

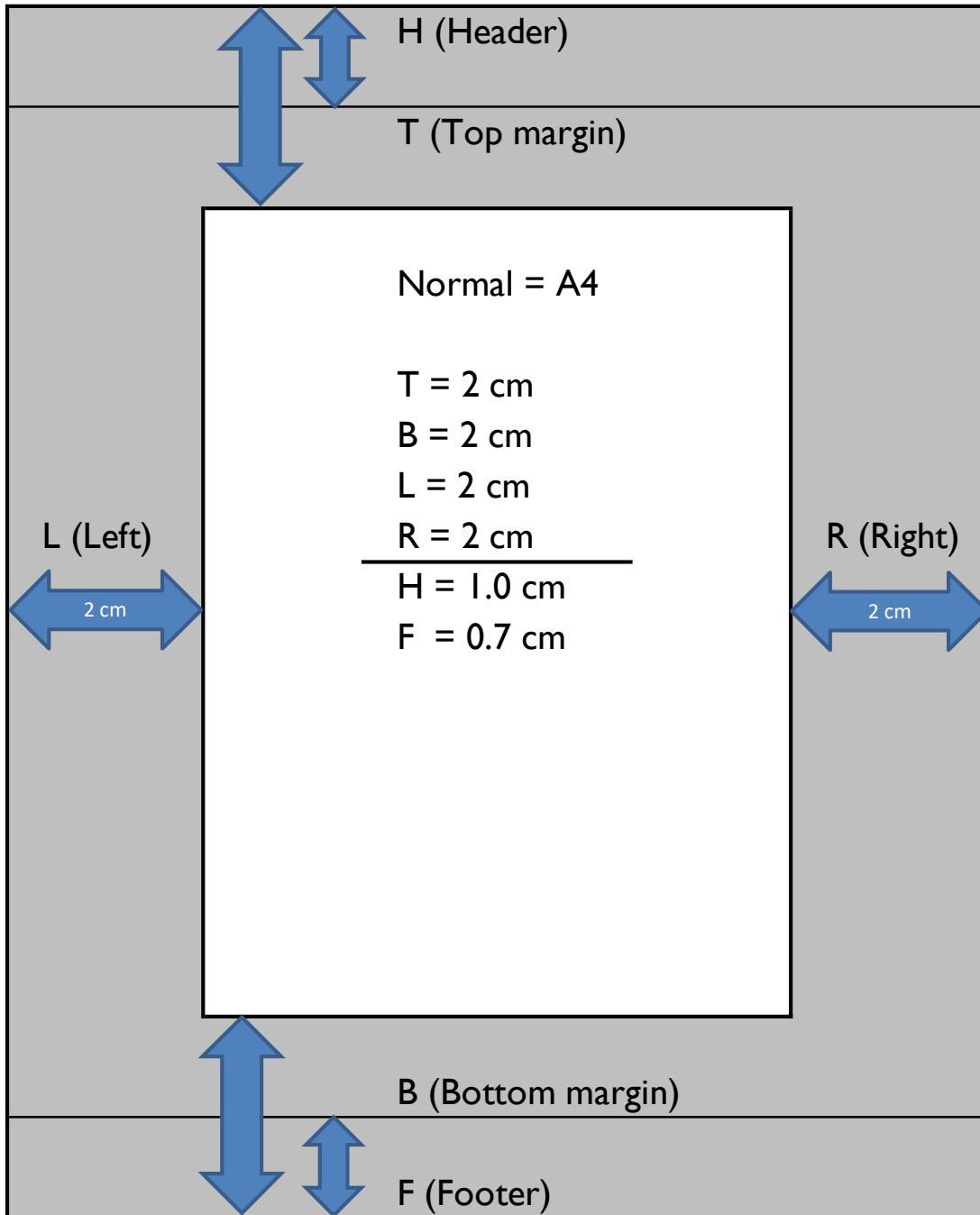
Part 4: Format Page Layout

Now you are ready to learn how to change the **Letter to Format** so that it will print out like the **Letter Example** below.

<p>Anne Denniston tells how to format a 2-page letter manually in Microsoft Word</p>	<p>ACKNOWLEDGEMENT We would like to take this opportunity to express our appreciation to the various members of your staff for the assistance and courtesy afforded us during the course of the audit.</p>
<p>Enquiries: Graham Dunnitt Telephone: 019 678 2340 Cell: +27 82 559 6780 Email: GDunnitt@DevPlan.com Our Reference: Them-JS-2020-001 Your Reference: 2021-010-Assets Date: 30 September 2020</p>	<p>Yours sincerely Mr G. Dunnitt Acting Director Unlimited Services</p>
<p>Ms P. Keeper Acting Head of Department Training Department Development Planning (Pty) Ltd Private Bag XYZ Little Suburb Big City 2110</p>	<p>cc Acting Chief Audit Executive, UD : Ms L. Longer Acting Director, Finance and Procurement, DP : Mr A. Wordler Acting Deputy Director, Assets Unit, DP : Ms A. Youdlid</p>
<p>INTERNAL AUDIT REPORT – ASSET MANAGEMENT We hereby submit our internal audit report for the review performed on the asset management processes in the Asset Unit of the Department. The attached report records the results of our audit and recommends possible ways in which the controls could be improved to overcome the identified weaknesses. The report is set out in two sections. Section A: A summary of the objectives and scope of the audit. Section B: The detailed findings and recommendations AUDIT OPINION The audit performed and the evidence obtained indicate that the processes and the related systems of internal controls are not adequate to ensure the assets of the Department are properly managed. CONCLUSION The report contains findings and recommendations that should be of benefit to all the divisions within your Department. We therefore suggest that discussion of issued audit reports become a standard agenda item at your periodical meetings with your top management team. We would be pleased to provide you with further assistance and request that you do not hesitate to contact Ms B. Good, Acting Deputy Director, on 019 678 2345 with any queries.</p>	<p>Them-JS-2020-001 Telephone: 019 678 2000 / Fax: 019 678 2001 / Email: Info@DevPlan.com Physical Address: 12 Buckle Shoe Building, 34 Knock Door Street, Big Stocks, Big City 2111 Postal Address: P O Box 99999, Pick Stocks, Big City, 2110 Website: www.DevPlan.com</p>
<p>Page 1 of 2 Telephone: 019 678 2000 / Fax: 019 678 2001 / Email: Info@DevPlan.com Physical Address: 12 Buckle Shoe Building, 34 Knock Door Street, Pick Stocks, Big City 2111 Postal Address: P O Box 99999, Pick Stocks, Big City, 2110 Website: www.DevPlan.com</p>	<p>Page 2 of 2 Telephone: 019 678 2000 / Fax: 019 678 2001 / Email: Info@DevPlan.com Physical Address: 12 Buckle Shoe Building, 34 Knock Door Street, Big Stocks, Big City 2111 Postal Address: P O Box 99999, Big Stocks, Big City, 2110 Website: www.DevPlan.com</p>

1. Learn about margins

This is how the margins are set up. See how the arrows show where the measurements apply. The header takes up the upper part of the top margin and the footer takes up the lower part of the bottom margin.



2. Use the Reveal Formatting pane

Place your cursor in the paragraph whose formatting you want to see, press Shift+F1, and the **Reveal Formatting** pane opens on the right of your screen.

