|  |  |  |  |
| --- | --- | --- | --- |
| **WORKSHEET** | | | |
| **Topic:** | Introduction to Information Technology | **Week No.** | 3 Laboratory |
| **Course Code:** | IT001 | **Term** | 2nd Semester |
| **Course Title:** | Introduction to Information Technology, Word Processing/ Spreadsheet | **Academic Year** | 2024-2025 |

**Laboratory Activity: Writing a Formal Letter in MS Word**

Objective:

* To understand the structure and formatting of a formal letter.
* To practice using MS Word’s formatting tools (alignment, fonts, margins, indentation).

**Materials Needed:**

A computer with MS Word installed.

**Instructions:**

1. Open MS Word
2. Launch Microsoft Word and open a new blank document.
3. Set Up the Page
4. Use 1-inch margins on all sides.
5. Set the font to Times New Roman, size 12.
6. Use single or 1.15 line spacing.
7. Align text to left (except for the date and closing, which should be right-aligned).

**Write a Formal Letter Using the Correct Format:**

[Your Address]

(Street, City, State, ZIP Code)  
[Your Email] (Optional)  
[Your Phone Number] (Optional)  
[Date] (Right-aligned)

[Recipient's Address]

(Name)  
(Job Title)  
(Company/Organization Name)  
(Street, City, State, ZIP Code)

**Salutation:**

Use "Dear [Recipient's Name]:" (If you don’t know the name, use "Dear Sir/Madam:")

**Body of the Letter:**

Paragraph 1 (Introduction): State the purpose of your letter.

Paragraph 2 (Main Content): Provide necessary details, background information, or requests.

Paragraph 3 (Conclusion): Summarize and include a call to action or closing remarks.

**Closing Statement:**

Use "Sincerely," "Best Regards," or "Yours Faithfully,"

Leave space for a signature (if printing).

Your Name

(Your Designation, if applicable)

Format the Letter Properly

Ensure proper spacing between paragraphs.

Use bold for headings (if necessary).

Proofread for grammar, spelling, and clarity.

**Sample Formal Letter Topic:**

Write a formal letter to your school principal requesting permission for an educational field trip.

**Submission:**

Save your document as "Activity4.docx"