**Microsoft Word 2007:
Level 1 of 3**

Lesson 2: Creating and Editing Business Letters

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Defining Typical Business Letter Styles

- **Block Style**

All elements aligned at left margin

February 10, 2007

Ms. Suzanne Frost
813 Sunnyside Avenue
Harbor Hills, CA 99999

Dear Ms. Frost:

Dr. Vijay Singh referred you to us for a consultation in the Electrophysiology Department at St. Mary's Hospital to discuss an ablation procedure. Catheter ablation is a non-surgical technique that destroys (ablates) parts of the abnormal electrical pathway that is causing your arrhythmia (abnormal heart rhythm).

I have enclosed information for your review regarding this procedure. After reading the booklets, please contact our office at your earliest convenience so we can discuss your options.

Sincerely,

Terrel Richardson
Medical Assistant
Electrophysiology Department

tr
Enclosures (2)
cc: Dr. Marjorie Wright

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Defining Typical Business Letter Styles

■ **Modified Block – Standard**

Date, Complimentary
Close, and
Signature Block
indented to center

February 10, 2007

Ms. Suzanne Frost
813 Sunnyside Avenue
Harbor Hills, CA 99999

Dear Ms. Frost:

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Terrel Richardson
Medical Assistant
Electrophysiology Department

tr
Enclosures (2)
cc: Dr. Marjorie Wright

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Defining Typical Business Letter Styles

▪ Modified Block – Indented

Same as Modified Block – Standard, but first lines of body paragraphs are indented

February 10, 2007

Ms. Suzanne Frost
813 Sunnyside Avenue
Harbor Hills, CA 99999

Dear Ms. Frost:

    Dr. Vijay Singh referred you to us for a consultation in the Electrophysiology Department at St. Mary's Hospital to discuss an ablation procedure. Catheter ablation is a non-surgical technique that destroys (ablates) parts of the abnormal electrical pathway that is causing your arrhythmia (abnormal heart rhythm).

    I have enclosed information for your review regarding this procedure. After reading the booklets, please contact our office at your earliest convenience so we can discuss your options.

    Sincerely,

    Terrel Richardson
    Medical Assistant
    Electrophysiology Department

tr
Enclosures (2)
cc: Dr. Marjorie Wright

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Inserting Text

Cursor

- ▲ Where you type to insert text

In this lesson, you will create a variety of business letters while learning proper business document formatting. You will also learn fundamental techniques of entering and editing text, copying and moving, and saving and printing documents. In addition, you will learn to use Word's automated tools for inserting frequently used predefined text.

Cursor

TIP ⚠ *You must position the insertion point at the desired location before inserting text.*

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Inserting Text

- ## AutoComplete
  - ▲ Word recognizes certain phrases (like dates or company names) and offers to complete them for you

February (Press ENTER to Insert)
Febr
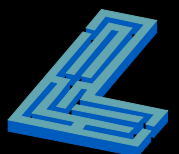
Inserting Text

- **Word Wrap**
  - ▲ When you reach the end of a line, Word automatically wraps the cursor to the next line

- **The ⌷Enter⌷ Key**
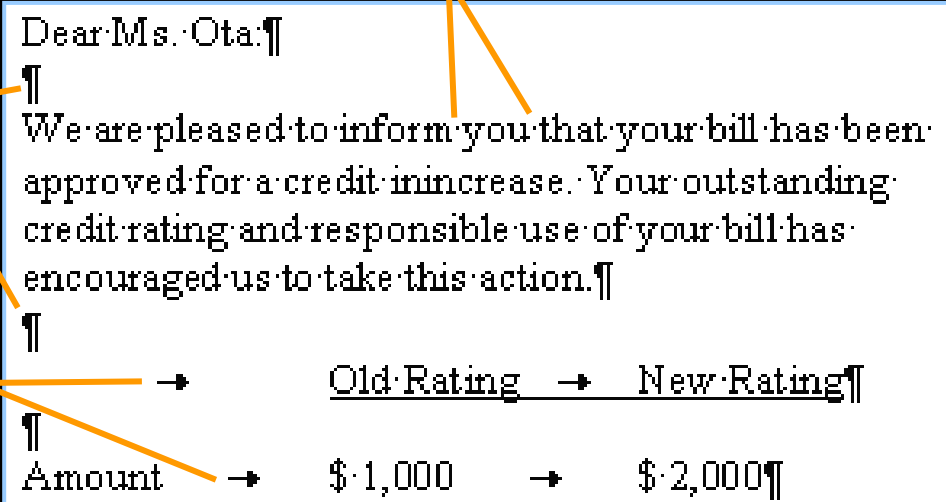 - ▲ Use the ⌷Enter⌷ key to end a paragraph or add lines between paragraphs

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Showing Formatting Marks

¶ Click the Show/Hide button

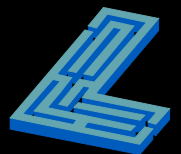Space characters

Paragraph marks

Tab characters

Dear Ms. Ota:¶
¶
We are pleased to inform you that your bill has been
approved for a credit in increase. Your outstanding
credit rating and responsible use of your bill has
encouraged us to take this action.¶
¶
→	Old Rating	→	New Rating¶
¶
Amount	→	$ 1,000	→	$ 2,000¶

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Introducing New Line Spacing

- **Word 2007 introduces a change in traditional line spacing**
  - ▲ New 1.15; Traditional 1.0
- **Extra 10pt space at end of paragraph**

1.0	
✓	1.15
	1.5
	2.0
	2.5
	3.0
Line Spacing Options...	
Add Space Before Paragraph	
Remove Space After Paragraph	
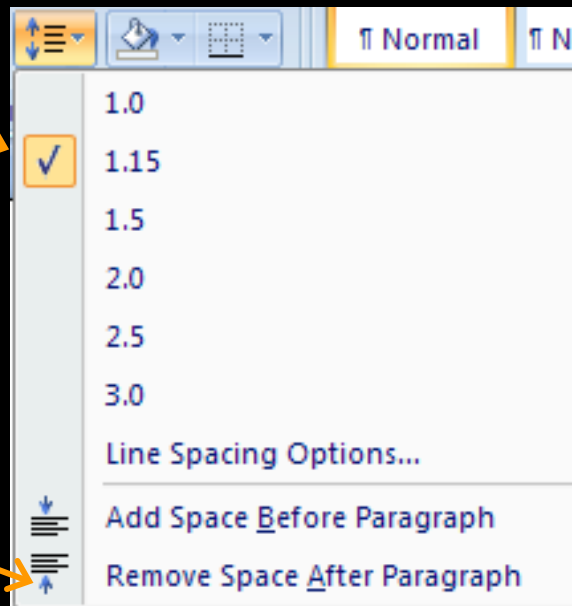
TIP ⚠ *Use the No Spacing style to achieve traditional spacing.*

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Working with Save Concepts

- **Save often to avoid losing data**

Choose a
storage location
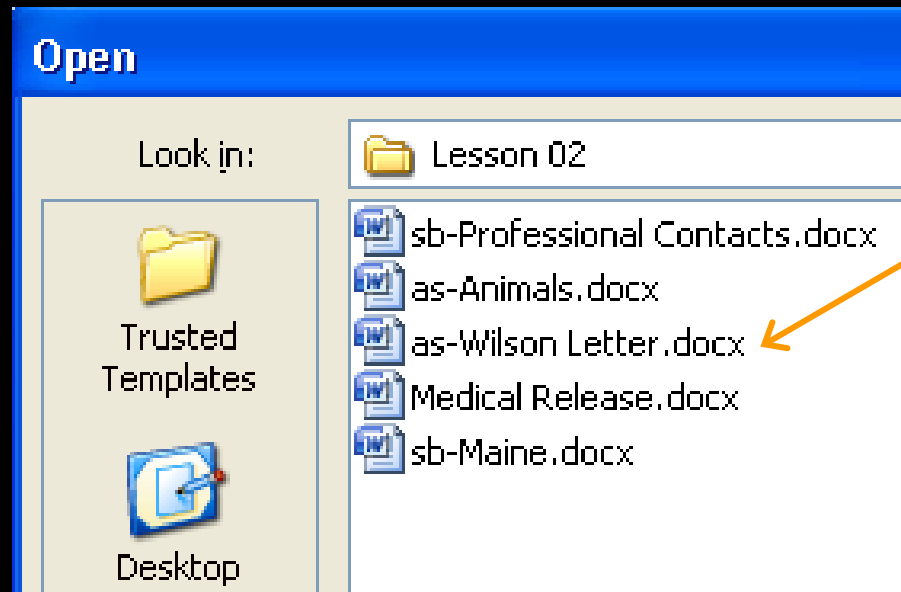
Navigate, delete, create new
folder, change the view

Save As

Save in: 📁 My Documents

Trusted
Templates

My Recent
Documents

Desktop
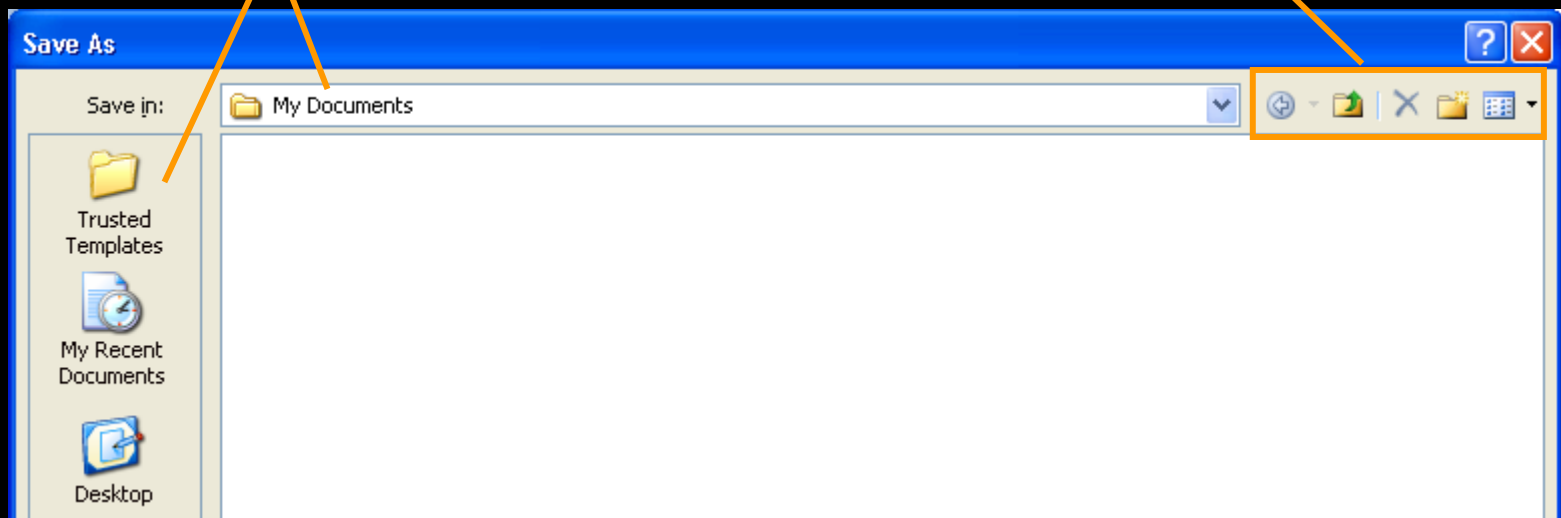
TIP ⚠️ *Save – Asks for a filename the* first *time.*
Save As – Asks for a filename every *time.*

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New File Format

- **New *.docx; Traditional *.doc**

TIP ⚠️ *Users of older versions can download compatibility pack from Microsoft website to work with files in *docx format.*
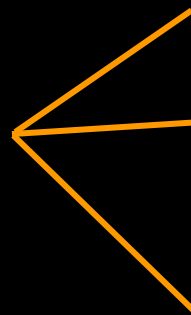
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Selecting Text

- **Use the mouse**
- **Use the keyboard**
- **Select noncontiguous regions**

TIP ⚠️ *Hold down the ⌐Ctrl⌐ key to select noncontiguous text.*

Ms. Suzanne Frost
813 Sunnyside Avenue
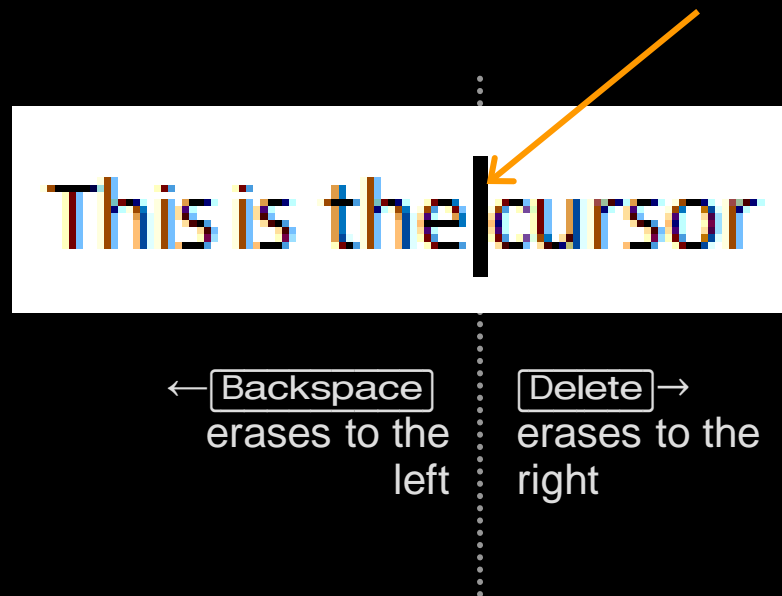Harbor Hills, CA 99999

Dear Ms. Frost:

Dr. Vijay Singh referred you to
Hospital to discuss an ablation

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Editing Text

- **Deleting and Backspacing**
  - ▲ Used to remove text from a document
  - ▲ [Delete] erases to the right
  - ▲ [Backspace] erases to the left

This is the|cursor

← [Backspace]
erases to the
left

[Delete] →
erases to the
right

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Editing Text

- **Undo**
  - ▲ Reverses last command
  - ▲ Can undo multiple actions

- **Redo**
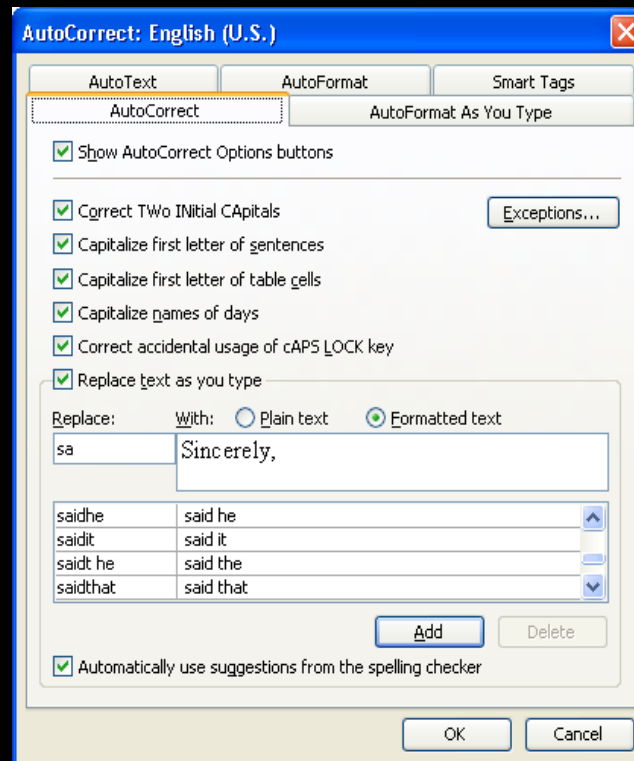 - ▲ Reverses Undo
  - ▲ Not available until Undo has been used

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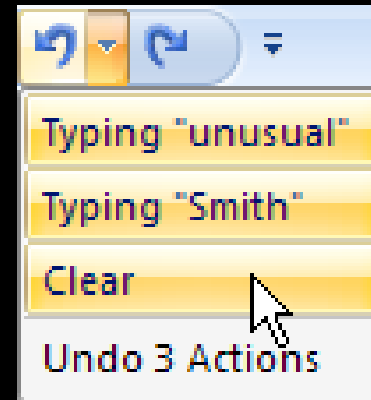
Working with AutoCorrect

- **Predefined text for automatically correcting spelling and capitalization errors**
- **Useful for replacing abbreviations with full phrases**

TIP ⚠️

*Word automatically corrects* teh *for the often misspelled word* the, *and* adn *for the word* and.

TIP ⚠️

You can set AutoCorrect to insert the phrase as soon as possible *whenever you type* asap.

Copying and Moving Text

- **Cut, Copy, and Paste**
- **Select text before cut/copy**
- **Move or copy text from one location to another**
  - ▲ In the same document
  - ▲ To different documents
  - ▲ To different applications

Cut

Copy

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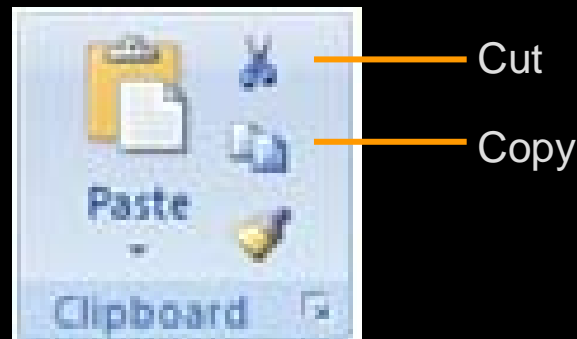
Working with Drag and Drop

- **Produces the same results as Cut, Copy, and Paste**
- **Most efficient for short distances**

press release **FlexMax**™

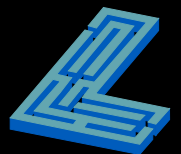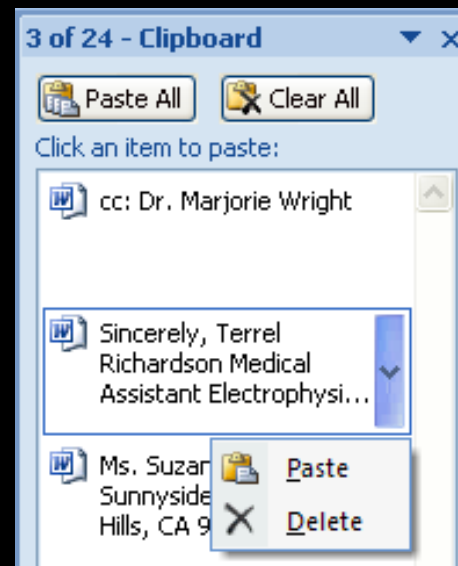This icon shows Ctrl dragging (creates a copy)

TIP ⚠️ *If both the original location and destination are visible in the current window, using drag and drop is the preferred method.*

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Using the Office Clipboard

- **Collect items from any Office application**

- **Place multiple items using Cut and Copy**
  - ▲ Holds 24 items
  - ▲ Paste in any order

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Switch Between Documents

- **When multiple documents are open**

Click taskbar icon to switch
to another document

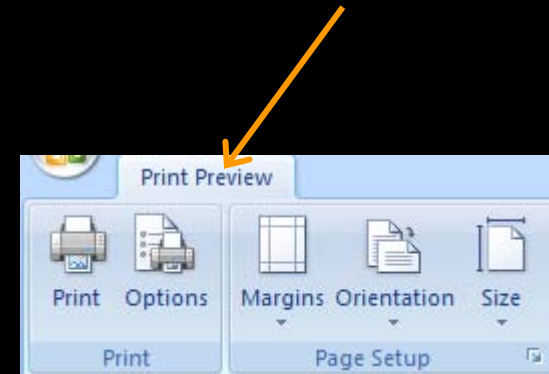Multiple documents may
gather under one icon

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Printing with Word
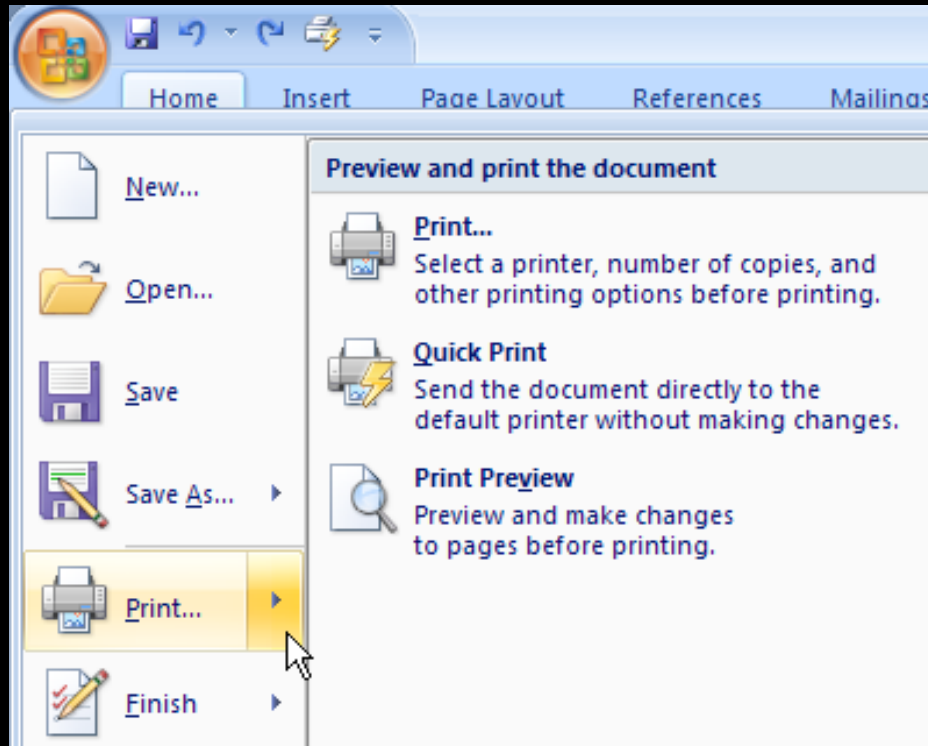
Print options in Office button menu

Print Preview window has its own Ribbon tab

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