Embassy of the Republic of Korea  
2320 Massachusetts Avenue NW  
Washington, DC 20008

Dear Sir or Madam:

I am applying for a long-stay tourist visa to South Korea, valid for four years. I am scheduled to depart for Seoul on March 9, 2017, returning to Chicago on September 22, 2017.

During my stay in South Korea, I will be interviewing musicians and recording footage for a film I am making on contemporary Korean music. I would like a multiple entry visa valid for four years so I can return to South Korea after this trip to follow up on my initial research. I will be based in Seoul, but I will be traveling frequently to record performances and to meet with musicians and producers.

Included with this letter are my completed visa application form, my passport, a passport photo, a copy of my return air ticket, and the visa fee. Please contact me if you need further information.

Sincerely,

Your Name

Enc: 5
September 8, 2017

Ms. Selena Torres
Director of Recruiting
ThinkPoint Technologies
700 Woodward Ave.
Detroit, MI 48226

Dear Ms. Torres:

I am writing to apply for the administrative assistant position (B16F5) at ThinkPoint Technologies’ Detroit office that was advertised in The Detroit News. My administrative office experience, combined with my coursework in business, management, and computer science make me an ideal candidate for the position.

As you can see from the enclosed resume, my background includes strong computer skills. I have worked extensively with Microsoft Word, PowerPoint, Excel, and OneNote, and with several e-mail programs. In my current position at Blodget Enterprises, I am responsible for organizing meetings, trade shows, and conferences, as well as for producing newsletters and slide presentations. Additionally, I do minor bookkeeping and track the budget for office supplies. My references will vouch for my excellent communication, organizational, and interpersonal skills.

I would appreciate the opportunity to meet with you to discuss the position, my skills, and my experience. You can reach me by telephone at (630) 555-8383 or by e-mail at yourname@aol.com.

Sincerely,

Your Name

Enc.
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Your Name

Enc.
1. Search the World Wide Web for online guides to English language grammar, style, and usage. Below, list the names of at least two websites you find, and format the names as hyperlinks to the websites.

   - English Grammar
   - One Look Dictionary

2. Search the Office Add-ins store to find add-ins that might be useful to you in your work. Insert a screenshot of an add-in webpage below.
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[English Grammar](https://www.englishgrammar.org)

[One Look Dictionary](https://www.onelook.com/)

2. Search the Office Add-ins store to find add-ins that might be useful to you in your work. Insert a screenshot of an add-in webpage below.

![Add-in Screenshot](image-url)
FOR IMMEDIATE RELEASE
September 7, 2017

Contact:
Your Name
910-555-2938

Manchester Artists Open Their Studios to the Public

MANCHESTER, NH -- The fall 2017 Open Studios season kicks off with Manchester Art/Tech Open Studios (MATOS) on Saturday and Sunday, October 13 and 14, from 11 a.m. to 6 p.m. More than 60 Manchester artists will open their studios and homes to the public for this annual event, now in its twelfth year.

Manchester is a historic and diverse city, long home to a flourishing community of artists. Quiet residential streets lined with charming Victorians edge a vibrant commercial and industrial zone, all peppered with the studios of printmakers, sculptors, painters, glass and jewelry makers, illustrators, potters, photographers, watercolorists, and other artists working in a wide range of digital mediums.

Internationally celebrated sculptor Mara Currier will display her new work in the rotunda of City Library. New MATOS group shows will open at the Art 5 Gallery and at the Fisher Café, both on Hanover Street.

Studio location maps will be available prior to the opening at businesses and public libraries, and on the days of the event in Victory Park. Victory Park is located at the junction of Amherst Street and Chestnut Street in downtown Manchester.

Manchester is easily accessible from all points in New England by car or bus, and from other cities by air. On Saturday, non-Manchester residents may park in permit-only areas provided they display a copy of the MATOS 2017 map on the dashboard. There are no parking restrictions on Sundays in Manchester.

MATOS 2017 receives funds from participating artists and from the Manchester Arts Council, the North Hampshire Cultural Council, and the NEA, with valuable support from local universities and businesses.
PRESS RELEASE

FOR IMMEDIATE RELEASE
September 7, 2017

Contact:
Your Name
910-555-2938

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NEA text in last paragraph is converted to a hyperlink with ScreenTip

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####
For Immediate Release
September 19, 2017

Contact:
Mary Watson
213-555-1223

Pedro Soares to Speak in R2G’s San Diego Lecture Series

LOS ANGELES – The inaugural event in Reason2Go’s new San Diego Lecture Series will feature acclaimed Canadian environmental journalist Pedro Soares, author of more than fifteen books and numerous essays. Soares will present slides and speak about his recent experience exploring the headwaters of the Amazon River in Peru.

The event will be held October 12 at 12:30 p.m. in the historic Globe Theatre on F Street in San Diego’s Gaslamp Quarter. San Diego Union-Tribune travel editor Maya Starr will introduce the speaker.

This is the first event in a monthly luncheon series that will feature a presentation by a prominent international expert. Each presentation will showcase a different corner of the world, giving viewers a glimpse into the heart of R2G project locales. Our speaker list for the 2017 San Diego Lecture season includes Alaskan guide Michael Coonan, African wildlife biologist Marcia Stone, travel film producer Hillary Bellman, Himalayan geologist Russell Newby, environmental economist Jessica Chi, documentary filmmaker Marta Santiago, and wind farm specialist Lee Duong. A detailed schedule is available on the R2G website at www.r2g.com.

Tickets are $12 for non-members. A one-year membership to the series is $85 for an individual or $120 for two people residing at the same address. Tickets can be purchased at R2G or online at www.r2g.com/events.html. Ticket prices include lunch.

www.r2g.com
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# # # # #
Dear Ms. Fuller:

When the Adelaide community sought to recapture the splendor and promise of the Adelaide Opera House, its many supporters helped to realize the successes we now celebrate. The Adelaide Opera House serves as a reminder of the vital role the arts have played in the lives of Australians. Since its revitalization, the programs offered by the performance venue have benefited individuals and families throughout the region and beyond.

The Adelaide Opera House is a nonprofit organization and is dependent upon its supporters to continue to fulfill its mission. Ticket sales cover only a portion of our operating expenses. We count on contributions to continue to provide the high quality and wide range of programs we present each season.

This year we are grateful to be able to celebrate many notable accomplishments. Thousands of Australians participated in a season that included operas, musicals, symphony orchestras, jazz ensembles, popular and traditional music, dance, family and children’s events, and some of the finest independent films available. School children from the Adelaide region attended special school performances at the theatre.

In addition, significant capital improvements helped make the theatre more comfortable. As a result, the Arts Council selected the Adelaide Opera House as a site for its Film Preservation Tour, a series of screenings of restored classic films.

Please help us continue to bring the magic of the performing and visual arts to the Adelaide region. Every contribution – large or small – supports our programs. At this time we ask you to be as generous as you can.

Sincerely,

Your Name
Executive Director
March 12, 2017

Ms. Georgina Fuller  
12-34 Wattle Street  
Adelaide SA 5006

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Sincerely,

Your Name  
Executive Director
Continuing Education Memo

Date:    10/7/2017
To:      Business Instructors
From:    Your Name
RE:      Course schedule for spring 2018 semester

We are in the process of finalizing the business course schedule for the spring 2018 continuing education courses. Registration begins December 1 and ends on the first day of the spring semester, January 20. The final class schedule will be printed and posted to our website at the end of next week. The following courses are scheduled to meet twice a week for twelve weeks:

Accounting for Small Business
Business Leadership
Financial Accounting
Human Resources and Work Readiness
Human Resources Management
International Marketing
Introduction to International Business
Introduction to Microsoft Access
Marketing Fundamentals
Microsoft Excel for Business
Microsoft PowerPoint Basics
Microsoft Word for Business
Professional Leadership Development

In addition, we will offer the following one-day seminars:

Business Ethics
Creating an Ergonomic Workspace
Demystifying Computers
Green Business Practices
How to Buy a Computer
Make your Own Webpage
Professional Image Building
Public Speaking

If you are planning to teach a business course that is not on these lists, please contact me immediately. I will be working in the continuing education office (28 Butler Hall) from 12:30 to 4:30 every day this week. You can also leave a voice mail for me on extension 7736 or e-mail me.

All document property information is stripped; spelling and grammar checked; memo proofread for errors
Hyperlink is added to “website” in the first paragraph with a ScreenTip
First two paragraphs are merged into one
List of twelve-week courses is reorganized
List of one-day seminars is reorganized
If you are planning to teach… sentence is moved to the last paragraph
“e-mail me” in the last paragraph is a hyperlink
Continuing Education Memo

Date: 10/7/2017
To: Business Instructors
From: Your Name
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Class:  
Professor:  
Notes:  
**Solution File:** *WD 2-Visa Letter.docx*

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<tr>
<td>Sentences are reorganized using the Office Clipboard to match Figure B-20</td>
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<td>Document property information is removed</td>
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<tr>
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**YOUR SCORE:** ______________
Grading Rubric – Word 2016
Module 2: Editing Documents
Independent Challenge 1

Class:  
Professor:  
Notes:  
Solution File: WD 2- Fundraising Letter.docx

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<tr>
<td>All instances of Auckland are replaced with Adelaide</td>
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<td></td>
</tr>
<tr>
<td>All instances of Lyric Theatre are replaced with Opera House</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>All instances of New Zealanders are replaced with Australians</td>
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<td></td>
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<tr>
<td>Considerable is replaced with a synonym</td>
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<tr>
<td>Fourth paragraph moved to be the second paragraph</td>
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<tr>
<td>AutoCorrect entry inserts Executive Director when exd is typed</td>
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<td></td>
</tr>
<tr>
<td>Student name is added to the signature block replacing Title with exd</td>
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<td></td>
</tr>
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<tr>
<td>Custom property is added to the Document Properties</td>
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**YOUR SCORE:** _______________
Grading Rubric – Word 2016
Module 2: Editing Documents
Independent Challenge 4

Class:
Professor:
Notes:
Solution File: WD 2-References.docx

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<td>Question 1 is completed and websites are formatted as hyperlinks</td>
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<tr>
<td>Office Add-ins window screenshot is added below question 2</td>
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YOUR SCORE: ______________
## Grading Rubric – Word 2016
### Module 2: Editing Documents
#### Skills Review

- **Class:**
- **Professor:**
- **Notes:**
- **Solution File:** *WD 2-MATOS 2017 PR.docx, WD 2-MATOS 2017 PR Public.docx*

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<td>Placeholder text is replaced with student information</td>
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<tr>
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<td>Paragraphs are rearranged using the Office Clipboard</td>
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<td></td>
</tr>
<tr>
<td>All tenth instances are replaced with twelfth</td>
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</tr>
<tr>
<td>All st abbreviations are replaced with street</td>
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<td>Thesaurus is used to replace thriving in the second paragraph</td>
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<td></td>
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**YOUR SCORE:** ____________

# Grading Rubric – Word 2016

**Module 2: Editing Documents**

**Independent Challenge 2**

Class:  
Professor:  
Notes:  
**Solution File:** WD 2-ThinkPoint Cover Letter.docx

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</tr>
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<td>Inside address and salutation placeholders are replaced with information in Figure 2-19</td>
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</tr>
<tr>
<td><strong>TOTAL POSSIBLE POINTS:</strong></td>
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**YOUR SCORE:** _________________
# Grading Rubric – Word 2016

## Module 2: Editing Documents

### Independent Challenge 3

**Class:**  
**Professor:**  
**Notes:**  
**Solution File:** *WD 2-Business Courses Memo.docx*

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<td>2</td>
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<tr>
<td>First two paragraphs are merged into one</td>
<td>2</td>
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<tr>
<td>List of twelve-week courses is reorganized</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>List of one-day seminars is reorganized</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Hyperlink is added to “website” in the first paragraph with a ScreenTip</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>“e-mail me” in the last paragraph is a hyperlink with a subject</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>All document property information is stripped; spelling and grammar</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>checked; memo proofread for errors</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL POSSIBLE POINTS:** 18  

**YOUR SCORE:** ______________
Productivity App: Productivity Apps for School and Work

1. OneNote will not function at all without an Internet connection.
   a. True
   b. False

   **ANSWER:** False
   **POINTS:** 1
   **REFERENCES:** PA-2
   Syncing a Notebook to the Cloud

   **QUESTION TYPE:** True / False
   **HAS VARIABLES:** False
   **DATE CREATED:** 4/26/2016 7:21 PM
   **DATE MODIFIED:** 4/26/2016 7:26 PM

2. OneNote allows users to convert handwriting to text using the Ink to Text button.
   a. True
   b. False

   **ANSWER:** True
   **POINTS:** 1
   **REFERENCES:** Converting Handwriting to Text
   PA-3

   **QUESTION TYPE:** True / False
   **HAS VARIABLES:** False
   **DATE CREATED:** 4/26/2016 7:26 PM
   **DATE MODIFIED:** 4/26/2016 7:27 PM

3. It is possible to record audio conversations with OneNote if your computer or device has a camera and/or a microphone.
   a. True
   b. False

   **ANSWER:** True
   **POINTS:** 1
   **REFERENCES:** PA-4
   Recording a Lecture

   **QUESTION TYPE:** True / False
   **HAS VARIABLES:** False
   **DATE CREATED:** 4/26/2016 7:27 PM
   **DATE MODIFIED:** 4/26/2016 7:29 PM

4. Microsoft Sway is available as an app on Office365 or at Sway.com.
   a. True
   b. False

   **ANSWER:** True
   **POINTS:** 1
   **REFERENCES:** Introduction to Sway
   PA-6
Productivity App: Productivity Apps for School and Work

**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 7:35 PM  
**DATE MODIFIED:** 4/26/2016 7:38 PM

5. Sway users work through a Storyline, which has tools and a work area for composing a digital story.  
   a. True  
   b. False  
   **ANSWER:** False  
   **POINTS:** 1  
   **REFERENCES:** Creating a Sway Presentation  
   PA-6

**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 7:38 PM  
**DATE MODIFIED:** 4/26/2016 7:46 PM

6. Sway will not resize background images, so it is necessary to purchase a separate app to do that.  
   a. True  
   b. False  
   **ANSWER:** False  
   **POINTS:** 1  
   **REFERENCES:** Introduction to Sway  
   PA-6

**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 7:46 PM  
**DATE MODIFIED:** 4/26/2016 7:48 PM

7. Office Mix is an add-in for Microsoft PowerPoint, which allows users to enhance PowerPoint presentations.  
   a. True  
   b. False  
   **ANSWER:** True  
   **POINTS:** 1  
   **REFERENCES:** Introduction to Office  
   PA-10

**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 7:48 PM  
**DATE MODIFIED:** 4/26/2016 7:49 PM

8. Through Office Mix, video clips, slide notes, and screen recordings can be added to PowerPoint presentations.  
   a. True
Productivity App: Productivity Apps for School and Work

b. False

**ANSWER:** True  
**POINTS:** 1  
**REFERENCES:** Capturing Video Clips  
PA-11

**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 7:50 PM  
**DATE MODIFIED:** 4/26/2016 7:51 PM

9. Office Mix is currently capable of handling extended response quizzes, with more quiz types to be available soon.  
   a. True  
   b. False  

**ANSWER:** False  
**POINTS:** 1  
**REFERENCES:** Inserting Quizzes, Live Webpages, and Apps  
PA-12

**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 7:51 PM  
**DATE MODIFIED:** 4/26/2016 7:52 PM

10. Microsoft Edge is a Web browser that was designed as an add-in to Internet Explorer.  
   a. True  
   b. False  

**ANSWER:** False  
**POINTS:** 1  
**REFERENCES:** Introduction to Microsoft Edge  
PA-14

**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/26/2016 7:52 PM  
**DATE MODIFIED:** 4/26/2016 7:53 PM

11. Cortana appears as an animated circle in the Address bar when it is turned on and you might need assistance.  
   a. True  
   b. False  

**ANSWER:** True  
**POINTS:** 1  
**REFERENCES:** Locating Information with Cortana  
PA-14

**QUESTION TYPE:** True / False  
**HAS VARIABLES:** False
Productivity App: Productivity Apps for School and Work

DATE CREATED: 4/26/2016 7:54 PM
DATE MODIFIED: 4/26/2016 7:55 PM

12. Microsoft Edge will allow users to save webpages, but they cannot be written on.
   a. True
   b. False

   ANSWER: False
   POINTS: 1
   REFERENCES: Annotating Webpages
               PA-15
   QUESTION TYPE: True / False
   HAS VARIABLES: False

   DATE CREATED: 4/26/2016 7:56 PM
   DATE MODIFIED: 4/26/2016 7:57 PM

13. Each OneNote notebook is divided into sections, also called Section Tabs. ________________

   ANSWER: True
   POINTS: 1
   REFERENCES: Introduction to OneNote 2016
               PA-2
   QUESTION TYPE: Modified True / False
   HAS VARIABLES: False

   DATE CREATED: 4/26/2016 7:57 PM
   DATE MODIFIED: 4/26/2016 7:59 PM

14. It is possible, through OneNote, to draw directly on the screen using drawing tools. ________________

   ANSWER: True
   POINTS: 1
   REFERENCES: Introduction to OneNote 2016
               PA-2
   QUESTION TYPE: Modified True / False
   HAS VARIABLES: False

   DATE CREATED: 4/26/2016 7:59 PM
   DATE MODIFIED: 4/26/2016 7:59 PM

15. OneNote only allows one type of project to be stored at a time. ________________

   ANSWER: False -
   POINTS: 1
   REFERENCES: Creating a OneNote Notebook
               PA-2
   QUESTION TYPE: Modified True / False
   HAS VARIABLES: False

   DATE CREATED: 4/26/2016 8:01 PM
   DATE MODIFIED: 4/26/2016 8:03 PM
Productivity App: Productivity Apps for School and Work

16. A Sway site can be shared on Microsoft-approved devices only. _________________

**ANSWER:** False -

**POINTS:** 1

**REFERENCES:** PA-6
- Introduction to Sway

**QUESTION TYPE:** Modified True / False

**DATE CREATED:** 4/26/2016 8:03 PM

**DATE MODIFIED:** 4/26/2016 8:05 PM

17. Storyline selections, called Frames, allow users to add content. _________________

**ANSWER:** False -

**POINTS:** 1

**REFERENCES:** Creating a Sway Presentation
- PA-6

**QUESTION TYPE:** Modified True / False

**DATE CREATED:** 4/26/2016 8:05 PM

**DATE MODIFIED:** 4/26/2016 8:06 PM

18. Users can add Facebook or OneNote pictures in Sway without leaving the app. _________________

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Adding Content to Build a Story
- PA-7

**QUESTION TYPE:** Modified True / False

**DATE CREATED:** 4/26/2016 8:07 PM

**DATE MODIFIED:** 4/26/2016 8:08 PM

19. To use Office Mix, an account is necessary at mix.office.com. _________________

**ANSWER:** True

**POINTS:** 1

**REFERENCES:** Adding Office Mix to PowerPoint
- PA-10

**QUESTION TYPE:** Modified True / False

**DATE CREATED:** 4/26/2016 8:08 PM

**DATE MODIFIED:** 4/26/2016 8:09 PM

20. Office Mix is an integral part of PowerPoint--it need not be downloaded and installed. _________________

**ANSWER:** False -
21. Using Office Mix, screen recordings can be captured and used to help enhance a presentation.

**ANSWER:** True
**POINTS:** 1
**REFERENCES:** Capturing Video Clips
PA-11

**QUESTION TYPE:** Modified True / False
**HAS VARIABLES:** False
**DATE CREATED:** 4/26/2016 8:12 PM
**DATE MODIFIED:** 4/26/2016 8:13 PM

22. In Microsoft Edge, Reading View will not block pop-up ads or other clutter on a webpage.

**ANSWER:** False -
**POINTS:** 1
**REFERENCES:** Browsing the Web with Microsoft Edge
PA-14

**QUESTION TYPE:** Modified True / False
**HAS VARIABLES:** False
**DATE CREATED:** 4/26/2016 8:13 PM
**DATE MODIFIED:** 4/26/2016 8:14 PM

23. The Inking toolbar in Microsoft Edge allows users to write on webpages and save the webpage as well as the writing on it.

**ANSWER:** True
**POINTS:** 1
**REFERENCES:** Annotating Webpages
PA-15

**QUESTION TYPE:** Modified True / False
**HAS VARIABLES:** False
**DATE CREATED:** 4/26/2016 8:15 PM
**DATE MODIFIED:** 4/26/2016 8:15 PM

24. Microsoft Edge runs in a partial Sandbox, which helps prevent attackers from gaining control of a computer.

**ANSWER:** True
**POINTS:** 1
25. Microsoft OneNote is a ________________ app for your academic and professional life.
   a. spreadsheet
   b. notetaking
   c. database
   d. gaming
   ANSWER:    b
   POINTS: 1

REFERENCES: Introduction to OneNote 2016
PA-2

26. OneNote is divided into sections similar to that of a
   a. spiral notebook.
   b. map
   c. compass
   d. desktop
   ANSWER:    a
   POINTS: 1

REFERENCES: Creating a OneNote Notebook
PA-2

27. The Microsoft OneNote mobile app
   a. was subcontracted for Microsoft by Google.
   b. runs a full version of OneNote 2016.
   c. is a lightweight version of OneNote 2016.
   d. syncs with all Apple products.
   ANSWER:    c
   POINTS: 1

REFERENCES: Syncing a Notebook to the Cloud
Productivity App: Productivity Apps for School and Work

28. OneNote creates a Drawing Canvas, which is
   a. a container for shapes and lines.
   b. a personal assistant.
   c. a storyline for interactive video content
   d. a teleprompter.

   **ANSWER:** a
   **POINTS:** 1
   **REFERENCES:** Syncing a Notebook to the Cloud

29. Microsoft Sway utilizes Responsive Design, which means
   a. the software responds to hackers and other threats responsively.
   b. what you create becomes the exclusive property of Microsoft.
   c. your content only works with Microsoft-approved products.
   d. your content adapts perfectly to any screen size.

   **ANSWER:** d
   **POINTS:** 1
   **REFERENCES:** Introduction to Sway

30. In Sway, each storyline can include
   a. text, images, and videos.
   b. databases, word-processor documents, and spreadsheets.
   c. games, productivity apps, and home-office applications.
   d. other Sways.

   **ANSWER:** a
   **POINTS:** 1
   **REFERENCES:** Creating a Sway presentation
31. To add content to Sway from search results, you
   a. purchase varying data plans from Microsoft.
   b. left-click on the content once.
   c. drag the content right into Sway.
   d. press ALT-F4.

   ANSWER: c
   POINTS: 1

   REFERENCES: Adding Content to Build a Story
                PA-7

32. To share a presentation through Office Mix,
   a. users hold up their devices so that others can look at it.
   b. Presentations cannot be shared through Office Mix.
   c. a data projector is required.
   d. a link is shared with friends and colleagues.

   ANSWER: d
   POINTS: 1

   REFERENCES: Sharing an office Mix Presentation
                PA-12

33. In Office Mix, the Slide Notes feature works as a ____________, to help you focus on your content instead of
    memorizing a presentation.
    a. digital assistant
    b. TelePrompTer
    c. calculator
    d. spreadsheet

   ANSWER: a
   POINTS: 1

   REFERENCES: Capturing Video Clips
                PA-11
34. In a Screen Recording, Office Mix
   a. often crashes any computer running it.
   b. offers helpful suggestions to search queries.
   c. filters out any spam that may distract a user from a presentation.
   d. captures everything that happens in a selected part of the screen, to be added to a presentation.

   **ANSWER:** d
   **POINTS:** 1
   **REFERENCES:** Capturing Video Clips
       PA-11

35. To share an Office Mix presentation,
   a. let a friend or colleague take a picture of it.
   b. upload it to your personal Office Mix dashboard.
   c. send the device via snail mail to whomever you want to present it to.
   d. sharing Office Mix presentations is currently unavailable.

   **ANSWER:** b
   **POINTS:** 1
   **REFERENCES:** Sharing an Office Mix Presentation
       PA-12

36. Microsoft Edge
   a. has been discontinued in favor of an enhanced version of Internet Explorer.
   b. is a cutting-edge word processing program.
   c. is the default web browser for Windows 10, designed to replace Internet Explorer.
   d. allows users to make high quality presentations to friends or colleagues.

   **ANSWER:** c
   **POINTS:** 1
   **REFERENCES:** Introduction to Microsoft Edge
       PA-14
37. Consider the Hub in Microsoft Edge as
   a. similar to using Office Mix.
   b. a complete replacement for Microsoft Office.
   c. a nuisance, to be ignored at all costs.
   d. one-stop access to all the things you collect on the Web.

   **ANSWER:** d
   **POINTS:** 1
   **REFERENCES:** Browsing the Web with Microsoft Edge
   PA-14
   **QUESTION TYPE:** Multiple Choice

38. When Cortana is on in Microsoft Edge, it acts as a(n)
   a. personal assistant.
   b. template to draw on a web page with.
   c. array of tools to make quality presentations.
   d. place to store text, images, and videos.

   **ANSWER:** a
   **POINTS:** 1
   **REFERENCES:** Locating Information with Cortana
   PA-14
   **QUESTION TYPE:** Multiple Choice

39. Microsoft OneNote replaces physical _____, _____, and _____ with a searchable, digital notebook.
   a. notebooks
   b. binders
   c. paper notes
   d. computers

   **ANSWER:** a, b, c
   **POINTS:** 1
   **REFERENCES:** Introduction to OneNote 2016
   PA-2
   **QUESTION TYPE:** Multiple Response
Productivity App: Productivity Apps for School and Work

DATE CREATED: 4/27/2016 5:39 PM
DATE MODIFIED: 4/27/2016 5:45 PM

40. OneNote captures your ideas and schoolwork on any device so you can _____, _____, and _____.
   a. stay organized
   b. share notes
   c. work with others on projects
   d. let others do your work for you.

   ANSWER: a, b, c
   POINTS: 1
   REFERENCES: Introduction to OneNote 2016
   PA-2

QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:43 PM
DATE MODIFIED: 4/27/2016 5:44 PM

41. Each OneNote notebook contains _____, _____, and _____.
   a. sections
   b. pages
   c. other notebooks
   d. complete apps

   ANSWER: a, b, c
   POINTS: 1
   REFERENCES: Creating a OneNote Notebook
   PA-2

QUESTION TYPE: Multiple Response
HAS VARIABLES: False
DATE CREATED: 4/27/2016 5:45 PM
DATE MODIFIED: 4/27/2016 5:45 PM

42. Sway lets you combine which of the following onto a Sway site that you can share and display on any device? (select all that apply)
   a. text
   b. images
   c. videos
   d. social media

   ANSWER: a, b, c, d
   POINTS: 1
   REFERENCES: Introduction to Sway
   PA-6

QUESTION TYPE: Multiple Response
HAS VARIABLES: False
43. With Sway, you can (select all that apply)
   a. Drag content from the search results right into the Storyline.
   b. specify the source of the media, so you can add Facebook or OneNote pictures and videos without leaving the app.
   c. have your computer make Sways for you automatically.
   d. legally use copyrighted material free of charge.

   **ANSWER:** a, b
   **POINTS:** 1
   **REFERENCES:** Adding Content to Build a Story
   **PA-7**

44. In sharing a Sway site, you can (select all that apply)
   a. share a Sway with only yourself
   b. post the Sway on Docs.com.
   c. send friends a link to the Sway site
   d. share a Sway site by way of social media, such as Facebook and Twitter.

   **ANSWER:** a, b, c, d
   **POINTS:** 1
   **REFERENCES:** Sharing a Sway
   **PA-8**

45. Using Office Mix, you can (select all that apply)
   a. record yourself on video.
   b. capture still and moving images on your desktop.
   c. insert interactive elements such as quizzes and live webpages directly into PowerPoint slides.
   d. post presentations to OneDrive, but only one viewer at a time can watch them.

   **ANSWER:** a, b, c
   **POINTS:** 1
   **REFERENCES:** Introduction to Office Mix
   **PA-10**

**Productivity App: Productivity Apps for School and Work**

*DATE CREATED:* 4/27/2016 5:46 PM
*DATE MODIFIED:* 4/27/2016 5:48 PM

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46. Office Mix can support which types of user-created quizzes? (select all that apply)
   a. short answer
   b. true/false
   c. multiple choice
   d. multiple response
   **ANSWER:** a, b, c, d
   **POINTS:** 1
   **REFERENCES:** Inserting Quizzes, Live Webpages, and Apps
                   PA-12
   **QUESTION TYPE:** Multiple Response
   **HAS VARIABLES:** False
   **DATE CREATED:** 4/27/2016 5:54 PM
   **DATE MODIFIED:** 4/27/2016 5:56 PM

47. Office Mix will run on which types of operating systems/devices? (select all that apply)
   a. PCs
   b. Macs
   c. iOS devices
   d. Android devices
   **ANSWER:** a, b, c, d
   **POINTS:** 1
   **REFERENCES:** Sharing an Office Mix Presentation
                    PA-12
   **QUESTION TYPE:** Multiple Response
   **HAS VARIABLES:** False
   **DATE CREATED:** 4/27/2016 5:56 PM
   **DATE MODIFIED:** 4/27/2016 5:58 PM

48. Microsoft Edge allows users to _____, _____, and _____. (select all that apply)
    a. write on webpages
    b. read webpages without advertisements and other distractions
    c. search for information using a virtual personal assistant
    d. work seamlessly in real time with colleagues worldwide
    **ANSWER:** a, b, c
    **POINTS:** 1
    **REFERENCES:** Introduction to Microsoft Edge
                      PA-14
    **QUESTION TYPE:** Multiple Response
    **HAS VARIABLES:** False
    **DATE CREATED:** 4/27/2016 5:58 PM
49. When Cortana is turned on in Microsoft Edge, it can assist users with (select all that apply)
   a. defining words
   b. finding the weather
   c. suggesting coupons for shopping
   d. updating stock market information

   **ANSWER:** a, b, c, d
   **POINTS:** 1
   **REFERENCES:** Locating Information with Cortana
   PA-14

   **QUESTION TYPE:** Multiple Response
   **HAS VARIABLES:** False
   **DATE CREATED:** 4/27/2016 6:00 PM
   **DATE MODIFIED:** 4/27/2016 6:01 PM

50. Microsoft Edge allows users who want to annotate Web pages to (select all that apply)
   a. insert typed notes
   b. draw on the page with only a fingertip
   c. copy a screen image
   d. draw on the screen, but not save the page or the drawing

   **ANSWER:** a, b, c
   **POINTS:** 1
   **REFERENCES:** Annotating Webpages
   PA-15

   **QUESTION TYPE:** Multiple Response
   **HAS VARIABLES:** False
   **DATE CREATED:** 4/27/2016 6:05 PM
   **DATE MODIFIED:** 4/27/2016 6:08 PM

51. OneNote is ____________.

   **ANSWER:** A note-taking app for your academic and professional life.
   **POINTS:** 1
   **REFERENCES:** Introduction to OneNote 2016
   PA-2

   **QUESTION TYPE:** Completion
   **HAS VARIABLES:** False
   **DATE CREATED:** 4/27/2016 6:08 PM
   **DATE MODIFIED:** 4/27/2016 6:10 PM

52. Links to companion Sways that teach you how to use OneNote can be found at ____________.

   **ANSWER:** www.cengagebrain.com.
   **POINTS:** 1
   **REFERENCES:** Creating a OneNote Notebook
53. Beyond simple typed notes, OneNote __________.

**ANSWER:** stores drawings, converts handwriting to searchable text and mathematical sketches to equations, and records audio and video.

**POINTS:** 1

**REFERENCES:** Taking Notes

54. If a notebook contains sensitive material, you can __________.

**ANSWER:** password-protect some or all of the notebook so that only certain people can open it.

**POINTS:** 1

**REFERENCES:** Recording a Lecture

55. When you draw on a page, OneNote creates a__________.

**ANSWER:** drawing canvas, which is a container for shapes and lines.

**POINTS:** 1

**REFERENCES:** Taking Notes

56. OneNote saves your notes __________.

**ANSWER:** every time you make a change in a notebook.

**POINTS:** 1

**REFERENCES:** Syncing a Notebook to the Cloud
Productivity App: Productivity Apps for School and Work

DATE CREATED: 4/27/2016 6:18 PM
DATE MODIFIED: 4/27/2016 6:21 PM

57. A Sway site organizes text, images, and video into a __________.
ANSWER: responsive design, which means your content adapts perfectly to any screen size.
POINTS: 1
REFERENCES: Introduction to Sway
PA-6
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:22 PM
DATE MODIFIED: 4/27/2016 6:23 PM

58. You create a Sway by adding text and media content into a Storyline selection, or a __________.
ANSWER: card
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:23 PM
DATE MODIFIED: 4/27/2016 6:24 PM

59. To add pictures, videos, or documents in a Sway, select a card in the left pane and __________.
ANSWER: select the Insert Content button.
POINTS: 1
REFERENCES: Creating a Sway Presentation
PA-6
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:24 PM
DATE MODIFIED: 4/27/2016 6:25 PM

60. In Sway, use the Design button to display tools including __________.
ANSWER: color palettes, font choices, animation emphasis effects, and style templates.
POINTS: 1
REFERENCES: Designing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:26 PM
DATE MODIFIED: 4/27/2016 6:27 PM

61. Use the _____ button to display your finished Sway presentation as a website.
Productivity App: Productivity Apps for School and Work

ANSWER: Play
POINTS: 1
REFERENCES: Publishing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:27 PM
DATE MODIFIED: 4/27/2016 6:28 PM

62. As the author, you can edit a published Sway site by clicking the_________.
ANSWER: Edit button
POINTS: 1
REFERENCES: Publishing a Sway
PA-8
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:28 PM
DATE MODIFIED: 4/27/2016 6:30 PM

63. Office Mix is a_________.
ANSWER: free PowerPoint add-in from Microsoft that adds features to PowerPoint.
POINTS: 1
REFERENCES: Introduction to Office Mix
PA-10
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:30 PM
DATE MODIFIED: 4/27/2016 6:31 PM

64. When you post a finished presentation to OneDrive, Office Mix_________.
ANSWER: provides a link you can share with friends and colleagues.
POINTS: 1
REFERENCES: Introduction to Office Mix
PA-10
QUESTION TYPE: Completion
HAS VARIABLES: False
DATE CREATED: 4/27/2016 6:31 PM
DATE MODIFIED: 4/27/2016 6:33 PM

65. In Office Mix, a clip is_________.
ANSWER: a short segment of audio, such as music, or video.
POINTS: 1
REFERENCES: Capturing Video Clips
PA-11
**Productivity App: Productivity Apps for School and Work**

**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/27/2016 6:33 PM  
**DATE MODIFIED:** 4/27/2016 6:34 PM  

66. Office Mix creates video clips in two ways: ________.  
**ANSWER:** by recording live action on a webcam and by capturing screen images and movements.  
**POINTS:** 1  
**REFERENCES:** Capturing Video Clips  
PA-11  

**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/27/2016 6:34 PM  
**DATE MODIFIED:** 4/27/2016 6:36 PM  

67. To enhance and assess audience understanding, make your slides interactive by using Office Mix to ________.  
**ANSWER:** add quizzes, live webpages, and apps.  
**POINTS:** 1  
**REFERENCES:** Inserting Quizzes, Live Webpages, and Apps  
PA-12  

**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/27/2016 6:38 PM  
**DATE MODIFIED:** 4/27/2016 6:40 PM  

68. When you complete your work with Office Mix, ________.  
**ANSWER:** upload the presentation to your personal Office Mix dashboard.  
**POINTS:** 1  
**REFERENCES:** Sharing an Office Mix Presentation  
PA-12  

**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/27/2016 6:40 PM  
**DATE MODIFIED:** 4/27/2016 6:41 PM  

69. Microsoft Edge is ________.  
**ANSWER:** the name of the new Web browser built into Windows 10.  
**POINTS:** 1  
**REFERENCES:** Introduction to Microsoft Edge  
PA-14  

**QUESTION TYPE:** Completion  
**HAS VARIABLES:** False  
**DATE CREATED:** 4/27/2016 6:41 PM  
**DATE MODIFIED:** 4/27/2016 6:43 PM  

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Productivity App: Productivity Apps for School and Work

70. Microsoft Edge allows you to __________.

**ANSWER:** search the Web faster, take Web notes, read webpages without distractions, and get instant assistance from Cortana.

**POINTS:** 1
**REFERENCES:** Introduction to Microsoft Edge
**DATE CREATED:** 4/27/2016 6:43 PM
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71. Businesses started adopting Internet Explorer more than 20 years ago simply to view webpages. Today, Microsoft Edge has a different purpose: __________.

**ANSWER:** to promote interaction with the web and share its contents with colleagues.

**POINTS:** 1
**REFERENCES:** Locating Information with Cortana
**DATE CREATED:** 4/27/2016 6:44 PM
**DATE MODIFIED:** 4/27/2016 6:46 PM

72. In Microsoft Edge, you can switch to Reading View, which __________.

**ANSWER:** is available for most news and research sites, to eliminate distracting advertisements.

**POINTS:** 1
**REFERENCES:** Browsing the Web with Microsoft Edge
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**DATE MODIFIED:** 4/27/2016 6:47 PM

73. Consider the Hub in Microsoft Edge as __________.

**ANSWER:** providing one-stop access to all the things you collect on the web.

**POINTS:** 1
**REFERENCES:** Browsing the Web with Microsoft Edge
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**DATE MODIFIED:** 4/27/2016 6:48 PM

74. One of the most impressive Microsoft Edge features are the Web Note tools, __________.

**ANSWER:** which you use to write on a webpage or to highlight text.
75. You can share inked pages with others using Microsoft Edge by __________.

**ANSWER:** using the Share Web Note button.

**REFERENCES:** Annotating Webpages

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Module 2
Editing Documents

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Concepts Review

<table>
<thead>
<tr>
<th>Screen Labeling</th>
<th>Matching Items</th>
<th>Multiple Choice</th>
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</thead>
<tbody>
<tr>
<td>Paste button</td>
<td>6. b</td>
<td>15. d</td>
</tr>
<tr>
<td>Copy button</td>
<td>7. a</td>
<td>16. a</td>
</tr>
<tr>
<td>Show/Hide ¶ button; non-printing character</td>
<td>8. e</td>
<td>17. d</td>
</tr>
<tr>
<td>Paragraph mark</td>
<td>9. h</td>
<td>18. c</td>
</tr>
<tr>
<td>Paste Options button</td>
<td>10. d</td>
<td>19. b</td>
</tr>
<tr>
<td></td>
<td>11. f</td>
<td>20. c</td>
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<td>13. c</td>
<td></td>
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<tr>
<td></td>
<td>14. g</td>
<td></td>
</tr>
</tbody>
</table>

Skills Review

In lessons 1-5, students edit a press release. Print the WD 2-MATOS 2017 PR.docx file to see the solution. Student solutions should match. Look for student sentences to be in the same order as those in the solution file, for all spelling and grammar errors to be corrected, for the second paragraph to include a synonym for “thriving,” and for “Street” to be spelled out throughout the document.

In lessons 6-7, students copy a press release for electronic distribution to the public. Examine the WD 2-MATOS 2017 PR Public.docx file in Word to see the solution. Also, Figure 2-17 on page Word 44 shows the completed document. Student solutions will include hyperlinks to their email address and to www.nea.gov, and all document property information will be removed from the file.

Filenames: WD 2-MATOS 2017 PR.docx and WD 2-MATOS 2017 PR Public.docx
Independent Challenge 1

This exercise requires students to edit a letter and to edit the document properties. Print the WD 2-Fundraising Letter.docx file to see the solution. Student solutions should match. Look for students' return address and inside address to be the same as those in the solution letter, for paragraphs to be in the same order as those in the solution letter, and for all spelling and grammar errors to be corrected. Also, check the document properties in student files. Look for the title “Adelaide,” the keyword “fund-raising,” and a custom property named “Project” with value “Letter for the capital campaign.”

Estimated completion time: 15 minutes

Filenames: WD 2-Fundraising Letter.docx
Independent Challenge 2

This exercise requires students to write a cover letter to apply for one of the jobs listed in the ad shown in Figure 2-19 on page Word 46. Student letters will vary, but should match the format and be similar in content to the following sample solution letter. Look for the letter to be addressed properly, for the letter to reference the position code, for the student to describe his/her qualifications, for an enclosure line to be included, and for the letter to be free of spelling and grammar errors. Print the WD 2- ThinkPoint Cover Letter.docx file to better see the sample solution.

Estimated completion time: 25 minutes

Filename: WD 2-ThinkPoint Cover Letter.docx
Independent Challenge 3

This exercise requires students to use the cut and paste commands to reorganize the text in a memo, to add hyperlinks to the memo, to strip the file of document property information, and to use the Split command to split the document window, and then to move a sentence from one pane to another. Print the WD 2-Business Courses Memo.docx to see the solution. Student solutions should match. Look for student sentences to be in the same order as the solution file, for the list of courses to be in alphabetical order, for the memo to include two hyperlinks, and for all spelling and grammar errors to be corrected.

Estimated completion time: 15 minutes

Filename: WD 2-Business Courses Memo.docx
Independent Challenge 4: Explore

This exercise requires students to familiarize themselves with reference sources on the World Wide Web, including Office Add-ins, to format hyperlinks to Web reference sources, and to insert a screenshot of a Word 2016 Add-in webpage in the document. Students type their answers in the WD 2- References.docx file. Sample answers follow.

Estimated completion time: 20 minutes

Filename: WD 2-References.docx

1. Search the World Wide Web for online guides to English language grammar, style, and usage. Below, list the names of at least two websites you find, and format the names as hyperlinks to the websites.
   
   **English Grammar**
   
   **OneLook Dictionary**

2. Search the Office Add-ins store to find add-ins that might be useful to you in your work. Insert a screenshot of an add-in webpage below.
Visual Workshop

Student letters should be identical to the letter shown in Figure 2-20 on page Word 48 of the text. Print the WD 2-Visa Letter.docx file to see the solution. Student solutions should match.

Filename: WD 2-Visa Letter.docx
Embassy of the Republic of Korea  
2320 Massachusetts Avenue NW  
Washington, DC 20008

Dear Sir or Madam:

I am applying for a long-stay tourist visa to South Korea, valid for four years. I am scheduled to depart for Seoul on March 9, 2017, returning to Chicago on September 22, 2017.

During my stay in South Korea, I will be interviewing musicians and recording footage for a film I am making on contemporary Korean music. I would like a multiple entry visa valid for four years so I can return to South Korea after this trip to follow up on my initial research. I will be based in Seoul, but I will be traveling frequently to record performances and to meet with musicians and producers.

Included with this letter are my completed visa application form, my passport, a passport photo, a copy of my return air ticket, and the visa fee. Please contact me if you need further information.

Sincerely,

Your Name

Enc: 5