



Letters that look beautiful. *And printable.*

Microsoft Word makes typing letters easy. Format the heading, write the body, save, print. From letters to family to formal applications — all from your computer.



WHAT'S INSIDE

- ✓ Open Word and start a letter
- ✓ Format text — bold, large, centered
- ✓ Save and print your letter



— WHY THIS MATTERS

Word turns your computer into a typewriter — but better.

Microsoft Word is the most-used writing program in the world. It lets you type letters, applications, family newsletters — anything you'd write on paper.

Better than handwriting: you can fix mistakes, change font sizes, save the letter forever, and print as many copies as you need.

WHAT YOU'LL LEARN

- Open Word and a blank page
- Type your letter content
- Make text bold, bigger, centered
- Save and print

 *Takes about 8 minutes to read*



1

STEP 1 OF 7

Open Microsoft Word

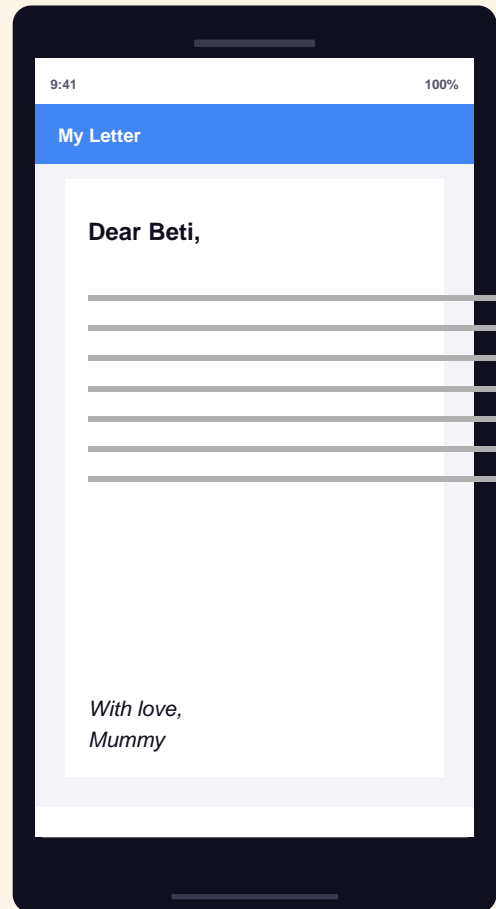
Look for the blue 'W' icon on your computer.

- Windows: Click Start → search 'Word' → click Word
- Mac: Open Applications → Word

First time, click 'Blank Document' to start a fresh page.

● **TIP**

If Word isn't on your computer, you can use Google Docs (free, in browser) instead. Same idea, slightly different buttons.





2

STEP 2 OF 7

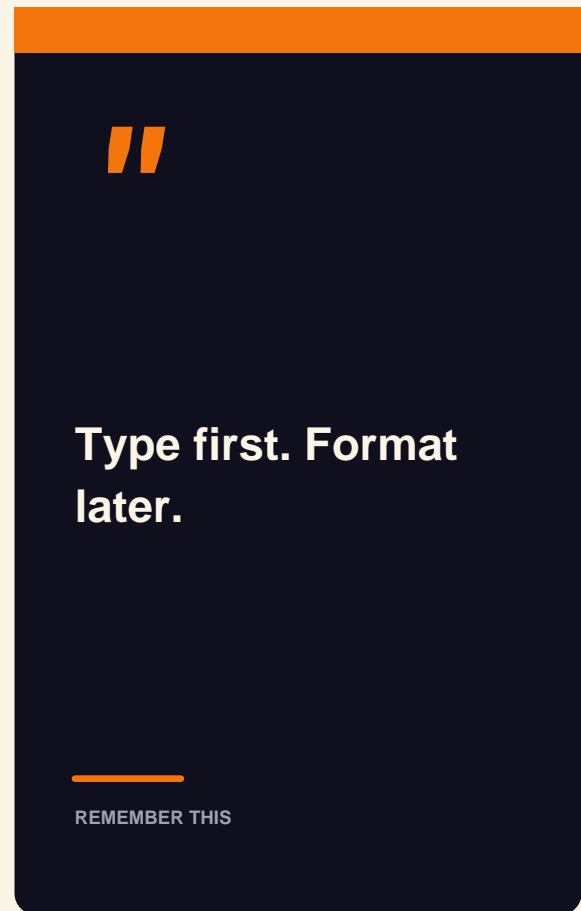
Type your letter

A blank white page appears. Just start typing.

- Press Enter to start a new line
- Press Enter twice for a paragraph break
- Don't worry about formatting yet — type first, format later

TIP

Start with 'Dear [Name],' on the first line. Press Enter twice. Then write your letter. End with 'With love,' and your name.





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STEP 3 OF 7

Make important things **BOLD**

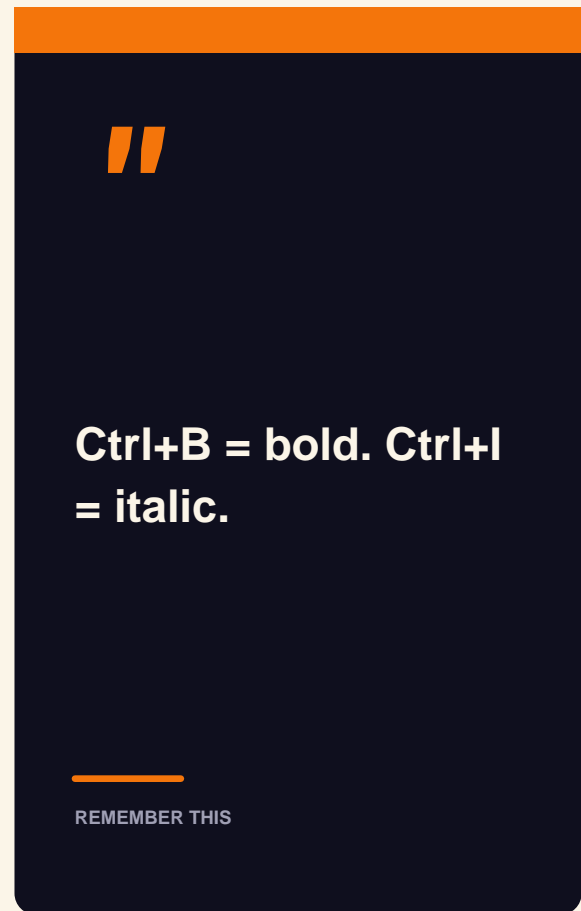
To make text bold:

1. Click and drag to **SELECT** the text (it turns blue)
2. Press **Ctrl + B** (or click the **B** button at top)

The text becomes bold. To remove bold: select it, press **Ctrl + B** again.

TIP

Use bold for the recipient's name, important dates, and key phrases. Don't bold whole paragraphs — looks shouty.





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STEP 4 OF 7

Make text bigger or smaller

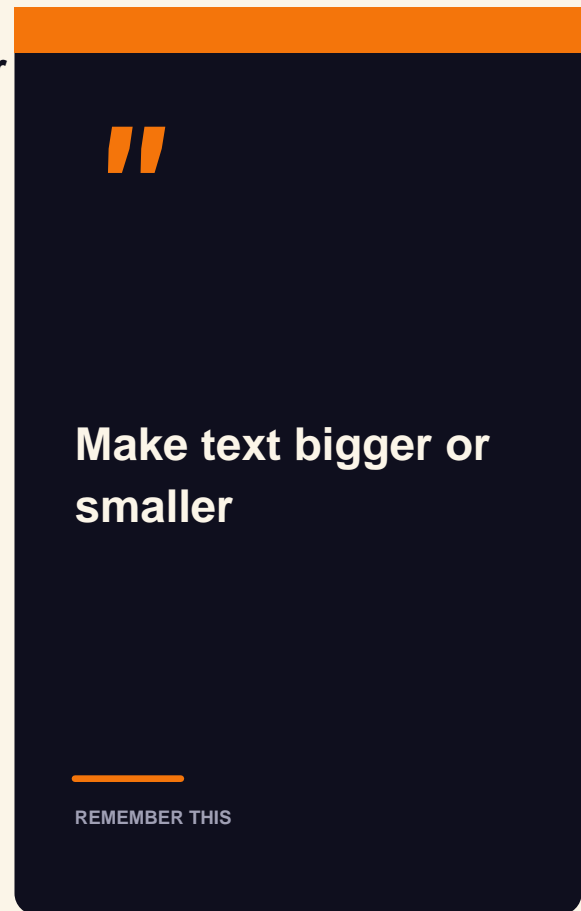
Default size (11 or 12) is fine for body text. But for the letter heading, make it bigger:

1. Select the text
2. Look for the size box at top — usually shows '11'
3. Click and pick 14, 16, or 18 for headings

For elderly readers, never go below size 12 for body.

TIP

Use Ctrl+] (right bracket) to make selected text bigger. Ctrl+[to make smaller. Faster than clicking the size box.





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STEP 5 OF 7

Center align important lines

By default, text starts from the LEFT.

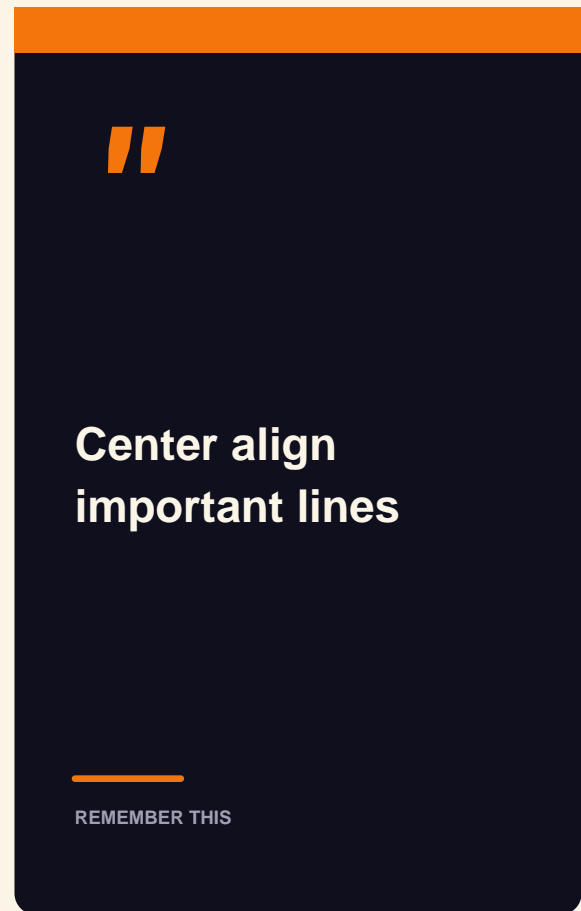
To CENTER text (good for headings):

1. Click on the line you want centered
2. Press Ctrl + E (or click the centered-lines button)

To go back to left-aligned: Ctrl + L.

● TIP

Center your name, address, and date at the top of letters. Body text stays left-aligned for easy reading.





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STEP 6 OF 7

Save before you forget

Press Ctrl + S to save.

First time you save, Word asks where to save and what to name it. Pick:

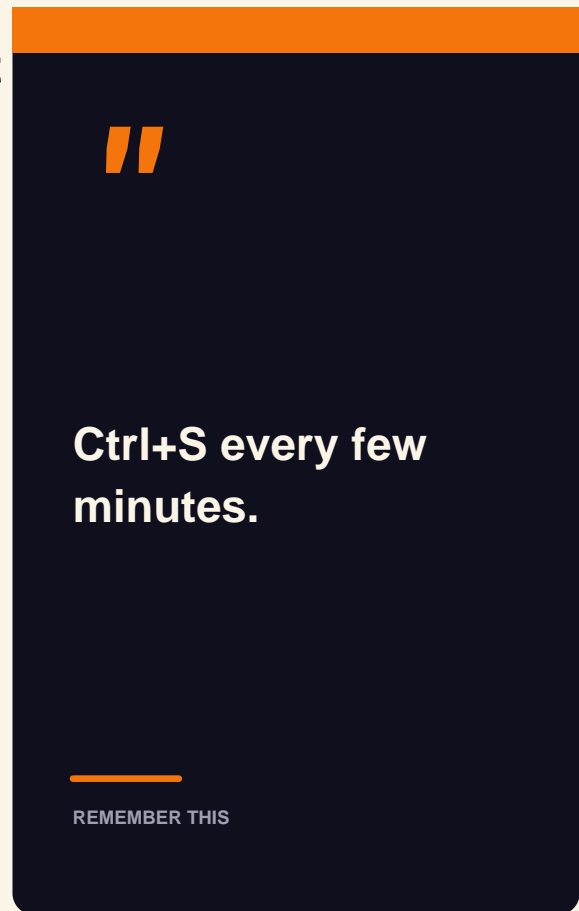
- Location: 'Documents' folder
- Name: 'Letter to Beti June 2024'
- Click Save

After this, just press Ctrl+S any time. Saves automatically.



WARNING

If you don't save and the computer crashes, your letter is GONE. Press Ctrl+S every 5-10 minutes while writing. Make it a habit.





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STEP 7 OF 7

Print your letter

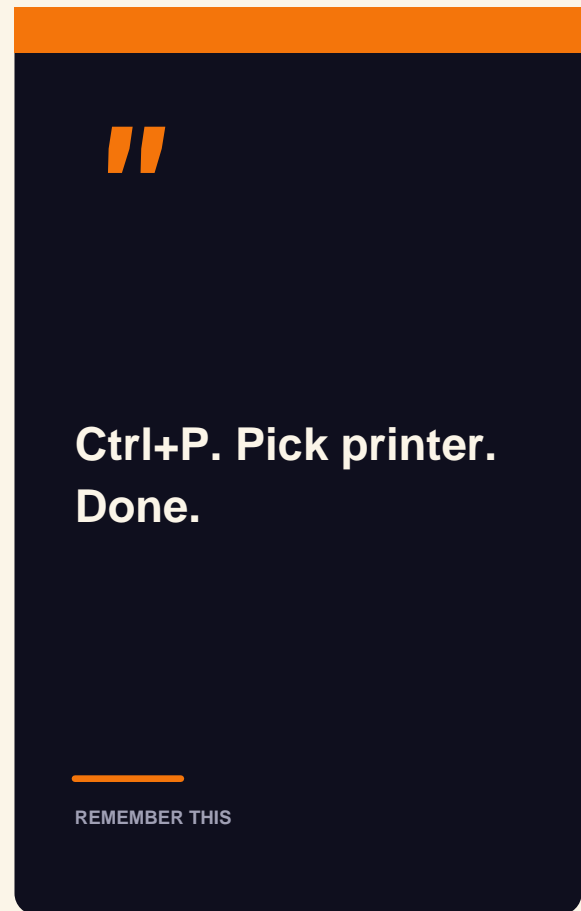
When done writing:

1. Press Ctrl + P
2. Pick your printer
3. Number of copies (usually 1)
4. Click Print

Page comes out in 30 seconds. Sign by hand if needed.

● **TIP**

If you want to email the letter instead, click File → Share → Email. Word attaches the letter as a PDF automatically.





— QUICK RECAP

Letters made easy.

1 Type first, format later

Get all your words down first. Then come back to make things bold, bigger, centered. Saves time.

2 Ctrl+B bolds, Ctrl+I italicizes

Select text first. Then press the shortcut. Same key removes the formatting.

3 Make text bigger for elderly

Size 14-16 for body when writing for older readers. Size 18-20 for headings. Never below 12.

4 Save with Ctrl+S — often

Press Ctrl+S every few minutes. Word saves quietly. Computer crash won't lose your work.

5 Ctrl+P prints

Same shortcut as everything else. Print dialog opens. Pick printer, copies, click Print.



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