

Project #: W-4

# Word Specialist

Level  
Basic Intermediate Advanced



Project Title  
**Address Labels**

### New Skills:

- Creating a sheet of labels
- Editing text



The Office  
**Specialist**.com  
The Microsoft Office Experts

Squeaky Clean

Lawn Enforcement

College Concierge

Lettuce-Do-Lunch

Jazz My Wheels

**Word Specialist**  
**Project #: W-4**

<b>Customer Name:</b> Squeaky Clean
<b>Assigned to:</b> You, the MS Word Specialist
<b>Project Title:</b> Address Labels
<b>Date:</b> (current date, 20xx)

**Note:** Prior to beginning this project, review the Company Overview provided on page 15.

**Project Description**

Squeaky Clean is committed to marketing their growing business and has decided to do a promotional mailing. They will begin by canvassing two large housing developments that have great potential for new customers. Two mailings are scheduled, one week after the other.

**Your Job**

As the Microsoft Word Specialist, you will create address labels. The labels will be affixed to the promotional piece for mailing. The client has supplied the addresses for the first mailing.

**Tips and Strategies**

1. Since the sender does not have the mailing recipients' names, each address will begin with "Resident."
2. Only the property address number will change. The street name, city, state, and zip code will remain the same for each label. Check your work carefully.
3. 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.
4. 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-4 Address Labels** in your “Word Projects” folder within the “Squeaky Clean Projects” folder.
3. Unless otherwise noted, the font should be set to Arial 12 point.
4. Using the labels feature, select Options and then select product number Avery 5160 Address Labels for letter-size envelopes.
5. In the Print box, choose Full page of the same label.
6. In the label block, key the first address from your list as shown in **Document W-4** and then select New Document.

**Note:** You will now have a full sheet of the same label. You will be replacing the existing numeric addresses that are currently all the same.

7. In each label block, key the numeric street addresses as they appear in **Document W-4**. See icon **A**.
8. Delete the remaining addresses on the page after you finish keying the text for the 10 addresses provided. You should only end up with 10 labels. See icon **B**.
9. Carefully proofread your work for accuracy and format.
10. Resave the file.
11. Print a copy of the document if required by your instructor.

**Note:** Before printing business envelope labels, insert a sheet of Avery 5160 address labels into the printer’s manual feeder.

**A****Note:** These are the addresses to key.

Resident 5571 Broadway Ave. Shoreline, CA 92618
Resident 5572 Broadway Ave. Shoreline, CA 92618
Resident 5573 Broadway Ave. Shoreline, CA 92618
Resident 5574 Broadway Ave. Shoreline, CA 92618
Resident 5575 Broadway Ave. Shoreline, CA 92618
Resident 5576 Broadway Ave. Shoreline, CA 92618
Resident 5577 Broadway Ave. Shoreline, CA 92618
Resident 5578 Broadway Ave. Shoreline, CA 92618
Resident 5579 Broadway Ave. Shoreline, CA 92618
Resident 5580 Broadway Ave. Shoreline, CA 92618

**B****Note:** This is an example of what the finished product will look like when you print.

Resident 5571 Broadway Ave. Shoreline, CA 92618
Resident 5572 Broadway Ave. Shoreline, CA 92618
Resident 5573 Broadway Ave. Shoreline, CA 92618
Resident 5574 Broadway Ave. Shoreline, CA 92618
Resident 5575 Broadway Ave. Shoreline, CA 92618
Resident 5576 Broadway Ave. Shoreline, CA 92618
Resident 5577 Broadway Ave. Shoreline, CA 92618
Resident 5578 Broadway Ave. Shoreline, CA 92618
Resident 5579 Broadway Ave. Shoreline, CA 92618
Resident 5580 Broadway Ave. Shoreline, CA 92618