Creating a formal letter and a template

By Giles Godart-Brown

Writing a formal letter

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

Mendlesham Computer Club

By Giles Godart-Brown

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.

- Your can also edit your default template which is called 'Normal'