

WORD PROCESSING PRACTICE TEST

Letter 1-Weird Cars

1. Open the Microsoft Word file “Weird Cars” containing the body of the letter from the location specified by the teacher.
2. This is a business letter from you written on today’s date.
3. You are sending the letter to: Mr. Will Knowit, Editor, Fast Cars Magazine, which is located at 199 Race Course Drive in Denver Colorado. The zip code is 79506.
4. Use Times New Roman font, 10-point size.
5. Set the margins to 1.5 inches on the top, 0.8 inch on the bottom, and 1.0 inch on each side.
6. Use block style (including the correct number of blank lines between the parts of the letter).
7. Use full justification for the body of the letter.
8. Insert the picture from the file, “Sir Francis Drake High School Auto Club.jpg” in the header. Do not re-size the image.
9. Use a greeting and closing that is appropriate for a business letter.
10. Use appropriate punctuation in the greeting and closing.
11. Insert the picture from the file “Kurtis-Kraft Roadster.jpg” in the third paragraph, justified with the left margin. Text wrap the image using the Tight setting. This will move the paragraph over to the right. Do not resize the image.
12. Recreate the table below, using tabs or table options, between the third and fourth paragraphs. Size the table so that the left and right borders are ½ inch in from the margins. Left justify, or use left tabs for columns containing written text. Right justify, or use decimal tabs or right tabs for columns containing numbers or currency. Make sure the lines of the table do not wrap.
13. Use bold, underlining, and all caps for the table headings, “CAR NAME”, “ENGINE TYPE”, AND “ENGINE SIZE (cc)”. Use italics for the automobile names “Alfa Romeo Bertone Coupe”, “Austin Healey 100-6”, “Datsun 240Z”, “Kurtis-Kraft Roadster”, “Lotus Elite”, “Maserati Vignale Spyder”, “Opel GT”, and “Porsche Coupe”.

<u>CAR NAME</u>	<u>ENGINE STYLE</u>	<u>ENGINE SIZE (cc)</u>
Alfa Romeo Bertone Coupe	Inline six cylinder	2,600
Austin Healey 100-6	Inline six cylinder	2,700
Datsun 240Z	Inline six cylinder	2,200
Kurtis-Kraft Roadster	V eight cylinder	6,300
Lotus Elite	Inline four cylinder	1,100
Maserati Vignale Spyder	Inline six cylinder	3,500
Opel GT	Inline four cylinder	1,900
Porsche Coupe”	Inline four cylinder	1,600

14. Carefully proofread your work (both before and after printing your letter).

REMEMBER THAT THE LETTER INFORMATION, INCLUDING THE TABLE DATA, IS NOT IN ITS FINAL FORMAT! This letter, when properly formatted, will fit on one page.