

# Writing a letter using Microsoft Word

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## Aspirations

I want to be able to write a letter, to:

### Basics

- lay it out formally with text justified to the correct positions (left, right or centred)

### Proficiency

- make it look good
- have my address appear automatically on every page

### Mastery

- ensure there are no typos or spelling mistakes
- use the most appropriate words
- add my signature

## Skills & knowledge

To be able to write a letter, I need to be able to:

### Fundamentals

- create a new document and save it
- control how the document looks on screen
- navigate the ribbons/tabs, their sections and individual launch buttons

### Ideals

- customise text using different fonts, sizes, colours and styles
- use tab, bullet points and auto numbering
- use headers and footers
- save sequential backups of the document
- manage folders in Windows Explorer

### Expert

- use Styles
- use shortcut keys to: save, print, copy, paste, move around text quickly, change font size, change style and to use F4 (repeat last action).
- set the auto spelling and grammar checking in 'Word Options > proofing'
- use the dictionary app
- use right-click > Synonyms
- scan, save and import an image
- save the finished letter as a template

## Progression

I also want to:

### Nice to have

- be able to use search engines to help me when I'm stuck

### Would be good

- learn enough to be able to continue learning after the course is over
- develop my idea of what is possible with Word

### Ambitious

- use technology to enable me to learn independently
- keep a written record of my learning so that I can build sustainable skills and evaluate my progress