# Who Needs to Know How to Write a Business Letter? You Do!

Whatever you do – whether you’re a student, employed in an office job, or working as a freelancer – I can guarantee that at some point in your life, you’ll need to sit down and write a formal business letter. It might be to a customer, to an employer with a job that you want, to a scholarship committee or to apply for university funding. Perhaps it’ll even be to a literary agent or publisher who just might take on your undiscovered novel. Of course, you’ll want the letter to be well-written – but almost as important, is knowing how to format it correctly.

\*\*Use the text A Guide to Microsoft Office 2007 on the top shelf in room 33

Writing a Business Letter

When you write your business letter make certain that it starts at least 2 inches from the top of the paper. If it is very short move the whole letter down towards the middle of the page.

Read pp. 44-45, Creating Document Text.

 Note on the top of p. 45 the text book shows how to find the “No Spacing” option. This is what is used when typing a business letter. Right next to those Style options is the embedded option command. When you click on it you will see marks in the document to show returns and dots for spaces, and all the embedded commands.

1. Do Practice: *Request* on p. 47 and 48. Add your name, block and date as a header.

Save to your home directory, print and hand in.

1. Complete Exercise 2: *Donation Thanks* on p. 75-76. Add your name, block and date as a header.

Save, print and hand in.

1. Do Exercise 5 p. 77. Add your name, block and date as a header.

## Tables in Microsoft Word

Most students should get to this exercise. If all students are unable to complete it we will do so in the next class

Read pages 138 to 141.

Complete the Practice: Volcanoes – part 2 of 4. The Volcanoes document is linked on this webpage.

Click to open it. Save it to your home directory then complete the practice pp. 141-144. Save. Do not print.