

NAME: _____



TRUE/FALSE

INSTRUCTIONS: *Indicate whether the sentence or statement is true or false.*

- _____ 1. There are four types of reports a report.
- _____ 2. Begin side headings at left margin and DS before and after side headings.
- _____ 3. Every first letter in a paragraph heading should be capitalized.
- _____ 4. The main heading or title of a report should be type/keyed in ALL CAPS followed by a QS.
- _____ 5. The unbound report and the top bound is set with 14 line top margin.
- _____ 6. The top and bottom margins for an unbound report should be 2 inches.
- _____ 7. The first page of an unbound report is not numbered; however all other pages are numbered.
- _____ 8. The first line of each paragraph in a report should be indented five spaces.
- _____ 9. The unbound and Left bound reports should have both left margins at 1 inch.
- _____ 10. The left and right margin settings for an unbound report should be 1 inch.
- _____ 11. Numbering of pages is known as pagination.
- _____ 12. Top bound report place the Top margin on Line 14.

INSTRUCTIONS: Match the tables with the correct report next to each rule.
 Note each rule is for a separate report.

A.	Left, Right and Bottom Margins at 1 inch				
B.	Top margin on Line 12				
C.	Top Margin on Line 12				
D.	Left Margin 1 ½" inches				
E	Left, Right and Bottom Margins at 1 inch				
F.	Top Margin on Line 14				
	Right and Bottom Margins at 1"				