**Conservation Area Donation**

**Project Description:**

*In the following project, you will compose a business letter in the block style for the Aspen Falls Parks and Recreation Department. You will type the letter, and then copy and paste an attachment as a second page. You will correct spelling, grammar, and writing style errors and format the letterhead and attachment.*

**Instructions:**

For the purpose of grading the project you are required to perform the following tasks:

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Start Word. Download and open the file named *skills\_wrd01\_grader\_h1\_Parks.docx*. | 0 |
| **2** | Complete the letterhead by clicking at the end of the line, pressing ENTER, and typing the following on two separate lines: **500 S Aspen Street Aspen Falls, CA 93463** | 4 |
| **3** | Press ENTER two times, and then type **May 17, 2014**. | 4 |
| **4** | Press ENTER three times, and then type the inside address: **Mr. Fred Ashkenazy 2279 Shoreline Dr. Aspen Heights, CA 93449** | 6 |
| **5** | Press ENTER two times, and then type the salutation and subject: **Dear Mr. Ashkenazy: Subject: Donation to Aspen Falls Lake Conservation Area** | 6 |
| **6** | Press ENTER and then add the following paragraph (being sure to include the ending period): **Thank you for your interest in making a donation to the Aspen Falls Lake Conservation Areas. You asked about projects for which we need additional resources, so I have attached a list of possible projects.** | 6 |
| **7** | Press ENTER and then add the following closing, including the extra blank line: **Sincerely,  Leah Kim Parks and Recreation Director** | 6 |
| **8** | After the paragraph ending *list of possible projects*, press ENTER and then insert the following paragraph: **All donations made to the Friends of the Aspen Falls Conservation Areas (FAFCA) are tax deductible.** | 6 |
| **9** | For the first two lines of the letterhead, apply the No Spacing style. Repeat for the first two lines of the inside address and the signature, *Leah Kim*. | 6 |
| **10** | Open the downloaded file *skills\_wrd01\_grader\_h1\_Donations.docx*. Copy all of the document text to the clipboard, and then close its window.  At the end of *skills\_wrd01\_grader\_h1\_Parks.docx*, insert a manual page break, and then at the beginning of the new page, paste the contents of the clipboard. | 12 |
| **11** | Cut the subheading *Land Acquisitions Trust Fund* and the paragraph that follows it, and then paste the section before the *Invasive Species Abatement* subheading. | 6 |
| **12** | In the paragraph starting *The Land Acquisitions*, replace *is used* *to expand* with **expands**. In the same sentence, change *purchase* to **purchases**. | 4 |
| **13** | Correct all spelling and grammar errors in the letter. | 8 |
| **14** | In the paragraph below the *Wildlife Viewing Blinds* subheading, use the Synonyms submenu to replace *inhabitants* with *populations*. | 4 |
| **15** | Use Format Painter to apply the formatting in the *Land Acquisitions Trust Fund* subheading to the five other subheadings on the page. | 8 |
| **16** | Select the first line of the letterhead, and then apply the Cambria font and font size 16. Apply the Small caps effect, and then expand the character spacing by 1 pt. | 6 |
| **17** | Add the FileName field to the footer of the document using the default format. | 8 |
| **18** | Save and close the document. Submit the file as directed. | 0 |
|  | **Total Points** | **100** |