

Competency Assessment

Project 1-1: Typing a Business Letter

You work for Proseware, Inc., and need to send a follow-up letter regarding price quotes. Create the following letter in block style with mixed punctuation.

GET READY. LAUNCH Word if it is not already running.

1. When Word 2013 opens, the Recent screen appears. Click **Single spaced (blank)** document. Click **Create**.
2. Click the **File** tab, and then click **Save As**. In the Save As screen, click **Computer**, and then click **Browse**. Use the vertical scroll bar to locate your flash drive. Open your Word 2013 folder and create a folder within this folder and name it **Lesson 1 Projects**. Double-click to open the folder.
3. In the File name box, type **1-1 Quotes**. Click **Save**.
4. Display the **Show/Hide** nonprinting characters. At the insertion point, type **January 10, 20XX**.
5. Press **Enter** four times to create blank lines.
6. Type the recipient's address as shown:
Mr. David Pacheco (Press **Enter** once.)
A Datum Corporation (Press **Enter** once.)
2133 Montana (Press **Enter** once.)
El Paso, TX 79938 (Press **Enter** twice.)
7. Type the salutation **Dear Mr. Pacheco:**
8. Press **Enter** twice.
9. Type the body of the letter:
It was our pleasure meeting with you last week to discuss quotes for the components you requested. As agreed upon, the specifications discussed will be provided to you once we receive final approval from you.
10. Press **Enter** twice.
11. Type **At Proseware, Inc., we appreciate your business.**
12. Press **Enter** twice.
13. Type the closing **Sincerely,**
14. Press the **Enter** key four times.
15. Type **Joe Villanueva**.
16. Proof your document carefully.
17. Click the **File** tab, and then click **Save**. The updated version of the letter will be saved with the same filename in the lesson folder on your flash drive.

PAUSE. LEAVE the document open for the next project.
