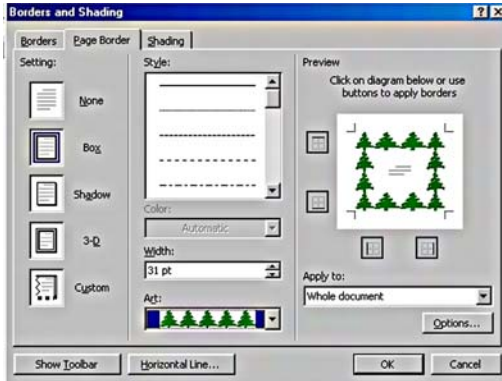


Creating a Christmas Letter in Microsoft Word

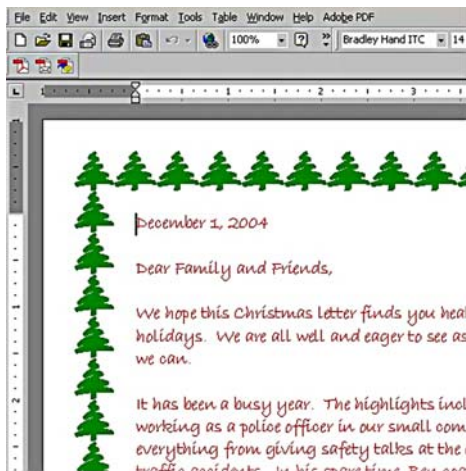


- ❖ Double-click the Microsoft Word icon to start the program

- ❖ Click on Format, Borders and Shading.
- ❖ Click on the Page Border tab.
- ❖ In the section labeled Art, click on the down arrow to see options for border art.
- ❖ Choose an appropriate border for your letter, such as the Christmas trees.
- ❖ Click on OK.



- ❖ To set the font face, size, and color for your document, click on Format, Font.
- ❖ Choose a font from the pull-down menu for your letter that conveys its tone. For example, you might choose *Bradley Hand ITC* to give your letter a warmer, handwritten look.
- ❖ Choose a font size of 12 or 14 to make your document easy to read.
- ❖ If you will be printing in color, you may want to choose to write the letter in a color other than black. Stick to darker colors to make the text more readable.
- ❖ Click on OK to close the Font window.



- ❖ Click on Insert, Date and Time.
- ❖ Choose a date format (such as the third one on the list, December 1, 2004). You can click on Update automatically, if you want the date to change to today's date each time you revise the letter.
- ❖ Click on OK.
- ❖ Press <enter> twice to move the insertion point two lines below the date.
- ❖ Type a greeting for your letter, for example, *Dear Family and Friends*, and press <enter> twice.
- ❖ Type the body of your letter telling your loved ones all the news of the past year.
- ❖ Type a closing for your letter, for example, *With*

love from our house to yours, and press <enter> twice.



- ❖ Click on File, Save As to save your document. Save often to avoid losing your work.
- ❖ Insert a disk in the drive. Click on the down arrow to the right of the Save in list box and locate your drive on the list.
- ❖ Type a name for your file in the File name text box and click on Save.



- ❖ Click on Tools, Spelling and Grammar (or press <F7>) to have Word point out errors for you to correct. Note, however, that Word cannot identify all mistakes you may have made, so proofread your letter.
- ❖ Click on File, Save to save your document.



- ❖ Click on File, Print to print your document. If you have more than one printer, click on the down arrow to the right of Name to select the appropriate printer. Make any other changes, such as printing multiple copies or printing only the first page.
- ❖ Click on OK to begin printing.
- ❖ Click on File, Save to save your document.
- ❖ Click on File, Exit to close Word.