

Word Processing with Word

Bonus Exercise #1

In this exercise, you will create a fax cover sheet.

1. Create the fax cover shown on the following page.
2. Adjust the width of the columns as shown.
3. Use a *Times New Roman 24 point bold* font for the heading.
4. Add a text box at the top of the page.
5. Insert the picture (Use dgl.microsoft.com)
6. Set the colour of the text box's line to *none*.
7. Use an *Arial 12 point bold* font for the table text.
8. Add borders as shown.
9. Place your name in the footer and print the fax cover sheet.
10. Save the document as `wpex7` and then close it.

Exercise #7



**Worldwide
Electronics Inc.**

**Fax
Transmission**

To:		Date:	
		Fax #:	
From:		# of Pages:	

Comments:

Exercise #19

If there are any problems with this transmission, please call us immediately.

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