

1. Open Word. Create a new blank document.
2. Create the letterhead shown in Figure 1 below, following these rules:
 - a. Insert a Rounded Top Side Corner rectangle shape with an approximate height of 1.0" and width of 6". If your version of Word does not have a Rounded Top Side Corner rectangle, look for a Rounded Same Side Corner Rectangle. If you can't find any of those, use a plain Rounded Rectangle shape.
 - b. Center the rectangle horizontally on the page
 - c. Apply the shape style "Intense effect (any color you like to start with, it will be changed later) with Accent 6".
 - d. Add the text "Starfleet Operations" inside the shape. Format the text using 24 pt, Garamond, white, bold
 - e. Add **your name** on the next line inside the rectangle. Format it using 16 pt Lucida Handwriting, white, and bold.
 - f. Right click on the shape and open the "Format Shape" panel, and using the "Shape Options" tab:
 - i. Using the "Fill & Line" icon, expand "Fill" and set the gradient stops and colors to match the example.
 - ii. In the "Fill" menu set the gradient stops and colors as shown
 - iii. Using the pentagon icon, apply the 3-Dshape effect named "bevel/relaxed inset".
3. Save the letterhead with the file name, Lab 3-1a Letterhead.
4. Insert the address information below (i.e.; outside) the shape. **Use YOUR email address.**
 - a. Hint: The bullet shape between the physical address and email address is a symbol. Insert a symbol and look in the "Geometric shapes" subset.
 - b. The word "Planitia" has a red squiggly underline. That's because it doesn't show up as a correctly spelled word in the dictionary. That's OK.
 - c. When you enter your email address, Word recognizes that it's an email address and makes a hyperlink from that address for you, turns blue, and underlines. That's OK.
 - d. Center the address line on the page.
 - e. Insert a horizontal line below the address. (You can use the Paragraph/Borders icon on the home tab of the ribbon.
5. Continue creating the letter shown in Figure 1, following the requirements below:
 - a. Set a left-aligned tab stop at the 4.5" mark on the ruler for the date line, complimentary close, and signature block. Insert the current date.
 - b. Select the address block and use the "No Spacing" style. You may want to add an extra paragraph before "Dear Counselor Troi:"
 - c. Create the table as shown (Grid table 4 Accent 5). Format the table text as Times New Roman, 11 point. Make the table heading and column headings bold. Center the table and modify the borders to match the example.
 - d. Replace the professor's name with **your name**.
 - e. Check the spelling of the letter.
6. Create a footer as in Lab 1-2. (file path on the left, and your initials on the right). Save the letter on your network (U) drive.
7. Submit the result on myCourses under Content/Lab Assignments/Lab 02

Starfleet Operations

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January 1, 2020

Counselor Deanna Troi
1010 Meditation Boulevard
Peace City, Betazed, Quadrant 4

Dear Counselor Troi:

Thank you for your interest in a position in Starfleet! We have been steadily expanding ever since the end of the Borg. That conflict resulted in the need for many skilled personnel who could help in the repatriation of thousands who were assimilated by the Borg.

We have a large number of ships with differing with widely different facilities, such as:

- Tricorder sensory adaptation
- Vulcan mind-meld technique adaptation
- Implant removal trauma

The table below lists the ships with the most urgent needs:

Ships		
Ship	Patrol Area	Patrol length
Enterprise	Quadrant 4	4 earth years
Intrepid	Quadrant 3	2 earth years
Forrestal	Quadrant 2	3 earth years

If you have additional questions or wish to apply for a position, please contact me at the address above.

Sincerely,

Tom Bartenstein
Director of Personnel