

## Cover Letter Exercise

*Follow the directions below to create a standard cover letter. Read through each individual direction before performing it, like you are following recipe instructions.*

*Remember that text is entered, typed, or pasted wherever the cursor or insertion point is blinking. Always make sure the insertion point is where you want the text to be entered. To move the location of the insertion point, move the mouse and click.*

*Remember, too, that there is usually more than one way to do something. If a different way to do it occurs to you, go ahead and try it! If it doesn't work, you can always click on the Undo button on the Quick Access Toolbar. If you can't remember what a command does, move the cursor over it and pause. A ToolTip appears describing the command's function.*

*The gray boxes are tips, suggestions, and reminders.*

*In the instructions the following terms will be used:*

**Click**—a single left mouse click.

**Command**—a button displayed on a tab on the Ribbon.

**Key**—on the keyboard.

### Part One: Entering the Text of the Letter

Type in the following text. *ENTER* means to press the *Enter* key on the keyboard. *TAB* means to press the *Tab* key on the keyboard. You should not type those words out.

Jane Doe *ENTER*  
1234 Main St. *ENTER*  
Anytown, PA 19999 *ENTER*  
*ENTER*  
Smith Fashions *ENTER*  
2345 Smith St. *ENTER*  
Anytown, PA 19999 *ENTER*  
*ENTER*  
Dear Sir or Madam: *ENTER*  
*ENTER*

*Don't worry about any typos, what font you are using, or how large the font is. We will take care of these things throughout the course of this exercise.*

*TAB* On a recent visit to your web site I was pleased to discover you are hiring for a store manager with good interpersonal skills and three years experience. I feel I am just the person for this job. *ENTER*

*TAB* As indicated in the accompanying resume, I have the exact skill set you require. During the past seven years, I have managed both a retail clothing store and a retail shoe store, supervised up to 12 employees, made tough hiring and firing decisions regarding those employees, and helped increase annual sales in both positions up to 15%. I feel listening to both my employees and my customers have made me not only a strong manager, but also a good friend to many of the people I work with every day. *ENTER*

TAB Please contact me if you need any additional information. I hope to hear from you soon. ENTER  
ENTER  
Sincerely, ENTER  
Jane Doe ENTER



## Part Two: Basic Formatting

### Changing the Font and the Font Size:


1. In the *Editing* group on the *Home* tab on the *Ribbon* click on the down arrow beside *Select*.
2. Click on *Select All* from the drop down menu.
3. Now, using the commands in the *Font* group, change the *Font style* to **Courier New** and change the *Font Size* to **11**.
4. Click anywhere in the document to deselect the text.

You can choose any font available. Try experimenting with them to find your favorite!

### Aligning the Text:

1. Select the name and address of **Jane Doe**.
2. Click on the *Align Right* command in the *Paragraph* group. 
3. Click anywhere in the document to deselect the text.
4. Select the three paragraphs that make up the body of the letter.
5. Click on the *Justify* command in the *Paragraph* group. 
6. Click anywhere in the document to deselect the text.

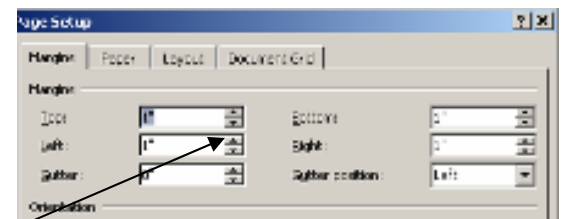
### Checking Spelling and Grammar:

1. Click on the *Review* tab in the *Ribbon*.
2. In the *Proofing* group, click on the *Spelling & Grammar* command. 
3. Word will now scan your letter for any misspellings or typos. Click on the *Change* button to accept the changes suggested. You will notice that Word selects certain words, like **Anytown**, that are not incorrect. Click on the *Ignore* button to move past these words.


## Part Three: Advanced Formatting

### Changing the Margins:

1. Click on the *Page Layout* tab in the *Ribbon*.
2. In the *Page Setup* group click on the down arrow under the *Margins* command.
3. Notice the different options in the drop down menu. Click on *Custom Margins* at the bottom of the menu.
4. Change the *Left* and *Right* margins to **1.2"** either by typing in the text box or clicking on the up arrow on the spin dial.
5. Click on the *OK* button in the bottom right corner of the dialog box.



### Changing the Line Spacing:

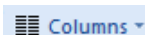
1. Select the three paragraphs that make up the body of the letter.
2. On the *Ribbon* make sure you are on the *Home* tab. In the *Paragraph* group, click on the down arrow on the *Line Spacing* command. 
3. Click on **1.5** from the drop down menu.

**Please see the last page of this exercise to see what your finished document should look like at this point.**

#### **Part Four: Final Notes and Things to Try**

##### **Using Columns:**

1. Select the three paragraphs in the body of the letter.
2. Click on the *Page Layout* tab on the *Ribbon*.
3. Click on the *Columns* command.
4. Click on **Two** on the drop down menu.
5. Click anywhere in the document to deselect the text.



*These things are not normally used in cover letters and they will not be in the final example at the end of this exercise. However, they are useful to practice! Remember you can use the **Undo** button on the Standard toolbar to reverse your actions.*

##### **Inserting Page Numbers:**

1. Click on the *Insert* tab on the *Ribbon*.
2. In the *Header & Footer* group, click on the *Page Number* command.
3. Select **Bottom of Page**.
4. On the fly-out menu, select **Plain Number 2**.
5. When the *Footer* opens with your page number, the *Header & Footer Tools* tab will open automatically.
6. Make sure *Different First Page* is not checked in the *Options* group.
7. Click on the *Close Header & Footer* command at the far right end of the *Ribbon*.

##### **Inserting a Page Break:**

1. Click in the body of the letter to place your blinking cursor where you want the new page to begin.
2. Click on the *Insert* tab on the *Ribbon*.
3. In the *Pages* group, click on *Page Break*.
4. At this point, press the *Backspace* key on the keyboard to remove the page break.

##### **Creating a Page Border:**

1. Click on the *Page Layout* tab on the *Ribbon*.
2. In the *Page Background* group, click on the *Page Borders* command.
3. When the *Borders and Shading* dialog box opens, click on the *Page Border* tab.
4. Click on a *Setting*, such as *Box*, from the left side menu.
5. Select a *Style*, *Color*, and *Width* for a line border or choose an *Art* border using the drop down arrows and scroll bars for each section in the center area.
6. Check the *Preview* area on the right side. You can remove the border from any side by clicking on that side in the preview. To add the border back again, click on the side a second time.
7. Click on the *OK* button to apply the border and return to your document.

Jane Doe  
1234 Main St.  
Anytown, PA 19999

Smith Fashions  
2345 Main St.  
Anytown, PA 19999

Dear Sir or Madam:

On a recent visit to your web site I was pleased to discover you are hiring for a store manager with good interpersonal skills and three years experience. I feel I am just the person for this job.

As indicated in the accompanying resume, I have the exact skill you require. During the past seven years I have managed both a retail clothing store and a retail shoe store, supervised up to 12 employees, made tough hiring and firing decisions regarding those employees, and helped increase annual sales in both positions by up to 15%. I feel listening to both my employees and my customers have made me not only a strong manager, but also a good friend to many of the people I work with everyday.

Please contact me if you need any additional information. I hope to hear from you soon.

Sincerely,  
Jane Doe