**Instructions to Candidates**

1. Open a new blank document and insert the following as a Header: **The Irish Institute of Business, Parnell Place, Dublin 4**
2. Add an appropriate clipart into this Header.
3. Insert your full name as a **footer**.
4. Create a style based on **dark blue**, **arial black**, **bold and 14pts**.

Save the style using the name **Institute**.

1. Apply the style **Institute** to the header already created.
2. Save the headed paper as a **word template** using the file name **Irish Institute 1**
3. At this point you should email the file above to your teacher.
4. Close the document.
5. Open the word template **Irish Institute 1** and type the letter on the next page.

Mr Tom Hamillton,

Brookfield Est,

Portmarnock,

Co. Dublin

Insert today’s date

Dear Mr. Hamillton,

The Irish Institute of Business are pleased to announce that you have been successful in your application for a place on our Business & Marketing course.

Please check your updated status on our website, all induction details and starting dates will be emailed to you in due course.

Yours faithfully,

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

Mary Mills

Director of Business & Marketing

1. Spell check, proofread and print preview the document before **printing** one copy.
2. **Save** the letter as a Word Document using the filename **Business Course** in the **exams2** folderon the‘H’ drive
3. Close all files