



## Advanced Project 1-7

In this project, you create a block format business letter for Margaret Jepson, an insurance agent at Central Sierra Insurance. You improve the formatting and text in this document and add opening and closing lines to create a properly formatted business letter. For more information on creating a correctly formatted block format business letter, see *Appendix B: Business Document Formats* (online resource).

[[Student Learning Outcomes 1.1, 1.2, 1.3, 1.5, 1.6, 1.7, 1.8](#)]

**i DO NOT** use the files below if you are completing an autograded SIMnet Project. Using the linked files below will prevent you from uploading and submitting your work in SIMnet. The files for all autograded SIMnet Projects **MUST** be downloaded from your class assignment.

File Needed: [RenewalLetter-01.docx](#) (Student data files are available in the Library of your SIMnet account.)

Completed Project File Name: *[your initials] Word 1-7.docx*

## Skills Covered in This Project

- Open and edit an existing document.
- Change font and font size.
- Change paragraph spacing.
- Change line spacing.
- Spell and grammar check the document.
- Format a business letter.
- Change paragraph alignment.
- Change font styles and effects.
- Use the *Format Painter*.
- Add document properties.

1. Open the **RenewalLetter-01** document from your student data files. If the document opens in *Protected View*, click the **Enable Editing** button.
2. Save this document as **[your initials] Word 1-7**.
3. Select the entire document and apply the following formatting:
  - a. *Line spacing*: **Single**
  - b. *Before and After paragraph spacing*: **0 pt.**
  - c. *Font*: **Calibri**
  - d. *Font size*: **11 pt.**
4. Use the *Editor* or context menu to correct spelling and grammar as needed.

**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*.

5. Type the opening lines of the business letter.
  - a. Turn on **Show/Hide** if it is not already on.
  - b. Place your insertion point at the top of the document and press **Enter**.
  - c. Place your insertion point on the blank line at the beginning of the document, type the current date (use January 1, 2023 format), and press **Enter** four times.
  - d. Type the following inside address and press **Enter** two times after the last line:

Mr. Rick DePonte  
8364 Marshall Street  
Granite Bay, CA 95863
  - e. Type **Dear Mr. DePonte:** as the salutation and press **Enter** two times.
  - f. Type **Subject: Policy HO-2887-5546-B** as the subject line and press **Enter** once.

- g. Apply **72 pt. Before** paragraph spacing on the date line.
6. Type the closing lines of the business letter.
- Place the insertion point on the last blank line of the document and type **Best regards**, as the complimentary close.
  - Press **Enter** four times.
  - Type the following information below as the writer's name, title, and company and press **Enter** two times after the last line:  
**Margaret Jepson, ARM, CIC, CRM**  
**Insurance Agent**  
**Central Sierra Insurance**
  - Type your initials in lowercase letters as the reference initials, press **Enter** once, and **Undo** the automatic capitalization of your reference initials.
  - Type **Enclosure** as the enclosure notation at the end of the business letter.
7. Apply formatting to the renewal premium information.
- Center** the four lines of renewal premium information in the body of the letter.
  - Apply **Bold** and **Small caps** formatting to the headings (including the colons) on each of these four lines of renewal premium information.
  - Format the "Total Premium" dollar amount as **Bold, Italic, and Double Underline**.
8. Type **Hartford Specialty** to replace the "[Company Name]" placeholder (delete brackets also) in the second body paragraph.
9. Type **Rick** to replace the "[First Name]" placeholder in the last body paragraph.
10. Add the following document properties:
- Title:** **Renewal Letter**
  - Company:** **Central Sierra Insurance**
  - Author:** **Margaret Jepson** (right-click and choose **Remove Person** to remove existing author)
11. Save and close the letter (**Figure 1-114**).

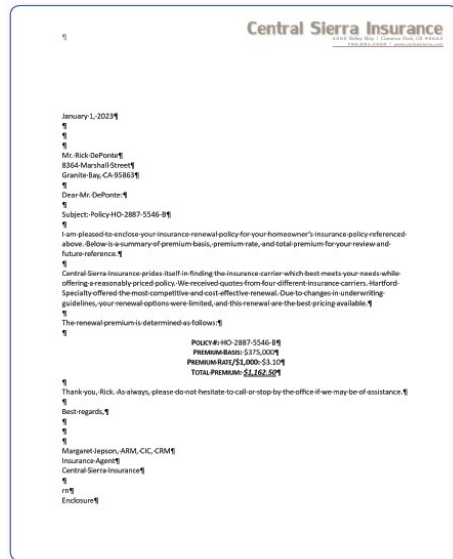


Figure 1-114 Word 1-7 completed

