Word Production Quiz

1. Create a business letter—be sure to use proper formatting.
	1. Date—Current Date
	2. To—Mr. Wayne W. Jones / 4292 El Camino Way / Salt Lake City, UT 84121
	3. From—first and last name (You may make a letterhead instead—you choose)
2. Type the following text for the body of the letter.

The Lions won again. Detroit’s defense started the rally with interceptions returned for touchdown on consecutive drives, then Matt Stafford and Calvin Johnson took over from there, hooking up for a pair of touchdown in the final period, including a 2-yarder for the winning points with 1:39 left.

“It’s crazy how it happened,” Stafford Said. “When it was 27-3, we knew we had to start making plays. Once we did, we started catching fire.”

Detroit is 4-0 and has won an NFL-best eight straight games. This also was its franchise-record fifth straight road win.

1. After typing the letter set the following: Left Tab at 1.0” and Dot Right Tab at 4.5” with Dot Leader.
2. Add the following text using the tabs set at the bottom of the letter.

 Lions 34

 Cowboys 30

1. Don’t forget to include an appropriate salutation and complimentary close.
2. Change the left and right margins to 1.5”
3. Change the font for the whole document to 14-point Century Gothic.
4. Center the text vertically on the page.
5. Turn in electronically.