

Summative Assessment: Integrating Tables w/text documents

Please skip the Letterhead design. We are demonstrating your using the following software features in MS Word 2016:

1. Choosing a text style, using it consistently (Normal or No Spacing), and using a font style and size that reads easily in print (Example: Times New Roman, 12)
2. Creating a document that has consistent formatting and a balanced look.
3. Creating two tables in a text document (2-column with tabs & dot leaders and with INSERT – TABLE feature)
4. Spell check, proofread, and produce a “mailable” letter per our mailability rubric.

You will not need to create the letterhead on this letter. Please be sure you start the first line (Today’s Date) approximately 2 or 2 ½” down the page (please check this by viewing the ruler). We will assume that this letter would be printed on a letterhead we designed earlier and have available. (NOTE: *This document has about 200 standard “words”*)

Today’s Date
John Jackson
Ho-Made Café Franchise #10
7200 W. State Street
Milwaukee WI 53223

Salutation of your choice, mixed or open punctuation. Please be consistent with the punctuation style (mixed or open) you choose)

Are you looking forward to the end-of-year holidays? Because Ho-Made Café is a family-oriented restaurant, we want employees to have Christmas Eve and Christmas day off. The table below shows those holiday hours:

Row 1: Ho-Made Café Hours (*Title*)
Row 2: Sat. 12/24/2016, Sun. 12/25/2016, 12/26-12/31/2016 (*Colum Headings*)
Row 3: Milwaukee Locations, 6:00 am – 3:00 pm, Closed, Normal Hours
Row 4: Suburban Locations. 6:00 am – 2:00 pm. Closed, Normal Hours

Please use INSERT-TABLE feature

Starting in December, we will take hunters stew, our turkey plate, and pumpkin & mincemeat pies off the menu. We will add:

Roast Beef w/Mashed Potatoes, \$9.99
Ham w/Raisin Sauce & Choice of Potato, 8.99
Christmas Pudding w/Custard Sauce, 1.99

Please create as 2-column table with tabs ½” in from left and right margins. Please use dot leaders to draw the eye across the page from left-to-right for each item.

Please be sure to mark your calendar and plan to attend our annual Christmas Party, which will be held after the holidays on January 14, 2017. Details will follow. Happy Holidays!

Close of your choice (Please be consistent with your punctuation (mixed or open)

Your Name (Please don’t forget the space for your signature!)

Marketing Manager