

## Unit 3 Applications

### Unit Application 3-1

Create a cover letter for a document as a separate section; insert a page break and a continuation page header.

1. Open the file **Assortment**.
2. Add a blank page to the beginning of the document (use a section break to separate the cover letter from the **Assortment** document). To create the cover letter, key the text shown in Figure U3-1, including the corrections on page 1 of the document. Use the standard letter format. The letter should be from Richard Matthews, Wholesale Sales Division. Include your reference initials and an enclosure notation.

Figure U3-1

Mr. Patrick O'Reilly  
 Village Center  
 226 Pierce Avenue  
 Sharpsville, PA 16150

Use 12 pt Cambria, regular text  
 (no bold, no small caps), single  
 spacing, and 0 pt spacing after.

Dear Mr. O'Reilly:

As you requested, enclosed is the information about our wholesale division.

Campbell's Confections entered the wholesale market during the mid 1990s. A contract was negotiated with a large hotel chain to provide boxed chocolates for the gift stores. A second contract was approved in 1997 with the Pittsburgh Airport.

Wholesale contracts are only negotiated with businesses that can provide multiple locations for our chocolates. Wholesale prices are based on a minimum order of \$570. The wholesale agreements also stipulate the proper conditions for storing and displaying Campbell's Chocolates.

Initial chocolate offerings for the wholesale market include assorted chocolates, covered nuts (milk and dark chocolate), assorted chocolate covered creams (milk and dark chocolate), and assorted melt-a-ways (milk and dark chocolate). Sugar-free chocolates and chocolate bars are also available.

Let me know if you have any questions. I look forward to speaking with you soon.

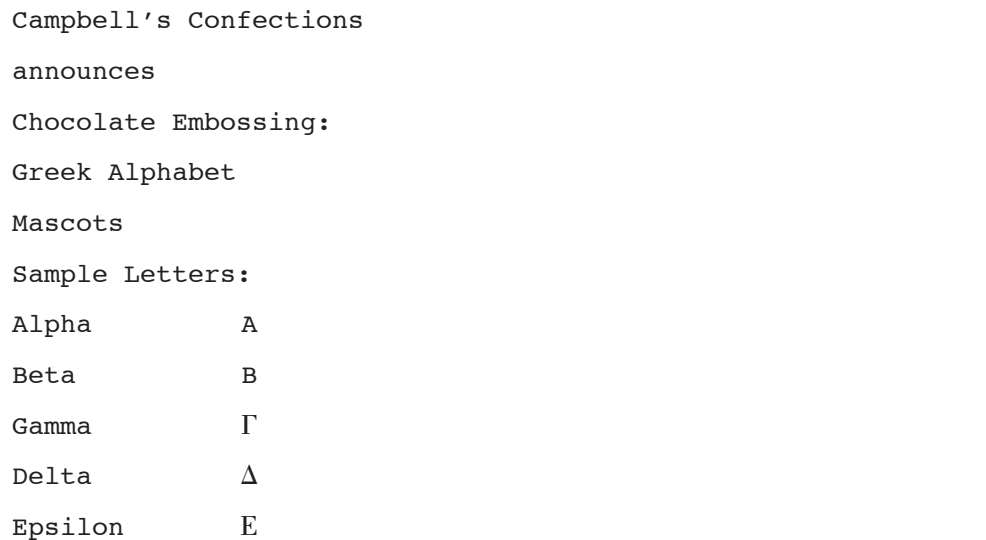
3. Change the top margin for section 1 to 2 inches.
4. Create a right-aligned footer for section 2. The text should include the text **Updated** followed by today's date inserted as a field that is automatically updated.
5. In section 2, delete blank paragraphs, and center the text vertically.
6. Select the bulleted list for each category on the page, and sort the text alphabetically.
7. Spell-check the letter only.
8. Change the first heading in section 2 to all caps, and center the heading.
9. Save the document as *[your initials]u3-1* in a new folder for Unit 3 Applications.
10. Submit and close the document.

## Unit Application 3-2

**Create a memo; change page orientation; apply section formatting.**

1. Open the file **Emboss**. Format the document as a memo to “Store Managers” from Robert Smith. Use the current date, and the subject is “New Products.”
2. Add a Next Page section break at the end of the document, and key the text shown in Figure U3-2. Set a left-aligned tab for the text in each column under “Sample Letters.” Use the Symbol dialog box (Symbol font) to insert the Greek letters.

**Figure U3-2**



Campbell's Confections  
announces  
Chocolate Embossing:  
Greek Alphabet  
Mascots  
Sample Letters:

Alpha	A
Beta	B
Gamma	Γ
Delta	Δ
Epsilon	E

3. Change the top margin for section 1 to 2 inches. Key your reference initials and an attachment notation at the end of section 1.
4. Format section 2 with landscape orientation and centered vertically. Center the first six lines.
5. Open the Styles task pane, and modify the Heading 1 style for center alignment, 18 points, and small caps. Modify Heading 2 style for center alignment, 16 points spacing after, and 14-point small caps.
6. Select “Chocolate Embossing” through “Sample Letters,” and apply 14-point bold and italic formatting.
7. Apply the Heading 1 style to the first line of section 2, and apply the Heading 2 style to the second line of section 2.
8. Format “Sample Letters” to have 24 points spacing before and small caps formatting.
9. Select the text from “Sample Letters” through “E,” and apply 1-inch left and right indents, 18-point font size, and a 2¼ pt box border with 10 percent gray shading.
10. Add a double-line page border to section 2.
11. Preview the document, and then save it as *[your initials]u3-2* in your Unit 3 Applications folder.
12. Submit and close the document.

### Unit Application 3-3

**Create a new template, create and apply paragraph and character styles, modify styles, and use style options.**

1. Create a new document based on the default template. Change the left and right margins to 1.25 inches.
2. Key the title **Campbell's Confections**, and press **Enter**. Center the title, and change the font size to 20 points and apply small caps.
3. Key **Holiday Update** and press **Enter** two times.
4. Create a paragraph style named **Subhead** that is 14-point Arial, all caps, and centered, and apply it to the second line of text.
5. At the last paragraph mark, key **Chocolate Events**. Create and apply a paragraph style for this text based on the Normal style and named **UpdateHead**. Use 12-point Arial bold with all caps.
6. Save the document as a template named *[your initials]update* in your Unit 3 Applications folder or in the default Templates folder on the hard disk, whichever your instructor tells you to use. Close the template.

7. Start a new document based on the template *[your initials]update*.
8. Replace the words “CHOCOLATE EVENTS” with the current year.
9. One line below “200-,” key **Akron, Ohio**, and apply the Normal style.
10. To the right of “Akron, OH,” insert a tab character and key **January 3**.
11. To this line of text, create and apply a paragraph style named **CityName** using 12-point Arial bold with a 3-inch left tab setting.
12. Create a paragraph style named **IndentedPara** based on the CityName style, using 12-point Arial regular, with 12 points spacing after paragraphs and a 3-inch hanging indent.
13. Assign Indentedpara as the style for the paragraph following CityName.
14. Assign CityName as the style for the paragraph following Indentedpara.
15. Create a character style named **EventDate** using 11-point Arial bold italic, and apply it to the text “January 3.”
16. Press **Enter** after “3,” press **Tab**, and key **National Chocolate-Covered Cherry Day**.
17. Press **Enter** and key the text shown in Figure U3-3. Press **Tab** before each date and before each description. Apply the EventDate style to all the date text.

**Figure U3-3**

Clarksburg, WV	February 19 Chocolate Mint Day
Grove City, PA	March–Third Week American Chocolate Week
Canton, OH	April 21 National Chocolate–Covered Cashews Day
Morgantown, WV	May 15 National Chocolate Chip Day
Monroeville, PA	June National Candy Month
Youngstown, OH	July 7 Chocolate Day
Fairmont, WV	September 22 National White Chocolate Day
Butler, PA	October 28 National Chocolate Day

18. Modify the CityName style to 11 points.
19. Align the entire document vertically on the page.
20. Spell-check the document, and save it as *[your initials]u3-3* in your folder for Unit 3 Applications.
21. Submit and close the document.

## Unit Application 3-4 ♦ Using the Internet

**Work with sections, page numbers, and headers and footers.**

1. Using the Internet, research the history of chocolate.
2. Create a 3- to 5-page report, and organize the document into sections.
3. Include the following topics and create sections for each topic:
  - A timeline of the history of chocolate—include a brief description of major events for each century.
  - Mention Columbus, Aztecs, Mayas, and European influence.
  - Major producers of cacao pods.
  - Create a title page for the document as a separate section.
  - Title each subsequent section of the document.
  - Check pagination, and apply line and page break options where needed.
  - Include appropriate headers/footers and page numbering on all pages except the title page.
4. Save the document as *[your initials]u3-4* in your Unit 3 Applications folder, and submit it.