

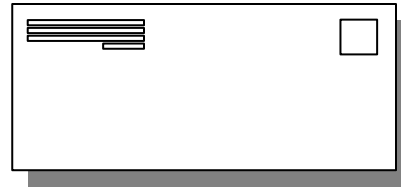


Computer Literacy

Create a Business Letter Unit



Create a Business Letter



NOTES:

- There are a variety of letter styles for business and personal use.
- The parts of a business letter and the vertical spacing of letter parts are the same regardless of the style used.
- A business letter is comprised of eight parts:
 1. date
 2. inside address (to whom and where the letter is going)
 3. salutation
 4. body
 5. closing
 6. signature line
 7. title line
 8. reference initials (the first set of initials belongs to the person who wrote the letter; the second set belongs to the person who typed the letter).

Whenever you see “yo” as part of the reference initials in an exercise, *substitute your own initials*.

- A letter generally begins **2.5” from the top of a page**. If the letter is long, it may begin 2” from the top of the paper. If the letter is short, it may begin 3” or more from the top.
- Margins and the size of the characters may also be adjusted to make correspondence fit more appropriately on the page.

EXERCISE 1: FULL-BLOCK BUSINESS LETTER

1. The letter style illustrated in exercise 1 is a full-block business letter; since the date, closing, signature, and title lines begin at the left margin. When typing a letter, type two spaces after each period and don’t hit enter until the end of each paragraph.
2. Create a new document. Save the document as **Letter1**.
3. Set margins. Click **File => Page Setup =>** set your left and right margin to 1 inch. Use the font style/font size default settings. **Use Closed Punctuation.**
4. Insert a header with your name, date and class period. (click **View => Header and Footer**)
5. Keyboard the letter on page 3 exactly as shown.
6. Press the Enter key between parts of the letter as directed in the exercise.
7. Spell check your document. Save document (Letter1) again.. Print one copy.

↓
8x = 2.5"

Today's Date

↓
4x

Ms. Renee S. Brown
54 Williams Street
Omaha, NE 68101 (*two spaces after the state abbreviation*)

↓ 2x

Dear Ms. Brown:

↓ 2x

Thank you for your \$150 contribution to the American Art Institution. This contribution automatically makes you a member in our arts program.

↓ 2x

As an active member, you can participate in our many educational activities.

↓ 2x

For example, you can take part in our monthly art lectures, our semi-annual auctions and our frequent art exhibits. Admissions to all these events are free.

↓ 2x

We look forward to seeing you at our next meeting. We know you will enjoy speaking with our other members and participating in very stimulating conversation.

↓ 2x

Sincerely,

↓
4x

Alan Barry
President

↓ 2x

ab/yo


EXERCISE 2: MODIFIED-BLOCK BUSINESS LETTER

1. The letter style in exercise 2 is called modified-block.

Set Tabs

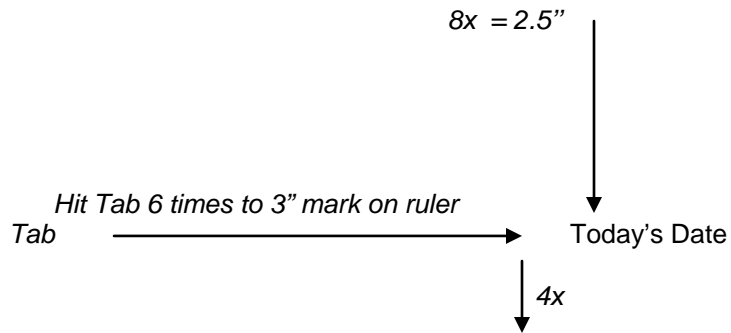
- The Tab key indents a single line of text. Default tabs are set .5" apart. When the Tab key is pressed once, text advances ½ inch; when the Tab key is pressed twice, text advances 1 inch, etc.
- Tabs may be changed on the Ruler or by selecting **Tabs** from the **Format** menu. When you change tab settings in a document, changes take effect from that point forward.

Set Tabs on the Ruler

- Tab settings are displayed on the bottom of the Ruler as gray dots set .5" apart.
- Default settings are left aligned. This means that text typed at such a setting will align at the left and move text to the right of the tab as you type.
- The left-aligned tab type icon, located at the left of the Ruler, is displayed as 
- To set a new left-aligned tab, click anywhere on the Ruler where a new tab is desired; a new tab marker is inserted. When a new tab is set, the preset tabs that precede it are deleted.
- To delete a tab setting, drag the tab marker off the Ruler.

Set Tabs in the Dialog Box

- Tabs may also be set using the Tabs dialog box (Format, Tabs, or double click the Ruler). This method lets you set and clear tab positions in one operation. You cannot, however, see the results of your changes on text until all settings have been made.
2. Create a new document. Save document as **Letter2**.
 3. Use default margin settings. Change the font style to Arial and the font size to 10 pt settings. **Use Closed Punctuation.**
 4. Insert a header with your name, date and class period.
 5. Keyboard the letter on page 5 exactly as shown.
 6. Set a tab stop at 3". (Click on the 3" marker on the ruler to set a tab.)
 7. Press the Enter key between parts of the letter as directed in the exercise.
 8. Spell check.
 9. Save document (Letter 2) again and print one copy.



Mr. Thomas Walen
 Updike Mechanics Company
 23 Clogg Avenue
 Atlanta, GA 30315

↓ $2x$

Dear Mr. Walen:

↓ $2x$

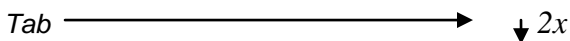
CONGRATULATIONS! You have been nominated as the outstanding office employee of the month beginning November 4, 2011 through November 30, 2011.

↓ $2x$

The Committee that made your selection requires that you submit a photograph of yourself to your supervisor so that we can display your picture in the company's executive offices.

↓ $2x$

Updike Mechanics is proud of your accomplishments. We look forward to honoring you at our **ANNUAL AWARDS DINNER** on December 3.



Sincerely,

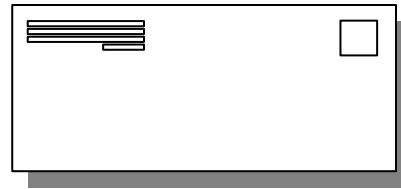


Tab → Paulette Manning
 Tab → President

↓ $2x$

pm/yo

Create a Personal Business Letter



NOTES:

- A personal business letter is written by an individual representing him/herself, not a business firm.
- A personal business letter begins 2.5” down from the top of the page (same as the other letter styles) and includes the writer’s return address (address, city, state, and zip code), which precedes the date. However, if personalized letterhead is used, keying the return address is unnecessary.
- Personal business letters may be formatted in full-block style. **Operator’s initials are not included.** Depending on the style used, the writer’s return address will appear in a different location on the letter. A full-block format appears below. Note that the return address is typed below the writer’s name. Review the examples below:

Full-Block

March 7, 2011
↓ 4
Mr. John Smith
54 Astor Place
New York, NY 10078
↓ 2
Dear Mr. Smith:
2
XX
XXXXXXXXXXXX.
2
XX
XXXXXXXXXXXXXXXXXXXX.
2
Sincerely,
↓ 4
Paula Zahn
765 Nehring Street
Staten Island, NY 10324

Modified-Block

657 Nehring Street
Staten Island, NY 10324
March 7, 2011
↓ 4
Mr. John Smith
54 Astor Place
New York, NY 10078
2
Dear Mr. Smith:
2
XX
XXXXXXXXXXXX.
2
XX
XXXXXXXXXXXXXXXXXXXX.
2
Sincerely,
↓ 4
Paula Zahn

EXERCISE 3: MODIFIED-BLOCK PERSONAL BUSINESS LETTER

1. The letter style in exercise 3 is called modified-block personal business letter.
2. Create a new document. Save the document as **Letter3**.
3. Insert a header with your name, date and class period.
4. Keyboard the personal business letter below in modified-block style as shown.
5. Use the default margins. Use the font style/font size default settings. **Use Closed Punctuation.**
6. Set a Tab at 3”.
7. Begin the exercise at **2.5”** (Note: Set on tab stop at 3” and press the Tab key once to type the return address and closing.)
8. Spell check, save document (Letter3) and print one copy.
9. Close the document window.

<p><i>Start letter 2.5” from top.</i></p>	<p>765 Robeling Street Teaneck, NJ 07666 Today’s Date</p>
	<p>↓ 4x</p>
<p>Ms. Gina Palmisaro, Associate PRC Securities, Inc. 50 Wall Street New York, NY 10260</p>	
<p>Dear Ms. Palmisaro:</p>	
<p>It was a pleasure meeting you last week and discussing my summer internship prospect in Global Markets at PRC Securities.</p>	
<p>I found our talk to be insightful, and it has given me a new focus on a possible career in sales. The chance to work on a trading floor for the summer, therefore, would be invaluable.</p>	
<p>Once again, thank you for your time and the opportunity to meet with you. I look forward to hearing from you soon.</p>	
<p>Sincerely,</p>	
<p>Karen Winn</p>	

EXERCISE 4: FULL-BLOCK BUSINESS LETTER

1. In exercise 4 you will create a full-block business letter.
2. Create a new document. Save document as **Letter4**.
3. Set margins. Click **File** => **Page Setup** => set your left and right margin to 1 inch. Change the font style to Arial and the font size to 10 pt settings. **Use Open Punctuation.**
4. Insert a header with your name, date and class period.
5. *The letter shown below is not formatted correctly*; you must type the letter using the correct format. **Note:** There is no inside address. Type date and hit enter 4 times and type the salutation. **Start the letter 2.5" from the top.**
6. Spell check.
7. Save document (Letter4) again and print one copy. Staple together your four letters and turn-in for a grade.

Today's Date

Dear Mr. Quincy

We are pleased to announce the opening of a new subsidiary of our company. We specialize in selling, training and service of portable personal computers.

This may be hard to believe, but we carry portable personal computers that can do everything a conventional desktop can. Our portables can run all of the same applications as your company's conventional PCs. With the purchase of a computer, we will train two employees of your firm on how to use an application of your choice.

For a free demonstration, call us at 212-555-9876 any day from 9:00 a.m. to 5:00 p.m.

Sincerely

Theresa Mann

President

tm/yo