**Word Processing**

1. **Open a new document in Word.**
2. **Change page margins** to ***narrow***.
3. **Create A4 headed paper** for *Woodview Garden Centre* **using Garamond (14pts)**. Apply the **following *WordArt* for the hotel name:** **(Fill – Olive Green, Accent 3, Outline – Text 2).**
4. **Apply** **a 2¼ double border** (as below) **around the address then add the following shading in the background:** ‘**Olive Green, Accent 3, Lighter 40%’**

**Woodview Garden Centre**

Atlantic Highway, Garryvoe, Co Cork Tel: 00 353 21 496875 Fax: 00 353 21 496876

1. **Insert your name as a Footer & Save As a *Template*** called *Woodview Template* in your *Exam* folder in your *Word Processing* folder.
2. Now **Save** **As a template (same name)** in the*Templates*folder**.**
3. **Close** *Woodview Template*.

**Part 2**

1. **Open** a new document.
2. **Change page margins** to ***narrow***.
3. **Type in** the **text on page 2** using **Garamond 14pts**.
4. **Insert** your name as **a footer** and **Save As** *Garden*in your **Exam** folder in the **Word Processing** folder in your*Server*.
5. **Make** **changes to** *Garden* **as outlined on page 3**.
6. **Save As** *Garden 2* in your Exercise folder.
7. **Copy** all **text** in **the** *Garden 2* **file.**
8. **Close** *Garden 2***.**

**Part 3**

1. **Open** the*Woodview Template*file.
2. **Paste** **text** from *Garden 2*into *Woodview Template*.
3. **Select the 8 items on stock** at the bottom of the page and **apply bullets.**
4. Put into **2 columns and add a line between** them.
5. **Save As** a **Microsoft Word Document** called *Garden Offers*in the **Exam Folder** in your **Word Processing folder** on your **Server**.
6. **Print 1** **copy**.
7. **Close all files** and **exit** from Windows.

The following are just a selection of what we have in stock:

Finest Quality Box Hedging

Clipped Box Pyramids

Perspective Wall Trellis

Lead-Roofed Garden Arbors

A Variety of Garden Furniture

Wilkinson Sword Tools

Garden Statuary and Fountains

Finest Solid Wood Furniture

We have everything you need for your garden

10 High Street

Cork

20/12/2013

Dear Sir,

We are delighted to announce that from the beginning of this month we have been open for business in your area. To celebrate this, we are delighted to offer a 15% discount off all stock until the end of this month! We are open from 9.30am – 6pm Monday to Saturday so there should be a time that suits you to avail of this wonderful offer.

Yours Faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michael Murphy

The following are just a selection of what we have in stock:

**Centre-align this text and change all letters to ‘Small Caps’.**

Finest Quality Box Hedging

Clipped Box Pyramids

Perspective Wall Trellis

Lead-Roofed Garden Arbors

**Single line-spacing for this list.**

**Ensure ‘Spacing After’ in the ‘Paragraph Dialog Box’ is ‘0’.**

A Variety of Garden Furniture

Wilkinson Sword Tools

Garden Statuary and Fountains

Finest Solid Wood Furniture

**Single line-spacing.**

**Ensure ‘Spacing After’ in the ‘Paragraph Dialog Box’ is ‘0’.**

We have everything you need for your garden

10 High Street

**Centre-align this text.**

**Capitalise Each Word**

**(Previously known as ‘Initial Caps’)**

**Apply a 2¼ point bottom paragraph border to this text.**

Cork

20/12/2013

Dear Sir,

We are delighted to announce that from the beginning of this month we have been open for business in your area. To celebrate this, we are delighted to offer a 15% discount off all stock until the end of this month! We are open from 9.30am – 6pm Monday to Saturday so there should be a time that suits you to avail of this wonderful offer.

Yours Faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Michael Murphy

**Cut all text above the address and paste it below the letter.**