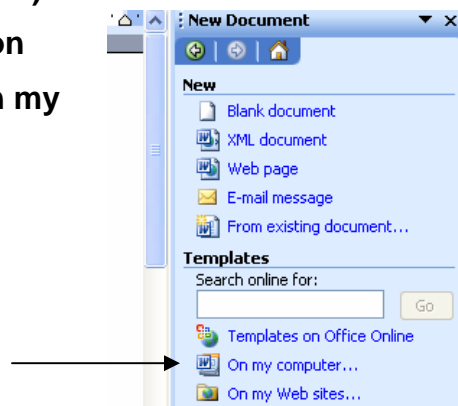
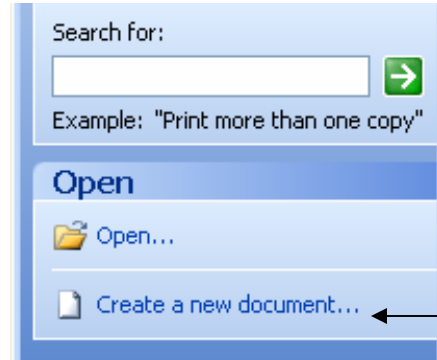


Business Letters: Using the Wizard Command

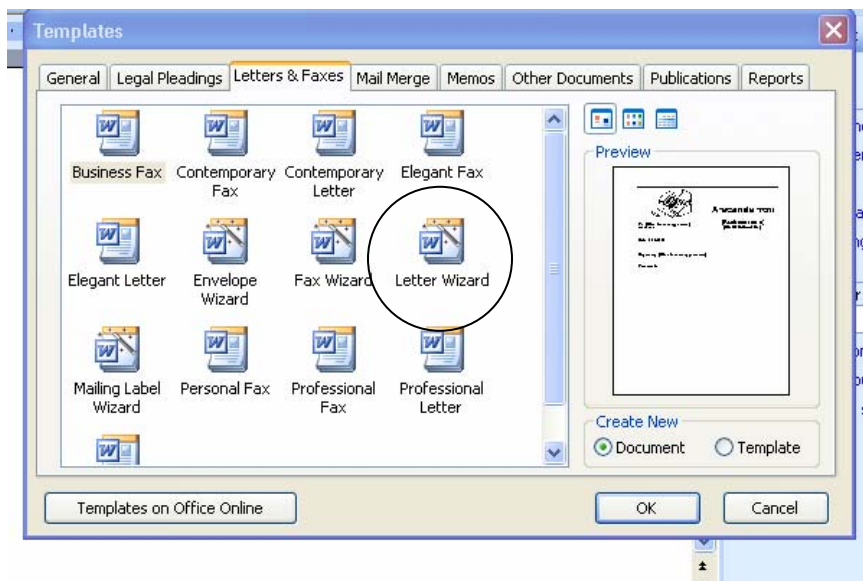
In this lesson, you will learn the use of one of the many Wizards Microsoft has to offer. You will write a business letter to *Computerland*, an electronics sales business. You bought a computer system there a month ago; now you discover that the speakers that came with the system are defective and the computer modem isn't working properly.

MS Word has a letter wizard that you will use to format this letter. So go ahead and open MS Word. On the right panel you will see **Office Online**. On the bottom, you will see the word **Open**. Right under it are two options: a yellow folder followed by *Open* and a white square followed by *Create a new document*. Select this by clicking.

New choices appear: **New (Blank Doc.XML.doc)** and **Templates (Search online) / Templates on Office Online** and **On my computer**. Click **On my Computer**.

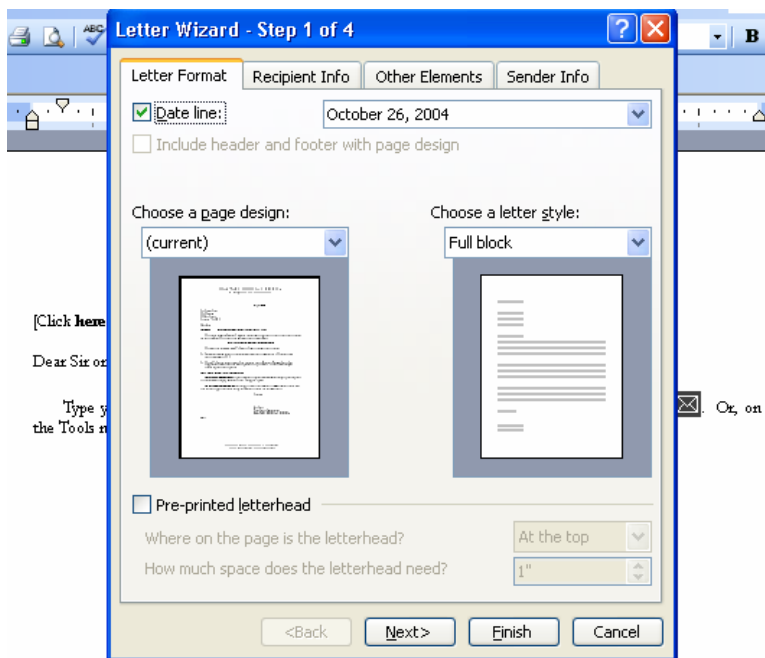


Look for the **Letter Wizard** and click.



A letter appears and a dialog box: *Welcome to the Letter Wizard*. You now have to choose whether to send 1 letter or send letters to a mailing list. Select the first circle (1 letter). And click OK.

A new dialog box appears: **Letter Wizard Step 1 of 4**.

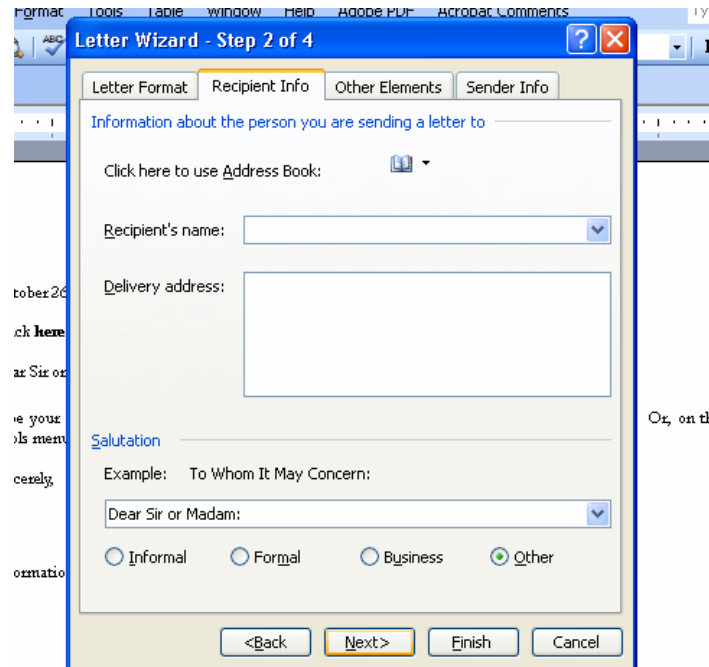


It has four tabs. The first one is **Letter Format**. It includes a checkbox for **dateline** and a drop down menu in which you can choose different date formats. (The default says *Current date*.)

You can choose a page design in the next drop down menu. Select *Contemporary*.

On the right side of the dialog box, you need to choose a letter style; select *Full block* in the drop down menu. Then click **Next**.

You're now in Step 2 of 4; this is about the recipient's information.



You can use your address book if it is set up or you can manually input the information. In the box for the recipient's name, write Mr. Sam Hackett. The delivery address is Computerland, 5454 San Marcos Ave., San Marcos, CA 92069.

The next part is the choice of a salutation. It should say *Dear Mr. Hackett* in the salutation box. Now select the circle *Business*. Click **Next**.

Step 3 of 4 has other elements that we won't use, so click **Next**.

This is step 4 of 4, the sender's information.

The screenshot shows the 'Letter Wizard - Step 4 of 4' dialog box. It has a menu bar with 'Format', 'Tools', 'Table', 'Window', and 'Help'. The dialog has four tabs: 'Letter Format', 'Recipient Info', 'Other Elements', and 'Sender Info'. The 'Sender Info' tab is selected. The main area is titled 'Information about the person sending a letter'. It contains a link 'Click here to use Address Book:' with a small icon. Below that are two text input fields: 'Sender's name:' and 'Return address:'. There is an 'Omit' checkbox next to the 'Return address' field. Below these are two sections: 'Closing' and 'Preview'. The 'Closing' section has a 'Complimentary closing:' dropdown menu set to 'Sincerely,', and three other dropdown menus for 'Job title:', 'Company:', and 'Writer/typist initials:'. There is also an 'Enclosures:' field with a small icon. The 'Preview' section shows a text area with 'Sincerely,'. At the bottom are four buttons: '<Back', 'Next>', 'Finish', and 'Cancel'.

Fill in your names as the sender's name and your address in the **Return address** box. Choose a *Closing* from the drop down menu and click **Finish**. In the letter, all the data you just inputted into the Letter Wizard appears. All you need to do is to write the body of the letter.

Here is your task: you will write a business letter to Mr. Sam Hackett at *Computerland*, an electronics sales business. You bought a computer system there a month ago; now you discover that the speakers that came with the system are defective, and the computer modem isn't working properly.

Look for the start of the body of the letter. It starts with "*Type your letter here...*" followed by a little envelope ☒. Double-clicking it takes you back into the Letter Wizard where you can make changes. For now, click to the left of the word "Type" and press Enter. That way, the default text will stay there for now. Use the Up arrow ↑ on your keyboard to go back up to the first line.

Now type your letter about the defective computer equipment. When you have finished, make sure to delete the lines that contain the little envelope. Before printing your letter, be sure to check **Print Preview** to see what your letter looks like. Save and print it.