

YEAR 7 INFORMATION TECHNOLOGY

WORD PROCESSING TASKS

Word Processing Exercise 1

This exercise requires you to type the letter below. Format, spellcheck and change text AFTER you have typed it.

- 1) Use the Office Button to start a new Blank document in Word
- 2) Save this file as bmwletter into a Word folder in your U drive. You can now save any changes you make regularly by just clicking Ctrl+S or clicking on the Disc icon at the top left of the window.
- 3) Using the Insert menu tab, choose to insert a HEADER and use the Edit Header option to add your name and year group. From the Home Tab, Paragraph section, use the Align Text Right button to put your name in the top right hand corner of the page.
- 4) From the Insert menu, insert a FOOTER. Use the Edit Footer option and then go to Quick Parts and choose to Insert a FIELD. Choose Filename from the list. There is no need to set any formatting. This will insert the name of the file. Double-click on the main part of the page to exit back to your document.
- 5) Now choose FONT TYPE Comic Sans MS and FONT SIZE 10 and type the following letter. Note that Word will leave a blank space when you press Enter, so for the address lines and the lines at the bottom you will need to use Shift+Enter which just inserts a Line Break and not a Paragraph break.

01 February 2007

Mrs Leanne Forrest
202 Hyatt Street
Bendigo, Vic 3550

Dear Leanne,

I congratulate you on winning first price in our national rafle. You are now the prud owner of a BMW 318i automatic sedan valued at \$56,000.This includes all on-road cortis.

We would like to invite you to our office at 66 Jules Court, Carlton 3053 so that the presentation of the car can be made to you. Please feel free to bring your family members with you.

Yours Sincerely,

Frank White
Business Manager
BMW Stillwells

- 6) Highlight the main text of the letter and use the Home toolbar, Paragraph section, to JUSTIFY
- 7) Highlight the letter (ctrl a) and create a BORDER around your text like the one shown
- 8) SPELLCHECK
- 9) Use the EDIT function from the main menu (or ctrl F) to FIND \$56,000 and then REPLACE with \$60,000.
- 10) Save and close your document.