

Letterhead

Purpose:

- integrate drawing tools with word processing. To learn the proper layout of a business letter.

To Do:

- Create a letter head for a made up company.
- Create a letter body that will be sent to your family telling about the new company, what it does, where it is located, and why they should come and visit.

Requirements:

•Letterhead:

- Format document so margins are .5 on the top and bottom and 1 inch on left and right.
- In the header put the name of your company - choose an eye catching memorable font that is representative of your company.
- Company logo, also in the header - combination of clipart and your own drawing.
- In the footer put the Address - make up but must include:
 - Street (ex. 123 James St.)
 - City, State Zip (ex. Holland, MI 49424)
- In the footer put the Phone - make up but must include:
 - Area code and number (616-123-4567)
- You can creatively pick you numbers so they are memorable or spell something.
- In the footer put the E-mail - make up (ex. jfrank@vets4u.com)
- In the footer put the Web address - make up (ex. www.vets4u.com)
- Header needs to fit in top 10 lines and footer bottom 5 lines.

•Letter body:

- All left justified.
- Date two lines under top letterhead layout.
- Skip two lines and write the address of who you are sending to - you home address.
- Skip two lines and write "Dear" then your parent's names and then a comma.
- Skip one line and write the first paragraph telling them the name of your company, where it is located and what it does.
- Skip one line and write the second paragraph telling them why you started this company. (Ex. I always wanted to be a vet because...)
- Skip one line and write the third paragraph telling them why they should come visit. (Ex. Grand opening, big sale, etc.)

- Skip two lines and type "Sincerely,"

- Skip two lines and type your name.

- Technical

- Margins top=.5, bottom=.5, left=1, and right=1

- 1 line spacing throughout.

- Spell Check