

BOOST YOUR SKILLS

in Computer Basics for ESL Learners



Chapter 9: Writing Letters in Word



LABYRINTH
LEARNING™

Learning Objectives

■ Computer Objectives

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

■ Language Objectives

- ▲ Use vocabulary words to describe personal and business letters
- ▲ Use computer verbs to describe letter writing
- ▲ Use computer language to talk about writing letters

Picture Dictionary – Nouns

| Term | Definition |
|--------------------------------------|---|
| File tab | This tab is different from the other Ribbon tabs; click it to open the File menu that lets you open, save, and print documents, and do other things |
| Tab | A small rectangle on the Word Ribbon that you click to see different groups of buttons |
| Group | A set of related buttons that are together in a section under a tab |
| Word Ribbon | Made of tabs and buttons grouped together |
| Quick Access toolbar | The bar that is usually above (but can be below) the Word Ribbon and on the left side; it has buttons that you use often |
| Spelling & Grammar button | A tool that checks your spelling and grammar in a document. You can find it on the Review tab. |
| ScreenTip | A little box that appears when you put your mouse pointer on a button (without clicking) on the Ribbon; it gives you information about the button |

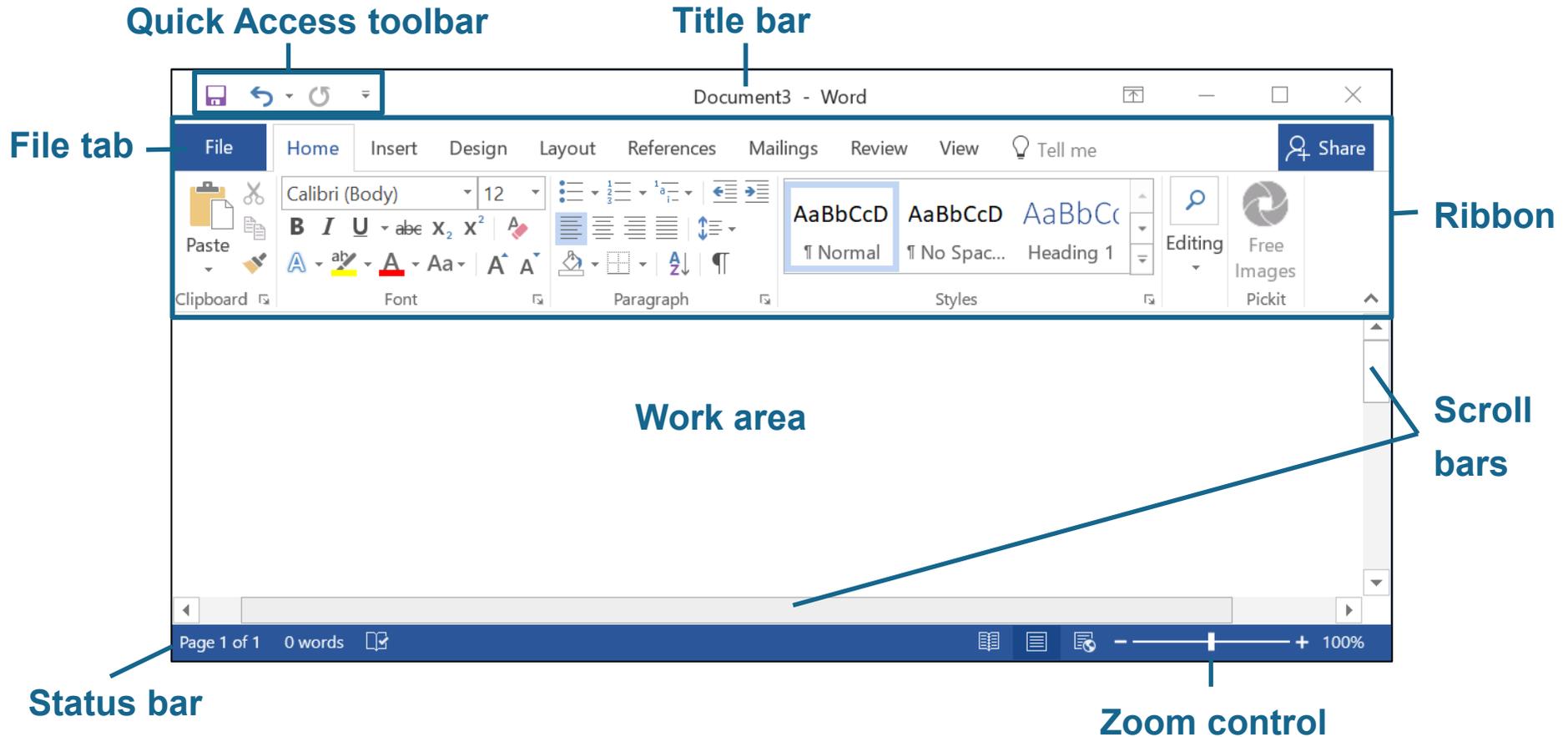
Picture Dictionary – Nouns (cont.)

| Term | Definition |
|--|--|
| Greeting | The opening words for a personal letter |
| Line and Paragraph Spacing button | A button in the Paragraph group of the Home tab on the Ribbon that is used to change the space between lines of text |
| Salutation | The opening words of a business letter |
| Closing | The last words before you sign a personal letter |
| Complimentary close | The last words before you sign a business letter |

Computer Verbs

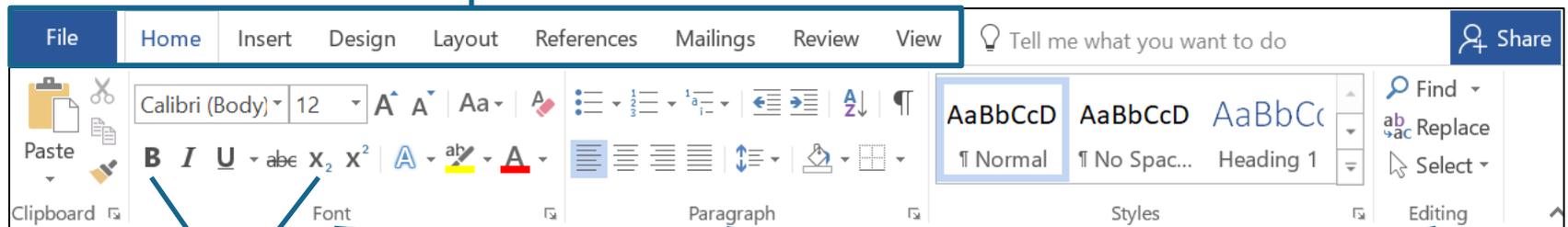
| Verb | Meaning |
|--------------------------|---|
| Open (a document) | To put a saved document on the screen |
| Ignore | To pay no attention to something |
| Insert | To put in between two words or objects |
| Format | To make design choices about the way your document looks |
| Check spelling | To check typed documents to find incorrect spelling and grammar |
| Zoom | To change the size of the information you see on your screen |

The Word Window



The Word Window (cont.)

Ribbon tabs

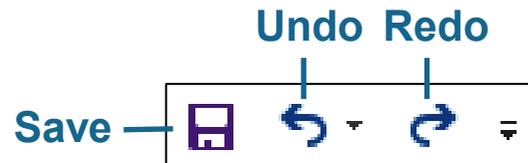


Buttons

Groups

Quick Access Toolbar

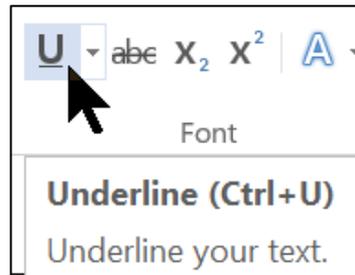
- The Quick Access toolbar appears on the title bar at the top of the Word window.
- Customize it to include the buttons you use most often.



ScreenTips

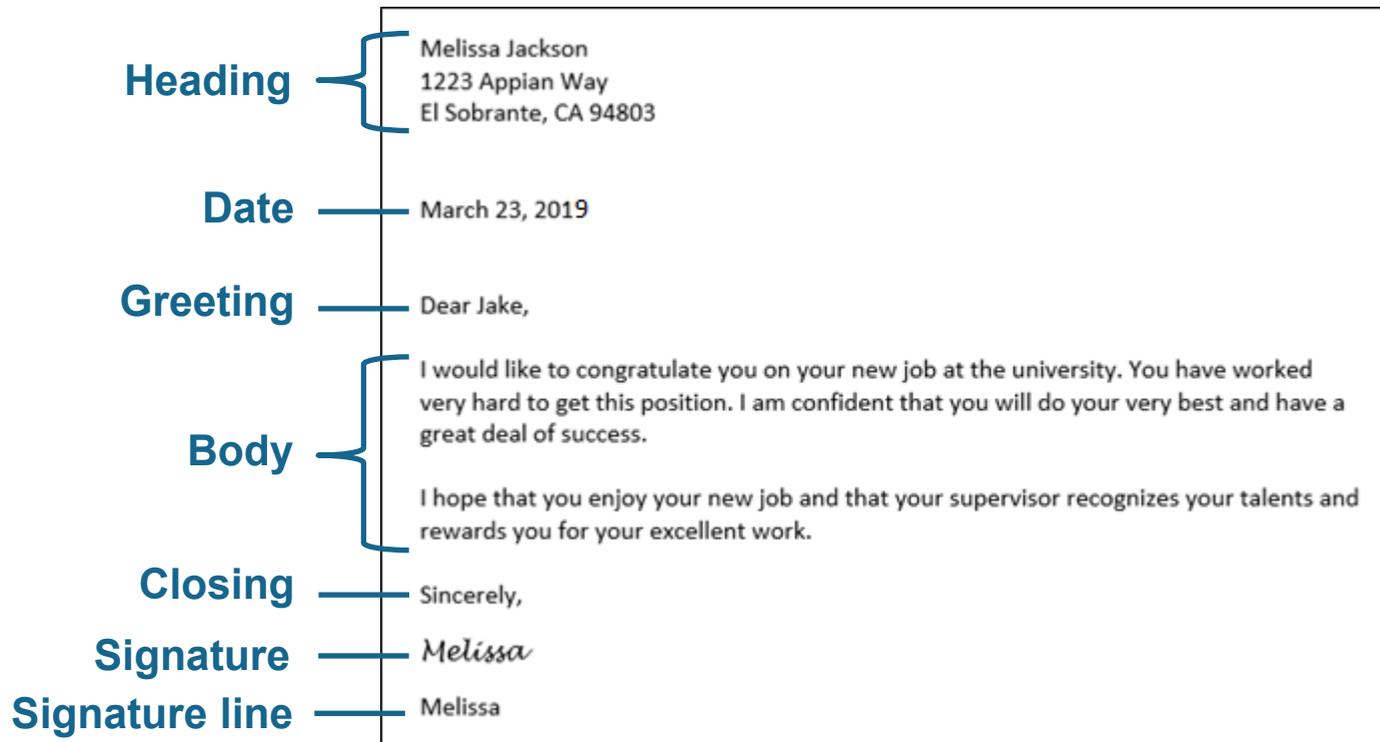
■ ScreenTips

- ▲ These are little boxes that appear when you place your mouse pointer over each button (but do not click).
- ▲ They describe what happens when you click on the button.



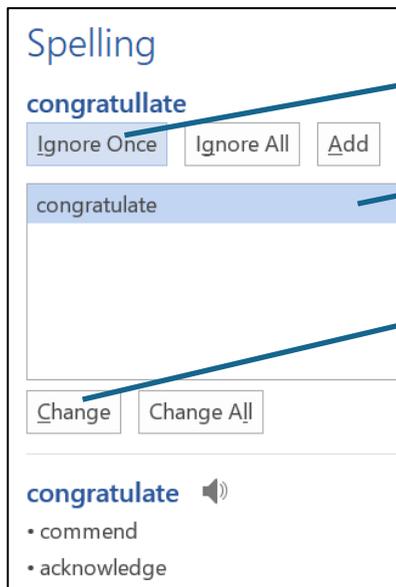
Typing a Personal Letter

- A personal letter goes to a friend or relative.
 - ▲ It is not used for business.



Checking Your Spelling and Grammar

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



Click here if the word is spelled correctly.

Word offers suggestions for the correct word.

Click here to use the suggested word.

The Spelling Checker Is Not Always Correct

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

I red the book.

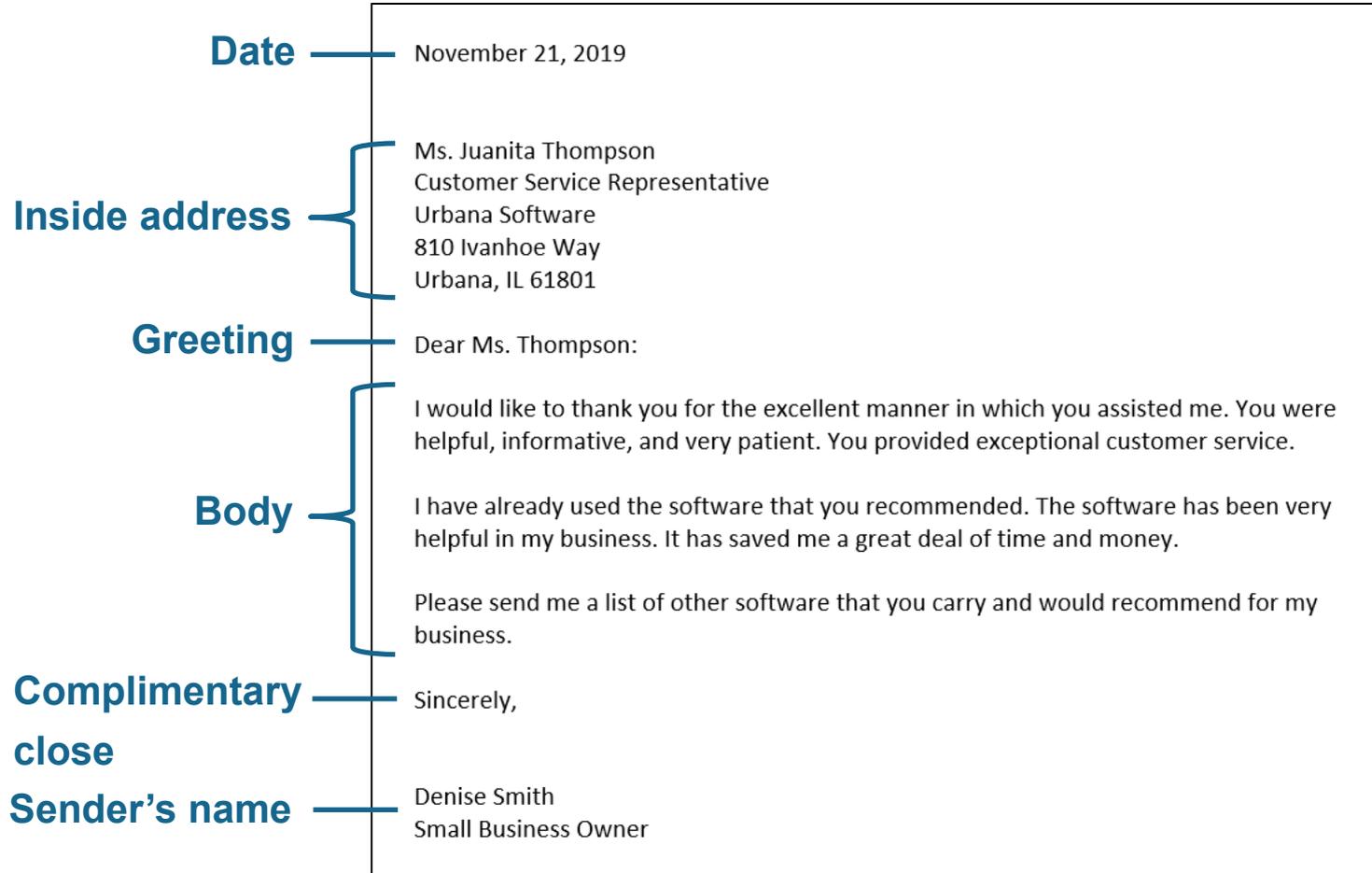
I read the book.

**Both of these are real words that
are spelled correctly, but only
one sentence is correct.
Which one?**

Typing a Business Letter

- This type of letter is used to send a letter to a business person, not to a friend or relative.
- It is often printed on special paper called letterhead.

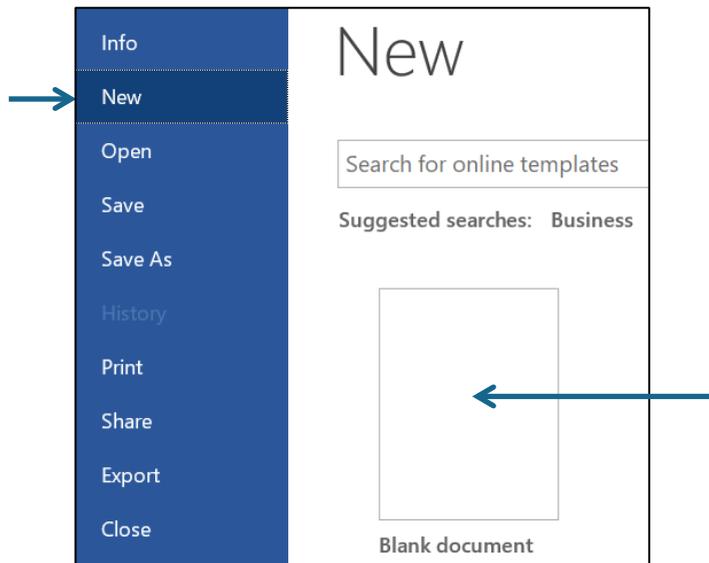
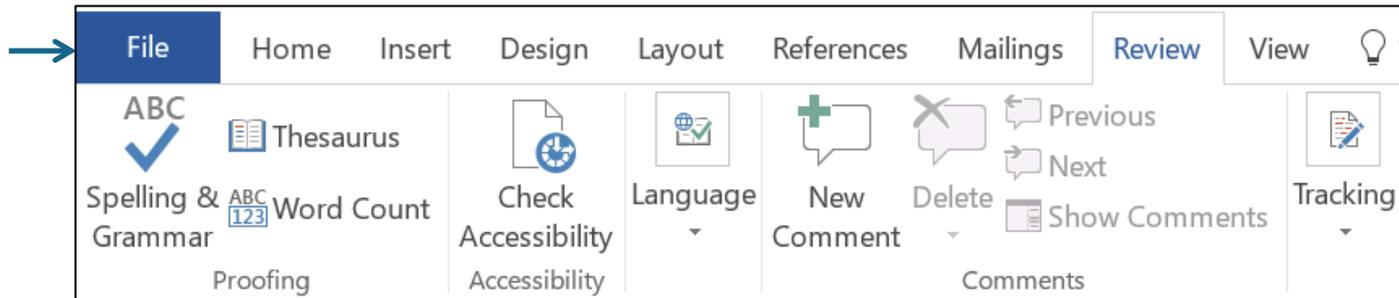
Typing a Business Letter (cont.)



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

Starting a New Document

- To start a new Word document, choose **File**→**New**→**Blank Document**.



Opening a Saved File

■ Open a saved file in Word:

- ▲ Choose File→Open→Browse, click the location of the file you want, and click the Open button.

