



Create Price Sticker Labels

New Skills: Using Labels • Strikethrough Text Style



TASK AND PURPOSE:

Create price sticker labels to be placed on the products for sale in the Pro Shop.



OVERVIEW:

The Pro Shop Manager, Kyle Logan, has asked you to prepare computer-generated sheets of price stickers to be affixed to the products for sale in the Pro Shop. He provided you with a list indicating the item name, item number, “List Price,” and “Our Price” for each item. In this project, you will prepare four labels for each product on the list.



STRATEGIES AND TIPS TO CONSIDER:

1. Use your discretion as to the proper placement and formatting of the product and price information on the label.
2. Read through all instructions before proceeding with the project.



INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.
2. Save the document as **Project W-4 Price Sticker Labels** in your “Word Projects” folder under your “Skateboards, Inc. Simulation” folder.
3. Generate a full sheet of blank Standard Avery 1 x 4 inch address labels (#5161). Your document should display a total of 20 blank labels, as shown in **Figure W-4-1**.

Figure W-4-1

1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20



Project W-4: Create Price Sticker Labels continued

4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points. Use your discretion as to the proper placement and formatting of the information.
5. Type the following information in the 1st label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to “strikethrough,” as shown below.

Item Name: Pro-Tec Ace Helmet
Item #: S7134
List Price: ~~\$45.99~~
Our Price: \$34.99

6. Copy and paste the information above to the next three label cell blocks.
7. Type the following information in the 5th label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to “strikethrough,” as shown below.

Item Name: Bullet Knee Pads
Item #: S2182
List Price: ~~\$35.99~~
Our Price: \$24.99

8. Copy and paste the information above to the next three label cell blocks.
9. Type the following information in the 9th label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to “strikethrough,” as shown below.

Item Name: All Skateboards
Item #: S9341
List Price: ~~\$55.99~~
Our Price: \$49.99

10. Copy and paste the information above to the next three label cell blocks.
11. Type the following information in the 13th label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to “strikethrough,” as shown below.

Item Name: Salomon Rollerblades
Item #: I2896
List Price: ~~\$499.99~~
Our Price: \$399.99

12. Copy and paste the information above to the next three label cell blocks.

Project W-4: Create Price Sticker Labels continued

13. Type the following information in the 17th label cell block (refer to the label number sequence provided in Figure W-4-1). Format the List Price to “strikethrough,” as shown below.

Item Name: Skateboards, Inc. Baseball Cap

Item #: S5221

List Price: ~~\$12.99~~

Our Price: \$8.99

14. Copy and paste the information above to the last three label cell blocks.
15. Carefully proofread your work for accuracy and format.
16. Resave the file.
17. Print a copy of the document if required by your instructor.

STRATEGIES AND TIPS TO CONSIDER:

1. Memos usually have a 1-inch margin on all four sides, and the writer's initials always appear next to the name at the top of the memo.
2. Be concise. Long sentences with complex construction do not belong in memos. Keep memos short and to the point.
3. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.
2. Save the document as Project W-5 Business Memos in your “Word Processor” folder under your “Skateboards, Inc. Simulation” folder.
3. Set the page size to 8.5 inches wide x 11 inches tall with a 1-inch margin on all sides.
4. Choose an easy-to-read font and keep the font size to a maximum of 10-12 points, unless otherwise noted.
5. At the top center of the page, insert the Skateboards, Inc. logo downloaded from the Skateboards, Inc. Resource 1.1. Ensure the logo is in proportion with the rest of your document.