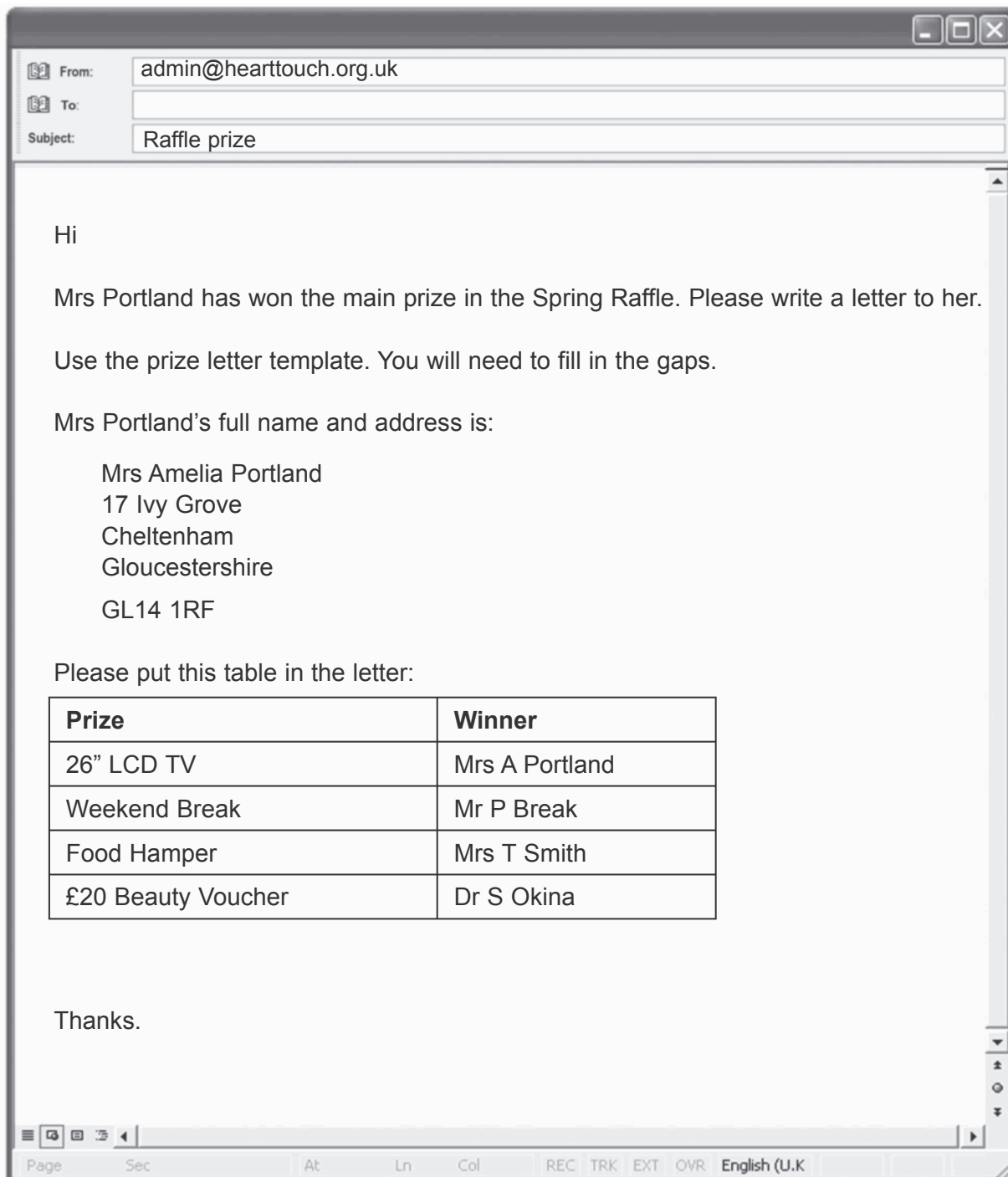


TASK 1: LETTER TO RAFFLE WINNER

You work for a charity called Heart Touch. You have received this email.



OPEN the file **Prize letterL1.rtf**.

SAVE the letter with a new file name.

ENTER today's date.

INSERT Mrs Portland's name and address.

USE information from the e-mail to fill in the gaps shown by [?].

ADD an appropriate subject heading.

INSERT the table of winners.

INSERT your name, candidate number and centre number in the footer.

SAVE the letter.

PRINT a copy of the letter.

Reminder:

- check your spelling
- use a suitable layout
- use a suitable font
- use correct capitalisation

TOTAL FOR TASK 1: 20 MARKS