

Name: _____

Date: _____

Word Processing Letter Project (Microsoft Word)

Please note: You will have three classes to complete the project.

Checklist (Use the checklist to help keep you on track.)

- You will need to start a **NEW** Microsoft Word file.
- You will need to **SAVE** your work.
- Please complete a friendly letter that consists of the date, greeting, one paragraph body (5 sentences), and closing.
- You will need to change the font face.
- You will need to change the font color.
- You will need to change the font size.
- You will need to include a page border.
- You will need to include one picture that relates to the subject of your letter.

Proofread: Check for spelling and grammatical mistakes. Make sure you follow the typing rules, such as, one space after every word.

There are a total of 14 elements.

Date	
Greeting	
5 sentences	
Closing	
Your name	
Page border	
Picture	
Font face	
Font size	
Font color	
Total:	

September 10, 2013

Dear Mr. Salcedo,

My name is Edwin and I am in the fourth grade. I have an iPad and I use it at home all the time. I know how to surf the web. I know how to download music and pictures. I like reading books on my iPad. These are a few of the ways I use technology.

Sincerely,

Edwin Salcedo

