

Exercise 1

Using the following paragraph, which is actually two paragraphs run together (you decide where to separate it), prepare a mail merge letter to three different individuals, complete with date, mailing address, greeting, closing and your name as the signature block. Number each of the two paragraphs. Correct all the errors in the document, and then prepare a table following the last paragraph with 3 columns and 5 lines of made-up data. The data does not need to relate to the previous paragraphs. The last column should contain numbers and a decimal tab. Add a 6th line and insert a formula to add the last column of numbers. Margins should be set as follows: Left 2", Right 1.25", Top 1.9" and bottom 1" or equivalent metric. Line spacing should be 1.5 and the font style should be Times New Roman, size 12 font. Attach your completed document as a Word file, not a PDF, and include your data file as well. Indicate the length of time required to complete this document as well as how often you do or have done similar tasks.

Still another group of student at Centennial Collage hardly seem to want an education, there here because being here is better than the alternatives. Maybe their parents wanted them to go to collage. Anyway, they don't have to go to work every day – yet. Some of these students go through the motions of going to class, but some have given that up, they just come and give the campus the dubious benefit of their company. This kind of student doesn't do much for the collage. Finally, I suppose there must be other reasons for student being at Centennial Collage, but I don't know what they could be. I myself am here partly for the education but mostly just for the diploma. Now I've reread what I've written, I'm going to try very hard to get everything I can out of collage, I may never have another chance to go to school full time again. I am going to make the most of this opportunity.

Exercise 2

Prepare a one-page advertising poster using Publisher, including a photo of an individual. Indicate the length of time required to produce, as well as how often you do or have done similar tasks.