

# Word Processing – Assignment #3

## Part A: Shelly & Evans Consulting

You work as an intern for Shelly & Evans Consulting, a political lobbying firm. Mr. Evans sent a fax of a letter that he drafted while traveling, and he has asked you to type his letter and correct any errors that you find. Using Figure 1-1, type the contents of the letter in Page Layout View. Then, format the letter using the skills you learned in class.

- Open a new document in Word and write the letter as indicated in **Figure 1-1** below. Your letter must be formatted in full or modified block style and include the following: letterhead design, today's date, the appropriate number of blank lines between the date, inside address, salutation, body of the letter, and closing lines. An envelope should also be included with the letter. **[Note:** For class purposes the envelope can be printed on plain bond paper]

### Figure 1-1

Shelley & Evans Consulting  
1122 Texas Avenue, Suite 222  
Austin, TX 78701  
[www.shellyevansconsulting.com](http://www.shellyevansconsulting.com)  
(808) 952-1809

[Today's Date Here]  
Ms. Ann Bistol  
Paper Products Division  
American Paper, Inc.  
3406 Highway 83 East, Suite 300  
Miami, FL. 38544  
[Type Salutation Here]

It has come to my attention that a new law has been proposed on the Senate floor that would greatly affect the way that American Paper conducts business. This law would levy a surcharge on all paper shipped into Texas, making your costs rise when selling to Texas businesses. We should plan a conference call at your earliest convenience to discuss the new legislation.

I can be reached at 512-555-8455 and I look forward to hearing from you soon.  
[Type closing here]  
Richard Evans  
President

Cc: Your Full Name

### **Additional Instructions**

1. Save the file under on floppy diskette, under the folder entitled: **WP**, using the filename: **Bistol Letter**
2. Include an AutoText Footer: Filename & Path
3. Request a printout of the final letter & envelope

### **More Practice**

4. Open an existing document: **Bistol Letter** and save it with a new name: **Bistol Letter-Revised** on the floppy diskette in the WP folder
5. Insert and type the new paragraph as indicated in **Figure 1-2**

### **Figure 1-2**

It has come to my attention that a new law has been proposed on the Senate floor that would greatly affect the way that American Paper conducts business. This law would levy a surcharge on all paper shipped into Texas, making your costs rise when selling to Texas businesses. We should plan a conference call at your earliest convenience to discuss the new legislation.

I will be attending the Production Conference in Houston next month. Thank you for bringing this meeting to my attention. I am sorry that you will not be able to attend. I will send any relevant information to you as soon as possible as I return to the office.

I can be reached at 512-555-8455 and I look forward to hearing from you soon.

### **Copy and Paste Text**

6. Select the paragraph that you typed
7. Use cut and paste to move the paragraph so it is the first paragraph in the document
8. Update the AutoText Footer information (*if necessary based on the application version you are executing*)
9. Request a printout of the revised letter **only**
10. Submit all copies in the order as indicated on the Evaluation Sheet – Word Processing