

# Microsoft Office 2007: Essentials, Revised Edition



## Lesson 7: Creating and Editing Business Letters

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# Defining Typical Business Letter Styles

## ▪ Block Style

All elements aligned  
at left margin

February 10, 2007

Ms. Suzanne Frost  
813 Sunnyside Avenue  
Harbor Hills, CA 99999

Dear Ms. Frost:

Dr. Vijay Singh referred you to us for a consultation in the Electrophysiology Department at St. Mary's Hospital to discuss an ablation procedure. Catheter ablation is a non-surgical technique that destroys (ablates) parts of the abnormal electrical pathway that is causing your arrhythmia (abnormal heart rhythm).

I have enclosed information for your review regarding this procedure. After reading the booklets, please contact our office at your earliest convenience so we can discuss your options.

Sincerely,

Terrel Richardson  
Medical Assistant  
Electrophysiology Department

tr  
Enclosures (2)  
cc: Dr. Marjorie Wright



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# Defining Typical Business Letter Styles

## ■ Modified Block – Standard

Date, Complimentary  
Close, and  
Signature Block  
indented to center

February 10, 2007

Ms. Suzanne Frost  
813 Sunnyside Avenue  
Harbor Hills, CA 99999

Dear Ms. Frost:

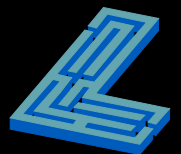
Dr. Vijay Singh referred you to us for a consultation in the Electrophysiology Department at St. Mary's Hospital to discuss an ablation procedure. Catheter ablation is a non-surgical technique that destroys (ablates) parts of the abnormal electrical pathway that is causing your arrhythmia (abnormal heart rhythm).

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Sincerely,

Terrel Richardson  
Medical Assistant  
Electrophysiology Department

tr  
Enclosures (2)  
cc: Dr. Marjorie Wright



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# Defining Typical Business Letter Styles

## ■ Modified Block – Indented

Same as Modified Block – Standard, but first lines of body paragraphs are indented

February 10, 2007

Ms. Suzanne Frost  
813 Sunnyside Avenue  
Harbor Hills, CA 99999

Dear Ms. Frost:

Dr. Vijay Singh referred you to us for a consultation in the Electrophysiology Department at St. Mary's Hospital to discuss an ablation procedure. Catheter ablation is a non-surgical technique that destroys (ablates) parts of the abnormal electrical pathway that is causing your arrhythmia (abnormal heart rhythm).

I have enclosed information for your review regarding this procedure. After reading the booklets, please contact our office at your earliest convenience so we can discuss your options.

Sincerely,

Terrel Richardson  
Medical Assistant  
Electrophysiology Department

tr  
Enclosures (2)  
cc: Dr. Marjorie Wright



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# Inserting Text

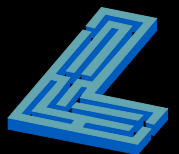
- **Cursor**

- ▲ Where you type to insert text

Cursor

In this lesson, you will create a variety of business letters while learning proper business document formatting. You will also learn fundamental techniques of entering and editing text, copying and moving, and saving and printing documents. In addition, you will learn to use Word's automated tools for inserting frequently used predefined text.

**TIP**  *You must position the insertion point at the desired location before inserting text.*



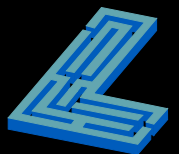
# Inserting Text

- **AutoComplete**

- ▲ Word recognizes certain phrases (like dates or company names) and offers to complete them for you

February (Press ENTER to Insert)

Febr



# Inserting Text

- **Word Wrap**

- ▲ When you reach the end of a line, Word automatically wraps the cursor to the next line

- **The Enter Key**

- ▲ Use the Enter key to end a paragraph or add lines between paragraphs



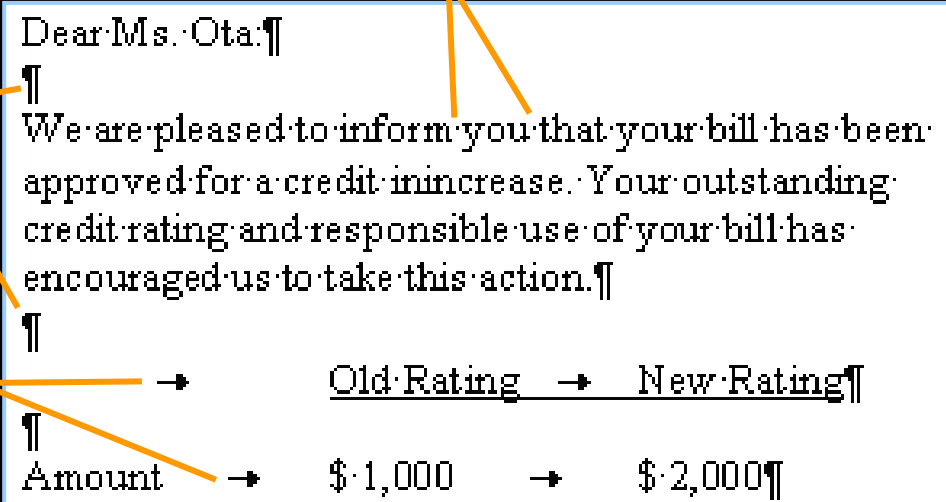
# Showing Formatting Marks

 Click the Show/Hide button

Space characters

Paragraph marks

Tab characters

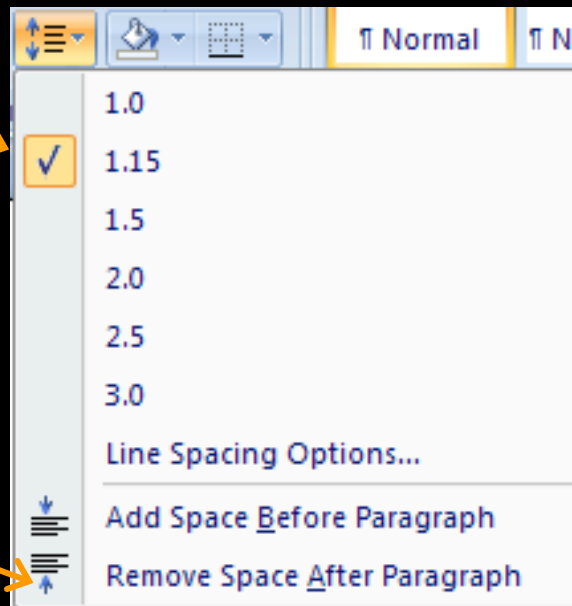



```
Dear Ms. Ota:¶
¶
We are pleased to inform you that your bill has been
approved for a credit increase. Your outstanding
credit rating and responsible use of your bill has
encouraged us to take this action.¶
¶
      Old Rating → New Rating¶
Amount → $1,000 → $2,000¶
```



# Introducing New Line Spacing

- Word 2007 introduces a change in traditional line spacing
  - ▲ New 1.15; Traditional 1.0
- Extra 10pt space at end of paragraph



**TIP**  Use the No Spacing style to achieve traditional spacing.

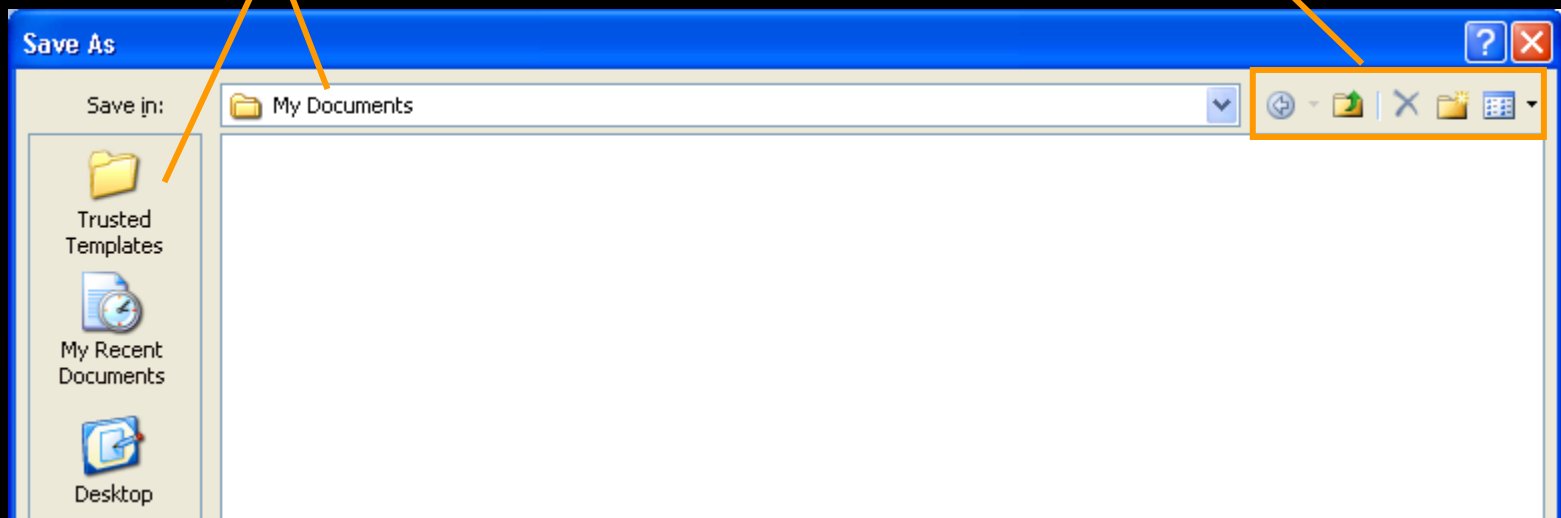



# Working with Save Concepts

- Save often to avoid losing data

Choose a storage location

Navigate, delete, create new folder, change the view

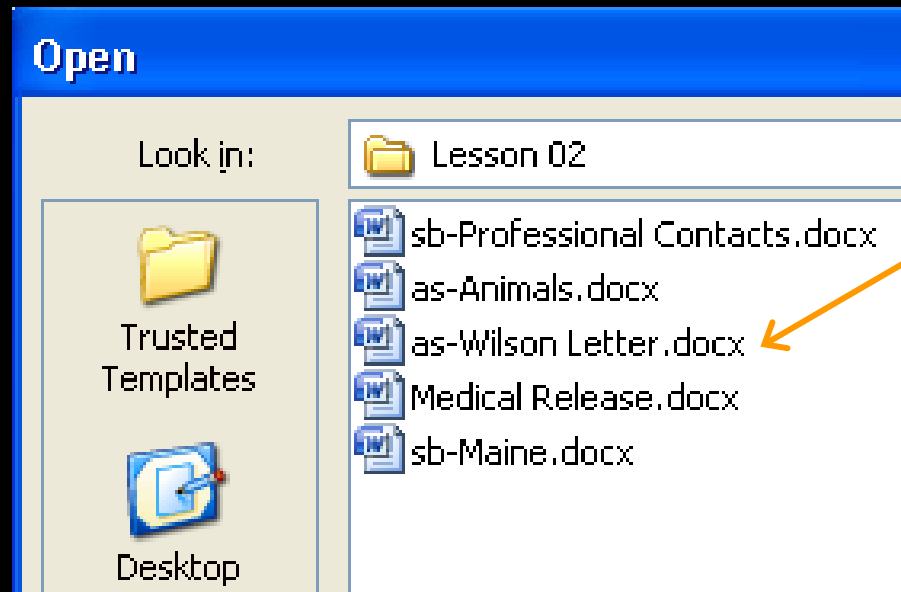


**TIP**  *Save – Asks for a filename the first time.  
Save As – Asks for a filename every time.*



# New File Format

- New \*.docx; Traditional \*.doc



*Users of older versions can download compatibility pack from Microsoft website to work with files in \*.docx format.*



# Selecting Text

- Use the mouse
- Use the keyboard
- Select noncontiguous regions

TIP



Hold down the **Ctrl** key to select noncontiguous text.

Ms. Suzanne Frost  
813 Sunnyside Avenue  
Harbor Hills, CA 99999

Dear Ms. Frost:

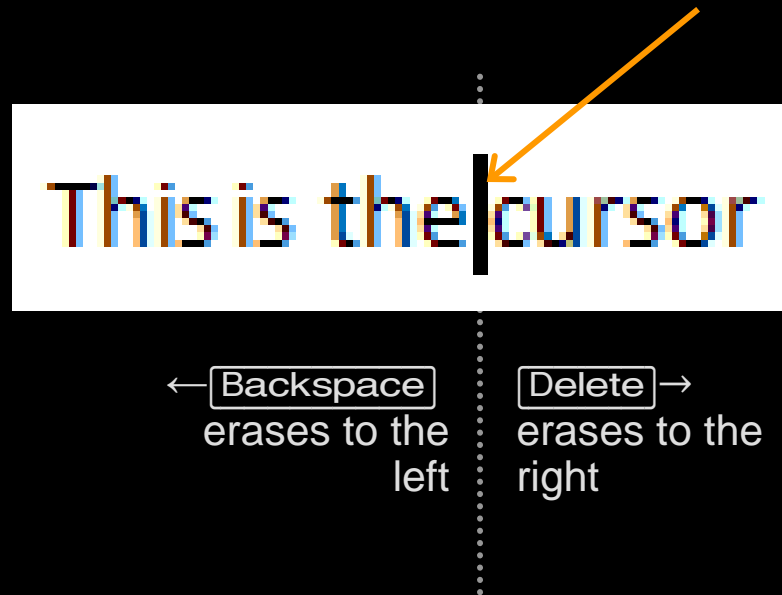
Dr. Vijay Singh referred you to  
Hospital to discuss an ablation



# Editing Text

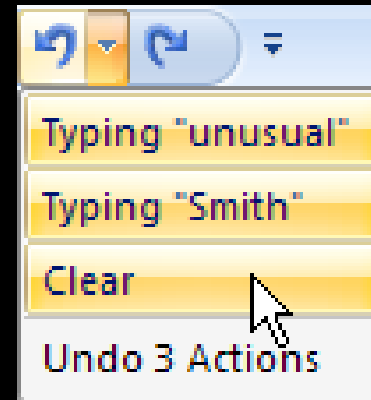
## ■ Deleting and Backspacing

- ▲ Used to remove text from a document
- ▲ `Delete` erases to the right
- ▲ `Backspace` erases to the left



# Editing Text

- **Undo**
  - ▲ Reverses last command
  - ▲ Can undo multiple actions
- **Redo**
  - ▲ Reverses Undo
  - ▲ Not available until Undo has been used

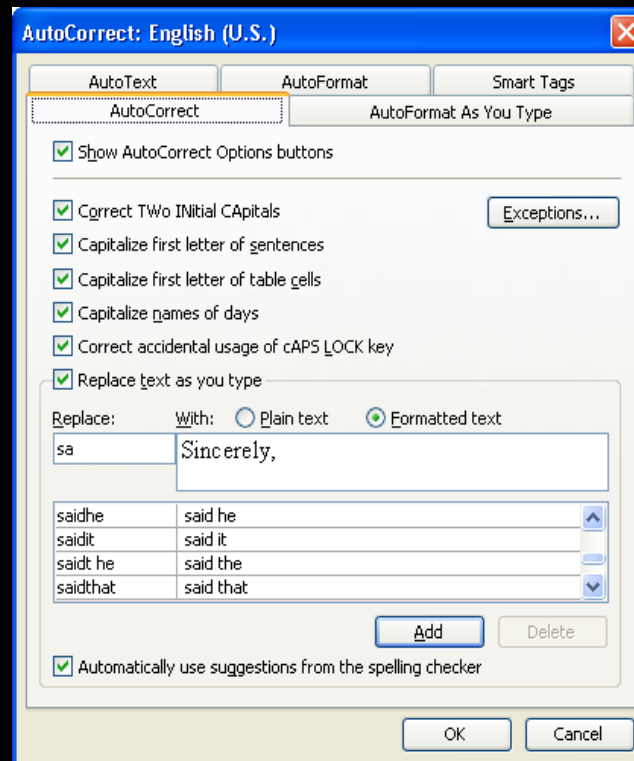


# Working with AutoCorrect

- Predefined text for automatically correcting spelling and capitalization errors
- Useful for replacing abbreviations with full phrases



Word automatically corrects **teh** for the often misspelled word **the**, and **adn** for the word **and**.

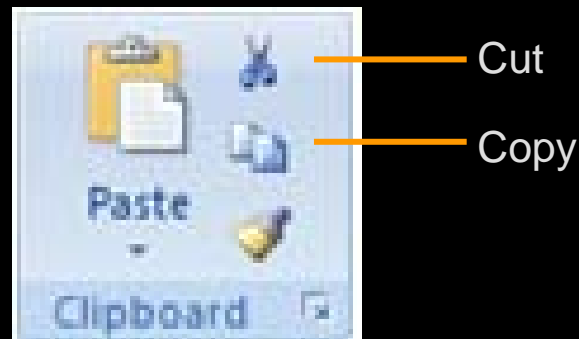


You can set AutoCorrect to insert the phrase **as soon as possible** whenever you type **asap**.



# Copying and Moving Text

- **Cut, Copy, and Paste**
- **Select text before cut/copy**
- **Move or copy text from one location to another**
  - ▲ In the same document
  - ▲ To different documents
  - ▲ To different applications





# Working with Drag and Drop

- Produces the same results as Cut, Copy, and Paste
- Most efficient for short distances



This icon shows **Ctrl** dragging (creates a copy)

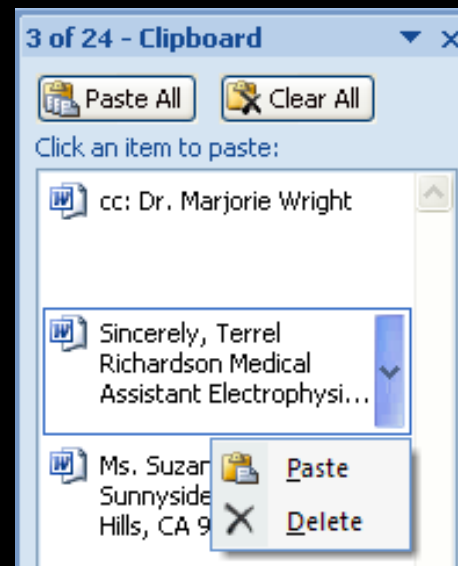


**TIP** *If both the original location and destination are visible in the current window, using drag and drop is the preferred method.*



# Using the Office Clipboard

- Collect items from any Office application
- Place multiple items using **Cut and Copy**
  - ▲ Holds 24 items
  - ▲ Paste in any order



# Switch Between Documents

- When multiple documents are open



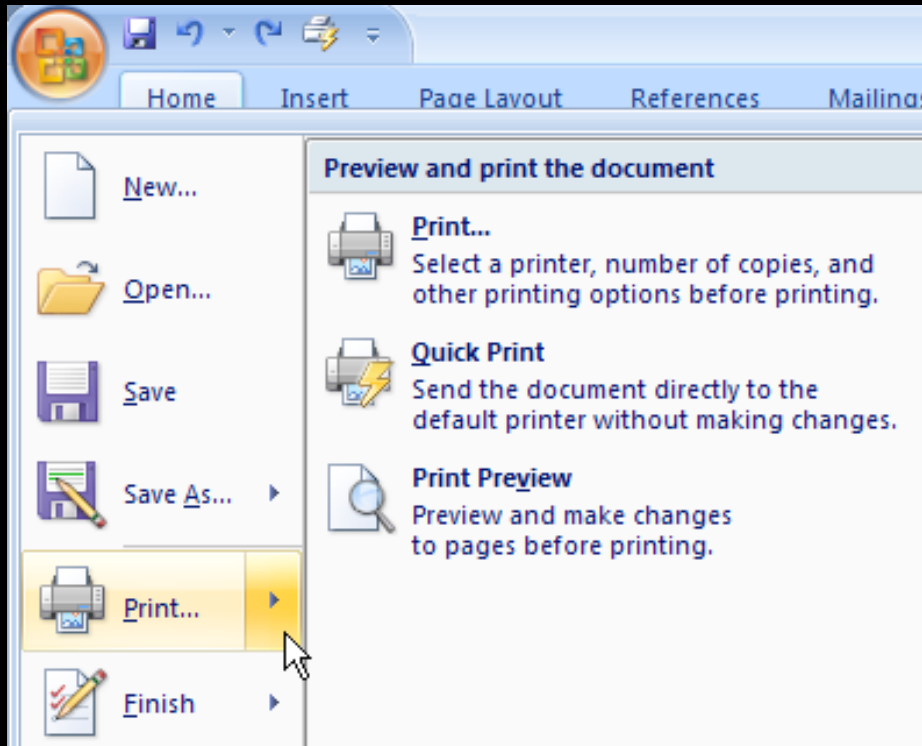
Click taskbar icon to switch to another document



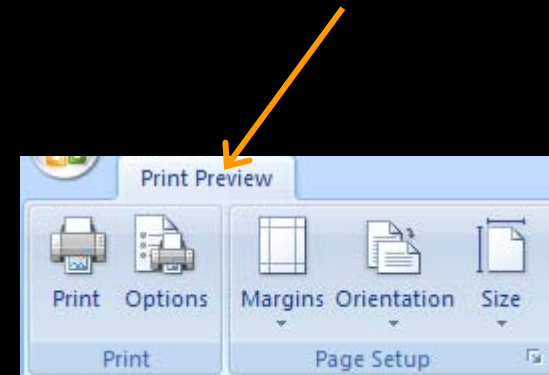
Multiple documents may gather under one icon



# Printing with Word



Print options in Office button menu



Print Preview window has its own Ribbon tab



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