

Computer Lab Worksheet: *Formal (Business) Letter*

Today you are typing your formal letter to the President of the United States. Follow these specific typing instructions to ensure your formatting is correct!

- _____ 1. Turn on the computer and monitor at your terminal.
- _____ 2. Log on using your username and password.
- _____ 3. Open MS Word.
- _____ 4. Click on the “Line and Spacing” icon and select the spacing at **1.0**
- _____ 5. Make sure the “add space after paragraph” option is showing. This is what you want. If you see “remove space after paragraph” as an option, select it. These options are under the “Line and Spacing” icon.
- _____ 6. Select the “Page Layout” tab and click on the “margins” icon. Make sure your margins are 1” (normal).

YOU ARE NOW READY TO TYPE YOUR FORMAL LETTER!

- _____ 7. Type your name, then press ENTER.
- _____ 8. Type “Pau-Wa-Lu Middle School”, then press ENTER.
- _____ 9. Type “701 Long Valley Road”, then press ENTER.
- _____ 10. Type “Gardnerville, Nevada 89460”, then press ENTER.
- _____ 11. Type today’s date, then press ENTER four times.
- _____ 12. Type the recipient’s name – in this instance, **President Barack Obama**
- _____ 13. Type the company’s name – in this instance, **The White House**
- _____ 14. Type the company’s street address, then press ENTER.
- _____ 15. Type the company’s city, state, and zip code, then press ENTER twice.
- _____ 16. Type your salutation (Dear Sir or Madam) followed by a colon—then press ENTER twice.
- _____ 17. Type the first paragraph of your letter. Press ENTER twice.
- _____ 18. Type the second paragraph of your letter. Press ENTER twice.
- _____ 19. Type “Sincerely” and comma. Press ENTER four times.
- _____ 20. Type your first and last name.
- _____ 21. Use the “review” option from the menu bar to check your spelling and grammar.
- _____ 22. Proofread and fix any mistakes on your letter. **Red squiggly lines under a word mean it is spelled wrong! You must fix it!** Right click on the word to see the spelling options and select the correct spelling.
- _____ 23. Make sure you DID NOT INDENT ANYTHING.
- _____ 24. Print your letter.
- _____ 25. Sign your letter in BLACK ink between the word “Sincerely” and your typed signature.
- _____ 26. Save your letter to your U-drive or flash drive (or both)!
- _____ 27. Turn in your letter to Mr. Kyle.