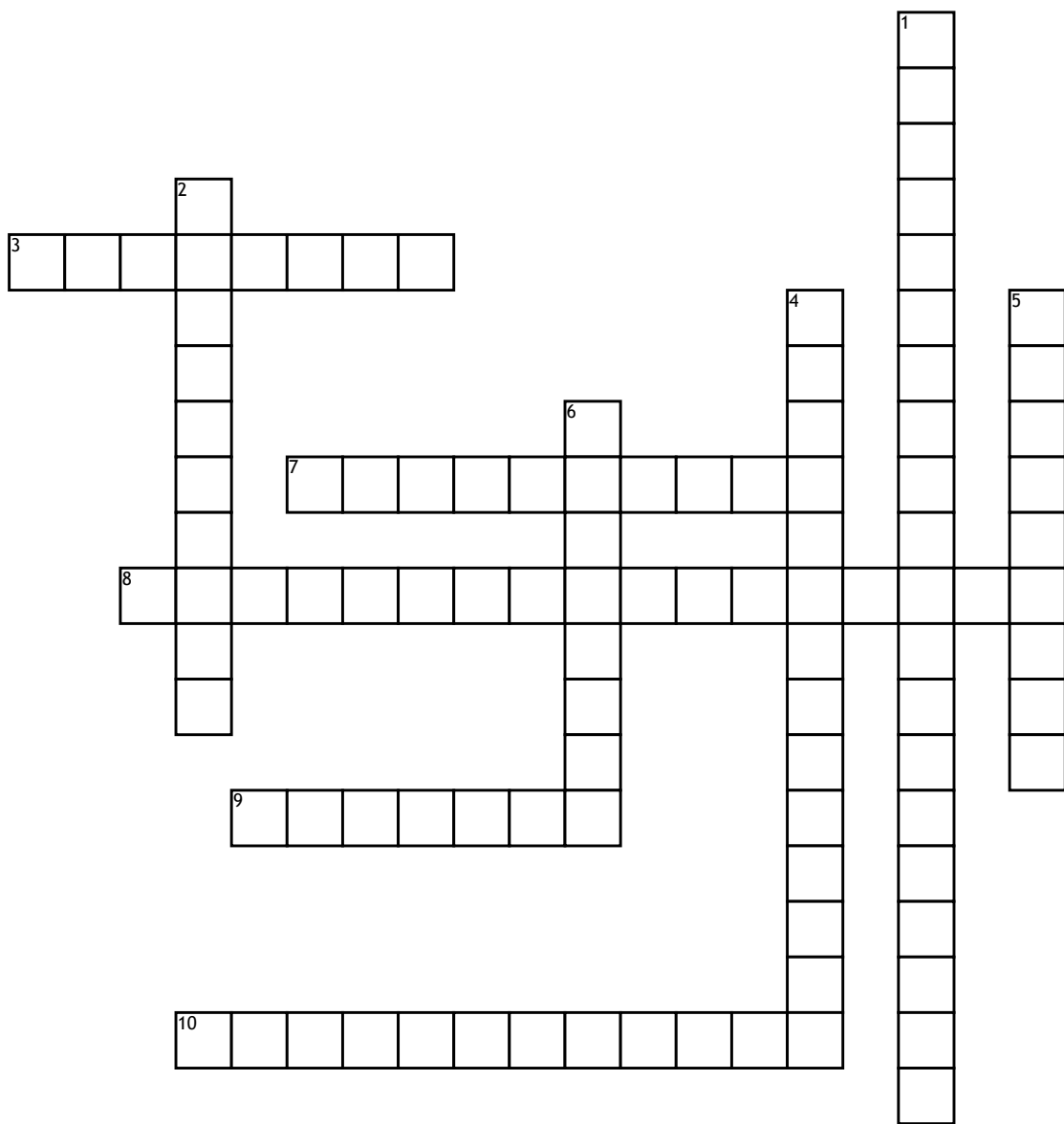


Name: _____

Date: _____

Document Creation



Across

3. A coded notation that indicates where the document is stored on the network.
7. An opening greeting to address the recipient of the letter.
8. Initials of the author and the typist.
9. The body of the letter.
10. The name and address of the person to whom you are writing.

Down

1. A closing phrase that is used when ending a letter.
2. The company's name and address.
4. The writer's name and title.
5. A notation that the letter is accompanied by document(s).
6. The date on which the letter is typed.