

Rep Rally Expenses

Instructions

1. Create a NEW document in Microsoft Word. Type the document in Times New Roman font and with a font size of 12 point.
2. Set the left and right margins to 1 inch, top to 1.5 inches, and bottom to .5 inches.

NEW SKILL

3. Type the text shown in the business letter provided in Figure 55-1. Stop typing when you reach the end of the first paragraph in the body of the letter.
4. Create and insert the Microsoft Excel Worksheet located under the first paragraph in the letter by following the instructions provided below.

NEW SKILL

Instructions for creating the Microsoft Excel Worksheet inside the letter:

- a. Position the cursor two lines below the first paragraph in the letter.
- b. From the "Insert" menu or tab, choose "Object" then "Microsoft Excel Worksheet."
- c. Type the data as shown in the spreadsheet provided.
- * Unless otherwise stated, the font should be set to 10 point Arial.
- d. Bold cell A1 and change the font size to 14 point.
- e. Bold and underline cells A3 – C3.
- f. Format the width of column A to 35.0.
- g. Format the width of column B to 25.0 and center align.
- h. Format the width of column C to 10.0 and center align.
- i. Format cells C4 – C8 as currency displaying 0 decimal places and the \$ symbol.
- j. Enter formulas to compute the totals for columns B and C.
- k. Bold cells A8 – C8.
- l. Underline cells B7 and C7.
- m. Insert a ½ point border around the worksheet, add light gray shading, and center align the worksheet in the letter.
5. Type the remainder of the letter as shown in the business letter provided.
6. Type your name for the student's name.
7. Carefully proofread your work for accuracy.

8. Have a peer proof your letter.
9. Under the title (Sec. of Sr. Class), have your peer type their full name. This is proof of who proofed/edited your work.

New Skills

1. Format a business letter using Microsoft Word.

2. Insert an Excel worksheet into a Word document.

Pep Rally Expenses

FIGURE 55-1

<Current Date>

Ms. Sandra Mayo
11 Slade Drive
Dallas, Texas 97222

Dear Sandra:

As you may have seen on posters around our school, the Athletics Department is sponsoring the annual Pep Rally to help our Dallas Cowboys Football team "get fired up and ready to play" the annual Thanksgiving Day football game. Our class is in need of volunteers to perform in a mock game. We are in need of mock cheerleaders from the other team to wear lots of makeup and mess up on purpose and mock football players from the other team to mess up on purpose. In addition, we need volunteers for other activities such as decorating and handing out programs. Below, you will see a list of activities we are planning and the budget we have for the specific activity.

	A	B	C
1	PEP RALLY ACTIVITIES - VOLUNTEERS NEEDED		
2			
3	Activity	# of Volunteers Needed	Budget
4	Cheerleaders' costumes & makeup	10	200
5	Football players' costumes & makeup	9	185
6	Handing out programs (printing expense)	10	150
7	Decorating the gymnasium (decorations)	10	125
8	Totals		

INSERT AN EXCEL SPREADSHEET HERE

Please email me at *(your name)*@dallascowboyhighschool.edu at your earliest convenience. If you have any additional ideas, please let me know. Together, as the senior class, we can make this the best Pep Rally the school has ever seen.

Sincerely,

Student's Name
Secretary of the Senior Class

• Name of Student who proof read your letter.