

<b>Instructions to the MS Word Specialist</b>	
1.	Using Microsoft Word, open a new document.
2.	Save this document as <b>W-1 College Acceptance Letter</b> in your <b>COMP APPS/WORD</b> 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). [Go to Page Layout Tab, click normal for the 1.0 margin setting]. Ask for help, if needed.
4.	<p>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 <b><u>not include any of the errors</u></b> that you found in the original document. Use the spell check tool [F7] to help locate some of the errors.</p> <ul style="list-style-type: none"> <li>• Key in the date, applicant’s name (your name), and greeting shown in <b>Document W-1. See Icon (A)</b> <i>You can use your own address or the school’s address.</i></li> <li>• Key in the body content as shown in <b>Document W-1. See Icon (B)</b></li> <li>• Key in the complimentary close. On the fourth line below the complementary close, key the sender’s name and official title as shown in <b>Document W-1. See icon (C)</b></li> </ul>
5.	Key the footer as shown in <b>Document W-1. See icon (D)</b> 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. Confirm it is inside of your WORD FOLDER.
9.	<p>Make an edits and print a copy, <b><u>only if your instructors informs you to do so.</u></b></p> <p>Makes changes if necessary and re-print the document. Pass in the final copy as instructed.</p>