

# INTRODUCTION TO WORD

## DAY 1 ACTIVITY

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Write a letter thanking Dr. Davis for the presentation.

1. Open a new document in word.

2. Type the following text:

*Dear Dr. Davis, Thank you for participating in our lecture series. Your presentation was interesting as well as informative. Those who attended now understand much more about the origins of the galaxy. Because of your involvement, our lecture series continues to be a great success. Sincerely,*

3. Search for the Sincerely using the find and replace option

4. Position your cursor in front of *Sincerely*, and press the Enter key twice.

5. Type your name.

6. Change the document to Full Screen Reading view.

7. Close Full Screen Reading view.

8. Change the zoom to One Page.

9. Open the Save As dialog box. Navigate to the drive and folder where you want to save the file.

Name the file YourName\_Letter.

10. Make sure the Letters folder is the current folder. Save the document as Thank You Letter followed by your initials.

11. Print and close the document. Exit Word.