

Intermediate Microsoft Word
Assessment Activity

Letter to the Editor

During this exercise you are going to write a simple letter to the editor of your local newspaper. Use the sample below.

1. Open a new document.
2. Start by typing *Dear Editor*, at the top of the document and hit the **Enter** key twice.
3. Type the 3-4 lines listed in the sample.
4. After the body of your letter, hit **Enter** twice and type *Sincerely*.
5. Hit **Enter** twice and type your name and the city you live in.
6. Format your text by using the Arial font, size 12.
7. Save your word document titled *Letter to the Editor* on your **Desktop**.

Dear Editor,

Thank you for your recent article regarding *OASIS Connections* courses. By taking these courses, I have not only learned a great deal, but have made many new friends as well. I highly recommend this program.

Sincerely,

Eugene Richardson
Chicago, Illinois