

## **ITQ Presentation software 2008-09**

### **Business Stationery**



Presentation software can be used to create designs for items like business cards. In this task you will create designs for a business card and also notepaper using matching logo and design features.

To make a business card design change the page or slide set-up so that a size of about 8cm by 5cm applies. You can vary this if you prefer a slightly different proportion for your card, and it can be landscape or portrait.

The screen will show a large area but this will be several times larger than actual size. It can be helpful, though, when working with small text and objects.

The card will need several important elements like the name of the business, a logo and some contact information. You should look at samples to see what to include and how they might effectively be arranged. You may also include a background image or effect.

The logo should be your own design using, perhaps, an item created in another part of your course.

Print samples of each card design.

Next, using the same logo(s) and style of text presentation to create an A4 document which could be utilised as a template for letters, invoices or similar items by an organisation.

This item should be A4 portrait and contain the essential information which you will be able to compare with samples provided.

Print samples of your notepaper.