

ATOMIC LEARNING

Practice Sets

Word 2010 – Intermediate

SECTION G – Envelopes and Labels

INSTRUCTIONS

Open a new, blank document in Word. Copy and paste the Example Text into the blank document. Follow along with the tutorial tasks and questions below. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use “Save As” to save a copy of this practice set on your computer.

EXAMPLE TEXT

Julie Bankert
1234 Elm Street
Minneapolis, MN 55448

April 12, 2012

Ms. Anita Hall
Director of Human Resources
ABC Frame Company
12345 Vine Boulevard
Buffalo, NY 14209

Dear Ms. Hall:

Your ad for an entry-level position caught my attention as I prepare to begin my professional career upon graduation this spring from State University.

I would welcome the chance to discuss openings at your firm. If you will contact me at (425) 555-0154, we can schedule a meeting.

Thank you for your consideration.

Sincerely,

Julie Bankert

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TUTORIAL TASKS AND QUESTIONS

Key#82507 - [Creating and printing an envelope](#)

Task: Select the recipient's name and address in the example letter. Use the Envelopes and Labels dialog box to print an envelope that includes the return address.

Question: Where is the Envelopes command found on the ribbon?

- A) On the Insert tab in the Text group.
- B) On the Page Layout tab, in the Page Setup group.
- C) On the Review tab, in the Tracking group.
- D) On the Mailings tab, in the Create group.

Key#82508 - [Setting the return address in an envelope](#)

Task: Add your return address to the Mailing Address text box in the Word Options dialog box.

Question: The Mailing Address text box is found in which category in the Word Options dialog box?

- A) The General category.
- B) The Proofing category.
- C) The Advanced category.
- D) The Display category.

Key#82509 - [Changing envelope options](#)

Task: With the recipient's name and address selected in the example letter, change the font for the Delivery Address and the Return Address in the Envelope Options dialog box.

Question: Several of the options in the Envelopes and Labels, and the Envelope Options dialog boxes depend on the printer that the envelope will be sent to.

True or False

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Key#82510 - [Adding an envelope to a document](#)

Task: With the recipient's name and address selected in the example letter, add an envelope to the document using the Envelopes and Labels dialog box.

Question: When an envelope is added to the document, it appears as what page in the document?

- A) The last page in the document.
- B) The first page in the document.
- C) The second page in the document.
- D) None of the above.

Key#82511 - [Creating and printing labels](#)

Task: With the recipient's name and address selected in the example letter, create a new document with a full page of the same label using the Envelopes and Labels dialog box.

Question: Although the Envelopes command and Labels command are separate commands on the Mailings tab, both commands and their options appear in the Envelopes and Labels dialog box.

True or False

Key#82512 - [Changing the label options](#)

Task: With the recipient's name and address selected in the example letter, change the labels to Avery US Letter 5160 Easy Peel Address Labels in the Label Options dialog box.

Question: Which label category do new, custom labels appear in?

- A) Avery US Letter.
- B) Compulabel.
- C) Microsoft.
- D) Other/Custom.