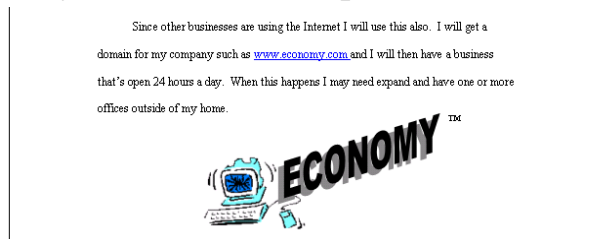


Create a Logo for your Business

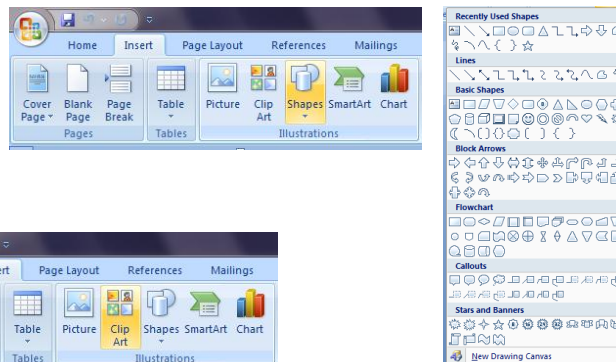


1. Finish last assignment where you described your business. If not finished, open the instructions called **Inst, Business Description**.
2. Place your logo below your written description, centered on the page.

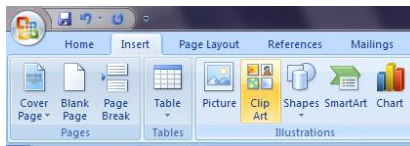


3. You can use any or all of the following to make your logo...

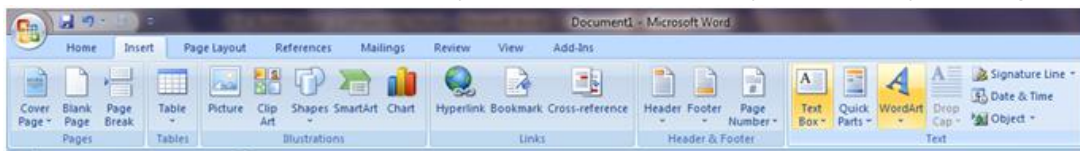
- **Shapes in Word,**



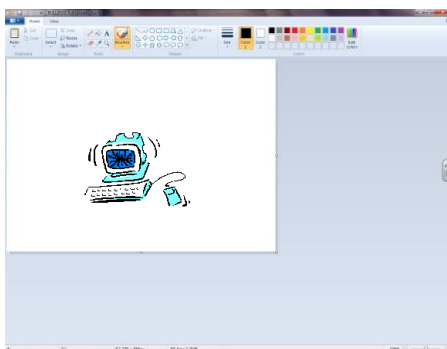
- **Clipart,**



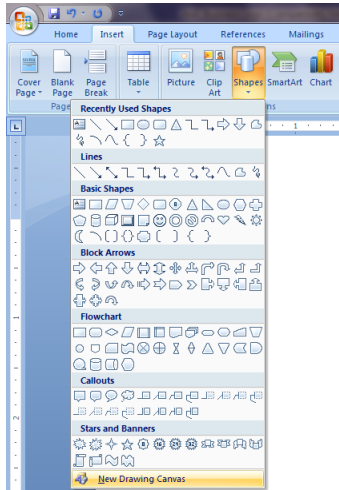
- **Text Box or WordArt** for any letters, words or symbols in your logo.



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

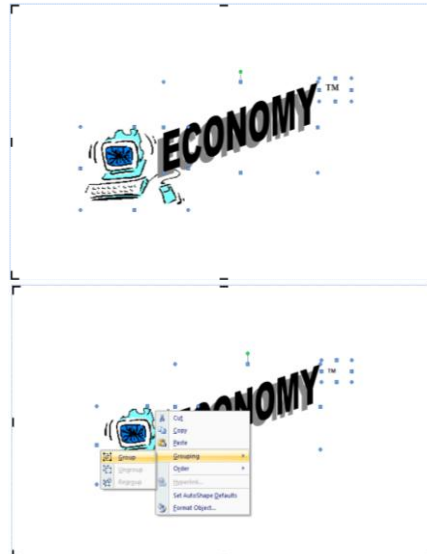


4. Under the Insert tab, in the Illustrations group, click Shapes and open a New Drawing Canvas.



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.

