

Instructions to the MS Word Specialist	
1.	Using Microsoft Word, open a new document.
2.	Save this document as Project W-1 College Acceptance Letter in your COMP APPS Folder.
3.	Unless otherwise noted, the font should be set to Times New Roman 12 point. Margins should be set to 1 inch on all sides (select setting to normal). [Page Layout Tab] Ask for help, if needed.
4.	Key in the content from Document W-1. Correct all errors that you find in the text as you key it in. There are 6 spelling, grammar and punctuation errors in total. Your final version should not include any of the errors that you found in the original document. Use the spell check tool [F7] to help locate some of the errors. <ul style="list-style-type: none"> • Key in the date, applicant's name (your name), and greeting shown in Document W-1. See Icon (A) <i>You can use your own address or the school's address.</i> • Key in the body content as shown in Document W-1. See Icon (B) • Key in the complimentary close. On the fourth line below the complementary close, key the sender's name and official title as shown in Document W-1. See icon (C)
5.	Key the footer as shown in Document W-1. See icon (D) To add the Copyright Symbol, use the Insert Menu, Symbols Tool. [Ask for the keyboard shortcut.]
6.	Underneath the footer, include your full name, class period and current date.
7.	Carefully proofread your work for accuracy.
8.	Ask a classmate to proof your work. Re-save.
9.	Make an edits and print a copy, <u>only if your instructors informs you to do so.</u> Makes changes if necessary and re-print the document. Pass in the final copy as instructed.