

Project #: W-9

## Word Specialist

Level

Basic

Intermediate

Advanced



Project Title

### Business Envelope

#### New Skills:

- ☒ Inserting and resizing images
- ☒ Inserting and formatting text boxes
- ☒ Setting margins



The Office  
**Specialist**.com  
The Microsoft Office Experts

College Concierge

Squeaky Clean

Lawn Enforcement

Lettuce-Do-Lunch

Jazz My Wheels

**Word Specialist**  
**Project #: W-9**

**Customer Name:** College Concierge

**Assigned to:** You, the MS Word Specialist

**Project Title:** Business Envelope

**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 an envelope for University of Learning to be used for all external correspondence.

**Your Job**

As the Microsoft Word Specialist, you will create an envelope for University of Learning's Director of Admissions, Robin Smart. This envelope will be used along with the previously designed letterhead.

**Tips and Strategies**

1. An envelope contains the company's name and address in the top left-hand corner (return address area) and the recipient's address in the center.
2. The standard size No. 10 business envelope is 9.5 inches wide x 4.125 inches high.
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-9 Business Envelope** in your “Word Projects” folder within the “College Concierge Projects” folder.
3. Set the page size to 9.5 inches wide x 4.125 inches high and set the top, bottom, and left margins at 0.25 inch. The right margin should be 1 inch with the orientation set to landscape.
4. Unless otherwise noted, the font should be set to Times New Roman 12 point.
5. At the top left-hand corner of the page, insert the University of Learning logo from the “Logos” folder as shown in **Document W-9**. See icon **A**
6. Insert a text box to the right of the logo as shown in **Document W-9** for the address. Key the address information as shown using point size 12. See icon **B**

**Note:** *Resize the logo so it is in proportion with the number of lines needed for the address.*

7. Remove the text box lines (if applicable).
8. Insert a text box for the recipient's address approximately 2 inches from the top and 4 inches from the left side of the envelope and key the text as shown in **Document W-9**. To view the finished piece, type your name and the school's address as the recipient and go to Print Preview to see it. See icon **C**
9. Carefully proofread your work for accuracy and format.
10. Resave the file.
11. Print a copy of the document if required by your instructor. Print it on an envelope if available.



University of Learning  
Administration Office  
28350 Scholar Circle  
Sky, CA 92701

**B****A**

2"

4"

**C**

Your Name  
School Address  
City, State Zip Code