

Computer Applications

MS Word Test

Word Chapter 1 Test

As a part-time employee at the Village of Crestwood, your boss has asked you to create and distribute fliers for the upcoming fireworks extravaganza. The flyer should contain two digital pictures appropriately resized; the Data Files for Students contains two pictures called Fireworks 1 and Fireworks 2, or you can use your own digital pictures if they're appropriate for the topic of the flyer. The flyer should contain the headline, Light Up The Sky, and this signature line: call 555-2983 with questions. The body copy consists of the following, in any order: Join us! The Village of Crestwood will present its tenth annual celebration in Douglas Park. The bulleted list in the body copy is as follows: Porkchop dinners will be sold for \$3.00 beginning at 6 PM, Bring chairs and blankets, and Admission is free.

Use the concepts and techniques presented in this chapter to create and format this flyer. Be sure to check spelling and grammar. Submit your summer in the format specified by your instructor.

Word Chapter 2 Test

Your boss has asked you to research the components of a disaster recovery plan. Because you learned in college how to write research papers you decide to present your findings in a research paper. The source for the text in your paper is in a file called Disaster Recovery Plan, which is located on the Data Files for Students. In addition to this source, if your instructor requests, use the Research task pane to obtain information from another source. Include a note positioned as a footnote. Add an AutoCorrect entry to correct a word you commonly mistype.

Using the concepts and techniques presented in this chapter, along the text in the file on the data files for students, create and format this research paper according to the MLA documentation style. Be sure to check spelling and grammar of the finished paper. Submit your assignment in the format specified by your instructor.

Word Chapter 3 Test

As coordinator for Condor Parks and Recreation, you send letters to confirm registration for activities. You write a confirmation letter to this registrant: Ms. Tracy Li, 52 West 15th St., Harpville, KY 42194. Condor Parks and Recreation is located at 2245 Community Pl., Harpville, KY 42194; phone number is (842)-555-0444; and web address is www.condorparks.com.

The draft wording for the letter is as follows: Thank you for your interest in our new spring activities recent listed in the *Condor Daily Press*. The courses for what you have enrolled, along with their dates and times are Introductory Golf Clinic on May 5-6 from 4 to 6 PM at a cost of \$25, Recreational League Volleyball on April 30 through May 28 from 730 to 9 PM at a cost of \$130, Pilates on May 30 through June 27 from 8 to 9 PM at a cost of \$75, and Intermediate Golf Clinic on June 9-10 from 12 to 2 PM at a cost of \$30. By paying your annual

\$25 parks and recreation fee, you were also entitled to the following benefits: free access to racquetball and tennis courts, on a first come first served basis; attendance to any park sponsored events, including plays, musical performances, and festivals; and free parking at any parks and recreation facility. Please confirm your registration by calling me at [enter your phone number here] or via email at [enter your email address here]. Thank you for your interest in Condor Parks and Recreation offerings. We look forward to seeing you at upcoming events.

The letter should contain a letterhead that uses a shape and clip art, a table (use a table to present the courses enrolled), and a bulleted list (use a bulleted list to present the benefits). Insert nonbreaking spaces in the newspaper name. Use the concepts and techniques presented in this chapter to create and format a letter according to the modified block style, creating appropriate paragraph breaks and rewording the draft as necessary. Be sure to check spelling and grammar of the finished letter. Submit your assignment in the format specified by your instructor.