

# **KCA 89: CREATING MEMOS USING PRE-DESIGNED TEMPLATES IN MS WORD**

## **ESSENTIAL QUESTIONS:**

1. Can you properly format a MEMO?
2. Can you create a MEMO using the TEMPLATE in MS Word?
3. Can you save a MEMO created from a TEMPLATE as a Word document?

## **WHAT ARE YOU LEARNING TODAY?:**

I am learning how to properly format a MEMO using pre-designed TEMPLATES in MS Word.

## **WHY DO YOU THINK THIS IS IMPORTANT?**

This is important so that I may become familiar with the formatting and use of MEMOs. It is also important to be made aware of the pre-designed TEMPLATES available in MS Word.