# **GO22\_WD\_CH02\_GRADER\_2F\_HW - Paralegal Cover Letter 1.3**

## **Project Description:**

In this project, you will create a cover letter for Jaylena Eisler, who is applying for a position as a Paralegal Assistant at the US Department of Justice.

## **Steps to Perform:**

| **Step** | **Instructions** | **Points Possible** |
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| 1 | Open the file *Student\_Word\_2F\_Paralegal\_Cover\_Letter.docx* downloaded with this project. | 0 |
| 2 | Add the File Name to the footer. Be sure that rulers and formatting marks display. Type **Jaylena Eisler** and then press ENTER. Type **4230 Woodhurst Drive, Annandale, VA 22003** hold down SHIFT, and then press ENTER to insert a manual line break. Type **(703) 555-0489 jaylena.eisler@alcona.net** and then press ENTER. If the email address changes to blue text, right-click the address, and then click Remove Hyperlink. | 10 |
| 3 | Select the first paragraph—*Jaylena Eisler*—apply Bold, and change the Font Size to 16. Select the two lines that form the second paragraph, and then apply Bold and change the Font Size to 12. | 6 |
| 4 | Click anywhere in the first paragraph—*Jaylena Eisler*. Display the Borders and Shading dialog box. Under Style, click the first style—a single solid line. Set the Width to 3 pt. Be sure you are applying the border to the Paragraph. In the Preview area, click the bottom border, and then click OK. | 5 |
| 5 | Click in the blank paragraph below the letterhead, and then press ENTER two times. Use the Date & Time command to insert the current date using the third format. Press ENTER two times. Type **Mr. Myles Rinaldi, Human Resources Manager** and press ENTER. Type **US Department of Justice** and press ENTER. Type **950 Pennsylvania Avenue, NW** and press ENTER. Type **Washington, D.C. 20530** and press ENTER. Select the first three lines of the inside address, and then set Spacing After to 0 pt. | 10 |
| 6 | Click in the blank paragraph below the inside address. Type **Dear Mr. Rinaldi:** and press ENTER. Insert the text from the file *w02F\_Cover\_Letter\_Text.docx*. Type **Sincerely,** and press ENTER two times. Type **Jaylena Eisler** and press ENTER. Type **Enclosure** | 10 |
| 7 | Click at the beginning of the paragraph that begins *I am available*, and then press ENTER one time. Press UP ARROW to position your insertion point in the blank paragraph. Insert a 2x4 table, and then type the following information into the table:  Left column: **Software** **PACER** **EDIS** **Microsoft Office**  Right Column: **Task** **Research current case and docket information** **Collect data related to federal, state, and local governments** **Create legal filings and presentations** | 15 |
| 8 | Select the table, apply AutoFit Contents to the table, and then apply the Table Grid Light table style. Center the table on the page. Select the cells in the first row of the table, and then apply Bold and Center. Select the blank paragraph below the table and apply Spacing After of 0 pt. | 15 |
| 9 | In the paragraph that begins *I am available,* select the first sentence of the paragraph and drag it to the end of the same paragraph. | 5 |
| 10 | Click to position your insertion point at the top of the document to the left of *Jaylena*, or press CTRL + HOME to move to the top of the document. From the Review tab, display the Editor pane. Beginning with Corrections, take appropriate action on each flagged Spelling and Grammar item. Then, take appropriate action under Refinements, if any, for any flagged items. If necessary, close Readability Statistics. Close the Editor pane. (Mac users: press fn + F7 to display the Spelling and Grammar dialog box.) | 10 |
| 11 | Position your insertion point at the top of the document again, and then by using the Matchcase option, replace all instances of **CAPCCC** with **Capital Cities Community College** | 7 |
| 12 | In the paragraph that begins *I am applying*, in the first line, right-click the word *superb*, point to Synonyms, and then change the word to *excellent*. In the paragraph that begins *In my current position*, in the second line, right-click *helping*, and then from the Review tab, display the Thesaurus pane. Under *aiding* (v.), insert *assisting*. Close the Thesaurus pane. | 5 |
| 13 | Click the File tab, then on the Info tab, click Show All Properties. As the Tags, type **paralegal cover letter** As the Subject type your course name and section number. Be sure your name is indicated as the Author. (Mac users: Instead of Tags, use the Keywords box.) | 2 |
| 14 | Save and close the file, and then submit for grading. | 0 |

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| **Total Points** | **100** |