Writing a Letter - Part 2

In this exercise, you will revise the letter to your students' parents. This revision will explain how the students will be graded for the coming semester. You want also want to create a section at the bottom of the page for the parents to sign the letter, add any comments they might have on the tear-off section at the bottom, and return it as proof that they have seen the letter.

Load the letter that you saved in Writing a Letter – Part 1 and begin adding the following changes to it. The new text should follow the last text in your letter before the closing of the letter.

Using Word tables

1. A table can be an excellent way to display information in an easy-to-read format. Follow the directions below to put the following table into your document.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>40%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Tests</td>
<td>30%</td>
</tr>
</tbody>
</table>

a. Go to Table on the main menu.

b. Click on Insert Table.

c. Select 3 rows and 2 columns.

d. Click in the top box of the left-hand column.

e. Type: Homework

f. Press the Tab key.
   The insertion point moves to the next cell in your table. You can also use the arrows keys to move around in your table.

g. Type: 40%

h. Press the Tab key.
i. Now type the following using the same procedure:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>30%</td>
</tr>
<tr>
<td>Tests</td>
<td>30%</td>
</tr>
</tbody>
</table>

**Adding a border to the table**

Table borders make table data easier to read.

1. Click anywhere in the table.

2. On the Format menu, click Borders and Shading.

3. Click the Grid (or all) box.

4. Click Ok.

**Adjusting the size of the table**

The columns in your table are wider than you want them. Change the column widths now.

a. Move the mouse pointer over the vertical line that separates the two columns in your table.

b. When the mouse pointer turns into a double arrow, **drag** the line to the left until the column marker on the ruler is at 1 1/2 inches. *(If your ruler has different numbers, just resize the table to reduce the margins around the words to a reasonable size.)*

![Ruler with inches](image)

*Note: Dragging means holding down the left mouse button while moving the mouse and then releasing the button.*

c. Place the mouse pointer on the right border of the right-hand column.

d. When it turns into a double arrow, drag the border until the column marker on the ruler is at 2 1/2 inches.
**Centering the table**

1. Click anywhere in the table to select it.

2. Go to TABLE in the menu and choose **select table**.
   
   *Note: All of the table should appear black.*

3. On the second toolbar, click on the center icon.
   
   *Note: If you do not know which icon is the center icon, drag your mouse slowly over the icons and look at the name that appears.*

**Moving text**

Sometimes certain text should be in a different place or items in a list need to be moved around. Using the drag-and-drop editing feature can save you the time and frustration of retyping.

Drag-and-drop editing means you select the text to be moved, click and hold down the left mouse button, move the insertion point to its new position, and release the mouse button.

1. Double-click the word **Tests** to select it.

2. **Click** and **hold down the mouse** as you **drag** the selection just in front of the letter "H" in Homework.
   
   *Note: You'll notice that once you begin to drag the selection, the insertion point becomes a vertical dotted line that allows you to position the text at any point in the document.*

3. **Release** the mouse button to complete the move. This will probably make your table look uneven.

4. You may undo the move by clicking the Undo button on the toolbar.

   or

   Selecting Edit on the menu bar and click on the Undo Typing.
Adding Parent Signature line

Complete the letter by adding a section at the bottom for the parents' signature and any comments.

1. Position the insertion point at the end the text before the closing of your letter.

2. Type: Please sign the letter and have Jason return it to me before Friday, January 24. I welcome any comments that you might have.

Making a signature and comment space

Press the space bar until you get your cursor near the bottom of the page. Make a place for the parent's signature and comments at the bottom of the letter.

1. Type: Parent's Signature

2. Press the Spacebar once.

3. Click the Underline button on the Formatting toolbar.

4. Press the Tab key 5 times to create a signature line.

5. Click the Underline button again to remove the formatting from this point forward.

6. Press Enter twice.

7. Type: Comments:

Adding Clip Art

Your letter can be made more appealing to read if you add clip art. Make sure that the clip art is appropriate for the audience that is receiving the letter.
1. Place the cursor in the approximate area that you want the picture.

2. Go to **Insert** on the Menu Bar.

3. Move the cursor to **Picture**.

4. Click on clip art.

5. Under categories, choose a category area.

6. Double click on the clip art you are selecting.

7. To move the image in your document, use the mouse to put the cursor somewhere on the image. Left click. Then holding down the mouse, try to drag the clip art to the appropriate area.

8. You will not be able to move the clip art or when you reposition the clip art, you will notice that your text moves. To correct this, right click on the clip art. Click on format picture. Click on the **layout** or **wrapping** tab at the top. Select move behind text or none and then click OK on the bottom of the box. Now you should be able to move the clip art any where on the page without disturbing the text.

**Resizing Clip Art**

After your clip art is in place, you may need to resize it to fit in with the text of your letter.

1. Click on the image to select it.

2. Go to a **corner**. [Note: your cursor should become a line]

3. Left click and drag the corner out to increase the size or in to decrease the size.

4. Now place it in an appropriate place for your letter.
Print it

1. On the File menu, choose Print Preview to look at your letter.

2. If you are satisfied with it, click Close and go to the File menu and click Print.
   The Print dialog box appears. From here you can verify the type of printer you are using, choose the number of copies you want, choose whether to print all or a portion of a document, and even bring up another screen with more options. For this time, let's keep it simple.

   2. Click Ok to print. Turn this printed copy in to your instructor or e-mail it.

Saving and closing

1. Save your work by clicking the Save As on the File Menu and following the links.

2. Close this file by clicking Close on the File menu.

3. Close WORD and Shut down your computer.