**Instructions to candidates**

1. Open a new blank document and insert the following as a Header, **Coral Leisure Centre, Tramore Road, Cork**
2. Add an appropriate clipart into this Header.
3. Insert your full name as a **footer**.
4. Create a style based on **dark red**, **Bradley Hand ITC font**, **bold and 16pts**.
5. Save the style using the name **Leisure.**
6. Apply the style **Leisure** to the header already created.
7. Save the headed paper as a word **template** using the file name **Coral1**
8. At this point you should email the file to your teacher
9. Close the document.
10. **Open** the word template **Coral1** and type the letter on the next page.

Ms. K. Murphy,

Millbrook Manor,

Bandon,

Cork

Insert today’s date

Dear Ms. Murphy,

The Coral Leisure Centre will close for annual holidays on Friday, June 28th 2021 and reopen on Monday 15th July 2021.

We would like to apologise in advance for any inconvenience caused.

Yours faithfully,

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

Tom Dale

Leisure Centre Manager

1. Spell check, proofread and print preview the document before **printing** one copy.
2. **Save** the letter as a Word Document using the filename **Holidays** to your Word Processing folder.
3. Close all files