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o2010 review questions and answers - an office memo is an example of when using a template could be helpful because office memos usually contain the same layout (to:, from:, subject:, company logo, and so on), with only the topic changing for each new memo.

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concepts review unit c - pcc - cas 216a concepts review unit c/peden/apr-08 18. in which type of indent are the subsequent lines of a paragraph indented more than the first line? a. hanging indent 19. which dialog box is used to change the scale of characters? d. font 20. which button is used to align a paragraph with both the left and right margins? d.

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