

Applied Keyboarding: Keyboarding a machine like typewriter or computer to process data into mail able form for future reference. In an office you will come across seven (7) different sizes of paper and they are referred to as A- series. These include

Paper Size	Uses
A4	Long letters and reports
A5	Interdepartmental correspondence, short memos, personal correspondence and short business letters.
A6	Index cards, postcards and memos
A7	Index cards, labels and docketts
Fcp (foolscap)	Medium letters
4to (quarto)	Long documents and legal work
6mo (sixmo)	Correspondence
8vo (octavo)	Short messages

International paper sizes are based on rectangular shape, when divided it gives to the same size or what we normally have. The largest size is A0, half of it is A1 which is 420mm × 594mm used for structural drawings, estate and building sketching. Half of A1 is A2 and so on. We use different paper sizes so as to Communicate information rightly, therefore large write-ups on large paper sizes while small papers on small write-ups.

Vertical Typing Line Spaces 6 single vertical lines = 1" (25mm)

Paper size	Portrait	Landscape
A4	70	50
A5	50	35
A6	35	25
A7	25	17
Foolscap	78	48
Quarto	48	39
Sixmo	60	48
Octavo	48	30

