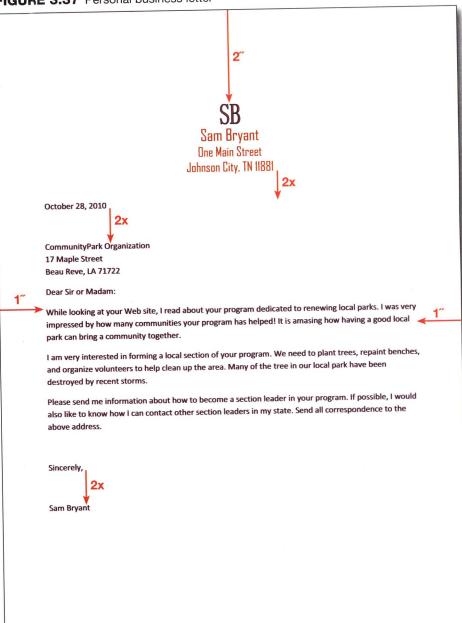
Step-By-Step

- Open the data file Park_ Letter.docx. Save as: Park_Letter-[your first initial and last name]1.
- Choose Page Layout>
 Page Setup>Dialog Box
 Launcher
- In the **Page Setup** dialog box, click the **Margins** tab. Adjust the top margin to **2**". Click **OK**.
- Replace the letterhead with your personal information.
- In the second paragraph, select the last sentence (starts with I am very interested).
- Drag-and-drop the selected sentence to the beginning of the same paragraph (before **We need to plant**). Press the **spacebar** once.
- Select the text [Your Name]. Key your own name.
- 8 (CHECK) Your screen should look similar to Figure 3.37. Save and close the file.

Follow the steps to complete the activity.

FIGURE 3.37 Personal business letter



Lesson 3: Practice It Activities

Word

Step-By-Step

- Open your Park_Letter-1 file. Save as: Park_Letter-[your first initial and last name]2.
- Select the last sentence in the second paragraph.

 Click Cut ...
- Click after the first sentence in the second paragraph.

 Press the **spacebar** once.

 Choose **Edit>Paste**
- Select CommunityPark™.
 Click Copy Click
 before program in the
 second paragraph. Click
 Paste. Press the
 spacebar once.
- Choose Home>
 Clipboard>Dialog Box
 Launcher . Click
 before program in the first
 sentence in the last
 paragraph.
- 6 Click CommunityPark™ in the clipboard. Press the spacebar once. Close the task pane.
- 7 (CHECK) Your letter should look similar to Figure 3.38. Save and close the file.

before doing this activity.

FIGURE 3.38 Cut and copied text

SE

Sam Bryant One Main Street Johnson City, TN 37601 (423) 555-1111

October 28, 2010

CommunityPark™ Organization 17 Maple Street Beau Reve, LA 71722

Dear Sir or Madam:

While looking at your Web site, I read about your program dedicated to renewing local parks. I was very impressed by how many communities your program has helped! It is amasing how having a good local park can bring a community together.

I am very interested in forming a local section of your CommunityPark™ program. Many of the tree in our local park have been destroyed by recent storms. We need to plant trees, repaint benches, and organize volunteers to help clean up the area.

Please send me information about how to become a section leader in your CommunityPark™ program. If possible, I would also like to know how I can contact other section leaders in my state. Send all correspondence to the above address.

Sincerely,

Sam Bryant

Step-By-Step

- Open your Park_Letter-2 file. Save as: Park_Letter-[your first initial and last name]3.
- Select the word section in the second paragraph.
 Choose Review>Proofing>
 Thesaurus
- 3 Click the drop-down arrow next to division. Click Insert. Close the task pane.
- Choose Editing>
 Replace. Under Find
 what:, key: section. Under
 Replace with:, key:
 division.
- Click Replace All.
 Click Close.
- 6 Click Spelling & Grammar .
- Use the **Spelling and Grammar** dialog box to change *tree* to *trees*.
 Change *amasing* to *amazing*.
- 8 (CHECK) The finished letter should look similar to Figure 3.39. Save and close the file.

Follow the steps to complete the activity. You must complete Practice It Activity 2 before doing this activity.

FIGURE 3.39 Edited text

SB Sam Bryant One Main Street Johnson City, TN 37601 (423) 555-1111

October 28, 2010

CommunityPark™ Organization 17 Maple Street Beau Reve, LA 71722

Dear Sir or Madam:

While looking at your Web site, I read about your program dedicated to renewing local parks. I was very impressed by how many communities your program has helped! It is amazing how having a good local park can bring a community together.

I am very interested in forming a local division of your CommunityPark™ program. Many of the trees in our local park have been destroyed by recent storms. We need to plant trees, repaint benches, and organize volunteers to help clean up the area.

Please send me information about how to become a division leader in your CommunityPark™ program. If possible, I would also like to know how I can contact other division leaders in my state. Send all correspondence to the above address.

Sincerely,

Sam Bryant

LESSON

You Try It Activities

Step-By-Step

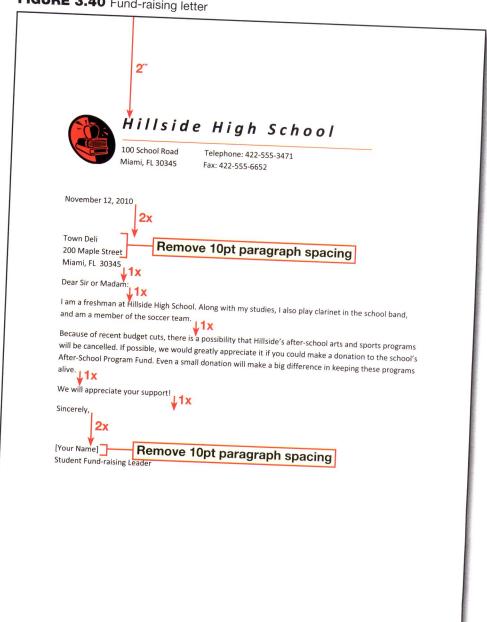
- Open the data file Hillside_ Letter.docx. Save as: Hillside_Letter-[your first initial and last name]4.
- Set the letter's top margin to 2" and the left and right margins to 1".
- Key the business's name and address as shown.
- Key your name and title as shown.
- Format the letter as shown. Be sure you have correctly spaced items in the letter (see Figure 3.40).
- Check your document for spelling and grammar.
- ()CHECK) Your finished letter should look like Figure 3.40.
- Save and close the file.

4. Create a Fund-Raising Letter



You need to raise money to support your school's art and sports programs. As student leader of the fund-raising committee, your first task is to write a letter to a local business owner asking whether he or she wants to contribute to the afterschool program fund.

FIGURE 3.40 Fund-raising letter



LESSON **You Try It Activities**

Step-By-Step

- Open the data file Wkshop_Memo.docx. Save as: Wkshop_Memo-[your first initial and last name]5.
- Select the text Title:, Name:, Seminars:, Time: Create a Building Block called Workshop Information.
- Insert the Quick Part **Workshop Information** two times. Press ENTER once between each insertion.
- Use Find to locate and delete each instance of the word Time: from the list.
- Use Replace to change Seminars to Workshops.
- Use drag-and-drop to reverse the order of Title: and Name: in each list.
- Use the **Thesaurus** to change the word sponsor to support.
- ()CHECK) Your finished memo should look like Figure 3.41. Save and close the file.

5. Edit a Memo with Word Tools



As the Director of Human Resources for a large advertising company, you are responsible for organizing professional development workshops for employees. You send a memo to all employees asking them to choose workshops they would be interested in attending.

FIGURE 3.41 Finished workshop memo

Advertising, Inc.

Memo

All Employees **Human Resources** Date: August 30, 2010 Subject: Workshop Topics

This year, our professional development workshops will revolve around the theme of leadership. Please take some time and note what topics you would be most interested in learning more about. We need your input to determine which workshops we will support!

Possible Topics:

Running Team Meetings Giving Effective Presentations Increasing Team Communication

Improving Time Management Skills **Developing a Vision** Taking Responsibility

Title: Workshops:

Name:

Name: Title: Workshops:

Name: Workshops:



Critical Thinking Activities

6. Beyond the Classroom Activity



Language Arts: Evaluate Editing Tools You are working as an intern for a travel agency. It is your job to create a report outlining the attractions at one of the agency's most popular destinations. Unfortunately, the destination is Amanohashidate, Japan! Identify which Word tool or tools you could use to make sure you spell the destination's name correctly every time. Key two or three paragraphs that explain how this tool or tools will help you produce an error-free report.

Save your document as: w3rev-[your first initial and last name]6.

7. Standards at Work Activity



Microsoft Certified Application Specialist Correlation

Word 1.2 Lay Out Documents



Language Arts: Format a Business Letter Your supervisor has given you a letter to send to clients. Before you send the letter, you must make sure it is properly formatted.

Open your w3rev6 file.

- Change the margins to 1" on the left and right sides.
- Change the top margin to 2″.
- Add the correct spacing between items in the letter.
- Modify the correct paragraph spacing for the inside address and sender.

Save the file as: w3rev-[your first initial and last name]7.

8. 21st Century Skills Activity

Evaluate Leadership Skills Think of a person who you believe is a good leader. This person could be a family member, a teacher, a member of your community, or even a world leader. Next, evaluate why you think this person is a good leader. For example, he or she might be:

- A good communicator
- Honest
- Responsible

Key a paragraph that describes one characteristic that you think makes your chosen individual a good leader. Explain why you think this characteristic is an important part of that person's ability to lead.

Save your file as: w3rev-[your name and first initial]8.



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Go to the Online Learning Center to complete the following review activities.

Online Self Check

To test your knowledge of the material, click Unit 1> Lesson 3 and choose Self Checks.

Interactive Review

To review the main points of this lesson, click Unit 1> Lesson 3 and choose Interactive Review.

