

Computer Exercise #1
Computer Literacy Macintosh / Windows Series

- STEP 1: Start up the Microsoft Word application.
- STEP 2: Retype the attached letter exactly the same.
Font Name: Helvetica
Font Size: 12
- STEP 3: Edit the document to be sure that it is 100% error free of all mistakes
- spelling - punctuation - grammar
- proof read the document on the monitor. *{do not waste paper by printing test copies}*
- {WYSIWYG : what you see on the screen is exactly what you'll get in print.}*
{do NOT use the Spell or Grammar Checker unless you're already familiar with these tools}
- STEP 4: Save the file on your network volume with the file name **ScreenName - Ex. 1**
- STEP 5: Print out the document and hand in.
- STEP 7: Put a copy of this file {Last Name - Ex. 1} in the correct Computer Literacy network sub-directory.

Computer Literacy sub-directory
Summer Session sub-directory

You will be graded on both the printed copy and the electronic copy submitted to the network sub-directories.

NOTE(s): Your name should be typed at the top left hand corner of the page.
Remember, do not CR {carriage return} to start a new line, only a new paragraph.

Name
September 3, 2006

Peerless Booking Agency
456 Park Avenue
New York, NY 10022

Ladies and Gentlemen,

Thank you for your prompt response to our inquiry into booking the Regals for an appearance early in the fall at Summer Sounds.

We appreciate your comments regarding the reputation that Summer Sounds has achieved as concert arena and wish that the Regals could appear here this year. Since that is not possible, we would like to schedule a booking for next year's concert series. The dates of July 15, August 5, and September 8 and 9 are open. If these dates are open on the Regals' schedule and you are interested in booking the group at Summer Sounds, please contact Ms. Janet Gutenberg, Vice President for Talent Acquisition, before October 15.

I am enclosing a tentative schedule for next year's season at Summer Sounds. The schedule will assist you determining which of the available dates will be most profitable for the Regals based on the talent appearing the weeks immediately before and after their appearance.

It is always a pleasure to work with an outstanding agency like Peerless. I sincerely hope we will have an opportunity to work together next season.

Sincerely,

Marilyn McAllister
Talent Acquisition Coordinator

ecg/PEERLESS

Enc.