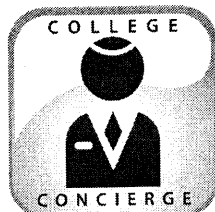


Project #: W-8

Word Specialist



Project Title

Business Letterhead

New Skills:

- Inserting headers and footers
- Creating business letterhead
- Inserting and resizing images
- Inserting and formatting text boxes

Important Note: This project is required for and integrated with Projects W-17 and A-10.



The Office Specialist.com
The Microsoft Office Experts

College Concierge

Squeaky Clean

Lawn Enforcement

Lettuce-Do-Lunch

Jazz My Wheels

Word Specialist
Project #: W-8

Customer Name: College Concierge

Assigned to: You, the MS Word Specialist

Project Title: Business Letterhead

Date: (current date, 20xx)

Note: Prior to beginning this project, review the Company Overview provided on page 14.

Project Description

College Concierge needs to design letterhead for University of Learning to be used by the director of admissions.

Your Job

As the Microsoft Word Specialist, you will create personalized business letterhead for University of Learning's Director of Admissions, Robin Smart. This letterhead will be used to communicate all correspondence to students and their families, vendors, and staff.

Tips and Strategies

1. A business's letterhead provides a professional representation of the business or organization. It serves as an identifier, like a signature.
2. Since the logo is the most important element on a letterhead, it should be the largest item.
3. An example of what your finished document should look like has been provided. Refer to this document for visual guidance as you complete the instructions. When you see an icon in the instructions, look for the matching icon in the finished document.
4. Read through all of the instructions before proceeding with the project.

Instructions to the MS Word Specialist

1. Using Microsoft Word, open a new document.
2. Save the document as **Project W-8 Business Letterhead** in your “Word Projects” folder within the “College Concierge Projects” folder.
3. Set the top margin at 2 inches, allowing enough space to create the university’s entire masthead (the top portion of the letterhead). Set the left, right, and bottom margins at 1 inch.
4. Unless otherwise noted, the font should be set to Times New Roman 12 point.
5. In the header of the document, key the name of the university as shown in **Document W-8**. Use center-align, font Arial bold with a shadow effect (optional), and point size 14. See icon **A**.
6. Double-space and insert the University of Learning logo from the “Logos” folder. Resize the logo so it is in proportion with the rest of the information in the header. See icon **B**.
7. To the right of the logo, insert a text box along the right margin. Key the university’s address, center-aligned, using point size 10, and remove the text box lines as shown in **Document W-8**. See icon **C**.
8. To the left of the logo, insert a text box and key the text, center-aligned, using point size 10, as shown in **Document W-8**. See icon **D**.
9. Switch to the footer. Key in the university’s motto, center-aligned, as shown in **Document W-8**. See icon **E**.
10. Close the header and footer.
11. Carefully proofread your work for accuracy and format.
12. Resave the file.
13. Print a copy of the document if required by your instructor.

A University of Learning

D

Robin Smart, Director of Admissions
E-mail: rsmart@uofl.edu
www.universityoflearning.edu



B

Administration Office
28350 Scholar Circle, Sky, CA 92701
Phone: 434-555-0404
Fax: 434-555-3456

C

E

“We Provide Opportunities for Personal Growth and Cultural Enrichment”