

Project #: W-10

Word Specialist

Level

Basic

Intermediate

Advanced



Project Title

Fax Cover Page

New Skills:

- Using borders and shading
- Inserting and resizing clip art
- Using tables
- Saving as a template
- Using drawing tools



The Office
Specialist.com

The Microsoft Office Experts

Lawn Enforcement

College Concierge

Squeaky Clean

Lettuce-Do-Lunch

Jazz My Wheels

Word Specialist
Project #: W-10

Customer Name: Lawn Enforcement
Assigned to: You, the MS Word Specialist
Project Title: Fax Cover Page
Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 18.

Project Description

Lawn Enforcement is looking to cut costs and save time with their paperwork and billing. They purchased a fax machine to reduce postage costs by faxing monthly statements and no-service announcements to their customers.

Your Job

As the Microsoft Word Specialist, you will design the company's fax cover sheet for their new cost-saving strategy. The client has requested that it include the company's logo and mission statement so that every time they send out a fax, the recipient is reminded of who they are and what they offer.

Tips and Strategies

1. The cover sheet should be easy to read.
2. 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.
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-10 Fax Cover Page** in your “Word Projects” folder within the “Lawn Enforcement Projects” folder.
3. Set the page size to 8.5 inches wide x 11 inches high with a 1 inch margin on all sides.
4. Unless otherwise noted, the font should be set to Arial 12 point.
5. At the top right-hand corner of the document, insert a clip art image of your choice that is similar to the one shown in **Document W-10**. Resize the image so it is in proportion with the rest of your document. See icon **A**
6. At the top left-hand corner, create a 3.5 inch wide by 1.5 inch tall text box that is large enough to include the text shown in **Document W-10**. Key in the text as shown. See icon **B**
7. Using the border and shading function, select the double-line border style at 2.25 point width for this text box.
8. Two lines below the text box, key the word FAX using point size 72, bold, left-aligned, all caps, as shown in **Document W-10**. See icon **C**
9. Insert a table with four columns and four rows. Hide the gridlines. Show single line borders to define each row. The first and third columns should be sized to 0.75 inch wide. The second and fourth columns should be sized to 2.5 inches wide. In the first and third columns, key the text using point size 12 as shown in **Document W-10**. See icon **D**
10. Below the table, use the Tab key to indent and then key the text as shown in **Document W-10**, using bold. Use the Tab key to separate each block of text evenly. Insert a check box symbol in front of each word. See icon **E**
11. Draw a line from the left and right margins below the text you just keyed.
12. Below the line, create a 6.5 inch by 3.5 inch text box. Choose a dashed-line border style with a 1.5 inch width and fill the box with a light gray color. In the upper-left corner of the text box, key the text as shown in **Document W-10**. See icon **F**
13. Key the footer using point size 10 as shown in **Document W-10**. See icon **G**
14. Carefully proofread your work for accuracy and format.
15. Save the document as a template by adding the file extension .dot at the end of the file name: **Project W-10 Fax Cover Page.dot**. Save the template in your “Word Projects” folder within the “Lawn Enforcement Projects” folder.
16. Print a copy of the document if required by your instructor.

B

Lawn Enforcement
 Phone: 714-555-3250
 FAX: 714-555-1917

We do it right the first time or it's free!



A

C

FAX

D

To:		From:	
Phone:		Date:	
Re:		Pages:	
Fax #:		CC:	

E

- Urgent
 For Review
 Please Comment
 Please Reply

F

Comments

G

© Lawn Enforcement, Fax Cover Page, <current date>