

ACTIVITY 21: BUSINESS LETTERHEAD I

New Skills Reinforced:

In this activity, you will practice how to:

1. re-create a business letterhead.

Activity Overview:

Letterhead is a sheet of stationery preprinted to include the name, address, logo, and other information of an organization. Many businesses use letterhead stationery to send letters and other forms of correspondence. Regardless of the type of business, letterhead should always be professional and project an appropriate image of the company.

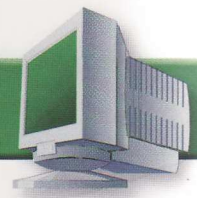
The information contained within the letterhead should not interfere with the body of a document, so the content is usually placed inside of a header, a footer, or a combination of both.

In this activity, you will re-create a letterhead for a DJ business.

Instructions:

1. Open a NEW document in Word.
2. Set the page margins as follows: Top to 2.5", Left, Right, and Bottom to 1".
3. Save the document as LETHEAD1.
4. Open a header to begin re-creating the letterhead shown in **Figure 21-1**. Note that the top margin is set at 2.5" to allow for enough space to create your letterhead.
5. As shown in **Figure 21-1**, type "Face the Music" in one text box. Format this text box using Arial, bold, 24 point, then place it in the top-center of the header. In another text box, type "DJ Services." Format this text using Arial, bold, 14 point, then place it below the previous text box, as shown in **Figure 21-1**.
6. Insert a clipart image, similar to the one shown in **Figure 21-1**. Place the image to the left of the "Face the Music" text box, as shown in **Figure 21-1**. This image represents the company logo.
7. In a separate text box, type the address, city, state, and zip code exactly as shown in **Figure 21-1**. Format this text box using Arial, 12 point, left aligned, then place it in the bottom left-hand corner of the header as shown.

NEW SKILL



8. In a separate text box, type the phone and fax number exactly as shown in **Figure 21-1**.
Format this text box using Arial, 12 point, right aligned, then place it in the bottom right-hand corner of the header as shown.
9. Switch from the header to the footer and type the e-mail and Web site addresses exactly as shown in **Figure 21-2**. Format this text using Arial, 12 point, center aligned.
10. Since you have created your letterhead in the header, type the activity number and title on the first line in the document and your name on line two. Format this text using Times New Roman, 12 point, all caps.
11. Carefully proofread the document for spelling, grammar, and accuracy.
12. Resave the document.
13. Print the document if required by your instructor.

Figure 21-1 (Header)

Face the Music
DJ Services

1000 Broadway Boulevard
Los Angeles, CA 90021

Phone: (888) 555-1222
Fax: (888) 555-1223

Figure 21-2 (Footer)

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