1. Create a **new folder** on your *T: Drive* called *Your Name [surname first] Templates* (e.g. *MurphyPat Templates2* ).
2. Open a **new blank document** and insert the following text as a **Header**:

**CSN Employment Agency - www.csn.ie**

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 height to 2cm and align as necessary.
4. Position the image on the right-hand side.
5. Set the top margin to 4cm.
6. Save the headed paper as a template named CSN\_Employment\_Agency 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 Screenshot1
9. Crop and enlarge this image to show the saved template file in this document more clearly.
10. Insert a text watermark by inserting a suitable image.
11. Take a screenshot and paste into your document.
12. Save as Screenshot2 and print the document.
13. Create a new file from the CSN\_Employment\_Agency template and type the following letter on the letterheaded paper.

 44 Charlton Place,
 Limerick City
 20 February 2003

Ms P Murphy
Personnel Manager
CSN Employment Agency
Tramore Road, Cork

Dear Ms Murphy

Please find enclosed a copy of my Curriculum Vitae in response for a Community Development Worker (ref 1P97) as advertised in the Limerick Post on 6 February 2003. I am currently a final year Cultural Studies student at the University of Limerick and I will be graduating in June 2003.

My interest in Community Work has developed over several years, specifically through my membership of a local community centre, where I have been able to see at first hand the range of activities that a Community Worker is involved in. My final year project is based on local Community Development Initiatives in the inner city of Limerick.

As you can see from my CV, my academic and leisure activities have given me the capacity and confidence to work with people from a variety of social backgrounds. My ability to work under pressure has been illustrated by my handling of the requirement to study and to juggle domestic responsibilities efficiently. I believe that through the research for my dissertation I have shown myself to be capable of organising my time effectively and using my initiative to come up with original ideas.

I am available for interview at any time and should you require any further information please do not hesitate to contact me.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_
Josie Maguire

1. Save the file with name Employment Letter
2. Using Find/Replace facility replace the word **Limerick** with the word **Cork**.
3. Spell check, proofread and print preview the document before printing one copy. Save this as a Word document using the filename Employment\_Letterinto the folder you creating at the beginning of this exercise.
4. Using the Help facility, search how to Change the page orientation to Landscape.
5. Take a screenshot as evidence of using the Help Facility.
6. Paste the screenshot after the letter you typed and save as Screenshot3.