

Exercise

Instructions

1. Open a new blank document and insert the following as a Header, Dublin Business Institute, Ballsbridge, Dublin 4. Type on one line.
2. Add an appropriate clipart to this text, approximately 3 cm wide.
3. Insert your full name as a **footer**.
4. Create a style, give it the name **Courses**, based on **dark blue**, ARIAL NARROW, **bold and 16 pts**.
5. Insert a watermark with the word "TEMP" (Calibri, 80point, grey colour) diagonally across the page.
6. Save the style and name it **Courses**.
7. Apply the style **Courses** to the header already created.
8. Save the headed paper as a word **template** using the file name **College1** in a new folder called **Practice Exam** on your **T: drive**
9. Take a screen shot to show evidence of the style created and that it is saved as a template.
10. Print the screen shot page with your name as a **footer**.
11. Close the document.
12. **Open** the word template **College1** and type the following letter on it.

Insert today's date

Ms. Margaret Lowrey,
14 Rathdrum Avenue,
Rathdrum,
Co. Wicklow.

Dear Ms. Lowrey,

Thank you for your enquiry regarding our Business Studies course which we advertised in the newspapers recently.

I enclose our brochure which gives you information on entry requirements, subjects offered and course fees.

If you have any further queries, please do not hesitate to contact us.

Yours sincerely,

(Type your own name)

Admissions Secretary

Enc.

13. Spellcheck, proofread and print preview the document.
14. Save the letter as a **Word** Document using the filename **Enquiries** in your Word Exercises folder on the 'T' drive.
15. Close all files.