W 7.1

**7th Grade Microsoft Word**

**Letter to a Famous Person**

Instructions:

1. Open a new document in Microsoft Word
2. Save as “w 7.1” 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 famous person of your choice. Begin with a greeting (Dear \_\_\_\_\_\_\_\_\_\_\_). Tell them why you admire them and why you like them. You may ask them questions and also ask for advice. Your letter should be at least one paragraph long (5 sentences). End with a closing (Sincerely, ­­­­\_\_\_\_\_\_\_\_\_\_).

6. Save the document again.