

# Business Cards for José Alvarez

José Alvarez, a freelance writer from New York, has asked you to create his business cards. He wants you to combine text and graphics to make his business cards eye-catching. To create José's business cards, you need to Create Labels and Enter Text, Add a WordArt Logo, and Add an Object and Print the Label Sheet. The completed sheet of business cards is shown in Figure A-20 on page 19.

## Activity:

### Create Labels and Enter Text

You use a label sheet selected in the Labels Options dialog box as the basis for José's business cards.

#### Steps:


1. Open a blank Word document, click the Mailings tab, then click Labels in the Create group  
*On the Labels tab of the Envelopes and Labels dialog box, you can select the size and type of label you need to create a sheet of business cards.*
2. Click Options, click the Label vendors list arrow, then scroll to and click Avery US Letter
3. In the Product number list box, scroll to and click 5371, click Details, verify that the Label height is 2" and the Label width is 3.5", click OK, then click OK
4. Click New Document  
*You click New Document because you want to show the label sheet as a table in which you can include the text and a WordArt object for the business card.*
5. Type Jos  
*You'll add the é next.*
6. Click the Insert tab, click Symbol in the Symbols group, click More Symbols, select (normal text) as the Font type if necessary, scroll to the é as shown in Figure A-13, click é, click Insert, then click Close
7. Press [Spacebar] once, type Alvarez, save the document as Business Cards for Jose Alvarez in the location where you store your Data Files, press [Enter] once, then type the remaining text for the business card as shown in Figure A-14
8. Click in the first line, click the Page Layout tab, change the Before spacing to 36 pt, select the six lines of text, click the Home tab, click the Align Text Right button  in the Paragraph group, enhance José Alvarez with Bold and a font size of 14 pt, change the font size of the remaining text to 10 pt, then enhance Freelance Writer with Italic
9. Select all six lines of text, click the Page Layout tab, change the Right indent to 0.4", deselect the text, save the document, then compare the business card to Figure A-15

FIGURE A-13: Symbol dialog box

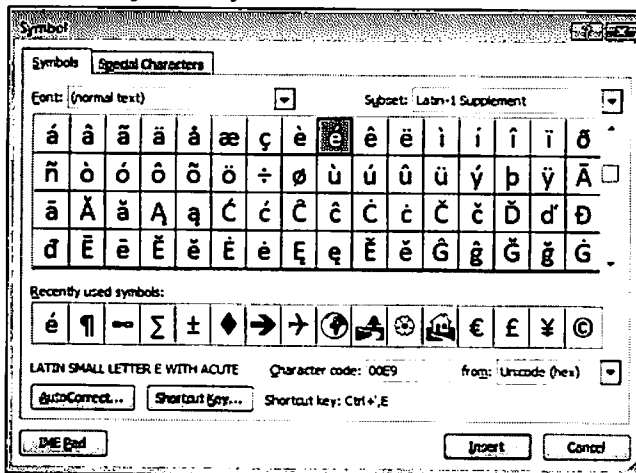


FIGURE A-14 : Text for business card

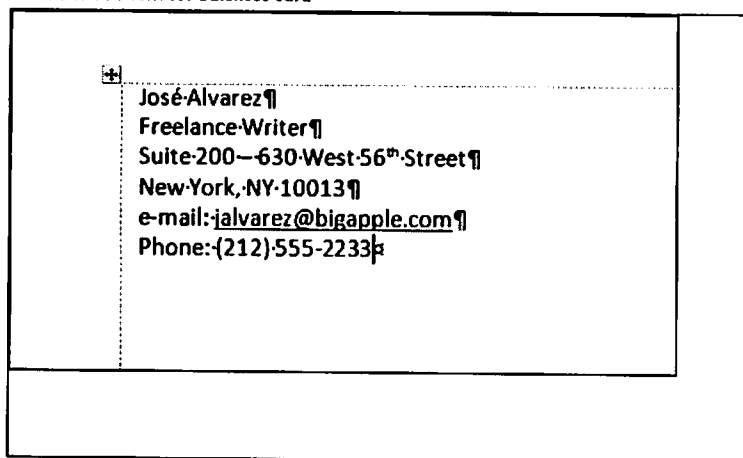
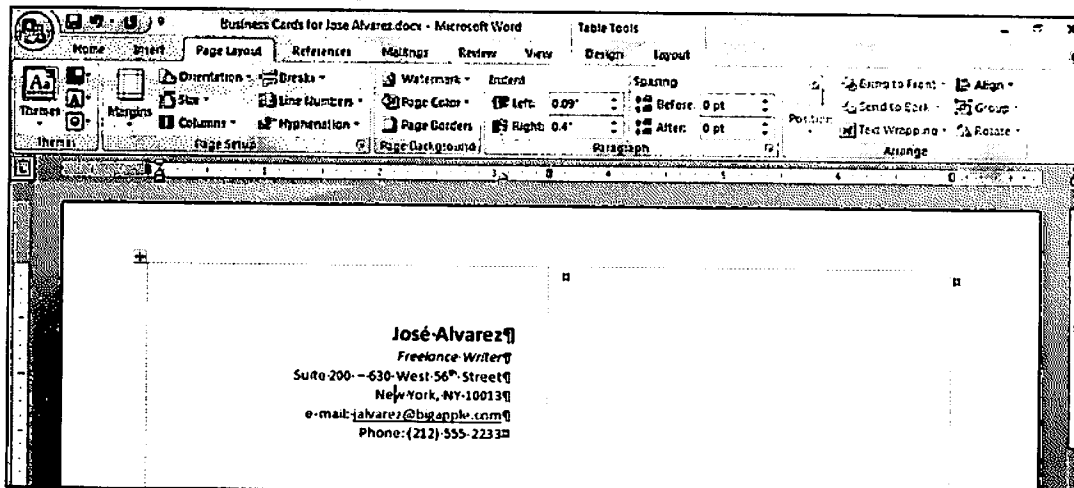


FIGURE A-15: Business card text formatted






## Activity:

## Add a WordArt Logo

You need to add a WordArt object to the business card and then modify it.

## Steps:

1. Click to the left of José, click the Insert tab, then click the WordArt button in the Text group  
*The WordArt Gallery opens.*
2. Select WordArt style 14 (third row, second column) as shown in Figure A-16
3. In the Edit WordArt Text dialog box, type JA, change the font to Comic Sans MS and apply Bold, then click OK  
*Black sizing handles appear around the WordArt object to indicate it is selected, and the WordArt Tools Format tab appears.*
4. Click the Change WordArt Shape button  in the WordArt Styles group to show the WordArt Shape Gallery, then click the Slant Up shape as shown in Figure A-17
5. Select the contents of the Height text box in the Size group, type .5, press [Enter], change the Width to .5, click the Text Wrapping button in the Arrange group, click More Layout Options, click Square, click the Right only option button, then click OK  
*By selecting the Square layout, you convert the WordArt object from an inline graphic to a floating graphic that you can position easily on the business card.*
6. With the WordArt object still selected, click the Shadow Effects button in the Shadow Effects group, then under Additional Shadow Styles, select Shadow Style 14  
*The WordArt object is complete.*
7. Click next to the J in José, click the Page Layout tab, then change the Before Spacing to 48 pt
8. Drag the WordArt object to the upper-left corner of the first business card as shown in Figure A-18
9. Click away from the WordArt object, then save the document

### Clues to Use

#### Editing a WordArt object

*You can modify a WordArt object in many ways by selecting different shapes, experimenting with different fill and line color options, and applying various shadow and 3D styles. To modify an existing WordArt object, double-click it to show the WordArt Tools Format tab, then select the tools you require. You can apply one of the preset WordArt styles by clicking the More button in the WordArt Styles group and selecting another style from the WordArt Gallery, then you can modify the style by selecting new options from the Shadow Effects group. You use the tools in the Text group to modify text spacing and alignment of the text within the WordArt object.*







Activity:

## Add an Object and Print the Label Sheet

You need to fill the WordArt with a new shaded fill, add a triangle shape to José's business card, enhance it with a shaded fill, then print the label sheet, which is actually structured as a Word table. The completed label sheet is shown in Figure A-20.

Steps:

1. Click the WordArt object to select it, click the WordArt Tools Format tab, click the Shape Fill list arrow in the WordArt Styles group, then select Purple, Accent 4, Darker 25%
2. Click the Insert tab, click Shapes in the Illustrations group, then click the Right Triangle shape in the top row of the Basic Shapes section
3. Point to the lower-left corner of the business card, then click and drag to draw a triangle (any size)
4. Change the height of the triangle to 1.2" and the Width to 1.6", then use your mouse and arrow keys to position the triangle so the left and bottom edges are even with the left and bottom edges of the business card as shown in Figure A-19
5. With the object selected, click the More button  in the Shape Styles group, select Diagonal Gradient - Accent 4 (sixth row, fifth from left), click the Shape Outline list arrow in the Shape Styles group, then click No Outline
6. Click away from the triangle to deselect it, click the Home tab, click the Change Styles button in the Styles group, point to Colors, move your mouse over each color set to see the effect on the business card, then select the Urban color set  
*The business card you have created includes two graphics: the WordArt object and the triangle. As a result, you cannot use the Envelopes and Labels dialog box to print the label. Instead, you need to copy and paste the label with its objects to the other table cells and use the standard Print command.*
7. With the insertion point in the upper-left table cell, click the Table Tools Layout tab, click Select in the Table group, click Select Cell, click the Home tab, click the Copy button  in the Clipboard group, click in the upper-right table cell, then click the Paste button in the Clipboard group
8. Click each blank table cell and use the Paste button to paste the card in each of the other cells, click after the telephone number on the lower-right card, press [Enter], change the font to 8 pt, then type your name
9. Save the document, preview it, print a copy, then close it

*A complete sheet of cards is printed as shown in Figure A-20. If José were really printing his business cards, he would insert several sheets of the perforated cards he purchased into his printer before he clicked the Print button.*



### Additional Practice

For additional practice with the skills presented in this project, complete Independent Challenge 3.

FIGURE A-19: Triangle drawn, sized, and positioned

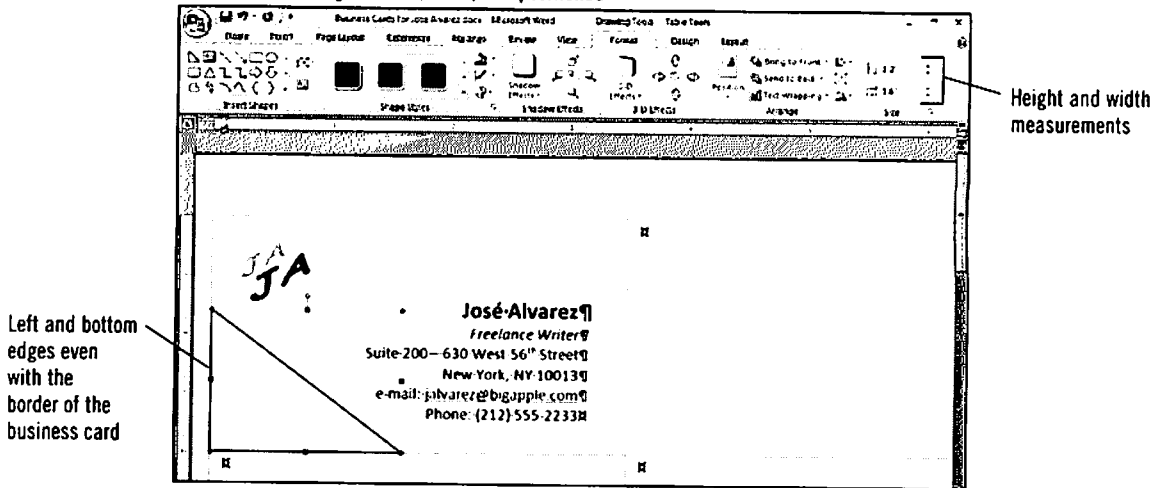


FIGURE A-20: Completed sheet of business cards

