W 6.10

**6th Grade Microsoft Word**

**Letter to a Friend: Formatting Review**

**Instructions:**

1. Open the document named “w 6.1” in your class folder

2. Save the document as “w 6.10” to your class folder

3. Make the following format changes to your letter:

* Left align the greeting ( Dear \_\_\_\_\_\_\_\_\_,) if it is not left aligned
* Change all of the text to a font color of blue
* Change the font to “Courier New”
* Italicize your name in the closing (Sincerely, \_\_\_\_\_\_\_\_)
* Change the font size of the whole letter to 14 pt.
* Add any text effect to the person’s name in the greeting
* Add one clipart image anywhere on your letter that represents one thing you did over summer
* Add one shape that also represents your summer
* Add one hyperlink to your letter that will guide the person to a website of your choice
* Tell the person one shortcut key you learned already in class
* Change the page orientation to landscape
* Add a watermark to your letter
* Add any page border to your letter

4. Save the document again