All items are to be formatted using Microsoft Word–Hawk’s Nest School Store

You have been hired by the **Hawks Nest School Store** and your first assignment is to create three distinct documents in Microsoft Word to promote the store.

1. Create a **tri-fold brochure** about the store, with information about it plus a price list and any other information you deem to be important. Format it correctly, and watch your white space.
2. Your supervisor also would like you to create a **one page news letter** about the store, Hawks Nest, properly formatted with

* a title in Word Art,
* two columns
* an appropriate border,
* a line down the middle,
* 12 point font,
* two pictures tightly word wrapped,
* Drop caps at the beginning of each paragraph,
* headings for each paragraph (make sure you don’t drop cap the first letter of the heading, but do drop the first letter of the paragraph that follows it),

1. The last thing your supervisor needs from you is a **business block letter**, properly formatted, addressed to a teacher thanking them for their support in helping to make the school store a success. Also, let them know what we have available that they or their students may need, and to invite them to visit the store and to make any other suggestions or comments. You may like to include a coupon for 50 cents off of any item in the store as an incentive to come on in.