Microsoft Word 2010 Chapter 3 – Lab Test B

**Creating a Letter with a Letterhead and Table**

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

**Problem:** A potential customer has contacted you at April’s Custom Pools regarding getting a pool installed before summer. You have decided to send the customer a letter outlining the basics and inviting the customer to contact you for more information.

**Instructions:** Perform the following tasks:

1. Change the theme to Waveform.
2. Create the letterhead shown at the top of Figure WD3B-1, following these guidelines:
   1. Insert the double wave shape at an approximate height of 1.2" and width of 5.96". Change text wrapping for the shape to Top and Bottom. Add the company name, April’s Custom Pools, to the shape. Change font to Showcard Goth. Format the shape and its text as indicated in the figure.
   2. Search for the clip art using keyword pool. Insert the clip art image, resize it, change text wrapping to Top and Bottom, move it to the left of the shape, and format it as indicated in the figure. Copy the clip art image and move the copy of the image to the right of the shape, as shown in the figure. Flip the copied image horizontally.
   3. Insert the black small square symbols as shown in the contact information. Remove the hyperlink format from the Web address. If necessary, clear formatting after entering the bottom border.
   4. Save the letterhead with the file name, Lab Test B- Pool Letterhead.
3. Create the letter shown in Figure WD3B-1, following these guidelines:
   1. Apply the No Spacing Quick Style to the document text (below the letterhead).
   2. 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.
   3. Insert and center the table. Format the table similar to the table in the figure.
   4. Bullet the list as you type it. Convert the e-mail address to regular text.
   5. Check the spelling of the letter. Change the document properties, as specified by your instructor. Save the letter with Lab Test B - Pool Letter as the file name.
4. If your instructor permits, address and print an envelope or a mailing label for the letter.

C:\Users\SCSERIES2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\9KRM5XCI\MC900295896[1].wmfC:\Users\SCSERIES2\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\9KRM5XCI\MC900295896[1].wmf1329 Crossroads Avenue, Albertville, TX 28930 ▪ 682-555-8219 ▪ Web Address: www.aprilpools.com

April’s Custom Pools

Feb 5, 2012

Mrs. Stanton Reed

4152 Peyton Street

Albertville, TX 28930

Dear Mrs. Reed:

We are delighted to announce that we have lowered prices across the board for our pools. You could be enjoying your own backyard oasis in time for summer. The table below outlines the base prices and installation estimates for each of our types of pools.

|  |  |  |
| --- | --- | --- |
| Pool Type | Base Price | Installation Estimate |
| Above Ground | 1,150 | 2 Weeks |
| Concrete Inground | 29,508 | 1-2 Months |
| Fiberglass Inground | 18,400 | 1 Month |
| Vinyl-Liner Inground | 17,595 | 1 Month |

Installation estimates are for base systems. Pools can be customized in a variety of ways that include the following options:

* Pool covers to retain the solar heat
* Pool heaters to heat the water
* Pool filters to keep the water clear
* Cleaners and water levelers to maintain the pool water

Besides the pool itself, we can also build custom decks and landscaping to go along with your water oasis! If you have any questions or would like to have a representative come to your house for an estimate, please contact me at (682) 555-8219 or via e-mail at jcarroll@aprilpools.com.

Again, thank you for your interest in our custom pools. We look forward to hearing from you about when we can create your oasis.

Sincerely,

John Carroll

Custom Pool Specialist