

## PAUSE & PRACTICE: WORD 1-1



In this project, you create a block format business letter for Emma Cavalli, a realtor consultant for Placer Hills Real Estate. In a block format business letter, all lines begin at the left margin. For more examples of business documents, see *Appendix B: Business Document Formats* (online resource).

File Needed: None

Completed Project File Name: *[your initials] PP W1-1.docx*

1. Open a new document.
  - a. Open Microsoft Word and click **Blank document** on the *Start* page. If Word is already open, click the **File** tab to open the *Backstage* view and click **Blank document** in the *New* area.
2. Save the document.
  - a. Click the **File** tab to open the *Backstage* view.
  - b. Click **Save As** on the left and then click **Browse** to open the *Save As* dialog box (Figure 1-17).
  - c. Browse to the location on your computer or storage device to save the document.
  - d. Type *[your initials] PP W1-1* in the *File name* area.
  - e. Click **Save** to save the document.

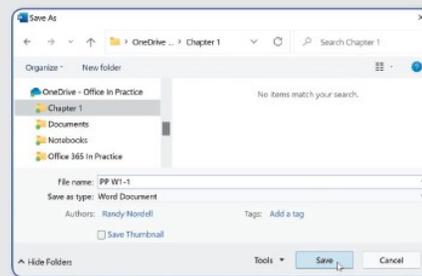


Figure 1-17 Save As dialog box

### ANOTHER WAY

**F12** opens the *Save As* dialog box. Laptops may require **Fn+F12**.

3. Create an *AutoCorrect* entry.
  - a. Click the **File** tab to open the *Backstage* view and select **Options** on the left to open the *Word Options* dialog box.
  - b. Click **Proofing** on the left and click **AutoCorrect Options** to open the *AutoCorrect* dialog box (Figure 1-18).
  - c. Click the **AutoCorrect** tab if it is not already selected.
  - d. Type **Cavali** in the *Replace* area.
  - e. Type **Cavalli** in the *With* area.
  - f. Click the **Add** button to add the *AutoCorrect* entry.
  - g. Click **OK** to close the *AutoCorrect* dialog box.
  - h. Click **OK** to close the *Word Options* dialog box.
4. Use *AutoComplete* to insert a date.
  - a. Click the **Show/Hide** button [*Home* tab, *Paragraph* group] to turn on the *Show/Hide* feature.
  - b. Begin typing the current date on the first line of the document (use January 1, 2023 format) and press **Enter** when the *AutoComplete* tag appears. The month is automatically inserted (Figure 1-19).

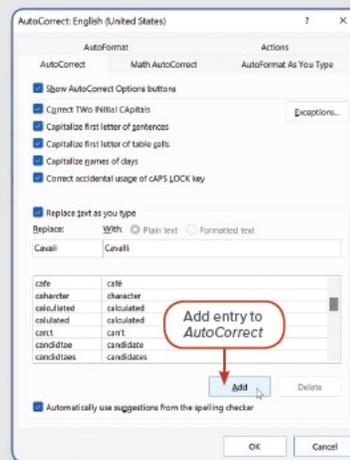


Figure 1-18 Add an *AutoCorrect* entry



Figure 1-19 AutoComplete tag

- c. Continue typing the rest of the date; press **Enter** if the *AutoCorrect* tag displays the current date.
  - d. Press **Enter** two times after typing the date.
5. Type the inside address, salutation, and subject line of the letter.
- a. Type **David and Sharon Wing** and press **Shift+Enter** to insert a line break.
  - b. Type **4685 Orange Grove Road** and press **Shift+Enter** to insert a line break.
  - c. Type **Rocklin, CA 97725** and press **Enter** to insert a paragraph break.
  - d. Type **Dear Mr. and Mrs. Wing:** as the salutation and press **Enter**.
  - e. Type **Subject: Disclosure Statement** as the subject and press **Enter**.

### MORE INFO

In the salutation of a business letter, use “Dear” followed by a courtesy title (for example, Mr., Mrs., Ms., Miss, or Dr.) and the person’s last name.

6. Type the body paragraphs of the business letter and insert a non-breaking space.
- a. Type the following paragraph and press **Enter** once at the end of the paragraph. You will not need to press *Enter* at the end of each line because word wrap automatically moves text to the next line as you reach the right margin.  
  
**Please read each paragraph before signing the disclosure statement documents. As you fill out the required disclosure packet, it is critical to the transmission of sale that you give as much information as possible about your residence, no matter how small or insignificant. Please use additional paper if necessary and make a notation to that fact.**
  - b. Type the following second paragraph and press **Enter** once at the end of the paragraph.  
  
**If there is information about the neighborhood or neighbors that you as a buyer would want to know about, be sure to reveal that information. Be sure to address those types of questions on the Real Estate Transfer Disclosure Statement, item #11 on page 2.**
  - c. Delete the space between the words “Real” and “Estate” in the second paragraph and press **Ctrl+Shift+Spacebar** to insert a non-breaking space between.
7. Type the closing lines of the business letter.
- a. Place your insertion point on the blank line below the second body paragraph, type **Best regards**, and then press **Enter** two times.
  - b. Type **Emma Cavalli** and press **Shift+Enter** to insert a line break.
  - c. Type **Realtor Consultant** and press **Shift+Enter** to insert a line break.
  - d. Type **Placer Hills Real Estate** and press **Enter** to insert a paragraph break.
  - e. Type your initials in lowercase letters and press **Shift+Enter** to insert a line break. Word automatically capitalizes the first letter because it is the first letter in a new paragraph.
  - f. Click the **AutoCorrect Options** smart tag and select **Undo Automatic Capitalization** (Figure 1-20) or press **Ctrl+Z** to undo automatic capitalization.
  - g. Type **Enclosure** on the blank line below the reference initials. An enclosure notation indicates to the reader that something is enclosed with the letter.
8. Press **Ctrl+S** to save the document (Figure 1-21). You can also save the document by clicking the **Save** button on the *Quick Access* toolbar or in the *Backstage* view.
9. Click the **File** tab and select **Close** (or press **Ctrl+W**) to close the document.

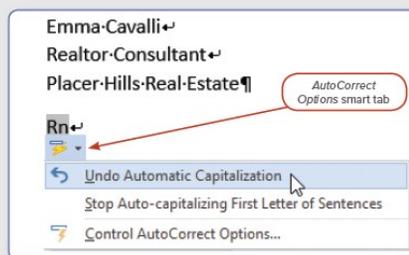


Figure 1-20 AutoCorrect Options smart tag



September 1, 2023 ¶

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David and Sharon Wing ¶  
4685 Orange Grove Road ¶  
Rocklin, CA 97725 ¶

Dear Mr. and Mrs. Wing: ¶

Subject: Disclosure Statement ¶

Please read each paragraph before signing the disclosure statement documents. As you fill out the required disclosure packet, it is critical to the transmission of sale that you give as much information as possible about your residence, no matter how small or insignificant. Please use additional paper if necessary and make a notation to that fact. ¶

If there is information about the neighborhood or neighbors that you as a buyer would want to know about, be sure to reveal that information. Be sure to address those types of questions on the Real Estate Transfer Disclosure Statement, item #11 on page 2. ¶

Best regards, ¶

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Emma Cavalli ¶  
Realtor-Consultant ¶  
Placer Hills Real Estate ¶

rm ¶  
Enclosure ¶

Line breaks

Non-breaking space

Figure 1-21 PP W1-1 completed