



WORD 2010  
**CHAPTER 3 LAB**

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# CREATING A LETTER WITH A LETTERHEAD

## SKILLS

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- Change the theme colors
- Insert a shape
- Resize a graphic
- Wrap text around a graphic
- Format a shape
- Select text
- Bold text
- Change the font size
- Change the font
- Right-align a paragraph
- Insert text
- Insert a symbol
- Convert a hyperlink to regular text
- Change the color of text
- Apply a custom paragraph border
- Center a paragraph
- Apply a style to a paragraph
- Set a tab stop
- Create a bulleted list

## PROJECT OVERVIEW

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As an account executive for TidyTech, you respond to queries from potential customers. TidyTech Cleaners is a professional cleaning service specializing in the caring and maintenance of computers and other electronic devices. You need to prepare a letter in response to a potential customer's inquiry about your company's office cleaning service.

## INSTRUCTIONS

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1. Open a new Word document. Save as **TidyTech Letter**.
2. Change the theme colors to **Newsprint**. (*Note: the theme fonts and theme effects should remain Office.*)
3. Figure 1 shows the letterhead that you will be creating. Begin by inserting a **Sun** shape. Resize the shape to an approximate height of **1.06”** and width of **7.00”**.
4. Change the text wrapping for the shape to **Square**. Change the shape outline color to **Blue-Gray, Accent 4, Lighter 40%**.
5. Add the text **TidyTech Cleaners** to the shape. Format the text in bold, **14-point, Arial** font.
6. In the first blank line of the document, enter the contact information line shown in Figure 1 beginning with **2549 Klondike Lane, Orange, MA 02277**. Then insert a bullet symbol followed by the phone number, and then a Bullet symbol followed by the Web address. (*Hint: In the Symbol dialog box, choose (normal text) font and the Bullet will be 2022 in Unicode hex. If necessary, move the sun shape toward the top of the document so that the first blank line appears below the sun shape.*)
7. Press the ENTER key after typing the contact information line, and then remove the hyperlink format from the Web address in the contact information line. Select the sun shape and the contact information line and then apply a bottom border. Format the contact information line using **Dark Red, Accent 1, Darker 50%** font color, and center-align the text. The letterhead should look like Figure 1.

FIGURE 1 – Letterhead

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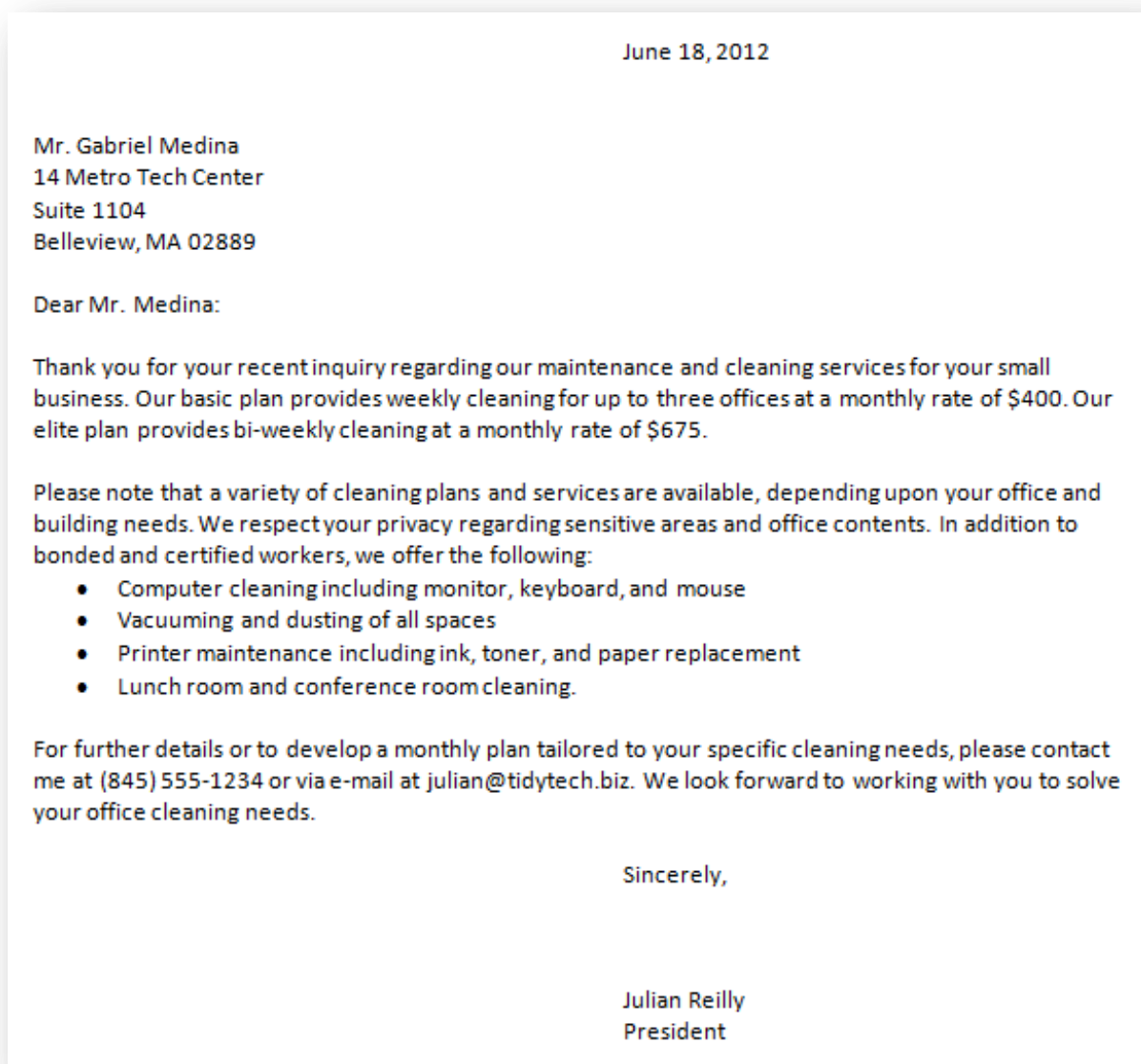


8. On the blank line (or lines) below the letterhead, apply the **No Spacing** style and ensure the font color to **Automatic**. When your letter is complete, the entire letter below the letterhead should have No Spacing style and Automatic font color.

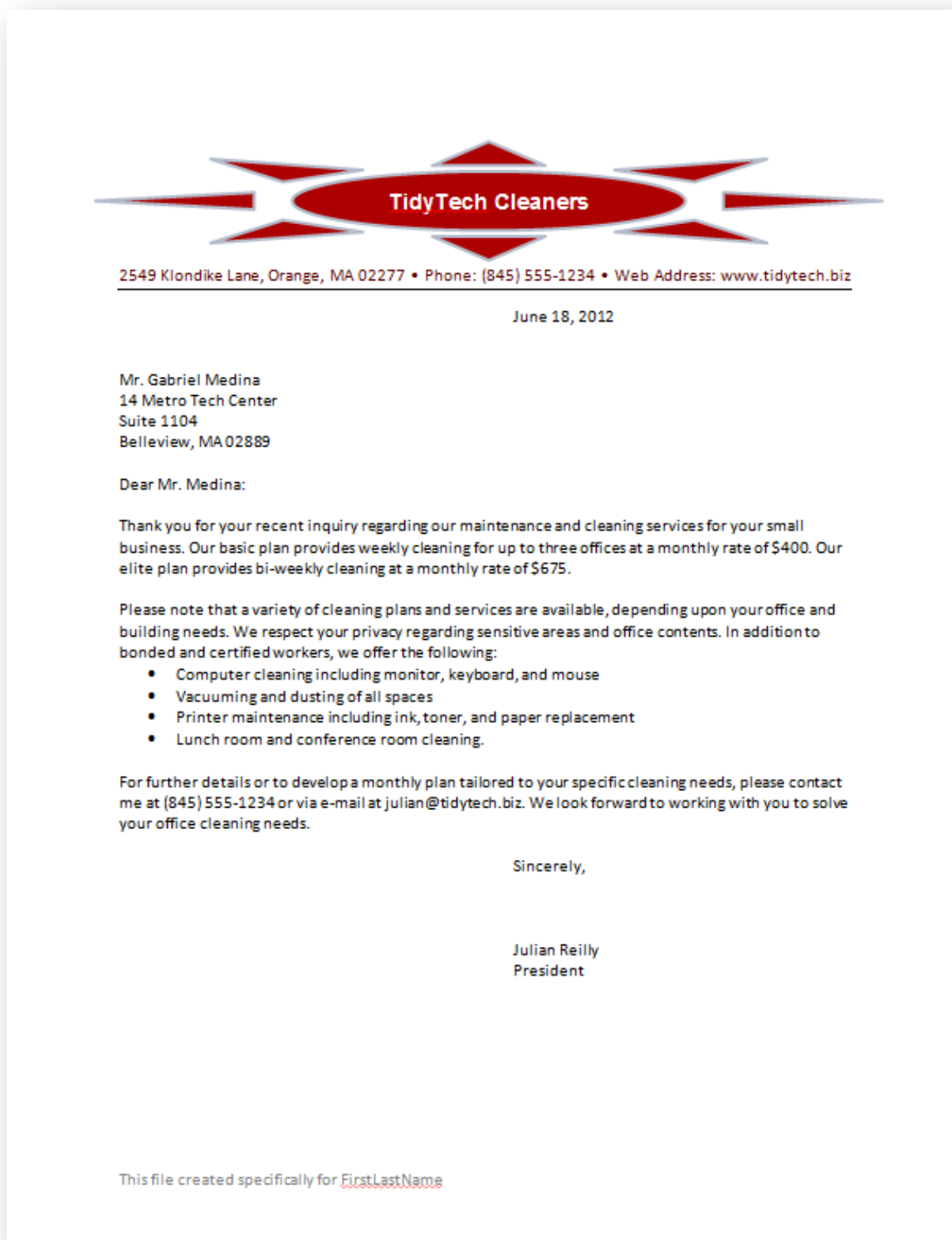
9. Set a left tab stop at the **3.5"** mark on the ruler. Type the date, inside address, and salutation as shown in Figure 2. Use the 3.5" tab stop when entering the date.
10. Type the first paragraph of the letter shown in Figure 2, which begins "Thank you for your recent...".
11. Type the second paragraph of the letter shown in Figure 2, which begins "Please note that a variety...". Create a bulleted list of the four items beginning with "Computer cleaning".
12. Type the third paragraph of the letter shown in Figure 2, which begins "For further details...". Remove the hyperlink format from the e-mail address in the paragraph.
13. Use the 3.5" tab stop when entering the complimentary close and both lines in the signature block shown in Figure 2.

FIGURE 2 – Letter body

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Your letter should look like the Final Figure below.



14. Create an envelope and add it to the document. Save your changes, close the document, exit Word, and email as an attachment to your teacher with the subject line **Word Ch3 LAB**.