

(Item 1 – Tab to indent)
(Item 8 – Change font size)
555B Elm Street
Monroe Township, NJ 08831
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Dear Computer Student,

(Item 1 – Tab to indent)

This class will provide you with the basic skills you need to compose a document. You will learn:

(Item 3 – Highlighting text)

- Bullets and numbering (Item 11 – Bullets)
- Font size can be changed (Item 15 – Change font size)
- Font styles can be changed to:
 1. **Bold Font** (Item 4 - Bold)
 2. *Italics* (Item 6 - Italics)
 3. ***Bold and Italics*** (Items 4 and 6)
 4. ***Bold and italics & underlined*** (Item 5 – Underlining) or **larger and blue** (item 8 and see letter “A” on tool bar to change color)

Different fonts can be used. (Item 7 – Change Font Style) Try selecting **Broadway** or **Colonna MT** or something simple like arial or Footlight MT Light. **WHAT FONT DOES THIS LOOK LIKE?**

Finally , yu will want to Check your speling and grammer. Sendin a letter with lotz of errors ain’t a good thing to do. (Item 16) Don’t forget to use print preview! (Item 12 – Spelling and Grammar Check)

Good luck and enjoy!

The Library Staff