Info Tech I Portfolio

This is a portfolio containing a perfect copy of each of the following styles and is to be completed at the end of the 1st quarter. Each style should be error free and labeled at the top of the page with the name of the format, page number from the book and your name. The file itself should be named to reflect the type of document as listed below.(Business letters also need to indicate style and type of punctuation.)

\_\_\_\_\_Personal Business Letter ----Block Style----Open Punctuation

\_\_\_\_\_Business Letter -----Block Style ----Open Punctuation

\_\_\_\_\_Business Letter ----Modified Block Style----Mixed Punctuation

\_\_\_\_\_Business Letter with special features

\_\_\_\_\_Mail Merge-Form Letter

\_\_\_\_\_ Memo

\_\_\_\_\_Resume

\_\_\_\_\_Application Letter

\_\_\_\_\_Follow-up Letter

\_\_\_\_\_Table

\_\_\_\_\_ Unbound Report

\_\_\_\_\_Bound Report with footnotes, reference page and title page

\_\_\_\_\_Outline

\_\_\_\_\_Table of Contents

\_\_\_\_\_Minutes

\_\_\_\_\_News Release

\_\_\_\_\_Agenda

\_\_\_\_\_Itinerary