



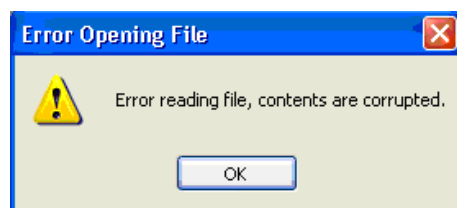
WORKSHOP

MICROSOFT OFFICE WORD - SHIPPING, FINANCE & MANAGEMENT SKILLS

TUTORIAL CASE – *Letter of Indemnity*

You have been asked to prepare a Letter of Indemnity for a cargo delivery at a port different than that stated in the Bill of Lading.

Searching for a past Letter of Indemnity stored on your computer, and trying to open it, the following error message appears:



Unfortunately, you have not kept a backup of your files recently. With a colleague's help, you manage to recover the file, however, in a format that now requires more time for editing. Edit the file by taking the following set of actions:

1. Display the rulers.
2. Show paragraph marks and other hidden formatting symbols.
3. Use the keyboard to navigate through the document. Try different methods for selecting text.
4. Change the Font to 'Times New Roman' and the Font size to 12.
5. Create Paragraphs.
6. Create a bulleted/numbered list of the points stated in the agreement.
7. Create a first line indent for the rest of the paragraphs.
8. Experiment with the Hanging and Left Indent.
9. Indent a paragraph from the right.
10. Using left tab stops, set the ship, voyage, cargo and bill of lading information at one and a half inch on the horizontal ruler.
11. Adjust Paragraph spacing.
12. Adjust line spacing.
13. Adjust the document's margins to narrow.
14. Make sure how the document will appear when printed.
15. Insert a date field at the beginning of the document.
16. Review the document for language errors.
17. Hide grammar and spelling errors in this document only.
18. Find the phrase 'name of ship' and replace it with 'Deep Blue'.
19. Place the ship, voyage, cargo and Bill of Lading information in a paragraph border.

20. Open a blank document to create an envelope to send the letter to the following address:
Danaos Shipping, 14, Akti Kondyli st., Piraeus, GR 18545, Greece.
21. Using mail merge, prepare the letter to be sent to several recipients.
22. Save the document as a Template.
23. Open a new document based on your Template.