

## **OFFICE DATA PROCESSING LEVEL 2 NOTES**

### **Important Study Notes**

- Edit Microsoft Word Documents.
- Typing a Business Letter.
- Typing and editing using the manuscript signs.
- Create a DL Envelope.
- Type very fast.
- Test is 1hr and 10 min. (75 Marks).

### **How to create an envelope**

1. Click on the mailing tab.
2. Click on envelopes.
3. Type in the delivery address.
4. Type in the return address.
5. Click on add to document.
6. Save and Print your envelope.

