



Google Docs Exercise: A Letter To The Mayor

Write a letter to the Mayor about an issue that is important to you.

Use the layout of the letter on page 2. Include your name and address, the date, the Mayor's address, a greeting, the body of the letter, and a closing.

Use the Google Docs tools you have used in class to make the letter look nice. Try to use the formatting tools appropriately, for example, the entire letter should not be bold, but you can bold an important idea to make it stand out. Use the list below to guide you.

Try to use these tools:

- ☐ Bold
- ☐ Underline
- ☐ Italic
- ☐ Change the font
- ☐ Change the font size
- ☐ Change the font color
- ☐ Right alignment
- ☐ Left alignment
- ☐ Center alignment
- ☐ Change the margins
- ☐ Use a bulleted or numbered
- ☐ Save with a file extension of .doc AND pdf
- ☐ Share with your instructor
- ☐ Remove the space after paragraphs
- ☐ Double space

When you finish typing your letter, **use spell check**. You should also look at the **Print Preview** by clicking on the File tab and then clicking Print.

Your Name
Date

Office of the Mayor
1 Frank H Ogawa Plaza #3,
Oakland, CA 94612

Dear Mayor Schaaf,

This is the body of the letter. You should write about **a topic that is important to you**. Sample topics could include:

- City Services you use
- Suggestions you have for the city government

Remember to use *all* the tools you learned!

Sincerely,

Your Name