started adopting Internet Explorer more than 20 years ago simply to view webpages. Today, Microsoft Edge has a different purpose: \_\_\_\_\_.

**ANSWER:** to promote interaction with the web and share its contents with colleagues.

**POINTS:** 1

**REFERENCES:** Locating Information with Cortana  
PA-14

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 6:44 PM

**DATE MODIFIED:** 4/27/2016 6:46 PM

72. In Microsoft Edge, you can switch to Reading View, which \_\_\_\_\_.

**ANSWER:** is available for most news and research sites, to eliminate distracting advertisements.

**POINTS:** 1

**REFERENCES:** Browsing the Web with Microsoft Edge  
PA-14

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 6:46 PM

**DATE MODIFIED:** 4/27/2016 6:47 PM

73. Consider the Hub in Microsoft Edge as \_\_\_\_\_.

**ANSWER:** providing one-stop access to all the things you collect on the web.

**POINTS:** 1

**REFERENCES:** Browsing the Web with Microsoft Edge  
PA-14

**QUESTION TYPE:** Completion

**HAS VARIABLES:** False

**DATE CREATED:** 4/27/2016 6:47 PM

**DATE MODIFIED:** 4/27/2016 6:48 PM

74. One of the most impressive Microsoft Edge features are the Web Note tools, \_\_\_\_\_.

**ANSWER:** which you use to write on a webpage or to highlight text.

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

**Productivity App: Productivity Apps for School and Work**

*POINTS:* 1  
*REFERENCES:* Annotating Webpages  
PA-15  
*QUESTION TYPE:* Completion  
*HAS VARIABLES:* False  
*DATE CREATED:* 4/27/2016 6:49 PM  
*DATE MODIFIED:* 4/27/2016 6:50 PM

75. You can share inked pages with others using Microsoft Edge by \_\_\_\_\_.

*ANSWER:* using the Share Web Note button.

*POINTS:* 1  
*REFERENCES:* Annotating Webpages  
PA-15  
*QUESTION TYPE:* Completion  
*HAS VARIABLES:* False  
*DATE CREATED:* 4/27/2016 6:50 PM  
*DATE MODIFIED:* 4/27/2016 6:52 PM

# Module 2

## Editing Documents

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## Module 2: Editing Documents

### Concepts Review

Screen Labeling	Matching Items	Multiple Choice
1. Paste button	6. b	15. d
2. Copy button	7. a	16. a
3. Show/Hide ¶ button	8. e	17. d
4. Paragraph mark; non-printing character	9. h	18. c
5. Paste Options button	10. d	19. b
	11. f	20. c
	12. i	
	13. c	
	14. g	

### Skills Review

In lessons 1-5, students edit a press release. Print the WD 2- MATOS 2017 PR.docx file to see the solution. Student solutions should match. Look for student sentences to be in the same order as those in the solution file, for all spelling and grammar errors to be corrected, for the second paragraph to include a synonym for “thriving,” and for “Street” to be spelled out throughout the document.

In lessons 6-7, students prepare a copy of the press release for electronic distribution to the public. Examine the WD 2- MATOS 2017 PR Public.docx file in Word to see the solution. Also, Figure 2-17 on page Word 44 shows the completed document. Student solutions will include hyperlinks to their email address and to [www.nea.gov](http://www.nea.gov), and all document property information will be removed from the file.

Filenames: WD 2- MATOS 2017 PR.docx and WD 2- MATOS 2017 PR Public.docx



## Independent Challenge 1

This exercise requires students to edit a letter and to edit the document properties. Print the WD 2-Fundraising Letter.docx file to see the solution. Student solutions should match. Look for students' return address and inside address to be the same as those in the solution letter, for paragraphs to be in the same order as those in the solution letter, and for all spelling and grammar errors to be corrected. Also, check the document properties in student files. Look for the title "Adelaide," the keyword "fund-raising," and a custom property named "Project" with value "Letter for the capital campaign."

Estimated completion time: 15 minutes

Filenames: WD 2-Fundraising Letter.docx

**The Adelaide Opera House**  
32 King William Street, Adelaide SA 5001, Australia

March 12, 2017

Ms. Georgina Fuller  
12-34 Wattle Street  
Adelaide SA 5006

Dear Ms. Fuller:

When the Adelaide community sought to recapture the splendor and promise of the Adelaide Opera House, its many supporters helped to realize the successes we now celebrate. The Adelaide Opera House serves as a reminder of the vital role the arts have played in the lives of Australians. Since its revitalization, the programs offered by the performance venue have benefited individuals and families throughout the region and beyond.

The Adelaide Opera House is a nonprofit organization and is dependent upon its supporters to continue to fulfill its mission. Ticket sales cover only a portion of our operating expenses. We count on contributions to continue to provide the high quality and wide range of programs we present each season.

This year we are grateful to be able to celebrate many notable accomplishments. Thousands of Australians participated in a season that included opera, musicals, symphony orchestras, jazz ensembles, popular and traditional music, dance, family and children's events, and some of the finest independent films available. School children from the Adelaide region attended special school performances at the theatre.

In addition, significant capital improvements helped make the theatre more comfortable. As a result, the Arts Council selected the Adelaide Opera House as a site for its Film Preservation Tour, a series of screenings of restored classic films.

Please help us continue to bring the magic of the performing and visual arts to the Adelaide region. Every contribution – large or small – supports our programs. At this time we ask you to be as generous as you can.

Sincerely,

Your Name  
Executive Director

## Independent Challenge 2

This exercise requires students to write a cover letter to apply for one of the jobs listed in the ad shown in Figure 2-19 on page Word 46. Student letters will vary, but should match the format and be similar in content to the following sample solution letter. Look for the letter to be addressed properly, for the letter to reference the position code, for the student to describe his/her qualifications, for an enclosure line to be included, and for the letter to be free of spelling and grammar errors. Print the WD 2- ThinkPoint Cover Letter.docx file to better see the sample solution.

Estimated completion time: 25 minutes

Filename: WD 2-ThinkPoint Cover Letter.docx

**Your Name**  
973 Aspen Street, Apt. 2, Detroit, MI 48207  
Tel: 313-555-8383; E-mail: yourname@aol.com

---

September 8, 2017

Ms. Selena Torres  
Director of Recruiting  
~~ThinkPoint~~ Technologies  
700 Woodward Ave.  
Detroit, MI 48226

Dear Ms. Torres:

I am writing to apply for the administrative assistant position (B16F5) at ~~ThinkPoint~~ Technologies' Detroit office that was advertised in The Detroit News. My administrative office experience, combined with my coursework in business, management, and computer science make me an ideal candidate for the position.

As you can see from the enclosed resume, my background includes strong computer skills. I have worked extensively with Microsoft Word, PowerPoint, Excel, and OneNote, and with several e-mail programs. In my current position at ~~Student~~ Enterprises, I am responsible for organizing meetings, trade shows, and conferences, as well as for producing newsletters and slide presentations. Additionally, I do minor bookkeeping and track the budget for office supplies. My references will vouch for my excellent communication, organizational, and interpersonal skills.

I would appreciate the opportunity to meet with you to discuss the position, my skills, and my experience. You can reach me by telephone at (630) 555-8383 or by e-mail at yourname@aol.com.

Sincerely,

Your Name

Enc.



## Independent Challenge 3

This exercise requires students to use the cut and paste commands to reorganize the text in a memo, to add hyperlinks to the memo, to strip the file of document property information, and to use the Split command to split the document window, and then to move a sentence from one pane to another. Print the WD 2-Business Courses Memo.docx to see the solution. Student solutions should match. Look for student sentences to be in the same order as the solution file, for the list of courses to be in alphabetical order, for the memo to include two hyperlinks, and for all spelling and grammar errors to be corrected.

Estimated completion time: 15 minutes

Filename: WD 2-Business Courses Memo.docx

### | Continuing Education Memo

Date: 10/7/2017  
To: Business Instructors  
From: Your Name  
RE: Course schedule for spring 2018 semester

---

We are in the process of finalizing the business course schedule for the spring 2018 continuing education courses. Registration begins December 1 and ends on the first day of the spring semester, January 10. The final class schedule will be printed and posted to our [website](#) at the end of next week. The following courses are scheduled to meet twice a week for twelve weeks:

Accounting for Small Business  
Business Leadership  
Financial Accounting  
Human Resources and Work Readiness  
Human Resources Management  
International Marketing  
Introduction to International Business  
Introduction to Microsoft Access  
Marketing Fundamentals  
Microsoft Excel for Business  
Microsoft PowerPoint Basics  
Microsoft Word for Business  
Professional Leadership Development

In addition, we will offer the following one-day seminars:

Business Ethics  
Creating an Ergonomic Workspace  
Demystifying Computers  
Green Business Practices  
How to Buy a Computer  
Make your Own Website  
Professional Image Building  
Public Speaking

If you are planning to teach a business course that is not on these lists, please contact me immediately. I will be working in the continuing education office (1E Butler Hall) from 12:00 to 4:00 every day this week. You can also leave a voice mail for me on extension 7726 or e-mail me.

## Independent Challenge 4: Explore

This exercise requires students to familiarize themselves with reference sources on the World Wide Web, including Office Add-ins, to format hyperlinks to Web reference sources, and to insert a screenshot of a Word 2016 Add-in webpage in the document. Students type their answers in the WD 2- References.docx file. Sample answers follow.

Estimated completion time: 20 minutes

Filename: WD 2-References.docx

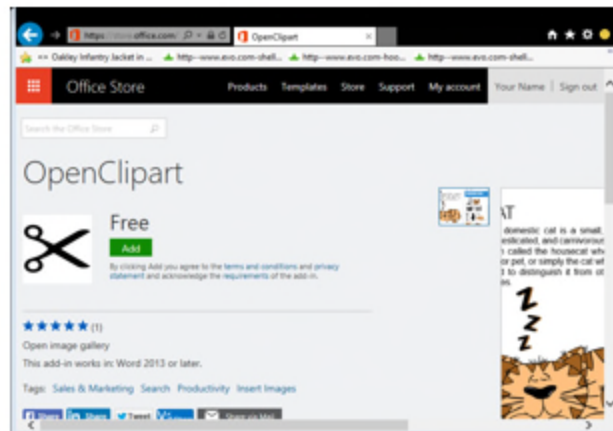
Your Name  
Today's Date

1. Search the World Wide Web for online guides to English language grammar, style, and usage. Below, list the names of at least two websites you find, and format the names as hyperlinks to the websites.

[English Grammar](#)

[One Look Dictionary](#)

2. Search the Office Add-ins store to find add-ins that might be useful to you in your work. Insert a screenshot of an add-in webpage below.



## Visual Workshop

Student letters should be identical to the letter shown in Figure 2-20 on page Word 48 of the text. Print the WD 2-Visa Letter.docx file to see the solution. Student solutions should match.

Filename: WD 2-Visa Letter.docx

**Your Name**  
863 East 18th Street, Apt. 4, New York, NY 20211; Tel: 212-555-9384

**1/12/2017**

Embassy of the Republic of Korea  
2320 Massachusetts Avenue NW  
Washington, DC 20008

Dear Sir or Madam:

I am applying for a long-stay tourist visa to South Korea, valid for four years. I am scheduled to depart for Seoul on March 9, 2017, returning to Chicago on September 22, 2017.

During my stay in South Korea, I will be interviewing musicians and recording footage for a film I am making on contemporary Korean music. I would like a multiple entry visa valid for four years so I can return to South Korea after this trip to follow up on my initial research. I will be based in Seoul, but I will be traveling frequently to record performances and to meet with musicians and producers.

Included with this letter are my completed visa application form, my passport, a passport photo, a copy of my return air ticket, and the visa fee. Please contact me if you need further information.

Sincerely,

Your Name

Enc: 5

## Your Name

863 East 18th Street, Apt. 4, New York, NY 20211; Tel: 212-555-9384

1/12/2017

Embassy of the Republic of Korea  
2320 Massachusetts Avenue NW  
Washington, DC 20008

Date, letterhead, inside address,  
salutation, and closing  
placeholder text is replaced to  
match Figure B-20

Dear Sir or Madam:

I am applying for a long-stay tourist visa to South Korea, valid for four years. I am scheduled to depart for Seoul on March 9, 2017, returning to Chicago on September 22, 2017.

Sentences are  
reorganized using  
the Office Clipboard  
to match Figure B-  
20

During my stay in South Korea, I will be interviewing musicians and recording footage for a film I am making on contemporary Korean music. I would like a multiple entry visa valid for four years so I can return to South Korea after this trip to follow up on my initial research. I will be based in Seoul, but I will be traveling frequently to record performances and to meet with musicians and producers.

Included with this letter are my completed visa application form, my passport, a passport photo, a copy of my return air ticket, and the visa fee. Please contact me if you need further information.

Sincerely,

Document property  
information is removed

Your Name

Enc: 5