

Word Processing Practice Exercises

After completing the practice exercises, carefully compare your printouts to the practice exercise answers located in your study materials on <http://didljumpstart.com>. You will practice each of the skills that you learned through the word processing curriculum. If you can't recall how to do something, go back to the curriculum for help and answers.

Word Processing Exercise 2

In this exercise you will create another **Letter**. Be sure to save often during the creation of the letter. Make sure you have the correct Before and After settings for single spacing before beginning. (See the explanation for Line Spacing.)

Start by opening a new document in Word.

Writing a Letter

You are given Header and Footer Information, Document Settings, Instructions for Typing the letter, and Editing Instructions.

Header and Footer Information

In the header, type the following information, using right justification/alignment and a Times New Roman 10 point font:

Your First and Last Name
WP Exercise 2

In the footer, use the page number function and center it in the footer. Use a Times New Roman 10 point font.

Make sure you close the header and/or footer when finished.

Document Settings

Set the margins to 1.6" left and right, 1" top and bottom.

Font: Arial 14 point.

Select single spacing.



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Set the page orientation to portrait.

Indent the first line of each paragraph .5”

Instructions for typing the document

Enter the return address as follows, using right justification/alignment:

Sparrow Elementary School
123 Bluff Road
Richmond, FL 23456

(Skip a line and then insert the date field that updates automatically that shows the month, day, and year, using right justification/alignment. After inserting the date, skip 2 lines and then type the **inside address** using left justification/alignment. The **inside address** is the name and address of the receiver of the letter.)

Mr. and Mrs. Ralph Walker
856 S. West Avenue
Richmond, FL 33990

(Skip a line and then type the following greeting or salutation)

Dear Mr. and Mrs. Walker:

(Skip a line and then type the following paragraph)

I am *pleased* to inform you that your son, Andrew, has been selected by the sixth grade teachers to represent Sparrow Elementary at the Jacksonville Biology Institute in Key West, Florida, as a junior biologist. Andrew has shown the following characteristics the past school year and would be a great candidate:

(Type the following list indented, making sure the list is indented .5”)

1. Academic excellence
2. Initiative
3. Excellent social skills

(Skip a line and then type the following paragraph)



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The Institute has a **wonderful** reputation for both children and adult programs. I have attended the facility myself and had a wonderful time. Andrew would take part in a one-week session in June with fifth graders from all over the state.

(Skip a line and then type the following text making a bulleted list from the three lines of text after the colon)

Please note the following advantages in participating in this program:

- Hands-on experience
- Advanced placement status
- Exposure to other children with like capabilities

(Insert a page break and then type the following line of text, note this line not indented)

The following is a list of items for your child to bring:

(For the text below, change the font size to 12 point. Skip a line, clear all tabs and then set the tabs to 1.25" and 3.25", and then type the following columns utilizing the tabs. Place a 3 point 3-D border around the list of items to bring.)

Notebook	Permission slips
Pen	Spending money
Sleeping bag	Biology book
Toilet articles	Clothing

(Skip a line. Change the font back to 14 point and type the following paragraph using left justification/alignment.)

Please call me at school at 555-3223 to discuss more details about the program. I look forward to hearing from you soon.

(Skip a line and type the closing using left justification/alignment.)

Sincerely yours,

(Skip 3 lines and then type using left justification/alignment.)

Becky Randall
6th Grade Lead Teacher

Editing Instructions

Find all occurrences of the word, "Sparrow" and replace with the word, "Eagle."

Make sure to correct all spelling errors.



Word Processing Exercise 2

Printout

Convert the letter to pdf format, naming it wp_ex2printout2.pdf

Print the letter to compare to the answers.