

Open **NCDesk/** Choose **Editor/** File **Open**  
Locate **NCDesk Files/ NCDesk Editor/ChurchWP.nced**

Directions: Use your word processing program and the file called **CHURCH WP**

1. Read the scenario.
2. Use the word processing file to respond to the tasks below.
3. When you have finished the tasks below, print your work.

Scenario:

You are the church secretary for your church and your job is to edit the following newsletter before sending it out to all the church members. Following the instructions below, edit and format the word processing file called

**CHURCH WP**

1. On the first blank line, type your name.
2. Center the newsletter title, *LONGVIEW CHURCH OF GOD NEWSLETTER*, in bold 24-point type
3. Left align *July 2001* and right-align *Volume 12, No. 4*.
4. In the first article, *Annual Church Picnic*, make the following edits:
  - Center the title in bold 14-point type
  - Single space and left-align the text in regular 12-point type
  - Indent the paragraph
5. In the second article, *God and Country Day*, make the following edits:
  - Italicize *God and Country Day* in both the title and in the first sentence of the first paragraph
  - Start a new paragraph after the sentence “She needs this information by Sunday, June 24.”
  - Italicize *Family Life Center*
6. Below the last article, type the following article: *Thanks to All of You Who Helped With VBS*. Remember to:

- Key as accurately as possible the title and paragraphs in the box below
- Use correct keyboarding techniques
- Center the title in bold, 14 pt. type
- Left align the paragraph in 12 pt. and indent.
- Use word wrap and ignore any differences between what you key and how the paragraphs appear on this page
- Use the spell checker

### **Thanks to All of You Who Helped With VBS**

Thank you to all of you who volunteered your time and helped with our VBS program, *Truth Trackers: The Secret of the Stone Tablets*, this year. It was a great success. A special thanks to Kim Brown, Sandy Crowe, and Mike Blalock for planning the luau on Friday night’s *Family Night*. We had a great time!!