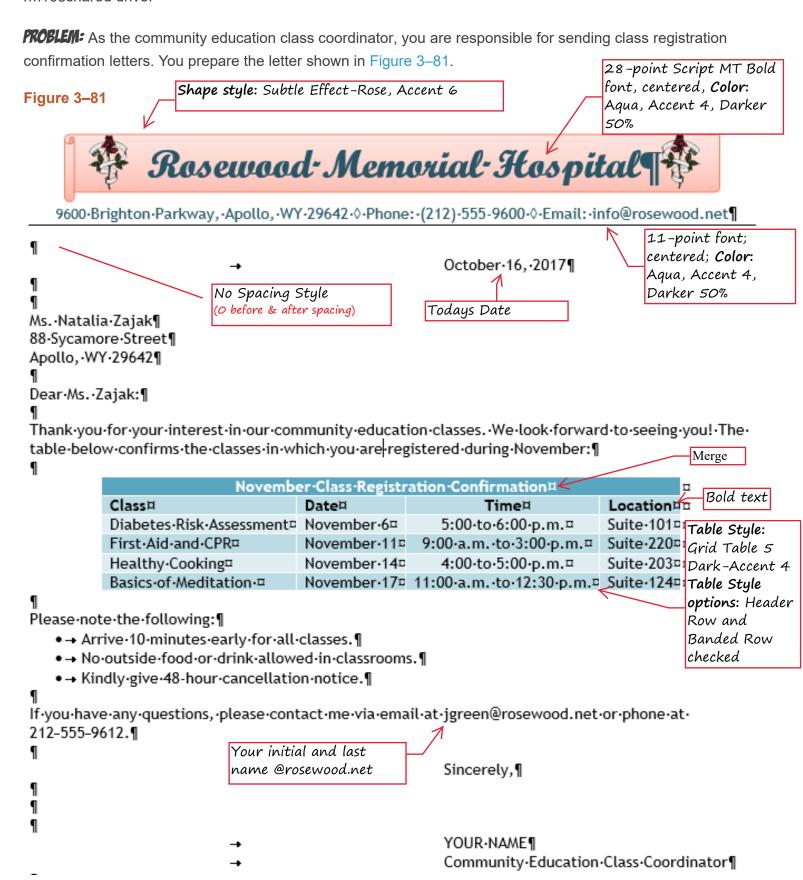
## Lab 2: Creating a Letter with a Letterhead and Table

**NOTE:** To complete this assignment, you may be required to use the Data Files. Data files are located on the rm108shared drive.



## PERFORM THE FOLLOWING TASKS:

- 1. Run Word. Create a new blank document. Change the theme to Berlin. Change the margins to 1" top and bottom and .75" left and right (Moderate).
- 2. Create the letterhead shown at the top of Figure 3–81, following these guidelines:
  - Insert the Horizontal Scroll shape at an approximate height of 0.74" and width of 6.32".
  - Change the position of the shape to 'Position in Top Center with Square Text Wrapping'.
  - Change the text wrapping for the shape to Top and Bottom.
  - Add the name, Rosewood Memorial Hospital, to the shape. \*do not create a textbox\*
  - Format the shape and its text as indicated in the figure above.
  - Insert the picture of a rose (on website or in rm108shared). \*do not insert it inside the shape\*
  - Resize the picture, change its text wrapping to **In Front of Text**, and move it to the left on the shape.
  - Change its color tone to Temperature: 4700K.
  - Copy the picture and move the copy of the image to the right on the shape, as shown in the figure above then Flip the copied image horizontally.
  - Type the contact information (use the figure above as your guide) and then press ENTER twice
  - Insert the small open diamond symbols as shown in the contact information. \*HINT: they are symbols
  - Remove the hyperlink from the email address to convert it back to normal text.
  - Add a bottom border to the contact information line.
     If necessary, use the clear formatting button after pressing enter.
  - Save as LastName Rosewood Letter.
- 3. In order to create the body of the letter, following these guidelines:
  - On the first blank line after the letterhead, apply the No Spacing Quick Style to the document text (effects everything below the letterhead).
  - Set a left-aligned **tab stop** at the 4" mark on the ruler. You will use this for the date line, complimentary close, and signature block.
  - Press tab and then insert the current date at the 4" tab stop you just created.
  - Start typing the letter using the above figure as a guide.
  - Insert and center the table. Format the table as specified in the figure. Make all columns as wide as their contents (AutoFit Contents). Left-align the Class, Date, and Location columns. Center align the Time column.
  - Bullet the list as you type it.
  - Convert the email address to regular text. Use your first initial and last name instead of jgreen.
  - Use non-breaking hyphens in the phone number. \*Use help if needed--search non breaking\*
  - Change the name in the Complimentary Close to your name.
  - Check the spelling of the letter and check to make sure you have the correct spacing.
  - Save the letter again using the same name. LastName Rosewood Letter.
  - Print the letter.
  - Sign the letter in the appropriate location in blue or black ink.
  - Add an envelope to the top of letter using the appropriate Return Address. (Add to Document--do not print)
  - Ctrl+Enter to start Page 2 and then answer the questions below.
  - Drop the file into the DropBox when completed and then grab a rubric.
     You will attach your printout to the rubric.

## Food for thought?!

What is the purpose of the non-breaking hyphens in this letter?
Why do you think the picture in this letter used a text wrapping of In Front of Text?
If the table used banded columns instead of banded rows, how would its appearance change?