Exercise 2

* Open the document **TIME MANAGEMENT**
* From the **View** menu, select **Header and Footer**
* To edit the footer, on the **Header and Footer** toolbar, click **Switch Between Header and Footer**
* On the **Formatting** toolbar, click **Center** and press Ctrl + I to apply italic format
* Type **Page** with a space after it then on the **Header and Footer** toolbar, click **Insert Page Number**
* On the **Header and Footer** toolbar, click **Format Page Number**
* Select the Arabic format (i, ii, iii) and click **OK** then copy the formatting from "Page" to the number
* Click to edit the header and from the **File** menu, select **Properties...**
* In the **Title** box, type **My** **Time Management** and in the **Author** box, type **MS Word learner**
* From the **Insert** menu, select **Field...** then choose the **Title** field and click **OK**
* Press Tab twice to move to the right-hand tab stop then press Ctrl + Alt + C to insert a © symbol
* From the Insert menu, select Field... then choose the Author field and click OK
* On the Header and Footer toolbar, click Insert Date
* Click in the date field and press **Shift + F9** to edit it
* Change the field contents so that it reads: **{ DATE \@ "yyyy" }** - do not delete the curly braces!
* Press **F9** to update the field then double-click the document body to return to normal editing mode
* View the document and its header and footer in print preview then save and close it
* Insert a Section Break (Next Page) before the "Organising Your Diary" title
* Change the footer so that the company name is **R Grayson Ltd**
* Break the link between sections **1** and **2**
* Remove the footer in the first section
* Add page numbers to the footer in the second section so that it looks like this
* Save and close the document

**Create a new document based on the Resume Wizard**

* Complete each step of the wizard by entering details as prompted
* Add finishing touches to the document created
* Save the document as **MYRESUME**
* If you have time, create a new document based on a **Memo** template
* Write a memo to your instructor raising any questions you have about Word from the course so far
* Save the document as **WORD QUESTIONS**

Browse the templates in the Office Online gallery

* Download a template and install the related help topics
* Complete the document with some appropriate information
* Save the document as **ONLINE TEMPLATE followed by your name** and close it
* Create a new document based on the **Blank Document** template
* Create the letter shown below - do not worry if the line breaks do not match

Victoria Dean

General Manager

Courtyard Restaurant

Yorebridge House

Bainbridge

Leyburn

DL8 3PB

BENEFIT FROM EXTRA DISCOUNTS

I'm writing to thank you for the support you've given Joe Chilli's over the last six years. As one of our most faithful and long-standing customers, I thought you'd appreciate the chance to try new additions to our range of Chilli Meals at a specially discounted price.

As you know, Chilli Meals combine the best home-cooked flavours with total ease of preparation for you and your staff. For our new meals, we've been inspired by the freshness and simplicity of Mediterranean cooking.

* Chicken and Garlic Pasta
* Tomato, Basil and Garlic Tart
* Brunch Tart
* Ham and Onion Cream Tart

There's more information on the enclosed flyers. For the next 4 weeks, you can benefit from a further 5% discount on your Preferred Customer Rates for any of the products listed above - just quote this letter when ordering.

Yours sincerely,

David Martin

* Turn the **Show/Hide** button on and off to reveal and hide the hidden characters
* Display the document in **Normal View**, then change back to **Print Layout View**
* Practise viewing the document at different magnifications
* On the **Standard** toolbar, click **Print**
* On the **Standard** toolbar, click **Save** then in the dialogue box, click the **Save** button
* From the **File** menu, select **Close**
* Create a new document based on the **Blank Document** template
* Create the memo shown below - do not worry if the line breaks do not match

ALTERATIONS TO STATIONERY BROCHURE

After a long discussion with our sales team, I have decided to make several alterations to the terms and conditions set out in our stationery brochure.

There is one particular passage within our terms and conditions that seems to be unclear to most of our customers and I feel that this term must be re-worded to avoid further disruption between our customers and delivery company.

**Stock**

1. If we do not have all ordered goods in stock and the order is placed before 2pm, we will deliver what goods we have in stock, the remainder will be forwarded as soon as it arrives at our warehouse.

2. Damaged stock delivered must be reported to us immediately. We cannot accept responsibility after 48 hours.

**Delivery**

1. We will endeavour to achieve next day delivery only if orders are received over the telephone before 2pm Monday to Thursday. If the order is received 2pm on a Friday then delivery can only be met the following Monday so long as the date is a not a Bank Holiday.

2. Orders received after 2pm will take up to three working days to deliver. No specific assurance of delivery time can be given. Priority will be given to orders before 2pm.

No orders should have to wait more than a week if stock is available. If the full order has not been delivered within 7 working days, a discount of 10% of the overall order will be given.

If there are any queries with these new conditions please contact Miss Blackthorn who is now dealing directly with our catalogues. We are having new catalogues produced now and we will mailshot these to all our customers immediately.

If you require new brochures for your customer list, please speak to Miss Blackthorn as soon as possible as we want to start the printing of the second set of catalogues as quickly as is feasible.

* On the **Standard** toolbar, click **Save**
* In the dialogue box, click the **Save** button
* From the **File** menu, select **Close**