

Key Concepts

- Create a business letter
- Cut, paste, copy, and move text
- Use the Thesaurus and the Research tool
- Check spelling and grammar
- Print an envelope
- Find and replace text
- Customize AutoCorrect
- Use templates
- Create and use Building Blocks and Quick Parts

Standards

The following standards are covered in this lesson. Refer to pages xxv and 715 for a description of the standards listed here.

ISTE Standards Correlation

NETS•S

1a, 1b, 1c, 2b, 3a, 3b, 3c, 6a

Microsoft Certified
Application Specialist

Word

1.1, 1.2, 1.4, 2.2, 4.1,
4.5, 5.1



Just as you might use tools to fix a car or build a deck, you can use Word tools to help you work more efficiently. Becoming proficient in Word tools will allow you to do your job better, both as a student and in your career.

21st CENTURY SKILLS

Identify Leadership Qualities Think about a time when you were a member of a group that had a good leader. What made that leader effective? Perhaps he or she communicated well, respected different points of view, or acted with the interests of the larger community in mind. A good leader may possess one or all of these traits. Identifying leadership skills can be the first step in becoming a leader yourself. *Which leadership skill do you think is most important? Why?*





Before You Read

Adjust Reading Speed Improve your comprehension by adjusting reading speed to match the difficulty of the text. Slow down and, if needed, reread each paragraph. Reading slower may take longer, but you will understand and remember more.

Read To Learn

- Consider the various uses of business letters.
- Learn the parts and format of a business letter.
- Understand how Word tools, such as the Spelling and Grammar check and the Thesaurus, can help you create professional documents.
- Explore using Building Blocks and templates to customize business letters and other documents.

Main Idea

Use Word's various features to master advanced editing skills and create formal business letters.

Vocabulary

Key Terms

AutoCorrect	content control	paste
building block	copy	Quick Part
business letter	cut	symbol
Clipboard	drag	thesaurus

Academic Vocabulary

These words appear in your reading and on your tests. Make sure you know their meanings.

phrase

synonym

Quick Write Activity



Identify Think about the type of information a business might want to communicate to its customers. In a Word document, identify three ways that a business letter might be different from a personal letter to a friend or family member.

Study Skills

Set Study Goals Make a list of everything you need to study, decide which assignments to do first, and break long assignments into manageable sections. Try to meet your goals before you stop your study session.

Academic Standards

English Language Arts

NCTE 4 Adjust use of language to communicate effectively with a variety of audiences.

NCTE 5 Employ a wide range of strategies while writing to communicate effectively with different audiences.

NCTE 6 Apply knowledge of language structure and conventions to discuss texts.

NCTE 7 Conduct research and gather, evaluate, and synthesize data to communicate their findings.

NCTE 9 Develop an understanding of diversity in language use across cultures.

NCTE 12 Use spoken, written, and visual language to accomplish their own purposes.

Math

NCTM (Measurement) Apply appropriate techniques, tools, and formulas to determine measurements.

Writing MATTERS

Business Letters

At your after-school job at a mail-order tool company, your supervisor has asked you to write thank-you letters to customers who return tools, encouraging them to use the service again. You are supposed to use a standard business format for the letters and to key them on company letterhead. How should you start?

Business Letter Basics

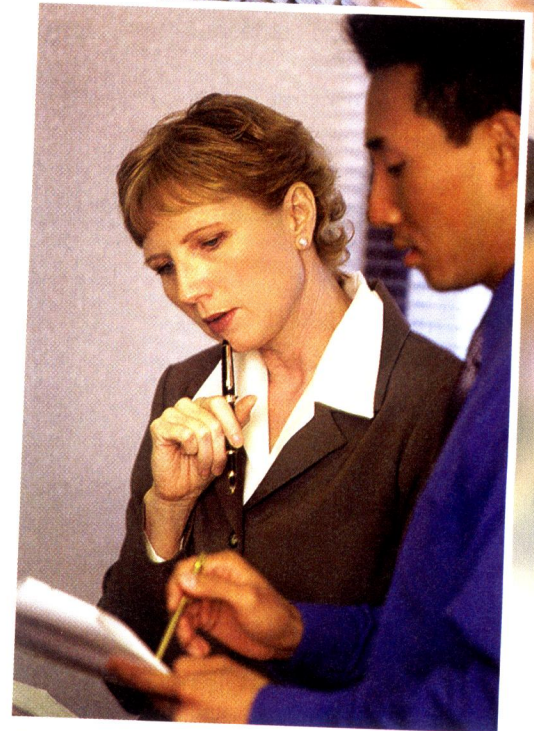
A business letter is a formal document written by people who work for a business or organization. Businesses send letters for many reasons. Some letters pass along information, while others gather market data. Business letters generally represent a company or an organization, rather than an individual person.

Business Letter Content

An effective business letter should include the following elements:

- A letterhead that includes the company's name and address. Phone and fax numbers are also helpful. Sometimes Web addresses and e-mail addresses are included.
- Today's date.
- The recipient's name and address, also known as the inside address.
- A salutation, or greeting, such as Dear Mr. Smith.
- The body, consisting of three or more paragraphs.
- A closing.
- The sender's name and job title.

By following the accepted business format, you will present customers with a professional document that provides all the information customers need if they want to contact the company.



Businesses often use letters to thank customers or to ask or answer questions.

SKILLBUILDER

- 1. Define** What is a business letter?
- 2. Identify** What are some of the reasons businesses send letters?
- 3. Analyze** Why is it important to remember that a business letter represents a company or organization, and not an individual person? How does that fact influence how a letter is composed?

Writing MATTERS



Business and Personal Business Letters

Businesses or organizations send professional business letters that their customers can immediately identify. A personal business letter is a letter written by an individual to a business or organization.

Block Style Format

Both types of business letters usually use the block style format because they are easy to key and have a clean, organized look. In block style formatting, all lines of the letter align at the left margin. The body of the letter has 1.15 pt. line spacing, 10 pt. paragraph spacing (or spacing after each hard return), a 2" top margin, and 1" side and bottom margins.

Personal Business Letter Format

The main difference between personal business letters and business letters is that a personal business letter does not use letterhead. The individual's home address precedes the date line at the top of the letter. Use the personal business letter format when your letter represents only yourself and not a separate business or organization.

McGovern Hand Tools
43 West Woodworking Street
Louisville, Kentucky 40280
Telephone (502) 555-1234
www.mcgovernhandtools.com

July 7, 2010

Mr. Jackson Wu
East Mountain Road
Candlestick, IA 00888

Dear Mr. Wu:

We apologize that the sander you ordered on June 30, 2010 was not satisfactory. Please look through our catalog and decide if you would like a different sander in exchange. If not, we will promptly refund your money.

Along with our new catalog, we are sending you a discount coupon worth twenty percent off your next order—plus free shipping.

Thank you for your patience and understanding. We appreciate your business and hope we can continue supplying you with fine tools.

Sincerely,

Mark Washington
Customer Service

Pay attention to margins and spacing when formatting a business letter as shown.

SKILLBUILDER

- 1. Explain** What is the block style format?
- 2. Evaluate** Why is it important to format a business letter correctly?
- 3. Compare** How does the formatting of a personal business letter differ from that of a business letter? Why are the two different?

Step-By-Step

- 1 Start **Word**. Open the data file **Business_Letter.docx**. Save as: **Business_Letter-[your first initial and last name]** (for example, *Business_Letter-sbryant*).
- 2 Click after the Fax number. Press **ENTER** two times.
- 3 Key: **October 28, 2010**. Press **ENTER** twice.
- 4 Key the recipient's name and address as shown in Figure 3.1. Press **ENTER**.
- 5 Key the salutation as shown.
- 6 Click after **candidates to:** at the end of the letter's body. Press **ENTER** once.
- 7 Key the closing as shown. Press **ENTER** twice. Key the sender's name and job title.
- 8 Select the first three lines of the inside address. Choose **Page Layout>Paragraph Spacing**. Set **Before:** and **After:** to **0 pt**.
- 9 Select the sender's name and title. Repeat Step 9 to remove the **10 pt spacing**.
- 10 **iCHECK** Your screen should look similar to Figure 3.1. Save your file.

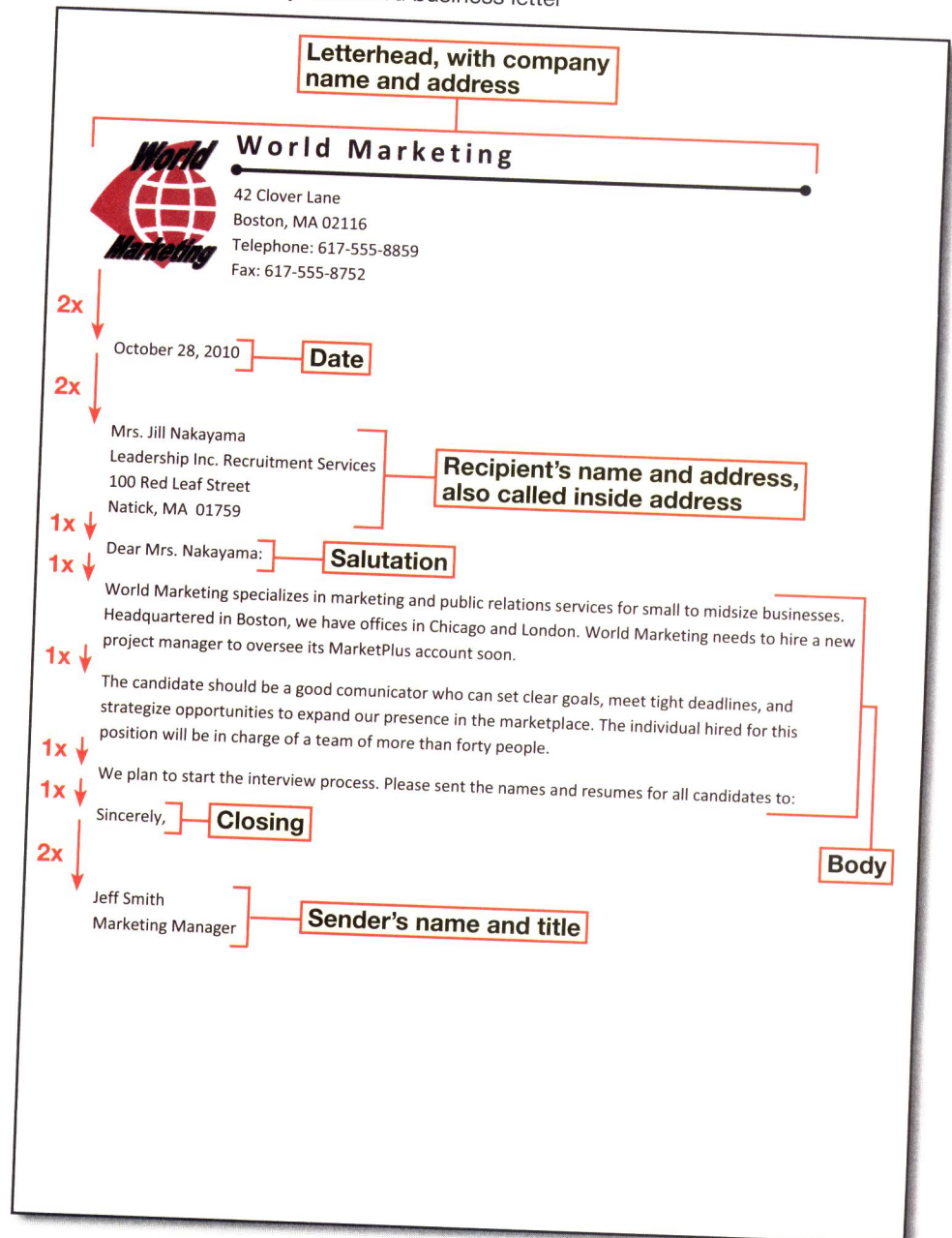
➔ Continue to the next exercise.

EXERCISE 3-1 Create a Business Letter




A **business letter** is a formal letter written on company letterhead regarding a business-related subject. Business letters use a specific format. In this exercise, you will use the block letter format.

FIGURE 3.1 Partially formatted business letter




Step-By-Step

1 Open your **Business Letter** file. Choose **Page Layout>Page Setup>Dialog Box Launcher** .

2 In the **Page Setup** dialog box, click the **Layout** tab. Under **Page**, change the **Vertical alignment** to **Center**.

3 **CHECK** Your dialog box should look like Figure 3.2. Click **OK**.


4 If rulers are not visible, click **View Ruler**  and scroll to the top of the document.

5 Along the left side of the screen, position the pointer on the vertical ruler between the blue and white areas. The pointer becomes a double-headed arrow (see Figure 3.2).

6 Press **ALT** and drag the double-headed arrow down until you see **2"** in the blue margin area.

7 **CHECK** Your screen should look like Figure 3.3.

8 Close the rulers. Save your file.

 Continue to the next exercise.

EXERCISE 3-2

Set Margins in Print Layout View



In Print Layout View, you can change a document's top and bottom margins using the vertical ruler or the left and right margins using the horizontal ruler. On the rulers, margin areas are blue, and the text area is white. If a business letter is short, you can center the letter vertically rather than set a fixed top margin.

FIGURE 3.2 The Page Setup dialog box

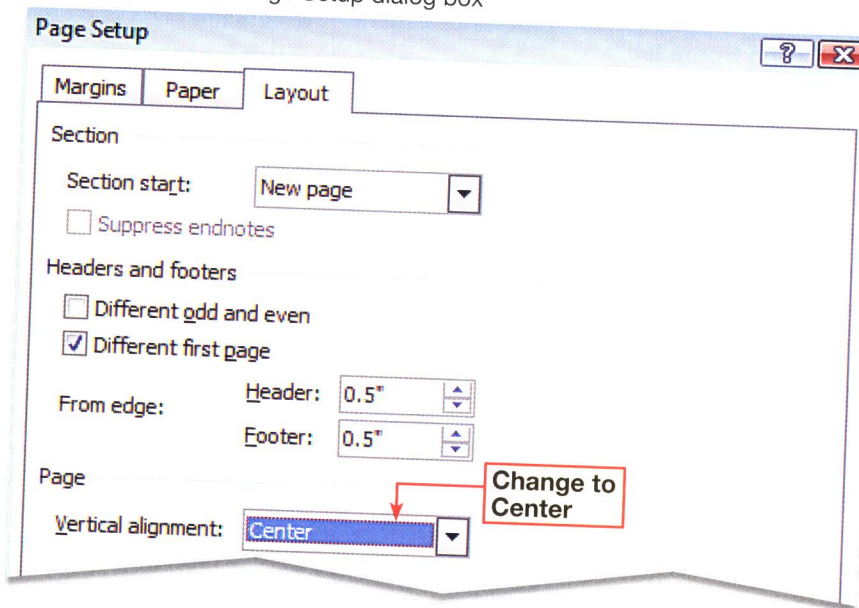
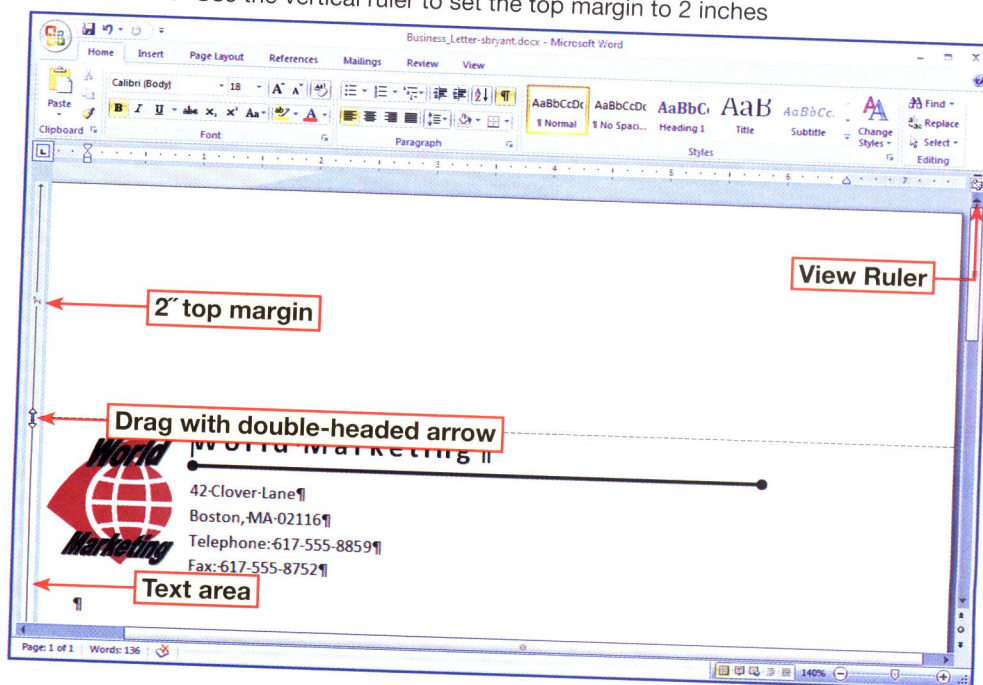


FIGURE 3.3 Use the vertical ruler to set the top margin to 2 inches



Step-By-Step

- 1 In your **Business Letter** file, select **for this position** in the second paragraph. Choose **Home>Clipboard>Cut**.
- 2 Click after the word **process** in the last paragraph. Choose **Home>Clipboard>Paste**.
- 3 **iCHECK** Your screen should look like Figure 3.4.
- 4 In the letter's first paragraph, select the word **soon**. Right-click the selected word. Click **Cut**.
- 5 In the last paragraph, right-click after the word **position**. Choose **Paste** from the menu.
- 6 **iCHECK** Your screen should look like Figure 3.5. Save your file.

Troubleshooter

By double-clicking a word, you can quickly select it without selecting any of the accompanying punctuation.

Continue to the next exercise.

EXERCISE 3-3 Cut and Paste Text

When writing or editing a document, you may want to move text from one location to another. Word lets you do this quickly with **Cut** and **Paste**. When you cut text, it is removed from the document. The text that you most recently cut is stored on the **Clipboard**. You can then paste the cut content elsewhere in your document. You determine where the pasted text will go by moving the mouse and clicking to create an insertion point.

FIGURE 3.4 Pasted text

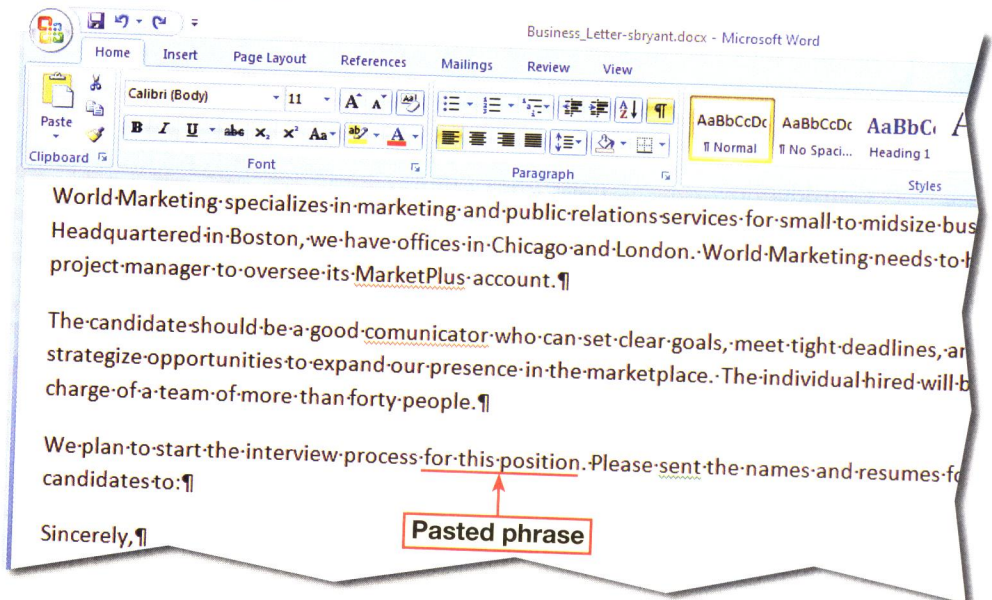
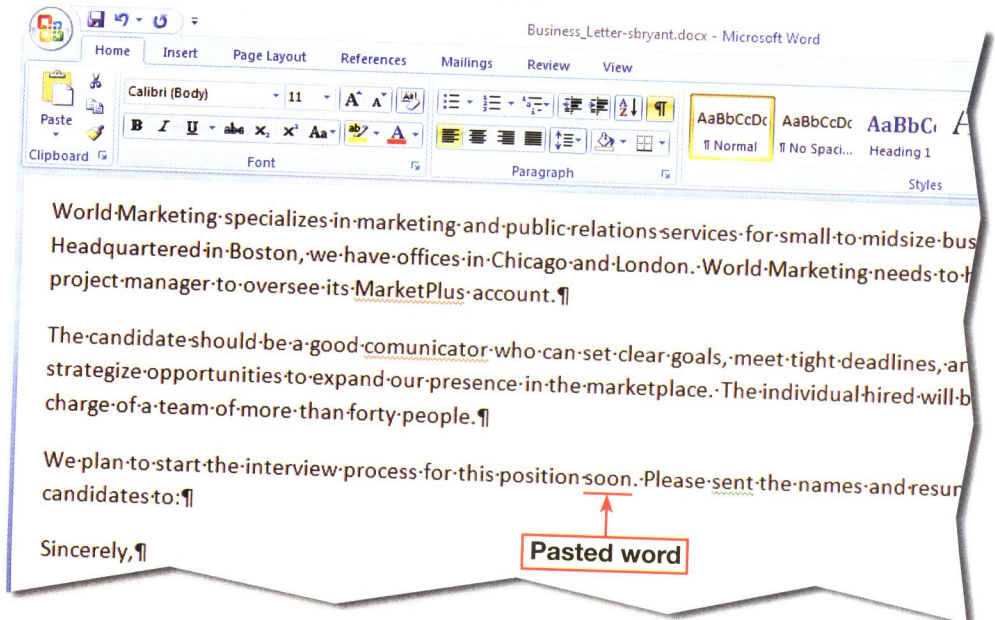


FIGURE 3.5 Text is pasted into a new location



Step-By-Step

1 In your **Business Letter** file, click after **candidates to:** at the end of the third paragraph. Press **ENTER**.
Key: **Rachel Fay.**

2 Select the return address and telephone number in the letterhead. Choose **Home>Clipboard>Copy** (see Figure 3.6).

3 Position the insertion point after the text **Rachel Fay.** Choose **Page Layout>Paragraph>Spacing.** Set **After:** to **0.** Press **ENTER**.

4 Choose **Home>Clipboard>Paste**.

5 In the second sentence in the second paragraph, select the word **team.** Right-click the selected word and click **Copy.**

6 In the first sentence in the second paragraph, right-click before the word **goals.** Click **Paste.**

7 **CHECK** Your screen should look like Figure 3.7. Save your file.

Continue to the next exercise.

Troubleshooter

Be sure to check spacing between words when you cut, copy, or paste text.

Lesson 3: Exercise 3-4

EXERCISE 3-4 Copy and Paste Text



Sometimes you may want to have exactly the same text appear more than once in your document. To save time, you can **copy** text in one location and paste it in another. Like photocopying, in Word you can create an exact copy without destroying the original. You can avoid errors by copying and pasting addresses, names, and phone numbers within a document.

FIGURE 3.6 Text to be copied

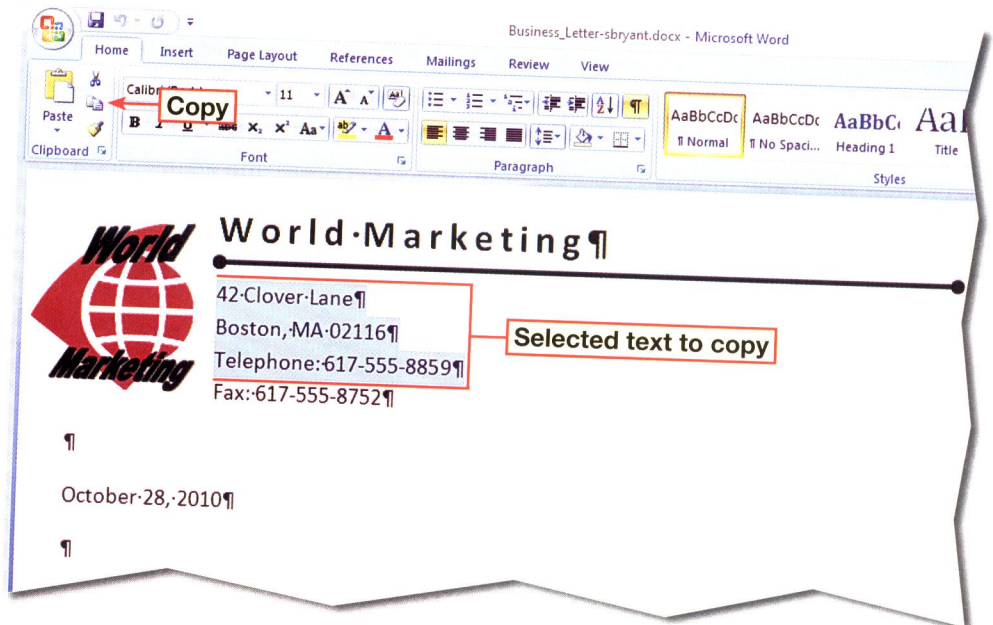
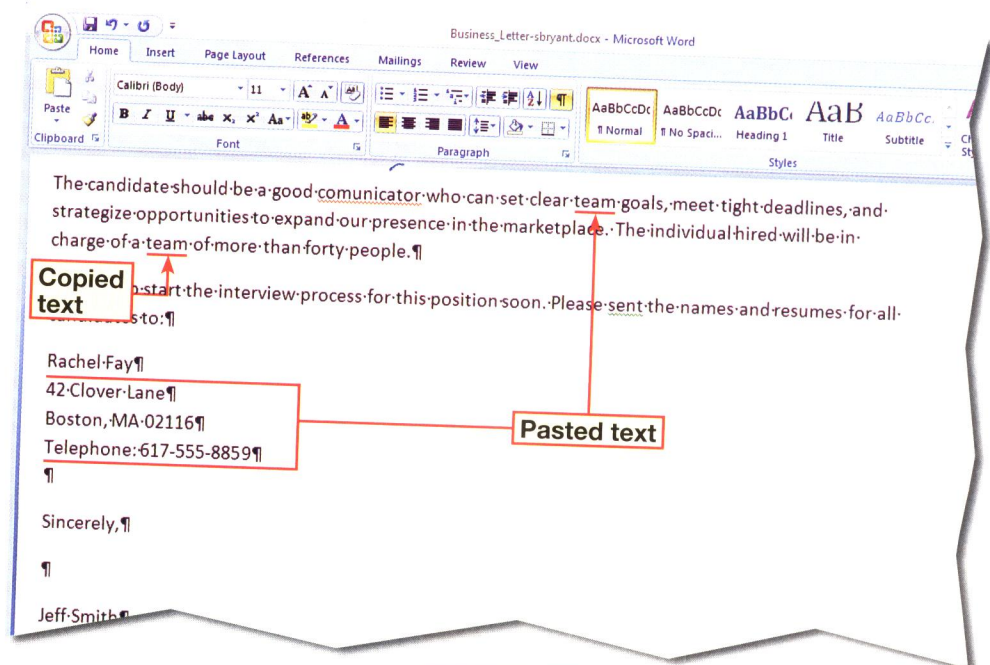


FIGURE 3.7 Pasted text



Step-By-Step

- 1 In your **Business Letter** file, select the second sentence in the second paragraph (starts with **The individual**).
- 2 Point in the selected sentence. The pointer takes the shape of an arrow.
- 3 Click and hold the mouse button while you move the pointer. A dotted line and dotted box appear when you drag the mouse.
- 4 Position the dotted line at the beginning of the second paragraph (see Figure 3.8).
- 5 Release the mouse button and press **SPACE**.
- 6 **CHECK** Your screen should look like Figure 3.9. Save your file.

➔ Continue to the next exercise.

Academic Skills

Many computer terms such as *cut* and *paste* are metaphors. When you cut or paste text, you are not physically cutting or pasting the text. The terms are used because they are similar to the actions that they represent.

EXERCISE 3-5

Use Drag-and-Drop to Move Text

Use drag-and-drop when you want to move text around as an alternative to copying and pasting text from one location in a document to another. When you **drag** text, you select the text, hold down the left mouse button, and drag the mouse where you want to move the text. Then you release the left mouse button. When you drag text, the pointer becomes a dotted box arrow.

FIGURE 3.8 Drag-and-drop arrow

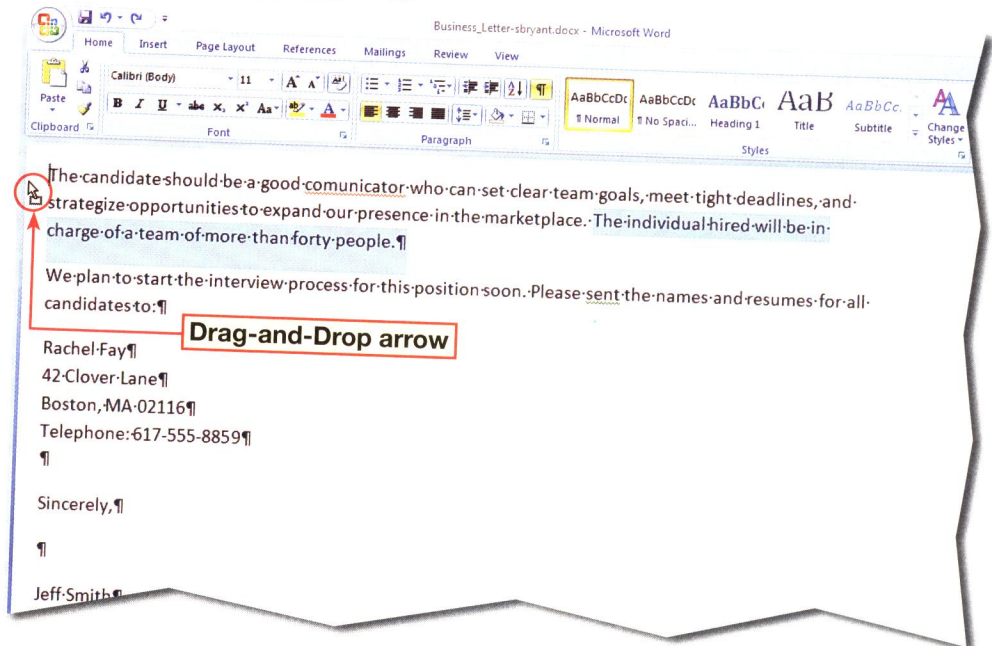
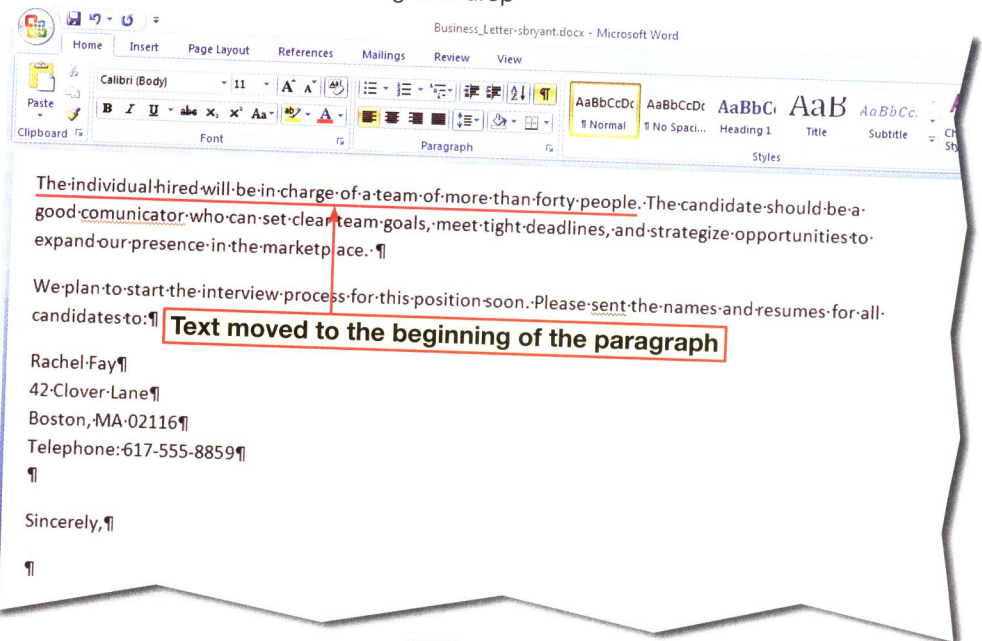




FIGURE 3.9 Text moved with drag-and-drop



Step-By-Step

- 1 In your **Business Letter** file, select the first **e** in the word **resumes** near the end of the letter.
- 2 Choose **Insert>Symbols>Symbol** . Choose **More Symbols**.
- 3 In the **Symbol** dialog box, scroll and select the symbol **é** (see Figure 3.10).
- 4 Click **Insert**. Click **Close** to close the dialog box.
- 5 Select the **é** you inserted. Click **Copy**. Select the second **e** in **résumés**. Click **Paste**. Click after **MarketPlus** in the first paragraph. Choose **Insert>Symbol** .

- 6 Click the **Special Characters** tab. Select **Trademark™**. Click **Insert**. Close the dialog box.

- 7 **CHECK** Your screen should look like Figure 3.11. Save your file.

Continue to the next exercise.

Academic Skills

The symbol that you add in Step 3 is called an *acute accent*. The accents help distinguish the noun *résumé* from the verb *resume*, which means to start again.

EXERCISE 3-6

Insert Symbols and Special Characters

Word allows you to insert **symbols** and special characters that do not appear on the keyboard. Using the Symbol dialog box makes it easy to insert accents, trademarks, and other characters into a document.

FIGURE 3.10 Symbol dialog box

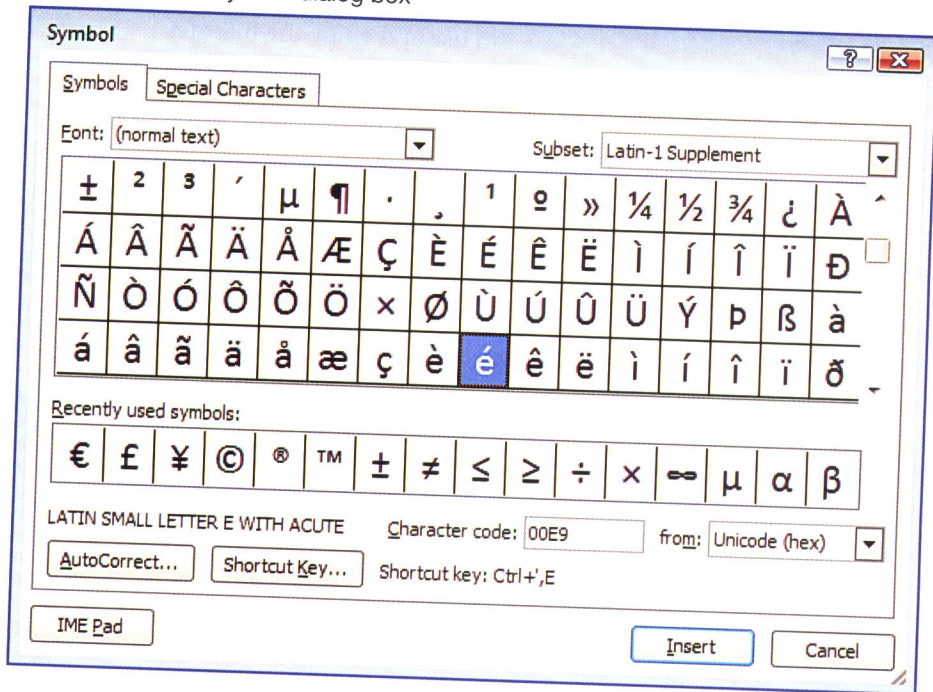
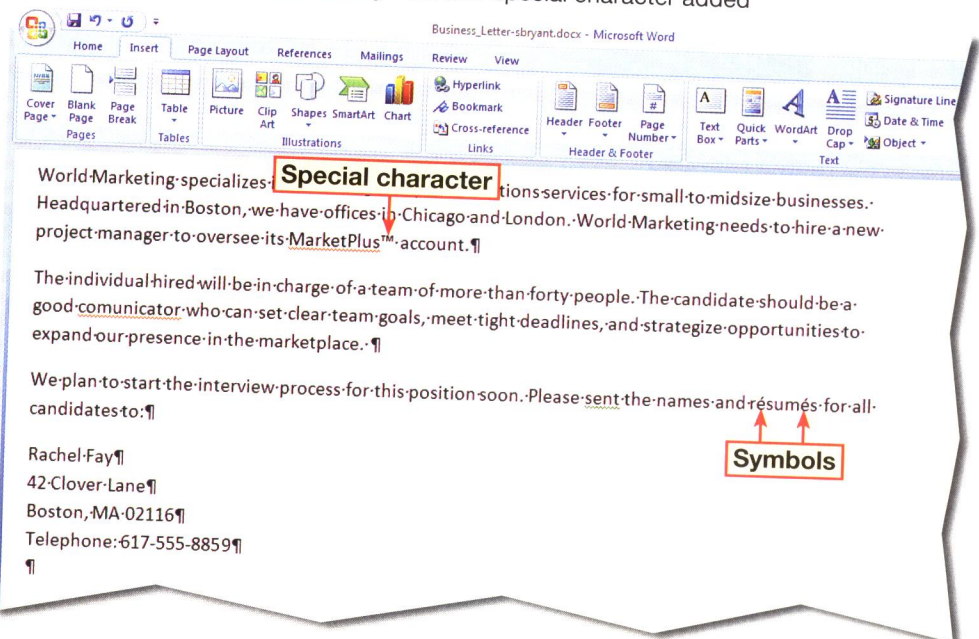



FIGURE 3.11 Document with symbol and special character added



Step-By-Step

- 1 In your **Business Letter** file, select the word **strategize** in the second paragraph.
- 2 Choose **Review>Proofing>Thesaurus** .
- 3 In the **Research** task pane, under **Thesaurus**, place the pointer over **organize**. Click the drop-down arrow.
- 4 **CHECK** Your screen should look like Figure 3.12.
- 5 Click **Insert**. Close the task pane.
- 6 Right-click the word **oversee** in the first paragraph.
- 7 In the shortcut menu, choose **Synonyms**. Click **supervise**.
- 8 **CHECK** Your screen should look like Figure 3.13. Save your file.

Continue to the next exercise.

Academic Skills

Write a sentence using the word *save*. List three synonyms for the word *save*. If you replace the word *save* with each synonym, the sentence should still make sense.

EXERCISE 3-7 Use the Thesaurus

Word has a **thesaurus** to help you find a **synonym** (a word that has the same or similar meaning to another word). The thesaurus can help you find alternatives for words so that you can add a variety of word choices to your document. You can also use the thesaurus to find the word that best expresses what you are trying to say.

FIGURE 3.12 Choose a synonym using the Thesaurus

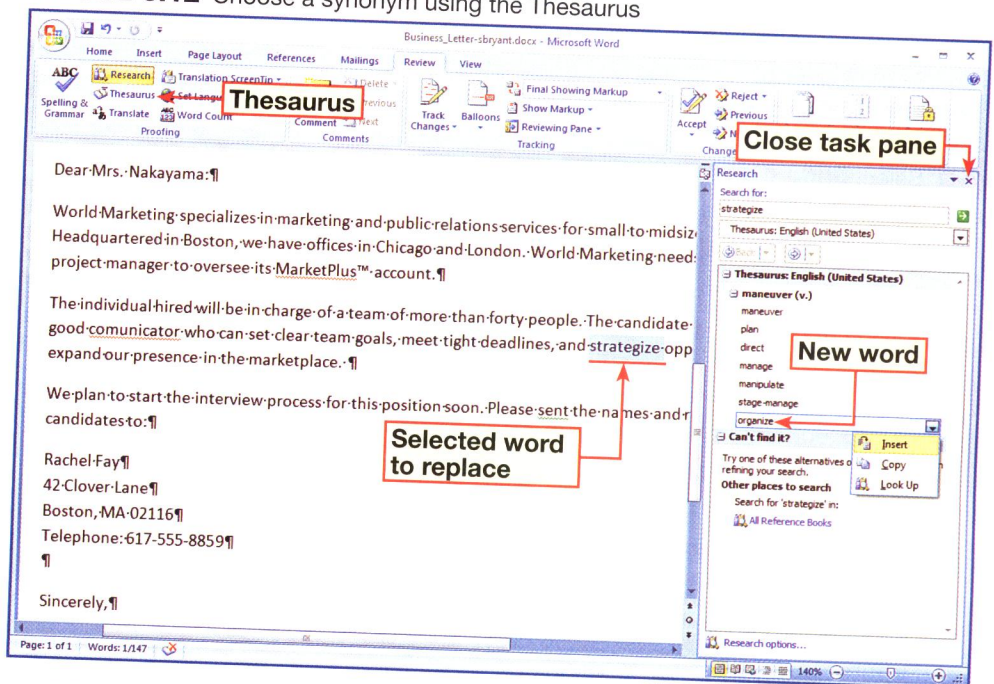
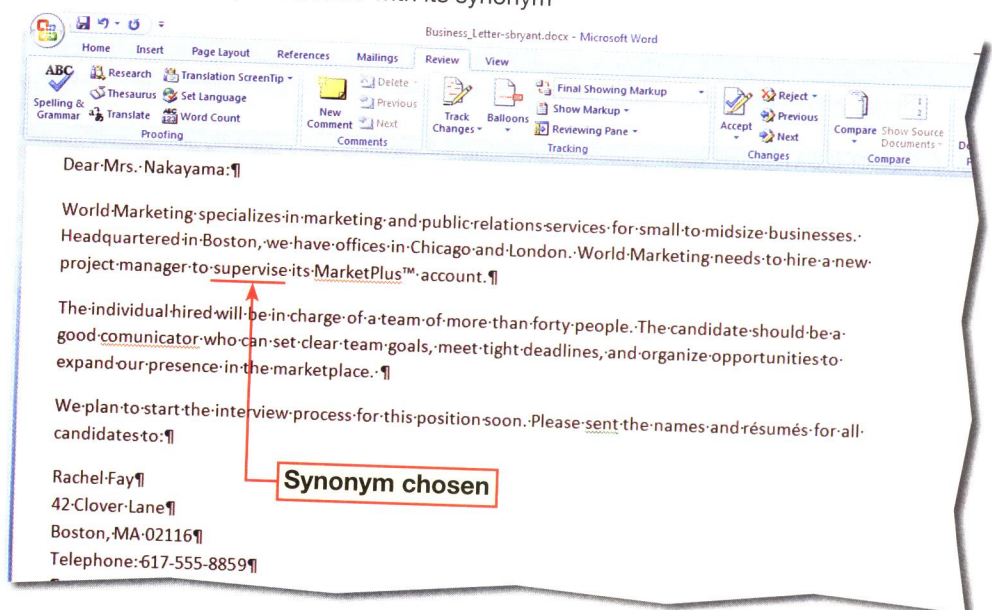



FIGURE 3.13 Replaced word with its synonym



Step-By-Step

- 1 In your **Business Letter** file, click before the first line of the body.
- 2 Choose **Review>Proofing>Spelling & Grammar** . In the dialog box, under **Not in Dictionary**, the word **MarketPlus** is selected in red. Click **Ignore Once**.
- 3 Under **Not in Dictionary**, the misspelled word **communicator** is shown in red (see Figure 3.14).
- 4 Under **Suggestions**, select **communicator**. Click **Change**. Under **Subject-Verb Agreement**, the word **sent** is selected in green.
- 5 Under **Suggestions**, select **send**. Click **Change**. Click **OK** in the **Readability Statistics** dialog box.
- 6 **!CHECK** Your screen should look like Figure 3.15. Save the file.

Academic Skills

Word's review and editing tools are helpful, but you should still proofread each document. Why is it important to proofread documents?

EXERCISE 3-8 Spell and Grammar Check a Document

Your document might have red and green squiggles under words. Red indicates a spelling error and green signifies a grammar error. These marks, along with a spelling and grammar check, can help you edit a document's spelling and grammar.

FIGURE 3.14 Spelling and Grammar dialog box

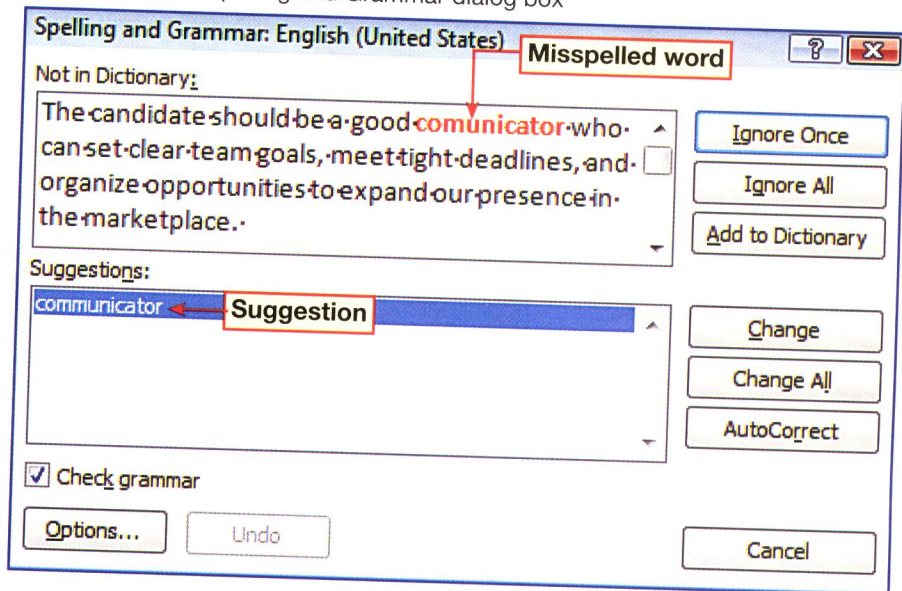
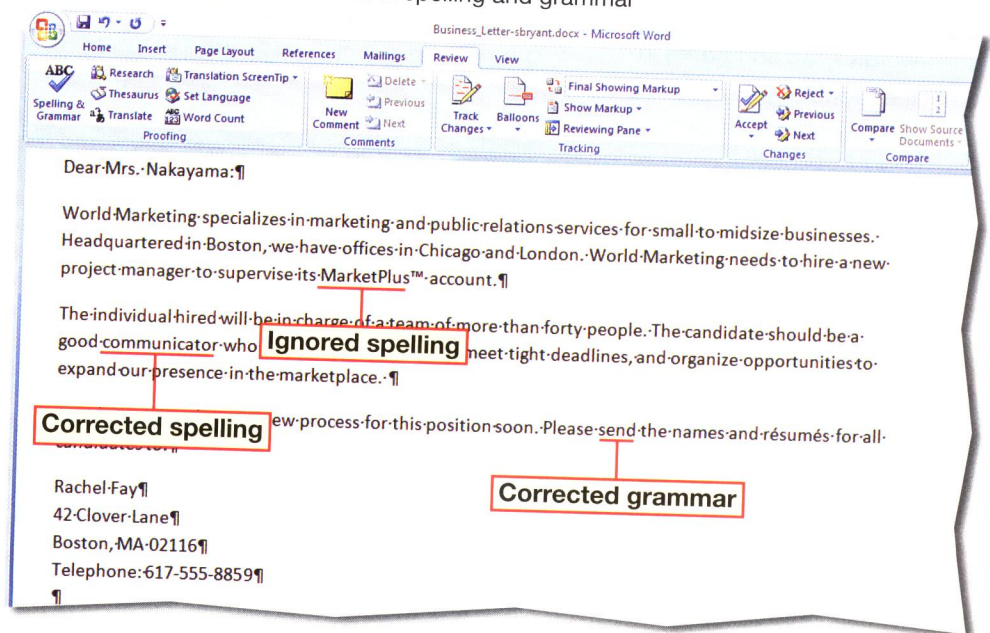



FIGURE 3.15 Letter with correct spelling and grammar



Step-By-Step

- 1 In your **Business Letter** choose **Review>Proofing>Research**.
- 2 In the **Research** task pane, under **Search for**, key: **city zip codes**.
- 3 In the **Search for** drop-down list, click **MSN Search**.
- 4 Click **Start searching** .
- 5 **CHECK** Your screen should look similar to Figure 3.16.
- 6 Scroll down and click the U.S. Postal Service (USPS) link. On the USPS site, enter **Natick, MA**. Click **Submit**.
- 7 In your Business Letter, change the zip code in the inside address from **01759** to **01760**. Close the task pane.
- 8 **CHECK** Your screen should look like Figure 3.17.
- 9 With your teacher's permission, print the letter. Save the file.

Troubleshooter

If you do not see USPS in your search results at first, scroll down in the menu.

 Continue to the next exercise.

EXERCISE 3-9 Research Information

Word's Research task pane allows you to search online or offline for information. Offline, the Research options are limited to information on your own computer, such as the thesaurus. Online, however, you can use the Research tool to search the Web for information.

FIGURE 3.16 Task pane displays Research results

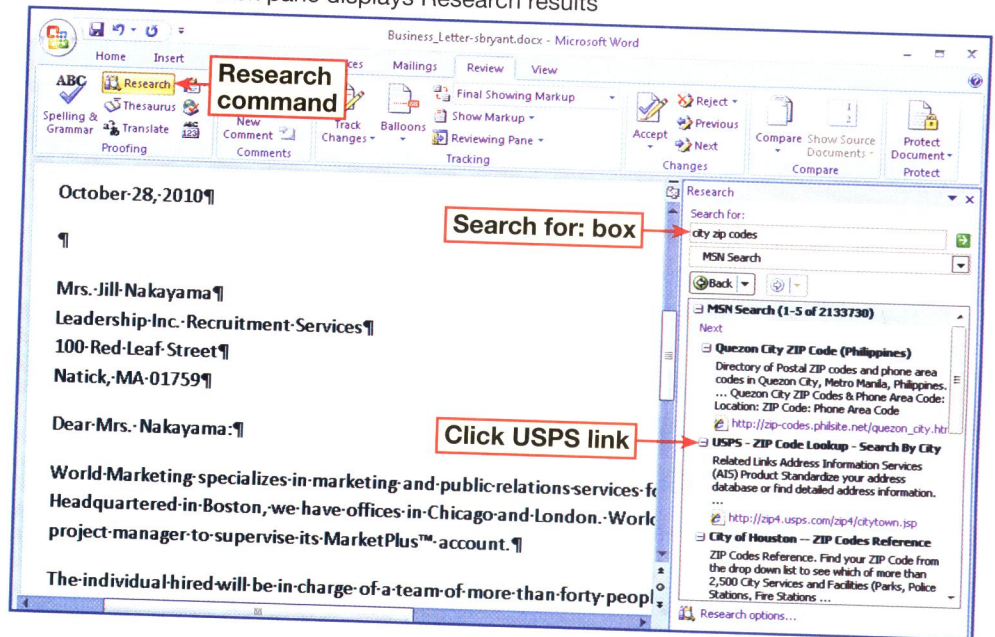
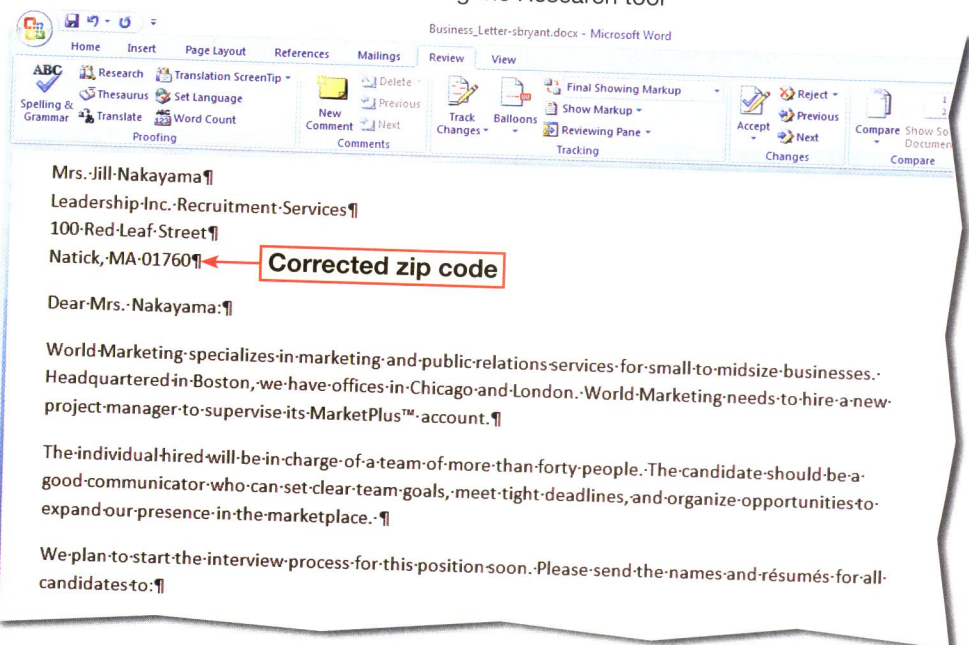


FIGURE 3.17 Information inserted using the Research tool



Step-By-Step

- 1 In your **Business Letter** file, select the entire inside address (see Figure 3.18).
- 2 Choose **Mailings>Create>Envelopes**.
- 3 In the **Envelopes and Labels** dialog box, click the **Envelopes** tab.
- 4 **!CHECK** Your dialog box should look like Figure 3.18.
- 5 In the **Return address** box, key the World Marketing address shown on the **Business Letter**.
- 6 Make sure the **Add electronic postage** and **Omit** boxes are not checked in the dialog box.
- 7 **!CHECK** Your dialog box should look like Figure 3.19.
- 8 With your teacher's permission, click **Print**. In the dialog box that appears, click **No**.
- 9 Save and close your **Business Letter** file.

 Continue to the next exercise.

EXERCISE 3-10 Print an Envelope



Use the Envelopes and Labels dialog box to create an envelope automatically using an address in a document. You can also key an address directly into the dialog box.

FIGURE 3.18 Select the address you want on the envelope

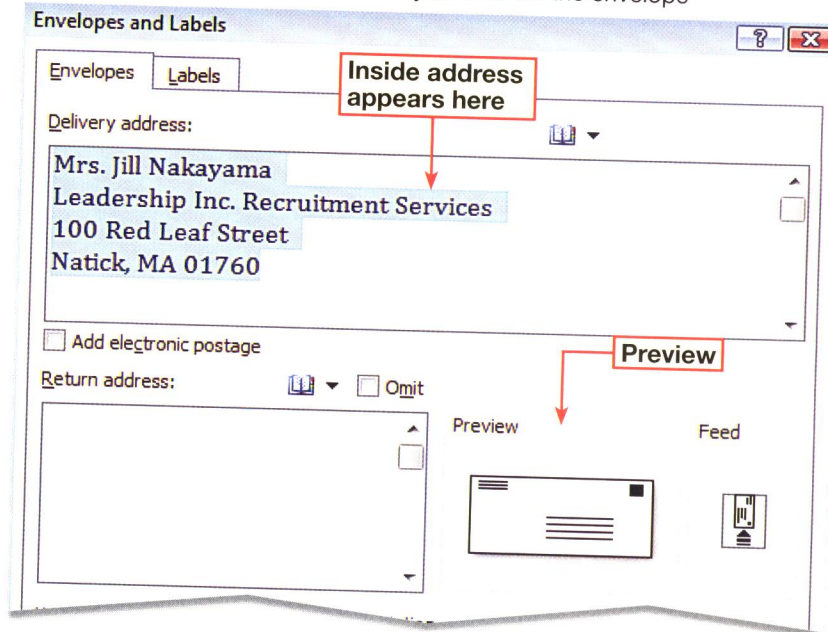
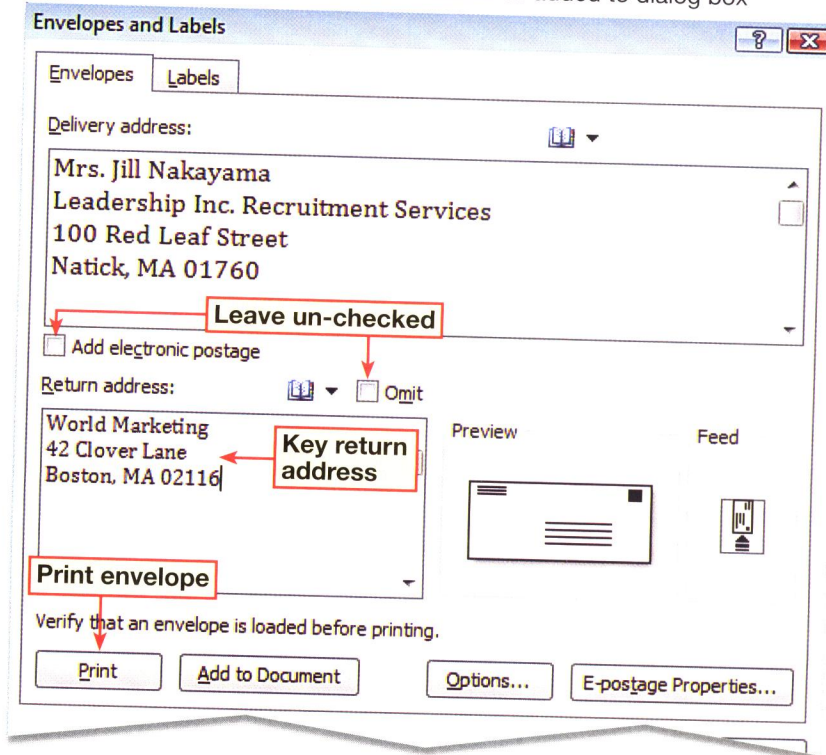



FIGURE 3.19 Delivery and return addresses added to dialog box



Step-By-Step

- 1 Open the data file **Fay_Memo.docx**. Save as: **Fay_Memo-[your first initial and last name]**.
- 2 Choose **Home>Editing>Find** . In the **Find and Replace** dialog box, in the **Find what** box, key: **Leadership**.
- 3 **CHECK** Your dialog box should look like Figure 3.20.
- 4 Click **Find Next**. Click in the memo and change **Leadership** to **Leadership**.
- 5 In your dialog box, click the **Go To** tab. Under **Go to what:** choose **Line**.
- 6 In the **Enter line number:** box, key: **9**. Click **Go To** (see Figure 3.21).
- 7 The insertion point moves to the beginning of the ninth line of your memo. Close the dialog box and save your document.

➔ Continue to the next exercise.

EXERCISE 3-11

Use the Find and Go To Commands



Word allows you to find text in your document. Key a word or group of words, also known as a **phrase**, in the Find dialog box. Word will find every place where that word or phrase appears in your document. The Go To command is used to find specific parts of your document. This feature is especially useful in long documents because you can tell Word to go to individual pages, tables, or sections.

FIGURE 3.20 Find tab

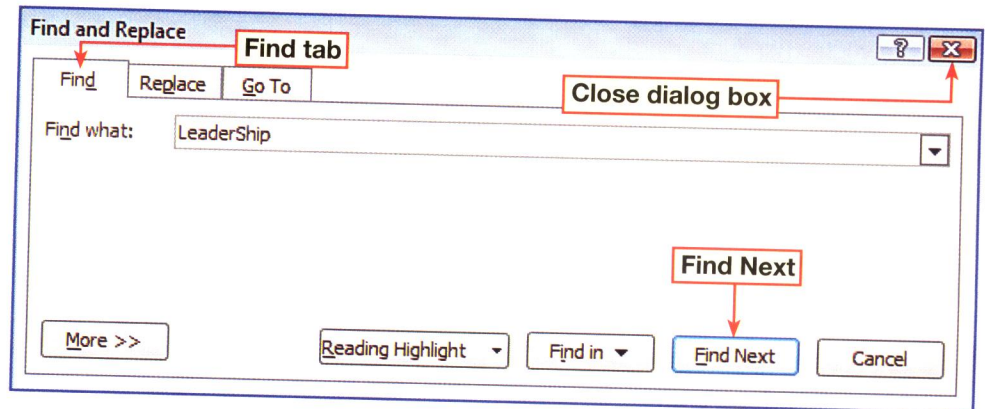
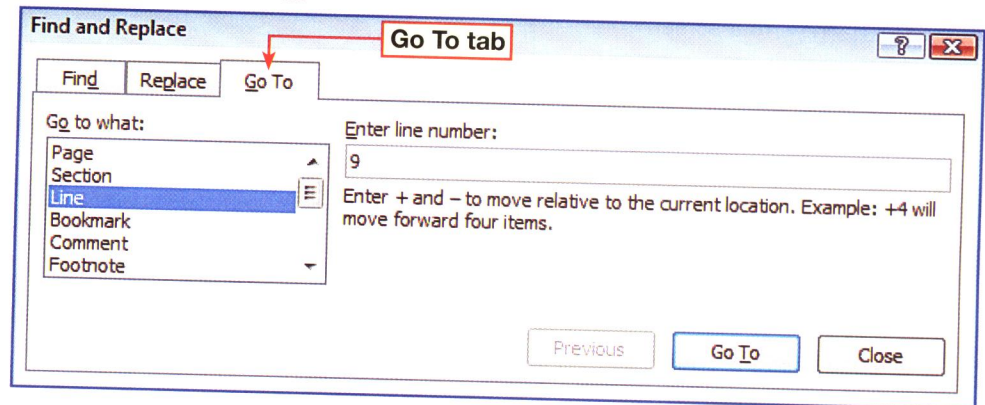



FIGURE 3.21 Go To tab




Shortcuts

To open the **Find** tab in the dialog box, press **CTRL** + **F**.
To open the **Go To** tab, press **CTRL** + **ALT** + **HOME** or click **Select Browse Object**  beneath the horizontal scroll bar.

Microsoft Office 2007

Word now indicates contextual errors with a wavy blue line. This feature is designed to catch incorrect uses of words such as to, two, and too.

Step-By-Step

- 1 In Your **Fay Memo** file, choose **Home>Editing>Replace** .
- 2 In the **Find and Replace** dialog box, in the **Find what:** box, clear the box and key: **applicant**.
- 3 In the **Replace with:** box, key: **candidate**.
- 4 **iCHECK** Your dialog box should look like Figure 3.22.
- 5 In the dialog box, click **Replace**. Click **Replace** again to replace **applicant** with **candidate**.
- 6 The word **applicant** is selected again in the memo. In the dialog box, click **Replace All**.
- 7 Click **OK** in the **Word** dialog box. Close the dialog box.
- 8 **iCHECK** Your screen should look like Figure 3.23. Save your file.

Shortcuts

To open the **Replace** tab in the **Find and Replace** dialog box using keyboard keys, press **CTRL** + **H**.

EXERCISE 3-12 Find and Replace Text



You can use the Find and Replace dialog box to replace text in your document by keying the word that you want to replace and the word that should replace it. Word will then automatically replace one word with the other.

FIGURE 3.22 Replace tab

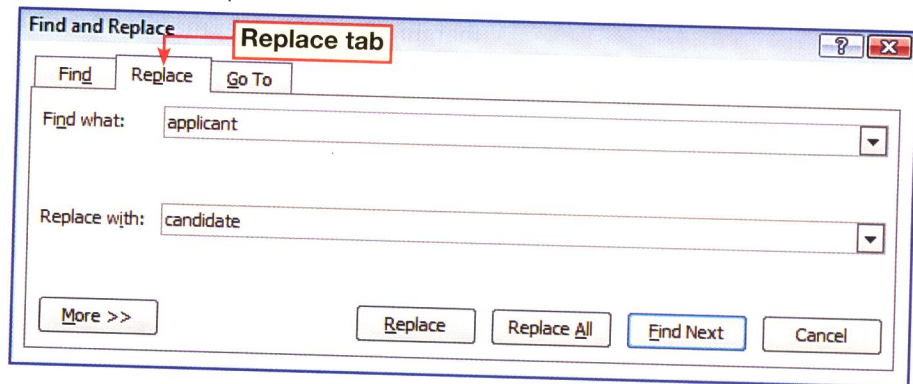
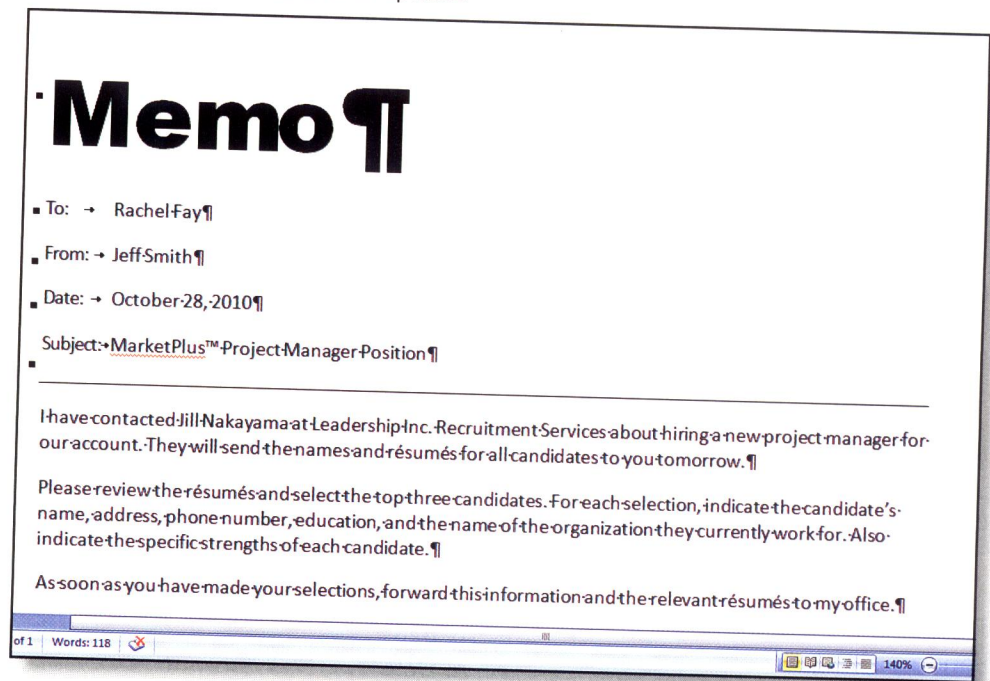


FIGURE 3.23 Text found and replaced



Step-By-Step

- 1 In your **Fay Memo** file, position the insertion point at the end of the second paragraph. Press the **spacebar** once.
- 2 Key exactly as shown: **We can thne schedule interveivs**. Press the **spacebar** once.
- 3 **CHECK** Your screen should look like Figure 3.24.
- 4 Choose **Office>Word Options>Proofing>AutoCorrect Options**. Click **AutoCorrect Options**.
- 5 In the **AutoCorrect Options** dialog box, under **Replace:**, key: **aech**. Under **With:**, key: **each**.
- 6 Click **Add**. Click **Close**. Click **OK**.
- 7 Key: **with aech candidate**.
- 8 **CHECK** Your screen should look like Figure 3.25. Save and close the file.

➔ *Continue to the next exercise.*

EXERCISE 3-13 Customize and Use AutoCorrect



AutoCorrect is a Word feature that automatically corrects common spelling errors. You can also customize AutoCorrect to catch your frequent keying or spelling errors.

FIGURE 3.24 AutoCorrect changed misspelled words

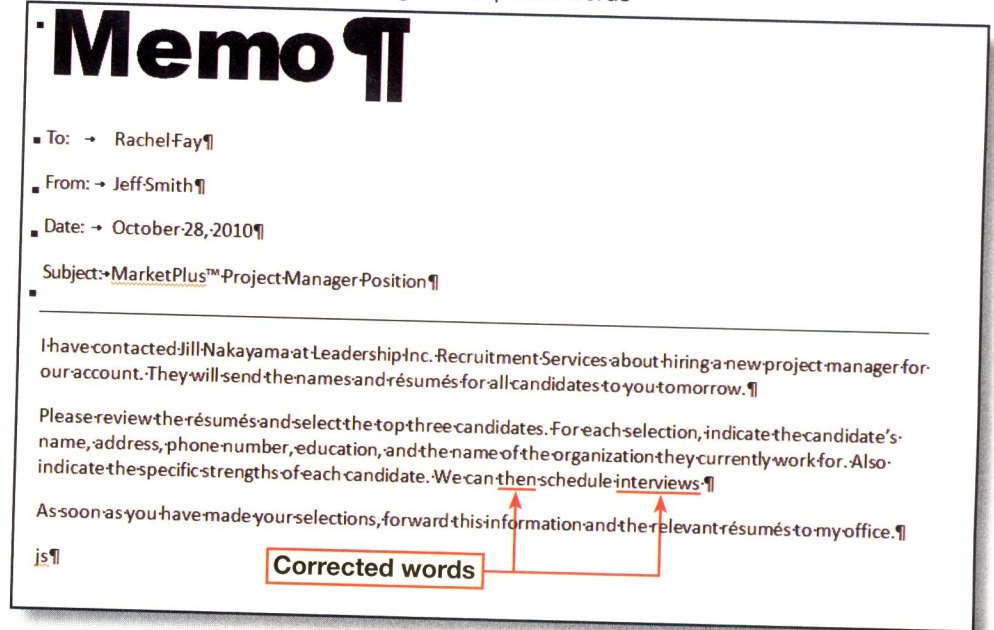
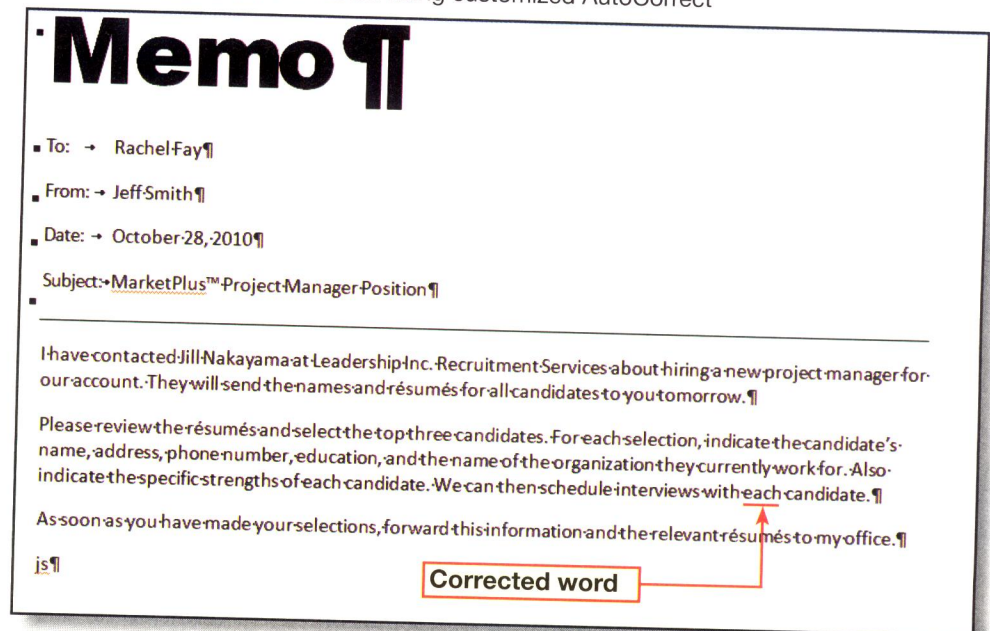





FIGURE 3.25 Errors corrected using customized AutoCorrect



Step-By-Step

- 1 Open the data file **Profiles.docx**. Save as: **Profiles-[your first initial and last name]**.
- 2 Choose **Home>Clipboard>Dialog Box Launcher** .
- 3 Select the five lines of text under **Three Top Candidates**. Click **Copy** .
- 4 **iCHECK** Your screen should look like Figure 3.26.
- 5 Click after **Current Organization:**. Press **ENTER** twice. Click the item in the **Clipboard**.
- 6 Press **ENTER**. Click the item in the **Clipboard** again.
- 7 **iCHECK** Your screen should look like Figure 3.27.
- 8 Select the text **of résumés** near the top of the document. Click **Copy** .
- 9 Click before the word **reviewed** in the line below. Click **of résumés** in the **Clipboard**.

Continued on the next page.

You Should Know

The Clipboard appears on the left side of the screen. You can move it by clicking and dragging it.

EXERCISE 3-14 Use the Office Clipboard



Any time you cut or copy text, that text is stored on the Word Clipboard. The Word Clipboard stores only one item at a time. As soon as you cut or copy another item, the previous item is replaced. Unlike the Word Clipboard, the Office Clipboard can store up to 24 separate cut or copied items. Use the Office Clipboard when you want to store and reuse several words, phrases, or paragraphs.

FIGURE 3.26 Office Clipboard

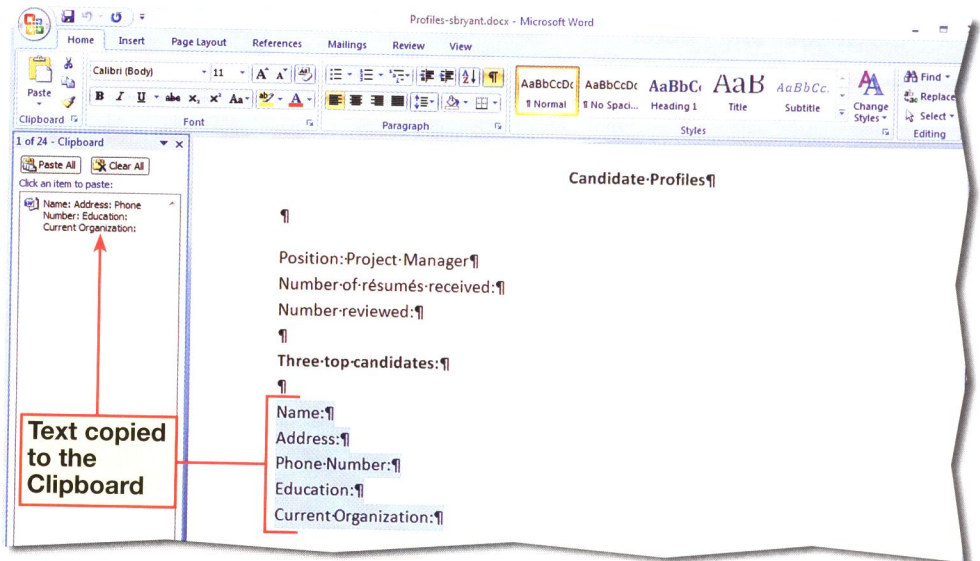
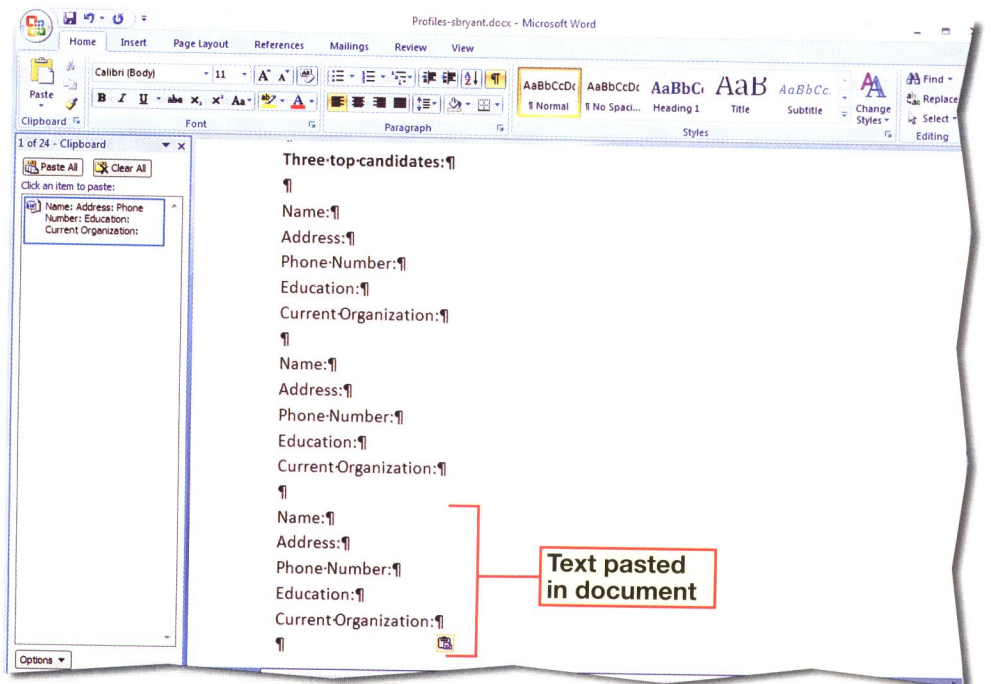


FIGURE 3.27 Clipboard items pasted



Step-By-Step

- 10 **CHECK** Your screen should look like Figure 3.28.
- 11 Click after **Current Organization:** in the first listing. Press **ENTER**. Key: **Specific Strengths:**
- 12 Select **Specific Strengths:**. Click **Copy**.
- 13 Click under **Current Organization:** in the second listing. Click **Specific Strengths:** in the Clipboard.
- 14 Click under **Current Organization:** in the third listing. Click **Specific Strengths:** in the Clipboard.
- 15 **CHECK** Your screen should look like Figure 3.29.
- 16 Close the **Clipboard** task pane. With your teacher's permission, print the document. Save and close your file.

Continue to the next exercise.

You Should Know

You can paste all Clipboard items at once by clicking **Paste All**. If you no longer need any of the items in the Clipboard, click **Clear All** to remove them.

EXERCISE 3-14 (Continued) Use the Office Clipboard



FIGURE 3.28 More Clipboard items pasted

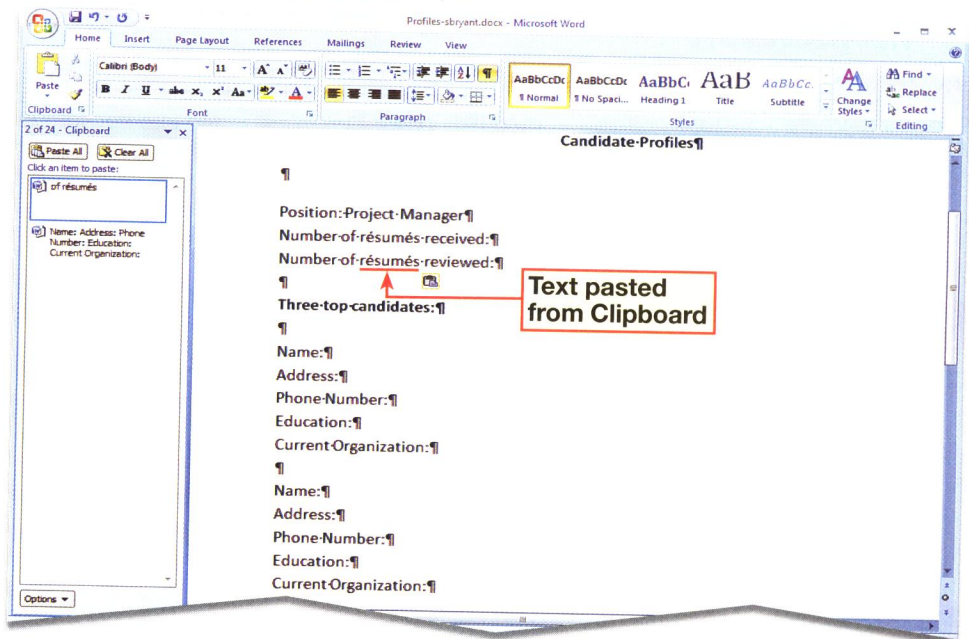
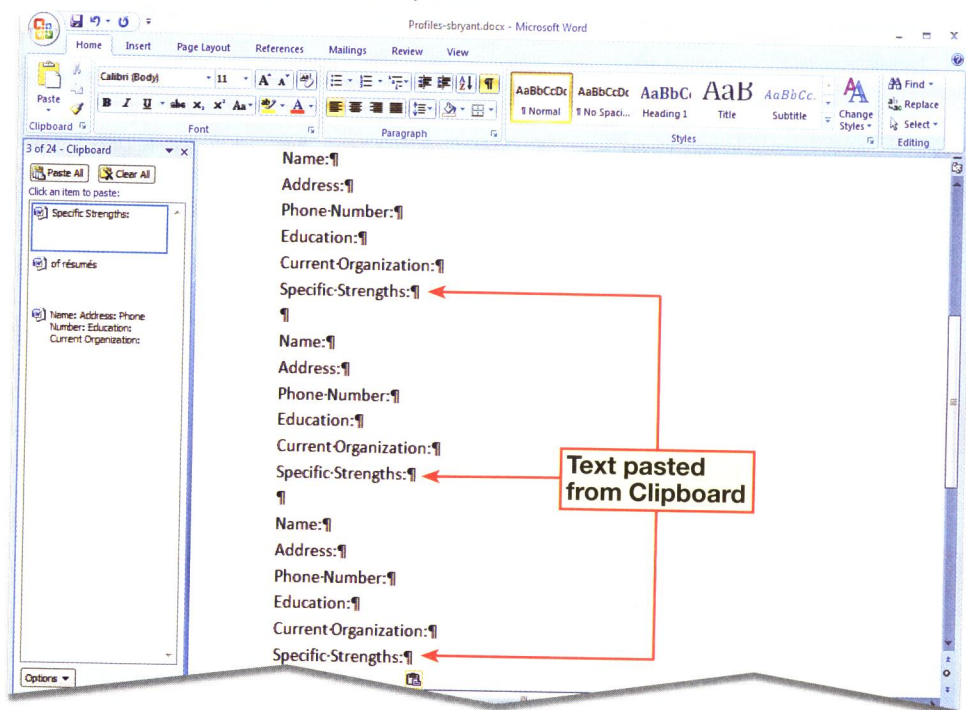


FIGURE 3.29 All Clipboard items pasted



Step-By-Step

1 Choose **Office>New**. In the **New Document** task pane, click **Installed Templates**. Choose **Equity Letter** style.

2 In the **Preview** window, next to **Create new**, click **Document**. Click **Create**.

3 **iCHECK** Your screen should look like Figure 3.30. Save as: **w3-15-[your first initial and last name]**.

4 Right-click the content control below the date. Choose **Remove Content Control**. Select the word again and delete it.

5 In the **Type sender company name** content control, key: **Leadership Inc. Recruitment Services**. In the **Type company address** content control box, enter the address shown in Figure 3.31.

6 In the **Type recipient name** content control, key: **Rachel Fay**. In the **Type recipient address** content control, key the return address.

7 **iCHECK** Your screen should look like Figure 3.31.

➔ *Continued on the next page.*

EXERCISE 3-15

Use a Template to Create a Business Letter

A template is a formatted guide that can help you create documents. Placeholder text tells you what information you should key into each **content control**, or specific text field, in the document. You can use templates to create many types of common documents, including professional business letters.

FIGURE 3.30 Create a letter from an installed template

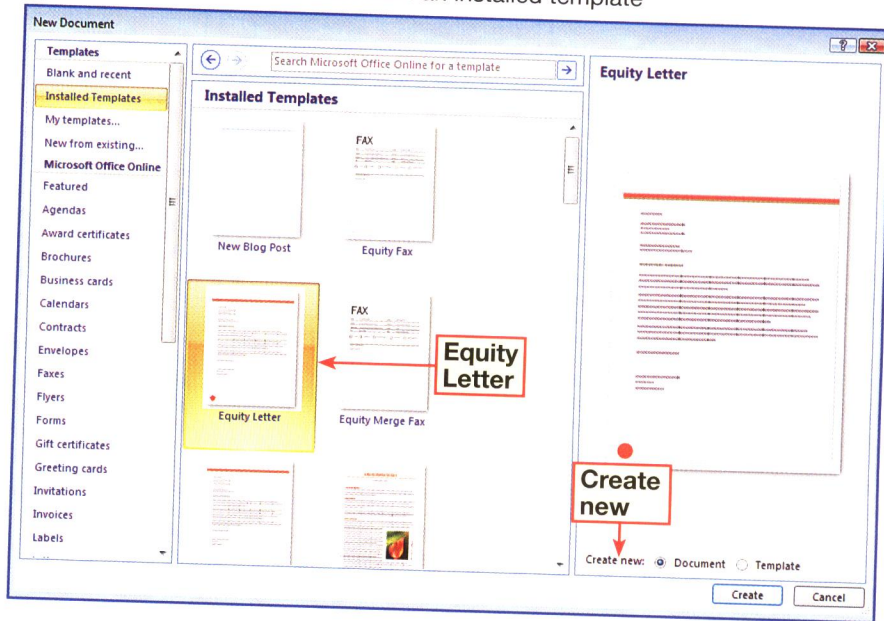
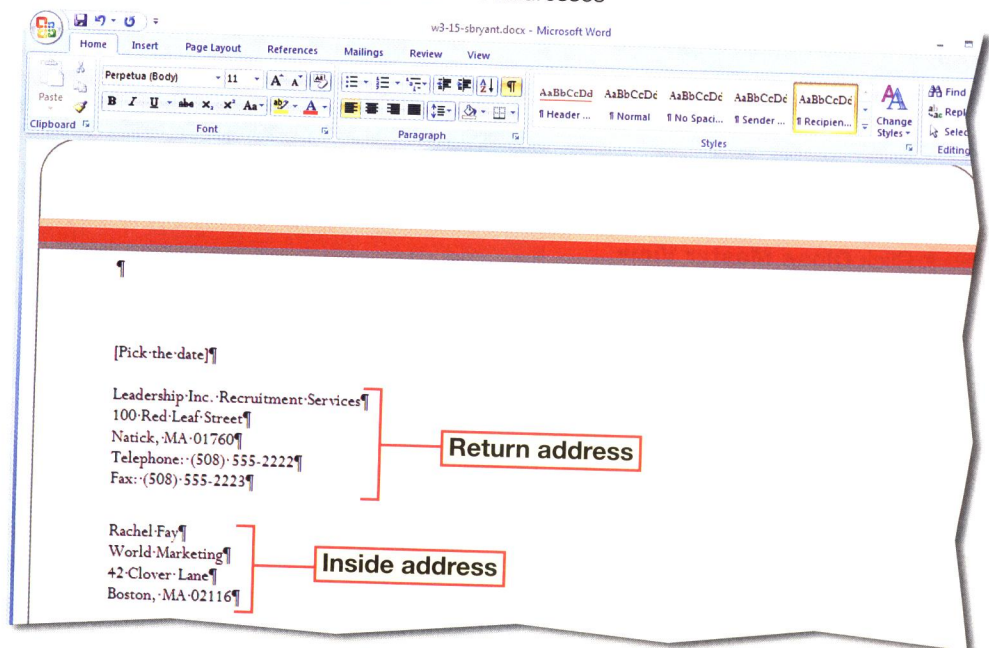






FIGURE 3.31 Enter the return and inside addresses



Step-By-Step

- 8 Choose **Page Layout > Paragraph Dialog Box Launcher** . Change the **Spacing Before** to **0**. Change the **Spacing After** to **0**. Click **OK**.
- 9 Click the arrow to the right of the **Choose today's date** content control. Click **Today**.
- 10 Select the **Date** content control and choose **Home > Cut** . Choose **Home > Paste**  before Rachel Fay's name in the inside address. Press .
- 11 In the **Type salutation** content control, key: **Dear Rachel:**. Select the text you just keyed. Deselect **Bold**.
- 12 Select the **Type the body of the letter here** content control and key the letter's body as shown. Key the closing, sender's name, and sender's title also.
- 13 Format the top company name **Arial Black, 14 pt.** and the remaining text **Arial, 12 pt.**
- 14 **iCHECK** Your finished letter should look like Figure 3.32. Save the file as: **Leadership-[your first initial and last name]**.

 Continue to the next exercise.

EXERCISE 3-15 (Continued)

Use a Template to Create a Business Letter



FIGURE 3.32 Text in the Equity Letter template



You Should Know

To properly format a business letter, place the date between the return address and the recipient's address.

Step-By-Step

1 Open your **Leadership** file. Save as: **Leadership-[your first initial and last name]2**.

2 Select the letterhead **logo**, **name**, and **contact information**.

3 Choose **Insert>Text>Quick Parts>Save Selection to Quick Part Gallery**. In the **Name** text box, key: **Leadership Inc.**

4 **CHECK** Your dialog box should look like Figure 3.33. Click **OK**.

5 Select **MarketPlus™** at the end of the second paragraph.

6 Choose **Insert>Text>Quick Parts>Save Selection to Quick Part Gallery**. In the **Name** text box, key: **MarketPlus trademark**. Click **OK**.

7 Click before **project** in the first paragraph. Choose **Insert>Text>Quick Parts**. In the **Quick Parts** menu, under **General**, select **MarketPlus™**. Press **[SPACE]**

8 **CHECK** Your screen should look like Figure 3.34. Save your file.

➔ Continue to the next exercise.

EXERCISE 3-16 Create and Insert Building Blocks

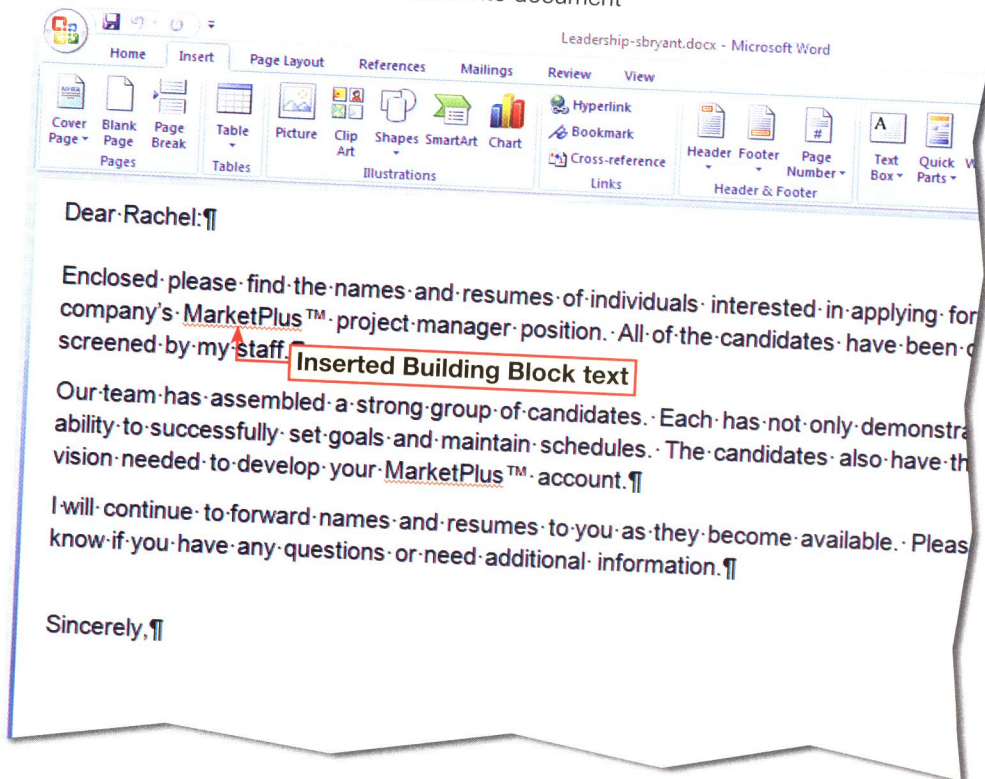


Word makes it easy to insert text, images, and special formats that you use frequently by creating a **building block**. Building blocks are the items that you save using the **Quick Part** tool so that you can reuse them in your document.

FIGURE 3.33 Create New Building Block dialog box

The dialog box is titled "Create New Building Block". It has a "Name" text box with "Leadership Inc.", a "Gallery" dropdown menu with "Quick Parts", a "Category" dropdown menu with "General", a "Description" text box, a "Save in" dropdown menu with "Building Blocks.dotx", and an "Options" dropdown menu with "Insert content only". There are "OK" and "Cancel" buttons at the bottom.

FIGURE 3.34 Building block inserted into document



Step-By-Step

1 In your **Leadership2** document, choose **Insert>Text>Quick Parts>Building Blocks Organizer**.

2 In the **Building Blocks Organizer** dialog box, click the **Category** column head. In the **Name** column, scroll down and select **Leadership Inc.**

3 **!CHECK** Your screen should look like Figure 3.35.

4 Click **Edit Properties**. In the **Modify Building Block** dialog box, under **Name:**, key: **Leadership Inc. Return Address**.

5 **!CHECK** Your dialog box should look like Figure 3.36. Click **OK**. Click **Yes**. Close the dialog box, and then close the **Leadership2** file without saving it.

6 Choose **Office>New>Blank Document**. Click **Create**. In the new document, choose **Insert>Text**. Click the **Quick Parts** drop-down menu. Choose **Leadership Inc. Return Address**. Save your file as **Leadership Letterhead-[your first initial and last name]**.

➔ Continue to the next exercise.

EXERCISE 3-17

Sort and Edit Building Blocks

Word 2007 provides building blocks for works cited pages, graphics, page numbers, and more. Use the Building Blocks Organizer to sort them by name, category, or gallery. From here, you can also edit, preview, and insert building blocks into your document. Formatting of building blocks changes to match Word 2007 themes.

FIGURE 3.35 Building blocks sorted by Name

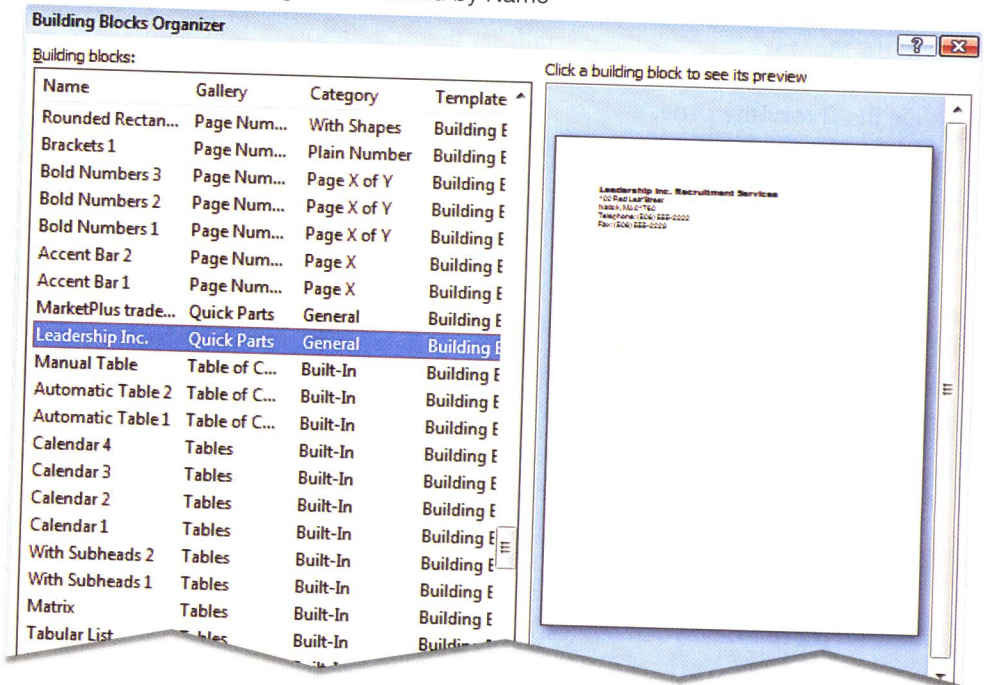


FIGURE 3.36 Modified building block properties

