

SCENARIO

A friend, Alan Weeks, has established a marina on a local canal called **Weeks Marina**. He has moorings for barges that are privately owned and also hires out several boats, owned by his own company, during the holiday season.

Alan wants to make use of information technology in his new venture and has asked for your help with a number of tasks.

LETTERHEAD TASK

Alan has asked you to create the letterhead for the company notepaper.

The company address and telephone/fax numbers are:

Weeks Marina
Canal Street
Bridlemount
High Park
ST44 6JG

Telephone: 04633 274123 Fax: 04633 274321

Following the instructions below use the facilities of a suitable word processing package to create the letterhead.

Open a new document and reduce the top margin on your page to 1 cm.

*Recall the logo that you created in the **Logo task** and insert it at the top of the page and in the centre. Reduce the size of it so that it is no more than 3 cm high.*

Leave one clear line of space under the picture and then key in Alan Weeks name. On the next line key in the full address of the company offices and on the line after that the telephone and fax numbers.

Mr Weeks name should be emboldened and in capitals. All text should be centred.

Save and print a copy of your finished document.

WEEKS MARINA LETTERHEAD TASK – MARK SCHEME

Letterhead – 9 marks

Marks

9

- Reduce top margin to 1 cm (1)
- Recall marina logo (1)
- Ensure it is no more than 3 cm high (1)
- Logo & text are centred (1)
- Leave one clear line space (1)
- Enter **all** text accurately (1)
- Name in bold (1)
- Name in capitals (1)
- Printout (1)

TOTAL MARKS

9



ALAN WEEKS

Weeks Marina, Canal Street, Bridlemount, High Park, ST44 6JG

Telephone: 04633 274123 Fax: 04633 274321