

MS WORD 2007 How to . . .Layout a Letter

- Open a new document and make sure that the font and font size are set to the ones you want to use. Usually, 12 point is the most acceptable font size. The Font used will depend upon the purpose of the letter. The more formal the letter, the more formal font you should use.
- Type in your full address pressing Shift and the enter key at the end of each line. Press enter and enter the date. (Note. You may get a date prompt. If you do, Press the Esc key and it will disappear.)
- Press the enter key.
- Now enter the name and address of the person that you are writing to pressing the shift and the enter key at the end of each line so that it looks like the example in fig 1.

10 Downing St.
Westminster,
London
W13 13HQ

24th October 2004

Mr. George Bush,
The White House,
Washington
District of Columbia,
USA

Fig 1 (example only)

- Press the enter key twice and start Dear, You may get a prompt asking if you want help. Ignore it. Press the enter key.
- Now write your letter. Remember to use paragraphs to make the letter readable. (Press enter to start a new paragraph)
- When you have completed the text of your letter press enter.
- Finish the letter with the appropriate yours faithfully or yours sincerely and press enter several times and put your name.
- **THROUGHOUT DO NOT USE SPACES TO INDENT OR MOVE ANY TEXT.**

Fig 2 shows what your letter should look like so far.

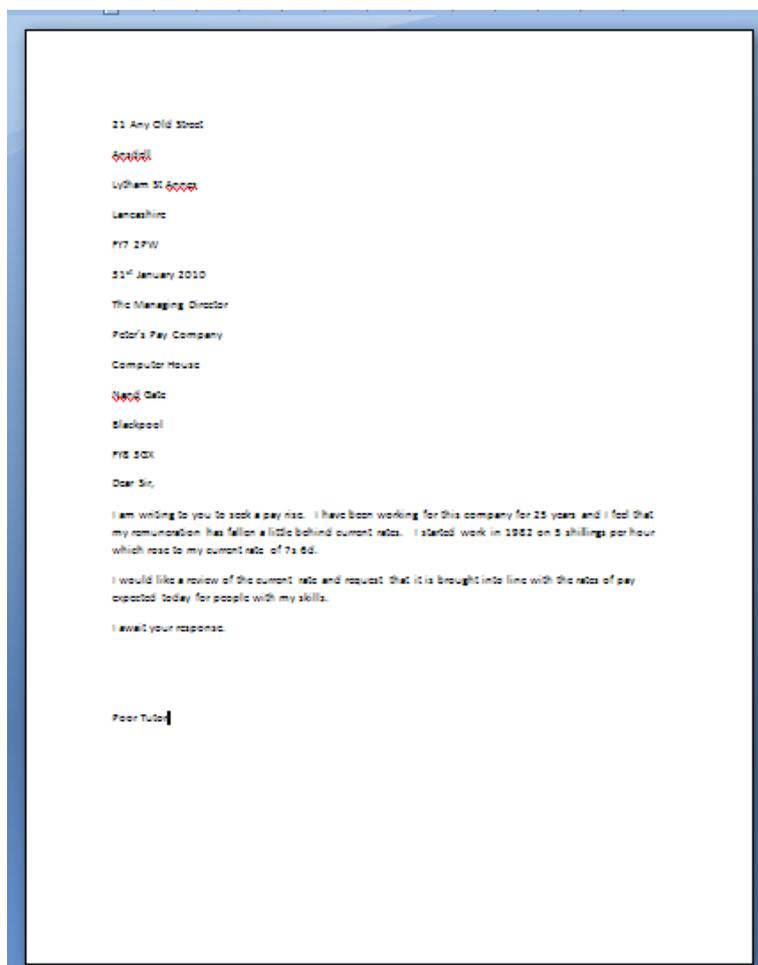
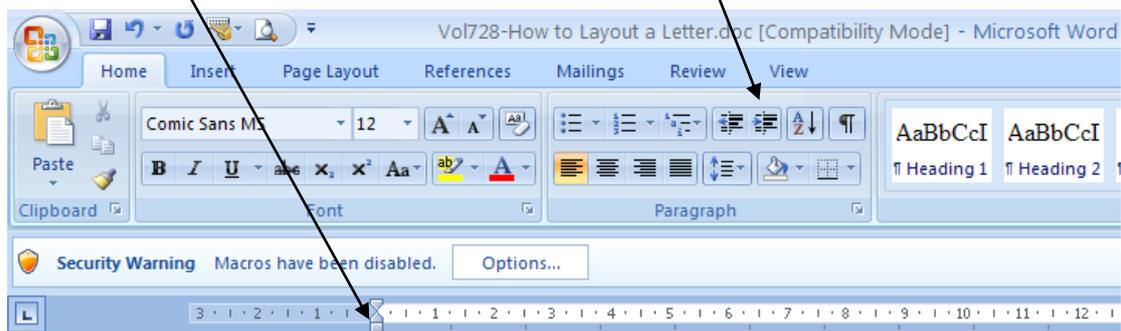


Fig 2

Next, select your address and the date in a similar manner to above.

Moving these to the right can be done in several ways.

1. By using the Tab key on the keyboard.
2. By using the left indent marker (use the little square)
3. By using the increase indent button



Finally, check that the letter look OK in print preview before printing. If the letter is in the top part of the page increase the top margin. Fig 5 shows this.

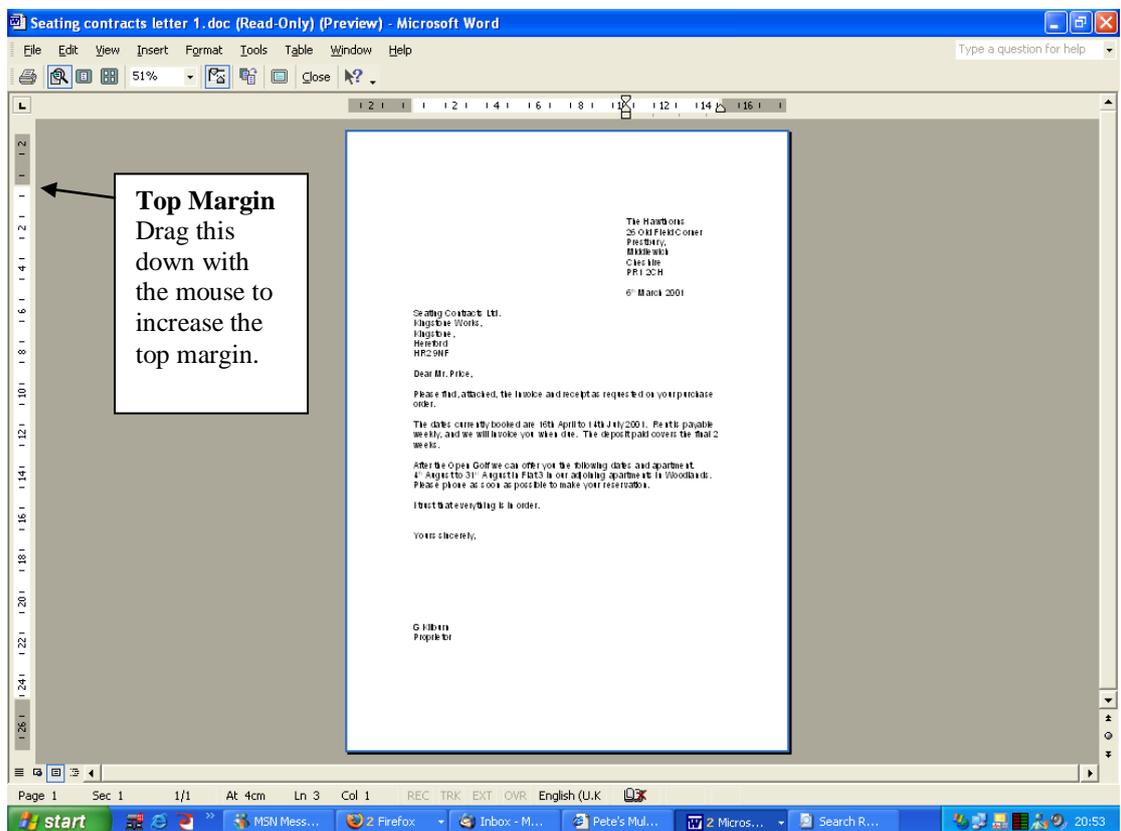


Fig 5

Printing the envelope

To print the envelope, select the name and address of the recipient by dragging the mouse across it. Then, from the mailings tab select envelopes.

Make sure the envelope tab is selected and click the OPTIONS button. Click the Envelope options tab and select the envelope size (DL is standard). You can also change the font size if you wish. Click the Printer Options tab to change the printer options.

Click OK to get back to the Envelopes and Labels window and click the Print button..... Good Luck!