Exercise 1: Making a Letter

**DIRECTIONS (DO NOT TYPE)**

1. Create a new document

2. SAVE AS, using your first name, last name, and then the words “business letter” as the title. (example: jasmine baker business letter)

3. Type the text below, being careful to properly format it. You must follow the same spacing, bulleting, and font changes that are in the text below.

**TYPE THIS:**

December 1st, 2011

John Doe

123 Main Lane

Far Rockaway, NY 11691

Dear John Doe;

Your first day of employment, Monday, December 15th, 2011, will be dedicated to participating in our New Employee Orientation, where we will introduce you to the mission, policies and benefits of the library.

For the orientation, please bring the following:

• Social Security Card

• Driver’s License

• Library Card

• Educational Document

Regards,

Jane Doe

Jane Doe

Recruitment Manager

Queens Library

(718) 634-4784

Exercise 2: Font and Font Size

Enter the following text into a new blank document, leaving two blank lines between each block of text. Apply the appropriate Font and Font Size(s) to the appropriate block of text.

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Change the Font Style of the following lines of text to:

35 point 'Arial Narrow'

FAMILY LAW

Custody Department

Maintenance

Divorce

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Change the Font Style of the following lines of text to:

20 point 'Lucida Sans'

Ms. Helen Jones

Solicitor

16 Park Avenue

New York, NY

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Change the Font Style of the following lines of text to:

18 point 'Algerian'

Silence please!!

Examination in Progress

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Change the Font Style of the following lines of text to:

25 point 'Castellar'

Please Turn Off the Lights upon Exiting

Exercise 3: Bold, Italics, and Underline

Format the following lines of text as directed.

1. **Bold the word 'brown' in the following sentence**

The quick brown fox jumped over the lazy dog.

1. **Italicize the word 'over' in the following sentence**

The quick brown fox jumped over the lazy dog.

1. **Underline the word 'lazy' in the following sentence**

The quick brown fox jumped over the lazy dog.

1. **Bold and italicize the words 'The quick' in the following sentence**

The quick brown fox jumped over the lazy dog.

1. **Bold and Underline the words 'brown fox' in the following sentence**

The quick brown fox jumped over the lazy dog.

1. **Italicize and Underline the words 'over the lazy dog' in the following sentence**

The quick brown fox jumped over the lazy dog.

1. **Bold, Italicize, and Underline the words 'quick brown fox jumped' in the following sentence**

The quick brown fox jumped over the lazy dog.