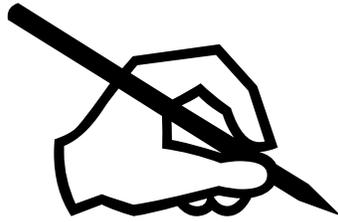


# Integrating Computers into Learning Activities and Demonstrations

Level

LBS 3

## Creating Personal Letters Using a Word Processor



**Goal:** To use a word processor to write a friendly letters.

**Learning Outcomes:** After completing this section, the student should be able to:

- Use Word's main features to create a Letter utilizing:
  - Set a simply Tab
  - Speller and grammar check
  - Save the completed letter

**Contents:**

- Starting Microsoft Word
- Learning Word's Basic Features:
  - Tab
  - Spell Check
  - Grammar Check
- Save, Print
- Final Project, On your Own!

## Letters

Writing letters has taken on a new identity in the computer age. We tend to use our computer to write our letters. This is an efficient and practical method of correspondence. For example if you wanted to write a letter to three of your friends, rather than typing or writing the information repeatedly, you could use the same letter. The basic information could be the same, but you could add or remove information to personalize it to the individual.

### Personal Letters.

In Communications LBS 4, unit 3 you discussed the layout of a personal friendly letter. We will take those components to create the letter in Word.

### Semi Block Style.

The Semi Block style of letter includes:

- The heading, the closing and the signature to the right of the centre of the page

And

- A tab (5 spaces) to indent each paragraph.

We will discuss some of Word's features as we go through the setup.



Time for you to try.

- To begin, we will open Word
- Click on Start
- Move your mouse up to Programs
- Move your mouse over to Microsoft Office
- Click on Word.

With Word open, we want to set up our screen to make sure it is the same.

- Click on View in the menus,
- Click on Normal
- Click on View in the menus
- Make sure there is a check mark beside Ruler. If there is... just click down in the document area, if there is NOT a check mark beside Ruler, click on it. This will put the Ruler on.

You are now ready to begin creating the letter.

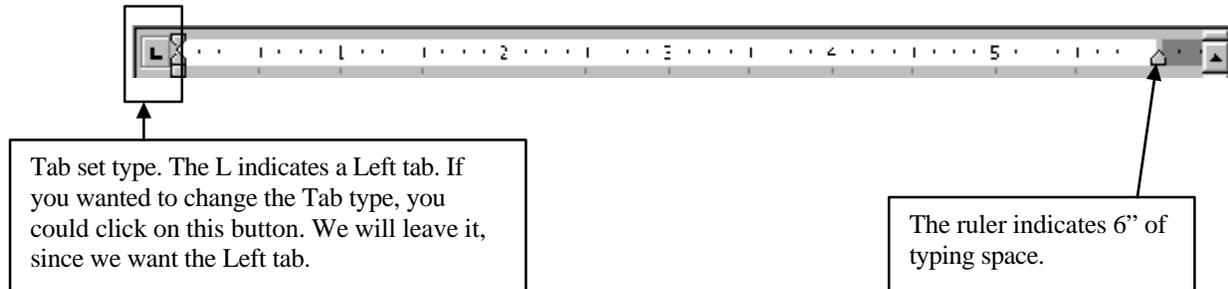
## Heading:

To set up the heading to the right of the centre, you should set up a “tab”. Setting tabs in Word is relatively easy for a situation like this one. There are a number of things to keep in mind. First if you set the tab at the top of your document, that tab will be set for the whole document. Second, sometimes it is easier to type the information in, select the text, THEN set your tab and move the text over to the tab setting. Either method is acceptable. But for convenience, we will do the second method.

To set a tab, you will need to make sure you ruler is visible, as we did in the beginning exercise.

The default margins on a Word document is 1.25” on each side, since the page is 8.5” wide, the left and right margins would deduct 2.5” from the page, giving you a typing area of 6”. The centre point would be 3”. To set a tab slightly right of the centre we will set it at the 4” mark.

The ruler in Word would look like this:



To set a tab at the 4” mark, you would simply click your mouse on the 4 on the ruler. But, to do this, your whole document would have one tab set at 4”. Instead, we will type in our text, then select the text, set the tab and finally move the text over.



Time for you to try.

- Type in your heading, which is your return address. For the sake of continuity, type in

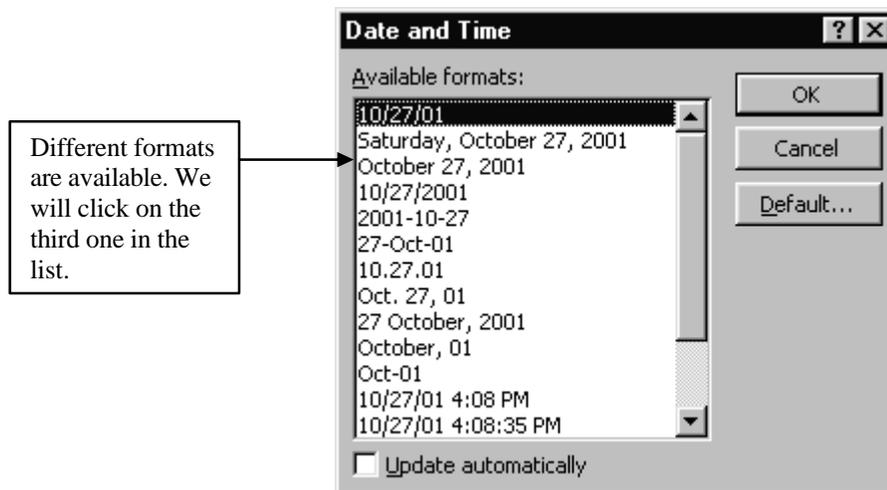
**123 Kent Street** *press enter*

**Peterborough, ON K9H 2M9** *press enter*

We now want to insert the date.

- Click on Insert from the Menus
- Click on Date and Time...

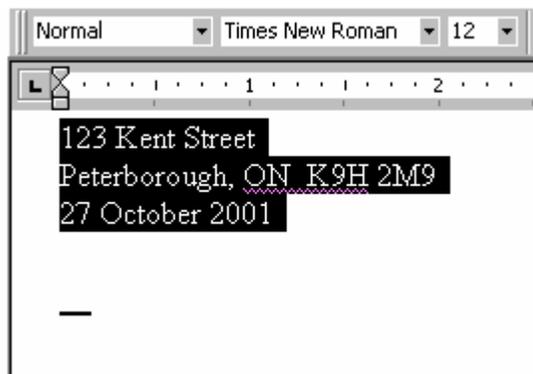
The following dialog box appears:



- Click on the third one in the list. Then click on the OK button. This inserts the current date.
- Press the enter key three times.

We now want to select the text.

- Position your cursor in front of the words 123 Kent Street. To quickly SELECT the text, hold down your SHIFT key and press the Down Arrow 3 time. Your text should appear highlighted like the diagram:



We now need to set up the tab.

- Click on the 4 on the ruler. This should place an L (tab mark) on the ruler. By selecting the text first, it ensures that the tab is only set for this portion of the text, not the whole document.
- Position your cursor in front of the 123 Kent Street again.
- Press the TAB key on the left side of your keyboard
- Press the down arrow once,
- Press the Tab key
- Press the down arrow once

- Press the Tab key. All of your text should be over to the 4" mark.
- Press the down arrow three. To position your cursor at the blank line on the left side of your document.

## Salutation or Letter Greeting

This is where you would type in your "Dear Aunt Martha". Notice our cursor is positioned below the Heading with 2 blank lines separating the heading from the Salutation.



Time for you to try.

- Type in the salutation:

**Dear Aunt Martha,**

*(Make sure you use a comma at the end of the line)*

- Press enter three times, (once to take you down to the next line and two more times to give you two blank lines between )

## Body of the Letter

The body of the letter is where you would type in the actual letter. You would use proper sentence and paragraph structure. You would indent the first line of each paragraph. You would also leave a blank line between each paragraph.



Time for you to try.

- Press the Tab key once; this will indent the first line of your paragraph 5 spaces.
- Now begin to type your letter. Type the text that follows.

**How are you? We are all doing fine. The baby had a cold earlier in the week, but she is doing fine now.**

- Press Enter at the end of the paragraph, then press Enter one more time to give you a blank line. Now we will start the second paragraph.
- Press the Tab key once; this will indent the first line of the second paragraph.
- Type in the text that follows.

**I am writing to you to tell you about some good news. My sister Emily is getting married in June of next year! The young man's name is Peter and he is a very nice person. He is a schoolteacher. Emily is excited. Mom and Dad like Peter and are pleased with Emily's choice. We are hoping you will be able to make it to the wedding.**

- Press enter at the end of the paragraph.
- Press enter once more to give you a blank line.
- Type in the final paragraph.

**We all miss you very much and wish you didn't live so far away. If you are able to come to the wedding, perhaps you could stay for a little longer and visit with us. I will save my spare room just for you. Please write back and let us know.**

- Press enter at the end of the paragraph.
- Press enter twice more to give you two blank lines between the body of the letter and the closing.

## **The Closing**

The closing is lined up with the heading, so you will need to set the tab again. Since this is at the bottom of our letter, we do not need to worry about changing tabs for the rest of the document. All you have to do is set the tab and then tab over to the spot, type in your closing. The closing would have a comma after the end.



Time for you to try.

- Click on the 4" mark on the ruler. This puts a tab setting in.
- Press the Tab key on your keyboard.
- Type in the closing:

**With love,**

All that you have to do now is check your document. Read it over for spelling or grammar mistakes. If you are satisfied, save it and print it. (Compare your document to the example at the end of this module.)

Then you would sign it! Even though you have done your letter on the computer, you should always add the personal touch of signing your letter by hand.



## Time for you to try --Final Project.

In this project you will create a personal letter. All of the elements listed, but you need to perform the features explained in the lesson to set up the letter properly.

1. Address:           123 Apple Drive  
                          Cobourg, ON K9A 1A1
2. Insert the current Date
3. Salutation:       Dear (type in a friend's name)
4. Body of the letter:

Type in a letter with four paragraphs, which you will make up using the ideas as listed:

1. Say hi to your friend. Inform them how you and your family are doing.
  2. Tell your friend about your experiences at school
  3. Tell them what subjects you are taking; which one is your favourite subject and which subject you are doing your best in.
  4. Close the letter with a request for them to write back and anything else you might like to say.
5. Closing:           Warmest Regards,
  6. Check the spelling.
  7. Save the letter as **Personal letter Exercise**
  8. Print the letter
  9. Sign your name
  10. Proof read the letter to make sure it is okay. Make any changes needed.
  11. Hand in the letter as the final project

Good Luck!

Congratulations!

123 Kent Street  
Peterborough, ON K9H 2M9  
27 October 2001

Dear Aunt Martha,

How are you? We are all doing fine. The baby had a cold earlier in the week, but she is doing fine now.

I am writing to you to tell you about some good news. My sister Emily is getting married in June of next year! The young man's name is Peter and he is a very nice person. He is a schoolteacher. Emily is excited. Mom and Dad like Peter and are pleased with Emily's choice. We are hoping you will be able to make it to the wedding.

We all miss you very much and wish you didn't live so far away. If you are able to come to the wedding, perhaps you could stay for a little longer and visit with us. I will save my spare room just for you. Please write back and let us know.

With Love,

*Dianne*