W 7.10

**7th Grade Microsoft Word**

**Letter to a Famous Person: Formatting Review**

**Instructions:**

1. Open the document named “7.1” in your class folder (famous person letter)

2. Save as “w 7.10” 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 dark green
* Change the font to “Batang”
* Italicize your name in the closing (Sincerely, \_\_\_\_\_\_\_\_)
* Change the font size of the whole letter to 16 pt.
* Add any text effect to the person’s name in the greeting
* Add one image anywhere on your letter that represents the famous person
* Add one shape of your choice
* 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