

Welcome to  
**Computers for ESL Students,**  
2nd Edition: **Windows XP Version**



## Lesson 8: Writing Letters in Microsoft Word

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# Lesson Objectives

## ■ Computer Objectives:

- ▲ Use Microsoft Word
- ▲ Write personal and business letters
- ▲ Use the Word Ribbon
- ▲ Check spelling

## ■ Language Objectives:

- ▲ Describe personal and business letters
- ▲ Describe letter writing
- ▲ Talk about writing letters

## Concept 8.1

# Microsoft Word

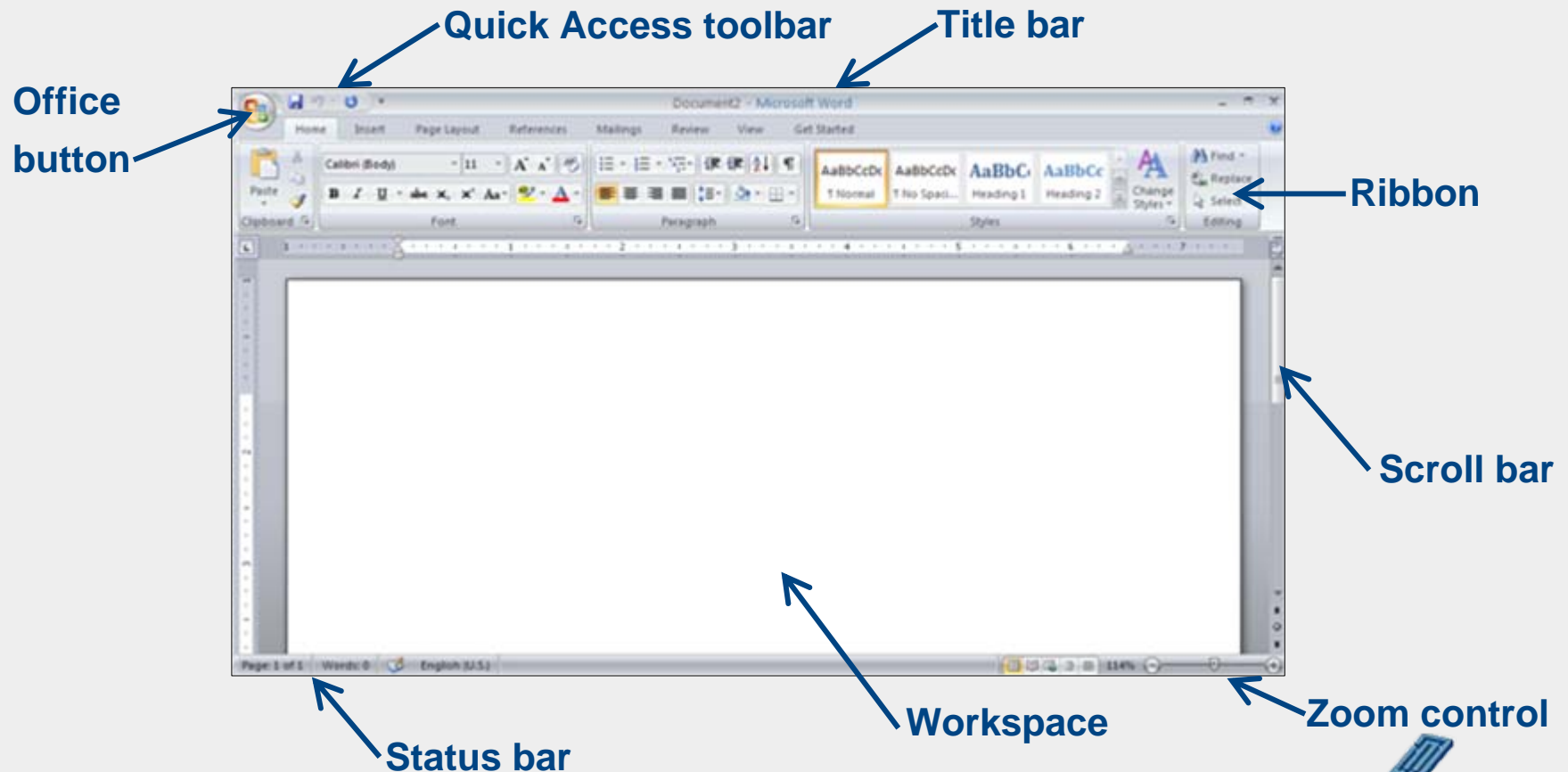
- Word is the most frequently used word processing program in the world
- Word does much more than WordPad does
- This is how you start Word:
  - ▲ Start → All Programs → Microsoft Office → Microsoft Word



## Concept 8.1

# Microsoft Word

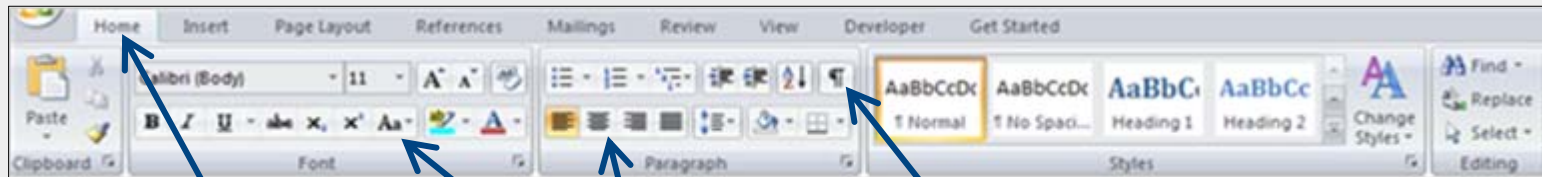
## ■ The Word window



## Concept 8.1

# Microsoft Word

## ■ The Ribbon



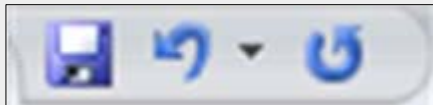
Tab

Groups

Button

## ■ The Quick Access toolbar

- ▲ Appears on the title bar at the top of the Word window
- ▲ Customize it to include the buttons you use most often



## Concept 8.3

# Typing a Personal Letter

- A personal letter goes to a friend or a relative
- ▲ Not used for business

Melissa Jackson  
1223 Appian Way  
El Sobrante, CA 94803

October 23, 2009

Dear Jake,

I would like to congratulate you on your new job at the university. You have worked very hard to get this position. I am confident that you will do your very best and have a great deal of success.

I hope that you enjoy your new job and that your supervisor recognizes your talents and rewards you for your excellent work.

Sincerely,

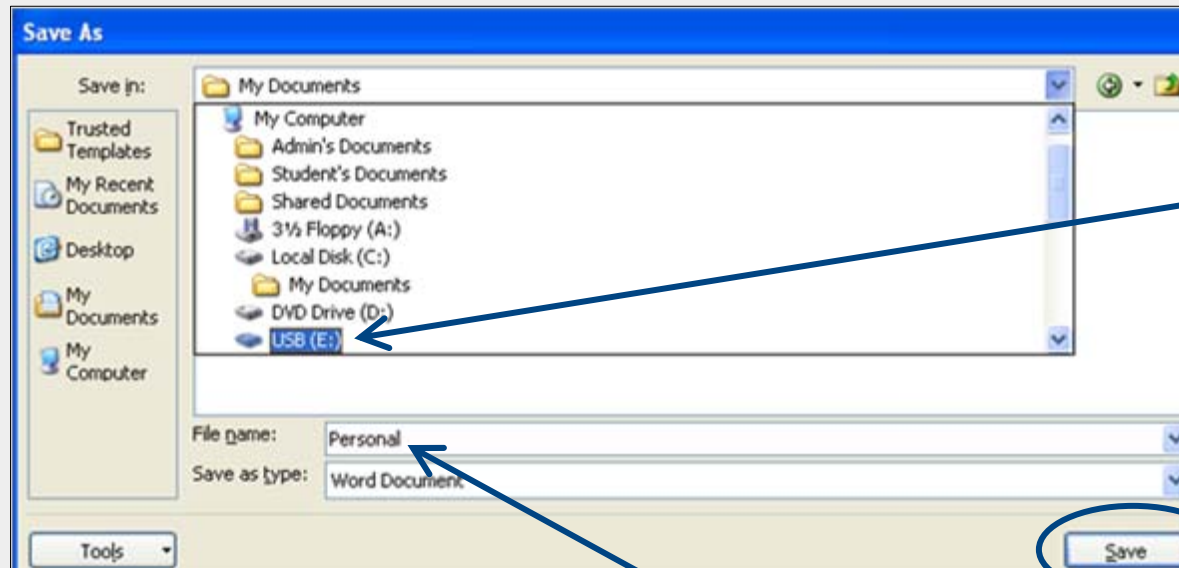
*Melissa*

Melissa

## Concept 8.3

# Typing a Personal Letter

- Remember to use Save As to save your letters



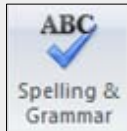
Choose a place to save your file to

Filename

## Concept 8.4

# Checking Your Spelling

- Word can check your spelling and your grammar
- Click the Spelling and Grammar button on the Review tab of the Ribbon





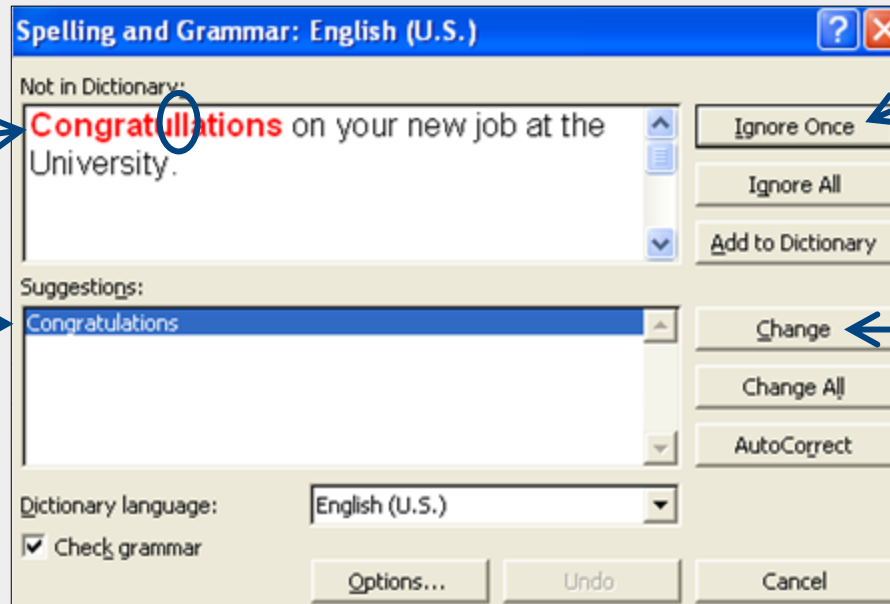
## Concept 8.4

# Checking Your Spelling

- After you click the Spelling and Grammar button, a dialog box opens

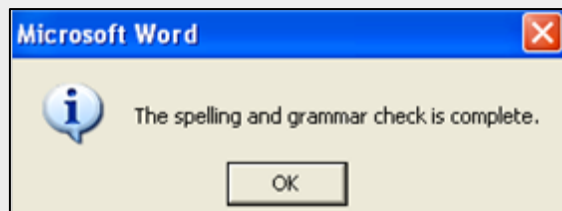
Words not spelled correctly appear in red

Word gives suggestions the correct word



Click here if the word is spelled correctly

Click here to use the suggested word

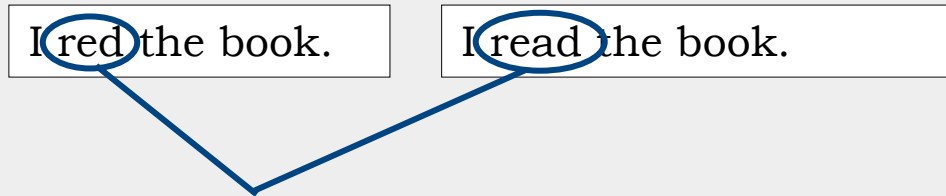


Click OK when the spell check is complete

## Concept 8.4

# Checking Your Spelling

- Be careful! The spell check feature is not always correct!



**Both of these are real words, but  
only one sentence is correct**

..... **So, use your dictionary, too**

## Concept 8.5

# Typing a Business Letter

- A business letter goes to a business person, not to a friend or a relative
- Business letters are often printed on special paper called letterhead



Example of  
letterhead

## Concept 8.5

# Typing a Business letter

November 21, 2006

Ms. Juanita Thompson  
Customer Service Representative  
Urbana Software  
810 Ivanhoe Way  
Urbana, IL 61801

Dear Ms. Thompson:

I would like to thank you for your excellent customer service. You were patient and very helpful.

I have already used your software in my business. It has saved me time and money.

Please send me a list of the other software that you sell.

Sincerely,


Denise Smith  
Small Business Owner

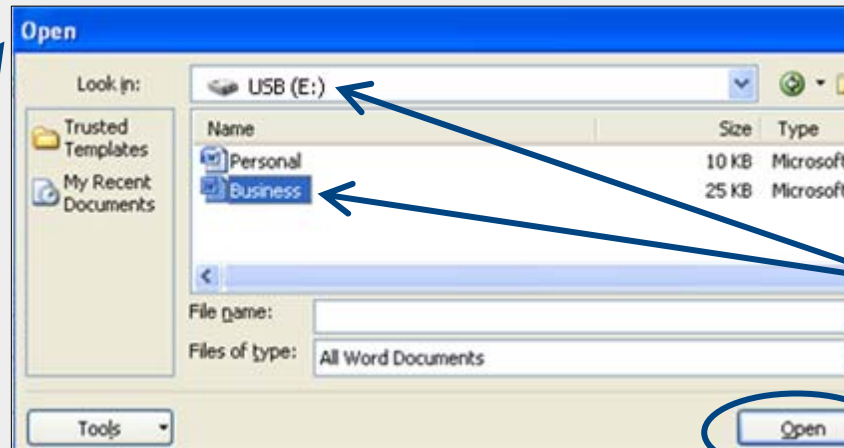
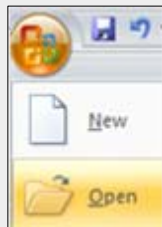
**How is this business letter similar to and different from a personal letter?**

## Concept 8.6

# Opening a Saved File

■ Open a file you saved earlier to use it again

▲ Office  button → Open



Find the place where you saved your file

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