

Student Name: _____ Period: _____ Date: _____

GUIDED PRACTICE: LINKING AND EMBEDDING

Part I Instructions: Using word processing software, key the following business letter in block style with block paragraphs and mixed punctuation. Use 1" side margins, mixed punctuation, and the current date. Supply an appropriate salutation and complimentary close. Save the letter when finished keying

The letter is to: Mrs. Alice Logan, 617 Soundside Road, Edenton, NC 27932

It is from Joan Knox, Customer Service, 919-589-5563

Letter body: Our records indicate that you have an outstanding debt in the amount shown below. Your account is 90 days past due.

Please contact us immediately to make payment arrangements. Accounts over 120 days past due will be turned over to a collection agency and will adversely affect your credit rating.

Part II Instructions: Open the **5 GP Link Student spreadsheet** that was sent to you electronically by your teacher

1. Select the **5 GP Link** tab
2. Filter the data for the information about Alice Logan

Notes

Part III Instructions:

1. Insert a triple space between paragraphs one and two of the letter.
2. Insert and **link** the spreadsheet at the midpoint between paragraphs one and two in the letter

Notes:

3. Save and close the documents

