

Competency Assessment

Project 3-1: Formatting a Sales Letter

Star Bright Satellite Radio will be sending sales letters to people who have just purchased new vehicles equipped with their radios. Add some finishing formatting touches to this letter.



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

1. **OPEN** the *Letter* document from the data files for this lesson.
2. **SAVE** the document as *3-1 Sales Letter* in the lesson folder on your flash drive.
3. Select the title of the company, **STAR BRIGHT SATELLITE RADIO**.
4. Apply the **Title** style and reduce the font size to **24** pt.
5. In the second paragraph of the body of the letter, select the first sentence, **Star Bright Satellite...**
6. In the Font group on the Home tab, click the **Bold** button.
7. In the second paragraph, select the fifth sentence, **Star Bright also broadcasts...**
8. In the Font group, click the **Italic** button.
9. In the fourth paragraph, select the first sentence, **Star Bright is only \$10.95 a month.**
10. On the Mini toolbar, click the **Bold** button.
11. In the third sentence of the fourth paragraph, select **Subscribe**.
12. In the Font group, click the Change Case **drop-down arrow**, and then click **UPPERCASE**.
13. With the word still selected, click **Bold**, and then deselect the text.
14. Change the view of the document to **100%**, if necessary.
15. **SAVE** the document in the lesson folder on your flash drive, then **CLOSE** the file.

PAUSE. LEAVE Word open for the next project.
