

Desktop Publishing Exercises

NOTE: Save each of these activities in your WP-DTP Folder with the indicated filename
Activity 1 - Letterhead

Your musical group is well practiced and ready to play some live gigs. It's time to write a letter to club owners introducing yourselves. To create a good impression you want to print the letter on your own letterhead. Letterhead is the heading at the top of a sheet of stationary or letter paper. It usually contains the name and contact information of the sender and a graphic image. Perhaps you have seen your school's letterhead on a piece of stationary.

Your task:

- Create a letterhead for your musical group that contains its name. Below it place the mailing address and telephone number against the left margin and the email and web site address against the right margin.
- Use one or more horizontal lines for effect.
- Change the top page margin to 0.75"

Remember

You can search the web for inspiration and examples.

Desktop Publishing Skills
Check these areas for the Skills you need.

- Margins
- TextArt
- Flush Right
- Horizontal Line

Desktop Publishing Exercises

Lei Shi



Desktop Publishing Exercises:

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