

# Fundae Sundaes Letterhead



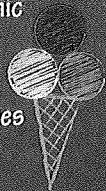
## The Inside Scoop

It is important for Fundae Sundaes to have a consistent look on all correspondence, such as letters to vendors and customer appreciation letters. Typically, the logo is the most prominent element on the letterhead.

In this project, you will create a letterhead in the header and footer of a document. The letterhead cannot interfere with the letter itself. The letterhead will contain the Fundae Sundaes logo as well as the return address and contact information.

### Skills

- Creating a business letterhead
- Setting margins
- Using headers and footers
- Formatting text
- Inserting a graphic from a file
- Using and formatting shapes
- Using bullets



# Fundae Sundaes Letterhead



Use word processing software to create and format a business letterhead.



## Directions

1. Follow the Setup instructions above.
2. In the header of the document insert the Fundae Sundaes logo, as shown in Document Data 1.
3. In the footer of the document, key the text as shown in Document Data 1.
4. Be sure to follow the extra line spacing as indicated by the paragraph symbol.

## Setup

Start Up:  
Using word processing software,  
create a NEW document.

Save the File as:  
Project 1

Orientation:  
Portrait

Margins:  
Top 2", Bottom 1", Left 1", Right 1"

Line Spacing:  
Single, no additional spacing  
before and after paragraphs

Font, Size:  
Calibri, 11 point  
(unless otherwise noted)



## Formatting

1. Center align the Fundae Sundaes logo and resize to 1.12" high by 2.1" wide.
2. Switch to the footer of the document and, above the text, insert a 6.5" horizontal black line, 1.5 pt. weight.
3. Center align the text in the footer.
4. Carefully proofread your work for accuracy and format.
5. Resave the file.
6. Print a copy of the document if required by your instructor.

Document Data 1

Fundae Sundaes Logo	Header

125 Holden Avenue • New York, NY 10027 Phone: (555) FUN-DAES • Fax: (555) SUN-DAES Email: sales@fundaesundaes.com • Website: www.fundaesundaes.com	Footer
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