

One reason we learn to key is to be able to apply that skill as we format personal and business documents; for example, letters, reports, and tables. Your next major goal will be to learn the rules that govern how we arrange, place, and space the most commonly used documents.

In one way or another, we must memorize the features that distinguish one style of letter or report from another. Our ability to retain in our minds the vital details will help us place and space documents quickly and avoid having to look up such facts as we key letter or reports.

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