PERSONAL LETTERHEAD ASSIGNMENT

Your assignment is to construct a professional personal letterhead which will be used several times during this semester. Follow these directions thoroughly to get credit for this assignment!

When considering this letterhead, use the following guidelines:

* The letterhead contains information so you can be easily contacted. It needs to look conservative, straight forward, and professional in most cases. Include your full name and your complete mailing address. The only abbreviation in the address should be the state. Include your phone number with area code listed first. Also, include your email address if it is business appropriate. Separate these main pieces with some symbol. *(Insert, Symbol)* Notice the example above.
* The letterhead should not overpower the rest of the document which will eventually follow. Therefore, keep the font size at 12 (your name should be larger at 14 or 16 point font because it is the focus). Keep the total vertical depth of the letterhead at no more than 1 ½ inches, use the ruler on the left side of your screen to monitor this. While you will use Times New Roman (or some serif font style) for the message portion of your documents, the letterhead may be in a different font if you wish. Do not get carried away though! Keep it business-like.
* A graphic line adds visual interest to most letterheads. You must add ***either*** a horizontal line in the middle or a bottom border directly below the end of your letterhead.
  + Horizontal/graphic line option: With your cursor in your name line, choose the borders symbol in the Paragraph group. Then choose the arrow to the right and select *Borders and Shading* at the bottom. Here you will be able to change the line design and the width. You can also select the color you want. After that you must click the bottom border symbol on the diagram to the right. Your horizontal/graphic line should extend from your left margin to your right margin.
  + Bottom border option: A bottom border can also add visual interest to most letterheads as you see in my example above. Follow the same steps for the line above but make sure your cursor is in the last line before you begin.
* Choose Insert/Header and choose any header choice. This keeps the formatting of your letterhead separate from the rest of any document you create and it keeps it close to the top. A header will show on all pages and be slightly faded so if you create a multi-page document, you will need to make a first-page-only letterhead which we will learn later in this class.
* Name this file “business letterhead” and save it to your *Document Formatting* folder for future use.
* Also make a letterhead that is creative. This could be used for personal correspondence or for some creative jobs like graphic art or photography. Save this one as “Creative Letterhead.
* Add a conservative logo if you choose for the business letterhead and something creative for the personal letterhead. This is optional on both.

***Part Two:***

* Before you close this document, professionally write two paragraphs that discuss your favorite things. Pick any categories you want. Examples would be favorite sports teams, animals, music, recreation, classes, season, or any other category you choose. What are your favorites and why did you choose these.
* Name this file “Favs” and save it in “writing” folder.
* Print this document and turn it into the appropriate cubby shelf. If you have color in your letterhead to show, select *file, print, printer properties,* then select *color* in the *color options* box*.*

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