

Word Homework 01

This homework is not handed in for points. This homework is for you to do to have practice for the quizzes and tests.

Here are the instructions for this homework problem:

Below is a picture of the Business Letter that you should create using Word. Use the same formatting and spacing for a Business Letter that were presented in the video lecture. The below picture includes the screen shot of the non-printing characters that will help you to determine how to construct this Word document file. The picture for the Letterhead is available for you to download.

The screenshot shows a Microsoft Word document with a ruler at the top. The document content is as follows:

Five Star Cleaners



.1090.10th.Ave.S,Seattle,WA.98111.800-232-0055

→ Thursday,December-07,2017

Tommy-Chin
3469-Twin-Peaks-Ave.
Tukwila,WA-98231

Dear-Tommy-Chin:

As-the-manager-on-duty-on-the-day-of-Tuesday,December-05,2017,I-am-writing-this-letter-to-apologize-for-the-inadequate-service-that-you-received.Enclosed-is-a-check-that-reimburses-you-for-the-service-that-you-were-charged.In-addition-to-the-check,there-is-a-\$100-certificate-for-future-services-here-at-Five-Star-Cleaners.As-you-have-been-a-customer-for-over-a-decade,we-appreciate-your-continued-business-and-hope-that-this-letter,check-and-certificate-will-express-our-sincere-apologies-for-the-inadequate-service-that-you-received-last-Tuesday.

→ Sincerely,

→ Gigi-Reynolds,Manager-Five-Star-Cleaners