

Instructions:

In WORD recreate the Letter from Jackie Robinson to President Dwight D. Eisenhower.

Arrange the letter elements in their proper order.

Set the margins to Top; 1", Right; 1.25, Left;1.35 and Bottom; 0.67 inches.

Set all of the text to 11pt a **Modern font**, single spaced, and left justified.

Get rid of any blank lines that are between the elements.

Set 24pts of space after the date and 18pts before it.

Set 12pts after the recipient's address.

Set 0pts after the "My Dear Mr. President:" salutation.

Set 6pts of space before the "Respectfully yours," closing and add a blank line for the signature image after it: normally you would instead add around 46pts of space for a real signature.

At the end of the letter, set 24pts before the "CC:."

Other than these, there is NO extra space before or after the other paragraphs.

Set the first line indent in the paragraphs in the body of the letter to .15pts.

Find and Replace all instances of can't and replace them with **cannot**.

Find and Replace all instances of Gov. and replace them with **Governor**.

You need to search on the internet for and type in the proper zip codes for both of the addresses (the XXXXX).

In the first sentence in the third paragraph use the thesaurus to find the replacement word for "propose". Right click on the word "suggest" in the thesaurus to insert it replacing the word "propose" in the text.

Write your name and period number after the "CC:" (courtesy copy) at the end of the letter.

AFTERWARD...

In the space after the closing "Respectfully yours," insert the picture of Jackie's signature.

This assignment is worth 40 points.