

MS. WORD PROJECT

Module 2: **Key Applications**

Term Two

- 📁 Task 1: Writing a Recommendation Letter
- 📁 Task 2: Creating an Invitation
- 📁 Task 3: Creating a Memo
- 📁 Task 4: Creating a Menu
- 📁 Task 5: Creating a Report with Footnote
- 📁 Task 6: Creating a Brochure

**Data File:**

BA_Project_01_DF.docx

**Purpose:**

One of your best workers is moving to a new city and has asked you to write a letter of recommendation for her.

**Procedure:**

1. Open a new Word document and set the line spacing for single space.
2. Set the **top margin** at **1 inch** and set the **side margins** at **1.25 inches**.
3. Set the **font** at **12 pt. Times New Roman**.
4. Set the **alignment** for **justified** text.
5. Copy and paste the letterhead from data file **BA_Project_01_DF.docx**.
6. Three lines below the letterhead, key the date. Press Enter **four** times.
7. Key the name and address of the person who is receiving the letter as shown in **Figure 1.1**. Press Enter **twice**.
8. Key the salutation. Press Enter **twice**.
9. Key the body of the letter as shown in Figure 1.1. Be sure to **double space** between paragraphs.
10. After the last line of the letter, press Enter **twice**.
11. Key the closing.
12. Press Enter **four times** and key your name and title.
13. Spell Check the letter.
14. Print one copy of the letter and sign it.
15. Save the file as **Project_01-[first and last name].docx**. Close the document.

Figure 1.1

Lena Stoll
The Tweed Courthouse
52 Chambers Street
New York, NY 10007

Dear Miss Stoll:

Mary Cruz has worked at our law firm for the past two years. She is very goal oriented and has a great desire to complete her tasks on time. Mary is enthusiastic and willing to ask questions.

Mary works under my supervision as a paralegal. Her responsibilities include conducting research and interviews, fact checking, writing briefs, and working with our lawyers. Mary has proven to be a hard worker and a talented writer.

I have been quite impressed by Mary's ability to complete all work assigned to her on time, if not before it was due. She follows through on all her tasks and does not rely on anyone else to ensure that the job is done well. She also keeps management informed every step of the way. She takes responsibility for her actions and is always open to suggestions or criticism.

Her research is always thorough and comprehensive, and her fact-checking is always accurate. All of our paralegals do some writing, but Mary's talents prompted us to assign her the toughest projects. Her writing is clear, concise, and evocative.

Overall, Mary is a very conscientious and able employee. I strongly recommend her for any midlevel paralegal position. Please call me if you would like to discuss Mary's talent and potential any further.

Sincerely,

Your Name
Manager

Rubric for Task 1

Category	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score
Keying Text	Letter is free of typographical errors.	Letter is free of typographical errors, with one or two exceptions.	Letter is free of typographical errors, with three or four exceptions.	There are five or more typographical errors.	
Font	Font is 12 pt. Times New Roman (with no bold, italicized, or underlined text) throughout.	Font is 12 pt. Times New Roman (with no bold, italicized, or underlined text) throughout, with one exception.	Font is 12 pt. Times New Roman (with no bold, italicized, or underlined text) throughout, with two exceptions.	Font is not 12 pt. Times New Roman (with no bold, italicized, or underlined text) in three or more cases.	
Organization and Margins	Letter outline, margins, line spacing, and alignment are exactly as given in the directions.	Letter outline, margins, line spacing, and alignment are exactly as given in the directions, with one exception.	Letter outline, margins, line spacing, and alignment are exactly as given in the directions, with two exceptions.	Letter outline, margins, line spacing, and alignment are exactly as given in the directions, with three or more exceptions.	

Task

Creating an Invitation



Data File:

BA_Project_02_DF.docx



Purpose:

Your supervisor has asked you to prepare invitations for the retirement party. You have determined that the best way to distribute the invitation is to place a flyer in every employee's mailbox.



Procedure:

1. Open a new Word document.
2. Set both the horizontal and vertical alignment to **center**. Choose **Page Layout>Page Setup>Dialog Box Launcher** and select the **Layout tab** to set the vertical alignment.
3. Choose **Page Layout>Page Background>Page Borders**. On the Art menu, scroll down to select the **Balloons border**.
4. Copy and paste the text from data file **BA_Project_02_DF.docx**. Keep the same hard returns and line spaces. Format the following point sizes and font:
 - a. Come Celebrate the Retirement **24 pt. Comic Sans MS**
of Daniel Nelson
 - b. Tuesday June 2, 2009 **16 pt. Comic Sans MS**
6:00–10:00 p.m.
Tony's Restaurant
50 Avenue X
Brooklyn, NY 11223
(718) 555-1234
\$50.00 per person includes
Dinner, Dancing, Entertainment, and Gift
 - c. MENU **Bold, 16 pt. Comic Sans MS**
5. Format the remainder of the document (the menu) to **10 pt. Comic Sans MS**.
6. **Bold** the titles Beverages, Appetizers, Entrees, and Dessert.
7. **Double space** between each menu category.
8. Spell Check the invitation and correct any spelling errors.
9. Print one copy.
10. Save the file as **BA_Project_02-[first and last name].docx**.
11. Close the document.

Rubric for Task 2

Category	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score
Capitalization and Spelling	Entries are capped, or not (all caps, cap/ lowercase, or lowercase only), as instructed. All spelling errors are corrected.	Entries are capped, or not, as instructed, with one error in capitalization and/ or spelling.	Entries are capped, or not, as instructed, with two errors in capitalization and/ or spelling.	Entries are capped, or not, as instructed, with three or more errors in capitalization and/or spelling.	
Fonts	Entries accurately reflect font sizes, name, and use of bold as given in the instructions.	Entries accurately reflect font sizes, name, and use of bold, with only one error.	Entries accurately reflect font sizes, name, and use of bold, with two to three errors.	Most entries do not accurately reflect font sizes, name, and use of bold.	
Alignment, Spacing, and Use of Borders	Document is aligned both horizontally and vertically. All entries are spaced as instructed. Balloon border is in place.	Document is aligned correctly and all entries are spaced as instructed, with one exception in alignment or spacing. Balloon border is in place.	Document is aligned correctly and all entries are spaced as instructed, with two exceptions in alignment and/or spacing. Balloon border is in place.	Document is aligned correctly and all entries are spaced as instructed, with three or more exceptions in alignment or spacing. No border is present.	

Task

3

Creating a Memo

Data File:

BA_Project_03_DF.docx

BA_Project_03_Template.dotx

Purpose:

An employee of your hotel has been accused of being rude to a guest. Create a memo to all hotel employees reminding them to treat all guests with equal care and concern for their comfort and satisfaction during their stay at your hotel.

Procedure:

1. Open the file **BA_Project_03_Template.dotx**. This file contains a template for a business memo.
2. Key: **Excelsior Hotel** in the company name section.
3. Set **right** and **left** margins to **1.25 inches**.
4. Set **top** margin to **2.0 inches**.
5. Complete the heading of the document as shown here, with items on the left in **boldface**.

To:	All Staff Members
From:	Your Name, General Manager
CC:	Keith Karyn, President
Date:	[Today's date]
Subject:	Hospitality
6. Use the **justification** alignment for the body of the memo.
7. Skip one space below the black line and add the memo text by copying and pasting text from data file **BA_Project_03_DF.docx**. Make the memo text **single-spaced** and change all text under the Memo heading to **12 pt. Calibri**.
8. **Italicize** the words serious, attentively, and respectfully.
9. Format the text after "**Please keep the following in mind**" as a bulleted list, with the bullets aligned under "Please." The bulleted text should have a **hanging indent of 0.3 inches**.
10. Spell Check the memo and correct errors.
11. Print one copy.
12. Sign the memo.
13. Save the file as **BA_Project_03-[first and last name].docx**. Be sure to save the memo as a Word document, and not as a template.
14. Close the document.

Rubric for Task 3

Category	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score
Margins, Alignment, and Spacing	All margins and alignment are set exactly as instructed. Memo text is single-spaced	All margins are set as instructed, but alignment is incorrect. Memo text is single-spaced.	At least one margin and the alignment are incorrect. Memo text is single-spaced.	Two or more margins and the alignment are incorrect. Memo text is not single-spaced.	
Template and Bulleted List	The correct template has been used. The bulleted list appears exactly as instructed.	The correct template has been used. The bulleted list has one error in layout (e.g., bullets are not lined up under "Please" or the hanging indent is not 0.3 inches).	The correct template has been used. The bulleted list has two errors in layout (e.g., the bullets are not lined up under "Please," and the hanging indent is not 0.3 inches).	Template is incorrect or missing. The bulleted list is incorrect or missing.	
Font and Spell Check	Font after "Memo" heading is changed as instructed with bold and italics added correctly. All spelling errors in the text have been corrected.	Font is changed as instructed, but either bold or italics are not added. All spelling errors corrected.	Font is not changed in all places where instructed. Either bold or italics added, but not both. All spelling errors corrected.	Font is not changed at all. Bold and italics not added. One or more spelling errors not corrected.	

Task

4

Creating a Menu



Data File:

BA_Project_04_DF.docx



Purpose:

Create a special lunch menu from which your customers will choose a beverage, appetizer, entrée, and dessert, all for a set price. The menus will be laminated after printing, so check carefully for errors.



Procedure

1. Open the data file **BA_Project_04_DF.docx**.
2. Save the file as **BA_Project_04-[first and last name].docx**.
3. Set the **vertical alignment to center**.
4. Set the **horizontal alignment to center**.
5. Place the insertion point at the end of the first line. Press Enter **twice**.
6. Add a single blank line following each of these lines:
 - a. lunch menu
 - b. (free refills)
 - c. potato skins
 - d. shrimp scampi
 - e. chocolate mousse cake
7. Make the following formatting changes as indicated.

Text	Font and Font Size	Style
a. Oceanside Grill	48 pt. Arial	Bold, all caps
b. special	16 pt. Times New Roman	Bold, all caps
c. lunch menu	16 pt. Times New Roman	Bold, double underline, all caps
d. beverages	14 pt. Times New Roman	Bold, all caps
e. appetizers	14 pt. Times New Roman	Bold, all caps
f. entrees	14 pt. Times New Roman	Bold, all caps
g. desserts	14 pt. Times New Roman	Bold, all caps
h. all drink and food items	12 pt. Times New Roman	Italics, initial cap on each word/lowercase
i. \$14.95 per person	16 pt. Times New Roman	Lowercase
j. Choose one item from each category	14 pt. Times New Roman	Initial cap/lowercase
k. (15% gratuity charge for parties of 6 or more)	10 pt. Times New Roman	Lowercase

8. Spell Check the menu.
9. Print one copy.
10. Close the document.

Rubric for Task 4

Category	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score
Fonts	Entries accurately reflect font sizes, names, and attributes (e.g., bold, italic, double underline) as given in the instructions.	Entries accurately reflect font sizes, names, and attributes, with only one or two errors.	Entries accurately reflect font sizes, names, and attributes but with three to four errors.	There are more than four errors in font sizes, names, and attributes.	
Capitalization and Spelling	Entries are capped, or not (all caps, cap/ lowercase, or lowercase only), as instructed. All spelling errors corrected.	Entries are capped, or not, as instructed, with two errors in capitalization and/or spelling.	Entries are capped, or not, as instructed, with three errors in capitalization and/or spelling.	Entries are capped, or not, as instructed, with four or more errors in capitalization and/or spelling.	
Alignment and Spacing	All entries are spaced as instructed. Document is aligned both horizontally and vertically.	All entries are spaced as instructed, and document is aligned both horizontally and vertically, with one exception.	All entries are spaced as instructed, and document is aligned both horizontally and vertically, with two exceptions.	All entries are spaced as instructed, and document is aligned both horizontally and vertically, with three or more exceptions.	

**Data File:**

BA_Project_05_DF.docx

**Purpose:**

You have been asked to create a report about the importance of peer groups during adolescence. The report will have a header, footer, page numbers, footnotes, and a quotation.

**Procedure:**

1. Open the data file **BA_Project_05_DF.docx**.
2. Save the file as **BA_Project_05-[first and last name].docx**.
3. Set **right** and **left** margins to **1.0 inch** and the **top** margin to **1.0 inch**.
4. Set the document to **double space**.
5. Position the insertion point at the top of the document. Press Enter **three times**.
6. Key the title **Adolescent Peer Groups** in caps.
7. On the next line, key By [your first and last name].
8. On the next line, key today's date.
9. **Center** and **bold** the title, name, and date lines.
10. Use **justified** alignment for the body of the report.
11. Change the font to **11 pt. Calibri**.
12. In the second paragraph, select the quotation.
 - a. **Single space** the quotation.
 - b. Increase the side margins of the quotation to **1.5 inches**.
 - c. Increase the **first line indent** of the quotation by **0.5 inch**.
 - d. Delete the quotation marks.
 - e. Leave one blank line above and below the quotation.
13. Choose **Insert>Header & Footer>Page Number**. Add a page number to the header. Right align the page number. The page number should not appear on the first page of the report. (Page Layout>Page Setup>Dialog Box Launcher, on Layout tab, select Different first page under Headers and footers.)
14. Use the text at the end of the data file to insert footnotes where shown in the body of the report.

Note: Numbers should be Arabic numerals.
15. Make certain that the bibliography is on a separate page at the end of the report.
16. Spell Check the report.
17. Print one copy.
18. Close the document.

Rubric for Task 5

Category	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score
Margins, Alignment, and spacing	Margins are set as instructed. The text is justified and double-spaced. Long quotation is set off with a line space above and below, is single-spaced and is indented one-half inch on either side.	Margins set as instructed; text justified and double-spaced; long quotation is set off, single-spaced, and indented correctly—with one exception for any of the above.	Margins set as instructed; text justified and double-spaced; long quotation is set off, single-spaced, and indented correctly—with two exceptions for any of the above.	Margins set as instructed; text justified and double-spaced; long quotation is set off, single-spaced, and indented correctly—with three exceptions for any of the above.	
Header	Header is set up as instructed.	Header is set up as instructed, with one exception.	Header is set up as instructed, with two exceptions.	Header is missing.	
Footnotes	Footnotes, with arabic numbers, are inserted where instructed.	Footnotes, with arabic numbers, are inserted where instructed, with one exception.	Student has inserted endnotes instead of footnotes, with arabic numbers, or student has made two errors in inserting footnotes.	No notes are included, or student has made three or more errors in inserting footnotes.	

**Data File:**

BA_Project_06_DF.docx

**Purpose:**

The brochure will be given to parents who visit the school to learn more about the College Bound Academy the school offers. The brochure needs to be colorful, easy to read, and informative.

**Procedure:**

1. Create a new Word document and set the orientation to **landscape**.
2. Set **top** and **bottom** margins to **1.0 inch**.
3. Set **right** and **left** margins to **0.75 inch**.
4. Create **three** text columns (Page Layout>Page Setup> Columns>Three).
5. Set the alignment to **justify** for the entire document.
6. Position the insertion point at the beginning of the document.
7. Choose Insert>Text>WordArt.
8. Key: **Central High School** and click OK. (You will have to resize and reposition the WordArt so that it will appear at the top of the left column).
9. Create WordArt that says **College Bound Academy**. Position it directly under Central High School. Resize as necessary.
10. Insert Clip Art of a microscope (Insert>Illustrations>Clip Art). In the Search for section, key: microscope and select a microscope picture that you think will complement the brochure. Position the Clip Art directly below College Bound Academy. Resize as necessary.
11. Delete unnecessary lines after WordArt and Clip Art.
12. Place the insertion point on the first line after the microscope Clip Art. Press Enter **once**.
13. Copy the text from data file **BA_Project_06_DF.docx** and paste it at the insertion point.
14. Change the text to **11 pt. Calibri**.
15. Make headings and subheadings **bold** and **left aligned**.
16. In the second column, the sentence beginning with "We promote . . ." and the following five sentences should be **bulleted**, with a **hanging indent of 0.25 inch**.
17. The brochure should fit on **one page**. A heading or subheading should not be the last line in a column.
18. Spell Check the brochure and correct errors.
19. Print one copy.
20. Save and close the document.

Rubric for Task 6

Category	Excellent (4)	Proficient (3)	Developing (2)	Beginning (1)	Score
Font and Spell Check	Text accurately reflects font size, name, and attributes (i.e., bold) as given in the instructions. All spelling errors are corrected.	Text accurately reflects font size, name, and attributes, with only one or two errors. All spelling errors are corrected.	Text accurately reflects font size, name, and attribute but with three to four errors. All spelling errors are corrected.	More than five entries do not accurately reflect font sizes, names, and/or attributes. Spelling errors are not corrected.	
Use of Graphics	All graphics are attractive and complement one another (in size, color, style). They all fit in the first column of the brochure.	All graphics are attractive, but not all graphics complement one another. They fit in the first column.	Graphics do not fit in the first column and do not complement one another.	Graphics do not fit in the first column of the newsletter. Graphics are unattractive or missing.	
Layout	Brochure fits on one page, in Landscape view, three columns, with line spaces and margins set as instructed.	Brochure fits on one page, in Landscape view, three columns, but margins and/or line spaces are not set as instructed.	Brochure does not fit on one page, but is in Landscape view, with three columns. Margins and/or line spaces are not set as instructed.	Brochure does not fit on one page, is not in Landscape view, with three columns. Margins and line spaces are not set as instructed.	