

Microsoft® Word: Practice 1

Create a Business Letter

Type the company name and address

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

Mama Academy
1289 Nasok Drive
University
(250) 474-531111

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 *Mama Academy*
Select an image 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. Mark,

Write in complete sentences and in paragraph form 10 things you like about Mama 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>.

Microsoft Word Practice

Rajiv Mathur



Microsoft Word Practice:

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Microsoft Word for MS-DOS Microsoft Corporation, 1993 The official Microsoft Courseware and the first book available on this latest release of Microsoft Word for MS DOS The book disk tutorial contains easy to complete lessons that focus on features that Microsoft Word users need to know for day to day word processing **Microsoft Word 2000** Kenneth C. Laudon, Kenneth Rosenblatt, 1999-05 Part of the Interactive Computing series this work provides a visual way of developing and applying software skills This edition looks at Microsoft Word 2000 and it includes business focused case studies and Hot Tips boxes for advice **IC3: Internet and Computing Core Certification Global Standard 4 Study Guide** Ciprian

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