Create and Design Letterhead

New Skills: Using Headers and Footers • Creating a Letterhead Template

TASK AND PURPOSE:

Create and design letterhead stationery that Skateboards, Inc. will use to communicate with vendors, customers, and employees.

OVERVIEW:

A letterhead is a sheet of stationery with the name, address, logo, and other relevant information of an organization. Letterhead is used to send business letters and other forms of correspondence. In this exercise, you will create a business letterhead template. This will allow you to type future correspondence into the template within Word, and print your letter complete with logo and information on plain paper.

STRATEGIES AND TIPS TO CONSIDER:

1. The purpose of business letterhead is to show others a professional representation of your business or organization, and to also remind your customers and vendors of who you are when you send them documents.

2. Keep the design professional, clean, and simple.

3. Stick to one font in the letterhead.

4. Since the logo is the most important element on a letterhead, it should be the largest item.

5. Read through all instructions before proceeding with the project.

INSTRUCTIONS, INFORMATION, AND REQUIRED CONTENT:

1. Using Microsoft Word, create a new document.

2. Save the document as **Project W-2 Letterhead** in your "Word Projects" folder under your "Skateboards, Inc. Simulation" folder.

3. Set the page size to 8.5 inches wide x 11 inches tall with a 1 inch margin on all sides.

4. Choose an easy-to-read font, and keep the font size to a maximum of 10-12 points, unless otherwise noted.

5. Open the header and footer feature.

6. In the header box, insert the Skateboards, Inc. logo installed from the Skateboards, Inc. Resource CD. Center the logo within the header box. Resize the logo so it is in proportion with the rest of your document.

7. Switch to the footer command, and key the following contact information centered within the footer box, single-spaced:

    360 Jackson Boulevard • Rapid City, SD 57702
    Phone: 1-888-555-RAIL (7245) • Fax: 1-888-555-PIPE (7473)
    Email: info@skateboardsinc.net
    www.skateboardsinc.net

8. Italicize the words "Phone," "Fax," and "Email" in the footer.

9. Close the header and footer.

10. Carefully proofread your work for accuracy and format.

11. Resave the file.

12. Print a copy of the document if required by your instructor.