

In the Lab continued

Perform the following tasks:

1. Change the theme colors to Technic.
2. Create the letterhead shown at the top of Figure 3–82 on the previous page, following these guidelines:
 - a. Insert the cloud shape at an approximate height of 0.95" and width of 5.85". Change text wrapping for the shape to Top and Bottom. Add the company name, DataLock Storage, to the shape. Format the shape and its text as indicated in the figure.
 - b. Insert the bullet symbols as shown in the contact information. Remove the hyperlink format from the Web address. If necessary, clear formatting after entering the bottom border.
 - c. Save the letterhead with the file name, Lab 3-1 Cloud Storage Letterhead.
3. Create the letter shown in Figure 3–82 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 3.5" 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 3-1 Cloud Storage Letter as the file name.
4. If your instructor permits, address and print an envelope or a mailing label for the letter.

In the Lab

Lab 2: Creating a Letter with a Letterhead and Table

Problem: As head librarian at Jonner Public Library, you are responsible for sending confirmation letters for class registrations. You prepare the letter shown in Figure 3–83.

Perform the following tasks:

1. Change the theme colors to Trek. Change the margins to 1" top and bottom and .75" left and right.
2. Create the letterhead shown at the top of Figure 3–83, following these guidelines:
 - a. Insert the down ribbon shape at an approximate height of 1" and width of 7". Change text wrapping for the shape to Top and Bottom. Add the library name to the shape. Format the shape and its text as indicated in the figure.
 - b. 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.
 - c. 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.
 - d. Save the letterhead with the file name, Lab 3-2 Library Letterhead.
3. Create the letter shown in Figure 3–83, 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. Insert and center the table. Format the table as specified in the figure.
 - d. Bullet the list as you type it. 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 3-2 Library Letter as the file name.
4. If your instructor permits, address and print an envelope or a mailing label for the letter.

Jonner Public Library

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

March 10, 2012

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:

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

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:

- 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.

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.

Sincerely,

Marcia Lawrence
Head Librarian

Figure 3–83