

DIGI TOOLS

Final Exam

Name: _____

Date: _____ Per. _____

Points: _____ / 100

The DT Final consists of three parts:

Essay _____ / 20

Multiple Choice _____ / 40

Production Work _____ / 40

Total _____ / 100

The Multiple Choice part is online. To complete the production work, type the attached four documents using the correct format listed below. Make sure your name is on each document, print each, staple as a packet in the order below and hand into the instructor.

Save as:

Final-letter.doc (***Personal-Business Letter in Block Format***)

Final-Memo.doc (***Interoffice Memo***)

Final-Table.doc

Final-Report.doc (***MLA Format***)