

k. Insert logo.jpg to top right corner. Resize to less than 1.6"X2", apply Reflected Round Rectangle style, increase the brightness settings by 15%, apply color settings or artistic effects to your preference



a. Save document as w02m2welcome_LastnameFirstname
i. Whole document: change the Font to 12-point Bookman Old Style

b. Emily Gibson and address:
capitalize each word
State abbreviation: uppercase

Ms. Emily Gibson
459 South Ridge View Drive
Chicago, IL 60603

e. Association for Administrative Professionals
in the first paragraph: Small caps

c. Justify all paragraphs

Dear Emily:

On behalf of the members of the ASSOCIATION FOR ADMINISTRATIVE PROFESSIONALS, I would like to welcome you to the organization. We have many unique activities planned to focus on training and business issues, and I am confident that you will enjoy them. Here are some of the activities we have planned:

d. From Dear Emily through the last paragraph that ends with next meeting: set 12 pt spacing After paragraph

c. delete * and create a customized picture-bulleted list for the following items:

- Asking administrative professionals to be guest speakers at our meetings.
- Participating in the regional and national conferences
- Shadowing an administrative professional for a day.
- Finding internships for members of the organization.

j. Telephone number: insert nonbreaking hyphens and nonbreaking spaces

The next meeting will feature a presentation by Erin Foster, the President of the Harrison County Chapter. Her presentation on "Annual Reviews - Getting Your 2¢ In" will be of great value in career advancement. Please call Elexis Nelson at (317) 555-0432 as soon as possible to RSVP.

f. Replace the word cent in the title of the presentation with the cent symbol

Date:	June 7, 2012
Time:	4:30 p.m.
Where:	Community College Business Building Room 255

g. Date, time, and location of the meeting: remove italicize, increase left and right indents to 1.5", set 0 pt spacing After paragraph

I am looking forward to seeing you at our next meeting.

Sincerely,

Michelle Hulett

h. Line containing the text Room 255: set 12 pt spacing After paragraph

g. Date, time, and location of the meeting: apply a double-line border using the color Red, Accent 2, Darker 50%, 3/4 pt border width, and Red, Accent 2, Lighter 40% shading color

b. Ken's name: change to Student Name