**Hands on Exercise 14: Create a Letter Document**

1. Create a new Word document and save it as **Welcome Letter**.
2. Set the page margins to 0.5” top, bottom, left, and right.
3. Type your name and the address shown at the top of the document.

**[ your name ]**

**Washington Elementary**

**628 Maple Avenue**

**Bookings, SD 57007**

1. Center the four lines of text you just entered, and then change the Spacing After setting for each line to 0 pt.
2. Change the font size of this text to 14 point. Italicize and bold your name, and change the font color of your name to red.
3. Position the insertion point after the zip code and press Enter twice. Set left paragraph alignment in the last blank paragraph.
4. Position the insertion point in the first blank paragraph under the letterhead and add a top border line.
5. Position the insertion point at the end of the zip code again. Add a suitable clip art picture related to education. Resize the graphic so it is approximately 1-inch square. Change the wrapping style of the picture to “In Front of Text.” Position the picture above the border line at the left margin. With the picture still selected, copy and paste it, and then drag the second picture to the right margin directly across from the first picture.
6. In the second blank paragraph below the address, set a left tab at 3.5 inches. Move to this tab, and insert the current date using the Date & Time button in the Text group on the Insert tab. Choose the format that displays the date as in the following example: “August 17, 2009.” Format the date in Constantia 12-point font (no bold).
7. Change the paragraph line spacing to double, position the insertion point after the date, and then press Enter.
8. Type the following greeting in Constantia 12-point (no bold):

**Dear Parents and Guardians,**

1. Press Enter and set the First Line Indent to 0.5 inch. Type the body of the letter using the indented paragraph setting. The letter body is shown on following. (The text should still be double-spaced in your document, and in Constantia 12-point.)

**I am writing to introduce myself and to invite you to Back to School Night. I am your child’s first grade teacher. I’m looking forward to meeting you and your child and to launching an exciting school year. Throughout the year your child will bring home papers for your child to read to you, papers for you to work on together and return to me, graded papers, and announcements on a regular basis.**

**I will make every effort to stay in close contact with you so we can work as partners to give your child the best opportunity for success in first grade and beyond!**

**To get this process started, I would like to extend an invitation to you and your child to attend Back to School Night where we will have an opportunity to meet and get to know each other before school starts. Please mark your calendar and plan to attend.**

**I look forward to seeing you there. We’re going to have a great school year!**

1. Include the table shown in Figure 1-1 between the last two paragraphs of the letter.

Figure 1-1. Table for letter document

|  |  |
| --- | --- |
| Who | Parents, guardians, and children |
| What | Back to School Night (and a surprise!) |
| When | August 23, 2009 at 7:00 p.m |
| Where | Washington Elementary School, Room 3B |

After entering the contents of the table, apply the Light Grid –Accent 6 table style using the Table Tools Design tab. Be sure to deselect the option for applying special formats to the Header Row. Adjust the column widths to best fit, center the table between the left and right margins, and delete any extra blank paragraphs above and below the table, as needed.

1. Format the last paragraph in the document so that its Spacing Before setting is 12 point.
2. Below the last paragraph, insert a new blank paragraph (if necessary), move to the left tab setting at 3.5 inches and type the following closing

**Sincerely,**

**(YOUR NAME)**

1. Spell checks your document and correct any errors.
2. Save it and submit to Blackboard.