

Intro To Computers

Word #19 –Thank You Letter

Objective: Format a modified block style letter.

1. In your *Intro to Computers* folder, create a folder titled *first_last_word_19*.
2. Open a NEW document in Word.
3. Insert a header. Make sure the header is in **12 point Times New Roman** and is in all caps. Left aligned in the header should be *WORD #19*. Right aligned in the header should be your *FIRST LAST* names. These should **not** be italicized.
4. Save the document in your *first_last_word_19* folder as *ThankYouLetter.docx*.
5. The page font should be 12 point Times New Roman.
6. The paragraph spacing on the document should be single with 0pt before and 0pt after.
7. The page margins should be 2" at the top and 1" for all others.
8. Type the thank you letter provided to you in the handout and format it in a modified block style.
9. The handout is missing the information regarding the sender. Type the address of the school as the sender's address (10860 S. Denker Ave., Los Angeles, CA 90047) and use today's date as the date of the letter. Don't forget to spell the date out with no abbreviations.
10. Type your full name (first name and last name) as the sender's name.
11. Carefully proofread the document for spelling, grammar, and accuracy.
12. Resave the document and exit out of Word.
13. Zip up your *first_last_word_19* folder. Turn in your *first_last_word_19.zip* file.