6/23/2016

Bianca N. 1234 Athlete Drive Fort Laudy, FL 33305

Ariana Grande 3678 Popular Avenue Los Angeles, CA 90273

To she who I love the most:

There are simply no words to describe and express how I feel about you and your music. You always
comain positive no matter what has happened. You are one of the most genuine and honest artist out there.

Your music truly does come straight from your heart. You are extremely talented and you deserve everything
you have, since you worked so hard to get to where you're at. You have an amazing voice and you are dropdead gorgeous. You can make any person laugh and your smile is brighter than the stars in the nighttime sky.

You are the reason I wake up every day. You are my motivation as well as my inspiration to follow my dreams.

Fencourage you to keep doing what you are currently doing. Just block out the haters! After all, you make so many people happy. Never give up!

I wish you the best of luck throughout your career and I hope you will come to your hometown more often. I have seen you in concert once before but I would love to see you as much as possible. My life would be complete if I could meet you in person. That would be a miracle. Anyways just know that you are loved. You are BLESSED!!! Use the advantage that you are very well-liked to make the world a better place. Your family is proud and so am I of all that you have achieved. You are such a success.

Your #1 fan

Bianca N. Music and Sports Enthusiast

Not real address

Create Your Own Letter to a Celebrity

You will write a letter to a celebrity. Write to a sports star, an actress, a pop singer...even Thanos from Infinity War. Below is a list of requirements that I must see in your Microsoft Word document. When you are finished, please save the file as "Last Name + First Name + Celebrity Letter" and send it to me for grading. Humor is always appreciated!

Skills taught (not all-inclusive):

- Page Color
- Inserting Data & Time Formats
- Formatting an address
- Inserting Greeting Lines
- Applying Styles
- First Line Special Indent
- Inserting Endnotes
- Open a new blank Word document. [File New]
- Set the page color (background) to a Parchment texture. [Design
 Tab Page Background Group Page Color Fill Effects Texture]
- Insert the Date & Time at the top using the format mm/dd/yyyy
 and make sure the checkbox to Update Automatically is checked.
 [Insert Tab Text Group]

 Skip down a line and type your fake address and then skip another line and type the celebrity's fake address. See how to properly format a mailing address (see example below).



- Insert a Greeting Line (Dear, or To Whom it May Concern:) and give it the style 'Emphasis'. [Home Tab - Styles]
- Type 3 paragraphs to your celebrity, it can be a love letter, a hate letter...whatever. Highlight the 3 paragraphs and give them a first line indent of 0.5". [Home Tab Paragraph Group More Options Indents and Spacing Special Indent]
- Type a signature at the end of your letter.
- Highlight the celebrity address at the top and insert an endnote that reads <u>not real address</u>. [References Tab Footnotes Group Insert Endnote]. Explain to your students what an endnote is and why we use them sometimes. (An endnote is a note or reference placed at the end of a text or major text section)