

Independent Project 1-4

In this project, you format a business letter for Emma Cavalli to send to clients whose current home listings are expiring. See *Appendix B* (online resource) for examples of business document formats and mixed and open punctuation.

Skills Covered in This Project

- Open and edit an existing document.
- Change line spacing.
- Change paragraph alignment and spacing.
- Change font and font size.
- Use Show/Hide.
- Format document as a block format business letter with mixed punctuation.
- Move text.
- Change font styles and effects.
- Use Smart Lookup.
- Add document properties.
- Use spelling and grammar checker.

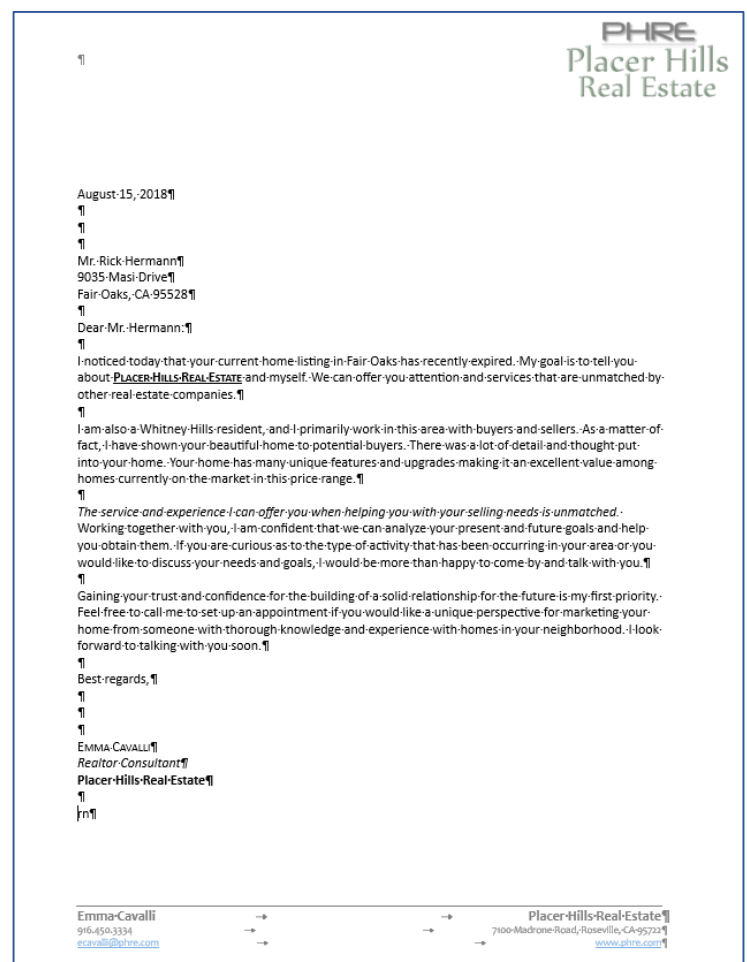
Step 1: Download start file

1. Open the **ExpiredLetter-01.docx** start file. If the document opens in *Protected View*, click the **Enable Editing** button so you can modify it.
2. The file will be renamed automatically to include your name. Change the *project file name* if directed to do so by your instructor, and **save** it.
3. Apply the following formatting changes to the entire document:
 - a. Select the entire document.
 - b. Change the *Before* and *After* paragraph spacing to **0 pt**.
 - c. Change the line spacing to **Single**.
 - d. Change the paragraph alignment to **Left**.
 - e. Change the font and font size to **Calibri** and **11 pt**.
4. Turn on **Show/Hide** and press **Enter** at the end of each paragraph to add a blank line after each paragraph (including the last paragraph).
5. Type and format the opening lines of the business letter.
 - a. Press **Ctrl+Home** to move your insertion point to the top of the document.
 - b. Type the current date (use August 15, 2018 format) and press **Enter** four times.
 - c. Type the following inside address and press **Enter** two times after the last line:
Mr. Rick Hermann
9035 Masi Drive
Fair Oaks, CA 95528
 - d. Type **Dear Mr. Hermann:** as the salutation and press **Enter** two times after the salutation. There should be one blank line between the salutation and the body of the letter.
 - e. Add **72 pt. Before** paragraph spacing to the date line.
6. Type the closing lines of the business letter.
 - a. Place your insertion point on the blank line below the last body paragraph and press **Enter**.
 - b. Type **Best regards,** and press **Enter** four times.
 - c. Type the following closing lines:
Emma Cavalli
Realtor Consultant
Placer Hills Real Estate
 - d. Press **Enter** two times after the company name and type your reference initials in lowercase letters.

7. Move a paragraph and sentence.
 - a. Move the third body paragraph so it appears before the second body paragraph. Make sure there is one blank line between each of the body paragraphs. If there is a blank space in front of the first word in the third paragraph, delete it.
 - b. In the new second body paragraph ("There was a lot of detail . . ."), move the last two sentences to the beginning of the paragraph. Make sure there is proper spacing between sentences.
8. Apply formatting to text in the business letter.
 - a. Select "**Placer Hills Real Estate**" in the first body paragraph and make the company name **Bold, Underline** (single line), and **Small caps**.
 - b. Select the first sentence in the third paragraph including the period ("The service and experience . . .") and apply **Italic** formatting.
 - c. Select the writer's name at the bottom and apply **Small caps** formatting.
 - d. Select the writer's title and apply **Italic** formatting.
 - e. Select the company name below the writer's title and apply **Bold** formatting.
9. Use *Smart Lookup* to research selected words. (**Office 2013 users: Disregard this step and move to step 10.**)
 - a. Select "**Placer Hills Real Estate**" in the first body paragraph.
 - b. Click the *Smart Lookup* button [Review tab, Insights group]. The *Smart Lookup* pane opens on the right.

IMPORTANT: If this is the first time you have opened *Smart Lookup*, you will get a *Privacy* notice. If you agree, click the **Got it** button and continue to next step. If you do not, skip the rest of this step and continue to step 10.

- c. Review the research results in the *Smart Lookup* pane.
 - d. Click the **X** in the upper right of the *Smart Lookup* pane to close the pane.
10. Add the following document properties:
 - a. *Title:* **Expired Letter**
 - b. *Company:* **Placer Hills Real Estate**
 - c. *Manager:* **Kelsey Kroll**
 - d. *Author:* **Emma Cavalli**
11. Spell and grammar check the entire document, make changes where necessary, and *ignore* proper nouns.
12. Save and close the document (Figure 1-90).
13. Upload and save your project file.
14. Submit project for grading.



1-90 Word 1-4 completed

Step 2
Upload &
Save

Step 3
Grade my
Project