
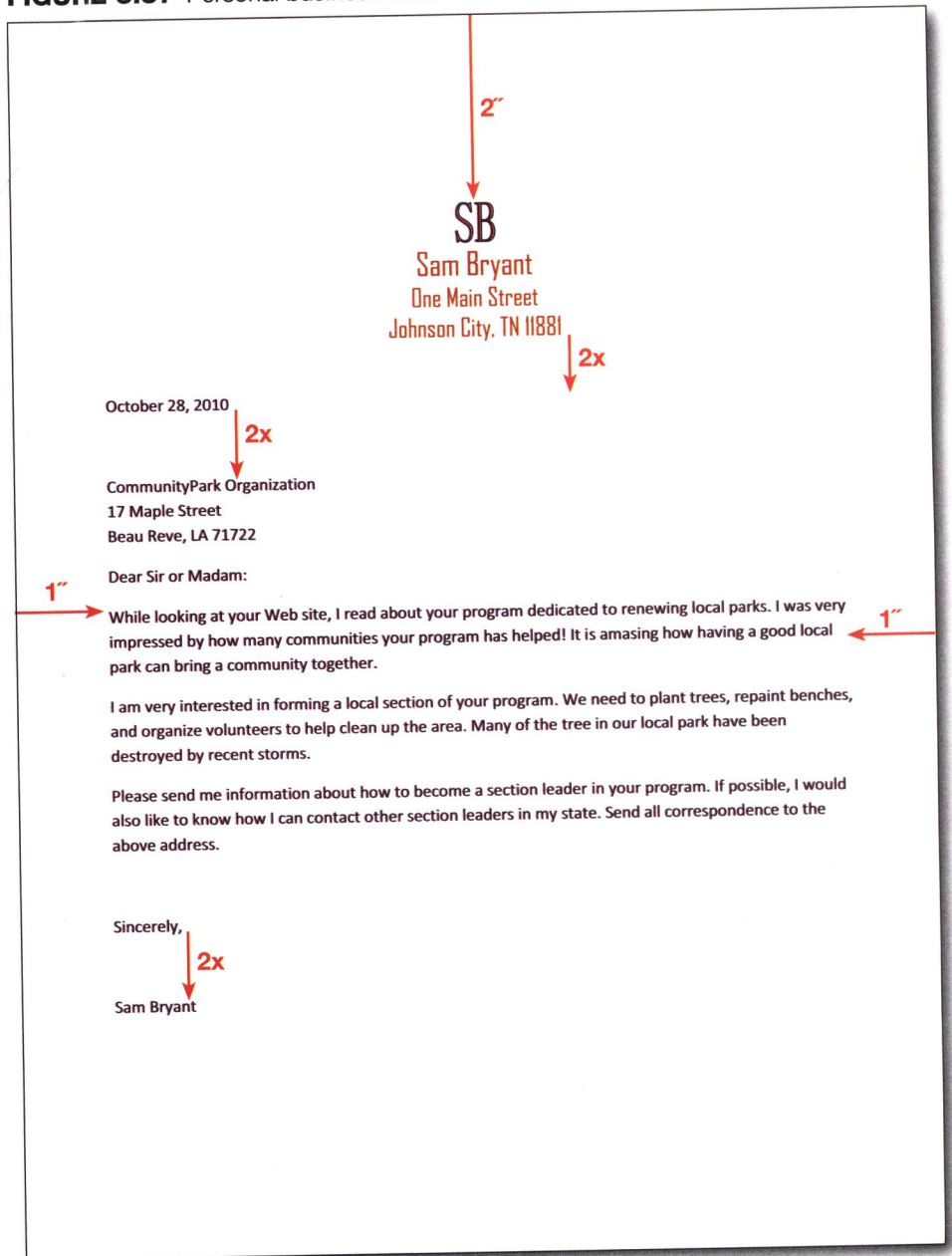


Step-By-Step

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



Follow the steps to complete the activity. You must complete Practice It Activity 1 before doing this activity.




- 1 Open your **Park_Letter-1** file. Save as: **Park_Letter-[your first initial and last name]2**.
- 2 Select the last sentence in the second paragraph. Click **Cut** .
- 3 Click after the first sentence in the second paragraph. Press the **spacebar** once. Choose **Edit>Paste** .
- 4 Select **CommunityPark™**. Click **Copy** . Click before **program** in the second paragraph. Click **Paste**. Press the **spacebar** once.
- 5 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 **iCHECK** Your letter should look similar to Figure 3.38. Save and close the file.

FIGURE 3.38 Cut and copied text

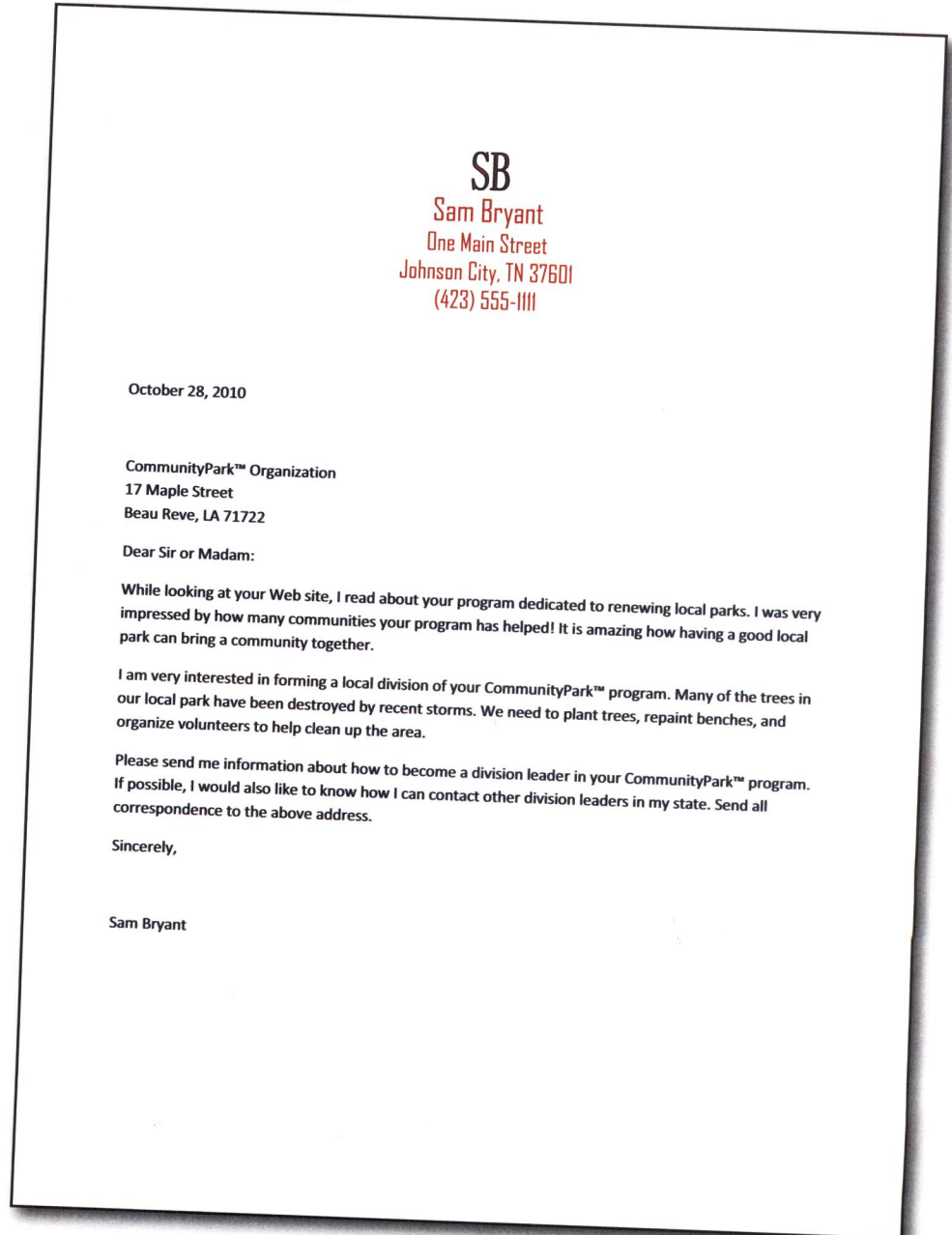


Step-By-Step

- 1 Open your **Park_Letter-2** file. Save as: **Park_Letter-[your first initial and last name]3**.
- 2 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.
- 4 Choose **Editing>Replace**. Under **Find what:**, key: **section**. Under **Replace with:**, key: **division**.
- 5 Click **Replace All**. Click **Close**.
- 6 Click **Spelling & Grammar** .
- 7 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



Step-By-Step

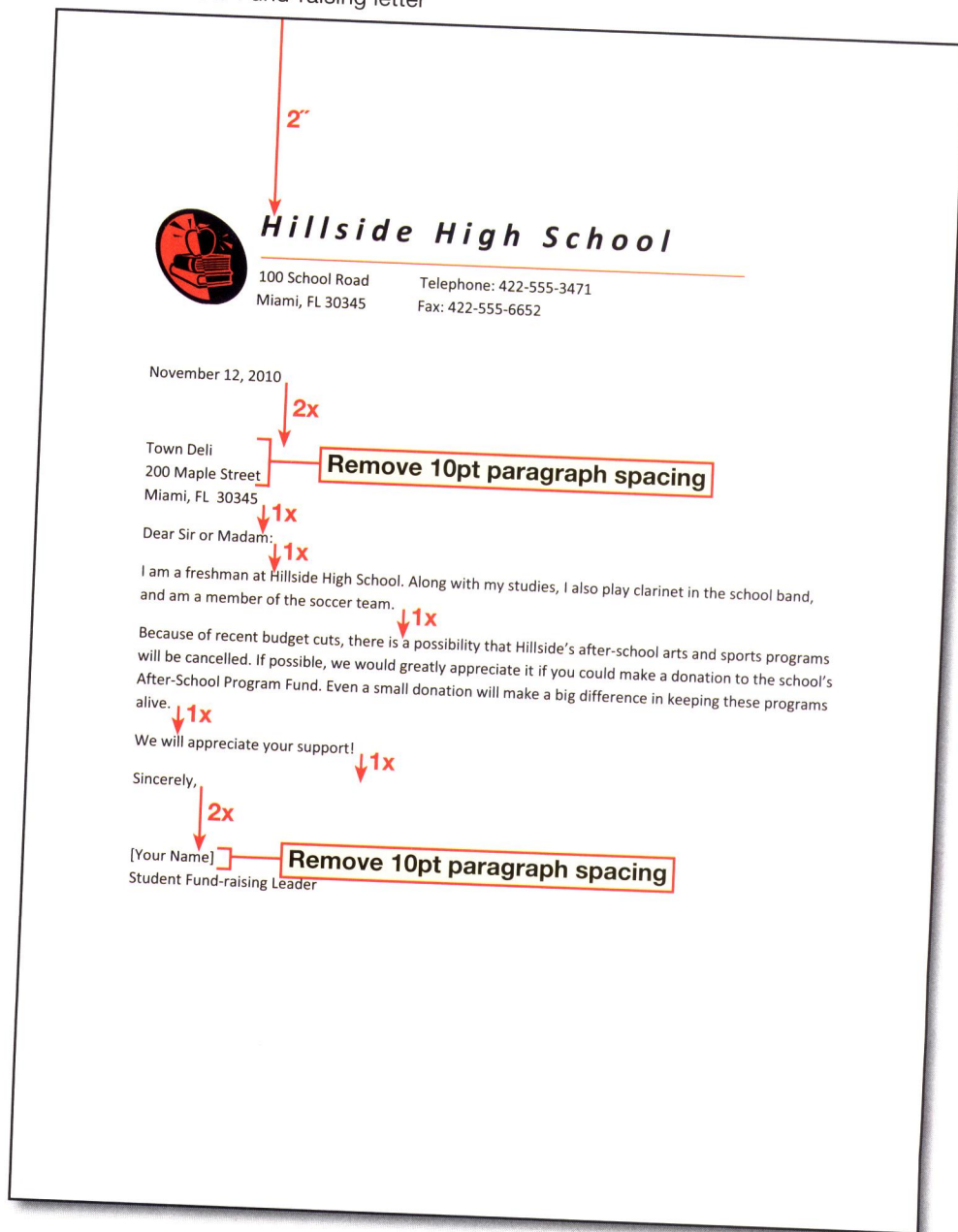
- 1 Open the data file **Hillside_Letter.docx**. Save as: **Hillside_Letter-[your first initial and last name]4**.
- 2 Set the letter's top margin to **2"** and the left and right margins to **1"**.
- 3 Key the business's name and address as shown.
- 4 Key your name and title as shown.
- 5 Format the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

FIGURE 3.40 Fund-raising letter





Step-By-Step

1 Open the data file **Wkshop_Memo.docx**. Save as: **Wkshop_Memo-[your first initial and last name]5**.

2 Select the text **Title:**, **Name:**, **Seminars:**, **Time:**. Create a Building Block called **Workshop Information**.

3 Insert the Quick Part **Workshop Information** two times. Press **ENTER** once between each insertion.

4 Use **Find** to locate and delete each instance of the word **Time:** from the list.

5 Use **Replace** to change **Seminars** to **Workshops**.

6 Use drag-and-drop to reverse the order of **Title:** and **Name:** in each list.

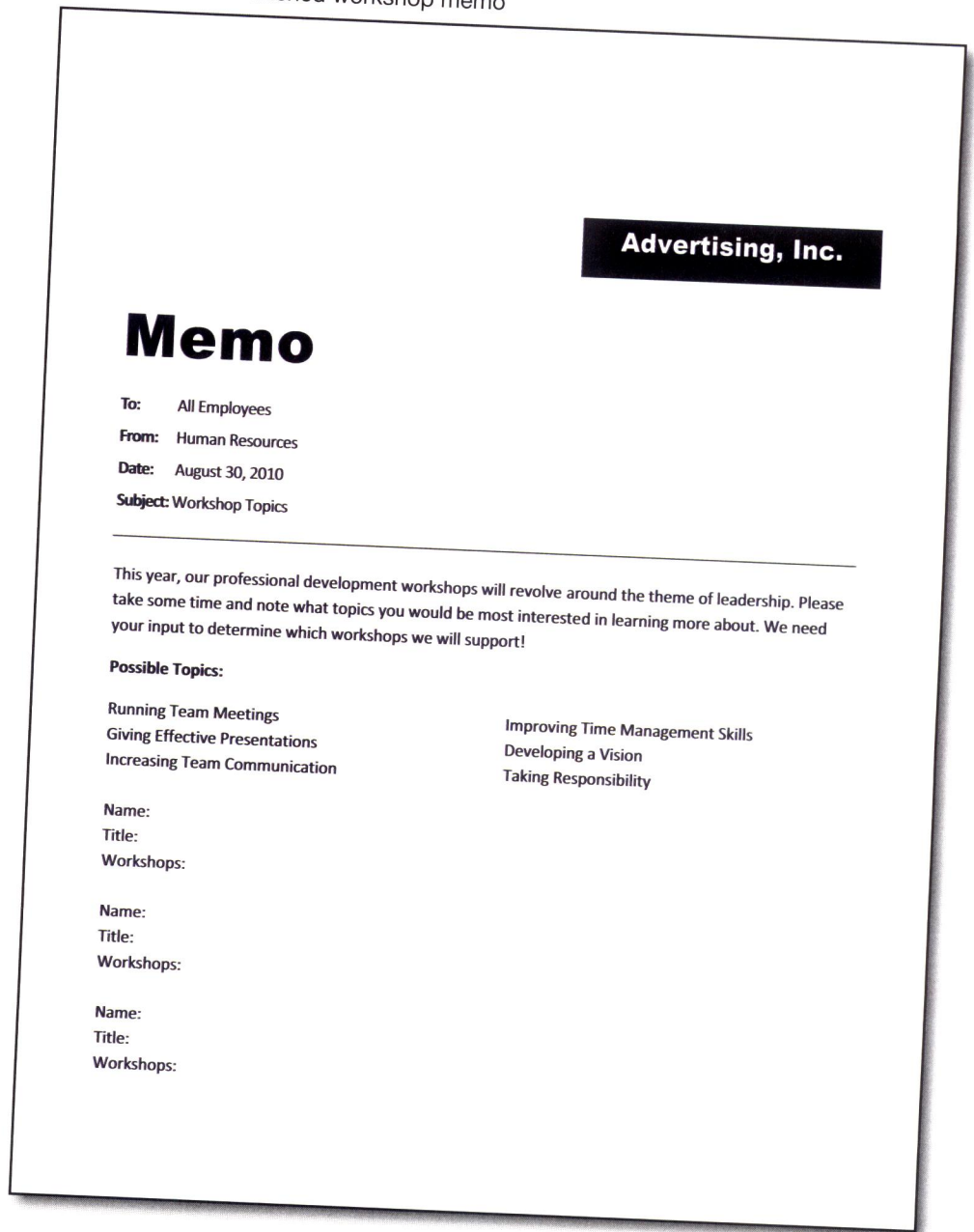
7 Use the **Thesaurus** to change the word **sponsor** to **support**.

8 **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



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**.

TO DO



Go Online e-REVIEW

glencoe.com

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**.