

"It's Your Birthday" Mailing List



The Inside Scoop

A mailing list is an essential marketing tool for businesses. Tim and Tara will use the mailing list to gather snail mail addresses of their customers. The mail list will be used to send flyers, coupons, or new menus to their customer client base. As an incentive for customers to fill out the mailing list form, Fundae Sundaes will send a "Happy Birthday" free double scoop cone coupon to customers during their birthday month. The mailing list form will be available to complete at the counter at Fundae Sundaes.

In this project, you will create a user-friendly mailing list form. To save on paper, the form will be duplicated four times on one page.

Skills

- Merging cells
- Splitting cells
- Formatting row height
- Adjusting column width
- Copying and pasting a table
- Inserting a column break



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Use word processing software to create and format a birthday mailing list form.



Directions

1. Follow the Setup instructions above.
2. Format your document for 2 columns.
3. Be sure to follow the extra line spacing as indicated by the paragraph symbol.
4. Insert a table with 2 columns and 7 rows.
5. Key the text as shown in Document Data 9.



Formatting

1. In row 1, merge the cells and change the size to 24 pt., bold, center aligned.
2. Adjust the cell width of rows 2 through 7 in column 1, to 1.2".
3. Adjust the cell width of rows 2 through 7 in column 2, to 3.55".

Setup

Start Up:

Using word processing software, create a NEW document.

Save the File as:

Project 9

Orientation:

Landscape

Margins:

Top .5", Bottom .5", Left .5", Right .5"

Line Spacing:

Single, no additional spacing before and after paragraphs

Font, Size:

Calibri, 11 point
(unless otherwise noted)

4. Split the cell in row 6, column 2 into 3 columns and key the text "Zip Code" in the middle cell.
5. Change the row height of rows 2 through 7 to .5".
6. In rows 2 through 7, center the text vertically and align it to the left of the cell.
7. Insert blank line below the table, and then copy and paste the first table.
8. Enter a column break and copy and paste the table in the second column.
9. Insert blank line below the table in the second column, and then paste the first table. **Note:** You should have four tables in your document.
10. Carefully proofread your work for accuracy and format.
11. Resave the file.
12. Print a copy of the document if required by your instructor.

Document Data 9

Fundae Sundaes	
First Name	
Last Name	
Street Address	
City	
State	
Birth Date	

1
2
3
4
5
6
7