W 6.1

**6th Grade Microsoft Word**

**Letter to a Friend**

**Instructions:**

1. Open a new document in Microsoft Word

2. Save the document as “w 6.1” in your class folder

3. Insert a header that includes your first and last name and grade

4. Double click below the header

5. Type a letter to a friend about what you did over summer. Begin with a greeting (Dear \_\_\_\_\_\_\_,). Tell them all of the fun things you did and places you went with family and friends. Your letter should be at least one paragraph long (5 sentences). End with a closing (Sincerely, \_\_\_\_\_\_\_\_\_ ).

6. Save the document again

Dear Molly,

This past summer I did many fun things. I spent time with family and friends. I did a lot of babysitting. We went to the Peoria zoo and ate frozen yogurt. We also went to the pool a lot. One of the most fun things I did was I went to St. Louis to a Cardinals game. They won! I hope you enjoyed your summer as much as I did.

Sincerely,

Ms. Shadid