Business Letter

Special Parts and Mailing Labels

**project description:**

You work for Frank Malekoff, account director for Upton Investment Group. You have been asked to send a letter to one of his clients to inform the client that Ms. Casavettes will now manage his account. Mr. Malekoff has already drafted the letter, but has asked you to format it properly and then send it via Federal Express. Upton Investment Group uses block-style letters for business correspondence.

**additional information and instructions:**

* In this project, you will format a block-style business letter from unformatted copy and create mailing labels.
* Follow the format saved in the letter template saved on the website.
* The **Quick Parts** feature, in Word 2010, allows you to save and quickly insert frequently used text (such as a letter closing), which are considered “building blocks” because they help you build your document.
1. Open a new blank document in Microsoft Word 2010.
2. Create a Quick Parts building block for a letter closing. Type the following at the top of the page, in the blank document (remember to use proper spacing and the “xx” should be replaced with your own initials):

Sincerely

Frank Malekoff

Account Manager

fm/xx

* 1. Select the text, click the Insert tab, and choose the Quick Parts button from the Text group.
	2. Select *Save Selection to Quick Part Gallery* on the menu, enter the name “Closing”, capture a screen shot (and print it), and click OK to save it.
	3. Close the Word document without saving.
1. Open the data file *3.3change* and save it in your own directory.
2. Format the text into a block letter: use today’s date, include a mailing notation to indicate it is being mailed via Federal Express, subject line (choose an appropriate subject), enclosure notation, and copy notation to *S. Martin*. Insert the Quick Parts entry called *Closing*.
3. Make the revisions as indicated on the back of this page. The document is double-spaced only to make the necessary corrections easy to read.
4. Save the letter (your name, hour & date need to be **o**n the page).
* ![MCj04347990000[1]]()The Labels feature in Word 2010 allows you to create labels for mailings, file folders, name badges, etc. As part of this project, you’ll create address labels that, when printed, could be placed on an envelope for mailing.
* View two short videos at Atomic Learning. The videos are saved under Assigned Trainings as *Labels*.



1. Create a full page of the same label (*Mailings* tab, choose *Labels*).
2. Click the “Label” box to select *Avery US Letter* as the label vendor and 8167 as the product number. The screen shot to the right might help.
3. Address the entire page of labels using the addressee from the letter. You may need to change the font size on the page of labels.
4. Save the file as **3.3labels**.
5. Although labels would typically be printed on special label paper, for purposes of this assignment, e-mail the labels. Turn in three sheets: Quick Parts screen shot, the letter, and the sheet of labels.