

## ***Using Templates: Word Unit 6***

### ***Lesson 6—Exercise 1***

Recently, Webster Property Management Supplies collected bids from potential suppliers for a new line of products. Since you serve as the company Purchase Agent, you need to notify the suppliers of the bid acceptance. In order to increase the productivity of this task, you decide to create a template to use for the correspondence. Print the file lesson6ex1 to serve as a guide for creating the letter template. The letter template should include the following:

1. Create a bid acceptance letter using the handout provided.
2. The letter date should be inserted as long date style, automatically updating.
3. Document margins are set to 1 inch.
4. Type the letter providing bracket areas for data to be inserted.
5. Save as a template in the Lesson 6 Word folder and save the document as lesson6ex1Acomplete.
6. Open the letter template as a document and create the acceptance letter for the following company:
  - a. Jack Bell, Bell Distribution, 234 North Main Street, Savannah, Georgia, 34156, (date of bid) June 2, 2010.
7. Save the completed menu in the Lesson 6 Word folder and save the document as lesson6ex1Bcomplete.

### ***Lesson 6—Exercise 2***

Kevin Patrick, owner of Kevin's Blue Ribbon Café, has contracted with you to create a weekly menu for his lunch specials. In order to save time and preserve the agreed upon format, you determine that it is best to create a document template for the menu. Print the file lesson6project1 to serve as a sample for developing a menu template that is similar in appearance. The template should include the following elements:

1. Create the restaurant menu template using the handout provided.
2. Insert Shapes for each area of the menu, Starters, Main Courses, and Desserts.
3. Ensure that each shape is large enough to contain at least 5 items.

4. Save as a template in the Lesson 6 Word folder and save the document as lesson6project1Acomplete.
5. Open the template as a document and enter the following menu items:

Starters	Main Course	Desserts
Boneless Wings, 4.99	Hot Chicken Salad, 8.99	Homemade ice cream, 2.99
Cheese Sticks, 3.99	BrickOven Pizza, 7.99	Apple Pie, 4.99
Veggie Sticks, 3.99	Pasta of the Day, 8.99	Fruit Cobbler, 4.99
Spinach Dip/Chips, 3.99	Grilled Chicken Sandwich, 6.99	Fresh Seasonal Fruit with Yogurt, 4.99
Chips/Salsa, 2.99	Grilled Shrimp with Veggies, 8.99	Chocolate Layer Cake, 4.99

6. Save the completed menu in the Lesson 6 Word folder and save the document as lesson6project1Bcomplete.