

Microsoft Word 2013 Chapter 3 – Lab Test A

Creating a Letter with a Letterhead

Purpose: To demonstrate the ability to create a letterhead and then create a letter using the letterhead.

Problem: You work for Geraldine's Gems. You have received an inquiry about the custom jewelry that the company makes and about the pricing. You decide to write a letter to the interested party.

Instructions: Perform the following tasks:

1. Change the theme colors to Facet.
2. Create the letterhead shown at the top of Figure W3A - 1, following these guidelines:
 - a. Insert the rounded rectangle shape at an approximate height of 0.79" and width of 6.35". Change text wrapping for the shape to Top and Bottom. Add the company name, Geraldine's Gems, to the shape. Change the font to Bauhaus 93 (or a similar font), 28 pt. Format the shape and its text as indicated in the figure.
 - b. Insert the contact information line as shown, adding an underline to the full line. Convert the web address to regular text. Use the round bullet symbols as shown in Figure W3A - 1 (located in between the different parts of the contact information). Remove the hyperlink format from the web address. If necessary, clear formatting after entering the bottom border. Center the contact information.
 - c. Save the letterhead with the file name, Lab Test A - Gems Letterhead.
3. Create the letter shown in Figure W3A - 1 using the modified block letter style, following these guidelines:
 - a. Apply the No Spacing Quick Style to the document text (below the letterhead). If necessary, change the font to Trebuchet MS (or similar font), 11 pt.
 - 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. Check the spelling of the letter. Save the letter with Lab Test A - Gems Letter as the file name.
4. If your instructor permits, address and print an envelope or a mailing label for the letter.

Geraldine's Gems

1017 Winters Ave., Matilda, FL 34786 • (407) 555-0301 • Web Address www.gergemsinc.net

November 1, 2015

Ms. Carol Smith
555 Floral Avenue
Matilda, FL 34786

Dear Ms. Smith:

Thank you for your recent inquiry regarding the prices of our custom jewelry. We have unique designs and a variety of prices based on singular purchases or box sets. The prices for individual designs begin at \$9.95 and the most expensive design begins at \$250.00.

Please note that our jewelry can be custom made and the prices for those are as follows:

Smaller Blue and Green Gems - start at \$4.95

Larger Blue and Green Gems - start at \$9.95

Smaller Yellow Gems - start at \$6.95

Larger Yellow Gems - start at \$12.95

Smaller Purple Gems - start at \$19.95

Larger Purple Gems - start at \$29.95

Each of our designs is unique and depending on the type of gem chosen and the type of setting you desire, we can create something unique only to you. We never duplicate our designs unless at the request of the customer when ordering. Before placing any orders, we suggest you visit our website listed above or come into our office. Our office hours are 9am to 5pm Tuesday through Saturday. Customer satisfaction is our goal and we want you to experience the best we have to offer. Thank you for your interest and we will look forward to hearing from you soon.

Sincerely,

Tanya Toole
Consultant