

EXERCISE 1

OBJECTIVES

- To write a standard business letter informing a customer of a delay due to unforeseen demand.



INSTRUCTIONS

1. Open a new document.

OPENING A NEW DOCUMENT

Select the **Microsoft Office Button** , click to create a

New  document, highlight **Blank document** and click **Create**

2. Type the letter as it appears over the page. To right align the address, date, and reference use the **Align Right**  button, type the address date and reference, then click the **Align Left**  button on the ribbon before typing the rest of the letter.
3. Save the letter with the file name EALING (i.e. the customer's name).

SAVING A LETTER

Select the **Microsoft Office Button**  and then **Save** 

Select to Save in the **My Documents** folder

N.B. *It may say "Your Name" Documents instead of "My".*



Click in the **File name** box and then enter the name of your document as **EALING**

Click the **Save** button

4. Print preview the letter before printing.

PRINT PREVIEW

Select the **Microsoft Office Button** 

Point at **Print**  and then click **Print Preview** 

Click **Close Print Preview** to close the window

5. Print the letter.

PRINTING A LETTER

Select the **Microsoft Office Button** , point at **Print**  and

then click **Quick Print** 

6. Select the **Microsoft Office Button**  and then click **Close**  to clear the screen.



The Furniture Company
190/196 The High Street
Willesden
London
NW10 3XD
Tel: 020 8459 0011

18/04/01
Our Ref: PB/ACH

Ealing Furniture Ltd
11 Broadway Buildings
Boston Road
London
W7

Dear Mr Kane

YOUR ORDER - CARPENTER'S WALL CLOCK

Thank you for your recent order for 20 Carpenter's Wall Clocks, Stock Code 256/1712 @£56.99 each, which we received today. We regret that due to unforeseen demand for the above named item we are currently out of stock. We have placed an order with our suppliers and they will deliver late next week. We will despatch the items to you immediately they arrive.

We trust that this delay will not inconvenience you and we look forward to your custom in the future.

Yours sincerely

Mrs P Baxter
Sales Manager

EXERCISE 2

OBJECTIVES

- Changing fonts, font size, and case.
- Inserting a picture/logo.

INSTRUCTIONS



HELP BROWSER

To access the Help information in these exercises click **Internet Explorer**






on the taskbar to start the browser application and then enter the web address www.microsoft.com/office given.



1. Open the letter called EALING as written in Exercise 1.

OPEN AN EXISTING DOCUMENT


Select the **Microsoft Office Button**  and then **Open** 
Select **My Documents** in the Look in box, click in the File name box and type **EALING**, then click **Open**


2. In your browser enter **www.microsoft.com/office**; select the **support** menu and then **Word**; select the **Word 2007** tab; select **Formatting**; select **Formatting text**; select **Change text formatting**; select **Change the font size**. Read the Help window carefully. **Close**  the Browser Help window.
3. Change the company name “The Furniture Company” to a different font and different size.

CHANGING FONT AND FONT SIZE

Highlight **The Furniture Company** at the top of the address by **dragging** the I-beam pointer across it

Click on the **Font**  box and highlight **Arial**

Click on the **Font Size**  box and highlight **22**

Click the **Bold**  button on the ribbon

Click the **Align Left**  button on the ribbon


4. Change the company name to uppercase (capital) letters.

CHANGING CASE


Highlight **The Furniture Company**

Select **Change Case** , choose **UPPERCASE**

Click at the start of the line *190/196 The High Street* to deselect the highlighting of *The Furniture Company*



5. In your browser enter **www.microsoft.com/office**; select the **support** menu and then **Word**; select the **Word 2007** tab; select **Working with graphics and charts**; select **Add pictures, shapes, WordArt, or clip art**; select **Insert a picture or clip art**; select **Insert a picture from a file**. Read the Help window carefully. **Close**  the Browser Help window.
6. Place a picture/logo in the top right corner of the page.

ADJUSTING THE ADDRESS

Move the address of the company down one line from the top of the page by placing the cursor in front of “190/196 The High Street” and pressing the **Enter**  key once

PLACING A PICTURE

Place the cursor in the **top right corner** above the address

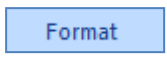
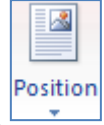
Select the **Insert**  tab, select **Picture** , select to Look in **My Documents** folder, type **Real Estate.bmp** in the File name box, then click **Insert**


SET THE SIZE OF THE PICTURE










Set the Shape Height  **2 cm** to **2.0 cm**

Set the Shape Width  **2.7 cm** to **2.7 cm**

POSITION THE PICTURE EXACTLY IN THE CORNER

Select the **Format**  tab, select a **Position**  in

the **Top Right**  corner, adjust the address as necessary

7. **Save**  the changes made to the document.
8. Select the **Microsoft Office Button** , point at **Print**  and then click **Print Preview** . **Close Print Preview**. Select the **Microsoft Office Button** , point at **Print**  and click **Quick Print** .
9. Select the **Microsoft Office Button**  and then click **Close**  to clear the screen.