Business Letterhead

STUDENT PROJECT

Directions:

1. Create a new Word document and save it as *Business Letterhead*.
2. Go to http://www.cevmultimedia.com/atomsville.
3. Go to the your chosen business and download the logo of your company.
4. Insert the logo on the new document and place it in the header of the document.
5. Using the logo, create a letterhead to be used by your business which includes all contact and address information of your business in the header and footer of the document.
6. Create a theme which represents the colors and fonts used by your company and save it as your company's name and apply it to the letterhead.
7. Create a page background which incorporates the company logo as a watermark on the letterhead.
8. Save the document as *Business Letterhead*.
9. Open the *Business Letter* file and copy and paste your previously written letter onto the letterhead.
10. Save the document as *Business Letter* which will replace the other *Business Letter* file.

- http://www.cevmultimedia.com/atomsville