Computers 8/9 - Exercise 4

Ms. Toombs

Create Your Own Letterhead

Learning Objectives:

* I can insert Word Art into a document.
* I can insert hyperlinks and emails into a document.
* I can download and insert pictures into a document.
* I can manipulate images to move them around the page.
* I can design a letterhead.



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**Ms. Toombs**

Letterhead Exercise #1

* Above is an example of a letterhead
* You are to create your own letterhead for an imaginary company. It must include:
  + Your Company’s Name- Use Word Art
  + Your company’s address- include city, province, postal code
  + Phone number of your company
  + Email for your company
  + Website URL/Hyperlink for your company
  + Graphics that pertain to your company.
* The placement/location of items is up to you.
* Letterheads must extend no more than 2 inches from the top of the page.
* Display the ruler bar and adjust the vertical ruler on the top of the page.
* Save to your Computers 8 or 9 folder as “Your Company” Letterhead
* You will be using this assignment in the next exercise.