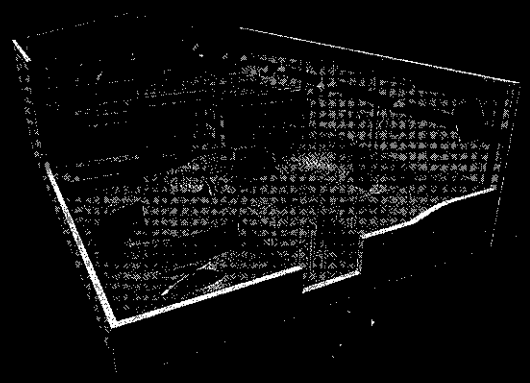
SKATEBOARDS, INC.

PART 1: WORD



PROJECTS INCLUDED:

Project W-1:	Write a Press Release
Project W-2:	Create and Design Letterhead
Project W-3:	Create and Design an Envelope
Project W-4:	Create Price Sticker Labels
Project W-5:	Create a Business Memo
Project W-6:	Create a Skateboards Bullet List
Project W-7:	Create a Skateboard Terms and Definitions Two-Column List
Project W-8	Create and Design an Hours of Operation Sign
Project W-9	Create and Design a Waiver and Release of Liability Form
Project W-10*	Create an Employee Welcome Letter Mail Merge
Project W-11**	Create a Vendor Letter Mail Merge

*Microsoft Access *Project A-1: Create an Employee Database* must be completed before beginning this project.
**Microsoft Excel *Project E-1: Create a Vendor Contact List* must be completed before beginning this project.

Approx. Completion Time: .5 hrs.

Write a Press Release

New Skills: Formatting a Press Release • Line Spacing • Text Formatting and Alignment

TASK AND PURPOSE:

Prepare a press release to the local news media that will advertise the grand opening of Skateboards, Inc.

OVERVIEW:

A press release is written on standard 8.5 x 11 inch paper. It gives local media information that is useful, accurate, and interesting. It allows local media to print information that lets readers know what's going on in their area. It's also a free way to advertise. Press releases are often sent to newspapers, radio and TV stations.

STRATEGIES AND TIPS TO CONSIDER:

1. The more interesting you make your press release, the better chance you have of getting the local media (TV and newspaper) to cover your event.

2. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.

2. Save the document as **Project W-1 Press Release** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.

3. Set the page size to 8.5 inches wide x 11 inches tall with a 1 inch margin on all sides.

4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.

5. At the top left-hand corner of the page, insert the Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD. Resize the logo so it is in proportion with the rest of your document.

6. Under the logo, key the following contact information left-aligned, single-spaced, 9 point bold:

Skateboards, Inc.
Your Name, Office Specialist
360 Jackson Boulevard
Rapid City, SD 57702
Phone: 1-888-555-RAIL (7245)
Fax: 1-888-555-PIPE (7473)
Randy@skateboardsinc.net
www.skateboardsinc.net

7. Double-space and key the following date left-aligned:

May 15, 20__

8. Double-space and key the following heading left-aligned, 12 point bold, all caps:

FOR IMMEDIATE RELEASE

9. Double-space and key the following introduction line left-aligned, 12 point bold, all caps:

SKATEBOARDS, INC. ANNOUNCES THE GRAND OPENING OF ITS NEW INDOOR SKATEBOARDING AND ROLLERBLADING PARK

10. Double-space and key the following information left-aligned with a .5 inch tab indent at the beginning of each new paragraph:
Note: *Double-space the entire body of the press release.*

On Saturday, June 1, 20__, at 9 a.m., Randy Boardman proudly presents the Grand Opening of Skateboards, Inc., a new and exciting indoor skate park that has ramps, rails, quarter pipes, a fun box with stairs, and everything a skateboard enthusiast or rollerblader could ask for. "Having an indoor park will allow our patrons to have a safe, entertaining area to congregate and burn off energy any time of the year," said Mr. Boardman.

Skateboards, Inc. consists of more than 30,000 square feet of skateboard and rollerblade ramps and includes a D.J. booth, large screen TVs, a food court, a lounge area, an arcade, lockers, and a pro shop.

The day will be filled with fun, food, and entertainment. Andy Caron and Amy MacDonald (pro skateboarders) will be available to sign autographs. Each will give a short demonstration at various times throughout the day of how to use the different ramps, rails, and pipes within the facility. Our staff will also be available to conduct tours and answer questions regarding membership or any other questions you may have.

Come in and join the fun, and register to win one of the many prizes being given away, including a free one-year membership. For more information, call Skateboards, Inc. at 1-888-555-RAIL (7245).

11. If your press release exceeds one page, the second page should indicate "Page 2" in the upper right-hand corner of the page (right-aligned).

12. Double-space and insert the following three symbols (centered) to indicate the end of the press release:

    ###

13. Carefully proofread your work for accuracy and format.

14. Resave the file.

15. Print a copy of the document if required by your instructor.

Approx. Completion Time: .5 hrs.

Create and Design Letterhead

New Skills: Using Headers and Footers • Creating a Letterhead Template

TASK AND PURPOSE:

Create and design letterhead stationery that Skateboards, Inc. will use to communicate with vendors, customers, and employees.

OVERVIEW:

A letterhead is a sheet of stationery with the name, address, logo, and other relevant information of an organization. Letterhead is used to send business letters and other forms of correspondence. In this exercise, you will create a business letterhead template. This will allow you to type future correspondence into the template within Word, and print your letter complete with logo and information on plain paper.

STRATEGIES AND TIPS TO CONSIDER:

1. The purpose of business letterhead is to show others a professional representation of your business or organization, and to also remind your customers and vendors of who you are when you send them documents.
2. Keep the design professional, clean, and simple.
3. Stick to one font in the letterhead.
4. Since the logo is the most important element on a letterhead, it should be the largest item.
5. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.
2. Save the document as **Project W-2 Letterhead** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.
3. Set the page size to 8.5 inches wide x 11 inches tall with a 1 inch margin on all sides.
4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.

5. Open the header and footer feature.

6. In the header box, insert the Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD. Center the logo within the header box. Resize the logo so it is in proportion with the rest of your document.

7. Switch to the footer command, and key the following contact information centered within the footer box, single-spaced:

   360 Jackson Boulevard • Rapid City, SD 57702
   Phone: 1-888-555-RAIL (7245) • Fax: 1-888-555-PIPE (7473)
   Email: info@skateboardsinc.net
   www.skateboardsinc.net

8. Italicize the words "Phone," "Fax," and "Email" in the footer.

9. Close the header and footer.

10. Carefully proofread your work for accuracy and format.

11. Resave the file.

12. Print a copy of the document if required by your instructor.

Approx. Completion Time: .5 hrs.

Create and Design an Envelope

New Skills: Formatting a Business Size Envelope

TASK AND PURPOSE:

Create and design a business-size envelope to coordinate with the Skateboards, Inc. letterhead.

OVERVIEW:

An envelope is used to send a letter and/or other documents. An envelope contains the company name and address in the top left-hand corner (return address area) and the recipient's address in the center. The standard size of a business envelope (No. 10 envelope) is 9.5 inches wide x 4.125 inches tall.

STRATEGIES AND TIPS TO CONSIDER:

1. To establish a consistent, professional image for Skateboards, Inc., the design of the envelope should coordinate with that of the letterhead, with the exception of where the information is placed.

2. Obtain some samples of real business envelopes and analyze them to help you design your own.

3. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.

2. Save the document as **Project W-3 Envelope** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.

3. Set the page size to 9.5 inches wide x 4.125 inches tall with .25 inches for top, bottom, and left margins and 1 inch for right margin and set orientation to landscape.
   Note: *This is the size of a standard business envelope.*

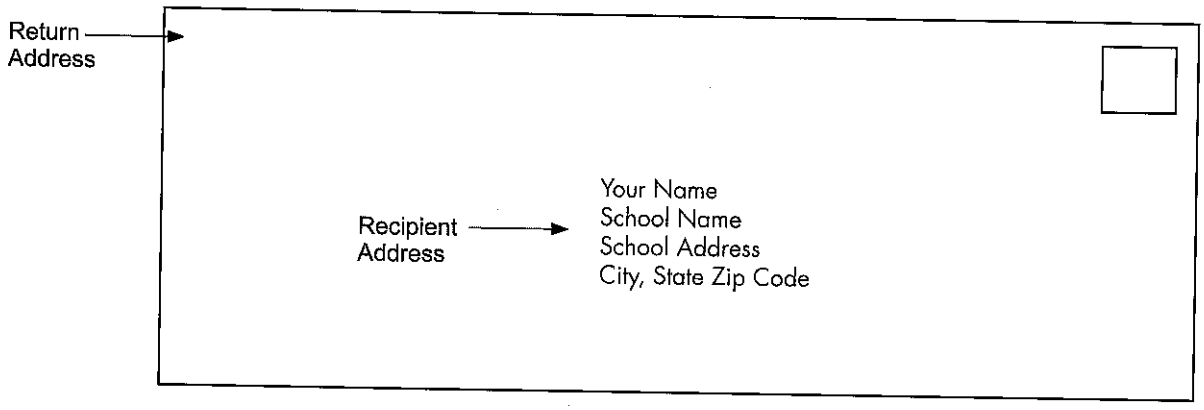
4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.

5. At the top left-hand corner of the page, insert the Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD, followed by the return address information shown below. Resize the logo so it is in proportion with the rest of your document.
Note: *Be sure to use the font you chose for your letterhead.*

[Insert the Skateboards, Inc. logo]
360 Jackson Boulevard
Rapid City, SD 57702

6. Key your name, and your school name and address in the recipient address area on the envelope left-aligned. See **Figure W-3-1** below.
Tip: *The recipient area is approximately 2 inches from the top and 4 inches from the left-hand side of your envelope.*

Figure W-3-1



7. Carefully proofread your work for accuracy and format.

8. Resave the file.

9. Print a copy of the document if required by your instructor.
Suggested: Print on a real envelope.

Create Price Sticker Labels

New Skills: Using Labels • Strikethrough Text Style

TASK AND PURPOSE:

Create price sticker labels to be placed on the products for sale in the Pro Shop.

OVERVIEW:

The Pro Shop Manager, Kyle Logan, has asked you to prepare computer-generated sheets of price stickers to be affixed to the products for sale in the Pro Shop. He provided you with a list indicating the item name, item number, "List Price," and "Our Price" for each item. In this project, you will prepare four labels for each product on the list.

STRATEGIES AND TIPS TO CONSIDER:

1. Use your discretion as to the proper placement and formatting of the product and price information on the label.

2. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.

2. Save the document as **Project W-4 Price Sticker Labels** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.

3. Generate a full sheet of blank Standard Avery 1 x 4 inch address labels (#5161). Your document should display a total of 20 blank labels, as shown in **Figure W-4-1**.

Figure W-4-1

1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20

4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points. Use your discretion as to the proper placement and formatting of the information.

5. Type the following information in the 1st label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to "strikethrough," as shown below.

   Item Name: Pro-Tec Ace Helmet
   Item #: S7134
   List Price: ~~$45.99~~
   Our Price: $34.99

6. Copy and paste the information above to the next three label cell blocks.

7. Type the following information in the 5th label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to "strikethrough," as shown below.

   Item Name: Bullet Knee Pads
   Item #: S2182
   List Price: ~~$35.99~~
   Our Price: $24.99

8. Copy and paste the information above to the next three label cell blocks.

9. Type the following information in the 9th label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to "strikethrough," as shown below.

   Item Name: All Skateboards
   Item #: S9341
   List Price: ~~$55.99~~
   Our Price: $49.99

10. Copy and paste the information above to the next three label cell blocks.

11. Type the following information in the 13th label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to "strikethrough," as shown below.

    Item Name: Salomon Rollerblades
    Item #: I2896
    List Price: ~~$499.99~~
    Our Price: $399.99

12. Copy and paste the information above to the next three label cell blocks.

13. Type the following information in the 17th label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to "strikethrough," as shown below.

    Item Name: Skateboards, Inc. Baseball Cap
    Item #: S5221
    List Price: ~~$12.99~~
    Our Price: $8.99

14. Copy and paste the information above to the last three label cell blocks.

15. Carefully proofread your work for accuracy and format.

16. Resave the file.

17. Print a copy of the document if required by your instructor.

Approx. Completion Time: .75 hrs.

Create a Business Memo

New Skills: Formatting a Business Memo • Superscript Text Style

TASK AND PURPOSE:

Create a business memorandum from the marketing director to the marketing staff advising them of space being reserved in *The Rapid City Gazette* for the Grand Opening announcement of Skateboards, Inc.

OVERVIEW:

Memos and business letters are the most common types of business communications. Memos are almost always used within an organization. They are usually short, to the point, and do not have a salutation or complimentary closing. Memos have a specific format that is very different from a business letter.

STRATEGIES AND TIPS TO CONSIDER:

1. Memos usually have a 1 inch margin on all four sides, and the writer's initials always appear next to the name at the top of the memo.

2. Be concise. Long sentences with complex construction do not belong in memos. Keep memos short and to the point.

3. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.

2. Save the document as **Project W-5 Business Memo** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.

3. Set the page size to 8.5 inches wide x 11 inches tall with a 1 inch margin on all sides.

4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.

5. At the top center of the page, insert the Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD. Resize the logo so it is in proportion with the rest of your document.

6. Four lines below the logo, key the following text centered, bold, all caps, with one space between each letter:

   M E M O R A N D U M

7. Four lines below the memorandum heading line, key the following information left-aligned, double-spaced: (Highlight the initials after Rebecca Langford's name, change to a script-like 16 point font, and superscript.)

   To: Amy Reeve and Christine Stone, Marketing Staff
   From: Rebecca Langford, ^{RL} Marketing Director
   Date: May 10, 20__
   Subject: Grand Opening Advertisement

8. Double-space and insert a solid line extending from margin to margin.
   Tip: *Hold down the shift key and use the hyphen key or use the border or line tool.*

9. Double-space and key the following information as shown below, left-aligned, double-spaced between paragraphs.

   We are reserving space in *The Rapid City Gazette* to run the Grand Opening Advertisement for Skateboards, Inc.

   The ad will run on May 28, 29, 30, and 31 leading up to the June 1 Grand Opening event. I am looking for ideas and suggestions on design and content for the ad. Let's plan to meet next week to brainstorm and "kickflip" around some ideas. We'll discuss ad size at this meeting.

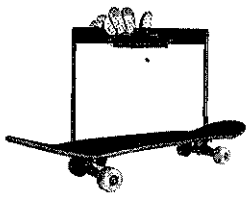
   What's your availability for Friday? Let's get ready to "Rock and Roll" and make the Grand Opening of Skateboards, Inc. an event Rapid City will never forget!

10. Carefully proofread your work for accuracy and format.

11. Resave the file.

12. Print a copy of the document if required by your instructor.

Approx. Completion Time: .5 hrs.



Create a Skateboards Bullet List

New Skills: Formatting Using Bullets and Numbering • Sorting Text • Customizing Bullets

TASK AND PURPOSE:

Create a bulleted, alphabetized list of various skateboards to be hung in the Pro Shop at Skateboards, Inc. The document will let customers know the types of skateboards that are for sale.

OVERVIEW:

The Pro Shop needs a list of skateboards they carry in stock to be hung in various spots throughout the shop. Your task is to create a bulleted list, then sort it in alphabetical order.

STRATEGIES AND TIPS TO CONSIDER:

1. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.

2. Save the document as **Project W-6 Skateboards Bullet List** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.

3. Set the page size to 8.5 inches wide x 11 inches tall with 1 inch margins on the top and bottom and .5 inch margins on the left and right.

4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.

5. At the top center of the page, insert the Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD. Resize the logo so it is in proportion with the rest of your document.

6. Four lines below the logo, key the following heading centered, all caps, 26 point bold:

   SKATEBOARDS FOR SALE AT SKATEBOARDS, INC.

7. Double-space and key the following information left-aligned, 14 point, single-spaced:

Kryptonics Eagle
Maple Bronze Series
Chase CAB
World Series Gas Chamber
Birdhouse Completes
Worldhouse Detention Deck
Flip Appleyard
Charger
Ocean Pacific Longboards
Sector Nine
Tony Hawk
G-Board

8. Select (highlight) the entire list, and using the sort feature, sort the list in ascending order alphabetically.

9. With the list still selected, change the spacing between each line to double-space.

10. With the list still selected, add bullets using the bullets and numbering feature. (You may choose any bullet.)

11. Carefully proofread your work for accuracy and format.

12. Resave the file.

13. Print a copy of the document if required by your instructor.

Approx. Completion Time: 1 hr.

Create a Skateboard Terms and Definitions Two-Column List

New Skills: Formatting Text into Columns

TASK AND PURPOSE:

Create a two-column list of skateboarding terms and definitions to be used by the instructors during skateboard lessons to help patrons become familiar with skateboarding terms.

OVERVIEW:

Patrons of Skateboards, Inc. need to become familiar with skateboarding terms, especially if they will be competing in events. You will be creating a one-page, two-column list of terms and definitions. The list will be handed out to every patron of Skateboards, Inc. when they have completed their Waiver of Liability Form (which you will create in Project W-9 of the simulation).

STRATEGIES AND TIPS TO CONSIDER:

1. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.

2. Save the document as **Project W-7 Two Column List** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.

3. Set the page size to 8.5 inches wide x 11 inches tall with a .5 inch margin on all sides.

4. Choose an easy-to-read font, and keep the font size to a maximum of 11 points, unless otherwise noted.

5. At the top center of the page, insert the Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD. Resize the logo so it is in proportion with the rest of your document.

6. Double-space after the logo and key the following heading centered, all caps, 14 point bold:

   SKATEBOARDING TERMS AND DEFINITIONS

7. Double-space and key the following information left-aligned, 11 point, and double-spaced between terms as shown:
Note: *Bold each term, not its definition.*
Example: **180 Flip** - a 180 degree boardslide varial kickflip

180 Flip - a 180 degree boardslide varial kickflip

360 Flip - a 360 degree boardslide varial kickflip

50-50 - both trucks grinding on an object

5-0 - only the back truck grinding on an object

Backside - turns or rotations in the direction your toes point toward, so that your back is facing the outside of the arc

Boardslide - a trick where you lift your front truck over the lip, coping, rail, ledge, or whatever it is that you desire, and slide

Fakie - skating backwards

Frontside - turns or rotations in the direction your toes point toward, so that your front is facing toward the outside of the arc

Goofy-foot - riding with the right foot forward

Grind - moving along an edge with your trucks, scraping your trucks against the object being grinded as you skate

Heelflip - ollie, front foot goes to the toe side of the board, flicking the board with the ball of your foot, board flips, lands

Kickflip - ollie, front foot goes toward the heel side of the board, flicking the board with your toes, board flips, lands

Mongo-foot - a style of pushing where the back foot is kept on the board, and the pushing is done with the front foot

Nollie - ollie off of the nose of the board where you pop the nose with your front foot and slide your back foot towards the tail to lift the board

Nollie Heelflip - ollie off the nose (nollie), kick the board with the heel toward the toe side of the board with your back foot

Nollie Kickflip - ollie off the nose, kick the board with the toes toward the heel side of the board with your back foot

Nose - the front end of the board, from the front two truck bolts, to the tip of the deck

Nosegrind - only the front truck grinding on an object

Noseslide - sliding the underside of the nose on the deck onto a rail, curb, ledge, lip, coping, or whatever you want

Ollie - a jump performed by taping the tail of the board by which the rider becomes airborne

Switch-stance - skateboarding in the opposite stance than accustomed to, and passing it off as "normal"

Tail - the back end of the board, from the back two truck bolts, to the tip of the deck

Tailslide - sliding the underside of the tail on the deck onto a rail, curb, ledge, lip, coping, or whatever it is that you want to slide

Varial - rotation of board or body

8. Select the list of terms, and using the columns feature, format the terms and definitions into a two-column list with a line between the columns (the equal column width box should be selected). The width of the columns will be automatically calculated.
Tip: *Be sure you apply the columns to selected text only.*

9. Carefully proofread your work for accuracy and format.

10. Resave the file.

11. Print a copy of the document if required by your instructor.

Approx. Completion Time: .5 hrs.

Create and Design an Hours of Operation Sign

New Skills: Using Tables • Merging Cells • Shading Cells • Inserting Rows • Formatting Cells

TASK AND PURPOSE:

Create and design an Hours of Operation sign to be placed in a window or on a door to let customers know when Skateboards, Inc. is open for business.

OVERVIEW:

Every establishment should post its hours of operation in a highly visible area. In some establishments, more than one sign should be posted, depending on the number of entrances.

STRATEGIES AND TIPS TO CONSIDER:

1. Use a block style font to maximize the visibility of the sign.
2. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.
2. Save the document as **Project W-8 Hours of Operation Sign** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.
3. Set the page size to 8.5 inches wide x 11 inches tall with a .5 inch margin on all sides.
4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.
5. At the top center of the page, insert the Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD. Resize the logo so it is in proportion with the rest of your document.
6. Double-space after the logo and key the following headline centered, all caps, 36 point bold:

   HOURS OF OPERATION

7. Under the headline, insert a centered table with two columns and seven rows.

8. Select the table and, using table properties, change each cell height to .85 inches tall with the text centered vertically.

9. Key the hours of operation shown below in the respective cells in 30 point bold.

Monday	3 pm – 10 pm
Tuesday	3 pm – 10 pm
Wednesday	3 pm – 10 pm
Thursday	3 pm – 10 pm
Friday	3 pm – 10 pm
Saturday	9 am – 10 pm
Sunday	9 am – 8 pm

10. Insert one row below the last row in the table. Merge the cells in this row and key the following text in 20 point bold, centered:

Hours change during school vacations and summer. Call 1-888-555-7245 for details.

11. Format the table to display a border around the table, but not each cell. There should be no borders between cells.

12. Shade various cells to make the information easy to read (*optional*).

13. Carefully proofread your work for accuracy and format.

14. Resave the file.

15. Print a copy of the document if required by your instructor.

Approx. Completion Time: 1 hr.

Create and Design a Waiver and Release of Liability Form

New Skills: Creating a Business Form • Changing Row Height in a Table

TASK AND PURPOSE:

Create and design a waiver and release of liability form for Skateboards, Inc. that every patron using the park will be required to sign. If the patron is under 18, a parent or legal guardian with proper ID must sign in the presence of a Skateboards, Inc. employee or the form must be notarized.

OVERVIEW:

The main purpose and function of a waiver and release of liability form is:

1. to protect the organization and its members from frivolous lawsuits.
2. to make participants aware of the risks of injury in skateboarding and/or rollerblading.

STRATEGIES AND TIPS TO CONSIDER:

1. The only graphic to be used is the Skateboards, Inc. logo (installed from the Skateboards, Inc. Resource CD).
2. Since this is a legal document, it needs to be clean, uncluttered, and easy-to-read and understand.
3. Plan carefully so this document can be kept to one page.
4. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.
2. Save the document as **Project W-9 Waiver and Release of Liability Form** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.
3. Set the page size to 8.5 inches wide x 11 inches tall with a .5 inch margin on all sides.
4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.
5. At the top center of the page, insert the Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD. Resize the logo so it is in proportion with the rest of your document.

6. Double-space after the logo and key the following information centered:

   360 Jackson Boulevard, Rapid City, SD 57702
   1-888-555-RAIL (7245)

7. Double-space and key the following information centered, 14 point, bold, all caps:

   WAIVER AND RELEASE OF LIABILITY
   IF UNDER 18, MUST BE SIGNED BY PARENT/GUARDIAN
   (READ BEFORE SIGNING)

8. Double-space and key the following information as shown, left-aligned with a .5 inch tab indent at the beginning of each paragraph. Double-space between paragraphs.

   I understand that skateboarding/rollerblading can be a dangerous activity and that, by participating, I am taking a risk that I may be injured.

   I hereby assume all risks, even if Skateboards, Inc. employees or agents, through negligence or otherwise, are deemed liable. I hereby release, waive, and agree not to sue Skateboards, Inc., their employees or any agents, coaches, participants, sponsoring agencies, sponsors, advertisers, or others associated with the park.

   I understand, consent to, and authorize, in advance, the use of my name, voice, picture or other likeness, in combination or alone, in any broadcast, telecast, print medium, advertising, promotion or other account of any and all skateboarding/rollerblading events.

   I represent that my minor child is/or I am in good physical condition to participate in the programs and activities without jeopardizing our health. It is understood that I release Skateboards, Inc., its agents, sponsors, advertisers, and staff from all liability of any sort.

   The lower portion of this form must be filled out in the presence of a Skateboards, Inc. employee. If under 18, a parent/guardian with proper ID must sign the form in the presence of a Skateboards, Inc. employee or it must be notarized.

9. Double-space and insert a dashed line (or use the border or line tool) the width of the margins.

10. Under the dashed line, single-space and key the following information as shown centered, 10 point, bold:
    Note: *Include the parenthesis.*

    (Detach here)

11. Double-space and insert a table with eight rows and two columns. Using table properties, make the table row height .3 and set the cell alignment to bottom. Using a font size of 10 point bold, key the information into the respective cells as shown in **Figure W-9-1**.

Figure W-9-1

Name:	Address:
City, State Zip:	Phone #:
Date of Birth:	Date:
Signature:	
Parent/Guardian Signature (if under 18):	
Parent/Guardian Driver's License #:	
Notary:	Date:
Notary required if parent/guardian's signature is not witnessed by a Skateboards, Inc. employee	

12. Merge the cells in the rows that require only one cell to display the information (as shown in **Figure W-9-1**).

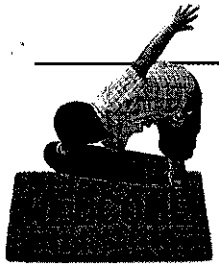
13. Center the text shown in the last row of the table.

14. Format the table to show a border around the table and the cells as shown in **Figure W-9-1**.

15. Carefully proofread your work for accuracy and format.

16. Resave the file.

17. Print a copy of the document if required by your instructor.



Approx. Completion Time: 1 hr.

Create an Employee Welcome Letter Mail Merge

New Skills: Formatting a Business Letter • Using the Mail Merge Feature with an Access Database • Inserting Merge Fields

IMPORTANT NOTE: Prior to completing this project, you must first complete "Project A-1: Create an Employee Database" in the Microsoft Access section of this book.

TASK AND PURPOSE:

Prepare an Employee Welcome Letter congratulating and welcoming new employees to Skateboards, Inc.

OVERVIEW:

A welcome letter is done on standard business letterhead. In this exercise, you will use the letterhead template you created in Project W-2, add necessary merge fields, resave the template as a new document, and merge your new document with the Access Employee Information Table database you created in Project A-1. Your letter will go to all new employees inviting them to an orientation, tour of the facility, and pizza party.

STRATEGIES AND TIPS TO CONSIDER:

1. Your welcome letter should be short, inviting, and to the point.
2. A welcome letter should provide useful information.
3. Before you begin the project, you may want to print a hard copy of Project A-1 to use as a visual reference.
4. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, open **Project W-2 Letterhead** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.
2. To avoid overwriting your original letterhead file, save the document as **Project W-10 Employee Welcome Letter Template** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.
   Tip: *Remember to use "Save As."*
3. Set the page size to 8.5 inches wide x 11 inches tall with a 1 inch margin on all sides.

4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.

5. Using the mail merge feature, set up the main document indicating "Letters" as the document type.

6. Using the mail merge feature, select the file "Employee Database" (created in **Project A-1 Employee Database** in your "Access Projects" folder under your "Skateboards, Inc. Simulation" folder).
Note: *This step will connect the main document (the letter) to the data source document; the data source document does not actually display on the screen.*

7. At approximately 2.5 inches down from the top, key the following date left-aligned:

   May 1, 20__

8. Using the mail merge feature, insert the following merge fields four lines below the date left-aligned:
Note: *Insert the necessary spaces and punctuation between merge fields as shown below.*

   «Salutation» «Fname» «Lname»
   «Street»
   «City», «State» «Zip»

9. Two lines below the address block, insert the following salutation text and merge field left-aligned:
Note: *Insert a colon after the «Fname» merge field.*

   Dear «Fname»:

10. Two lines below the salutation, key the following text, single-spaced, left-aligned, and double-spaced between paragraphs:
Note: *Within the body of the letter, a merge field needs to be inserted for the employee's title.*

    Congratulations and welcome to Skateboards, Inc. We are delighted you are going to join our team as a new «Title». Your role is critical in fulfilling the mission of our organization.

    Please join us on Monday, May 15, 20__, at 1 p.m., for an orientation, tour of the facility, and pizza party where you will meet all of your new co-workers. At that time, you will receive your orientation packet which will include all of the rules and regulations, membership information, waiver for riders, and other essential information.

    We are looking forward to a long-term relationship and your success at Skateboards, Inc. Thank you for choosing to join our team.

11. Double-space and key the following closing left-aligned:

    Sincerely,

12. Four lines below the closing, key the following text left-aligned:

    Randy Boardman
    President

13. Carefully proofread your work for accuracy and format.

14. Resave the file.

15. Print a copy if required by your instructor.

16. Using the mail merge feature, merge your letters to a new document.

17. Carefully proofread your work for accuracy and format.

18. Save the document as **Project W-10 Employee Welcome Letter Merged** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.

19. Print a copy of one or more of the merged letters if required by your instructor.

WORD PROJECT W-11

Approx. Completion Time: 1 hr.

Create a Vendor Letter Mail Merge

New Skills: Using the Mail Merge Feature with an Excel Spreadsheet

IMPORTANT NOTE: Prior to completing this project, you must first complete "Project E-1: Create a Vendor Contact List" in the Microsoft Excel section of this book.

TASK AND PURPOSE:

Create a letter to the vendors of Skateboards, Inc. providing them with the opportunity to promote their products to members and guests at the Grand Opening Celebration on June 1, 20__.

OVERVIEW:

Vendors often seek new and creative ways to promote their products or services. Sometimes they provide door prizes (such as samples of the products they have for sale), or promotional buttons, pins, or pens depicting their company logo or slogan. At times, groups, organizations, and businesses work together to promote their respective interests. In this exercise, you will use the letterhead template you created in Project W-2, add necessary merge fields, resave the template as a new document, and merge your new document with the Vendor Contact List you created in Project E-1.

STRATEGIES AND TIPS TO CONSIDER:

1. Business communications should be brief, easy-to-read, and clearly state the intended message.

2. Before you begin the project, you may want to print a hard copy of the data source document to have as a visual reference.

3. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, open **Project W-2 Letterhead** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.

2. To avoid overwriting your original letterhead file, save the document as **Project W-11 Vendor Letter Template** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.
   Tip: *Remember to use "Save As."*

3. Set the page size to 8.5 inches wide x 11 inches tall with a 1 inch margin on all sides.

4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.

5. Using the mail merge feature, set up the main document indicating "Letters" as the document type.

6. Using the mail merge feature, select the file "Vendor Contact List" (created in **Project E-1 Vendor Contact List** in your "Excel Projects" folder under your "Skateboards, Inc. Simulation" folder).
Note: *This step will connect the main document (the letter) to the data source document; the data source document does not actually display on the screen.*

7. At approximately 2.5 inches down from the top, key the following date left-aligned:

   May 15, 20__

8. Using the mail merge feature, insert the following merge fields four lines below the date left-aligned:
Note: *Insert the necessary spaces and punctuation between merge fields as shown below.*

   «VendorName»
   «Street»
   «City», «State» «Zip»

9. Double-space and key the following letter, single-spaced, left-aligned, and double-spaced between paragraphs:
Note: *Within the body of the letter, a merge field needs to be inserted for the Vendor Name in the first and last paragraphs.*

   To Whom It May Concern:

   The management team at Skateboards, Inc. is pleased to establish a relationship with «VendorName», and we look forward to doing business with you.

   Our Grand Opening Celebration will take place on June 1, 20__. We invite you to participate in our celebration and extend to you an opportunity to promote your products or services in a number of ways at the event. For instance, your company could donate a "door prize," such as a gift certificate to be given away during the celebration, or contribute promotional items (pens, buttons, key chains, pins) depicting your company logo or slogan to be distributed to our guests.

   Please let us know by return mail whether you plan to participate and the nature and quantity of items to be contributed.

We look forward to celebrating our Grand Opening with a representative of «VendorName» and to promoting your products and services.

Sincerely,

Randy Boardman
President

10. Carefully proofread your work for accuracy and format.

11. Resave the file.

12. Print a copy if required by your instructor.

13. Using the mail merge feature, merge your letters to a new document.
Note: *When prompted to merge the documents, set the range to merge records 1 to 20.*

14. Carefully proofread your work for accuracy and format.

15. Save the document as **Project W-11 Vendor Letter Merged** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.

16. Print a copy of one or more of the merged letters if required by your instructor.