

Name: \_\_\_\_\_

## Keyboarding Skills

### Envelopes Exercise

Fill-In-The-Blanks: Using the word box, fill in the blanks with the best possible response.

nine	three	left	stops	registered	five
ten	block	two	fourteen		

There are two envelope sizes, small, number  $6 \frac{3}{4}$  and large, number \_\_\_\_\_. The return address for a small envelope starts on line \_\_\_\_\_. The spacing before the return address in an envelope is \_\_\_\_\_ space. The delivery address will begin on line \_\_\_\_\_ for a large envelope. The style that is used in an envelope is \_\_\_\_\_ style. Tab \_\_\_\_\_ are used in both small and large envelopes. The tab for a large envelope is \_\_\_\_\_ spaces \_\_\_\_\_ of the center point. Mailing notations are placed on envelopes, examples would include \_\_\_\_\_ and special delivery. This starts on line eight or \_\_\_\_\_ in either small or large envelopes. [10]