

Microsoft Word 2010 Chapter 3 – Lab Test A

Creating a Letter with a Letterhead

Purpose: To demonstrate the ability to create a letterhead and then create a letter using the letterhead.

Problem: You work for Calipso Crystals. You have received an inquiry about the custom jewelry that the company makes and about the pricing. You decide to write a letter to the interested party.

Instructions: Perform the following tasks:

1. Change the theme colors to Opulent.
2. Create the letterhead shown at the top of Figure WD3A-1, following these guidelines:
 - a. Insert the cross shape at an approximate height of 0.95" and width of 6.35". Change text wrapping for the shape to Top and Bottom. Add the company name, Calipso Crystals, to the shape. Change the font to Forte. Format the shape and its text as indicated in the figure.
 - b. Insert the round bullet symbols as shown in the contact information (located in between the different parts of the contact information). Remove the hyperlink format from the Web address. If necessary, clear formatting after entering the bottom border. Center the contact information.
 - c. Save the letterhead with the file name, Lab Test A - Crystals Letterhead.
3. Create the letter shown in Figure WD3A-1 using the modified block letter style, following these guidelines:
 - a. Apply the No Spacing Quick Style to the document text (below the letterhead).
 - b. Set a left-aligned tab stop at the 4" mark on the ruler for the date line, complimentary close, and signature block. Insert the current date.
 - c. Bullet the list as you type it.
 - d. Convert the e-mail address to regular text.
 - e. Check the spelling of the letter. Change the document properties, as specified by your instructor. Save the letter with Lab Test A - Crystals Letter as the file name.
4. If your instructor permits, address and print an envelope or a mailing label for the letter.

CALIPSO CRYSTALS

1621 Summer Ave, Matilda, FL 34786 • (407) 555-6522 • Web Address www.cacry.net

November 1, 2012

Ms. Carol Smith
555 Floral Avenue
Matilda, FL 34786

Dear Ms. Smith:

Thank you for your recent inquiry regarding the prices of our custom crystal jewelry. We have unique designs and a variety of prices based on singular purchases or box sets. The prices for individual designs begin at \$9.95 and the most expensive design begins at \$250.00.

Please note that our jewelry can be custom made and the prices for those are as follows:

- Smaller Blue and Green Crystals – start at \$4.95
- Larger Blue and Green Crystals – start at \$9.95
- Smaller Yellow Crystals – start at \$6.95
- Larger Yellow Crystals – start at \$12.95
- Small Purple Crystals – start at \$19.95
- Larger Purple Crystals – start at \$29.95

Each of our designs are unique and depending on the type of crystal chosen and the type of setting you desire, we can create something unique only to you. We never duplicate our designs unless at the request of the customer when ordering. It is our suggestion that before placing any orders, please visit our web site listed above or come into our office. Our office hours are 9am to 5pm Tuesday through Saturday and our phone number is (407) 555-6522 and our web address is www.cacry.net. Customer satisfaction is our goal and we want you to experience the best we have to offer. Thank you for your interest and will look forward to hearing from you soon.

Sincerely,

Tanya Toole
Consultant