1. Create a **new folder** on your *T: Drive* called *Your Name [surname first] Templates* (e.g. *MurphyPat Templates* ).
2. Open a **new blank document** and insert the following text as a **Header**:

**CSN Gym, Tramore Road, Cork 021 – 4961020**

1. Insert your name and class group as a footer in this document.
2. Download a suitable logo from the Google images into the folder created above.
3. Insert this image into the Header. Resize and align as necessary.
4. Position the image on the left-hand side.
5. Set the top margin to 5cm.
6. Save the headed paper as a template named CSN\_Gym in the Word templates folder and also in the folder created above.
7. Take a screenshot showing the saved template and paste it into a new document.
8. Save the new document as ScreenCapture1
9. Crop and enlarge this image to show the saved template file in this document more clearly.
10. Insert a text watermark with text CSN Gym and set the font to Arial Black, 40pt
11. Take a screenshot and paste into your document.
12. Save as ScreenCapture2 and print the document.
13. Create a new file from the CSN\_Gym template and type the following letter on the letterheaded paper.

Dear Ms Murphy,

I am writing in reference to your advertisement for summer language courses abroad. I would like to receive more detailed information about the courses you offer. I would be able to attend a course for two or three weeks in June. Could you please send me more information and details of prices?

I would particularly like to know how many students attend the school, and the maximum number of students per course. I would also like to know the resources the school has. Your article mentioned a language library and fully equipped computer rooms. Would it be possible to use these facilities also in the evenings? Could you inform me of the staff? Are they all qualified teachers?

I would be grateful if you could send me more details regarding the social and sports programmes offered. Are the activities included in the price of the course?

Furthermore, I would appreciate your informing me on the amenities near the school.

I look forward to receiving your reply.

Yours sincerely,

Robert Black

1. Save the file with name SchoolLetter
2. Using Find/Replace facility replace the word **school** with the word **college**.
3. Spell check, proofread and print preview the document before printing one copy. Save this as a Word document using the filename *Stock T* into your *WP March Exam folder* on your *T: Drive*.
4. Using the Help facility, search how to Change Paper size in a document.
5. Take a screenshot as evidence of using the Help Facility.
6. Paste the screenshot after the letter you typed and save as ScreenCapture3.