

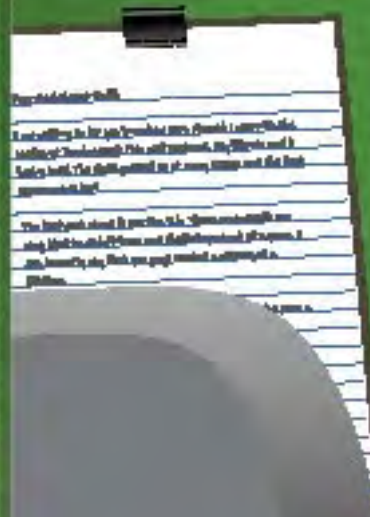
Sample Pages From The Book:

First Edition

Microsoft **Word It!**

Teen-based Microsoft Word Activities

Not for classroom use.



BUSINESS EDUCATION PUBLISHING™
From the IT (Information Technology) Computer Applications Series

Kathleen Hicks, Joy Trevino

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Microsoft Word It!

Published by Business Education Publishing

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ISBN: 1-934422-00-2

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ACTIVITY 2: HEADERS AND FOOTERS

New Skills Reinforced:

In this activity, you will practice how to:

1. insert headers and footers in a document.
2. insert page numbers in a document.
3. insert page breaks.
4. print preview a document.

Activity Overview:

There are many types of documents that require the same information to appear on every page. Open any of your favorite books or magazines and you will notice page numbers, book titles, or chapter names on the top or bottom of each page. Another great example of this is a school assignment. A typical assignment from your instructor may require your name to appear on your work. A great way to provide that information without altering the setup of your document is with the use of a header or footer.

Headers are areas of text that are typed once and appear at the top of each page within the document. Footers contain text that has been typed once and appear at the bottom of each page. Headers and footers may also contain page numbers, dates, and file names. They can be very useful for long documents. In this activity, you will practice creating a header and footer in a document.

Instructions:

1. Open a NEW document in Word.
2. For this activity, the font should be set to Times New Roman, the font size to 10 point.
3. Select the view headers and footers command.
4. Create a header that contains the following information as shown in **Figure 2-1**:
 - a. Type your name (in all caps), then hit the TAB.
 - b. Type the text "ACTIVITY 2: HEADERS AND FOOTERS" (in all caps), then hit TAB.
 - c. Type the current date (in all caps).
5. Switch to the footer command.
6. In the center of the footer, type the word "PAGE" (in all caps) and insert the page number as shown in **Figure 2-2**.
7. Close the header and footer.
8. At the top of the page, type the text "This is page one."
9. Insert a page break by pressing CTRL+ENTER.
10. At the top of page two, type the text "This is page two."
11. Print preview your document to be sure that both pages show the header and footer. Be sure the page number in the footer is correct as shown in **Figure 2-3**.
12. Carefully proofread the document for spelling, grammar, and accuracy.
13. Save the document as HEADFOOT.
14. Print the document if required by your instructor.

NEW SKILL

NEW SKILL

NEW SKILL

NEW SKILL

Activity 2: Headers and Footers *Continued*



Figure 2-1

Header

YOUR NAME	Tab →	ACTIVITY 2: HEADERS AND FOOTERS	Tab →	CURRENT DATE
-----------	-------	---------------------------------	-------	--------------

Figure 2-2

Footer

PAGE #

Figure 2-3

YOUR NAME	ACTIVITY 2: HEADERS AND FOOTERS	CURRENT DATE
This is page one.		
PAGE 1		

YOUR NAME	ACTIVITY 2: HEADERS AND FOOTERS	CURRENT DATE
This is page two.		
PAGE 2		

ACTIVITY 5: 20 QUESTIONS

New Skills Reinforced:

In this activity, you will practice how to:

1. use the most common features from the standard toolbar and drop down menus.

Activity Overview:

Regardless of what version of Word you are using, the standard toolbar makes formatting text on a page a snap. With just a click of the mouse, you can apply changes to a document, making it more appealing and professional looking.

In this activity, you will type answers to 20 questions and then format and edit your responses using the standard toolbar in Word.

Instructions:

1. Open a NEW document in Word.

Note: Unless otherwise stated, the font should be set to Times New Roman, the font size to 12 point.

2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Starting on the first line of the document, type answers to the questions provided in the “20 Questions” column shown in **Figure 5-1**. Single space your answers, *do not* number them, and *do not* type the questions.
4. Save the document as 20QUEST.
5. Using the standard toolbar and drop down menus, apply the corresponding changes to your answers given in the “Toolbar Changes to Apply” column shown in **Figure 5-1**.
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Resave the document.
8. Print the document if required by your instructor.

NEW SKILL

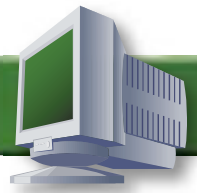


Figure 5-1

20 Questions	Toolbar Changes to Apply
1. What is your nickname?	Bold the text.
2. How old are you?	Change the font size to that of the number you entered.
3. What color do you wear most often?	Change the color of the text to the color you entered.
4. What is your favorite class this year?	Underline the text.
5. What song is currently stuck in your head?	Italicize the text.
6. What is your favorite fast food item?	Center align the text.
7. What is your favorite sports team?	Insert a standard bullet before the text.
8. What is your least favorite holiday?	Insert a custom bullet before the text.
9. What is your most overused phrase?	Double underline the text.
10. Who is your best friend?	Change the font to a style of your choice (other than Times New Roman).
11. What do you want to be when you grow up?	Change the font size 2 points smaller than the default.
12. How old do you think you will be when you retire?	Italicize the text.
13. Do you prefer sunrise or sunset?	Add a strikethrough through the text.
14. Do you prefer daytime or nighttime?	Right align the text.
15. Do you prefer M&M's or Skittles?	Change the text color to red.
16. What is the sound you love the most?	Change the font size to 20 point.
17. What is the last television show you watched?	Center align the text.
18. What is the last movie you watched?	Change the text to all capital letters.
19. What is the last item you purchased?	Underline the text.
20. What is the best gift you ever gave or received?	Copy and paste the text two times under your answer on separate lines.

ACTIVITY 7: PRISON BREAK

New Skills Reinforced:

In this activity, you will practice how to:

1. find and replace text in a document.

Activity Overview:

The find and replace feature in Word is one of those elements that makes word processing so great. Editing a first draft is often tough enough without having to find reoccurring text throughout a document. With find and replace, your computer does the searching and swapping for you.

In this activity, you will type a summary from one of today's hottest TV shows, "Prison Break," and replace text within the document.

Instructions:

1. Open a NEW document in Word.

Note: Unless otherwise stated, the font should be set to Times New Roman, the font size to 12 point.

2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.

3. Starting on the first line of the document, type the article text exactly as shown in **Figure 7-1**.

4. Save the document as PRISONBREAK.

NEW SKILL

5. Find and replace the words provided in the table below. When complete, you should have 20 replacements.

Note: Be careful not to replace "Wentworth Miller" with "Mr. Miller."

Find:	Replace with:
Prison Break	PRISON BREAK
Scofield	Scofield (a.k.a. Fish)
Miller	Mr. Miller

6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Resave the document.
8. Print the document if required by your instructor.



Figure 7-1

Wentworth Miller Plays Michael Scofield on Prison Break

Born in the United Kingdom, raised in Brooklyn, New York, and a graduate of Princeton University, Wentworth Miller is a compelling and critically acclaimed young actor whose credits include both television and feature film.

Miller began his career in the industry on the other side of the camera. After graduating from college with a degree in English literature, Miller headed to LA in the spring of 1995 to work for a small production company specializing in movies made for television. However, it wasn't long before Miller's childhood dream to become an actor was undeniable.

Within the next few years, Miller landed guest spots on a variety of shows, including "Buffy the Vampire Slayer," "ER," and "Popular." Miller also starred in the Hallmark mega-series "Dinotopia."

Miller then landed a role in "The Human Stain," starring Sir Anthony Hopkins and Nicole Kidman. A movie examining questions of race, class, and identity, it featured Hopkins as an embattled college professor struggling to conceal an incredible secret, with Miller playing the professor as a young man.

Miller subsequently appeared in the movie "Underworld" and guest-starred on "Joan of Arcadia" and "Ghost Whisperer" before joining the cast of Prison Break, for which he was nominated for a Golden Globe for Best Performance by an Actor in a Television Series - Drama in 2006.

As Michael Scofield on Prison Break, Miller has taken this character beyond what directors could have imagined. Michael's educational background leaves questions as to why such a man would commit the crime he did. Beginning with an immaculate record at Morton East High School, he would later graduate Magna Cum Laude with a B.S. and M.S. in civil engineering from Loyola University of Chicago.

At the time of his arrest, Scofield was employed as a structural engineer at the prestigious firm of Middleton, Maxwell and Schaum located in Chicago, Illinois. Scofield was convicted of armed robbery after attempting to steal over half a million dollars from the downtown Chicago branch of United Savings Bank. At his trial, Scofield pled no contest and requested to serve time in the Level One facility closest to his Chicago home. Prior to his escape, the inmate had logged visits with Veronica Donovan, his attorney, and was approved for monthly conjugal visits with Nika Volek, his wife.

Now at large, Scofield is believed to have reunited with his long lost father, Aldo Burrows. Aldo, a former member of the company also on the run, is responsible for exposing the embezzlement of EcoField's funds by President Reynolds' brother Terrence Steadman into his sister's election campaign. This prompted The Company and Reynolds to subsequently frame-up Lincoln for Steadman's murder to draw out Aldo Burrows. Scofield and Burrows were recently apprehended by Border Patrol in New Mexico, but slipped out of their handcuffs while in transport and escaped. Prison Break can be seen at 8 pm on Monday nights on Fox.

ACTIVITY 12: TEAM ROSTER

New Skills Reinforced:

In this activity, you will practice how to:

1. sort text in a document.

Activity Overview:

Sorting a list alphabetically is a very useful tool when you are trying to locate information quickly. Word comes equipped with a feature that can sort lists alphabetically or numerically, eliminating the task of sorting manually. This activity takes the common task of organizing a list from lowest to highest and applies it to a popular NFL football team roster.

Instructions:

1. Open a NEW document in Word.

Note: Unless otherwise stated, the font should be set to Times New Roman, the font size to 12 point.

2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.

3. Set the page margins to 1" on all sides.

4. Set the following tabs:

- a. Left aligned tab at 1.25"
- b. Left aligned tab at 2.25"
- c. Left aligned tab at 3.5"
- d. Left aligned tab at 4.75"

5. Starting on the first line of the document, type the text as shown in **Figure 12-1**. Separate the text in the columns using the TAB key.

Note: Hit the TAB key before typing the text in the first column.

6. Underline and bold the column headings "Number," "First Name," "Last Name," and "Weight."
7. Save the document as TEAM.

NEW SKILL

8. Select the text in the columns and sort it in Ascending (A to Z) order by "Weight."

Note: Be sure to indicate that your list has a header row.

9. Carefully proofread the document for spelling, grammar, and accuracy.
10. Resave the document.
11. Print the document if required by your instructor.



Figure 12-1

New England Patriots 2007 NFL Team Roster								
Tab →	Number	Tab →	First Name	Tab →	Last Name	Tab →	Weight	← (Header Row)
	52		Eric		Alexander		240	
	23		Willie		Andrews		190	
	32		Rashad		Baker		198	
	88		Kyle		Brady		280	
	12		Tom		Brady		225	
	65		Wesley		Britt		320	
	98		Chad		Brown		245	
	95		Kareem		Brown		295	
	80		Troy		Brown		196	
	54		Tedy		Bruschi		247	
	16		Matt		Cassel		230	
	13		Bam		Childress		185	
	59		Rosevelt		Colvin		250	
	63		Dan		Connolly		313	
	38		Kyle		Eckel		237	
	44		Heath		Evans		250	
	33		Kevin		Faulk		202	
	10		Jabar		Gaffney		200	
	21		Randall		Gay		190	
	3		Stephen		Gostkowski		210	
	97		Jarvis		Green		285	
	8		David		Greene		225	
	7		Matt		Gutierrez		230	
	43		Justise		Hairston		220	
	6		Chris		Hanson		202	
	37		Rodney		Harrison		220	
	27		Ellis		Hobbs		195	
	71		Russ		Hochstein		305	
	53		Larry		Izzo		228	
	17		Chad		Jackson		215	
	29		Eddie		Jackson		200	
	19		C.J.		Jones		195	
	77		Nick		Kaczur		315	
	67		Dan		Koppen		296	
	72		Matt		Light		305	
	49		Oscar		Lua		238	
	70		Logan		Mankins		310	
	39		Laurence		Maroney		220	
	46		Corey		Mays		245	
	31		Brandon		Meriweather		200	

ACTIVITY 17: GREY'S ANATOMY

New Skills Reinforced:

In this activity, you will practice how to:

1. format columns in a document.
2. justify text.
3. wrap text around an image.

Activity Overview:

Open any newspaper or magazine and you will see how text is formatted in columns. Columns allow you to have text continue from the bottom of one column to the top of the next. Columns make text easier to read because they reduce the number of words per line a reader has to read. In this activity, you will type an article about Grey's Anatomy, one of TV's hottest new hits, and then format the article into two columns.

Instructions:

1. Open a NEW document in Word.

Note: Unless otherwise stated, the font should be set to Times New Roman, the font size to 12 point.

2. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
3. Set the page margins to 1" on all sides.
4. Starting on the first line of the document, type the text as shown in **Figure 17-1**.
5. Center align, bold, and change the font size of the title of the article to 14 point.
6. Save the document as GREYS.
- NEW SKILL** 7. Select the body of the article and justify the text.
- NEW SKILL** 8. Select the body of the article and format it into columns, adhering to the following guidelines:
 - a. Number of columns: 2
 - b. Width of columns: 3"
 - c. Space between columns: .5"
 - d. Equal column width
 - e. No line in between columns
9. Resave the document.
10. Use the Internet to find an image of the Grey's Anatomy cast as shown in the sample provided in **Figure 17-2**.

Activity 17: Grey's Anatomy *Continued*

NEW SKILL

11. Insert the image before the first sentence in the article, as shown in the sample provided in **Figure 17-2**.
12. Format the image so the text wraps around the image. Resize the image so that the article fits on one page. Your finished document should look similar to the one provided in **Figure 17-2**.
13. Carefully proofread the document for spelling, grammar, and accuracy.
14. Resave the document.
15. Print the document if required by your instructor.

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Figure 17-1

'Grey's Anatomy,' Not Just An Ordinary Hospital Drama

"Grey's Anatomy" is not just another hospital drama. It is an incredibly well-written show that focuses on Meredith Grey (Ellen Pompeo), one of several first-year surgical interns at a Seattle, Washington hospital. Along with her colleagues, Meredith struggles to maintain relationships while keeping sharp at her new job.

The professional roles and real lives of this incredibly diverse group of surgeons collide unexpectedly in this Golden Globe-winning ABC television drama. As an intern at prestigious Seattle Grace Hospital, Grey tries hard to live up to the reputation of her legendary surgeon mother. She continually struggles because she is hiding the fact that her mom suffers from Alzheimer's disease. Meredith's life gets even more complicated when she falls for her boss, Derek Shepherd (Patrick Dempsey). Shepherd is a surgical resident who recently relocated from New York. This relationship has many viewers wondering if they will ever meet their "Dr. McDreamy."

Friend and rival Cristina Yang (Sandra Oh) finds herself in a similarly taboo romance with Preston Burke (Isaiah Washington). The twist here is that Burke is Derek's chief competition for the title of chief resident. As for Meredith and Cristina's fellow interns -- Isobel "Izzie" Stevens (Katherine Heigl), George O'Malley (T.R. Knight), and Alex Karev (Justin Chambers) -- they've got problems of their own. Izzie struggles with her past decisions and feels that she will always be judged for her past as an underwear model. Alex, on the other hand, is better at flirting with the ladies than he is working with the patients. He has lots to work on with his bedside manner as well. George can't get any of the women around him to see him as anything but a cuddly friend. All five interns answer to the roar of senior resident Miranda Bailey (Chandra Wilson). But even Dr. Bailey jumps to it when Chief of Surgery Richard Webber (James Pickens Jr.) is on the scene. Although it was a hit from the time of its initial launch on March 27, 2005, Grey's Anatomy sat on the shelf for a year before it made its award-winning debut. Even though the show's creator, Shonda Rhimes received plenty of recognition for her casting, it was Oh who earned an Emmy and Golden Globe for her work on the show's first season.

Now let's take a look into one of the star's lives before making it big on "Grey's Anatomy." Ellen Pompeo's career began to soar after the memorable role as Jake Gyllenhaal's sympathetic love interest in the family drama "Moonlight Mile." With roles in such eagerly anticipated films as Steven Spielberg's "Catch Me If You Can" (2002), and the comic-book adaptation "Daredevil" (2003), many feel that Pompeo's Oscar-worthy performance in "Moonlight Mile" put her on the map of becoming a well-known star. A native of Everett, MA, Pompeo got her start as an actress with appearances in the popular television drama "Law & Order." After a not so great role in the comedy "Coming Soon" (1999), Pompeo continued to refine her skills as a hard-at-work waitress in the comedy "In the Weeds" (2000). With her popularity and fan recognition on the rise, many critics will agree that it wasn't until "Moonlight Mile" that Pompeo became the actress she is today.

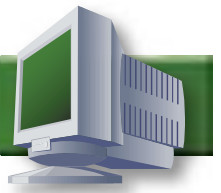


Figure 17-2

'Grey's Anatomy,' Not Just An Ordinary Hospital Drama



"Grey's Anatomy" is not just another hospital drama. It is an incredibly well-written show that focuses on Meredith Grey (Ellen Pompeo), one of several first-year surgical interns at a Seattle, Washington hospital. Along with her colleagues, Meredith struggles to maintain relationships while keeping sharp at her new job.

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any of the women around him to see him as anything but a cuddly friend. All five interns answer to the roar of senior resident Miranda Bailey (Chandra Wilson). But even Dr. Bailey jumps to it when Chief of Surgery Richard Webber (James Pickens Jr.) is on the scene. Although it was a hit from the time of its initial launch on March 27, 2005, Grey's Anatomy sat on the shelf for a year before it made its award-winning debut. Even though the show's creator, Shonda Rhimes received plenty of recognition for her casting, it was Oh who earned an Emmy and Golden Globe for her work on the show's first season.

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ACTIVITY 23: THANK YOU LETTER

New Skills Reinforced:

In this activity, you will practice how to:

1. format a modified block style letter.
2. re-create an informal thank you letter.

Activity Overview:

When writing a thank you letter, there are a few simple rules to follow. The objective is to keep the style casual yet sincere. Try to let your personality show through in your writing and choose words that demonstrate confidence and sincerity. In this activity, you will compose a thank you letter addressed to Abercrombie and Fitch and format it into a modified block style letter.

Instructions:

1. Open a NEW document in Word.

Note: Unless otherwise stated, the font should be set to Times New Roman, the font size to 12 point.

2. Set the page margins as follows: Top to 2", Left, Right, and Bottom to 1".
3. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps.
4. Set a left aligned tab at 3.25".
5. Review **Figure 23-1** to reference the proper format and parts of a modified block style letter.
6. Using the handwritten letter provided in **Figure 23-2**, compose a thank you letter in a modified block style letter format. Type your home address as the return address, the current date for the date, and your full name as the sender's name.
7. Carefully proofread the document for spelling, grammar, and accuracy.
8. Save the document as THANKYOU.
9. Print the document if required by your instructor.
10. Using a blue or black pen, sign your name in the signature block of the letter.

NEW SKILL

Activity 23: Thank You Letter *Continued*



Figure 23-1: Sample of a Properly Formatted Modified Block Style Letter

¶

¶

¶

123 Sender Street
Sender City, SS 12345
December 14, 2007¶

Return address
←

Current date
←

¶

¶

¶

Recipient Name
Recipient's Title
123 Recipient Street
Recipient City, RS 12345¶

Inside address
←

¶

Dear Recipient:¶

Salutation
←

¶

Here is an example of a modified block style letter. Use a modified block style when you want to write a less formal letter. Start by setting a left tab at the center of your page at 3.25" so that you can easily position the return address and complimentary close. If you are not using a letterhead, be sure that your top margin is set to 2". All other margins should be set to 1".¶

¶

Just below the return address, type the current date, without abbreviations, and quadruple space to the inside address. Double space after the inside address and type the salutation. If you don't know the recipient's name, use "Ladies and Gentlemen" or "Good Morning" for the salutation. Next, double space to the start of the body of the letter. The body of the letter is single spaced and has one blank line between paragraphs.¶

¶

Finally, after your last paragraph, double space to the complimentary close. Use an appropriate complimentary close such as "Thank You," "Sincerely," or "Very Truly Yours." Leave a quadruple space between the complimentary close and your typed name so that you may sign the letter with blue or black ink. Always be sure to proofread and spell check your letter before printing and mailing.¶

¶

¶

¶

Yours Truly,¶

¶

¶

Sender's Name
Sender's Title (if applicable)

Complimentary closing
←

Signature block
←

Sender's name/title
←

Body

Activity 23: Thank You Letter *Continued*



Figure 23-2

Abercrombie & Fitch
6301 Fitch Path
New Albany, OH 43054

Dear Mr. Abercrombie:

Recently, I visited one of your stores and I wanted to say thank you. I am 17 years old and absolutely love to shop. Voting for class superlatives is coming up soon and I am really hoping to win in the best-dressed category. If I do win, I have to give you and your store all of the credit. I almost always use your store for inspiration and direction in putting together my outfits.

My experience last Tuesday at your Cleveland store has left a memorable impression in my mind. I purchased the entire outfit you had featured in the store window and it was a huge hit. All of my friends were asking where I got the outfit. Once again, I have to give you and your staff credit. They helped me with every little detail. They even found the perfect hair accessory to complete the perfect outfit.

You have created the most extraordinary clothing store for people my age. I would venture to say that Abercrombie and Fitch is by far the best store catering to teens these days. Because of that, I personally want to thank you. I will let you know how I made out with superlatives as soon as I find out. Wish me luck!

Yours Truly,

Your Name

ACTIVITY 29: MAILING LABELS

New Skills Reinforced:

In this activity, you will practice how to:

1. create a sheet of labels with different addresses.

Activity Overview:

Word's label feature allows you to print labels on a wide variety of label sizes. The feature can be used to print an entire sheet of identical labels, or to print a sheet of labels containing different information on each label.

In this activity, you will create a sheet of mailing labels that will be placed on envelopes used to invite people to an upcoming school event.

Instructions:

NEW SKILL

1. Open a NEW document in Word.
2. Using Word's label feature, create a new document of labels using the preset label type of "Avery 5160 Address Labels."
3. In each label block, type the addresses in the order they appear in **Figure 29-1**. Type the activity number and your name in the last label.
Note: You will only be creating six labels, therefore you will not use the entire sheet of labels.
4. Format all six labels to Arial, 10 point.
5. Bold the label that includes the activity number and your name.
6. Carefully proofread the document for spelling, grammar, and accuracy.
7. Save the document as LABELS.
8. Print the document if required by your instructor.

ACTIVITY 39: CALENDAR

New Skills Reinforced:

In this activity, you will practice how to:

1. vertically align text within a table.
2. change row height within a table.
3. distribute table columns evenly.
4. change text direction within a table.

Activity Overview:

In this activity, you will gain more practice working with tables. Expanding on their vast capabilities, you will use a table to create one page from a yearly calendar.

Instructions:

1. Open a NEW document in Word.
Note: Unless otherwise stated, the font should be set to Arial, the font size to 12 point.
2. Set the page margins to .5" on all sides.
3. Insert a header that includes the activity number and title left aligned, and your name right aligned. Type the header in all caps, Times New Roman, 12 point.
4. Starting on line two of the document, create a table with 7 columns and 7 rows.
5. Center the table horizontally.
6. Merge the cells in row one.
7. Type the text exactly as shown in **Figure 39-1**.
8. Apply the following changes to the table:
 - a. Add a ½ point border to all cells.
 - b. Adjust the height of row one to .5".
 - c. Center the text in row one (the month) horizontally and vertically, and change the font size to 36 point, bold.
 - d. Adjust the height of row two to 1.3".
 - e. Change the text direction in row two so the days of the week are rotated 180 degrees to the right. Then, center the text horizontally and vertically in the row.
 - f. Adjust the height of rows three through seven to 1.5".
 - g. Align the text in rows three through seven (the numbered days of the month) to the top right of each cell.
 - h. Distribute the columns in the table evenly so they are all the same width.
9. Carefully proofread the document for spelling, grammar, and accuracy.
10. Save the document as CALENDAR.
11. Print the document if required by your instructor.

NEW SKILL

NEW SKILL

NEW SKILL

NEW SKILL

Activity 39: Calendar *Continued*



Figure 39-1

JUNE 2008						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

ACTIVITY 47: SPIRIT WEEK NEWSLETTER

New Skills Reinforced:

In this activity, you will practice how to:
1. create and format a newsletter.

Activity Overview:

A newsletter is a document that can be used for many reasons. The purpose of a newsletter is to communicate a variety of information in a condensed format, usually one to three pages. A newsletter is usually part of a series of publications that is formatted the same way, with certain areas located in the same spot. For example, a monthly newsletter could contain a “Photo of the Month” that would appear in the same spot on the same page in each issue.

When designing a newsletter, it is important to remember the following design guidelines:

- Keep the layout simple and easy to read.
- Design the heading (the nameplate) as the most prominent element on the page.
- Use a maximum of two to three fonts in the newsletter.
- Use one font for article headings and another for body text.
- Article headings should be no more than 14 point, and body text no more than 12 point.
- Place the most important information at the top of the newsletter.

In this activity, you will create and design a school newsletter.

Instructions:

1. Open a NEW document in Word.
2. Set the page margins to 1” on all sides.
3. Save the document as SPIRIT.
4. Duplicate the newsletter exactly as shown in **Figure 47-1** by following the instructions provided.
 - a. Starting on the first line of the document, type the title of the newsletter “THE PANTHER TIMES” and format as Arial, 40 point, bold, center aligned.
 - b. Type the sub-title text (below the title) and format as Arial, 10 point, center aligned, inserting bullet symbols where indicated in **Figure 47-1**.
 - c. Insert a 1 pt. border line below the sub-title and then skip one line.
 - d. Format the remainder of the page as two-columns with a width of 3” per column, .5” between each column, and show a line between columns.
 - e. Type the remainder of the text in the newsletter and format as follows:
 1. Format each newsletter article heading as Arial, 14 point, bold, left aligned.
 2. Unless otherwise noted, format the body text of the newsletter as Times New Roman, 11 point, left aligned.
 3. Italicize the text “Reported by Lindsey Cameron, Senior” and “Reported by Doug Fleming, Sophomore.”

NEW SKILL

Activity 47: Spirit Week Newsletter *Continued*

4. Justify the body text in the “Panthers vs. Cougars” and “Principal Praises Student for Good Deed” articles.
5. Bold the days of the week in the “Spirit Week Has Arrived!” article.
6. Bold the dates in the “Important Dates in November” article.
- f. Insert a photo or clipart image of your choice under the heading “Photo of the Week.”
- g. Separate each article in the newsletter using a square symbol, center aligned.
5. Carefully proofread the document for spelling, grammar, and accuracy.
6. Resave the document.
7. The newsletter should look similar to the one shown in **Figure 47-1**.
8. Print the document if required by your instructor.
9. Since you did not include a header in this activity, write the activity number and title, and your name in the bottom right-hand corner of the newsletter.



Figure 47-1

THE PANTHER TIMES

Milford City High School Newsletter • November 2008 Issue 3 Volume 2 • By Student Name

Spirit Week Has Arrived!

The big Thanksgiving Day football game is coming soon! Show your support by participating in spirit week. Below are the themes for each day.

- Monday** - Hat Day
- Tuesday** - Crazy Hair Day
- Wednesday** - Hawaiian Shirt Day
- Thursday** - Pajama Day
- Friday** - Orange & Black Day



Important Dates in November

- November 3** - Sophomore Pictures
- November 4** - Junior & Senior Pictures
- November 11** - Homecoming Dance 7-10 pm
- November 12** - Homecoming Game 10 am
- November 23** - Thanksgiving Break



Panthers vs. Cougars

Reported by Lindsey Cameron, Senior

This Saturday the Panthers football team meet their long time rivals the Cougars. Deshawn Jackson will be the starting quarterback for the Panthers, and interestingly enough Deshawn's cousin, Jerome Henderson will be the starting quarterback for the Cougars. Everyone is eager to see these two cousins face off on the football field. Coach Leonard is so excited and has been seen running through the halls wearing orange and black streamers around his head. The game kicks off at 10 am on Saturday and tickets to the game are selling fast. Athletic Director, Walter Dionne is asking for volunteers to work the hot dog booth. Go Panthers!

Principal Praises Student for Good Deed

Reported by Doug Fleming, Sophomore

Principal Evans is hosting a dinner on Saturday, November 2nd in honor of Freshman Albert Nunez. Albert was delivering his daily paper route last weekend when he heard cries from an abandoned house. Albert took action immediately and took a good look under the bushes of the house only to discover a stray cat in distress. According to Albert, the cat's front paw was stuck under a rock. Fearful that the cat would bite Albert due to being in pain, Albert quickly dialed 911 on his cell phone. Within minutes an animal rescue team was on the scene and the cat was rescued. Once the cat was rescued unharmed, Albert returned the cat to its owner, Mrs. Fimbley, a customer on his paper route. Albert will receive an honorary key to the city by Mayor Burnap in commendation for a job well done. Kudos to Albert!



Class of 2010 Favorite Fast Food

1. Tacos
2. Pizza
3. French Fries
4. Cheeseburger
5. Mozzarella Sticks



Photo of the week

