Create a Business Card

What are some ways that people advertise their business? One of the typical ways that people advertise their business is by handing out business cards. Business cards are cards that contain business information about a person or a company. This is a small card (usually fits in a wallet) that tells other people how to contact you if they want to do business.

Look at the following example:

Business Card Example

As in the example above, a Business Card created on the computer typically has:

- the name of the business

- a person's name and position at that business

- a work address

- telephone and fax numbers

- an email address (if available)

Business Card

Business Card Full Page Example

Before you begin using the computer to create your business card, take a moment to get familiar with the **Intel® Education Help Guide**. The Help Guide provides handy step-by-step instructions for common applications right as you work.

Please refer the card - **How to Use the Help Guide**.

Steps on How to Create a Business Card

A. Draw a Rectangle

1. **Start the word processing software, and open a new, blank document**.

   For help, see Graphics Skill 4.1: To start the word processing software with drawing tools

2. **Draw a rectangle that is about the same size as a business card**.

   For help, see Graphics Skill 5.6: To draw a rectangle or a square

3. **Change the border's width, style, and color**.

   For help, see:
   Graphics Skill 6.5: To make a line or shape's border thicker or thinner
   Graphics Skill 6.6: To change the look or style of a line or shape's border
   Graphics Skill 6.7: To change the color of a line or shape's border

4. **Click to select the shape. Change the text wrapping style**.

    Note: For Microsoft*Office 2003 users **click Format>AutoShape**. **Click the Layout tab and select Tight.**

    Note: For Microsoft*Office 2010 users, skip this step and move to step 5.

5. **Save your work.** Make sure you save your work after every few steps you complete.

    For help, see Word Processing Skill 1.7: To save a word processing document for different uses

B. Make an Artful Title

1. **Make an artful title with the name of the business**.

    For help, see Graphics Skill 9.1: To make art out of words, or WordArt

2. **Change the text wrapping style**.

    For help, see Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture

    Note: For Microsoft*Office 2010 users, skip this step and move to step 3.

3. **Resize and move the title as needed**.

    For help, see:
    Word Processing Skill 5.5: To make a picture bigger or smaller
    Word Processing Skill 5.6: To move a picture

4. **Save your work**.

C. Make a Text Box

1. **Make a text box in an empty space in the rectangle. Type the name of the person you are making the business cards for, and on the next line, type that person's position in the business**. Or if you prefer, you can type your name and the position you would hold in your own business.

    For help, see:
    Graphics Skill 7.1: To make a box so you can add words to a drawing
    Graphics Skill 7.2: To type words into a text box

2. **Make another text box, and type the business's contact information including the address, the telephone number, and perhaps even an email address**.

    For help, see:
    Graphics Skill 7.1: To make a box so you can add words to a drawing
    Graphics Skill 7.2: To type words into a text box

3. **Change the look of the words however you wish**.

    For help, see:
    Word Processing Skill 3.1: To pick the letter design or font for your words
    Word Processing Skill 3.3: To change the style of words
    Word Processing Skill 3.4: To change the color of words

4. **You can also change the look of the text boxes borders**.

    For help, see Graphics Skill 7.13: To remove a border from a text box

5. **Save your work**.

D. Add a Picture

1. **Add a clip art picture that shows something important about the business**.

   For help, see Word Processing Skill 5.1: To add premade computer pictures, or clip art

2. **Change the picture's text wrapping, and move and resize it as needed**.

   For help, see:
   Word Processing Skill 5.4: To change the way words flow, or wrap, around a picture
   Word Processing Skill 5.5: To make a picture bigger or smaller
   Word Processing Skill 5.6: To move a picture

3. **Save your work**.

E. Select and Group Objects

1. **Select and group all of the objects in the business card**.

   For help, see:
   Graphics Skill 8.1: To select several objects at once
   Graphics Skill 8.2: To bundle or group objects together

2. **Save your work**.

F. Copy Your Business Card

1. **Copy and paste the business card as many times as you need to fill the page**. **Move the copies of the business card around so they are neatly lined up and evenly spaced apart**.

   For help, see Graphics Skill 8.4: To make a copy of, or duplicate, an object

2. **Save your work**.

G. Business Card Challenge (Optional)

1. **Change the color and shape of your artful title**. You might want to change the look of borders and words. You can even use different clip art pictures if you wish.

   For help, see:
   Graphics Skill 9.2: To change the words in your WordArt
   Graphics Skill 9.3: To pick a different WordArt look or style
   Graphics Skill 9.4: To change the colors of your WordArt
   Graphics Skill 9.5: To change the WordArt shape

2. **Save your work**.

Business Card Challenge Example

Business Card Full Page Challenge Example

Review Your Work

Look over your business card. Make sure it has the following elements:

- An artful title with the name of the business

- The name of the person or people the card is for, as well as the position within the business

- Contact information including an address, telephone number, and perhaps even an email address
- A picture that shows something important about the business
- A colorful border around the outside of the business card

If any of these elements are missing, add them now. You should also make any other desired changes. Remember to **save your work** when you are finished.

Optional: Print Your Business Card

1. **Preview your business card before you print it. Set up the document so it prints sideways, or landscape.**

   For help, see:
   Word Processing Skill 1.2: To use the Menu (Ribbon) bar
   Word Processing Skill 1.3: To use the Standard (Quick Access) toolbar
   Word Processing Skill 6.4: To setup a document so it prints sideways, or landscape
   Word Processing Skill 6.18: To see how a document will look before you print it

2. **To print your business card, click File. Then, click Print.** A Print window pops up.

   Note: For Microsoft*Office 2010 users, when you click the File tab, you will notice a Backstage view.

3. **To select the printer you want to use, click the arrow in the Name or Printer list and select the printer.**

   Note: You will notice that the box has a drop-down menu or a list which allows you to select one option from several printer choices. If there is a drop-down menu, just click on the down arrow and move your cursor to the option you would like to choose. If a list is displayed, scroll to the printer that you want. Highlight your choice, and then click on it.

4. **To select the page you want to print, place your cursor on that page and click Current Page. Or, click Pages, and then type the page number that you would like to print.**

   Note: If your business card covers only page 1, then by default, the page will be automatically selected for printing. You may skip this step and move to Step 5.

5. **To select more than one copy you want to print, click the up arrow in the Number of copies list.**

   Note: For Microsoft*Office 2010 users, click the up arrow in the **Copies** list.

   Note: By default, the number of copies to be printed is 1. Just click on the up arrow for more than one copy to print. Click on the down arrow for lesser number of copies to print.

6. **Click OK or click Print.**