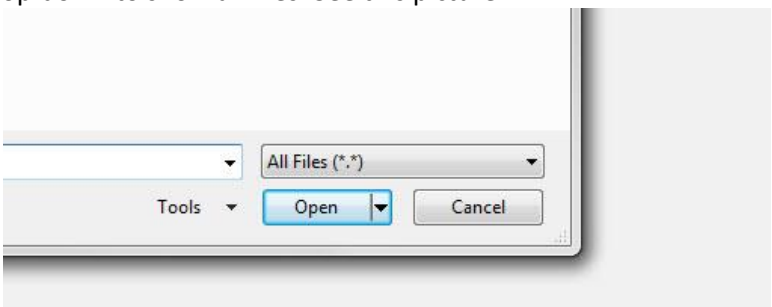
Highline College

Busn 216: Computer Applications for Business (Fun and Power with Computers)

Office 2016 Video #06: Letterhead, Save As Template, Business Letter

1) Create Word Document in Windows Explorer:
    i. Right-click on right side of Windows Explorer, then click on New, then click on Microsoft Word Document
2) Letterhead
    i. Identifies organization or individual with Logo, address, e-mail and phone
    ii. We can create a letterhead and save it as a Template and use it over and over.
3) To see the options for Character Level Formatting, open the Font Dialog Box in three ways:
    i. Dialog Launcher in Font group in Home Ribbon Tab
    ii. Keyboard for Font Dialog box = Ctrl + D, or Ctrl + Shift + F
4) To see the options for Paragraph Level Formatting, open the Paragraph Dialog Box in two ways:
    i. Dialog Launcher in Paragraph group in Home Ribbon Tab
    ii. Right-click anywhere in paragraph and point to Paragraph
5) Line Spacing is a Paragraph Level Formatting
    i. We can change Line Spacing:
        1. Paragraph group in Home Ribbon Tab
        2. Right-click paragraph and point to Paragraph
        3. If we want to apply a Style, we can use the built-in Style "No Spacing" (Styles group in Home Ribbon Tab)
        4. 1 point equal about 1/72 of an inch
6) Border as a is a Paragraph Level Formatting
    i. Border button is in Paragraph group in Home Ribbon Tab
7) Save As Template (.doct)
    i. When you save as Template it creates a document with the file extension ".doct"
        1. The advantage to the template file extension is that when you open it each time, it will open as a new Un-Saved document. This way you can keep the original and rename the new file each time with a new name.
        2. If you need to edit the template, you can:
            a. Open Word
            b. Go to File, then to Open, then click on Browse
            c. Then in the lower right hand corner of the Open dialog box, use the Open File Filter drop-down to show all files. See this picture:

i. 

8) Tabs
    i. Use Tab key on keyboard to insert a tab into the document
    ii. The default for the Tab key is 0.5 inches
    iii. Tabs are a Paragraph Level Formatting
    iv. We can set tabs using:
        1. Horizontal Ruler (if you do not see your ruler, go to the View Ribbon Tab and in the Show group, check "Ruler".
        2. Tab Dialog Box
    v. Keyboard for Tab Dialog Box = Alt, O, T
    vi. Every time you hit Enter, the Tab settings carry forward with the non-printing paragraph mark
    vii. Tabs are markers on the horizontal ruler that tells Word where to position the insertion point when you hit the Tab key.
    viii. Tab Stop Alignment as seen in Tabs Dialog Box:
        1. Left
        2. Center
        3. Right
        4. Decimal (line decimals up)
        5. Bar (inserts bar – Not a real tab – usually set a tab immediately after the bar tab)
    ix. To learn more about Tabs, see this video:

Office 2013 Class #14: Word Set Tabs: Left, Center, Right, Decimal, Bar, Leader, and the Rulerhttps://www.youtube.com/watch?v=YIfmXMw-KIE

9) Insert Date:
    i. Insert Ribbon Tab, Text group, Date
    ii. Insert Date = Alt, I, T or Alt, N, D
10) Guidelines For Business Letters:
    i. Letterhead
        1. Identifies organization or individual
    ii. Date Line
        1. Month, Day, Year
        2. Place 2 – 6 lines below letterhead

    iii. Inside Address
        1. Courtesy title + full name
            a. Example: "Professor Sue Chin" for PhD teacher at a University
        2. Business affiliation
        3. Full address
        4. Place 3 – 8 lines below date line
    iv. Greeting (Salutation)
        1. Place 2 lines below address
        2. After salutation:
            a. For business letter use a colon ":"
            b. Personal, use a comma ","
    v. Message
        1. Place 2 lines below salutation
        2. Line spacing: Single
        3. Paragraph spacing: Double
    vi. Closing (Complimentary close)
        1. Place 2 lines below message text
        2. Capitalize only the first word in the complimentary close
    vii. Signature Block
        1. Place 4 lines below message text (allow room to sign)
11) Paste Special: "Keep Text Only"

New Keyboard Shortcut:

1. Keyboard for Font Dialog box = Ctrl + D, or Ctrl + Shift + F
2. Insert Date = Alt, I, T or Alt, N, D
3. Tabs Dialog Box = Alt, O, T

Keyboards not seen in video, but may be useful:

4. Remove Paragraph Level Formatting = Ctrl + Q
5. Remove Character Level Formatting = Ctrl + Spacebar