

# Microsoft® Word: Practice 1

## Create a Business Letter

### Type the company name and address

Open a blank Microsoft Word document. Type the following information:

Mama Academy  
1289 Nasok Drive  
University  
(250) 474-531111

Select *All* of the text and use the *Font* options to format the type:

Tahoma, 12 point, bold, centered, and dark red

Select the first line of type and make it 14 point.

### Insert a Picture from ClipArt

Search for a photo or cartoon of a *Mama Academy*  
Select an image and Download it.

### Use one of the pictures for a company logo

Resize the picture

Center it above the Company name and address

### Insert the Date and Time

Remember, the default Date and Time updates automatically. This option is not appropriate for medical or legal documents that must be date/time stamped, but is fine for this exercise.

### Type a sample business letter:

Dear Mr. Mark,

Write in complete sentences and in paragraph form 10 things you like about Mama Academy.

Sincerely,

Your Name

Google search "sample business letters" format your letter to look similar to a business letter.

Save your practice document and name it: Beginning Word Practice 1 -<your name>.

# Microsoft Word Practice

**Andrew Zenas Adkins**



## **Microsoft Word Practice:**

## Unveiling the Power of Verbal Artistry: An Psychological Sojourn through **Microsoft Word Practice**

In some sort of inundated with displays and the cacophony of quick interaction, the profound power and mental resonance of verbal beauty often diminish into obscurity, eclipsed by the constant assault of noise and distractions. Yet, nestled within the lyrical pages of **Microsoft Word Practice**, a interesting perform of fictional brilliance that impulses with fresh feelings, lies an unforgettable trip waiting to be embarked upon. Written by way of a virtuoso wordsmith, that interesting opus instructions viewers on an emotional odyssey, softly exposing the latent potential and profound influence embedded within the complex internet of language. Within the heart-wrenching expanse of this evocative analysis, we shall embark upon an introspective exploration of the book is central styles, dissect its captivating publishing fashion, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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