

Open **NCDesk/** Choose **Editor/** File **Open**  
Locate **NCDesk Files/ NCDesk Editor/ Summer WP.nced**

**Directions:** Use your word processing program and the file called **SUMMER**.

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 in charge of sending out a letter to inform students of summer school and your job is to edit the following newsletter before sending it out to all summer school students. Following the instructions below, edit and format the word processing file called **SUMMER**.

1. On the first blank line, type your name.
2. Center the newsletter title, *SUMMER SCHOOL NEWSLETTER*, in bold 24-point type.
3. Left align *May 2001* and right-align *Volume 2, No. 3*
4. In the first article, *Summer School Schedule for 2001*, 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, *Courses to Be Offered During Summer Instruction*, make the following edits:
  - Italicize *Released Form* in the last sentence of the first paragraph
  - Insert a dollar sign before 250.00 in the last paragraph
  - Italicize *Stanly Community College*
6. Use the spell checker to make certain all words are spelled correctly.
7. Below the last article, type the following article: *Testing Schedule*. Remember to:
  - Key as accurately as possible the title and paragraphs in the box below
  - Use correct keyboarding techniques
  - Use word wrap and ignore any differences between what you key and how the paragraphs appear on this page
  - Use the spell checker

### **Testing Schedule**

Tests will be administered June 22 through June 28. The *North Carolina Test of Computer Skills – Multiple Choice* will be given on Friday, June 22. The *North Carolina Test of Computer Skills – Performance* will be given on Monday, June 25. The Reading and Math competency tests will be administered on Wednesday, June 27 and Thursday, June 28. There will be no test make-up sessions. Please be on time for school on all of these days.