

## 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.

**PROBLEM:** As the community education class coordinator, you are responsible for sending class registration confirmation letters. You prepare the letter shown in Figure 3–81.

Figure 3–81

**Shape style: Subtle Effect-Rose, Accent 6**

**28-point Script MT Bold font, centered, Color: Aqua, Accent 4, Darker 50%**

**9600·Brighton·Parkway,·Apollo,·WY·29642·Phone:·(212)·555·9600·Email:·info@rosewood.net**

**11-point font; centered; Color: Aqua, Accent 4, Darker 50%**

**No Spacing Style (0 before & after spacing)**

**Today's Date**

Ms.·Natalia·Zajak  
88·Sycamore·Street  
Apollo,·WY·29642

Dear·Ms.·Zajak:

Thank·you·for·your·interest·in·our·community·education·classes.·We·look·forward·to·seeing·you!·The·table·below·confirms·the·classes·in·which·you·are·registered·during·November:

November·Class·Registration·Confirmation			
Class	Date	Time	Location
Diabetes·Risk·Assessment	November·6	5:00·to·6:00·p.m.	Suite·101
First·Aid·and·CPR	November·11	9:00·a.m.·to·3:00·p.m.	Suite·220
Healthy·Cooking	November·14	4:00·to·5:00·p.m.	Suite·203
Basics·of·Meditation	November·17	11:00·a.m.·to·12:30·p.m.	Suite·124

**Table Style: Grid Table 5 Dark-Accent 4 Table Style options: Header Row and Banded Row checked**

Please·note·the·following:

- Arrive·10·minutes·early·for·all·classes.
- No·outside·food·or·drink·allowed·in·classrooms.
- Kindly·give·48·hour·cancellation·notice.

If·you·have·any·questions,·please·contact·me·via·email·at·jgreen@rosewood.net·or·phone·at·212·555·9612.

**Your initial and last name @rosewood.net**

Sincerely,

YOUR·NAME  
Community·Education·Class·Coordinator

## 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?