**Intro To Office 2010 Video Project 15:**

**Business Letters & Letterhead**

* 1. Guidelines For Business Letters:
		1. Letterhead
			1. Identifies organization or individual
		2. Date Line
			1. Month, Day, Year
			2. Place 2 – 6 lines below letterhead
		3. Inside Address
			1. Courtesy title + full name
				1. Example: “Professor Sue Chin” for PhD teacher at a University
			2. Business affiliation
			3. Full address
			4. Place 3 – 8 lines below date line
		4. Salutation
			1. Place 2 lines below address
			2. After salutation:
				1. For business letter use a colon “:”
				2. Personal, use a comma “,”
		5. Message
			1. Place 2 lines below salutation
			2. Line spacing: Single
			3. Paragraph spacing: Double
		6. Complimentary close
			1. Place 2 lines below message text
			2. Capitalize only the first word in the complimentary close
		7. Signature Block
			1. Place 4 lines below message text (allow room to sign)
		8. Spell and grammar check
			1. Run Spell Check (F7)
			2. Have one or two people proof read your letter
1. New Keyboard Shortcut:
	1. Remove Paragraph Level Formatting = Ctrl + Q
	2. Remove Character Level Formatting = Ctrl + Spacebar