Rate Schedule

**project description:**

You work for Michael Richardson, Marketing Manager of Creative Cartoons, a company that manufactures cartoon-related products and has offices in New York City, England, Germany, and Japan. In September, Creative Cartoons will be participating in an international trade show in Milan, Italy. You have been asked to send a letter to the marketing managers in each of the foreign offices with information they need to prepare for this event.

**additional information and instructions:**

* In this project, you will send a letter via e-mail and regular mail, as well as create a table within the letter to organize some information.
* A **rate schedule** includes numeric data, which you often must calculate. Word 2010 allows for some simple calculations within tables.
* Remember that Word tables let you organize text or numeric information into columns and rows that intersect to form a grid.
1. Open the *ccletter* file saved on the Hshare. The file contains the letterhead stationery that Creative Cartoons uses for correspondence, as well as the *unformatted* text needed for the letter.
2. Save the file in your own directory.
3. Apply proper block-style letter format as shown in the letter template provided on the Hshare
	1. Include an appropriate mailing notation and subject line.
	2. Send copies to: Pamela Savoy, London; Joerg Newmann, Germany; Laura Ng, Japan.
* At present, the Euro is the official currency of 15 European Union countries: Austria, Belgium, Cyprus, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, the Netherlands, Portugal, Slovenia, and Spain. Other European countries; however, still have their own currency.
* In England, the term “Ltd” used in a company name means the same as “Incorporated” or “Company” in American business names.
* When addressing foreign mail, the USPS recommends that you capitalize the entire delivery address and avoid using punctuation. Place the city’s name and postal code (if any) on the 2nd to last line. Place only the country’s name on the last line. If possible, addresses should have no more than five lines.

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**optional:** Watch a couple short videos about inserting a blank table and working with columns and rows in a table.

1. Where indicated, in the letter, create the 5-column table shown below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Booth A – 600 Square Feet | Dollar | Pound | Euro | Yen |
| Base Rental Fee | 2,500 |  |  |  |
| Assembly Charge | 650 |  |  |  |
| Freight Charge | 300 |  |  |  |
| Disassembly Charge | 450 |  |  |  |
| **Total Cost** |  |  |  |  |

1. Enter foreign currency amounts, as indicated by the column titles, and complete the table by doing the following:
	1. Go to: [www.xe.net/currency](http://www.xe.net/currency) (if the web site does not seem to work, search for a different on-line currency converter).
	2. Convert the U.S. dollar amounts provided, into British pounds, Euros, and Japanese Yen.
	3. Size the columns and rows to fit the data.
	4. Right-align numeric data.
	5. Apply an appropriate table style.
	6. Enter a formula to total (SUM) each column. The information at the top of the next page will help.
* You can perform simple calculations, in Word 2010 table cells, using numeric data. Position your insertion point in the cell where the answer should appear. Click the Table Tools, Layout Tab and choose the Formula tools from the Data group. The graphics below illustrate the proper formula to calculate a total for the *Dollar* column.



1. Send the letter, as an e-mail attachment, to: **sroberts@ejps.org**.
2. Prepare an envelope and add it to the document.
* Envelopes can be easily created with the Envelopes tool on the Mailings tab. If your letter is formatted properly, Word should automatically add the addressee, from the letter, as the Delivery Address. Use Creative Cartoons address as the Return Address.
1. Spell check and proofread your document, place your name on the page so it will be printed (a text box might work well), save, and print one copy.