

# INTRODUCTION TO WORD PROCESSING



# WRITING PACK

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*Now, go on and get to processing those documents!*

*Ciao!*

*LaVonda*

*Generation Homeschool @ Evans Homeschool Academy*

*<http://www.homeschoolme.weebly.com>*

## *Activities*

### Practice 1

You have just attended a volunteer banquet and won one of the prizes available. You are to write a letter to the company who donated the prize – Red Goose Deli, to thank them for the \$100.00 Visa gift card.

Type your letter and remember to format it as you go

1. Type the date you are writing the letter (right aligned)
2. Leave a blank line
3. Type the donor's name and address (left justified)
4. Leave a blank line
5. Type your salutation (greeting)
6. Type the body of the letter (mention the event name you attended to win the prize and include a thank you.
7. You might want to include a personal note about how you will use the gift.
8. Type the closing regard
9. Leave 3 blank lines to sign your name
10. Type your name
11. Save the document to your DP. The file name is "Thank You Letter"
12. Close
13. Email to your instructor: Subject: Submission Writing Activity 1

### Practice 2

You have just moved to a new home in Florida. You are planning a "House Warming" party. You want to invite several people and give them your new address and phone number. You are using a special paper with beach-style border that is 1" around. Be sure to set your margins to allow for the letter to stay within the 1" limit.

Type your invitation

1. Type the word "Invitation" – Change to 28 pt. type
2. Type the purpose of the party
3. Type the date of the party
4. Type the place of the party – Be sure to give directions to your house
5. Type your new phone number
6. Type instructions if you expect your guests to "bring" anything
7. Select your text. Change the font. You may choose any font you think will make your invitation look nice. Center your document
8. Go to print preview, if your text overlaps the borders, adjust your margins
9. Save the document to your DP. The file name is "Invitation"
10. Close
11. Email to your instructor: Subject: Submission Writing Activity 2

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### **Practice 3**

Your charity is planning a fundraising event. Part of the event includes door prizes. Companies need to have a letter of solicitation for their own records that they have donated items for your event. You have been asked to write the letter to give to potential donors outlining the event and how the gift will be used.

1. Insert the logo of your organization at the top of the page and center it. You may use a google search for a specific logo or you may create one using shapes and colors.
2. Type the date you are writing the letter (right aligned)
3. Leave a space
4. Type your name and address (left aligned)
5. Leave two spaces
6. Type the name and address of the business you are writing to
7. Leave a space
8. Type a generic salutation such as, “Dear Community Minded Donor”, left aligned
9. Type the body of your letter. Mention the event including time, date, place and how the monies you are planning to raise will be used.
10. Type the closing paragraph including a sincere thank you for their generous support
11. Type the closing regard
12. Leave three spaces
13. Type your name
14. Be sure to spell check your letter.
15. Save the document to your DP. The file name is “Donations Request”
16. Close
17. E-mail to your instructor with the subject: Submission Writing Activity 3

### **Practice 4**

You are the leader of a committee. You have been given the task of creating a list of all the volunteers on the committee so each member has a complete list of phone numbers to call each other if needed.

1. Insert the logo of your organization at the top of the page and center it
2. Create a table allowing a column for each of the following:
  - a. Volunteer name
  - b. Daytime phone
  - c. Evening phone
  - d. Email address
3. In the first row, fill the head information at the top of each column
4. Shade the header
5. Fill in the information of 10 volunteers, including their numbers and email address
6. Save the document to your DP. The file name is “Volunteers”
7. Close
8. Email your document to your instructor: Subject: Submission Writing Activity 4

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### **Practice 5**

You are chairing a meeting to plan an event for your community. As the chair, you will need to prepare an agenda for members to follow.

1. Insert the logo of your organization at the top of the page
2. Type the word Agenda in bold letters, centered
3. Type the date and time the meeting is to happen
4. Type each agenda item to be discussed in a list. Use bullets to separate the items. Include agenda items like “Welcome”, “Call to Order”, “New Business”, “Old Business”, etc.
5. The last item should be “Next Meeting Date” or the date of the next meeting if it is already set.
6. Save the document to your DP. The file name is “Agenda”
7. Close
8. Email to your instructor with the subject: Submission Writing Activity 5

### **Practice 6**

Your company is having a staff meeting in the boardroom on Wednesday and you are creating a poster to be printed off and posted around the office. All employees are expected to attend. The meeting will take place at noon. The boss will supply lunch for the meeting.

1. Insert the logo of your organization at the top of the page.
2. Type “Staff Meeting” in large letters, Centered
3. Choose a font that is appropriate for the situation and your company
4. Type the date of the meeting and the room it will be held in.
5. Type the time of the meeting
6. In smaller letter at the bottom, make it clear that lunch will be provided
7. In bold letter, type that all employees must attend
8. Save the document to your DP. The file name is “Poster”
9. Close
10. Email to your instructor with the subject: Submission Writing Activity 6

### **Practice 7**

A cover letter is a document you write and send with your resume. It is an opportunity for you to explain in greater detail parts of your resume. It allows you to highlight specific skills you may have which would give you an advantage. Look online for a job listing. Choose a job listed and pretend to apply for it. You will write a cover letter to accompany your resume.

Your letter should include:

1. Today’s date – right aligned
2. Leave a space
3. Your name and address left aligned
4. Leave two spaces
5. Recipients name and company address

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6. Reference the specific job and include the position and job number (RE: Marketing Director – Job #23654)
7. Salutation – use the person’s name and always use Mr. or Ms. Unless you know the woman is married, then use Mrs. Never say “Dear Sally” even if you know the person very well.
8. First paragraph – explain that you are writing to apply for the job (Include the job title and job number again)
9. Second paragraph – Explain which skills you have that make you the best person for this job
10. Third paragraph – Ask for an interview and thank the reader for taking the time to consider your application.
11. Closing Salutation
12. Leave three spaces
13. Type your name  
NOTE – Your cover letter should never be more or less than one page!
14. Save the document to your DP. The file name is “Cover Letter”
15. Close
16. Email the document to your instructor with subject: Submission Writing Activity 7

### **Practice 8**

A good resume is a snapshot of your education and your skills. The jobs you list prove that you have done work that would use those skills. When you apply for a job, your chances of getting the job are based on how well you “fit” the job and the way you present your information.

Your resume will include:

1. Your name at the top in bold
2. Your address and phone number (including a cell # and e-mail)
3. Heading 1 in bold – Objective
4. State what you are aiming to do
5. Heading 2 in bold – Education
6. List your education in order (from earliest to most recent)
7. Heading 3 in bold – Skills
8. List your skills in bullet form
9. Heading 4 in bold – Work History
10. List your previous jobs with the dates employed. Make sure to include your job title and the company name, city and state. Beneath each job listing, include a short list of job duties you performed.
11. Heading 5 in bold – Community Involvement
12. List any volunteer activities you may have done as they show you are a community minded person.
13. List any hobbies which show you are active
14. End your resume with the line References available on request.
15. Save your document to your DP. The file name is Resume
16. Close
17. Email to your instructor with subject: Submission Writing Activity 8  
NOTE: Resumes are ideally 1 page long.