PAUSE & PRACTICE: WORD 1-1

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igs: Add a tag

Tools * Save Cancel

Organize - New folder III · O

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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.

Save As

A Hide Folders

- 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.

ANOTHER WAY

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

3. Create an AutoCorrect entry.

Figure 1-17 Save As dialog box

OneDrive - Office In Practice

Chapter 1 Documents Notebooks Office 365 In Practice

File name: PP W1-1 Save as type: Word Document Authors: Randy Nordell

Save Thumbnai

← → ~ ↑ ► OneDrive ... > Chapter 1

- 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).

4	utoFormat	Actions		
AutoCorrect	Math AutoCorrect	AutoFormat A	s You Typ	e
Show Auto	Correct Options buttons			
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Capitalize f	irst letter of gentences			
Canitaliza f	inst letter of table rolls			
Capitalize r	ames of days			
Correct acr				
	idental usage of cAPS LOCK key			
-	idental usage of cAPS LOCK key			
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Figure 1-18 Add an AutoCorrect entry

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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.
- 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.

Rea	altor Consultant
Pla	cer·Hills·Real·Estate¶ AutoCorrect Options smart tab
Rn	*
Rn P	Undo Automatic Capitalization
Rn P	Undo Automatic Capitalization Stop Auto-capitalizing First Letter of Sentences

Figure 1-20 AutoCorrect Options smart tag

September-1,-2023¶	
1 Line breaks	
David-and-Sharon-Wing↔	
Rocklin, CA-97725¶	
Dear-Mr. and Mrs. Wing: ¶	
Subject: Disclosure-Statement¶	
Please-read-each-paragraph-before-signing-the- required-disclosure-packet,-it-is-critical-to-the-tra possible-about-your-residence,-no-matter-how-s	iisclosure-statement-documentsAs-you-fill-out-the- Insmission-of-sale-that-you-give-as-much-information-as- mall-or-insignificantPlease-use-additional-paper-if-
necessary-and-make-a-notation-to-that-fact.¶	
If there is information about the neighborhood- about, be sure to reveal that information. Be su Transfer Disclosure Statement, item #11-on page	or-neighbors-that-you-as-a-buyer-would-want-to-know- re-to-address-those-types-of-questions-on-the-Real®Estate- e-2.¶
Best-regards,¶	Non-breaking space
1	
Emma·Cavalli↔	
Realtor-Consultant↔	
Placer-Hills-Real-Estate¶	
rn∉	
Enclosure¶	

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