

## Exercise 2-1\_Parts of a Letter

### Instructions

1. Type the letter below using **Non-Printing Characters** as shown to make sure you have the proper number of spaces between lines.
2. Replace my name with **your name** where you see it..

*Press Enter: 4X*

Stephen Rocco  
127 Whippo Lane  
Butler, PA 16001-7896

January 9, 2011  
*Press Enter: 2X*

Mrs Kristine LeBon:  
17 North Main St.  
Reedsburg, GA 04459-2233

Dear Mrs. LeBon,

I am writing to thank you for your recent business. We are always appreciative of repeat business and you have used our services many times.

As you are aware, at Yolanda's we pride ourselves on serving quality food using impressive presentation techniques to ensure we continue to meet the high expectations of our customers. We are asking you to complete the attached short survey and return it to us in the enclosed envelope.

We look forward to serving you again in the near future.

Sincerely,  
*Press Enter: 3X*

Stephen Rocco  
Manager

**PART 2 Below**

## PART 2

1. Add **Text Boxes** as shown to write the letter format and parts of a letter.

**Adding Text Boxes** –Go to the Insert Tab > Click on Text Box > Choose the Simple Text Box > to insert on your page > move to desired position next to text as shown > Click inside the text box to add text > Resize the text box using the handles > Right Click on the text box > Copy > Paste to add another. Repeat this until you have 8 boxes and you have identified the **Letter Format** and all the **Parts of A Letter**.

2. Check the letter for errors. Your completed document should look like the one below with the Letter Parts in each of the text boxes.
3. Save as EX 2-1\_Parts of a Letter

*Press Enter: 4X*

Type of Letter Format?

Stephen Rocco  
127 Whippo Lane  
Butler, PA 16001-7896

Part 1

January 9, 2011  
*Press Enter: 2X*

Part 2

Mrs Kristine LeBon:  
17 North Main St.  
Reedsburg, GA 04459-2233

Part 3

Dear Mrs. LeBon,

Part 4

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We look forward to serving you again in the near future.

Part 5

Sincerely,  
*Press Enter: 3X*

Part 6

Stephen Rocco  
Manager

Part 7