What is truly unusual about SAS is not the software it creates but the way in which it does business. Employees describe the company's work environment as easy-going. SAS treats its employees very well-there is no limit on how many sick days they can take; they can even stay home to care for sick family members.

□

SAS has the largest on-site day-care operation in North Carolina. To encourage families to eat lunch together, the SAS cafeteria has baby seats and high chairs. To encourage families to eat dinner together, the company has adopted a seven-hour workday. Most people at SAS leave the office by 5 p.m. SAS has 3,000 square meters of gym space and a ten-lane swimming pool. Massages are available several times a week, and classes are offered in golf, African dance and tennis. If you're worried about finding a retirement home for your ageing mother, the company's coordinator for the care of elderly relatives will assist you. If you need to see a doctor, you'll be able to see one on-site, at the SAS health clinic.

□

A group at the company meets monthly to discuss proposed new benefits, evaluating them in the context of a three-part test: Will the benefit fit into SAS's culture? Will it serve a significant number of employees? Will it be cost-effective: that is, will its value to employees be at least as high as its cost? Every benefit has to pass all three tests. Coming soon: advice on financial planning for college and retirement.

**＜1ページ目の文章を作成する時の設定＞**

(ページ設定)

用紙サイズ：A4、印刷の向き：縦、余白：上35mm、下左右30mm

日本語用フォント：+本文のフォント - 日本語

英数字用フォント：Arial

サイズ：14pt

「行数だけを指定する」として、行数：28行

(入力前の操作)

＊1行目を選択し、「配置」を「両端揃え」から「左揃え」に変更します。

＊“”などの向きが変わらない「ストレートクオーツ」にするため以下の操作で変更します

※この操作を1度行うと、この後はすべて反映されます。（Word2010）

1.Wordを起動します。

2.「ファイル」をクリックし、「オプション」をクリックします。

3.表示された画面の左側「文章校正」をクリックし、

右側に表示される「オートコレクトのオプション」ボタンをクリックします。

4.表示された画面の上の「入力オートフォーマット」をクリックします。

5.「左右の区別がない引用符を、区別がある引用符に変更する」の項目をさがし、

先頭のチェックをクリックして外します。

6.「OK」をクリックし、もう1度「OK」をクリックします。