## **OFFFICE 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.

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