Microsoft® Word: Practice 1

### Create a Business Letter

**Type the company name and address**

Open a blank Microsoft Word document. Type the following information:

Lighthouse Christian Academy

1289 Parkdale Drive

Victoria, BC,V9B 4G9

(250) 474-5311

Select All of the text and use the Font options to format the type:

Tahoma, 12 point, bold, centered, and dark red

Select the first line of type and make it 14 point.

**Insert a Picture from ClipArt**

Search for a photo or cartoon of a lighthouse

Select an images and Download it.

**Use one of the pictures for a company logo**

Resize the picture

Center it above the Company name and address

**Insert the Date and Time**

Remember, the default Date and Time updates automatically. This option is not appropriate for medical or legal documents that must be date/time stamped, but is fine for this exercise.

**Type a sample business letter:**

Dear Mr. Chalifour,

Write in complete sentences and in paragraph form 10 things you like about Lighthouse Christian Academy.

Sincerely,

Your Name

Google search "sample business letters" format your letter to look similar to a business letter.

**Save your practice document** and name it: **Beginning Word Practice 1 <your name>**