

3.6: Introduction to Basic Text Formatting

What you'll learn to do: format text in Microsoft Word for clarity.

Knowing how to use Word's formatting tools can help you do your work faster and make your documents more attractive and easy to read.

Compare the documents below. Which one communicates more clearly?

<p>To: All Employees From: Sierra Rowan, Store Manager Date: September 1, 2019 Subject: New Shelves</p> <p>Some of you may have noticed in recent weeks that the shelves in the home goods section are beginning to sag. We will be replacing those shelves with new, reinforced metal shelves starting next week. The shelves will be replaced 1:00–4:00 a.m., during our least busy hours. Several aisles will be off-limits to customers during that time as a safety precaution.</p> <p>The following aisles will be affected:</p> <ul style="list-style-type: none">• Kitchen appliances• Kitchen & dining furniture• Kitchen storage• Home goods clearance <p>Please direct customers looking for items in the affected aisles to the Outdoor Furniture and Patio Accessories areas.</p>	<p>To: All Employees From: Sierra Rowan, Store Manager Date: September 1, 2019 Subject: New Shelves</p> <p>Some of you may have noticed in recent weeks that the shelves in the home goods section are beginning to sag. We will be replacing those shelves with new, reinforced metal shelves starting next week. The shelves will be replaced 1:00–4:00 a.m., during our least busy hours. Several aisles will be off-limits to customers during that time as a safety precaution. The following aisles will be affected: Kitchen appliances, Kitchen & dining furniture, Kitchen storage, Home goods clearance. Please direct customers looking for items in the affected aisles to the Outdoor Furniture and Patio Accessories areas. </p>
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