

Creating, Editing, and Formatting Word Documents

Chapter 6 Review and Assessment

Assessment 6.4 Creating an Invoice from a Template

Type: Individual

Deliverable: Invoice Document from Template

1. Search for and select a service invoice template of your choosing to create a new document. Note that you may need to modify the presentation of the information given in Step 3a to match the template you select. For example, not all service invoice templates provide a column for entering a quantity or unit price, but you can type that information in a description column if needed.
2. Personalize the template by adding your name as the company name and your school's address, city, state, ZIP code, and phone as the company information. Fill in other company or invoice information with fictitious information, if necessary.
3. Using today's date, create invoice 136 to:

*Leslie Taylor
HBC Enterprises
1240 7th Street West
St. Paul, MN 55102
888-555-6954
taylor@ppi-edu.net*

- a. Type the body of the invoice using the following information:

<i>Qty</i>	<i>Description</i>	<i>Unit Price</i>	<i>Total</i>
5 hours	Social media consulting	65.00	325.00
 - b. Add or delete other information as needed so the invoice is of mailable quality and does not have any placeholders with missing information.
4. Save the document in the Ch6 folder within the Assessments folder on your storage medium as **InvoiceTemplate-YourName**.
 5. Submit the assessment to your instructor in the manner requested.
 6. Close the document.