

# Creating a formal letter and a template

By Giles Godart-Brown

Mendlesham Computer Club

# Writing a formal letter

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Seamans  
Norwich Road  
Brockford  
Stowmarket  
Suffolk  
IP14 5NS  
1. Jun. 2023

Mr Jones  
Your Company  
STOWMARKET  
Suffolk  
IP14 5NS

Dear Fred

**Re: [Delivery ref 123456]**

The above delivery hasn't arrived, please escalate

Yours Sincerely

Giles Godart-Brown

## Step 1 - Your address and the date

- Type your address
- Insert a date field
  - OpenOffice Insert fields>date
  - Word Insert>Field>Date and Time. Note: Insert>date and time also works but has no options.
- Change the format the date if necessary
  - OpenOffice right-click on the date and select Fields...
  - There is no easy way to change it once inserted, simply delete the old one and insert the new selecting the format you want.
- Select the address and date (wipe over) then use the ruler bar at the top of the page to move it over to the right.

## Address, Salutation, Reference, Body and Signature

- Type the recipients name and address one item per line
- If you have window envelopes its worth experimenting with how high this is to make sure it fits in the envelope
- Type Dear...
- Type a reference e.g. Ref: your letter of the xxx
- Format the reference e.g. Bold, Centre
- Type the body of your letter
- Add a signature, include an image if possible
- Add enclosed (enc.)
- Save and print

# Templates

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# Templates

- Templates are pre-formatted documents e.g. letters, to quickly start documents you regularly use.
- To create a new Template from an existing document
  - OpenOffice select <File><Templates><Save>
  - Word select <Save as template>
- You can also download templates from the internet, e.g. <http://templates.openoffice.org/en> or <https://www.template.net/editable/word> where there are thousands of examples.

# Templates

- To create a new document using a template
  - In OpenOffice select <File><New><Templates and Documents> and select the template.
  - In Microsoft Word select <File><New from template>

## More on templates in OpenOffice

- If you download a template to your downloads folder, you can import it into OpenOffice by <File><Templates><Organize>, then in the dialog that appears, right click on 'My Templates' and select import to import it.
- To make it your default template instead of Untitled1, click on 'Commands' and click select 'Reset Default Template'
- To edit a template, select <File><Templates><Organize> then chose my Templates and right click on the template you wish to edit and click <edit>.



## More on templates in Microsoft Word

- To edit a template, create a new document from the template you want to edit using <File><New from template>. Make the changes, then select <File><Save as Template> and check the file you wish to replace.
- You can also edit your default template which is called 'Normal'

# OpenOffice drawing shapes

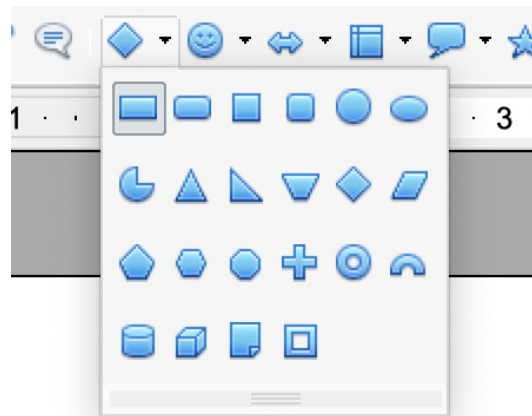
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## Drawing a box

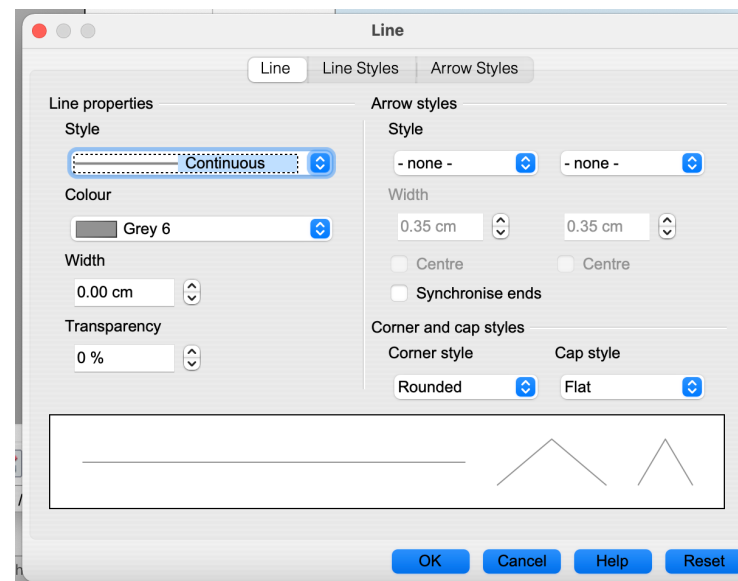
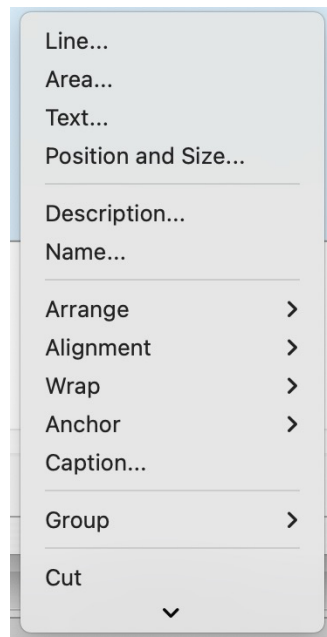
- Chose the basic shapes icon in the drawing toolbar and click on the shape you want.



- Click and drag the mouse to draw the shape. Resize with the blue markers.

# Formatting the shape

- Change the edge line colour, width etc. and the fill by left click on the shape and selecting the option you want.



# Microsoft Word drawing shapes

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# Drawing shapes in Microsoft Word

- Select Insert>Shapes
- You can change the colour and fill by right click on the shape and select Format shape.

