Student Courseware:
Microsoft Office Course

Microsoft Word 1A: Business Letters: Format, Text Wrap, Insert Text Box, Logo

Format of a Business Letter:

- Although there are different formats to use when preparing a business letter, you should always use an **approved format** specified in a keyboarding textbook or other template.

- Open **(sampleletter1)** and examine the spacing and placement of the parts of a letter.
- Alternatively you may use **templates** provided in the word processing software.

Note: it can sometimes be tricky working with these **Microsoft template files**, and it is often easier to make your own files and save copies to be used again and again by replacing certain components, (thus creating your own templates).

Working with Images:

- You can insert **clipart** or **photos** in word processing documents.

- This is particularly useful for placing a **logo** on a business letter instead of buying pre-printed letterhead stationary.

- A logo used to represent a business (e.g. the golden arches for McDonald's).
- Logos are inserted at the top of a letter the **letterhead** and may have the following information so that it does not need to be keyed every time a new letter is created: **address, phone, fax, e-mail, and possibly a slogan**.

figure 1.1.1 (Sample Logo)

- When you insert any image in Word you will have difficulty moving around the graphic unless you right-mouse click the image, and select Text Wrapping and Tight as shown.

- A **text box** can be inserted over the image in Word, allowing you to add the address, and possibly a phone number, e-mail address, etc. as required within the Word.

Additional Parts of a Business Letter:

Sometimes you need to send a letter by **certified mail.**

This means that the post office will require a person to sign for the letter when it is **delivered.**

This cost extra, but you can be sure that the person has received the letter by going to the post office and having them look up if a signature was received.

Sometimes you **attach** something with a letter (eg. an unpaid bill).

In your letter you should describe that there is a copy of the bill enclosed.

If you are sending a **copy** of the letter to someone else (eg. a letter is sent to a person, and a copy to their boss) then this must be indicated in the bottom portion of the letter that you will see in **(sampleletter2)** as well as the **CERTIFIED MAIL**, and **Enclosure** components.

Step by Step Instructions

When you open Word, you see two things, or main parts:

1 The **ribbon**, which sits above the document, and includes a set of buttons and commands that you use to do things in and with your document (like print it). You'll hear more about the ribbon later, and you'll get to use it in the practice at the end of the lesson.
2 A **blank document**, which looks like a white sheet of paper and takes up most of the window.

In the document, look for the cursor, a blinking vertical line in the upper-left corner of the page, which tells you where the content you type will appear on the page. Word waits for you to start typing.

If you'd like to start typing further down the page instead of at the very top, press the ENTER key on your keyboard until the cursor is where you want to type.

When you start typing, the text you type pushes the cursor to the right. If you get to the end of a line, just continue to type. The text and the insertion point will move on to the next line for you.

Once you've finished typing your first paragraph, you press the ENTER key to go to the next paragraph. If you want more space between the two paragraphs (or any two paragraphs), press ENTER again and then start typing your second paragraph.

If you make a mistake while typing, just press the BACKSPACE key to "erase" the incorrect characters or words.

As you type, Word will warn you if make spelling or grammar mistakes by inserting a wavy red, green, or blue underline beneath the text that it thinks is an error, as follows:

Red underline This indicates either a possible spelling error or that Word doesn't recognize a word, such as a proper name or place.

Green underline Word thinks that grammar should be revised.

Blue underline A word is spelled correctly but does not seem to be the correct word for the sentence. For example, you type "too," but the word should be "to."

What do you do about the underlines? You right-click an underlined word to see suggested revisions (every once in a while Word may not have any alternate spellings). Click a revision to replace the word in the document and get rid of the underlines. Note that if you print a document with these underlines, they will not show up on printed pages.

A note of caution about green and blue underlines: Word is really good at spelling, which is pretty straightforward, most of the time. But grammar and correct word usage take some judgment. If you think that you are right, and Word is wrong, you can ignore the suggested revisions and get rid of the underlines. You'll see how in the practice.

Tip If you prefer not to stop every time you see wavy underlines, you can just ignore them as you go. When you are through, you can tell Word to check spelling and grammar all at one time. You'll learn how in the practice.

The press release you're typing announces the net income and price per share for Contoso Pharmaceuticals. You can call attention to this important information by adding emphasis with bold, italic, or underlined formatting.

Let's make the text bold. Now, remember the **ribbon** we mentioned at the beginning of the lesson? Now's when you'll see how it's used.

As you can see in the picture, there are several tabs across the top. Each represents an activity area. The second tab, the **Home** tab, should be selected (if not, you click it to select it).

Each tab has several **groups** of commands that show related items together. On the **Home** tab, look for the **Font** group. In that group you'll see several buttons and commands that perform a specific action on your document. For example the **Bold** button B makes the text becomes bold. You can also change the font color and size of text with the **Font Color** button A and **Font Size** button 11.

Don't worry about doing any of this right now, you'll get a chance to try this in the practice session at the end of the lesson.

You can make most changes to text from the **Font** group, but formatting text this way is handy when you want to change the format of just a few characters or words. However, there's a way to make all the changes we just did with just one command, by using **styles**.

The styles are on the **Home** tab, in the **Styles** group. You just choose the style you want, and the text size, font, attributes, and paragraph formatting are changed for you automatically.

You'll also use Quick Styles in the practice, to add formatting to the title, heading and subheading of the press release and achieve the results you see in the picture.

Need to make a list? That's also something you do from the **Home** tab, in the **Paragraph** group (right next to the **Font** group). You'll also do that in the practice.

Page margins are the blank spaces around the edges of the page. There is a 1-inch (2.54 cm) page margin at the top, bottom, left, and right sides of the page. This is the most common margin width, which you might use for most of your documents.

But if you want different margins, you should know how to change them, which you can at any time. When you type a very brief letter, for example, or a recipe, an invitation, or a poem, you might like different margins.

You also use the ribbon to change margins, except you work from the **Page Layout** tab. First you click it to select it, and then, in the **Page** Setup group, you click **Margins**. You'll see different margin sizes, shown in little pictures (icons), along with the measurements for each of the margins.

The first margin in the list is **Normal**, the current margin. To get narrower margins, you would click **Narrow**. If you want the left and right margins to be much wider, click **Wide**. When you click the margin type that you want, your entire document automatically changes to the margin type you selected.

When you choose a margin, the icon for the margin you chose gets a different color background. If you click the **Margins** button again, that background color tells you which margin size has been set for your document.

At some point you may have a finely tuned sentence or several paragraphs of ideas, facts, or figures that you would regret losing if your cat jumped on your keyboard, or if a power failure shut your computer off.

To keep your work, you have to save it, and it's never too early to do that.

On the ribbon, you click the first tab, the **File** tab.

This opens a large window called the Backstage, a place where you take care of a lot of things, such as saving your document, and printing it.

In the left column, you click **Save**. A smaller window, called a dialog box, opens. You use this box to tell Word where you want to store the document on your computer, and what you want to call it. You'll learn the exact steps in the practice.

After you save your document, and you continue to type, you should save your work as you go.

Need to print?

When you’re ready to print, click again the **File** tab (the first tab). In the left column, you click the **Print** command. A large window opens, and you click the **Print** button. Of course, you’ll need to have a printer hooked up to your computer.

Close the document

When you are through with the document and have saved your work, close the file. Click the **File** tab, and in the left column click **Close**.

Tip To find your document after you close it, look in the **Recent Documents** list shown in the picture. Click a document in the list to open it. You'll learn more about how to find and open a document in the practice.