



Independent Project 1-4

In this project, you format a business letter for Emma Cavalli from Placer Hills Real Estate to send to clients whose current home listings are expiring. See *Appendix B: Business Document Formats* (online resource) for examples of business document formats and mixed and open punctuation.

[Student Learning Outcomes 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8]

File Needed: **ExpiredLetter-01.docx** (Student data files are available in the Library of your SIMnet account.)

Completed Project File Name: **[your initials] Word 1-4.docx**

Skills Covered in This Project

- Open and edit an existing document.
- Change line spacing.
- Change paragraph alignment and spacing.
- Change font and font size.
- Use *Show/Hide*.
- Format a business letter using block format with mixed punctuation.
- Move text.
- Change font styles and effects.
- Use *Search* to research words.
- Use the *Editor*.
- Use *Read Aloud*.
- Use the *Thesaurus* to find a synonym.
- Add document properties.

1. Open the **ExpiredLetter-01** document from your student data files. If the document opens in *Protected View*, click the **Enable Editing** button.
2. Save this document as **[your initials] Word 1-4**.
3. Apply the following formatting changes to the entire document:
 - a. Select the entire document.
 - b. Change the *Before* and *After* paragraph spacing to **0 pt**.
 - c. Change the line spacing to **Single**.
 - d. Change the paragraph alignment to **Left**.
 - e. Change the font and font size to **Calibri** and **11 pt**.
4. Turn on **Show/Hide** and press **Enter** at the end of each paragraph to add a blank line after each paragraph (including the last paragraph).
5. Type and format the opening lines of the business letter.
 - a. Press **Ctrl+Home** or move your insertion point to the top of the document.
 - b. Type the current date (use January 1, 2023 format) and press **Enter** four times.
 - c. Type the following inside address and press **Enter** two times after the last line:

Mr. Rick Hermann
9035 Masi Drive
Fair Oaks, CA 95528
 - d. Type **Dear Mr. Hermann** as the salutation and press **Enter** two times after the salutation. One blank line displays between the salutation and the body of the letter.
 - e. Add **72 pt. Before** paragraph spacing to the date line.
6. Type the closing lines of the business letter.
 - a. Place your insertion point on the blank line below the last body paragraph and press **Enter**.



- b. Type **Best regards** and press **Enter** four times.
 - c. Type the following closing lines:
Emma Cavalli
Realtor Consultant
Placer Hills Real Estate
 - d. Press **Enter** two times after the company name and type your reference initials in lowercase letters.
7. Move a paragraph and sentence.
 - a. Move the third body paragraph (“A lot of detail …”) so it appears before the second body paragraph (“The service …”). Confirm one blank line displays between each of the body paragraphs. If a blank space displays in front of the first word in the third paragraph, delete it.
 - b. Move the last two sentences (beginning “I am also …”) in the new second body paragraph to the beginning of the paragraph. Verify proper spacing displays between sentences.
 8. Apply formatting to text in the business letter.
 - a. Select “**Placer Hills Real Estate**” in the first body paragraph and apply **Bold** and **Small caps** formatting.
 - b. Select the first sentence in the third paragraph including the period (“The service and experience …”), apply **Italic** formatting, and apply **Bright Green** text highlight color.
 - c. Select the writer’s name at the bottom and apply **Small caps** formatting.
 - d. Select the writer’s title and apply **Italic** formatting.
 - e. Select the company name below the writer’s title and apply **Bold** formatting.
 9. Use *Search* to research selected words.
 - a. Select “**Fair Oaks**” in the first body paragraph.
 - b. Use *Search* from the context menu to locate information about “Fair Oaks”. The *Search* pane opens on the right.
 - c. Review the research results in the *Search* pane.
 - d. Close the *Search* pane.
 10. Use the spelling context menu to correct the misspelled word in the first body paragraph.
 11. Use the *Editor* to correct the remaining spelling and grammar issues in the document. Apply changes where necessary and ignore proper nouns. Close the *Editor* pane when finished.

Office 365/2021 Note: The *Editor* pane and how it checks spelling and grammar may differ slightly between the different versions of office. The *Editor* button [*Review* tab, *Proofing* group] may be named *Spelling & Grammar*.
 12. Use the *Read Aloud* feature [*Review* tab, *Speech* group] to read the first two body paragraphs.
 13. Use the *Thesaurus* or *Synonyms* from the context menu to find a synonym.
 - a. Select the word “**unmatched**” in the last sentence of the first body paragraph.
 - b. Replace this word with “**unsurpassed**” using the *Thesaurus* pane or *Synonym* context menu.
 14. Add the following document properties:
 - a. *Title:* **Expired Letter**
 - b. *Company:* **Placer Hills Real Estate**
 - c. *Manager:* **Kelsey Kroll**
 - d. *Author:* **Emma Cavalli** (right-click and choose **Remove Person** to remove existing author)
 15. Save and close the document (**Figure 1-111**).



PHRE
Placer Hills
Real Estate

January 3, 2023

Mr. Rick Hermann
9015-Mead Drive
Fair Oaks, CA 95628

Dear Mr. Hermann:

I noticed today that your current home listing in Fair Oaks has recently expired. My goal is to tell you about **PLACER HILLS REAL ESTATE** and myself. We can offer you attention and services that are unsurpassed by other real estate companies.

I am also a Whitney Hills resident, and I primarily work in this area with buyers and sellers. As a matter of fact, I have shown your beautiful home to potential buyers. A lot of detail and thought was put into your home. Your home has many unique features and upgrades making it an excellent value among homes currently on the market in this price range.

The service and experience that you will receive from us is unmatched.

Working together with you, I am confident that we can analyze your present and future goals and help you obtain them. If you are curious as to the type of activity that has been occurring in your area or you would like to discuss your needs and goals, I would be more than happy to come by and talk with you.

Gaining your trust and confidence for the building of a solid relationship for the future is my number one priority. Feel free to call me to set up an appointment if you would like a unique perspective for marketing your home from someone with thorough knowledge and experience with homes in your neighborhood. I look forward to talking with you soon.

Best regards,

Emma Cavalli
Placer Hills Real Estate
www.PlacerHillsRealEstate.com

Figure 1-111 Word 1-4 completed