

**South Seattle Community College  
First Step Program  
Business Computer Class**

**Microsoft Word Projects**

**1. Business Letter**

Write a business letter in *Block Style* for the following situation. Your Keyboarding book shows the rules for formatting for a business letter in block style (page R-3 in your Glencoe book, example A). When finished, print out your letter and turn it in.

*Imagine you are the administrative assistant for a small residential construction company. There is going to be a Home Building and Remodeling Expo in your city in two months (an expo is like a convention or fair). The owner of the construction company is interested in having a booth at the Expo to try and get more customers, but he wants to find out more information (a booth is usually a table where you can give out information to potential customers). He has asked you to write a letter to the Expo organizers to find out as much information as possible, especially details like the exact dates and times, the cost of having a booth, the number of people expected to attend, examples of other companies that will have booths, and so forth. You know it would also be helpful if the organizers sent you any printed materials they have about the Expo and told you their website address (if they have one).*

*Use this contact information to help you write your letter. Make up some sort of letterhead for your letter.*

*Your Company:*

*Garcia's Construction  
1250 South 56<sup>th</sup> Street  
Seattle, WA 98118  
(206) 555-3518*

*Expo Organizers:*

*Home Building and Remodeling Expo  
106 2<sup>nd</sup> Avenue  
Seattle, WA 98104*

**2. Fax Cover Sheet**

Do the Fax Coversheet "Visual Workshop" on page 22 of the Microsoft Office book. Create the document by using a *template* (not the Wizard as the book says). Type the dates, names, and other info as shown in the book (it's OK that the date and pages sections will be switched). Don't change the date to today's, or swap your name for one of the people. Type your name towards the bottom of the page. Print it out and turn it in.

### 3. Medical Document Formatting – Patient Chart Note

Download the “Chart Note” from the Class Website (Coursework → Word → Chart Note Text). Save the document as “Chart Note Homework.”

The chart note has already been typed, but it is not formatted correctly. Format the downloaded chart note using the sample format shown below. The xx after the doctor’s name are placeholders for the lowercase initials of the person typing the chart note, so you should put in your initials on the chart note you have downloaded. Please note that the border around the chart note below should not be on yours – it is just to keep this example separate from the rest of the instructions. Add your name to the bottom of the page. Print it out and turn it in.

#### CHART NOTE

Adam Carl

7/6/04

**SUBJECTIVE:** Suture removal. Patient returns for removal of stitches placed about seven days ago.

**OBJECTIVE:** Wound at lateral aspect of the left eye looks well healed. The 5-0 nylon sutures were removed without difficulty.

**ASSESSMENT:** Laceration, healed.

**PLAN:** I advised him to use vitamin E for scar prophylaxis.

Peter DeLuca, M.D. / xx

**4. Make a Flyer.** Make a 1-page flyer about anything you want in Microsoft Word. For example, it could be about you, an event that's happening, your family, your home state/country, your own business or one you would like to start, something you want to sell, a career you want, or anything else. Your flyer must have the following things:

- At least one border (around the outside of the page and/or some of the text)
- At least two graphics (AutoShape, ClipArt, and/or Picture)
- At least one WordArt
- Text in at least two different fonts and two different sizes
- At least one bulleted or numbered list
- Your name, somewhere on your flyer

**5. Make a Calendar.** Using a table in Microsoft Word, make a calendar for this month or next month. Do not use a calendar template. Your calendar can be any style that you want, but it must have the following things:

- The name of the month and the correct days and dates
- At least two graphics (AutoShape, ClipArt, Picture, and/or WordArt)
- At least one border that has been changed
- At least one part that is shaded
- At least two things scheduled into your calendar (like an appointment, a class, holiday, homework assignment, etc.). They should be typed, not written, in.
- Your name, somewhere on your calendar

\*Hint: Calendars are often done with Landscape page orientation.

**6. Make a New Patient Registration Form.** Use tables in Microsoft Word to make your own version of the New Patient Form on the back of this page. Instead of "Dr. Chan's" name, use your name own so that I know whose homework it is (at the top and near the signature at the bottom).

\*Hint: Make your page margins .8" on all sides before you start

\*Hint: Use 10pt Arial Font in the tables

\*Hint: it will be easier to make four separate tables rather than one big one – but both ways will work.

# Dr. Chan's Office

## NEW PATIENT REGISTRATION FORM

PATIENT INFORMATION	
First Name: _____	Last Name: _____
Date of Birth: _____	SSN: _____
Address: _____	
Phone #: _____	Email: _____
Occupation: _____	Employer: _____
Allergies: _____	
Referring Doctor: _____	

INSURANCE INFORMATION	
Primary Insurance Company: _____	
Plan #: _____	Relationship to Insured: <input type="checkbox"/> Self <input type="checkbox"/> Spouse <input type="checkbox"/> Child <input type="checkbox"/> Other
Subscriber's Name if Not Self: _____	

IN CASE OF EMERGENCY			
Contact Name	Relationship	Home Phone	Work Phone
		( ) -	( ) -

AUTHORIZATION & RELEASE	
The above information is true to the best of my knowledge. I authorize my insurance benefits be paid directly to the physician. I understand that I am financially responsible for any balance. I also authorize Dr. Chan's Office or insurance company to release any information required to process my claims.	
_____ <i>Signature</i>	_____ <i>Date</i>
_____ <i>Parent or Guardian's Signature (if under 18)</i>	_____ <i>Date</i>