

The margins should be changed to 1" top and bottom and .75" left and right

The No Spacing Quick Style should be applied to the document text

The letter should be saved with "Lab 3-2 Library Letter" as the file name



4992 Surrey Court, Jonner, MA 02198 • 291-555-9454 • Web Address: www.jpl.net

A left-aligned tab stop should be set at the 4" mark on the ruler for the date line, complimentary close, and signature block

March 10, 2012

The current date should be inserted

Mr. Brent Jackson
5153 Anlyn Drive
Jonner, MA 02198

Dear Mr. Jackson:

Thank you for registering online for our spring classes. As a library patron, you are aware that we offer a great deal more than books and magazines. The table below outlines the classes for which you have registered, along with the dates and locations:

The table should be inserted and centered

Class	Date	Location
Intro to Windows 7	April 10	Room 10B
eBay Basics	April 18	Room 24C
Genealogy Searches	April 24	Room 10B
Overview of Office 2010	April 28	Room 22A

The table should be formatted as specified in the figure

Note that all classes, regardless of date, begin at 10:00 a.m. and last four hours. Although no materials or textbooks are required for the classes, you are strongly encouraged to bring the following items:

The list should be bulleted

- Pens, pencils, or other writing implements
- Blank CD or DVD to store documents and notes created during class
- Notebook or loose-leaf binder for handwritten notes
- Your valid library card to verify enrollment eligibility

Please note that no food or drinks are allowed in any of our computer facilities. If you have any questions or would like to register for additional courses, please contact me at (291) 555-9454 or via e-mail at mtlawrence@jpl.net.

The e-mail address should be converted to regular

Again, thank you for your interest in and continued patronage of Jonner Public Library. We look forward to seeing you when your first class begins.

The spelling of the letter should be checked

The document properties should be changed as specified by the instructor

Sincerely,

Marcia Lawrence
Head Librarian

An envelope or a mailing label for the letter should be addressed and printed