

Write a Letter Using Word

Open your Word processor:

Click Start; then programs/all programs.

Click on the Word program to open a window with a blank word document.

(the Insertion point will be flashing)

Making a Letterhead

Type your name. Press enter

Type your street address. Press enter

Type your city, state & zip. Press enter

Type your phone number. Press enter

Type your e-mail address (if you have one). Press enter

Highlight your name, address, phone number and e-mail address to center the text at the top of the document. (Click the center alignment button)

Save your letterhead by going to the file menu and click "SAVE AS" in the drop down box.

Give it a name "My Letterhead" and click "Save"

Write a letter using the letterhead you just saved.

Click start then click "My Documents" in the menu list.

In My Documents look for the My Letterhead file and select.

Start typing the letter with the date on the first line and aligned in its proper place. Press enter to skip to the next line.

Type the salutation and press enter twice. (this will skip a line)

Align first paragraph to the left

Indent (press Tab key) the first line of the paragraph and type the body of the letter.

(Note: Tab key moves insertion point ½" to the right when you press it)

End letter and save (use Save As and name the letter)

Print the letter - Click on file then print

Sending and Receiving Emails with Attachments

If you need an email account:

- Go to [Google Search](#).
- Click on [Gmail](#).
- Click on [Create an Account](#).
- Fill in all of the boxes, making sure to write down the email address and password you have chosen.
- Click the check box where it says [Agree to the Terms of Service](#).
- Add a photo if you like. (You can add or change the photo later on.)
- Click on the Gmail button.

Go to your email account and read any new emails. (There will be some messages if you have just created a new account.)

Composing and sending an email message:

- Click the Compose button
- Fill in the "To" box with the email address you want to send the email to. (To test the system, use your own email address.)
- Fill in the Subject box. This box gives the recipient an idea as to what your email is all about.
- If you want to attach a file, click on Attach a file and find the file in the Select-file dialog.
- Type in your message. (If you already have created a message using a text editor or word processor, you can copy it to the clipboard in that program and paste it into the email text area.)
- Use any of the text modifying capabilities provided as icons above the text area.
- Click the Send button.

Receiving an email message with attachments.

- In this example, I sent a message to myself. The inbox tells me there is one message unread.
- Click on the name of the sender to read the email message.
- Note that the attached picture shows in the message area.
- Also note that you have the options of viewing the picture (in another program) or downloading it.
- If you want to delete this email, click on the "Delete" icon (looks like a trash can).
- If you want to see other messages, click on the "Back to Inbox" icon (looks like the logo on the enter key).
- Other buttons make it easy to reply to the current email or forward it.