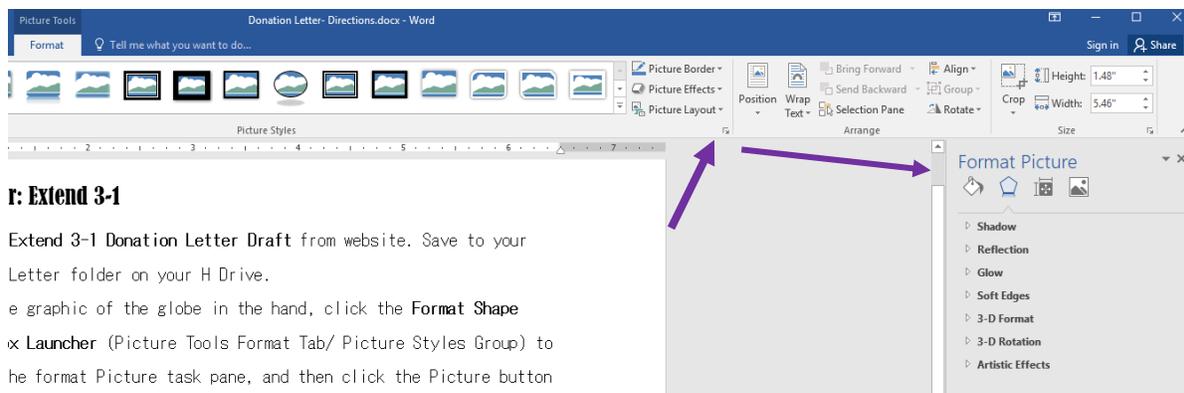


Donation Letter: Extend 3-1

1. Download **Extend 3-1 Donation Letter Draft** from website. Save to your Business Letter folder on your H Drive.
2. Select the graphic of the globe in the hand, click the **Format Shape Dialog Box Launcher** (Picture Tools Format Tab/ Picture Styles Group) to display the format Picture task pane, and then click the Picture button in the task pane. Experiment with all the buttons in the task pane and modify the look of the graphic to your preferences.



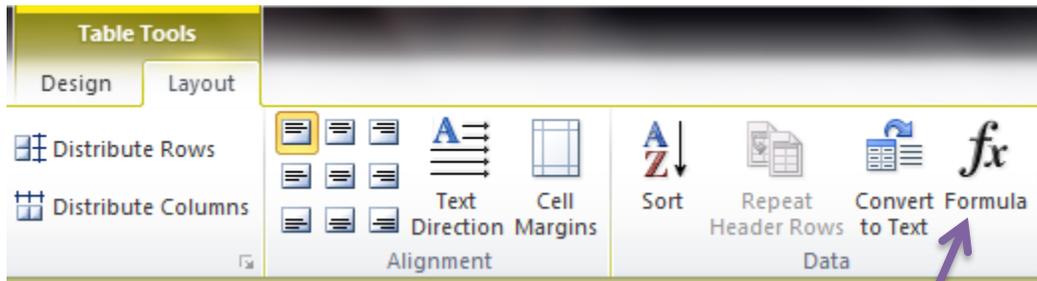
3. Select the shape around the Volunteer Club of Western College title and then use the **Edit Shape Button** (Drawing Tools Format tab/ Insert Shape group) to change the shape to your preference.
4. Position the globe in the hand graphic in the desired location to the RIGHT of the shape.
5. Copy and paste the modified globe in the hand graphic, flip it horizontally, and then position it on the opposite side of the shape.
6. Group the two globe in hand graphics with the shape at the top of the letterhead. (**HINT:** Hold control and click on all 3 things. Then click group).
 - a. Change the text wrapping of the grouped shape to Top and Bottom.

7. Add a row to the bottom of the table. Insert the word, Total, in the first column of the new row. In the cell to contain the total for September, use the Formula dialog box to insert a formula that adds the cells in the column so that the total amounts is displayed; in the dialog box, select a number format so that the total displays with dollar signs. (**Hint:** Click the formula button [Table Tools Format tab/Data Group]). Repeat this process for August and July totals.

Which formula did you use? Which number format?

8. Add a column to the right of the table. Insert the word, Total, as the column heading for the new column. Use the Formula dialog box to insert a formula that adds the cells each row so that the total amount is displayed. Use the same number format as your used in the previous step. **Which formula did you use? What is the grand**

total of the quarter?



	July	August	Total
Backpacks for Everyone			=SUM(left)
Youth Sports Network			= SUM(left)
One Heart Campaign			= SUM(left))
After-School Program			= SUM(left)
TOTAL	=Sum (Above)	=Sum (Above)	= SUM(above)

9. Position the insertion point in the table and one at a time, select and deselect each check box in the Table Style Options group. Notice how it changes your table. Select the check boxes you prefer for your table.

10. Sort the paragraphs in the bulleted list. (Put them in the best possible order)

11. Change the bullets in the bulleted list to picture bullets.

a. **Hint:** use the drop down by the bullets and **define new bullet.**

Click –Picture. Upload a picture you have found from the internet.

12. Set a tab stop for the date line at the 4” mark on the ruler. Move the tab stops in complimentary close, and signature block from the 3.5” mark to the 4” mark on the ruler.

13. Put in the envelope. Use the inside address for the mailing address and the address in the letterhead for the return address.

 14. **Make sure your answers to 5 & 6 are in the File-Comments section. Also. Which picture bullet did you use and why?**

15. Place Cup on top of tower. Save. Minimize until Teacher comes to Grade. Start on assignment 3 while waiting for Mrs. Kratky.