

## MSW Lesson 2 Vocabulary

**Write the following terms in complete sentences or in a story. Underline the vocabulary word. DO NOT use the definition of the word as your sentence.**

1. AddressBlock
2. Data source
3. Main document
4. Merge
5. Merge field code
6. Placeholders
7. Portrait orientation
8. Quick parts
9. Record
10. Template
11. Block business letter
12. Delivery address
13. Enclosure notation
14. Format
15. Letterhead
16. Logo
17. Margin
18. Memorandum
19. Personal letter
20. Resume
21. Return address