

# Using a Business Card Template

Follow the directions below to format and edit a business card template. **Read through each individual direction before performing it**, like you are following recipe instructions.

Remember that text is entered (typed in) or pasted wherever the **bracketed text** is. Remember, too, that there is usually more than one way to do something. If a different way to do it occurs to you, go ahead and try it! If it doesn't work, you can always click on the **Undo** command in the Quick Access Toolbar. If you can't remember what a command does, move the mouse pointer over it and pause. A **ToolTip** appears describing the command's function.

Words used throughout exercise:

**Select/Click:** click once on a command or area in the document

**Highlight:** hold the left click down and drag over the text you want to edit

## Part One: Entering & Editing Information

1. Open a new blank Word document. Click on the File tab at the top left of the window and then click on **New**. In the templates menu on the right, click on **Business Cards** then click on **Print Business Cards**.
2. Click on the template titled **Technology Consultant Business Cards** and double click to open or click download in the preview pane on the right.
3. In the bottom right hand corner, click on the plus sign to zoom in to 200%.
4. On the first card, highlight the word **Technology** and erase it. Type **Sunburst**. Highlight the word **Consulting** and erase it. Type **Designs**. Highlight the phrase **First M Lastname** and erase the line of text. Type your name.
5. Highlight the block of text containing the address, phone number, and website. Change the font type to **Bell MT**. Highlight your name and change the font type to **High Tower Text**. Highlight Sunburst and change the font

to **High Tower Text**. Highlight Designs and change the font to **High Tower Text**

## Part Two: Format & Design

6. Highlight your name, then click on the arrow next to the font color command. Change the color to ***Purple, Accent 4***.
7. Highlight **Designs** and change the font color to ***Aqua, Accent 5, Lighter 40%***.
8. Click on the picture of the red-orange swirl. Click on the Format tab that appears at the top. In the Shape Styles group, click on **Shape Fill**. Hover over **Gradient** and then select **More Gradients** in the menu that appears on the right.
9. Change the Color 1 to ***Purple, Accent 4*** and Color 2 to ***Aqua, Accent 5***. Click on **Diagonal Up** then click on the selection with the purple color in the bottom right corner. Click OK.
10. Click on the dark gray shape at the bottom of the business card and press your **Delete** key.
11. Click on the Insert tab. In the Illustrations group, click on **Shapes**. Under the Flow Chart title click on the shape titled *Flowchart:Document*. Click in between the orange lines to place the shape.
12. Click and drag the small green circle above the shape in a circle until it's flipped upside down. Then use the left and right squares to make the shape longer. Move the shape in line with the orange lines.
13. In the Arrange group click on **Rotate** and click **Flip Horizontal**. Click on the arrow next to *Send Backward* and click **Send to Back**. In the Shape Styles group, click on **Shape Fill** and change the color to ***Purple, Accent 4, lighter 40%***. Click on **Shape Outline** and click **No Outline**.
14. Click twice on the first orange line. Click on **Shape Fill** and change the color to ***Aqua, Accent 5, Lighter 40%***. Click on **Shape Outline** and change the color to **White**.
15. Click in between the two white lines. Click **Shape Fill** and change the color to ***Aqua, Accent 5, Lighter 40%***.

16. Click in between the last orange and white line. Click on **Shape Fill** and change the color to **Aqua, Accent 5, Lighter 40%**. Click on **Shape Outline** and change the color to **White**.

## Completed Exercise

