## Exercise 2-1 Parts of a Letter Assignment (Block Formatted, Aligned to Left Margin)

### Instructions

**1.** Open MS Word, type the letter below using **Non-Printing Characters (Show/Hide button 1** to make sure you have the proper number of spaces between lines. Use Times New Roman or Arial, Size 12 font.

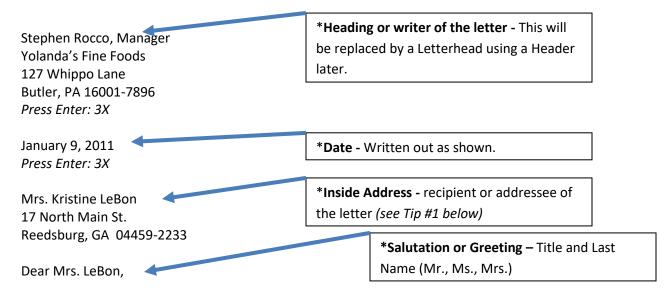
2. Replace my name with your name where you see it.

- 3. Press the Enter key the number of times as listed when you see it to create spaces between lines (2X, 3X, 4X)
- 4. After typing, be sure to center your letter vertically (top to bottom) on the page.
- 5. Take note of the Parts of the Letter in Text Boxes on the right side. Compare to the KEY provided.
- 6. Save as EX2-1 "Thank you Letter" and upload to Google Classroom.

#### Begin here:

- Set Margins to 1" all around: Click on Page Layout Tab > Margins >
- **Change Line Spacing to 1.0**: Click on Home Tab > Paragraph Group > Line and Paragraph Spacing > Click on 1.0 > Click on "Remove Space After Paragraph".

Press Enter: 4X



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 se	erving you again in the near future. 🎽	* <b>Body</b> – Paragraphs Double spaced (2X),
Sincerely,		Left Aligned
Press Enter: 3X	*Complimentary Closing – "Sincere	ly,"
Stephen Rocco	"Very truly yours," "Respectfully," : #2 below	see Tip
	*Signature and Title – Sign your name Space provided above. Example show	

# Exercise 2-1\_Parts of a Letter Assignment (Block Formatted, Aligned to Left Margin)

Manager

### NOTE: In some cases you might add the following after the "Signature and Title":

- Reference Initials: identify the sender and the preparer
  - Press Enter 2X: **SJR:jj** (First initials are the sender : 2<sup>nd</sup> are the preparer)
- Enclosures (number): is typed when you enclose other documents with the letter
  - Press Enter 2X: Enclosure: or Enclosures: (Number)
- CC: Type names of other recipients
  - Press Enter 2X: CC: Name

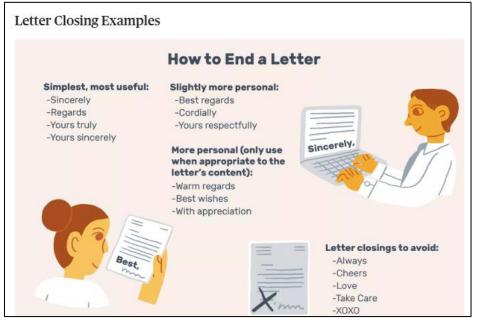
Name

Name

### **Tip #1 – Inside Address or Recipient:**

Personal Letter	Business Letter
Type Recipient name & address	Type Recipient name & address as shown
as shown below.	below.
-Printing Characters visible	
n-Printing Characters visible	
1	¶ Title·First·Name·Last·Name.·Position¶
¶ Title·First·Name·Last·Name¶	¶ Title·First·Name·Last·Name,·Position¶ Organization·Name¶
٩	¶ Title·First·Name·Last·Name,·Position¶ Organization·Name¶ Street·Address¶

### Tip #2 – Complimentary Closings



Parts of a Business Letter

**Types of Business Letters** 

**Letterhead Examples**