Guided Project 1-1

In this project, Jennie Owings at Central Sierra Insurance writes a business letter to Hartford Specialty regarding the renewal of the insurance policy for Valley Custom Manufacturing. This business letter appears in block format and uses open punctuation. See *Appendix B: Business Document Formats* (online resource) for examples of business document formats and mixed and open punctuation.

[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8]

File Needed: ***ValleyCustomManufacturing-01.docx*** *(Student data files are available in the* Library *of your SIMnet account.)*

Completed Project File Name: ***[your initials] Word 1-1.docx***

Skills Covered in This Project

- Add document properties.
- Use block business letter format using open punctuation.
- Change line spacing.
- Change paragraph spacing.
- Use *AutoComplete*.
- Use paragraph breaks for proper spacing between the parts of a business letter.
- Copy and paste text from another document using the *Clipboard*.
- Use *Show/Hide.*
- Undo automatic capitalization.
- Change font size.
- Apply font styles.
- Use *Smart Lookup*.
- Use the *Editor*.
- Add words to the dictionary.

1. Open a new Word document.
   a. Click the **File** tab to open the *Backstage* view.
   b. Click **Blank document** in the *New* area to open a new document. You can also click **Blank document** from the *Start* page when you first open Word.
2. Save the document as **[your initials] Word 1-1**.
   a. Click the **File** tab to open the *Backstage* view and select **Save As** on the left.
   b. Click **Browse** to open the *Save As* dialog box and select the desired location to save the file.
   c. Type [your initials] Word 1-1 as the file name.
   d. Click **Save** to save the document and close the *Save As* dialog box.
3. Add document properties.
   a. Click the **File** tab to open *Backstage* view and click the **Info** button on the left.
   b. Click the **Show All Properties** link at the bottom of the *Properties* area.
   c. Type Valley Custom Manufacturing in the *Title* field.
   d. Type Central Sierra Insurance in the *Company* field.
   e. Click the **Back** arrow in the upper-left corner of the *Backstage* view to return to the document.
4. Change the line and paragraph spacing of the document.
   a. Click the **Paragraph** launcher [*Home* or *Layout* tab, *Paragraph* group] to open the *Paragraph* dialog box (**Figure 1-89**).
   b. Change the *Line spacing* to **Single**.
   c. Change the *After* paragraph spacing to **0 pt**.

d. Choose **OK** to close the *Paragraph* dialog box.

5. Use *AutoComplete* to type a date.

   a. Turn on **Show/Hide** [*Home* tab, *Paragraph* group] if it is not already turned on.

   b. Type the current date using month, day, year format (January 1, 2023). As you begin typing the date, *AutoComplete* completes the month and current date. Press **Enter** to accept the *AutoComplete* date.

   c. Press **Enter** four times (quadruple space) after the date.

6. Type the inside address, salutation, and subject line.

   a. Type Mrs. Cammie Speckler and press **Enter** once at the end of the line.

   b. Type Hartford Specialty and press **Enter** once.

   c. Type 4788 Market Street, Suite A205 and press **Enter** once.

   d. Type San Francisco, CA 95644 and press **Enter** two times.

   e. Type Dear Mrs. Speckler as the salutation. No colon is used after the salutation when using open punctuation.

   f. Press **Enter** two times.

   g. Type RE: Valley Custom Manufacturing as the subject line.

   h. Press **Enter** two times.

Figure 1-89 *Paragraph* dialog box

7. Copy text from another document and paste it into the current document.

   a. Click the **File** tab to open the *Backstage* view and select **Open** on the left.

   b. Click the **Browse** button to open the *Open* dialog box.

   c. Locate and select the ***ValleyCustomManufacturing-01*** document from your student data files and click **Open**. If the document opens in *Protected View*, click the **Enable Editing** button.

   d. Press **Ctrl+A** to select the entire document.

   e. Click the **Copy** button [*Home* tab, *Clipboard* group] or press **Ctrl+C**.

   f. Close ***ValleyCustomManufacturing-01*** without saving the document.

   g. Return to the ***[your initials] Word 1-1*** document and place your insertion point on the last blank line of the document.

   h. Click the **Clipboard** launcher [*Home* tab, *Clipboard* group] to open the *Clipboard* pane (**Figure 1-90**).

   i. Click the **drop-down arrow** to the right of the copied text in the *Clipboard* and click **Paste**. The paragraphs of text are pasted in the body of the document.

   j. Click the **X** in the upper-right corner of the *Clipboard* pane to close it.

8. Use the *Format Painter* to format the inserted paragraphs.

   a. Place your insertion point on the first line of the document (date line).

   b. Click the **Format Painter** button [*Home* tab, *Clipboard* group] to turn on the *Format Painter*.

   c. Select the five body paragraphs of the letter to apply the formatting (**Figure 1-91**). Include the blank paragraph at the end of the document.
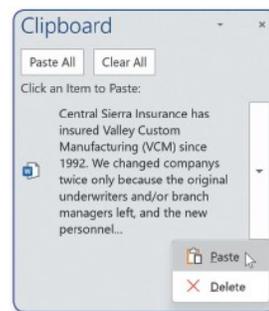
Figure 1-90 Paste from the *Clipboard*

9. Insert a blank line between each of the body paragraphs.

   a. Place your insertion point at the end of the first body paragraph and press **Enter**. A paragraph symbol marks the end of each paragraph.

   b. Press **Enter** after each of the remaining body paragraphs including the last body paragraph. Two paragraph symbols should display after the last body paragraph.

10. Enter the closing lines of the document.

    a. Place your insertion point on the last blank line below the body of the letter.

    b. Type Sincerely and press **Enter** four times. No comma is used after "Sincerely" when using open punctuation.

       Type Jennie Owings, Vice President and press **Enter**.

    c. Type Central Sierra Insurance and press **Enter** two times.

d. Type your reference initials (your first and last initials in lowercase letters with no punctuation).

e. Press **Enter**. *AutoCorrect* automatically capitalizes the first letter of your reference initials.

f. Click the **AutoCorrect Options** smart tag (**Figure 1-92**). The *AutoCorrect Options* smart tag appears when you place your pointer below your reference initials.

g. Select **Undo Automatic Capitalization** to undo the automatic capitalization of your reference initials.

h. Place your insertion point on the blank line below your reference initials and type Enclosure as an enclosure notation.
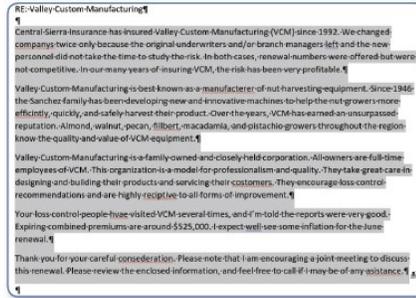
11. Select the entire document (**Ctrl+A**) and change the font size to **10 pt**. [*Home* tab, *Font* group].

12. Add *Before* paragraph spacing to the date line.

a. Select or place your insertion point in the date line.

b. Change the *Before* spacing to **72 pt**. [*Layout* tab, *Paragraph* group] (**Figure 1-93**).
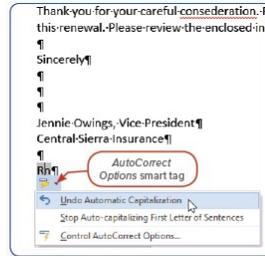
13. Apply a font style to selected text.

a. Select the words "**Central Sierra Insurance**" in the first body paragraph.

b. Click the **Font** launcher [*Home* tab, *Font* group] to open the *Font* dialog box.

c. Select **Bold** in the *Font style* area, check the **Small caps** box in the *Effects* area, and click **OK** to close the *Font* dialog box.

d. Select the words "**Valley Custom Manufacturing (VCM)**" in the first body paragraph.

e. Click the **Bold** button [*Home* tab, *Font* group] or press **Ctrl+B**.

14. Use *Search* to research selected words.

a. Select "**harvesting equipment**" in the first sentence of the second body paragraph.

b. Right-click the selected words and select **Search "harvesting…"** from the context menu. The *Search* pane opens on the right.

c. Review the research results on the *Search* pane.

d. Click the **X** in the upper-right corner of the *Search* pane to close the pane.

15. Spell and grammar check the entire document.

a. Place your insertion point at the top of the document (or press **Ctrl+Home**).

b. Click the **Editor** button [*Review* tab, *Proofing* group]. The *Editor* pane opens at the right.

Office 365/2021 Note: The *Editor* pane and how it checks spelling and grammar may differ slightly between the different versions of Office. The *Editor* button [*Review* tab, *Proofing* group] may be named *Spelling & Grammar*.

c. Click **Editor Score** to display issues in the *Editor* pane (**Figure 1-94**).

d. Add "Cammie" and "Speckler" to the dictionary if they are marked as potential spelling errors. Click **Add to Dictionary** to add each name.

e. Select the correct word in the *Editor* pane for the remaining spelling and grammatical errors (see **Figure 1-94**).

f. Continue checking the document from the beginning if prompted. Choose **Yes**.

g. Click **Ignore Once** if your reference initials are marked as a potential spelling or grammatical error.

h. Click **OK** to close the dialog box that informs you that you have finished reviewing the *Editor's* suggestions.

i. Click the **X** in the upper-right corner of the *Editor* pane to close the pane.

16. Save and close the document (**Figure 1-95**).

Figure 1-91 Use the *Format Painter* to copy formatting

Figure 1-92 *AutoCorrect Options* smart tag

Figure 1-93 Change *Before* paragraph spacing on the date line
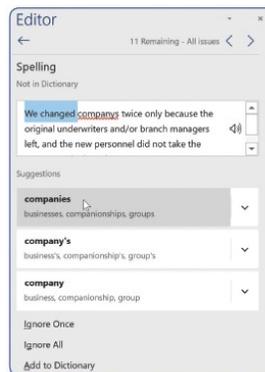
Figure 1-94 Select the correct word from the *Editor* pane

January 1, 2023

Mrs. Cammie Speckler
Hartford Specialty
4788 Market Street, Suite A205
San Francisco, CA 95644

Dear Mrs. Speckler

RE: Valley Custom Manufacturing

CENTRAL SIERRA INSURANCE has insured **Valley Custom Manufacturing (VCM)** since 1992. We changed companies twice only because the original underwriters and/or branch managers left, and the new personnel did not take the time to study the risk. In both cases, renewal numbers were offered but were not competitive. In our many years of insuring VCM, the risk has been very profitable.

Valley Custom Manufacturing is best known as a manufacturer of nut harvesting equipment. Since 1946 the Sanchez family has been developing new and innovative machines to help the nut growers more efficiently, quickly, and safely harvest their product. Over the years, VCM has earned an unsurpassed reputation. Almond, walnut, pecan, filbert, macadamia, and pistachio growers throughout the region know the quality and value of VCM equipment.

Valley Custom Manufacturing is a family-owned and closely-held corporation. All owners are full-time employees of VCM. This organization is a model for professionalism and quality. They take great care in designing and building their products and servicing their customers. They encourage loss-control recommendations and are highly-receptive to all forms of improvement.

Your loss-control people have visited VCM several times, and I'm told the reports were very good. Expiring combined premiums are around $525,000. I expect we'll see some inflation for the June renewal.

Thank you for your careful consideration. Please note that I am encouraging a joint meeting to discuss this renewal. Please review the enclosed information, and feel free to call if I may be of any assistance.

Sincerely

Jennie Owings, Vice-President
Central Sierra Insurance

m
Enclosure

Figure 1-95 Word 1-1 completed