QUEENSBOROUGH COMMUNITY COLLEGE

Department of Engineering Technology

ET-821

Lab 3 Creating a Business Letter

The basic contents of a business letter are similar. However you can follow many different styles when you create a business letter. The business letter on the back page is called a **block style** letter. In a block style letter, all of the text begins at the left margin. You should take care when preparing a business letter to include all of the essential elements. This includes a letterhead, date line, inside address, salutation, body or message, complimentary close, and a signature block. Word has many aides to help you create business letters. It also has a mail merge feature which allows you to write one letter to many different people.

1. From the Windows 7 desktop click the **Start button** and then point to **ALL Programs.** Scroll to the Microsoft Office Folder. **Expand** the Microsoft Office Folder by clicking on it. Select and click on Microsoft Word 2010 to open the program.
2. Create the letter on the attached page. Begin by typing PERIPHERALS PLUS in 16 point type. Skip a line and insert the picture of the Floppy Disk into the document (Click **Insert tab, Clip Art button** and Search for **Disk**).
3. Skip a line and right justify your phone number and address on the next two lines Use 12 pt.font and be careful not to add spacing before or after a line (Click on the Paragraph. **Do not worry about the border at this time.**
4. Skip a line and enter the date in the format shown by selecting **INSERT, DATE and TIME** and choose the appropriate format (note: left justify using 12 pt. font).
5. Skip three lines and insert the inside address (use 12 pt.).
6. Referring to the sample, select ***only*** the date. On the **Page Layout Tab** select the **Page Borders** button. Click on the **Borders** Tab. Choose a line thickness of **2¼ pt** and click on **the top border button** in the Preview area. Click **OK**.
7. Continue typing until the rest of the letter is complete (use 12 pt.). Save As BUSLET.DOC
8. Print the file BUSLET.DOC.
9. Write a letter to Stu Asser at Queensborough Community College. Discuss or comment on some aspect of the class, the program, the college, or one of the other courses you are currently taking (i.e. likes, dislikes, suggestions, 150 words minimumm). Design your own letterhead for this letter. Save and print the letter.

PERIPHERALS PLUS



(312) 555-0987

100Baxter Boulevard, Chicago, IL. 60601

September 29, 2013

Mr. Fred Jones

ABC Products

234-15 56 Avenue

Bayside, NY 11364

Dear Mr. Jones:

We would like to take this opportunity to thank you for your recent floppy disk order. We are happy to welcome you as a new customer to Peripherals Plus.

At Peripherals Plus we hope to meet all your computer input, output, and storage device needs. If you ever have any comments or questions, please feel free to contact your service representative, at 800-555-1234.

Sincerely,

Your name

President