

Instructions to the MS Word Specialist	
1.	Using Microsoft Word, open a blank new document (shortcut to WORD on your desktop).
2.	Save this document as 12 College Acceptance Letter W1 in your WORD FOLDER .
3.	Set the font style to Times New Roman and point size 12. Set the Margins to 1 inch on all sides (NORMAL). How? [Go to Page Layout Tab, Click Margins Button, click Normal for the 1.0 margin setting.
4.	Line Spacing: Press CTRL + A to Select ALL (Highlight the entire page). Click the HOME TAB, Click the <u>Line Spacing Tool</u> , scroll to <u>Line Spacing Option</u> Menu, set the spacing to 0 before and 0 after, then set <u>Line Spacing</u> to Single Spacing. When done, your letter should fit on one page only.
5.	Data Entry: Key (this means type) in the content from Document W-1 . (<i>Example found on my web page or the back of the paper instruction sheet</i>)
6.	Date: On line one type today's calendar date. Example: December 13, 2018 [Press Enter Key 4Xs].
7.	Heading: Key (type) in the content from Document W-1 See icon (A) <i>(Applicant's Name)</i> Your Full Name <i>(Address)</i> 470 Forest Avenue <i>(City/State/Zip Code)</i> Brockton, MA 02301 (Press Enter Key twice)
8.	Body of the Letter: Key in the body content as shown in Document W-1. See Icon (B) <i>Start with Dear your first name:</i>
9.	Complimentary Close: <ul style="list-style-type: none"> • Sincerely, [Press Enter Key 4Xs]. • Key in the sender's name (Robin Smart) [Press Enter Key once]. • Key in the Official Title Director of Admissions as shown in Document W-1. See icon (C)
10.	Spell Check: <ul style="list-style-type: none"> • Press F7 to use Spell Check and correct all errors that you find in the letter. • There are 6 spelling, grammar and punctuation errors in total. • The final version should not include any of the errors that appear in the original document. • There is a HELP SHEET with the errors on my webpage, if you cannot find the errors.
11.	Footer: Key the footer as shown in Document W-1. See icon (D) How? Insert tab, Click Footer, Click Edit Footer. Key in the data as it appears by Icon (D) <ul style="list-style-type: none"> • Add a Copyright Symbol. How? Click Insert, Click Symbols & locate the copyright symbol (C). Then complete the footer, re-type what you see, but <u>do not type the date</u>. Press Enter once. • On the next line, type your Full Name, Class Day/Period and today's date here. • Change all font in the footer, to Times new Roman, point size 12.
12.	Carefully proofread your work for accuracy. Use the HELP SHEET (mentioned in Step 10) to locate those errors. Re-save after making corrections.
13.	Ask a classmate to proof your work. Re-save. Confirm it is inside of your WORD FOLDER .

Document W-1

Do NOT TYPE parenthesis.

(Date) Press Enter key 4x's

See Step 7 **A**

(Applicant's Name)
(Address)
(City, State Zip Code)

Applicants name is your full name.

Press enter 2x's

See Step 8 **B**

Dear (Applicant's name): Press enter 2x's

Congratulations on yor acceptance to the University of Learning. Press Enter 2x's

You are now challenged with making the very important decision of selecting which college or university you are going to attend. We know that this can often be an extremely difficult decision for the young man or woman about to enter college? Enter 2x's

At University of Learning, we recognize the importance of your dicsion and the commitment it entails to learn and develop by means of association with an outstanding center of learning. As awesome as it may sound, this decision may very well have an impact on the quality of your life. Enter 2x's

I believe that University of Learning offers not only an a superb educational experience, but also promotes individual growth and development. Sixty percent of our faculty holds PhDs or law degrees and we offer our students over 320 courses. Enter 2x's

We encourage you to visit our campus if you can. If you have not made a commitment as to where you will attend college next fall, I hope you will carefully evaluate the information contained it this letter and seriously consider our university. Enter 2x's

See Step 9

My very best wishes to you for a successful collegiate experience, and I sincerely hope you will be joining usin the fall. Enter 2x's

C

Sincerely, Press Enter Key 4x's

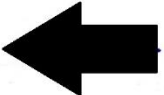
Robin Smart
Director of Admisions



Do not forget Step 10 (Spell Check). All errors must be corrected.

D

© University of Learning, Acceptance Letter
Lauren Brown A3 4/24/19



Footer

See Step 11 for the Footer & Copyright Instructions