



711 Jefferson Ave.  
Winnipeg, Manitoba, R2V 0P7

**MR. STEWART**  
*MR. STEWART*



[www.7oaks.org/gcc](http://www.7oaks.org/gcc)  
[paul.stewart@7oaks.org](mailto:paul.stewart@7oaks.org)  
339-2058

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### Letterhead exercise #1

- Above is shown a sample letterhead.
- You are to create your own personal letterhead. It must include:
  - your name - use Wordart
  - your address, include city, province, postal code
  - your phone number
  - your email (if you have one)
  - your web site URL (if you have one)
  - graphic(s) that pertain to you
- 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 to the top of the page.
- Save as 'letterhead your name'
- You will be using this assignment in the next exercise