

**DEFINE EACH TERM OR CONCEPT AS IT IS RELATED TO WRITING A LETTER OR USING MICROSOFT WORD:**

**MARGINS –**

**SHOW/HIDE BUTTON (IN WORD) –**

**BUSINESS LETTER –**

**INSIDE ADDRESS (IN A BUSINESS LETTER) –**

**SALUTATION (IN A LETTER) –**

**BODY OF A LETTER –**

**COMPLIMENTARY CLOSING –**

**ENCLOSURE (DEALING WITH LETTERS)**

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