

- 1. Finish last assignment where you described your business. If not finished, open the instructions called **Inst, Business Description**.
- 2. Place your logo below your written description, centered on the page.



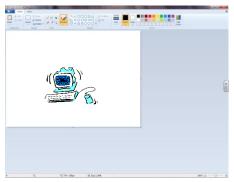
3. You can use any or all of the following to make your logo...



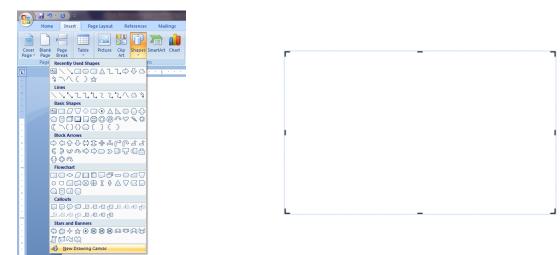
• Text Box or WordArt for any letters, words or symbols in your logo.

CONTRACTOR OF THE OWNER	39.1	0				Documenta - Microsoft Word									
9	Home In	sert Pag	e Layout	References	Mailings	Review	View	Add-Ins							
Cover Page *	Blank Page Page Break	Table	Picture C	ip Shapes Sr	NardArt Chart	Que Hyperlink	Bookmark	Cross-reference	Header Foo	ter Page Number -		Quick Parts *	WordArt	A Drop Cap *	Signature Line *
	Pages	Tables	Tables Blustrations			Links			Header & Footer		Text				

• Microsoft Paint to draw your own picture, or to edit existing clipart,



4. Under the Insert tab, in the Illustrations group, click Shapes and open a New Drawing Canvas.



- 5. Place all the parts of your logo (clip art, word art, shapes, etc.) into the canvas.
  - Hold the Shift key,
  - Click on all of the parts of your logo,
  - Right click on one of the parts,
  - Click Grouping, Group.



- 6. Drag the logo out of the canvas, and delete the empty canvas. Place the logo below the text of the business description.
- 7. Check spelling, spacing, and grammar. Type the total work count at the top of the page. Save and show me your finished document before you print.

Since other businesses are using the Internet I will use this also. I will get a domain for my company such as <u>www.economy.com</u> and I will then have a business that's open 24 hours a day. When this happens I may need expand and have one or more
offices outside of my home.