Word Processing Handout:
Parent Letter Project

1. Launch *Microsoft Word 2007*, open the LETTER.DOC template and briefly read its contents.

2. Right-click each of the spelling errors and choose the correct spelling of each word.

3. Highlight the text *parental participation is key to the success of your child* in the second paragraph. Click the COPY button . Although there is no visual indication, the text has been copied to the Clipboard.

4. Position the cursor near the bottom of the document after the text *busy schedules, but*. Click the PASTE button to insert the copied text from the Clipboard at the location of the cursor. Enter a period at the end of the sentence.

5. Now, double-click the word *participation* in the inserted sentence and then choose the REVIEW tab → THESAURUS. Select a synonym from the list. Right click on the word and click INSERT.

6. Position the cursor at the top of the document (two lines above *Dear Parent,*) and insert the date by selecting the INSERT tab → DATE AND TIME. Choose one of the options in the Available Formats list and click OK.

7. In the first paragraph of the body of the letter, highlight *Student Name* and enter a student's first and last name.

8. Near the bottom of the document, highlight the text *Teacher Name* and enter your name.

9. On the last line of the document, highlight the text *School Name* and enter the name of your school.

10. Return to the HOME tab. Click the SHOW/HIDE ¶ button in the PARAGRAPH category to display the non-printing characters. Position the cursor on one of the two empty lines between the second and third paragraphs of the body of the letter. Press the DELETE key to remove the extra line, then click the SHOW/HIDE ¶ button again to hide the non-printing characters.

11. Click the SELECT button in the Editing category and choose SELECT ALL to highlight the entire document. Select ARIAL from the Font drop-down list.

12. With the text still highlighted, click the JUSTIFY button to align the text evenly between the left and right margins.

13. This document may be printed on letterhead stationery, so the top margin should be increased. Choose the PAGE LAYOUT tab → MARGINS → CUSTOM MARGINS. Verify that the MARGINS tab is selected, then enter *2* in the Top box and click OK.

14. Select the OFFICE BUTTON→ SAVE AS. Enter a descriptive name for the file and click SAVE.

15. Choose the OFFICE BUTTON → CLOSE to close the document.