

Chapter 10 Supplemental Activity

Business Letter, Modified Block Format

Complete Lesson 73 before you complete this activity.

You have learned to key letters using block format. In block format, all lines begin at the left margin. In modified block format, certain lines of the letter begin at the center of the paper. The lines that begin at the center are the date, complimentary close, and the typed signature and position title.

If the letter is a personal-business letter with a keyed return address, the return address lines also begin at the center. In addition, the first line of each paragraph may be indented 0.5 inch in a modified block letter. All other lines begin at the left margin. The spacing before and after the letter parts is the same as a block format.

1. Open a new blank document in *Word*. Follow the steps below to key the letter shown on the following page.
2. Set the top margin to 2 inches. Set left tabs at 0.5 inch" and at 3 inches.
3. Position the insertion point at the beginning of line 1. Tap the TAB key twice to move it to the tab stop at the center of the line. Key the date.
4. Key the letter address and the salutation. Key the paragraphs. Tap TAB one time at the beginning of each paragraph to indent it to the first tab position.
5. Tap TAB twice to indent the complimentary close before keying it. Indent the writer's typed name in the same manner.
6. Use Find and Replace to change all occurrences of *Calc* to *Calculus*.
7. Use Print Preview to check the accuracy of the format. Proofread and correct all errors. Save the letter as *C10 Sup Letter* and close it.

March 6, 20--

Mr. Donald Rosenthal
H & R Specialty Company
876 Neeb Road
Cincinnati, OH 45233-0876

Dear Mr. Rosenthal

Your company name was given to me by my math teacher, Miss Laura Eggleston. She spoke with you at the Tri-County Teachers of Mathematics Conference last month.

I am the secretary of the Calc Club. We need to purchase a variety of specialty items for a fund-raiser. We need to raise at least \$650 to support the members of the Calc Club who will participate in the Math Games in May.

Please send us five copies of your current catalog so we can review the items you have and make our selections. We also need a list that shows the current price and the profit margin for each item.

Please send an e-mail message to Miss Eggleston at eggleston@jamestown.k12.oh.us if you need more information quickly.

Sincerely

Cora Nester
Calc Club Secretary

c Miss Eggleston

Chapter 10 Supplemental Activity

Send an E-mail Attachment from *Word*

Complete Lesson 73 before you complete this activity.

Follow the steps below to practice sending a *Word 2007* document as an e-mail attachment.

1. Start *Word*. Open a new blank document. Key the message below using default margins.

I can use the Send command to send the *Word* document I am currently keying as an attachment to an e-mail message. When I use the Send command, the e-mail software opens. The text I keyed in *Word* is added to the e-mail as an attachment. I can key data in the heading lines and add a message in the message box.

2. Click the **Office button**. Select **Send** and click the **E-mail** menu item.
3. A blank e-mail window will open, containing your *Word* document as an attachment. The document title will be inserted as your e-mail's subject line.
3. Key an address your teacher gives you in the To box. In the message box, key: **Here is the information you requested about the Send command.**
4. If your teacher permits, send the e-mail. Save the *Word* document as *C10 E-mail2* and close it.