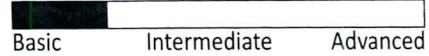


Project #: W-1

Word Specialist

Level



Project Title

Acceptance Letter

New Skills:

- Saving a document as a different name
- Keying in content
- Editing text
- Changing line spacing
- Using spell check
- Formatting a block-style letter
- Inserting a symbol



The Office
Specialist.com
The Microsoft Office Experts

College Concierge

Squeaky Clean

Lawn Enforcement

Lettuce-Do-Lunch

Jazz My Wheels

Word Specialist
Project #: W-1

Customer Name: College Concierge

Assigned to: You, the MS Word Specialist

Project Title: Acceptance Letter

Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 14.

Project Description

College Concierge has received the approved text for an acceptance letter that the University of Learning will be printing on their existing letterhead. This will be a block-style letter, with all of the lines left-justified.

Your Job

As the Microsoft Word Specialist, you will create an original acceptance letter file for the university. You can use the Save As function to create and save different versions of the letter. The text has only been provided as a hard copy and needs to be keyed into a Microsoft Word document. The letter provided is a draft and requires careful proofreading.

Tips and Strategies

1. An example of what your finished document should look like has been provided. Refer to this document for visual guidance as you complete the instructions. When you see an icon in the instructions, look for the matching icon in the finished document.
2. Be sure the finished document is formatted as a block-style letter.
3. Read through all of the instructions before proceeding with the project.

Instructions to the MS Word Specialist

1. Using Microsoft Word, open a new document.
2. Save the document as **Project W-1 Acceptance Letter** in your “Word Projects” folder within the “College Concierge Projects” folder.
3. Unless otherwise noted, the font should be set to Times New Roman 12 point, and line spacing between paragraphs should be set to 1.5 point. Set 1 inch margins on all sides.
4. Key the content from **Document W-1**. Correct all errors that you find in the text as you key it in. There are 6 spelling, grammar, and punctuation errors in total. Your final version should not include any of the errors that you found in the document. Use spell check to help locate the errors.
 - Key the date, applicant’s name, and greeting as shown in **Document W-1**. See icon **A**
 - Key the body content as shown in **Document W-1**. See icon **B**
 - Key the complimentary close. On the fourth line below the complimentary close, key the sender’s name and official title as shown in **Document W-1**. See icon **C**
 - Key the footer as shown in **Document W-1** using point size 10. See icon **D**
5. Carefully proofread your work for spelling, grammar, and accuracy. Be sure that your finished document is a block-style letter.
6. Resave the file.
7. Print a copy of the document if required by your instructor.

(Date)

(Applicant's Name)
(Address)
(City, State Zip Code)

A

Dear (Applicant's name):

B

Congratulations on your acceptance to the University of Learning.

You are now challenged with making the very important decision of selecting which college or university you are going to attend. We know that this can often be an extremely difficult decision for the young man or woman about to enter college?

At University of Learning, we recognize the importance of your decision and the commitment it entails to learn and develop by means of association with an outstanding center of learning. As awesome as it may sound, this decision may very well have an impact on the quality of your life.

I believe that University of Learning offers not only an a superb educational experience, but also promotes individual growth and development. Sixty percent of our faculty holds PhDs or law degrees and we offer our students over 320 courses.

We encourage you to visit our campus if you can. If you have not made a commitment as to where you will attend college next fall, I hope you will carefully evaluate the information contained in this letter and seriously consider our university.

My very best wishes to you for a successful collegiate experience, and I sincerely hope you will be joining us in the fall.

C

Sincerely,

Robin Smart
Director of Admissions

D

© University of Learning, Acceptance Letter, <current date>